

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 596-521-261, or by clicking on the following website address: [Litchfield Community TV](#).

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

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

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

If anybody has a problem, please email Christina Harrison at charrison@litchfieldsd.org 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.

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Draft Minutes for April 15, 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)
Mary Widman, Director of Curriculum/Instruction/Assessment (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

5:00 p.m.

A. Call to Order - Board Chair's Statement

Mr. Bourque called the meeting to order at 5:10 p.m. He read the required meeting compliance statement.
Mr. Bourque took a roll call attendance:

B. Pledge of Allegiance

C. Review & Revision of Agenda

Revision: Addition of Enrollment Report, March 2020, under Reports

D. Summary of Non-Public Actions from April 1, 2020:

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

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported that several emails were received sharing concerns about the elimination of AP Biology at CHS next year. These emails were received from Travis Tucker, a student at CHS, which included a compilation of letters from other students who are concerned about AP Biology, not fulfilling the district mission statement by not running AP Biology, not maintaining learning opportunities for advanced students and jeopardizing college choices for seniors. Parent letters were received as well.

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Mrs. Harrison indicated that emails were received from Tracy Madden regarding concerns about remote learning and the lack of direct instruction; a letter was received from Janine Ancil, Grade 1 teacher at GMS, regarding supporting a fifth grade one class; an email from Jenny Eisenbeis, whose family moved to Litchfield from Garland, TX, offering a link to recognize high school seniors who may be missing out on opportunities through the spring semester.

G. Comments:

- **Superintendent:**

- **Philip K. Martin Auditorium Response**

Dr. Jette provided a response regarding an inquiry from a student regarding the dedication ceremony for the Philip K. Martin Auditorium. He noted a winter concert was held in Mr. Martin's memory and a plaque was installed outside the auditorium. Mr. Martin's family attended. He indicated that after reaching out to the family, they have expressed that the naming of the auditorium, plaque and concert ceremony was sufficient and they do not wish to open old wounds at this time. Dr. Jette commented that we have to show sensitivity to his family. He noted that Mrs. Leite will look into if more can be done.

- **Athletic Costs**

- **Transportation**

Dr. Jette reported that Mrs. Flynn researched the history of how athletic transportation has been budgeted for costs and updated the costs on where we are this year. He indicated there were concerns regarding cost savings with post season events and the data indicates that we are not budgeting for that line. He noted that the former Athletic Director budgeted a breakout of specific post season events and changed that budgeting method in 2017 to a lump sum amount.

Mr. Bourque thanked Dr. Jette for providing the information and commented that he was under the impression there could be a cost savings, but judging from the actual cost data, he can see that is not the case.

Mrs. MacDonald asked if there has been any discussion on getting a small van to transport smaller sports groups or student groups to Alvirne and Pinkerton?

Dr. Jette indicated that discussions have occurred, but licensure rules are complicated and we are not sure what the right answer is at this time.

Mrs. Harrison commented we are still overspent in athletic transportation even with remote learning.

Dr. Jette clarified if we had played the season out completely we would have been overspent, but since those events have not run there is still a budget balance in that line. He added that there is a discussion that if there is a season, it will be short. Mr. Izbicki concurred.

- **2020-2021 School Board Calendar**

Dr. Jette reported we are locked into the Town Hall for the first and third Wednesdays for School Board meetings and did not have to alter those dates based on holidays that occur during the year.

Mr. Bourque mentioned there was concern at the last meeting that the Board may need to have an additional meeting over the summer.

Dr. Jette indicated a tentative meeting can be listed on the calendar or the Board can call an emergency meeting.

Mr. Bourque agreed, indicating that a meeting can always be added.

Dr. Jette suggested a tentative meeting be slated for August 5.

Mrs. Harrison made a motion to approve the 2020-2021 School Board Meeting calendar. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

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- 2 Week Closure

Dr. Jette discussed a two week shutdown of the district's buildings in July. He indicated that it could potentially help with scheduling and working remotely. He asked the Board to consider the discussion at a future meeting.

- Perceived Censoring of Student Input on Social Media

Dr. Jette commented there was a post on social media with some letters from CHS students regarding teachers and high school climate. He noted that teachers' names were mentioned. He explained he reached out to the student who posted it and suggested he may want to take the post down because it could result in legal issues.

Mr. Bourque commented that the document can be posted with the minutes, but recommended the names of the teachers be redacted.

Mr. Meyers was concerned about stating students' names if those students are under 18 years of age. Dr. Jette indicated that we will make that determination and redact the names if required.

- **School Board**

Mrs. Hershberger thanked parents, teachers and staff for adapting so quickly to remote learning and instruction. She commented that teachers are posting videos and using Google Meet, which is the best practice. She indicated there is clear growth resulting from remote learning and teachers are adapting to this type of instruction. She noted it is expected we will see instructional growth and teachers becoming more comfortable with the technology. Mrs. Hershberger believes we are moving in the right direction.

H. Community Forum

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Mrs. Harrison mentioned that correspondence received and reported earlier in the meeting was received via email from Jennifer Biron, Margaret Cuvellier, Marissa Michaud, Hannah Cuvellier, and Sherry Fay regarding the removal of AP Biology.

Mrs. Hershberger mentioned there was a letter from Stacy Leary that was sent to the Board as well.

Mrs. Harrison indicated that Mrs. Leary conveyed concern with teachers feeling overwhelmed during this period of remote instruction and urged the Board to keep April break intact.

- **Student Representatives**

Mr. Bourque asked if Ms. Steieger and Mr. Scopelites have anything to add

Ms. Steieger commented that the student representatives are here to listen to the discussions.

II. GENERAL BUSINESS

A. Public Minutes:

- **April 1, 2020**

Mrs. Harrison made a motion to approve the public minutes of April 1, 2020. Mr. Meyers seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mrs. Hershberger, yes; Mr. Bourque, yes.

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III. REPORTS

A. Curriculum Report

Ms. Widman provided an update on remote learning in the district. She reported that she worked with teachers and staff as we transitioned into this environment and people have been working very hard. She commented we recognize the amount of work they are putting into making this work for all students and we are very grateful.

Ms. Widman indicated that we would like teachers to focus on competencies as we are in a situation where that needs to be on the forefront. She noted some supports have been put in place, such as weekly check in meetings, Friday video updates from Dr. Jette to staff, and Dr. Jette has joined in the weekly Wednesday meeting. She indicated the weekly meetings have been successful running at noon and at 3:00 p.m. She noted that weekly meetings are held with directors and with the Administrative Team.

Ms. Widman reported that NEASC is running weekly webinars for professional development, covering a variety of pressing issues around remote learning; weekly information is sent to staff; Elin Pelland has spearheaded the creation of SEL and mental health resources for families and students, as well as staff.

Mrs. MacDonald commented in the morning meeting with juniors the practice for competencies was brought up. She asked if the four assessment (formative, summative) model for competencies is still being done.

Ms. Widman indicated she asked administration to take a look at the practice and report back with a follow up discussion scheduled for tomorrow.

B. Business Report

Mr. Izbicki provided the financial report to the Board. He explained he prepared financial statements to see what the fund balance would look like at the end of the year with the assumption that payroll would be paid out. He reported that the fund balance is estimated at \$1.5M at this time. He indicated he also included a tax rate calculation and recommended returning \$789,000 of the fund balance to stabilize the tax rate for next year. Mr. Izbicki commented it is the decision of the Board to encumber the remaining \$550,000 for projects that need to be done in the buildings. He asked department heads to look at their budgets to identify what is a one time purchase that may not have yet occurred. He is looking in the FY21 budget to see if there are any items that can be ordered ahead from vendors or for work that can be done while the schools are closed.

Dr. Jette emphasized to the Board we are trying to commit to a fund balance to keep the tax rate the same for next year. He indicated we can assure taxpayers that we intend to stabilize the tax rate and explain that funds from the general fund balance will be put toward the tax rate for stabilization next year so there will be no increase in taxes. He asked the Board for direction to either strive for tax rate stabilization or identify a larger list of projects for which to use year end funds.

Mr. Meyers commented we should bring this to the Budget Committee to let them know what we are doing.

Mr. Izbicki indicated as we go along it is important to be clear how much of an anomaly this year will be. He clarified that, had it not been for the state of emergency, we would have spent the general fund down to \$200,000. He noted that budget presentations to the Budget Committee must emphasize that the three year historical average is not going to apply in this cycle.

Mrs. Harrison was in favor of returning funds to stabilize the tax rate next year. She commented it is good will as some taxpayers have been laid off.

Mr. Bourque agreed, commenting there are many people not working right now and leveling the tax rate will help.

Mrs. Hershberger asked about the cost savings comparison with the fund balance, which will be discussed later on the agenda. She asked where the money is for the items listed.

Mr. Izbicki indicated those are on open purchase orders.

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Mrs. Hershberger commented that purchase orders were budgeted for this year and are still valid expenses. She commented the savings we are getting from transportation, utilities and co-curriculars that we are not using should be returned to the taxpayers.

Dr. Jette noted that one third of our year is going to be using remote methods and there will be resources we are not using that we usually use.

Ms. Widman added there are workshops that teachers signed up for and the costs encumbered that were cancelled. She indicated if they are not rescheduled those funds will go back into the budget. She noted there are many little pockets this all comes from.

Mrs. Hershberger asked if the funds you proposed encumbering can be carried over to next year and used on those items.

Mr. Izbicki responded not necessarily. He indicated the Board can approve a list of projects that need to be done and to use those funds. He commented much of what we are doing is subject to the Governor's decision regarding remote learning for the remainder of the school year.

Mr. Bourque clarified we cannot carry the funds to the next fiscal year as they have to be spent this year.

Mr. Izbicki indicated the funds can be used on one time expenditures from this year that can be encumbered and will not be in next year's budget.

C. Enrollment Report - March 2020

Dr. Jette provided the March enrollment report to the Board. He indicated that the numbers remained relatively flat at 1,313, which includes the loss of two students overall. He commented we want to keep our enrollment steady with online learning because those numbers result in our state aid.

IV. NEW BUSINESS

A. High School Schedule

• Current Teaching Loads

Dr. Jette provided information regarding current teaching loads at CHS. He indicated the data shows how many classes each staff member teaches, the number of students in each class and the total number of students staff members teach overall. He pointed out that a color coded spreadsheet indicates the number of teachers teaching more than 90 students and those that teach a sixth block. He explained the percentage of students in a class are based on the cap of the number of students [by policy or practice] in each class (i.e. if cap is 24 and we put 18.2 students in that class, that will result in a percentage of the number of students in that class). He noted the calculation represents how full the classes are at the high school. When compared to the policy cap, there are not many students that are at 100%.

The second column is based on Breaking Ranks II - high school reform study (2004) around the time CHS was beginning and so design features embedded in CHS structure associated with this study - in that study it states you should design a schedule so no one teacher interacts with more than 90 students at a time - 90 is the capacity threshold to personalize instruction - using this study there are some teachers that exceed that 90 -

Tara - about 1/3 of all teachers

Dr. Jette = schools that implement a different block schedule like 4 blocks do not exceed that cap - in choosing to go with alternating A/B block drive that number higher - if you look at those that teach 6th block are the ones exceeding the 90 - could argue scheduling 6th block is a detriment to the that schedule -this is sort of snapshot of where we are - it is current data -

Mrs. Harrison asked if the sixth block is offered to teachers as an option or more enrollment driven.

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Dr. Jette indicated it is strategically done when necessary and not a default nor a teacher requesting to teach a sixth block. He noted that we budget a specific amount for the sixth periods. He commented we are spending the money to do that, but also trying to run the classes that get the highest number of students enrolled.

Jodi - so because we lost 2 teachers this year in Spanish two teachers picked up a 6th block -

Mrs. Hershberger asked if these are year long classes or can it be an AP class that is scheduled for that extra block.

Dr. Jette indicated they teach five classes, two planning blocks and a study hall, for example. He commented most teachers are teaching five classes and if they take on another block that is the sixth class. It creates a way for a stand alone class to run -

Tara - are these classes year long or semester long -

Ms. Widman commented most of the classes are year long classes; Unified Arts and more targeted elective classes tend to be one semester, but core classes tend to be year long.

Mrs. Harrison asked how far over the threshold are the teachers who are teaching 90 or more students.

Dr. Jette indicated that we want them to be under 100%; 90 is the rule.

Ms. Widman commented to keep in mind some teachers are teaching a sixth block, which will put them over 100.

- **2020-2021 Scheduling**

Dr. Jette provided information regarding CHS scheduling for 2020-2021. He indicated that the report reflects a reminder about class size and the only adjustment made to class size was to Kindergarten numbers. Some high school numbers are at or above 24 and some that are much lower. He indicated that raised an equity question about expectations of class sizes. He noted the Board does a good job at keeping the class sizes low in the lower grades.

Dr. Jette commented there was public comment earlier about how much time it takes to make the schedule. He indicated that it starts with students making requests in February and those requests go through a presentation to the team to consider and try to make the classes fit the schedules. He noted that a month later, everything changed. He commented there were 26 electives that the team decided not to run due to the low enrollment in those courses. He noted this is not a new occurrence. Dr. Jette observed that the high school developed this fabulous program of students with so many options and opportunities for students that they are uniquely picky and end up with many electives that are not able to be run because students are spread too thin. He indicated it is a hard decision, but some courses may need to be culled or put into rotation from year to year. He pointed out as the enrollment decreased from 550 students to 375 students the reality is we are not able to keep that level of a program and to look for ways to enhance the program for our students. The numbers are not just about AP Biology, but there are a greater number of courses not running.

Mr. Loney clarified there are actually 27 electives that are not running and approximately 100 students affected.

Mrs. Harrison was supportive of having courses on a set rotation and recognized that it may be difficult. She was concerned about what to do for the students who are impacted now and how we set up some formal structure going forward.

Dr. Jette commented that there is a misunderstanding about the decision that was made. He indicated in speaking with the high school administration he believes there has to be a rule or trigger point when it comes to these types of courses.

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Dr. Jette that AP science courses have not held a clear pattern of offerings over the last five years. He proposed a decision for a rule of not running classes with less than 15 students unless it is a capstone course. He explained that when looking at requests and singletons, they run at 50% of the actual scheduling reality. He added singletons running against another or two others result in difficulty making schedules work. He asked what percentage of singletons are running currently.

Mrs. Callinan indicated approximately 75% of singletons are running and even if a class fits into a student's schedule, the amount of students that switch schedules is out of control. She commented this is not like going into a fast food establishment and ordering whatever you want. She noted students change their minds often at the last minute, which can lower a class enrollment that started with 15 to 8.

Dr. Jette explained we also make staffing decisions based on the choices and schedules. He mentioned that there are currently two teachers teaching Spanish in 6th blocks and they are having difficulty with it. AP Spanish creates another problem with a low number of students. It was suggested to combine Spanish IV and Spanish V. AP Spanish historically has 4 or 5 students and we are trying to determine the best way to go forward. Dr. Jette indicated 89 students were taking Spanish III, which dropped to 13 as students are opting to take other languages through other venues because colleges are looking for students to take 3 languages in high school.

Dr. Jette commented AP Biology did not run this year because there were not enough students enrolled in the course and it will not run next year because only 8 students signed up. He indicated we are offering AP Chemistry as a new option as a rigorous science class. AP Biology was offered in 2017-18 and 2018-19, and it was not run in 2019-20 with intentions to run it in 2020-2021, but there are not enough students. Dr. Jette noted there are other options for students to take AP Biology: take AP Chemistry which is a rigorous science class; take AP Biology for free through VLACS; take AP Biology through Nashua Community College, for which the district will pay for the course according to the Memorandum Agreement we have with the Community College System. Students can also take other AP courses to help in the science environment.

Dr. Jette commented we can try to add staffing to run the courses: add two teachers and pay them to teach 6th blocks to offer the class at a cost of \$15,000; hire a part time teacher who can teach two classes of AP Biology at a cost of approximately \$25,000. He indicated we also need to give options to other students who are enrolled in classes with low numbers. He noted additional course cuts were made as well. Dr. Jette commented the Budget Committee initially reduced \$297,000 out of salaries for next year and added back \$38,000, but we had to make reductions in staffing due to the cut. He noted we cannot absorb that reduction in the elementary or middle grades and it seems as if the high school was the place to make those reductions.

Mr. Lonergan indicated that AP Environmental is running this year, but will not be running next year. He commented that the administration tried to get the classes on an alternating schedule. He noted AP Biology did run consistently and we intended to get it on a rotating schedule, but we did not run it this year due to enrollment and with the intention we could run it next year. Mr. Lonergan pointed out that providing options for students has been a challenge at times as well as finding places for students even though we have a class that has only 12 students in it becomes an option as a place to put a student who may not want to take a particular course.

Mrs. Callinan commented an example of this is that we have 35 students who will not be able to get into Foods/Nutrition I and we have to find classes to put these students in.

Mr. Lonergan indicated we have to pay close attention to those electives in terms of keeping or cutting them. He mentioned that Andrea Stern does a remarkable job working on the schedule iterations she runs and makes it easier to address scheduling, but it is a complex and tedious process.

Dr. Jette commented he is a high school science teacher and would love to run AP Biology, but he is also a Superintendent who is looking at tight numbers in the system and trying to determine what is a fair and equitable way to meet the needs of all our students.

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Mr. Meyers commented people need to understand this is not an isolated situation. He indicated the numbers are declining at CHS. He asked if we reached out to Londonderry and Alvirne to see if they can absorb these students.

Mrs. Callinan indicated that Biology is not an option because of the tight lab space and they cannot take the students in for AP Biology. She noted that Alvirne has agreed to work with CHS for AP Spanish.

Mr. Meyers asked if there are enough juniors to push into AP Biology and push AP Chemistry off for a year.

Mr. Lonergan commented that Mrs. Ray was just trained in AP Chemistry last year. He indicated if we push that off an extra year, noting that she has trained and taken time to prepare to teach the class, he is concerned that may jeopardize delivery of the course content.

Mrs. Harrison was concerned that many students may have anticipated AP Biology running next year and tried to save that course knowing it would run next year.

Mrs. Callinan indicated that students are told that we may not be able to run all classes. She explained that she meets with juniors individually and talk to them about it, asking them to choose and plan carefully. She noted they are aware there is the possibility for a course not to run.

Mrs. Harrison acknowledged that enrollment is declining in the high school and that classes may have lower enrollment. She commented that she does not feel comfortable not running those higher advanced courses even though she recognizes there is a possibility they may not run.

Mr. Meyers asked if each class can be done in one semester.

Mr. Lonergan indicated AP Chemistry is a very rigorous program and he cannot imagine completing it in one semester. He added it is a double block course.

Mr. Meyers commented that they are getting a double block of instruction over 180 days, which is like getting 360 days of instruction.

Mrs. Harrison asked if we can reach out to the AP Environmental students to see if they will take AP Biology.

Mrs. Callinan indicated Mrs. Devine is speaking to those students directly and some students are waiting to see if they can actually sign up for it.

Dr. Jette commented we have to be very clear and transparent on what the patterns are if we are going to offer classes on an alternating basis. He noted that there is also a certification question as a teacher certified to teach Chemistry may not be certified to teach Biology.

Mrs. Hershberger asked how grades and credits from VLACS and NCC show up on report cards.

Mrs. Callinan indicated they are included on their transcripts. She noted the grades and credit are reported, but it does not apply to their GPAs. Mr. Lonergan indicated we are looking at including those grades/credits in the GPA as they are accredited courses.

Dr. Jette commented that what we are doing now with remote instruction is shifting the norm and convincing me more that brick and mortar buildings are more essential in instruction. He indicated we are going to examine how hybrid combinations can apply and make sense.

Mr. Meyers was hesitant in adding more salaries into payroll after hearing the costs for adding staff to teach AP Biology.

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Dr. Jette commented that he has had conversations with some of the parents and explained that the AP Chemistry course will not hurt their students at all. He indicated it may not be what they had their heart set on, but it will not set them back.

Mrs. Harrison commented that she would rather not make a cut to AP Biology and those higher level courses as opposed to cutting somewhere else.

Mr. Meyers commented by adding a class of 8 will impact college prep for other students. He indicated that much teaching time is being spent on AP classes as these students are getting double the amount of time that a college prep student is getting. He noted we are tying up a teacher for two blocks and limiting the amount of classes they can teach. Ms. Widman agreed with Mr. Meyers.

Mrs. Harrison commented she did not realize that these types of two block courses are not taught everywhere.

Ms. Widman commented it is an ideal practice, but not a common practice, and it is also an equity issue. She indicated we have AP classes that run every other day, but the rest run every day.

Mrs. Harrison commented we can run a class size of 8 every other day as opposed to not running the class at all.

Mrs. MacDonald clarified that the teacher has to be able to teach the material.

Mr. Lonergan commented the teacher does not feel comfortable that she can deliver the material in a limited timeframe.

Ms. Widman commented that was discussion at beginning of year when looking at running AP Bio and AP Chem - tying up two teachers for two blocks for one course was going to be unmanageable

Mr. Lonergan indicated the other challenge is that 7 of the students for AP Biology are seniors. He indicated part of the reason the students want to take AP Biology is because Mrs. Devine is the teacher.

Mr. Meyers commented it has to go back to AP Chemistry being pushed back a year if it is equitable to offering AP Biology.

Ms. Widman commented that she understands the Board members' sentiments, but agrees with Mr. Lonergan in that we have a newly trained AP Chemistry teacher who put much time and effort into that training. She indicated she would be very concerned pushing that off a year.

Mr. Meyers commented he is struggling with running a double block class for 8 or 12 students and most other students are in college prep classes and not getting the instruction they need from those teachers.

Mrs. Harrison now looking at it as running it for single block as alternative to not running it at all
Rob - is this our decision or Mike's

Dr. Jette commented that this is very complicated and we have to make a resource allocation and determine how to deploy teachers. He indicated, as he listens to the discussion, he is wondering how other schools on an A/B block schedule are implementing these courses. He pointed out we are not consistent between AP courses. He noted students who take AP Chemistry have already taken a year of college level Chemistry. Dr. Jette commented it is an intense resource allocation and we have to determine how we can be the best academic institution there is.

Mrs. Hershberger asked if AP classes taken elsewhere count toward the diploma of distinction or is the diploma of distinction driven by GPAs.

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Mrs. Callinan indicated students have to take a combination of AP and Honors classes over four years. She explained that they are counted by semester and it does not matter where the courses are taken to be counted. She noted that to receive a diploma of distinction a student's GPA must be 3.91 or higher.

Dr. Jette suggested that he will check with the peer cohort and some other small schools as to how they schedule their AP classes, class enrollment and staffing. He noted the data gathered from that cohort will help to guide us forward, but is not going to help with the current scenario. He indicated that absent the Board authorizing the district to hire personnel, he is not sure where else we can go now. He commented that in order to make AP Biology work we would have to shift personnel and determine what the next trigger point will be on those courses we chose not to run.

Ms. Widman commented if we are going to assign a sixth block to a Curriculum Facilitator it will be a lot and we will have to look at how it impacts that person.

Mrs. Callinan commented if we were to run AP Biology and AP Chemistry every other day we would have only one science teacher with a sixth block.

Mrs. Harrison commented if we magic happens and everyone was willing and able to cut AP Science down to one block, does that solve the issue. Would we be able to run two AP classes without overburdening the lower level courses.

Mrs. Callinan commented we would still need a sixth block if we ran one class every other day.

Ms. Widman commented that would include AP Chemistry and would actually cut a block.

Mr. Meyers commented he would like to see AP Biology run, but not see anything added to payroll.

Mrs. Callinan indicated if we went down to AP Biology and AP Chemistry running every other day, we would have one teacher with a sixth block.

Mrs. Harrison asked if we can do it with one block, will the students be prepared for the test?

Mr. Bourque commented the teacher would have to be comfortable teaching it that way. He observed that Biology is a little different than the other courses and every year there are classes that are dropped. If you look at some of the ones that are being dropped there is one student in one class, four students in another. He indicated the Budget Committee cut over \$250,000 in salaries and benefits and we sent a message that we have to cut there as a result and there are other issues to consider, such as low enrollment in some courses, adding a teacher for \$25,000 or increasing a teacher to six blocks at \$15,000. Mr. Bourque commented money will not be the problem next year because the Board can authorize the Superintendent to spend \$26,000 of year end funds toward forward spending for FY21 and reallocate the funds saved to salaries next year.

Mrs. Harrison commented moving forward we have to look at getting the most "bang for the buck". She indicated if we ran two classes with 16 students in each class every year while downsizing the course to fit in one block is a more efficient use of our resources.

Mr. Bourque asked if we will get the same out of that teacher through that course by cutting it down to one block.

Dr. Jette indicated that his concern is if the teacher (or a teacher) says they do not want to do that because they may be accustomed to the student having high achievement on the test and that may not happen by cutting it to half the time. He noted they may feel that not running the course is preferable to running it with half the time.

Mr. Meyers commented it is not half the time because they already have double the time.

Mrs. Harrison commented perhaps it is presented as running with a single block class or not running it at all.

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Mrs. Hershberger asked why some teachers get double time to run their classes and others do not.

Mr. Lonergan indicated some courses with labs are different because they require more time for setup and break down of the labs.

Mrs. Harrison asked if we revisited the single block idea with the teachers taking into consideration the feedback from parents and students for next year.

Mr. Lonergan indicated that he spoke with Mrs. Devine about it and she was adamant that will not be possible. He commented Mrs. Ray will be teaching AP Chemistry for the first time and he has not spoken about it with her yet.

Dr. Jette commented we have been discussing this for some time and we have ideas we can discuss with the teachers. He noted pulling data from other schools makes sense and he is considering Mr. Meyer's comments regarding double blocks for 8 students. He indicated that we received pushback from the community when we lowered the size of kindergarten classes to 18 students. He observed we felt 18 five year olds was the right number and now we have 8 advanced students in a double block class for the year. Dr. Jette commented these are the inequities we are facing and it is not easy to work through.

Mrs. Harrison commented that we run it because it has not run for two years and juniors will not have a chance to take it as seniors next year. She indicated Mr. Bourque pointed out we will have the funds because of the anomaly this year.

Dr. Jette asked if she is going to make a motion to run it with existing resources or direct us to hire staff to run the courses.

Mrs. Harrison commented if they are willing to take on a sixth bloc and it is not too much for them that is my preference.

Mrs. Hershberger asked where we are on salaries in the budget.

Dr. Jette commented he is a little frustrated because the Budget Committee cut this directly out of salaries and benefits and then stated it is a bottom line budget and we can allocate where we would like. He noted we got criticized for cutting salaries and benefits and not cutting athletics; however, the Budget Committee did not cut it out of athletics; they cut it out of salaries and benefits. Dr. Jette indicated Mr. Bourque was accurate in his statements earlier and we can figure this out. He commented if you tell us to run the course as a sixth block we will find a way to do that or if you tell us to run it every other day, we will find a way to do it. He noted it is a Board decision.

Mrs. Hershberger asked if AP Biology is the only course we are receiving concerns over.

Mrs. Callinan commented there were only minor concerns over AP Environmental not running next year. She indicated we have to talk to the Curriculum Facilitators and make it clear we have to move to an alternating schedule because it is a necessity.

Mrs. Harrison commented if we have more options for students to choose from and they really do not want to take those options, then we should run AP Biology as a sixth block.

Dr. Jette commented it will come down to a conversation with the teachers, which we will pursue.

Mrs. Harrison commented we cannot keep doing this the way we have been. She indicated that she wants our students to have the AP experience.

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Mr. Lonergan reminded the Board just because 8 students have signed up for that course does not mean we will have 8 in that class because it may not fit in with the schedules. He commented we could end up with 6 or less and we will not know until we have finalized those schedules.

Ms. Widman noted she sent an email out to the regional Curriculum, Instruction and Assessment group as well regarding how AP Biology classes are scheduled in other districts.

Mr. Bourque indicated Mr. Lonergan and Mrs. Callinan will talk to the teachers; Dr. Jette will reach out to other schools and we will see what happens.

Mrs. Harrison asked the Student Representatives for their input.

Mr. Scopelites commented that both groups of students want each class, but it is hard to fill both requests. He indicated this is a typical situation.

Ms. Steineger commented she has friends that want to take AP Biology because they are going into nursing, but if there are other options to take the course at another school, they will go there to take the class.

V. OLD BUSINESS

A. Coronavirus Review and Update

● Remote Learning

Dr. Jette provided the edited and revised remote learning plan to the Board. He indicated it has been provided for parents and staff. He reported that parent surveys contain many comments about the time expectations we have and feedback from parents centers on an increase in the amount of time for direct instruction and confusion around the Wednesday Independent Learning Days (WILD).

Mrs. MacDonald asked if he reviewed all the surveys.

Dr. Jette indicated that he closed down the survey this afternoon, but has not thoroughly read through the responses. He noted that he glanced through the trends. He reported from a workload point of view, approximately 75% are saying the workload is about right and students are divided on the workload.

● Cost Savings

Mr. Izbicki provided a potential cost savings focusing on three areas of the FY20 budget: transportation, utilities, and coaching. He explained the cost savings in transportation is calculated at a reduced rate of 55% of the daily rate multiplied by 66 days; co-curricular is broken out by school; purchase orders that have not yet been paid have been added; coaching payments will be paid out for one-third of the spring season; utilities are not being used by approximately 75%; special education transportation vendors are still billing, but we will be speaking with them regarding this cost. He indicated the total of potential cost savings is approximately \$343,000.

● Food Services

Dr. Jette provided the dining report for meals served during the school closure. He indicated that since the March 17 closure 734 meals have been served. He reported that Ms. Crowley is evolving the program and all staff are following social distancing practices. Dr. Jette announced to the public viewers if anyone is having difficulties providing meals during this time, to reach out to the district.

Mr. Izbicki reported that Food Services has been providing meals to St. Francis families as well.

● Final School Day

Dr. Jette indicated that the Rochester School District announced May 15 is their last day of school, another district will close May 29, and several others will close June 5. He noted Litchfield has reported June 23 is our last day of school. He reported in speaking with the South Central Superintendents we agree we should have as many instructional days as possible and if we give up any of those 180 days we will be giving up a portion of our state aid. He indicated the list could change as other boards are discussing this with their administrators. He believes we should have 180 days of instruction and is waiting for the Governor's decision on remote learning.

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- **Calculation of School Days**

Mrs. Harrison commented that Milford asked for a waiver for snow days and suggested we ask for a waiver rather than use April vacation days to make up those snow days.

Dr. Jette indicated the LEA asked us to bring the waiver discussion to the Board. He noted a majority of the staff and students want to have school during three days of the April vacation, which will give us three extra days.

Mrs. MacDonald commented the students are getting tired and we should try to get out as soon as we can. She believes we should try to deliver the best education we can while the students are still engaged.

Dr. Jette indicated we have to determine what to do at the middle school because they do not have enough hours. He explained we are counting instructional hours with remote learning and we have cut those hours although the work for students has increased.

Mrs. Harrison commented we have to fix LMS.

Mr. Izbicki expressed he is hopeful to have some direction from the State on Friday.

Ms. Widman commented that during an interview with Governor Sununu he mentioned he would most likely close schools until the end of the year, but no decision has been made.

Mr. Izbicki indicated that the Litchfield Emergency Management Director noted the Governor said the outlook for reopening schools does not look good.

Dr. Jette commented we can have school on Tuesday, Wednesday and Thursday of the April vacation with Monday and Friday off, resulting in two long weekends. He noted what happens going forward depends on what the Governor decides.

- **School Rights of Passage**

Dr. Jette reported we are trying to determine how we can observe all rights of passage for the schools: high school graduation, 8th grade promotion and 4th grade move up day. He indicated this came up during open forums with teachers. He indicated we need to find a way to do all of this as well as getting the students back into our schools.

Mrs. Hershberger commented there is a fifth Wednesday in April and suggested the Board schedule another meeting.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

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

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

- I. *Upon a motion made by Mr. Meyers, the Board entered into non-public session at 8:31 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison 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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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 9:17 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. Harrison made a motion to adjourn the meeting at 9:17 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mrs. Harrison, yes; Mrs. Hershberger, yes; Mr. Meyers, yes; Mrs. MacDonald, yes; Mr. Bourque, yes.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair

C. Harrison, Vice Chair

Draft Minutes for April 29, 2020

Location: Town Hall & Remote Locations

Meeting Dial In Number: 1-877-568-4106 Access Code: 759-539-797

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 Izicki, Business Administrator (Remote from Home)
 Mary Widman, Director of Curriculum, Instruction and Assessment (Remote from Home)
 William Loneragan, Principal, CHS
 Jodi Callinan, Director of High School Guidance
 Chloe Steiner, Student Representative (Remote from Home)
 Trevor Scopelites, Student Representative (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, and Michele E. Flynn at meflynn@litchfieldsd.org.

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

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 4:00 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Roll call attendance was taken: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Non-public session ended at 5:28 p.m..

II. PUBLIC SESSION

A. Call to Order - Board Chair's Statement

Mr. Bourque called the public session to order at 5:40 p.m. Attendance was taken by roll call:

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

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revision of the agenda.

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D. General Assurances and Special Education Evaluation Compliance

Dr. Jette presented General Assurances, Program Assurances and Special Education Compliance documentation to the School Board. He indicated that the documentation is required to be reviewed and confirmed annually. He asked if any Board members had any questions about what is included in the documentation. He noted the documentation is required for district eligibility for federal and state grants.

Mr. Bourque polled Board members regarding agreement with the documentation. All Board members were in agreement with the documentation. Mr. Bourque signed the Assurances and Compliance documentation.

E. High School Scheduling

Dr. Jette updated the Board regarding high school course schedules and asked for Board direction for the 2020-2021 high school course offerings. He commented that AP lab sciences tend to be daily classes. He indicated the guideline rule we are following is for the classes to have 15 students in a class or, if it is a capstone class, to have 10 students enrolled in order to run the class. He noted all districts have the same ratio.

Mrs. Widman commented that she polled area districts and found that the ratio of scheduling for AP Biology classes is 50/50. She noted AP Biology either meets daily or every other day, with some districts using a hybrid model. She indicated the minimum number for enrollment is consistent at either 10 or 15 students in AP classes in general, with an enrollment of 10 students to run for AP Science classes.

Dr. Jette indicated that the high school is proposing to run AP Biology next year. He explained that initially there were 8 students registered for the course, but new information reported suggests there are additional students interested in taking the course. He noted 9 have been identified with a potential for 3 additional students that may enroll. Dr. Jette indicated that AP Chemistry will also run with 12 students enrolled. He commented a 6th block can be added for a science teacher to teach a Forensics class.

Mr. Lonergan explained that Mrs. Ray will need a 6th block to run AP Chemistry, Mrs. Devine will need a 6th block to run AP Biology and Mr. Chowdry will need a 6th block to teach the Forensics class he will be picking up.

Mrs. Harrison commented that amounts to three 6th blocks. Mrs. Callinan explained that Mr. Chowdry would have to pick up a class from Mrs. Devine if she teaches AP Biology.

Dr. Jette indicated we will only have to pay for two 6th blocks at a cost of \$15,000.

Mrs. MacDonald commented we are not rehiring the part time science position so we would be saving on a part time teacher.

Dr. Jette commented to keep in mind that we are not replacing the part time position because of the Budget Committee's reduction in salaries.

Mrs. Harrison was concerned about the teacher caseload and the impact the additional blocks would have.

Mrs. Devine presented a proposal that consisted of options for running AP Biology next year and options for an rotating AP course schedule. She commented that we think about teacher case loads as well.. She indicated the reality is local districts can offer a 10% pay increase immediately even with a teacher teaching 5 blocks. She noted this is an incentive to keep our really good teachers, especially if they like working in the district. She mentioned that we have lost several teachers who have gone to other districts that are paying higher wages. She commented we want to keep the teachers engaged.

Dr. Jette indicated it is important to have data to back up the claims we are making. He mentioned that we just hired a teacher from another district and that person is getting a \$10,000 raise coming to Litchfield. He commented we are always paying attention to what is happening in other districts and we are sensitive to teacher stress claims. Dr. Jette indicated there are significant changes that have been brought to CHS and teacher stress is the common complaint. He noted we need to be careful not to overload our teachers and continue to monitor the additional blocks or classes they choose to take on.

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He commented that the proposal suggests we have 6th blocks, but perhaps not replacing the part time teacher was a mistake. He was concerned about stressing out teachers by giving them a heavier load than they can handle.

Mrs. Devine mentioned when she started at CHS seven years ago, we had a lot of part time teachers in science. She indicated that labs had to be set up and broken down with every teacher change, which was disruptive. She feels the program has been built up over the last seven years. Mrs. Devine was concerned that there is a preoccupation with the +1 block scenario. She commented the enrollment is slated to decrease in the next few years and we do not want to bring on a new teacher. She indicated that teachers will go back to teaching five blocks when decreased enrollment occurs. She believes she has provided a plan to increase enrollment in those courses and is confused about the focus on the 6th blocks.

Mrs. Harrison commented that the Board does not want to put pressure on the teachers. She indicated, for her, that it is more about working with teachers and less about the “bang for the buck”.

Mrs. Devine indicated there have been some morale issues and contract issues and teachers have left CHS. She commented that no one in the Science Department wants to leave. She noted we are building a team and she is in constant contact with the teachers to see if they are not able to handle or do not want a +1 block. She commented there are no morale issues in our department.

Mrs. MacDonald commented that she was under the impression the problem with AP Biology was that there are only 8 students enrolled.

Mr. Lonergan commented there are a number of potential candidates that are undecided. He indicated that we definitely have 10 students for AP Biology with a potential for 2 more students who are undecided.

Mr. Bourque commented it sounds like we have enough students for AP Biology and the question is do we now run the class. He noted two weeks ago there were only 8 students who were registered for the class and now we are told there are additional students.

Mrs. Hershberger commented two weeks ago we had 8 students that were interested in AP Biology and we were not sure if those were just requests, so it could have been less. She indicated that she would like clarification if the 10 students are requests or actually scheduled in the class.

Mr. Lonergan indicated there are 10 students scheduled in the class and a couple of additional potential students with interest.

Mrs. Callinan commented there are additional students that expressed interest in taking AP Biology and it looks like there will be 12 students in the class. She indicated that they can fit AP Biology into those schedules.

Mrs. MacDonald commented the class will not run next year.

Mr. Lonergan commented that AP Biology will be offered next year, but not the following year. He indicated AP Biology will run next year and will gap for a year, AP Chemistry will run next year and AP Environmental will not run next year. The next year AP Chemistry and AP Environmental will run, and the following year AP Biology and AP Environmental will run, which will begin the rotating schedule. He noted in November/December we will talk to students about what courses they are interested in taking for the following year and push that conversation along. Mr. Lonergan commented that Environmental science is important to run because it is an Earth science and for freshmen who take Honors Biology, they do not get an Earth science, which is needed for graduation requirements. He indicated this allows those students to have that class.

Mr. Bourque clarified that AP Biology runs next year and the following year because AP Chemistry runs two years.

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Mrs. Devine commented next year we will find out where we can get a full class enrollment so we can set an alternating pattern.

Mr. Meyers commented a rotating schedule should be built and it should be a solid pattern.

Mr. Bourque commented that the way he understands it is that AP Biology will run 2020-2021, AP Chemistry will run 2020-2021; AP Chemistry does not run 2021-2022 and AP Biology runs 2021-2022.

Dr. Jette suggested the Board not commit tonight to what next year will look like as the Board is meeting next week. He indicated If you look at the proposed plan, AP Biology runs with AP Environmental and alternates with AP Chemistry and AP Environmental.

Ms. Widman clarified on a statement made earlier regarding meeting high school course requirements. She indicated the State requires for incoming freshmen who take biology are that they have to take a chemistry, physics or physical science and not an environmental science to meet the requirements.

Dr. Jette verified that is the State requirement. He was unsure of the local requirement and commented that the discussion is becoming confusing. He asked the Board to focus on the question of running AP Biology for 2020-2021. He indicated that he and the administrators will get a clearer understanding and create an alternating schedule that makes sense.

Mr. Bourque made a motion to run the AP Biology course at CHS for 2020-2021 based on enrollment numbers presented. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mrs. Harrison, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Meyers was concerned with the additional classes and the upcoming declining enrollment.

Mrs. Callinan assured the Board that the administration will poll the students to see which classes they are interested in taking for 2021-2022, which will provide more information about what the students want to take and which classes we can or cannot run. She indicated if there are classes that we are unable to run, we will have conversations with those students to see where we can schedule them.

Mr. Meyers suggested that the list stating which years the courses run should be included in the Program of Studies. He asked if the Board can get a firm number of students in the AP Biology class in September.

Mrs. Callinan indicated that she will have solid numbers after the 6th day after the start of school as students have the option during this time to add or drop classes.

Dr. Jette indicated that a class size report will be provided for the Board. He commented part of what we have to wrestle with are students who may change their schedules. He noted this will get more complex as enrollment dips. He indicated we have to find a way to provide a rigorous program with lower enrollment.

F. GMS Enrollment

Dr. Jette discussed class sizes and staffing for 2020-2021 with the School Board. He shared enrollment information with regard to the current student numbers and the registration numbers for Kindergarten and Grade 1 as of today. He reported that an additional student was enrolled in Kindergarten and one in Grade 1 at GMS, bringing the numbers to 79 registered in Grade 1 and 63 registered in Kindergarten. Dr. Jette indicated that there are two teacher positions to fill, one in grade 3 and one in grade 4. He noted that the trigger numbers have not been attained in Kindergarten and Grade 1 at this time. He mentioned that there are currently five grade 1 classes and students in kindergarten have missed the last third of the year due to remote learning, which means that they will be missing the social experience when they advance to grade 1 in the fall. He commented if we have four classes in grade 1 with the number of current registrations, the class sizes will be 19.75 students per class; five classes would have 16.5 students in each class.

Mrs. Hershberger asked if there are kindergarten students the teachers feel are not ready for grade 1?

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Dr. Jette indicated that he cannot answer that because we are not sure what the summer programming will look like at this time. He commented we were planning our ESY program and now have to plan for remote learning in the summer.

Mrs. Hershberger commented State funds 85% of Title I dollars through the Cares Act. She indicated there will be some additional funds available to help the students that do not progress as far as expected during this learning environment.

Dr. Jette commented we can use those funds in a variety of ways as long as it supports student learning in response to the COVID 19 crisis. He indicated there is a procedural component as well as academic. He shared his experience when observing a kindergarten class last year when the students were having snack time and noted it took until October to get to a smooth process. He pointed out those are the types of things that the Cares Act funds will not help us to do because students will come in without social components they have not had for a long time.

Mrs. Harrison agreed with Dr. Jette. She commented that in the school where she works, when remote learning began in March we felt as if we had just turned a corner in kindergarten and the students were learning the process, but when the remote environment started those social activities ended. She indicated the social component is critical in kindergarten and that is what teachers in grade 1 will be facing when going back to school in the fall.

Mrs. Hershberger commented the students are all in our program, which puts them in a better position. Mr. Meyers commented every grade will suffer a setback.

Mrs. MacDonald believes the Board should wait until the enrollment in grade 1 reaches the trigger number before adding a class. Mrs. Hershberger agreed.

Mr. Bourque suggested asking a grade 1 teacher if they would like to teach a grade 3 or 4 class and if we do not need that position, we can move that teacher back to grade 1.

Mrs. Harrison commented she was not in favor of reducing a teaching position.

Mr. Meyers suggested assigning a program paraprofessional to grade 1.

Dr. Jette indicated there is already a paraprofessional assigned to the classes. He commented that he will provide a report on paraprofessional usage at the May 6 meeting.

Mrs. Harrison asked if the Board is being asked to decide now on having a fifth grade 1 class and teaching position?

Dr. Jette indicated that is the question. He commented that it is possible we will reach the trigger number and we cannot put off hiring a grade 3 or grade 4 teacher.

Mrs. Harrison made a motion to maintain five grade 1 teachers at GMS for 2020-2021. Mr. Meyers seconded. The motion failed by roll call vote: Mrs. Harrison, yes; Mr. Meyers, no; Mrs. MacDonald, no; Mrs. Hershberger, no; Mr. Bourque, no.

G. 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,

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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, SAU/SB Administrative Assistant, at meflynn@litchfieldsd.org.

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Mrs. Harrison reported that an email was received from Michelle Mills regarding ending school on May 29; Darlene Gymziak asked about how the money from the Cares Act will be spent (approximately \$80,000).

Mrs. MacDonald asked a question as a community member: she asked if the School Board and CHS can add VLACS class credits to the students' GPA. She commented it is no different than the remote learning we are doing now and the students are working just as hard and getting just as much instruction.

Mr. Meyers commented that he was under the understanding Mr. Lonergan and Mrs. Callinan were looking into that.

Dr. Jette confirmed that is being addressed as remote learning has provided insight into current practices that do not make sense any longer.

Mrs. MacDonald commented students in CTE classes should get letter grades.

Ms. Widman indicated that would be a follow up question for Mr. Lonergan as that has been a push since the beginning of the school year.

Mrs. Harrison reported that a parent asked about information regarding AP Biology and the information that goes out to the parents and students.

Dr. Jette commented that this is not just about AP Biology and AP Chemistry. He indicated that administration has to look at all the courses and get them on a rotation. He noted we will be meeting in the morning to map it out.

Mrs. Hershberger commented last week Governor Sununu opened the door for schools to move to a pass/fail grading system this year. She asked if the Board can discuss it.

Dr. Jette indicated the Governor stated it is up to the local schools to decide if they want to move to a pass/fail grading system. He reported that he and Ms. Widman spoke to the principals about grading and they will have a report to provide the Board at the next meeting.

Mrs. Hershberger commented we need to start thinking about what we will do with the Cares Act funds and asked if some of the funds can be used for the Food Services overrun.

Dr. Jette indicated they have not released the funds to us yet. He explained the State will load that into a database, which will become available as a grant and we will have to categorize the program for which the funds are needed.

Mr. Izbicki commented the State has to apply and certify that for themselves and they need to release guidance to school districts. He indicated Caitlyn Davis at the NH DOE will host a conference call providing the process. He noted the funds will be retroactive to March 13. He reported that part of the funding for the IDEA grant expires at the end of September and the US DOE has not recommended an adjusted period of availability for the grant funding. He noted that the district could lose a portion of those funds, which we will monitor.

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)

With regard to the end dates school district are publishing, Mrs. MacDonald commented there are several school year end dates out there, but that does not mean all districts can or will end on the same date.

IV. ADJOURN

Upon a motion made by Mrs. MacDonald, the meeting was adjourned at 6:52 p.m. Mrs. Harrison seconded.

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

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Griffin Memorial School PRINCIPAL'S REPORT

Submitted by Scott Thompson

For the May 6, 2020 School Board Meeting

Distance Learning Began on Monday, March 16, 2020.

Current Enrollment as of 4/24/2020

- PreK – 42
- Kindergarten – 78
- Grade 1 – 92
- Grade 2 – 98
- Grade 3 – 77
- Grade 4 – 91

Total current enrollment - 478

Projected Enrollment for Fall, 2020 (all enrollments current as of 4/29/20)

- PreK – 27 (plus several others in referral process)
- Kindergarten – 63 (Policy - 4 classes up to 75 students/5 classes at 76)
- Grade 1 – 79 (Policy - 4 classes up to 83 students/5 classes at 84)
- Grade 2 – 93 (Policy - 5 classes, 84-104 students)
- Grade 3 – 98 (Policy - 5 classes, 84-104 students)
- Grade 4 – 77 (Policy - class cap 23, 4 classes up to 96 students)
- Total current enrollment for 2020-2021 – 437

Recognitions: May 4-8 is Teacher Appreciation Week. I would like to thank the GMS teachers, tutors, paraprofessionals and support staff for their continued dedication, creativity and hard work in the face of an unparalleled and unanticipated global crisis. It has been truly inspiring to see your grit, your creativity and your resiliency come into play in such a huge way during this emergency.

I would also like to thank the many **volunteers** who have supported GMS over the past year. *“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer you vote every day about the kind of community you want to live in.” (Unknown).* Mrs. Prevel and the Volunteer Recognition committee normally organize a social event at this time to recognize volunteers, but instead are working on an online presentation to express our gratitude. We recognize the tremendous contribution they make each day by sharing their time, energy, knowledge, and creativity with our school, our students and our staff. Thank you volunteers!

Lastly, I must again thank our **parents and students** for carrying the torch of learning at home. Your determination and dedication have made it all possible.

Distance Learning Status Report:

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

GMS Technology Update

We have continued to provide Chromebooks to students as needed. To date we have issued about 100 Chromebooks to our 478 students, all those that have requested them. Others are sharing sibling’s chromebooks or using family computers/devices. As Remote Learning has been extended, additional families have requested devices. Teachers generally report high participation rates, even though it may be through asynchronous learning. Teachers and families have grappled with the challenges we faced going into this situation:

- We are not a 1:1 school. We have chromebooks available in a 1:2 (half-class sets) at grade 4 and a 26-station cart for each grade level in grades 1-3.
- Our students range in age from 3-10 and so require more direct adult support to use technology, especially for students in grades PreK-2. This changes the direct teacher/student interaction that is typical in an elementary classroom.
- We provide computer instruction beginning in grade 2. There has been no formal computer instruction for students in grades PreK-1, but instead teachers have used the interactive whiteboards for teacher-led, whole-group instruction (PreK-4), and shared the grade level Chromebook cart intermittently (Grade 1).

Other Responses and Developments:

- Since March 17, we have provided daily recorded and written **Morning Messages** to students and families. This has become a vehicle for information sharing, of course, but has also evolved into a community-building opportunity. We have had student and family challenges resulting in photos being shared through our website (egg decorating, rainbow messages). Mrs. Clinton-Jones reached out to staff members to record themselves reading children’s books aloud, and has now published a second list of readers. [GMS Guest Readers - Part 2!](#) Guests on the second list include the current and incoming principals, teachers, tutors, paraprofessionals. She has also started the practice of having guest speakers reading the announcements on Fridays, to keep our staff present in the lives of the students. April has been National Poetry Month, and Mrs. Prevel-Turmel has done daily read-alouds of poetry each day. For April 30: [I Know All of the Sounds the Animals Make and Squirrels Poems.webm](#)
- On April 1, we provided **time for teachers to gather additional teaching materials**, once we knew this would be longer than a three-week closure.
- We also arranged for parents to pick up **prescription medications** held in the nurse’s office on April 1.
- When the closure was extended a second time (remainder of the year), we devised a plan and schedule for teachers to **visit classrooms and clean them out for summer**. Staff members were limited in number to ten per day/one per classroom, and strategically chosen to provide physical space between classrooms. In addition, visitation days were spread out over time, to provide an additional protection. Visiting staff are required to wear Personal Protective Equipment (PPE) while at school (mask and gloves), and if they do not have it, we are providing it. All staff who have requested additional days have been granted those days, and we added three additional days to accommodate requests

while maintaining safety protocols. There is an administrator on site on each of the scheduled days.

- Scheduled visitation dates for room cleanout are: April 21, 24, 28 and May 4, 7, 11, 14, 18 and 21.
- Part of the clean-out procedure is to **empty student desks and lockers** and put personal belongings in bags labeled with student names. Once all rooms are cleaned out, we will organize a **parent pick-up day**, using an alphabetic distribution of parents over time and a safe distribution method. The current plan is to bring items to a table outside the front entrance for drive-by pickup.
- Pick-up day will also include provisions for return of library books.
- Since the start, we have had **weekly grade level team meetings** to discuss online instruction and other issues of group interest. Since closure has been extended, we have added weekly check-ins with other teams. We currently have online weekly meetings for each of these teams:
 - Front office
 - Grade level teams (six) - preK through grade 4
 - Specialist teacher team
 - Math and reading tutors/reading specialist
 - Special education and related services
 - Paraprofessionals (two times - one in the morning, and one in the afternoon)
 - Team Leaders
 - District Administrative team
- **T-Shirt sale:** The GMS student council had done a T-shirt sale to raise funds for charities, an annual event, just prior to the closure. Debi Leary and Jocelyn Robinson organized a method for parent pickup of T-shirts at CHS.
- Our thanks to **Elana Ayer and Terrie Taylor** in the CHS office for helping distribute and collect items for GMS during the closure. This includes chromebooks, hot spots, leftover T-shirts, student registration packets and other items that we need to handle directly.
- We have begun discussions about **end-of-year events**:
 - We met with the PTO remotely on April 22. The last day of school is not yet known, but we talked about how to modify our usual events for fourth graders and staff.
 - The PTO has devised a plan for remote Teacher Appreciation events
 - We believe we will be able to hold some type of online event for Grade 4 Recognition. This will need to be explored further with the fourth grade team and other participants. The date will be set once we have established the last day of school. We will not be able to do a picnic or ice-cream social at this time, but there was some discussion about planning such an event for later in the summer if allowed by state restrictions.
 - We had preliminary discussions about yearbook and grade 4 t-shirt distribution at the end of the year.
 - We will not be able to hold a spelling bee as there is no way to fairly replicate the live spelling bee situation remotely.
- The **Gaga Pit** was installed on the GMS playground during the week of April 27. This was a gift to the school and district from the GMS PTO. Thanks to Dave Ross and Cory

Izbicki for managing installation remotely, and the PTO and its many contributors for ongoing support of playground activities for the students.

- **Great East Festival** - We have been working with the Great East Festival for a refund of our deposit toward the planned June trip. When school was closed only for a few weeks, GEF was planning to credit unspent dollars toward a trip for next year. Now that schools are closed through the rest of the year, they are planning to refund deposits back to schools, minus a \$100 non-refundable registration fee and a \$5.00 per student administrative fee. It is our plan to refund families directly for the entire amount they paid for this year's GEF and absorb the administrative fee in our student activities fund.
- **Placement process:** We extended the deadline for parent requests for placement to April 30 and will use the usual process of team discussion to complete student placement for the 20-21 school year.
- **Summer Program** - We have begun discussions about the GMS summer program. School closure extensions are uncertain, but we are planning as though we will have continuation of remote learning into the summer. The student services office has begun advertising for staff and Extended School Year decisions meetings are being conducted virtually. With the recognition that all students will be impacted by the implementation of Remote Learning in March, we are trying to determine how best to proceed with a summer program for students who do not have mandated ESY programs.
- **Quarter 4 Grading Discussion at GMS** - GMS teachers are united in the view that they can not fairly evaluate Work Study Practices, which are built around the construct of a typical classroom, in the remote learning environment. They are also strongly in favor of using a pass/fail type system for Q4. They have concerns about both reliability and validity of specific grades generated through online activities, as there is almost universally a direct parent involvement at the elementary level, and both instruction and assessments have been significantly altered during Remote Learning. They will still give and grade individual assignments, tests and quizzes throughout the quarter, but they would like to have the ability to choose a final 'grade' that is more general than our current system. The current thinking is using these three designations at GMS for Quarter 4: Meets Expectations, Limited Participation, Limited Progress. There is a meeting planned to discuss this with the Curriculum Coordinator and the IT team on Monday, May 4.
- **May 1 letters to teachers** for 2020-21 assignments were signed in advance and mailed to teachers on April 29. Usually they are placed in mailboxes.
- **Principal transition** - Dan Mitchell's planned visits to GMS have been interrupted by the school closure. He has been invited to join our many weekly remote team meetings to begin dialogue with teachers and staff. In addition, he has been introduced to students and parents by creating a recording of himself reading a children's book and will appear on a future date as a special guest for Morning Messages.

Submitted May 1, 2020

Scott Thompson, Principal
Griffin Memorial School

Litchfield Middle School
Tom Lecklider
May 2020

LMS Principal's Report

Recognitions:

- I would like to recognize the excellent work of our office staff at LMS. Recently, Lisa Guillemette, Kara Hewett, and Deb Young were recognized on Administrative Assistants Day. I feel very fortunate to work with such skilled and positive individuals who invest so much into our school community.
- As I submit this report on Friday, May 1st, we are about to recognize our teachers next week for Teacher Appreciation Week. I am humbled and so proud of our LMS team. Each day, our teachers invest not only into the academic learning of our students, but into their lives. Our teachers at LMS truly understand the middle school student and the ingredients it takes to build a thriving middle school community. I would like to thank each member of our team for their care, investment, support, instruction, and guidance of our students.

LMS Current Enrollment 3/25/20)	
Grade 5	95
Grade 6	94
Grade 7	95
Grade 8	115
Total	399

Remote Learning Overview

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

- **April 16:**
 - The Governor announced that schools would remain in remote learning for the rest of this school year.
- **April 21-May 7:**
 - Teachers and staff have been scheduled on 5 days to have the opportunity to come in to LMS for one day to clean and organize their rooms for the end of the year.
- **TBD:**

- The LMS office will email parents to determine if a student has personal items that need to be retrieved, including items from lockers. Items will be bagged and labeled. On set date, these items will be available for parent curbside pickup.
- **End of Year Planning:**
 - 4th Grade Parent Orientation:
 - Virtual presentation to review all things LMS to our incoming 4th grade parents. We will also have this recorded so that our community can view at their convenience.
 - Academic Awards:
 - Virtual ceremony to recognize honors and high honors as is our annual tradition. The ceremony will be released in a digital format either pre-recorded or live stream. Students will receive plaques as is tradition at a later date.
 - 8th Grade Promotion Ceremony:
 - Virtual ceremony to recognize and celebrate our 2020 8th grade class. The ceremony will include student speeches, student awards, principal and assistant principal's address, and awarding of certificates. Our PTO is working on special recognitions for our 8th graders. We are meeting on Monday, May 4th at 7p.



Litchfield School District
Principal's Monthly Report

May 2020
Bill Lonergan
Campbell High School

Enrollment: As of April 30, 2020

- Class of 2023 (9th) 118 students
 - Class of 2022 (10th) 100 students
 - Class of 2021 (11th) 110 students
 - Class of 2020 (12th) 108 students
- Total 436 students (+1 transferring in senior)

End of Year Activities: See the following link:

<https://docs.google.com/document/d/12kq0CcvB8HKA66u4q8JqZjVog0tXA6qSwQRWb0vXiws/edit?usp=sharing>

Remote Learning Positives:

Things have not changed much in terms of RL at CHS. There is a growing level of comfort with “Instruction” in a RL environment. Teachers continue to say they are working many more hours at trying to do RL well. Most seem to have some method of “meeting” with students on a fixed schedule and finding time to present overviews of materials, guidance on ongoing work, and they are also spending a great deal of time emailing to communicate with students. They are also setting up occasional help sessions and meeting with small groups and with individual students when needed. Many report real challenges balancing time for planning and preparing, instruction & meeting with students, and correcting/assessing assigned work.

The administrators have two voluntary meetings each week with staff. Mondays from 2:00-2:45 is with all staff. Fridays at 8:00-8:45 is for professional staff only. The Monday meeting is usually better attended with 40 + staff members (up to 50) and Fridays have only run for two weeks and have shown inconsistent results.

The CHS Administration continues meeting daily Monday-Friday for about 45 minutes on a shifting schedule to adapt to our other meetings to keep things moving forward. Mike Perez and I are still “wandering” through classrooms checking in, but given the large number of classes we offer, it is difficult to easily perform these with the changing nature of our work in this environment.

The CF’s and the UA Coordinator are holding regular department meetings/PLC time on Wednesdays to discuss progress moving to RL, to share effective practices, and also to work together to address and communicate challenges.

We will be holding our CHS Leadership Team Meetings the second and fourth Thursdays of the month to continue to address challenges and to keep topics fresh in terms of the move toward the end of the year. Topics discussed continue to include Independent Learning Days, continuing our traditional grading and assessments related to Q4, ongoing concerns about student attendance and interventions for those not showing up, and particular attention is paid to student activities



Litchfield School District
Principal's Monthly Report

and events and asking for guidance and suggestions on canceling/postponing them as we continue to move forward.

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

School Counselors continue to be available to students through regular office hour schedules via email and meets in some cases. They continue to update their "Virtual Counseling Department" with regular updates on staying healthy, the college acceptance process, strategies for facing any common challenges adapting to school during the Covid -19 disease and RL, and so on.

We have established a weekly meeting for students in the senior and junior classes with counselors and administrators attending regularly. This is important in helping them to understand their needs are important as related to upcoming events and the challenges they are facing.

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

Remote Learning Challenges:

Finding the right balance of work for classes is less challenging for students and teachers although we still hear of concerns. Our initial response to these concerns is to ask students and parents to touch base with the classroom teacher to find ways to manage these related to individual student challenges. We have had far fewer concerns with most staff related to teaching/instruction these past few weeks.

We have arranged our CHS "schedule" so teachers are able to work with their posted class meeting times and to allow this to blend well with their posted office hours. Working on Wednesdays according to the District Wednesday Independent Learning Day has provided a more effective routine for teachers and students, although this is one point where we have had an occasional question regarding what work can/should be assigned to students for Wednesdays. This continues to be a very small concern at this point.

Teachers have adjusted to the idea that we are going to continue our traditional grading into the fourth quarter and some continue to wonder about their ability to meet the minimum number of competency assessments. That has not changed.

Recognitions:

- Senior Michelle Freeman has been announced as a Recipient of a 2020 National Merit Scholarship Program. Congratulations to Michelle for this honor!
- Kudos to math teachers Diane Angelini, Sean Conley, Kim Barnett, and to Jodi Callinan, and Mike Perez for their assistance with interviewing math candidates.



Litchfield School District
Principal's Monthly Report

- Also thanks to Cate Devine, Bill Pothier, Raheem Chowdhury, Joanne Ray, and Jodi Callinan for their support as we interviewed Biology/Life Science candidates.
- Last Wednesday was Administrative Assistant Day, and we do hugely appreciate the ongoing contributions of Elana, Terrie, Sally, Michelle, and Jenn to keep us moving forward in Remote Learning 2020!
- Seniors Carter Vedrani and Keegan Mills were selected to play in the CHaD New Hampshire East-West All-Star Football Game. Congratulations to both of them on this accomplishment.
- Congratulations also to Scholar athletes recognized by the NHIAA and NH Athletic Directors' Association. This recognition is for seniors who have accumulated a certain GPA and participated in multiple varsity sports. This includes Lorelei Brown, Michael Cosco, Matt Dion, Michelle Freeman, Emily Gamache, Josh Hoffman, Vanessa Mangiafico, Keegan Mills, Julia Noury, Trevor Scopelites, Tyler Scopelites, Kate Stoncious, Caedran Sullivan, Tyler St. Onge, and Carter Vedrani.
- Michaela Short, Senior, received the following awards from the National Student Production Awards, Boston/New England Chapter for a Fantasy Short Film: high school first place winner for animation/graphics/special effects; first place audio/sound; first place Director; first place photographer; and Honorable Mention Recipient for High School Short Form - Fiction. Nice job to Michaela in this CTE program she is taking at Pinkerton.
- We received two letters last week, one from a graduating senior and one from the parents of a graduating senior, and both were hugely complimentary of our Counseling Staff. So thanks again to Jodi, Jeff, Carrie, Bill, and Jamie for their work with our students.
- Thank You to Julie Green for creating our CHS Video Message from Staff. She was greatly assisted by Jill Seule, Kelly Fraser, Terrie Taylor, Elana Ayer, and Emily Letorney. Thank you also to all of the staff that submitted.
- A huge thanks and kudos to Brittney Milligan who was deployed as part of her National Guard commitment. She will be teaching remotely along with doing her Guard work.
- As Paraprofessional Appreciation Day occurred during April, we want to recognize all of them and say thanks for the quick adaptation to our Remote Learning. I have heard nothing but praise in the public sphere-all of the CHS email shout-outs- but also in the private comments that staff and community members have shared. So to Kelly Fraser, Jill Anderson, Jill Seule, Mike Beliveay, Sharon Wagner, Alise Montenero, Cari Bruner, Ann Fisher, MaryO'Sullivan, Becky Barka, Drew Gora, Emily Letorney, Linda Summit, and Cheri Watson, your hard work is appreciated!
- Congratulations to our April Golden Bell Award recipient, Reading Specialist/Case Manager, Wendy Langelier. Your hard work on behalf of each of your students is so important.
- Nice job by CHS nurse, Donna Boucher, reaching out to IT to provide information that would allow nurses to safely use the school nursing program remotely.



Litchfield School District
Principal's Monthly Report

- There have been a number of shout outs to Mike Perez for his hard work at CHS in recognition of last week's Assistant Principal Week. We are very fortunate to have Mike here in Litchfield working on behalf of students, staff and families!
- Congratulations to Tori Allen & Trevor Scopelites for their work making and sewing masks for community and healthcare workers. This work has been recognized around the community and in the region.

Instructional, Assessment & Curriculum Highlights

- The CHS Assessment and Data Team met to discuss strategies for effectively assessing student work during a Remote Learning process. Notes from that meeting were supplied to staff subsequently.
- Ongoing work at CHS is currently within departments and in other collegial groups working on Remote Learning Activities.

Professional Development & other work:

- Ongoing work related to PD is primarily on an individual basis as well as in other collegial groups working on Remote Learning Activities and adapting to the opportunities and challenges.

Looking Ahead:

- May 5-15 AP Exams (Collegeboard has determined testing; 45 minute, self-led exams. AP Teachers and the Counselors have information on this.)
- ~~May 8-10: Spring Musical Production of "High School Musical" Auditorium~~
- ~~May 9: PTO Spring Clothing Drive 9am-3pm~~
- ~~May 16: Prom @ Alpine Grove, Hollis @ 6pm~~
- ~~May 19: Spring Pops Concert @ 6:30pm~~
- ~~May 21: Academic Excellence Banquet @ The Executive Court @ 6pm~~
- ~~May 25: Memorial Day Performance @ 10am Litchfield Historical Society Building, Performing Arts Dept.~~
- ~~May 26: Performing Arts Awards Night @ 7pm, Auditorium~~
- ~~May 28: Senior Project Presentation Night in the CHS Gym~~
- ~~June 5: Underclass (Spring) Awards @ 7:45am in Gym~~



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*

May 6, 2020

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

From: Cory Izbicki, Business Administrator

Subject: Operations and Budget Update

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 Items for Consideration:

Administrators and Directors were asked over the past couple of weeks to review their FY20 budgets for one time purchases / projects and to think about items that are needed due to deferred maintenance or purchases due to budget constraints from year to year.

1. CHS:

- a. FACS - Unanticipated increase in enrollment in the FACS program has highlighted the need for new textbooks. Mrs. Gnaegy has brought this to the attention of Mr. Lonergan and Ms. Widman for review and identification of funding for these new textbooks.
- b. Athletics - Met with Josh Knight and Jenn Matthews:
 - i. Purchase of replica jerseys for graduating spring athletes as a gift in recognition of their time at Campbell and loss of their final season.
 - ii. Ongoing need to bring all uniforms up to date for consistency across all teams (Josh is trying to establish a cycle, these purchases would help jumpstart with particular teams that are very outdated):
 1. Golf team hats and polos - current situation is inconsistent colors
 2. Cheer and track - cheer would be around \$5,000 alone due to complexity of uniforms. Track could get expensive as well due to the sheer number of athletes.
 3. Consistent gear for coaches - Polos, Jackets.
 - iii. Goal is for all student athletes and coaches to have consistent gear that represents Campbell High School.
 - iv. Replacement of outdoor bleachers that are outdated and unsafe (failed inspection last year). Josh is proposing mobile bleachers that can be moved from the stadium field to the other fields as needed. A set of 2 mobile bleachers cost approximately \$10k. I have requested additional information for review.
 - v. Backstop for the Lacrosse nets on the stadium field - safety. A ball shot on net could potentially reach the softball field crossing the parking lot.

2. GMS:

- a. 3rd grade - The fifth third grade position was budgeted for in FY21, however furniture and supplies for that classroom were not included. With the current status of enrollment at GMS we need to consider whether or not this is a necessary purchase going into next year.



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Capital Planning:

1. Energy and Architecture Consultant

- a. Reviewed pending contracts for services to be provided by DDH (Dick Henry) and Windy Hill Associates (David Ely) with the Capital Planning Committee. Pending School Board direction.

FY21 Facilities Budget and Items for Consideration:

Reviewed FY21 for projects / purchases for the purpose of discussing the need for certain items and secondly to potentially identify items where we may be able to utilize deferred billing (vendors defer payment to July 1 or after):

1. Custodial - Replacement of CHS Auto Scrubber identified in FY21 budget. I've asked Dave Ross to reach out to the vendor to see if that can be ordered and billed after July 1. Cost of equipment \$7,000.00.
 - a. Have requested an assessment of custodial equipment at each location to determine if there are other replacement needs. **(Revision 5/5/2020: Per Dave Ross, LMS Auto scrubber \$7,000, and LMS Carpet Machine \$2850, are also due for replacement).**
2. Buildings:
 - a. District Wide Door Barricade devices as approved in warrant article 6. Pending information from the State Fire Marshal's office.
 - b. GMS items for discussion:
 - i. Asbestos Abatement and Tile Replacement: \$27,410.
 - ii. Window Replacement 1st Grade wing: \$22,839.
 - c. LMS - Looking into pricing regarding warrant article 7 for rekeying / re-coring. Article was approved for \$25,000.
 - d. CHS:
 - i. Patching of loading dock stairs \$1,500. Due to the disintegration and safety issue the stairs were becoming, a new stairwell (pressure treated with aluminum railings) was constructed this year. \$1,500 can be reallocated.
 - ii. North End Walkway repair - \$18,000. Possible situation for deferred billing and get completed in the spring in the warmer temperatures.
3. Grounds:
 - a. CHS: Replacement of dugout roofing on the baseball / softball fields \$24,775
4. Non-instructional Equipment:
 - a. Replacement of GMS swing set (highly recommended by Primex due to damage and age of the swing set). \$7,500.

FY20 Financials

Year to date financials will be provided at the May 20 School Board Meeting.

Respectfully Submitted,

Cory Izbicki

Business Administrator

	<u>3/17 & 3/18</u>	<u>3/23 & 3/25</u>	<u>3/30 & 4/1</u>	<u>4/6 & 4/8</u>	<u>4/13 & 4/15</u>	<u>4/20 & 4/22</u>	<u>4/27 & 4/29</u>	
<u>Monday</u>	100	200	292	360	300	392	166	
<u>Wednesday</u>	240	378	612	660	576	606	618	
<u>Total Meals Sold</u>	340	578	904	1020	876	998	784	5,500
	<u>5/4, 5/6</u>	<u>5/11/ 5/13</u>	<u>5/18, 5/20</u>	<u>5/25, 5/27</u>	<u>6/1, 6/3</u>	<u>6/8, 6/10</u>		
<u>Monday</u>	160							
<u>Wednesday</u>								
<u>Total Meals Sold</u>								
<u>Grand Total</u>								
# of Students:								
M - T	25	50	73	90	75	98	83	
W - F	40	63	102	110	96	101	103	
Total Students	65	113	175	200	171	199	186	1109
# of Students	<u>5/4, 5/6</u>	<u>5/11, 5/13</u>	<u>5/18, 5/20</u>	<u>5/25, 5/27</u>	<u>6/1, 6/3</u>	<u>6/8, 6/10</u>		
M-T	80							
W-F								

Grade	Program Para	IEP Shared Para	IEP 1 to 1 Para	Notes
PreK	2	0	2 (each works 3 hours/day)	1 total para - 2 working pt each, Required by SpEd Regs
K	4	0	1	Program paras are regular ed
1	0	1	3	
2	0	2	4	
3	0	3.5	1	5. works 1/2 time in 3rd grade 1/2 time in prek
4	0	2	4	G1 -G4, para's move around to different grades, they are listed under the grade they spend the most time in
5	0	2	2.5	1 for 2 hours per day
6	0	3	6	
7	0	3	3	
8	0	3	0	
9	2	6	2	High School paras are not grade specific. The 2 Program paras are Room specific - 128 & Hicks. Two of the shared paras share one position.
10			1	
11			1	
12			1	
Totals	8	25.5	29.5	63