

LITCHFIELD SCHOOL DISTRICT

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

**LITCHFIELD SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

Draft Minutes for April 17, 2019

In Attendance: Brian Bourque, Chair
Christina Harrison, Vice Chair
Elizabeth MacDonald, Board Member
Robert G. Meyers, III, Board Member
Tara Hershberger, Board Member (*excused*)
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Jason Pelletier, Director of IT
Michele E. Flynn, Administrative Assistant (*excused*)

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

There were no revisions to the agenda.

D. Summary of Non-Public Actions from April 3, 2019:

Mr. Meyers made a motion to approve the non-public minutes of March 20, 2019. Mrs. MacDonald seconded. The motion carried 4-0-0.

E. Presentations and Recognitions

Mr. Bourque announced that three Litchfield School District employees will receive VFW Loyalty Award recognitions on May 3: Carolyn Leite, Angela Dion and Susan Seabrook.

F. Correspondence

There was no correspondence.

G. Superintendent's Comments

- General Assurances

Dr. Jette reviewed general assurance compliance with the School Board. He indicated general assurances are required for districts that receive federal grants. The Board Chair and Superintendent signed the 2020 General Assurances.

- HB 1612 – Data Security Plans
 - Presentation of Data Privacy and Security Governance Manual

Dr. Jette provided an overview of the recently passed law regarding data privacy and security, and an overview of the Governance Manual to the School Board. He suggested the School Board review the manual, which will be presented by Mr. Pelletier in more detail at the May 8 meeting. He explained that the law now requires districts have a data security plan in place by June 30.

Dr. Jette asked Board members to review the Executive Summary provided by the Director of IT, who will provide deeper detail of the manual on May 8.

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Mr. Meyers was concerned that the manual does not allow access for student teachers. He commented that they should be provided digital access as a student teacher will take over the class during their training.

Dr. Jette indicated that he will discuss this with Mr. Pelletier.

Mr. Meyers suggested including Long Term Substitutes in the discussion with Mr. Pelletier.

Mr. Bourque asked if the plan is required to be submitted to the State for approval.

Dr. Jette indicated that the Board is required to approve it. He commented there are things in the manual that will be difficult for people to adapt to. He noted the district has been liberal with access, but will not be able to continue those practices. Dr. Jette indicated that he spoke with Primex who pointed out that digital corruption can be very destructive to a district.

- **GMS Student Make Up Work Proposal**

School Board members requested guidelines be added to the proposal and that it be revisited at this meeting.

Dr. Jette indicated that a clarification was added with regard to students who complete work when they are absent for multiple days. He noted when they bring the work in the teacher may review the work to ensure the student understands it. Dr. Jette indicated options of notification and permission were added to the permission form.

Mrs. Harrison was supportive of the checkbox options on the permission form.

Mr. Bourque asked how many students are impacted that the teachers feel this is necessary.

Dr. Jette indicated that Mr. Thompson stated this is occasional. He commented with the choice of recess time or library time, it balances the recognition that children need to have recess. He noted the fourth grade team has led the way on this and the other teams are looking at it.

Mrs. Harrison asked why there is no option for parental refusal for keeping a student in from recess or taken out of library for makeup work.

Dr. Jette indicated that can be added.

Mr. Meyers suggested adding a clarification to the existing option of notification of a student struggling with a concept.

Dr. Jette commented that the document will be revised and revisited on May 8.

- **School Board Meeting Calendar 2019-2020**

The revised School Board meeting calendar was provided for the School Board to approve. Board members discussed summer meeting dates and decided to move the August 14 meeting to August 21, as well as add a tentative meeting date of August 28, in the event of an enrollment crisis.

Mr. Meyers made a motion to approve the FY20 School Board meeting calendar with revisions. Mrs. Harrison seconded. The motion carried 4-0-0.

H. Community Forum

There was no public input.

I. School Board Comments

Mr. Bourque mentioned outdoor sports are starting and encouraged everyone to support our teams.

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II. GENERAL BUSINESS

A. Public Minutes:

- April 3, 2019

Mrs. Harrison made a motion to approve the public minutes of April 3, 2019 as amended. Mr. Meyers seconded. The motion carried 3-0-1, with Mr. Bourque abstaining.

III. REPORTS

A. Business Administrator's Report

Mr. Izbicki provided the district financial and business report for the School Board. He reported that when making the transfer of funds to the Building Maintenance Capital Reserve Fund in July the balance will be approximately \$284,000. He suggested Board members begin thinking about projects for which the funds can be used. Mr. Izbicki indicated that he included in the report proposed projects and identified items for the year end fund balance, which will be prioritized for the Board. He reported the financial software will be upgraded and the Talent Ed software for Human Resources will be installed and will make it easier for people to apply to district jobs. He noted he will reach out to the auditors for a quote for the audit.

Mr. Bourque asked if contracts are required for projects chosen on the year end funds list.

Mr. Izbicki indicated that the Board would approve the list and the funds would be encumbered by purchase order for next year.

Mr. Meyers asked about the timeline for the State Infrastructure grants. Mr. Izbicki indicated the deadline was April 1.

Mr. Meyers asked about the fence installation at GMS. Mr. Izbicki indicated that he and Mr. Ross will be meeting with the fencing contractor in the morning.

IV. NEW BUSINESS

A. Code of Ethics and Code of Conduct for NH Educators

Dr. Jette provided to the School Board a copy of the recently established code of ethics and conduct for educators. He explained that the new document was put into the Ed rules and that he and Mrs. Messenger provided a Professional Development training to the instructional staff at all three schools.

Dr. Jette indicated the Code of Ethics and Code of Conduct has five principles that are enforceable against a teacher's credentials and this applies on and off duty for teachers. He commented there is a difference between employment and credentialing. He explained that credentials, or license to teach, can be impacted if a teacher violates the Code. The district can impose higher expectations on employment (i.e. discipline, termination).

Principles are as follows:

Principle I: Responsibility to Education Profession and Educational Professionals

Principle II: Responsibility to Students

Principle III: Responsibility to School Community

Principle IV: Responsible and Ethical Use of Technology

Principle V: Duty to Report

Violations were included under each of the principles.

Dr. Jette explained the Duty to Report is required if staff knows another staff members is violating ethics or conduct.

Mr. Bourque asked what would happen if a staff member did not report a known violation.

Dr. Jette indicated that person can be held accountable as well. He noted that any credential holder shall report any suspected violation of the Code of Conduct, the Superintendent shall report when a credential holder is arrested for RSA 189:13-a and violation of the Code of Conduct, credential holders shall report any abuse or neglect. The investigation will be conducted and there are four options for action: Closing Out a Case; Suspension; Revocation;

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and Reprimand. During the investigation the action will be determined by the consideration of the seriousness of the offense, prior discipline, potential harm to students, and purpose of the rule violated.

V. MANIFEST

The manifest was circulated and signed by the Board.

VI. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 6:54 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

VIII. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 8:19 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes.

IX. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 8:20 p.m. Mrs. Harrison seconded. The motion carried 4-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

Memo to: The Litchfield School Board

From: Jason Pelletier, Director of Information Technology
Brendan Collins, Technician

Date: April 12, 2019

RE: Data Security and Privacy Governance manual

The digital world today is far different than it was 5 or 10 years ago. We hear in the news of frequent data breaches that compromise usernames, passwords, financial information, and even more personal info like social security numbers. Among these, we hear of attacks on educational institutions and they are rising. This is due in large part to the information we are expected to house and the low fundings that schools are granted. This ultimately results in lapses in security safeguards, yet we have some of the most valuable data that can be sold on the blackmarket. According to Fortune Magazine, in 2017, over 1 million children fell victim to identity theft which resulted in \$2.6 billion dollars in losses, of which families paid an estimated \$540 million dollars in out of pocket costs (source: <http://fortune.com/2018/04/24/stolen-identity-theft-children-kids/>) .

In November 2017, the State of New Hampshire brought forth [House Bill 1612](#), as their proposed solution to help mitigate data breaches and bring awareness to the importance of data security. Then, in June of 2018, it was signed into law by the Governor. It resulted in amending [RSA 189:66](#) and added paragraph V stating, “The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies” and that local education agencies must have a School Board approved plan by June 30th 2018.

The main purpose of this law is to assure that schools and districts are doing at least the minimum they can, based on industry standards, to safeguard student and teacher information and data. [The NH Minimum Standards](#) are based on the National Institute of Standards and Technology (NIST) Publication [800-171 Framework](#) surrounding how to protect controlled unclassified information on non-federal systems which educational institutions are classified under.

The enclosed [Data Security and Privacy Governance Manual](#) presents Litchfield School District’s plan to help safeguard student and employee data guided by this new law and regulation. Due to the dynamic nature of this topic, the State is requiring an annual review by the School Board to ensure compliance and to continually enhance our security and privacy measures for the district and community. As an on-going plan we will be conducting routine training and awareness pertaining to this requirement for our staff and students while also educating our Litchfield community how they can safeguard their privacy at home.

Curriculum, Instruction and Assessment Update

May 8, 2019

Curriculum and Instruction:

- RTI and Enrichment
 - The Resiliency Task Force is beginning a book study of Teacher's Guide to Trauma by Dr. Melissa Sadin and Nathan Levy.
 - We will use this as a jumping off point for our summer work as well as a possible district read for next year.
- Curriculum review/revision process
 - We are almost done with our revision. K-4 will meet on Tuesday to finalize their documents, 5-8 have completed their drafts and the goal is to have the high school core courses completed by early next week.
 - The ultimate goal is to have the completed K-12 math curriculum to the board for review at the May 22 meeting.

Professional Learning

- Summer work
 - We have 29 teachers signed up to take part in our week long #LivetoLearn Academy.
 - During this week we have a series of technology trainings as well as ongoing curriculum work.
- OWL training
 - Our Spanish teachers will be attending a 2 day language training in Bedford with the goal of focusing on a more immersive language classroom.

Assessment and Grading

- Grading and Reporting
 - We came up with drafted descriptors to finalize our Work Study Practice revisions.
 - We are now looking at common formatting and will have those to the board for review before the end of the year.
 - We will be moving on to a review of our Re-Learning plans next.
- Upcoming Assessment Schedules
 - AP testing - May 6 - May 17th
 - SAS Science -
 - Grade 5 - May 28th
 - SAS ELA -
 - Grade 3 - May 14th and 15th
 - Grade 4 - May 7th and 8th
 - GMS make ups May 16th and 17th
 - Grade 5 - May 21st and 23rd
 - Grade 6 - May 7th and May 9th

- Grade 7 - Week of May 6th
- SAS Math -
 - Grade 3 - May 29th
 - Grade 4 - May 30th
 - GMS make ups May 31st
 - Grade 5 - May 30th
 - Grade 6 - May 14th
 - Grade 7 - Week of May 6th
 - Grade 8 - May 17th

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

Griffin Memorial School

PRINCIPAL'S REPORT

Submitted by Scott Thompson

For the May 8, 2019 Board Meeting

Current Enrollment (5/2/19)

- PreK – 46
- Kindergarten – 86
- Grade 1 – 91
- Grade 2 – 71
- Grade 3 – 89
- Grade 4 – 91
- Total enrollment – 474

Current Enrollments for 2019-20 (5/2/19)

- Kindergarten – 60
- Grade 1 - 87

Recognitions:

- **New Hampshire State Hours Bicentennial Commission Mixed Media Art Contest** – Congratulations to GMS students who entered art works into the art contest, and Mrs. Starrett for helping to organize their efforts.
 - **Natalee Stone – The Master Piece**
 - **Taylor Borst – Fireworks Over the Capital**
 - **Ivan Schaefer – 3D State House**
- **Margaret Parent** was nominated for the Doris Barnes Retired Educator Lifetime Achievement Award through the NH EDies program. To qualify, a nominee must have at least 20 years of full time employment as a teacher, and then continue supporting the cause of public education after retirement. With 38 years of FT employment at GMS and 7 years as a PT tutor and community volunteer, Mrs. Parent seemed like an ideal candidate. Good Luck, Mrs. Parent!
- After completing a T-shirt fundraiser, **the GMS Student Council** is donating \$275 to the Litchfield Historical Society and another \$275 to the Litchfield Women's Club. Thank you to our students and advisors for their hard work!

Instructional Highlights:

- **Learning Commons** – from Melina Prevel-Turmel, LMS. Fourth graders have been learning some techniques for using the Web based subscription to We Video. After learning how to log on and start a new project, they have been practicing using graphics, text, videos, music and transitions found in the We Video library. They were asked to produce a video about a particular animal while adding those elements. They are also learning other skills along the way such as choosing a text color that is easy to read against a particular background, splicing sections of their videos and audios, moving the videos and audios to a different position and of course, saving their work! They have had individual practice but worked with a partner for support. They have been very excited about this, and some of the students have worked on these videos from home or made new ones. They will learn how to finalize, export and share their projects as well.

The next project will be for the fourth graders to learn how to create a video using a green screen. They will be working in groups for this and deciding on a scenario together through brainstorming, discussion, and collaboration.





- **Kindergarten** enjoyed learning about forest animals during our presentation by Michelle's Menagerie before vacation. K has been learning about the patterns on a hundred's chart as well as writing numbers to 100. Kindergarten has enjoyed the warmer weather and has taken advantage of the open playground
- **Grade 1** - The first grade had a great time on our field trip to see the play Your Alien. After returning to school, we compared the play with the book and made Venn Diagrams. The children are excited as we continue to work on our Project Lead the Way units. After completion of Light and Sound, we are working on Animal Adaptations.

- **Grade 2** - In April, the second grade read *The Goat in the Rug*. It was an entertaining story about Navajo weaving told from the Goat's point of view. Second graders have tried some weaving of their own. We also read *From Seed to Plant*, an informational story written by Gail Gibbons. Second graders learned about the plant life cycle, pollination, and how seeds travel. Second graders are busy graphing, identifying plane shapes and solid figures, and measuring with rulers
- **Grade 3** – Grade 3 is working on an economics unit in social studies. Topics include needs vs. wants; supply and demand; goods and services; producers and consumers.
- **Grade 4** - The Boston Museum of Science Traveling Program presented *Forces and Motion Program*. This presentation included demonstrations and experiments to explore how motion is a form of energy and how we can use forces to change an object's motion. Stored energy in a bungee cord was used to move a student-ridden cart across the room, as well as a large sail car was used to demonstrate Newton's Laws of Motion. The final engineering challenge was using a giant lever to have a student easily lift an adult. This coincides with our PLTW Physical Science Units.
 - Fourth graders are exploring fractions: comparing, ordering, adding, subtracting and multiplying. They are using models & number lines to prove and explain their solutions .
- **Special Education:** Ms. West received an interactive projector and has integrated it into her lessons. Students have enjoyed using the whiteboard to help them learn a variety of skills.
 - Students have enjoyed playing Bill Atwood's Martinetti game as a way to practice common math facts. This has helped students to think deeper about math fact combinations and become fluent in their skills.
 - Students have enjoyed using Bill Atwood's motions during large and small group math lessons. This has given students the opportunity to use their bodies and visualize common math terms. Recently we have learned about measurement and time motions. Grade two students have been able to use the measurement motions in class as they learn to measure things and graph them in a line plot.

- Mrs. Saxton has touched the lives of students for 38 years and is retiring in June
- Our school psychologist Marie Polichronopoulos attended the April 14 and 15 NHASEA trainings on creating trauma sensitive classrooms, and participated subsequently in a school-level discussion on what it could look like within GMS

Program Update:

- The unified arts team is gearing up for the Spring Arts performances coming up at the end of the month. The students in grades 1-4 have been exploring the cultures of the Far East in preparation. In addition to their musical exploration students have created paper dragons, Mongolian shakers, Japanese scroll paintings and Chinese paper fans. Grade two even learned how to write their names in Katakana, which one of three common Japanese languages. We are very excited to see it all come together in the next few weeks.
- **The FIRST Lego League Junior Expo** will be held on Saturday, May 4 at Bishop Brady HS in Concord. Our school has six teams signed up to participate in this event.

GMS Calendar Events for May-June, 2019

- May 3, 5:30 p.m. – VFW Loyalty Awards celebration, Sue Seabrook
- May 4, Saturday – First Lego League Junior Expo at Bishop Brady HS, Concord
- May 6-10, Teacher Appreciation Week – PTO
- May 7 – Grade 4 begins NHSAS assessments (state testing)
- May 7 – ERT meeting 7:15 a.m.
- May 8 – CPR class in OT room, 3:30-7:30
- May 10 – Spring Child Find, 12:00-2:00 p.m.
- May 14 – Grade 3 begins NHSAS assessments (state testing)
- May 20 and 21 – Grade 1 NWEA Testing – Doucette
- May 20 – PTO meeting – election of officers, 6:30 p.m. (changed from 5/21)
- May 21 - Spring Arts Concerts
 - Grade 1 @ 5:30pm
 - Grade 3 @ 7:00pm

- May 22 and 23 – Grade 1 NWEA Testing – Anctil (Chromebook Cart 1), Dyac (Cart 2), Beach (Cart 3) and Webster (Cart 4).
- May 22 – Retirement Tea @ SAU, 3:00-5:00
- May 23 - Spring Arts Concert
Grade 2 @ 5:30pm
- May 27 – Building Closed/No School. Memorial Day
- May 31 – Chorus at Great East Festival
- June 3 – Steve Blunt for Grade 1-3
- June 5 – Grade 1 Tide Pools in Gym, 9:00-2:30
- June 5 – Faculty Meeting
- June 6 – Grade 3 Techsploration in Gym, 9:30-11:30
- June 7, 9:45 to 11:15 - Grade 4 Spelling Bee
- June 7 – Informal Screening for New K and 1 students
- June 10 – Grade 2 Field Trip to SEE Science Center, 9:30-12:30
- June 10 – LMS Counselor visit to 4th grade
- June 12 – Grade 1 FT to Squam Lake Nature Center
- June 12 – Grade 2 Xploration Bubbles in CR
- June 12 – Grade 4 Move Up Day (LMS events)
- June 13 – Grade 3 Field Trip to Boston Museum of Science
- June 13 – 11:00 – CHS Seniors March through GMS
- June 14 – CHS Graduation Night
- June 17: Relay Recess
- June 18: Grade 4 Recognition Day Picnic, 12:00-1:00
- June 18: Grade 4 Recognition Day Ceremony/Spring Arts, 1:00-2:00
- June 18 – PTO meeting 6:30 p.m.
- June 19: Field Day in the a.m.; Grade 4 Yearbook signing event (students) in the p.m., Grade 1-3 movie in the gym (stay for supervision) in the pm
- June 20: last day of school – half day for students, full day for teachers

Litchfield Middle School
Tom Lecklider
May 2019

LMS Principal's Report

Recognitions:

- Congratulations to Angela Dion for her receiving the 2019 VFW Loyalty Day Award last Friday, May 3rd. Click [here](#) for the letter of nomination for this award. Angela has been a key member of our PTO for six years.
- Our Math department has been working very hard at aligning their curriculum documents. A big thank you to Ms. Zingales, Ms. Smith, Ms. Corbett, Ms. Bishop, and Ms. Lachance for their terrific work.
- We had a spirited pep rally on the Friday before April break. Thank you to our student council for coordinating our annual 3 v 3 basketball tournament. The championship games of the tournament highlighted our pep rally.
- Our 8th graders depart for Washington DC on Tuesday and will return on Friday. Thank you to our incredible group of LMS chaperones: Ms. Lachance, Mr. Fraser, Ms. Caron, Ms. Guerrette, Ms. Dwyer.
- Our PTO sponsored our annual Opening Day celebration in early April. Thank you to our PTO for holding raffles, handing out snacks, and scheduling Kona Ice for our students. Also, thank you to the Litchfield Police Department for clocking student pitches.

Curriculum, Instruction, and Assessment Highlights:

- **SAS Testing**
 - As we have done in the past, for the past couple of weeks, we have been meeting with students on individual goal setting meetings. We are reviewing progress and achievement with students and setting goals. As a school we have a goal along with individual goals for students.
 - We have been preparing for the first days of SAS testing. Our 8th graders began the assessment this week. They have done a terrific job of putting in a solid effort and taking the test seriously. 8th grade has completed ELA (Reading and Writing) and Math. Overall, the testing has been running smoothly.
 - Please find our schedule for SAS testing [here](#).
- **Entrepreneur Day**
 - This event was a terrific performance assessment for our students on economics and business. Our sixth graders worked hard preparing their products for LMS Entrepreneur Day on April 4th. The products showed incredible creativity and pride. Many of our students in grades 5, 7, and 8 had an opportunity to view these products. I would like to thank Mrs. Sidilau for her work in coordinating this valuable opportunity for our school.
- **Late Arrival Day - Professional Development**
 - Mike Jette and Hollie Messenger presented the NH Department of Education Code of Ethics to staff. We then broke into department groups and shared tech tools for the year.
- **Spring Sports:**
 - Baseball - 2-3
 - Softball - 5-0
 - Track is off to a great start. They had a meet on Thursday last week.

Items of Note:

● **Upcoming PTO Events:**

- Our PTO is coordinating a Chunky's Movie Outing on May 16th.
- Our annual Opening Day celebration will take place on Friday, 4/13. We will have special food items available along with a number of raffle prizes. Students will have an opportunity to have their throws clocked by the Litchfield Police Department. This is always a terrific event for our students!!

Upcoming Dates:

*End of Year Letter with activities for the end of the year can be accessed from this [link](#).

May:

7-10 - 8th Grade DC Trip
20 - Nature's Classroom Parent Meeting, 6p, LMS Caf
29 - 8th Grade Student CHS Visit
29 - 7th Grade Project Safeguard
31 - 8th Grade Dance

June:

6 - Spring Concert, 6:30p, CHS Auditorium
7 - Great East Music Festival
12 - Grade 4 Visit to LMS, 9:00-10:30a
12 - Grade 4 Parent Information Night, 6:30p, LMS Caf
19 - LMS Terry Fox Walk
19 - 8th Grade Promotion Ceremony, 7p, LMS Gym
20 - Last Day of School, Dismissal at 11:20a



Litchfield School District
Principal's Monthly Report

Month: April 2019
Principal: Bill Lonergan
School: CHS

Enrollment: As of April 29, 2019

● Class of 2022	102 students
● Class of 2021	108 students
● Class of 2020	108 students
● <u>Class of 2019</u>	<u>121 students</u>
Total	439 students

Recognitions:

- Our Students of the Month for CHS for April are Sydney Sanchez and Sophia Chiboub and the Star of the Month is Jordan Kanaley.
- Our April Golden Bell Staff Award winner was part time physics and engineering teacher Roseanna Dube, who has been a key mentor to chemistry teacher Joanne Ray and provided incredible support to her during her two years at CHS.
- The following 19 seniors are those who will be celebrated at the CHS Academic Excellence Banquet in late May: Ian Brennan, Olivia Carlson, Sofia Chiboub, Emily Coughlin, Allie Dyac, Jessica Grant, Jessica Grondine, Katrina Hubbard, Alex Jozitis, Makenna Mathieu, Tyler O'Mara, Billy Randolph, Zachary Rousseau, Sydney Sanchez, Dallas Schoff, Kylee Smart, Grace Theberge, Autumn Thompson, and Noah Vaughan. Congratulations to all of these students on their accomplishments. At the banquet, students invite a staff member to speak on his/her behalf and it is a very moving part of the CHS experience.
- Senior Olivia Carlson was selected as a New England Red Sox Service Scholarship winner for CHS. She was one of 250 student recognized from around New England and was awarded a \$1,000 scholarship and will be attending a game in late July with other winners.
- The CHS National Honor Society sponsored their second Red Cross Blood Drive at CHS in April and 34 people successfully donated. This major event was organized and coordinated by seniors Jess Grondine and Olivia Carlson with the support of the other NHS students. Thanks to all of them for their efforts.
- Congratulations to Jeffrey Allen who was announced as a Nashua Telegraph All-Star in the 1500m for winter track.
- Advisor Heather Davis took a weekend with Key Club to support Jess Grondine and Olivia Carlson on a trip to their annual conference in western Massachusetts.
- On April 3, our paraprofessionals were provided with treats and flowers here at CHS. They are key players in the success of our students and we appreciate all of their work.
- 28 students participated on our recent annual trip to New York City April 3-5. Thanks to Aimee Gaspar, Denise Freeman, Linda Summit, Kelsey Sullivan and Mike Perez for chaperoning.
- Nate Cooper's Youth & Government students spent April 5 and 6 in Concord participating in the Model Legislature activities. Students included Abigail Buxton,



Litchfield School District
Principal's Monthly Report

Karleigh Schultz, Travis Tucker, Reagan Theberge, Marissa Michaud, Kiley York, Lily Kuczkowski, Lily Adamakos, Cassie Hemming, Miranda Fay, and Sophia Demos.

- Campbell High School seniors participated in the NHIAA Annual high scholar athletes awards for Division III. This included Olivia Carlson, Olivia Garand, Meghan Gibbons, Jessica Grondine, Makenna Mathieu, Julie McCrady, Emma Perrin, Sydney Sanchez, Autumn Thompson, Adam Breton, Ethan Burns, Leo Carten, Jonah Crema, Matt Graveline, Zachary Kirby, Jack Munnely, Tyler O'Mara, Matthew Rollend, Zachary Rousseau, and Noah Vaughan. Thanks to AD Mills and his assistant Marissa Magarian for supporting the students on the trip.
- On Saturday, April 13, the CHS Student Council spent the morning helping the NH Food Bank and Food for Children on one of their Saturday food drops, sorting food, distributing it, and carrying baskets and trays for those who needed assistance. Thanks to all the students and advisor Mr. McDonough for their contributions.
- CHS Student Council also hosted a Spring Fling Dance in early April raising money to support local families in need. Thanks to chaperones Shawn McDonough, Marsha Finnegan, Cathy Snyder, Nick Sica, and Joanne Ray for chaperoning.
- Alvirne's FFA Veterinary Science team took first place at their competition at their 89th Granite State FFA Convention. CHS's Catriona Chew placed 2nd individually in the state in this event. Catriona will now be competing with her teammates at the National FFA Convention in Indianapolis in the fall.
- Aimee Gaspar sponsored her annual trip to Boston for a quick trip downtown and then to the theater district to see *Les Miserables*. There was terrific support from both students and staff attending this event.
- Congratulations to sophomores Abigail Buxton and Travis Tucker, who were sponsored by NH State Senator Donna Soucy and had the opportunity to serve as pages in the NH Senate on April 11th.
- The CHS softball team volunteered to assist at an NHIAA umpire clinic on the CHS fields on April 13 as a way to get back in game shape and to assist umpires in their training.
- Michael Abelson attends Alvirne's Digital Media program, and was recently recognized by his Digital Media teacher, Debi Rapson and won the top honor for creating a logo for the NH Professional Chefs Chapter of the American Culinary Federation.
- In early April, CHS had to go into a shelter-in-place for a non-responsive students. Mike Perez and I were not in the building at the time, but Jodi Callinan did a remarkable job coordinating and managing the situation with emergency responders and CHS staff.
- Recycling/Social Studies teacher, Dennis Perreault gave me a quick tour of the recycling storage and processes, and we are pleased to continue to have District support to keep recycling an active program.
- Spanish teacher Heather Davis was highlighted on the Teachers of World Language website for April on their Member Spotlight. It is great to have our staff recognized for their efforts in their teaching craft.
- The second week of April was Assistant Principal's Week and Mike Perez was the recipient of much deserved love from students and staff which included a seemingly



Litchfield School District
Principal's Monthly Report

endless supply of lollipops and chocolate over the course of the week. He does such a good job supporting our students and staff.

- CHS has been gifted \$7,500 in scholarship funds from the Hesser College Alumni Association. Hesser became Mount Washington College in 2013, and shut its doors in 2016. When that occurred, the Alumni Association decided to disband and to distribute its endowment to NH high school students. We are excited about the opportunity to pass on those funds to CHS graduates.
- We took CHS Administrative Assistants to a luncheon sponsored by the NH Association of School Principals. Mike Perez and Jodi Callinan covered the school in our absence. But we really appreciate how well the school is run on a regular basis through the contributions of Elana Ayer, Sarah Smart, Michelle Vecchiarello, Terrie Taylor, and Marissa Magarian.

Instructional, Assessment & Curriculum Highlights

- Students took the SAT on April 9. They should be able to access their scores through their College Board accounts by May 9th. Any students needing assistance accessing them should contact their school counselor. CHS Administration should have access to school day reports starting May 28 after the NH DOE reviews initial accountability information. We were among 30 or so high schools in the state to administer them electronically and thanks to Jason Pelletier, we were well-prepared with minimal challenges. Specific thanks also go out to Jodi Callinan, Mike Perez, and Michelle Vecchiarello for coordinating, and also to proctors Ryan Keller, Dawn Parker, Heidi Paris, Erin Brown, Chris Beede, Jeff Parsons, Joanne Ray, Dala Johnson, Kim Barnett, Denise Freeman, and Carrie Jurus.
- Junior students have also taken the Statewide Science Assessment on May 1. Teachers were re-trained to proctor the exam, students were provided a practice session in late April, and the test results will hopefully be reported back in late summer or early fall. Counselor Jeff Parsons coordinated this with Science CF Cate Devine. Thanks to proctors Joanne Ray, Raheem Chowdhury, David Gingras, Wendy Langelier, Cate, and Jeff for supporting the testing protocols.
- CHS will have students taking AP exams from May 6 through May 23. There will be 76 students taking a total of 135 tests and will include sophomores, juniors, and seniors. Results of these tests usually arrive around the close of school.
- On Friday, April 5, 18 students attended an inaugural Computer Science Career Discovery Day at Nashua Community College. This was to provide students information about computer science as a college major and a better understanding of career opportunities in the field.
- We have been working with the Grading Task Force to create a new set of descriptors for assessing Work Study Practices. CHS has supported the newly devised descriptors and support their adoption for the next school year.
- Currently we have 48 students accepted into Pinkerton and Alvirne's CTE programs for the 19-20 school year. This is an increase of 8 students over 18-19.
- Senior Project Night has been changed from the original date of May 9 to May 30. As a result, the Early Dismissal will occur on May 30 also at 12:30. Other details of the event will not change and will be provided through regular communication channels.



Litchfield School District
Principal's Monthly Report

- The final exam schedule has been posted to the website and sent to parents through Blackboard. Exams for underclassmen will occur as follows:

	First Exam 7:45 - 9:45	Second Exam 10:00-12:00
○ Friday, June 14	A	B
○ Monday, June 17	C	D
○ Tuesday, June 18	E	F
○ Wednesday, June 19	G	H
○ Thursday, June 20	Makeup exams	

Professional Development & other work:

- Science Curriculum Facilitator Cate Devine has been asked to be a reader for Advanced Placement Exams in early June. In terms of professional development, this is a great opportunity for AP teachers to understand how students are assessed and how to improve instruction related to what students are expected to know and do during these testing experiences.
- Our Two Hour Delay in April was extremely productive with three topics covered: Credit & Grade Recovery planning, concerns about student late work and adopting a schoolwide late work policy for summative assignments/assessments, and the NH DOE Code of Ethics and Code of Conduct.
- The Graduation Committee has met and plans are well underway for the 16th graduating class at CHS, the Class of 2019. Few major changes are in the works, and the Class of 2019 has chosen to continue decorating caps again to make their graduation unique. Thanks to Elana Ayer, Mike Perez, Jodi Callinan, Justin Ballou, Shawn McDonough, Denise Freeman, and Michelle Vecchiarello for their support in this. See the following link for a complete senior end-of-year activities list:
https://drive.google.com/open?id=0BxVIQml_3EhmZDctMzVPY05RVjdTLVZ2empBMkluUG9sZzE4
- Health/PE teacher Shannon Szepan has continued to maintain her First Aid and CPR trainer certification. We are really fortunate that she has done so as she has generously given her time to train staff in these areas.
- Despite the recent road construction project on Route 3A and Albuquerque, Students and staff have not been greatly impacted by delays. Initially there were some challenges, but as the projects have moved forward students and staff have adjusted with minimal challenges to arriving at CHS on time.
- We have switched over to a new photography studio, Hockmeyer Studio, which is the same studio used at GMS and LMS. Our representative Steve Marino, Cory Izbicki, Elana Ayer, and yearbook Advisor Julie Green were instrumental in ensuring our needs would be met readily during the transition.
- We have also had discussions at our CF meetings about students attending field trips who are not doing well academically. Plans are occurring to have field trip coordinators send lists of students to the office for checking whether some students possibly will not be approved to attend if they are failing more than one class. Currently there are no standards for this practice.



Litchfield School District
Principal's Monthly Report

- Sophomores have been wrapping up their Projects and recently completed presentations in advisory. 6 students received an incomplete and still have work remaining, 2 students received a failing grade on their 3rd quarter progress report, 6 are anticipated receiving 1 full credit for their hours, 2 will be receiving ½ credit for their hours, and a total of 100 out of 108 students have met all requirements and completed/passed sophomore projects.
- Grades were determined for third quarter progress reports on April 9 and reopened on April 10th for fourth quarter. 31 students out of 438 (approximately 7%) found themselves ineligible for participation in 4th quarter athletics and co-curricular activities due to failing grades.
- Our master scheduling is at about 91% complete for the 19-20 school year. Thanks to Andrea Stern and Jodi Callinan for their regular work to be at this stage this early in the process. This has also been facilitated by the help of CF's Pat Keefe, Cate Devine, Heidi Paris, and Diane Angelini along the way. At this point, most of the additional changes anticipated will be through hand scheduling for individual students.

Upcoming Events

Looking Ahead:

- May 6: Faculty Meeting- Student Awards Decisions
- May 6 - May 23 AP exams
- May 9: Physics Phunt
- May 10-12: SHREK The Musical (Fri and Sat 7pm, Sun 2pm)
- May 15: Mock Accident
- May 18: Prom
- May 20-24: Spring Fest (Spirit Day Friday 24th)
- May 22: Children with Hair Loss (1pm CHS Gym)
- May 21: Spring Performing Arts Concert, 7pm
- May 22: Children with Hair Loss (formerly Pantene Challenge)
- May 23: NH Scholars Celebration for seniors @ Fisher Cat's game
- May 23: Academic Excellence Honors Banquet, Executive Court
- May 26: Boston Dinner and Show (Seniors)
- May 27: Memorial Day Performance - Litchfield Historical Society
- May 28: Performing Arts Awards Night
- May 30: Senior Project Presentations, **EARLY RELEASE**
- May 31: Key Club Talent Show
- June 1: Senior Cruise (Boston Harbor)



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 Messenger

- *Human Resources*

May 8, 2019

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

From: Cory Izbicki, Business Administrator

Subject: Report for May 8 School Board Meeting

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.

1. Scholarship Funds Awarded:

- a. Campbell High School has received scholarship funds from the Hesser College Alumni Association in the amount of **\$7,497.61**. Additional information as follows:
 - i. Letter notes that the Association believes the School Administration is best suited to selecting graduating seniors that exhibit future scholastic potential and may also be in need of financial assistance to attend a 2-4 year college.
 - ii. Upon acceptance of these funds by the School Board, I will work with the CHS Administration to determine the parameters for awarding these funds to graduating seniors. A letter will then be drafted to the Trustee of Trust Funds and the money will be transferred to the Custody of the Trustee.

2. Facilities / Project Updates:

- a. **GMS Playground:**
 - i. At a previous board meeting, a donation from the GMS PTO in the amount of **\$21,780.60** was accepted. The SAU has received the check from the PTO.
 - ii. Orders of equipment were submitted on May 1 and 2. Waiting on confirmation of delivery dates.
 - iii. Received a quote from DLB paving regarding site work for the playground. Coordinating with them to plan dates for the site work to be completed.
 - iv. If there are funds left over at the end of this project, they will be returned to the GMS PTO unless otherwise directed by the PTO.
- b. **GMS Vestibule:**
 - i. The installation of the GMS Main Entry sign marks the completion of the project. Upon payment being issued for the sign, the Capital Project Fund will be closed.
 - ii. Project came in below estimate. Documentation will be submitted to the State for 80% reimbursement of the total expenditure.
 - iii. Since funds were transferred from the Capital Reserve Fund for this project that were based on the estimate, the remainder of these funds will be returned to the reserve with the Trustee.
- c. **District Surveillance:**
 - i. Internal cameras were installed at GMS over April Vacation.
 - ii. This marks the completion of the expanded security project that was authorized by the board for use of year end funds in FY18.



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d. GMS Fencing:

- i. Purchase order has been issued to Gate City Fencing. Dave Ross is coordinating dates for installation. FOB readers will be installed on the gate to restrict access to the Kindergarten and Preschool area.

3. Software Upgrades in Progress:

a. TalentEd Applicant Tracking:

- i. Software provided through PowerSchool.
- ii. Administrative Training has been completed. Software has been tested and customized to our needs. District Administrative Team will be introduced to and trained on the software at the next monthly Administrative Team meeting (5/9/2019).
- iii. Software is ready to go live, a link has been added to the District Website.

b. eFinance version 5.2:

- i. PowerSchool has provided a link to the testing environment and online training resources.
- ii. Testing of the new version has begun, and will need to be completed by June 17th in order to achieve our July 1 go-live date.

4. Other Information:

- a. Monthly Financial information will be provided at the next meeting of the School Board on May 22.
- b. A prioritized listing of year end encumbrances will be provided for the review of the Board. Approval of the listing by the Board at the June 6 meeting would provide adequate time to obtain vendor information and process the year end requisitions and purchase orders.

Please let me know if there are any questions regarding the information contained in this report.

Respectfully Submitted,

Cory Izbicki

Business Administrator

	<u>Sept, 2017</u>	<u>Oct, 2017</u>	<u>Nov, 2017</u>	<u>Dec, 2017</u>	<u>Jan, 2018</u>	<u>Feb, 2018</u>	<u>Mar, 2018</u>	<u>Apr, 2018</u>	<u>May, 2018</u>	<u>June, 2018</u>	
<u>GMS</u>	2722	2861	2300	2045	2531	2275	2439	2321	3369	435	
<u>LMS</u>	2303	2861	2284	2162	2311	2240	2411	2065	2819	423	
<u>CHS</u>	2417	2389	2099	1796	2131	1963	2268	1897	2779	470	
<u>Total</u>	7442	8111	6683	6003	6973	6478	7118	6283	8967	1328	65,386
<u>Days</u>	19	19	19	16	18	16	18	16	22	16	

	<u>Sept, 2018</u>	<u>Oct, 2018</u>	<u>Nov, 2018</u>	<u>Dec, 2018</u>	<u>Jan, 2019</u>	<u>Feb, 2019</u>	<u>Mar, 2019</u>	<u>Apr, 2019</u>	<u>May, 2019</u>	<u>June, 2019</u>	
<u>GMS</u>	2689	3676	2718	2562	3478	2603	3235	2976			
<u>LMS</u>	2893	4012	3038	2790	3976	2971	3502	3179			
<u>CHS</u>	2471	3076	2505	2191	2425	2177	2715	2608			
<u>Total</u>	8053	10764	8261	7543	9879	7751	9452	8763			70466
<u>Days</u>	18	22	16	15	21	15	19	17	22	13	

<u>Difference</u>											
<u>GMS</u>	-33	815	418	517	947	328	796	655			
<u>LMS</u>	590	1151	754	628	1665	731	1091	1114			
<u>CHS</u>	54	687	406	395	294	214	447	711			
<u>TOTAL</u>	611	2653	1578	1540	2906	1273	2334	2480			15375
Additional Meals Served per day	33.9	120.6	98.6	102.7	138.4	84.9	122.8	145.9	0.0	0.0	

LITCHFIELD SCHOOL DISTRICT

April 19, 2019

ENROLLMENT	PreK	K	1	2	3	4	S-TOT	5	6	7	8	S-TOT	9	10	11	12	S-TOT	TOTAL	
Griffin Memorial	46	87	91	71	89	91	475												475
Litchfield Middle								89	85	112	121	407							407
Campbell High													102	108	108	121	439		439
TOTAL																			1321
MONTHLY ENROLLMENTS 2018/2019																			
September 28, 2018	40	80	90	70	91	89	460	90	84	111	119	404	101	109	108	121	439		1303
October 26, 2018	41	82	89	70	91	89	462	90	84	111	119	404	101	109	108	121	439		1305
November 30, 2018	42	82	90	71	90	89	464	90	83	111	117	401	101	109	107	122	439		1304
December 21, 2018	43	83	90	71	90	89	466	90	83	111	117	401	101	109	108	122	440		1307
January 25, 2019	44	86	91	71	88	90	470	90	84	112	117	403	101	109	107	121	438		1311
February 22, 2019	46	86	90	71	88	91	472	90	85	111	117	403	101	109	108	121	439		1314
March 29, 2019	46	87	90	71	89	91	474	90	85	112	120	407	101	108	108	121	438		1319
April 19, 2019	46	87	91	71	89	91	475	89	85	112	121	407	102	108	108	121	439		1321
							0					0					0		0
							0					0					0		0

Apr. minus Sept.	6	7	1	1	-2	2	15	-1	1	1	2	3	1	-1	0	0	0	0	18
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Kindergarten Registrations

1/25/2019	42
2/22/2019	52
3/29/2019	54
4/19/2019	60

1st Grade Registrations

1/25/2019	87
2/22/2019	87
3/29/2019	88
4/19/2019	88