

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



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

Meeting Agenda for May 19, 2021

Location: Litchfield Town Hall

C. Harrison, Chair

B. Bourque, Vice Chair

School Board Edition

In Attendance:

C Harrison, Chair
B Bourque , Vice Chair
E MacDonald, Board Member
Heide Ames, Board Member
T Hershberger, Board Member
Dr. Michael Jette, Superintendent
Cory Izbicki, Business Administrator
Tom Lecklider, Principal, LMS
Michele E. Flynn, Administrative Assistant

(Agenda items may not be in the order in which they were addressed.)

I. PUBLIC SESSION

5:00 p.m.

A. Call to Order

Mrs. Harrison called the meeting to order at 5:05 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 May 5, 2021:

Mrs. Harrison made a motion to approve the non-public minutes of April 21, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

Mrs. Ames made a motion to accept the resignation of Patricia Waggoner, GMS Computer teacher. Mrs. Hershberger seconded. The motion carried 5-0-0.

E. Presentations and Recognitions

● **CHS Graduation Guidelines**

Mr. Lonergan, Principal, and Mr. Perez, Assistant Principal, presented guidelines for graduation relative to the current relaxation of pandemic restrictions. Mr. Lonergan indicated the graduation committee met often over the last few weeks and decided that the number of guests would be limited. Students want to sit with their classmates instead of their families and will sit 3 feet apart and wear masks. Students' families will be grouped in their own pod on the field.

Mr. Perez commented that seniors were surveyed and a super majority stated they would like to sit 3 feet apart with masks and march in with each other. He indicated parent pods will be located on the sides of the field and a random drawing will be held to assign families to a pod. He noted that there will be a photo section at the front of the stage as well.

Mr. Lonergan commented that 4 family members were allowed last year, but because the student will not be sitting with their family in the pod, 6 family members will be allowed. He noted masks are required until seated in the pod.

Mr. Perez indicated CHS will require one car in the parking lot per family.

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Mr. Lonergan indicated that people will not be allowed to stand along the fence this year. He commented there will be similar pre-graduation celebrations with students. An exterior march at LMS will be planned where seniors will be able to see their former teachers. Seniors will walk over to GMS for the same type of exterior march and then return to CHS. Mr. Lonergan indicated that a motivational speaker is planned as part of the end of year activities, senior trips are planned for both remote and in-person students. He added that it is anticipated that LCTV will live stream the graduation ceremony.

Mr. Lecklider commented the LMS grade 8 graduation will follow what CHS does.

Mrs. MacDonald asked why students have to wear masks outside if they are 3 feet apart. Mr. Lonergan indicated that this is a precautionary measure.

Dr. Jette indicated that CDC guidelines state fully vaccinated adults can be maskless outdoors. He noted we are not checking vaccination cards, which is a challenging because we are putting students on the honor system, which is a dilemma for many schools in the state.

Mrs. Hershberger commented that there are only a handful of cases of people who have contracted COVID outdoors. She believes the risk is drastically reduced and is supportive of making masks optional outdoors for every activity. Mr. Bourque and Mrs. MacDonald agreed.

Dr. Jette indicated that school guidance continues to be masking indoors. Mr. Lonergan indicated that students would have to be distanced 6 feet apart if they are maskless. He commented he is not willing to take the risk.

Dr. Jette commented that the Administrative Team continues to meet daily and examine the data and research. He indicated 80% of the cases in our schools have been from unknown origins. He noted that millions of cases are of unknown origin and the mystery with the virus is mind-boggling. Dr. Jette indicated people that are not vaccinated are still getting COVID. He reminded the Board that Mr. Lonergan's responsibility is to hold graduation and he has to be able to make those management decisions. He noted the guidelines and decisions are changing rapidly, but we are being nimble and diligent.

Mr. Lonergan commented that student speakers and guest speakers are planned for graduation and will be live; however, senior awards will be done virtually.

F. Community Forum *Public Attendance: by Google Meet only*

Maureen Hanson, 18 Burgess Drive, expressed concerns regarding the upcoming virtual high school drama production. She commented given the concessions on indoor sporting events, each of the 8 students involved in the event should be allowed to have their parents in the auditorium to watch their children perform. She indicated that senior nights have been held as well with parents in attendance for athletes and asked why the district cannot provide the same concessions for performing arts. She asked the Board to allow the production to proceed in person for all parents in attendance in masks and distanced 6 feet apart.

Mrs. Harrison commented that this is not a board, district or administration decision. She indicated that the decision was made by the performing arts department.

Dr. Jette explained each association has provided guidelines that they asked their professionals to follow and we have engaged different guidelines often through the year. He indicated the current guidelines from our music teachers is that this is the way they want to proceed. He offered to double check on their decision because information emerges daily. He noted that someone from the high school will follow up with Mrs. Hanson.

Rich Lascelles, 236 Charles Bancroft Highway, commented that he is in support of Board members calling for the relaxation of masks. He indicated we have been told to follow the science and for the most part we have, but the CDC relaxed mask wearing and the Governor has ended the mask mandate. He commented it is unhealthy for athletes to wear dirty masks outside while playing a sport and they are at risk of cutting down their oxygen supply. He added most juniors and seniors have been vaccinated. He reported the NHIAA has relaxed their requirement for athletes to wear masks. He believes it is not necessary for athletes to wear masks outdoors.

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G. Correspondence

Mr. Bourque reported that correspondence was received from:

Brian Dodge, with regard to how funds raised through fundraising are managed. He indicated that Mr. Dodge's son participated in fundraisers for the Washington DC trip, which was concealed. Mr. Bourque commented the deposits were returned, but those funds are managed by a legal process.

Melissa Rakiey, with regard to wearing masks at recess.

H. Comments:

- **Superintendent**

- **Authority to Sign**

Dr. Jette asked the Board to grant authority to the Superintendent and Business Administrator to sign contracts, business forms and grants on behalf of the School Board.

Mrs. Hershberger made a motion to authorize the Superintendent and Business Administrator to sign all Office of Business Management forms, all contracts, and all grants on behalf of the Litchfield School Board. Mrs. Harrison seconded. The motion carried 5-0-0.

- **Authority to Hire**

Dr. Jette asked the Board to grant the Superintendent the authority to offer contracts to new hires over the summer months when school is not in session.

Mrs. Harrison made a motion to grant authority to the Superintendent to offer contracts to new hires from June 17 to August 30, 2021. Mr. Bourque seconded. The motion carried 5-0-0.

- **Retirement Tea**

Dr. Jette updated the Board regarding the retirees' tea event. He reported the event will be held tomorrow afternoon on the lawn outside the SAU Office and masks will be encouraged. He indicated retirees from 2020 as well as 2021 have been invited since we were unable to hold the event last year.

- **School Board**

Mr. Bourque inquired about the hours for the Wednesday prior to the last day of school.

Dr. Jette indicated that it was announced Wednesday, June 16, will be a full day and Thursday, June 17, is a half day.

Mr. Bourque commented that he has noticed that some buses have numbers displayed on the back of the bus, some on the bumper of the bus and some in the area above the bumper. He noted that the location of the numbers above the bumper are easier to see. He noted that there is one bus that does not have a number on the back and asked if that can be corrected.

II. GENERAL BUSINESS

A. Public Minutes:

- **May 5, 2021**

Mr. Bourque made a motion to approve the public minutes of May 5, 2021. Mrs. Hershberger seconded. The motion carried 5-0-0.

III. REPORTS

A. LMS Principal's Report

Mr. Lecklider highlighted important topics for the Board. He reported last month there were several events at LMS, such as the Robotics competitions, the Amazing Race, and spirit activities sponsored by the Student Council. The Tech Ed/STEAM classes have been designing games and activities for a cardboard arcade and their work has been innovative and creative.

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- **Entrepreneur Day**

Mrs. Sidilau provided a presentation on LMS Entrepreneur Day that had been started several years ago at LMS. She indicated the event gives students the opportunity to demonstrate their learning in economics in creative ways. Students have been studying economics, microeconomics, macroeconomics, selling and profits. The Entrepreneur Project is the performance task/assessment that culminates the unit of study. Students become entrepreneurs and design products to market and sell. Consumers come in to see the products and can purchase the items. Students are graded on the presentation as well as the product.

- **LMS Layout 2021-2022**

Mr. Lecklider provided a color coded overview of the spaces for grade 5 classes and how other classrooms have been relocated. He indicated the plan is to have grade pods so grades are kept as much together as possible. Unified arts rooms will be in close proximity. Grade 5 rooms will be 24-27; Grade 6 rooms will be 20-23; Grade 7 rooms will be 12-14, 17, 28; Grade 8 rooms will be 2, 6-8; Unified Arts (FACS, Art, Tech Ed, Computer, Health) will be in rooms 1, 4, 9, 10, 15; Special Services will utilize rooms 11, 11A and 16; rooms off the Learning Commons are for the Psychologist, Social Worker and testing.

Mrs. MacDonald expressed concerns regarding private space needed for teachers to read to (tests) to their caseload.

Mr. Lecklider indicated that there are always open classrooms in rooms 20-23, which can be used for that purpose or for dedicated space for a student with IEP accommodations when the rooms are open. He assured the Board there will always be space for students who need accommodations and for case managers to provide services to these students.

- **LMS Vision**

Mr. Lecklider reported that a mission and vision for LMS has been using the Do Your Best mantra, but is based on the Portrait of a Learner criteria (Perseverance & Adaptability, Integrity, Communication, Critical Thinking). He indicated when developing the mission and vision the process consisted of questions and research on what we are and what we want to become.

Mission: Why do we exist? Define a fundamental purpose. Clarify priorities and sharpen focus.

Vision: What must our school become to accomplish our purpose?

Values: How must we behave to achieve our vision? Collective commitments and guiding behavior.

Goals: How will we mark our progress? Targets and timelines.

Mr. Lecklider indicated that researching corporate samples helped with branding the LMS mission. With regard to the vision, he commented that corporate samples, such as the Ford Motor Company Vision, helped to shape the vision for LMS. He noted that LMS values are school focused and will be based on behaviors over beliefs. Goals will define the next steps taken and when. Mr. Lecklider indicated there has been much conversation with the leadership team about vision and goals and he feels LMS is on the right track.

B. Business Administrator's Report

- **FY21 Year End Funding Projects**

Mr. Izbicki presented the district financial report and updated the Board on district projects.

District projects update:

- LMS Canopy Project: landscaping needs to be completed for the canopy area.
- Energy Efficiency Project: the windows have been ordered and will cost \$36,000 less than expected; North Branch is conducting a walkthrough at LMS with contractors on Friday.
- LMS Portables Removal: portables will be removed in July; punch list items are being coordinated.

Mr. Izbicki provided to the Board a full set of district financials. He indicated a general fund food subsidy was taken into consideration due to a deficit in the food services fund. He provided the totals for the trust funds, capital projects and any activity in those funds. He reported he received an inquiry from Mrs. Harrison regarding federal funds that have been spent. He noted \$56,600 of ESSR funds was spent for HVAC preliminary work.

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Mr. Izbicki provided a list of year end purchases. He reported the LMS roof project may be delayed until the beginning of the 2021-2022 school year due to a back order of materials.

Mr. Bourque asked about repairing the sidewalk in front of LMS.

Mr. Izbicki indicated that was discussed and he will discuss it further with Mr. Ely and Mr. Kelly (Solid Roots).

Dr. Jette reported that the district did get a quote on the sidewalk replacement, but the underground drainage system has failed and it was deferred. He commented if a new elementary school is approved the LMS sidewalk will become part of the site work.

Mr. Izbicki noted that much of the supply for the drainage system work is PVC, which presents a challenge since PVC supplies are delayed as well.

C. Committee Reports

There were no reports.

IV. NEW BUSINESS

A. Policies - Review:

- **Re-Approval:** *The following policies have been reviewed for changes and were found to have none.*
 - **EEAE, School Bus Safety**
 - **EEAEA, Requirements for School Bus Drivers**
 - **EEAF, Special Use of School Buses**
 - **EFB, Free & Reduced Lunch**
 - **EI Risk Management**
 - **EIB, Insurance & Pooled Risk Management**

Mrs. Harrison made a motion to approve policies EEAE, EEAEA, EEAF, EFB, EI and EIB. Mrs. MacDonald seconded. The motion carried 5-0-0.

- **Policies - 1st Reading:**
 - **GCQB, Employee Exit Interviews**

Dr. Jette indicated that the Employee Exit Interviews policy is a new policy. He noted the district has been providing these exit interviews all along, but we have not had a policy.

Mrs. Hershberger made a motion to approve policy GCQB for a 1st Reading. Mr. Bourque seconded. The motion carried 5-0-0.

- **Policies - 2nd Reading:**
 - **DKA Payroll Procedures**
 - **JLCD Administering Medication to Students**

Mrs. Harrison made a motion to approve policies DKA and JLCD. Mrs. Hershberger seconded. The motion carried 5-0-0.

B. Class Size Reduction Expendable Trust Fund

Dr. Jette presented GMS enrollment numbers for the upcoming school year and noted that Kindergarten registrations are at 82+. He indicated the Class Size policy dictates that enrollment of 76 or more students in Kindergarten necessitates a fifth class. He commented that he may be requesting the Board to release the funds in the expendable trust in order to hire a fifth Kindergarten teacher. He reminded the Board about the approved warrant article that created the trust fund:

Article: Shall the Litchfield School District vote to establish a Class Size Reduction Expendable Trust Fund under the provisions of RSA 198:20-c, V for the purpose of funding staffing due to unexpected increases in enrollment and to raise and appropriate and place into the fund \$99,000, which has been appropriated in the FY20 Operating Budget, but has not been expended? This sum to come from the June 30 unassigned fund balance available for transfer on July 1 with no amount to be raised from taxation. Further, to name the School Board as agents to expend from the fund.

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Dr. Jette noted that Mr. Mitchell would present recommendations for staffing at GMS.

Mr. Mitchell indicated that currently staffing at GMS is as follows:

Kindergarten, 4 teachers; Grade 1, 4 teachers; Grades 2 & 3, 5 teaches each; Grade 4, 4 teachers. He noted that based on the current information regarding enrollment numbers for next year he recommended the following staffing: Kindergarten, 5 teachers (81 students); Grade 1, 4 teachers (78 students); Grade 2, 4 teachers (79 students); Grade 3, 5 teachers (86 students); and Grade 4, 5 teachers (92 students). Mr. Mitchell explained that he recommends a fifth teacher for Grade 4 in order to make the average class size more equitable to the lower grade class sizes.

Dr. Jette commented as the enrollment numbers reflect, a fifth teacher will be needed in Kindergarten according to the Class Size Policy matrix and the trigger numbers for increasing staffing. He indicated a second grade position can be shifted to kindergarten. He noted that the Class Size Policy states the trigger number for an additional teaching position for Grade 4 is 97 and the enrollment is projected to be 92.

Board members debated over following the class size policy in light of the current enrollment numbers. Some members felt that the recommendations of the administrator should supersede the policy and other members felt the policy parameters should be upheld.

Mrs. Ames was not in support of adding a fifth Grade 4 teaching position at this time since the enrollment number has not reached or surpassed the trigger number stated in the policy. She commented if that occurs the Board can take action at that point.

Mr. Bourque commented that the Board should uphold the class size policy based on the enrollment numbers for Grade 4 next year and that the class size policy requirements are much lower than that of the State.

Dr. Jette suggested deferring the discussion until the next Board meeting as the numbers may change. Board members agreed to revisit the agenda topic at the next meeting.

C. Job Descriptions

Dr. Jette presented revised/reclassified job descriptions for SAU support staff. He indicated that the job descriptions have been rewritten so that they can be shifted to salaried positions. He noted the job descriptions have been updated. He reminded the Board each job description has a person behind it.

- **Accountant/Assistant to Business Administrator**
- **Human Resources/Payroll Administrator**
- **Executive Assistant to Special Services**
- **Executive Assistant to the District/School Board**

Mr. Bourque made a motion to approve the revised SAU staff support job descriptions as presented. Mrs. Hershberger seconded. The motion carried 5-0-0.

D. Critical Shortage Recruitment Incentive

- **Critical Shortage List**

Dr. Jette discussed a recruitment incentive to attract qualified candidates for employment in critical shortage areas in the district. He noted after losing a staff member recently to another district, he learned that district has a sign on or recruitment incentive. He indicated that he met with both the LEA and LSSA to discuss the suggestion of a district critical shortage recruitment incentive that would expire at the end of August. He reported both associations were supportive of the incentive with a short term deadline.

Board members discussed how the program would work and suggested marketing strategies.

Mr. Bourque made a motion to approve the district Critical Shortage List and Recruitment Incentive. Mrs. Ames seconded. The motion carried 5-0-0.

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E. LSSA Negotiations

Dr. Jette shared with the Board a letter from the LSSA to begin negotiations on a new contract. The Board acknowledged the request.

F. LEA Negotiations

Dr. Jette shared with the Board a letter from the LSSA to begin negotiations on a new contract. The Board acknowledged the request.

G. 2021-2024 School Board Goals

Dr. Jette shared a newly formatted draft of revised goals for the district with the Board. Had energized conversation with Michele - names responsible administrators to spearhead their respective goals - action steps are what the Board submitted on Jamboard - We listed our mission, vision and portrait of learner as guiding documents to the goals - reordered the goals to flow properly - asking Board to digest it -

V. OLD BUSINESS

A. Coronavirus Review and Update

- **Remote Learning Update**
- **Current Situation Update**

Dr. Jette reviewed the COVID numbers in the district with the Board. He noted there are no cases, staff or students, in the schools. The number of quarantined students and staff has declined and the transmission rate is minimal.

Mr. Bourque asked if there are guidelines to pay teachers to quarantine in the Memorandum of Agreement with the teachers.

Dr. Jette indicated that the district agreed to carry the ten additional days that the federal government ended through the end of the school year.

Mr. Bourque commented he was referring to someone who has not been vaccinated. Dr. Jette commented that there are now very few students who are remote and we are in the process of writing our plan for next year. He indicated the document will contain links to guidelines from the guiding agencies.

Dr. Jette shared a mask proposal for recess and athletics with the Board:

- **Masks - Recess and Athletics**
 - **Recess** - We are proposing to return to September guidelines and make masks optional while at recess. This does not impact indoor recess or classroom masking protocols.
 - **Athletics** - We are proposing to allow “Actively Participating” athletes at CHS and LMS to lower their mask during competition as long as both teams agree this is acceptable practice. This does not impact athletes on the sidelines or preparing for competition unless 6 feet of social distancing can be maintained outdoors.

Dr. Jette indicated that the district has received a significant number of phone calls with regard to students wearing masks outdoors. He commented that the district is looking at the science and evolution of how the virus spreads. He noted our plan for tomorrow is to go back to September guidelines to make masks optional at recess. With regard to athletics, Dr. Jette mentioned he is frustrated with the conflicting guidance from the NHIAA. He indicated the NHIAA had a meeting and sent out a statement that was interpreted differently by three people. He noted masks are required in competition and we will allow actively participating athletes to lower their masks during competition if both teams agree.

Mrs. Ames expressed concerns about other outdoor activities. She commented that masks were required at the junior/senior prom even though the event was held outside. She indicated that the PTO is trying to plan an 8th grade social with a requirement to wear masks. She asked if it is agreed upon, would masks be necessary if they can maintain a 6 foot distance and can that apply to the whole district?

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Mr. Bourque commented much of the issue has to do with the exertion that is increased while playing sports.

Mrs. Harrison commented there is a large population of children that are not being vaccinated. She indicated that an individual may not feel it is their personal responsibility to take care of others, but it is a school district's responsibility whether or not the childrens' parents choose to vaccinate them.

Mrs. MacDonald commented that her child was vaccinated and she prefers that he does not have to wear a mask.

Dr. Jette commented that masks do decrease the risk of transmission of the virus.

Mrs. Hershberger commented that we are only advocating for the removal of masks outdoors.

Dr. Jette indicated he will bring this feedback to the Administrative Team and discuss the options.

Mrs. Ames encouraged Dr. Jette to expand the maskless option to all outdoor activities.

B. School Start Time Task Force

Dr. Jette discussed membership and mission of the committee with the Board. He indicated that he asked principals to help round out the committee. He noted that the committee will meet by the end of the month and discuss the data points that are needed.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

There was no public input.

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

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

Upon a motion made by Mrs. Harrison, the Board entered into non-public session at 8:00 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. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 9:04 p.m. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mrs. Ames, yes; Mrs. Hershberger, yes.

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 9:05 p.m. Mrs. Harrison seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board

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Final ELA competencies 5/26/21

Textual Analysis: *Analyze, evaluate, and interpret complex literature and informational text individually and collectively in order to better connect with the world around us.*

Communication: *Communicate and interpret, orally as well as in writing, well-structured arguments, narratives, and informational/explanatory pieces in order to express various perspectives.*

Language: *Apply appropriate conventions, vocabulary and language structures when writing or speaking in order to communicate clearly and effectively for task and audience.*

Fluency (K-5): *Read with sufficient accuracy and fluency in order to support comprehension.*

Final Social Studies competencies 5/26/21.

Comprehension: *Identify and explain concepts, ideas, and processes in the social sciences in order to be an informed citizen.*

Analysis: *Analyze sourcing, situation, and arguments using primary and secondary sources in order to identify and appraise multiple perspectives as they apply to current and historical issues.*

Synthesis: *Combine ideas to develop and support conclusions using specific and relevant evidence in order to solve complex problems and take informed action.*

Campbell High School



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*Campbell High School's mission is to join together with parents, students, staff, and community to become
A collaboration of learners exhibiting character, courage, respect, and responsibility in all aspects of life.*

Litchfield School District CHS Principal's Monthly Report: Bill Lonergan February 2021

Enrollment: As of May 31, 2021

●Class of 2024	120 students
●Class of 2023	110 students
●Class of 2022	103students
●Class of 2021	<u>108 students</u>
Total	441students

Presentation: Nate Cooper, Noah Benoit, David Gingras, & Nick Sica, CHS Social Studies Department on curriculum development and assessment progress

Other Discussion Topics:

- CHS Scheduling progress:
- Senior events and activities, Senior Projects, and Graduation.

Recognitions:

- For April, our senior Student of the month was Travis Tucker. Our Star of the Month was Meredith Spotts. For May, our senior Student of the Month was Katelyn Follis and our Star of the Month was Kylie York. Congratulations to all four of these recipients.
- Our CHS Golden Bell Staff Award in April went to Math CF Diane Angelini for her quiet leadership in the math department, and our May winner went to math colleague Sean Conley for his willingness to go above and beyond to support students in his classes and in others' classes. Thanks to both of you for your hard work this year.
- As we head toward graduation for the CLASS of 2021, it is important to restate, The Top Ten of the Class of 2021 has been released. Congratulations to the following: The Valedictorian, number one in the graduating class, is Travis Tucker. The Salutatorian, number two for the class of 2021, is Isabella Risitano. The remaining top ten are listed below in numerical order: Abigail Buxton, Fiona Hyotte, Taylor Sullivan, Marissa Michaud, Hannah Cuvellier, Alyssa Gonzalez, Ryleight Mathieu, and Stephanie Pearl. Please congratulate them on their achievements.
- JJ Dziegel will receive his HiSet diploma from the Upper Room in Derry on Friday June 4 at 1030 AM at the Upper Room. Congratulations JJ on the accomplishment!
- Lynn Gnaegy and Denise Freeman did a great job as Senior Project Clearinghouse directors this year. We had many terrific presentations strongly supported by the staff who have evaluated these final projects, and Julie Green went that extra distance filming the exceptional ones for posting to the CHS Website.
- Kudos to the Student Council led by Elayna Montenero and Mia Kittredge for working with

Mike Perez to coordinate our Spirit Week and its outdoor pep rally. Staff David Gingras, Liz Perez-Anderson, and Emily Post, Pat Keefe and Aimee Gaspar did a great job making this a fun and safe event for students and staff. Shannon Szezan did her usual extra work supporting the field events as she does every year, and we really appreciate the tireless effort of all to help begin normalizing activities here at CHS for the students.

- Andrea Stern from the SAU and Jodi Callinan have done a great job getting the master schedule done. This has been no easy task this year, although we are getting better and more comfortable using the Power School programmer. They also managed to get out teacher schedules this week for next year. I am really pleased at their progress. They have also ensured common planning time is being created for departments and the unified arts as much as possible. Additionally we have provided common time for CF's and the UA Coordinator To work with us and Mary Widman.
- Thanks to Abi Buxton and Colonel Fraser for their Memorial Day recognition at CHS. It is so important to recognize those who have given the ultimate sacrifice to this country, and to have students and staff lead the way in this recognition speaks to the character of all of us at CHS!
- Kudos to Denise and Paula on their 2nd Annual National Art Honor Society Induction. Congratulations to all of the students inducted: Alex Shapiro, Alyvia Ashe, Miranda Fay, Kiana Henderson, Ashley Povilaitis, Emily Povilaitis, Anais Smith, and Evelina West.
- We celebrated School Administrative Assistant Day in April, and we have said this often, but we are so fortunate to have Terrie Taylor, Michelle Vecchiarello, Stacie Brasley, Jenn Matthews, and Sally Mastarlerz here. Their roles are so critical to how we operate at CHS, especially this year!
- Kudos to Mike Perez for researching and putting together our CHS Hall of Fame project and thanks to the Board for the approval to move this forward. We are looking forward to seeing who will be celebrated when we go through this process for the first time next year.
- Rich Paiva, Alvirne CTE Director and Eric Frauwirth from NH DoE were really informative in their presentation at the SB meeting on CTE opportunities at Alvirne and around the state of NH.
- Thanks to Board members, Tina Harrison, Tara Hershberger, Liz McDonald, and Brian Bourque for coming in to assist Lauren with our food services worker shortage. Also to SAU staff, Cory Izbicki, Mary Widman, Lori Martin, Ann Innamorati, Michele Flynn, Hollie Falzone, Roger McNulty, and Andrea Stern, thanks for pitching in also to assist in the kitchen to support CHS food services.
- Thanks to Jeff Parsons, Cate Devine and their team of SAS proctors, Bill Pothier, Rachel Phillips, Sean Conley, Joanne Ray, Emily Post, and Raheem Chowdhury for the strong coordination of the NH SAS Science testing. Also, much appreciation goes to Jason Pelletier for his last minute support of some minor technical challenges. Also to Michelle Vecchiarello, Terrie Taylor, and Jodi Callinan, your assistance on the day of testing was really helpful.
- Thanks to special educators, Dawn Parker, Kim Howe, Wendy Langelier, and Amy Paradise for assisting in interviews for a new special education teacher at CHS for next year. We really appreciate that support as we try to hire qualified staff who would fit well at CHS.
- As we all know, Student Council created a "Teacher Appreciation" video during Teacher Appreciation Week. It was so awesome to see our students on video and without masks celebrating our staff. Thanks to Shawn McDonough and his StuCo students for that. The Student Council teacher appreciation week car wash was a great idea also. Our students are so good at recognizing ways to support our staff.
- A big thank you and a huge shout out to Nate Cooper and Patrick Keefe for coordinating the process for senior awards yesterday!! And a big thank you to all who participated, many staying late to complete this important voting process.
- Thanks to Mental Health Clinician Jamie Faulhaber for reminding us that April was National Mental Health Awareness Month. Destigmatizing this and helping people move forward is so important when students, colleagues, or family members are struggling with these concerns.
- Our PTO under the leadership of Margaret Norton did another terrific job celebrating our teachers. Particularly enjoyable was our belated "Cinco de Mayo" Mexican luncheon. The pinata, the ice creams,

the sign at the back doorway: they really know how to take care of us. Thanks for all you do for our teachers/staff.

- Kudos to Reed Miller for all his diligence in maintaining our athletic fields. Given we are short a grounds-keeper, it is impressive to see the fields in such good condition for our spring sports. Thanks Reed.
- We have our entire science department participating in the interview process for new staff. Thanks to Cate Devine, Bill Pothier, Raheem Chowdhury, Emily Post, and Joanne Ray for their assisting Mike, Jodi, and me to facilitate finding the best candidates for moving forward to the Superintendent.
- Congratulations to the newly inducted members of the Science National Honor Society including Lily Adamakos, Faith Avitabile, Brendan Boschi, Nick Carignan, Corinne Chew, Hannah Cuvellier, Emilie Daigle, Lauren Dionne, Alyssa Gonzalez, Matt Grieco, Fiona Hyotte, Olivia Kovichars, Karleigh Schultz, Kiley York, and Isabella Risitano. Thank you to Advisor, chemistry teacher Joanne Ray for supporting this program. This group couldn't have gotten off the ground without seniors Hannah Cuvellier and Olivia Kovichars as a driving force behind the CHS chapter's creation through their senior project. Thanks Hannah and Olivia!
- With the Retirement Tea sponsored by the Superintendent and the School Board on May 20, we want to again congratulate Dennis Perreault, who retired last year, for his many contributions to Campbell High School's social studies department and for his support of our varied programs the past 20 years.
- Given that Kim Howe finished the school year early with the arrival of her first child, we appreciate case managers Dawn Parker, Kathy Oakes, Sarah Singer, and Wendy Langelier for taking on her student caseload for the rest of the year.
- SADD Advisor Dawn Parker, has done a good job preparing for pre-prom with her SADD students. In a COVID world, she has still managed to send an appropriate message for safe decision-making before, during, and after the prom.
- The support of our staff to chaperone and assist Advisor Kim Barnett with the junior/senior prom was really helpful. Thanks to Brittney Milligan, Aimee Gaspar, Dawn Parker, David Gingras, Heather McCarthy, Sabrina Noury, Jodi Callinan, Sally Mastarlerz, Julie Green, Mike Perez, and Stacie Brasley for your help.
- And speaking of prom, what a terrific job by Kim Barnett to pull this amazing day together. There is so much work involved in this, and I appreciate Kim's incredible management of the event from start to finish.
- With respect to Prom, congratulations to those who were selected for the Prom Court. Selected as King was senior Cam Feeley, Queen was senior Kaitlyn Follis, Prince was junior Matt Grieco, and Princess was Liv Pilcher.
- We appreciate teachers Noah and Emily joining us at our Leadership Team meetings to assist with ideas on a revised CHS schedule next year to incorporate enrichment and support time into the school day. Their ongoing participation and insights have been helpful in putting together a strong program.
- I am pleased to announce that Colby Taylor will be graduating from Londonderry Night School on Wednesday June 2. Congratulations Colby on the accomplishment, and best wishes!
- Thanks to Shawn M and his Student Council crew for coordinating and running our 8th Grade Step Up Day.. Those student leaders included the following: Chloe Steiniger, Abby Buxton, Travis Tucker, Eddie Britt, Elayna Montenero, Kayleigh Willnus, Mia Kittredge, Matt Grieco, Brendan Boschi, Anthony Holder, Zach Ansen, Kiana Henderson, Alyvia Ashe, Jackie Gamache, Phoebe Druin, Molly Dyer, Kristina Castellano, Michael Grieco, Alex Kirby, Jocelyn Green, and Emily West. It is so good to be having more routine school events such as this.
- Thanks to Tori Allen, Cassie Hemming, and Alexa Robert for their senior project work on Cutting Hair for Kids, a program designed to help create wigs for cancer victims. Participants also included Katelyn Otis, Kaitlyn Follis, Maddy Lane, Talia Burgos, staff member Wendy Langelier, and Lacy Matthews.
- The Litchfield School District celebrated its recent retirees with the annual Retirement Tea, and we want to wish all well in their future lives. Included in this group was Dennis Perreault, who retired last year but

was celebrated for his 20 years at a CHS as social studies teacher, Advisor for Recycling, SIS Coordinator, soccer coach, and Lincoln Scholar, among his many roles.

Instructional, Assessment & Curriculum Highlights

- Carisa Corrow has spent the fourth quarter here at CHS during G block as she has been teaching what was originally my senior English class. She has done a great job handling this class as well as managing the English competence recovery students from the spring of 2020 as well as a few additional ones who have needed assistance along the way.
- The second NH- SAS (the statewide Science Assessment) required for the juniors took place on April 14 and was coordinated by science CF Cate Devine along with counselor Jeff Parsons again with a number of CHS staff, primarily science teachers, proctoring the exam. We are expecting these results over the summer and hope to have a chance to analyze them against our instructional program to identify strengths and areas of growth.
- We are again planning an end of the year, competency recovery program during the final several days of school similar to what we did at the end of the first semester. Students who have clearly demonstrated mastery in their competency will have an opportunity on June 16th and 17th to demonstrate that with their teachers. In relation to this, teachers have been creating Competency Summatives, similar to final exams, but these are assessments that will provide struggling learners the opportunity to demonstrate mastery in their class specific competencies. These can be a variety of types of summatives where students can display what they know and can do. As a result, they can be performance based, project based, written assessment based, or take on other forms dependent upon subject matter and type of competency.
- All departments are continuing to use Wednesday's Early Release Professional Development time to work on curriculum development, common assessments, and competency review and revision. Each is at various stages of the process depending where they are on the timeline of PD work with Mary Widman. They are also at various stages of developing common summatives to use within courses as well as developing and revising competencies for their departments & courses.
- Nate Cooper, Social Studies Teacher and Curriculum Facilitator joined me, Mary Widman, and several other Litchfield Administrators at LMS and GMS for a Competency Based Learning Leadership workshop. This three day workshop finished in late March, and we will continue to take this learning back to the GMS and LMS along with CHS to ensure schools are sharing the same message and understandings about Competency Based Learning, assessing, and grading.
- Ongoing discussions have been taking place regarding summer work for students taking advanced courses. The district is looking across all schools to review the purpose and effectiveness of summer work for students. Some students have extended school years for very specific purposes, and we are looking at both remediation as well as enrichment opportunities. Those conversations are occurring at the leadership team level and also within the departments.
- Approximately 72 Advanced Placement tests were taken by CHS students between May 4 and May 27. The tests were a combination of digital and pencil and paper, depending upon the testing date. The tests included the following areas: English Lit & Comp, Computer Science A, US History, Art History, Government & Politics, Biology, and Calculus. When results come in over the summer, we will analyze and then discuss scores with teachers to identify areas of strength and challenges to address in next year's program.
- As we approach Graduation each year, our ChAT Team at CHS works with the administration to carefully monitor and track the status of a number of students we are concerned run the risk of not graduating on time. Then a regular pattern of interventions are instituted to wrap around these students to address whatever challenges are identified. This involves teachers, students, families, school counselors, administrators, sometimes the school nurse, advisors, and other advocates at CHS to assist these students in their final days at CHS to ensure they have every opportunity to graduate.

Professional Development & other work:

- The CHS Graduation Committee has begun its work as of late March now that the date has been set for June 11. Mike Perez, Jodi Callinan, Dawn Parker, Stacie Brasley, Shawn McDonough, Carolyn Leite, and David Ross have been really insightful in continuing to come up with ideas that will trend toward a more normal ceremony. We are looking at a similar event to last year with family pods with some changes due to our greater understanding of COVID. For example, we are planning to enlarge the pods to six family members from four last year. We are looking at having the students sit together, optional masking for families, having a singer for the National Anthem, and we are also going to have the CHS band perform. We are planning to have a class photo taken-physically distant of course- and we are planning on having the students march in this year also. It will still be a more closed and intimate graduation but will be again televised on Litchfield Community TV. We are certainly challenged by COVID in terms of our student celebrations, but have made some advances this year. The CHS Graduation Committee has been meeting regularly to create a more traditional graduation ceremony for the Class of 2021. However, we are anticipating we can do a little bit more this year with what we understand about the disease and managing it through safe practices.
- Assistant Principal, Mike Perez, working with a small group of students initially, continues to work on for next year a school-wide group to continue to bring topics of diversity to the forefront here at CHS. While we have relatively limited diversity here at CHS, many of our students will be entering a world after CHS which will definitely be more diverse and requires an understanding and appreciation for what this brings to a community. Again, please reach out to him if you have ideas and suggestions.
- We currently have one student teacher planned for the next school year. Shannon Szepan will be working with a student from Plymouth State who is intending to become a physical education/health teacher. This is anticipated to be a lengthy program, and Shannon has been highly effective working with student teachers over the years, so we are appreciative of her willingness to support these programs.
- As a special recognition of the challenges this senior class has faced in the last 1 ½ years of high school, our senior class will be provided the opportunity to hear motivational speaker, Ed Gerety, on making the adjustment to after high school opportunities and taking advantage of what they have learned in those future lives.
- A number of summer work topics for the CHS administration includes the following: recruiting a number of advisors for the fall for unfilled stipend positions, continuing the work on grading and reporting, establishing a GPA process for students who take college courses while at CHS, developing a schedule and a program to provide for competency recovery and enrichment time for students during the school day, continuing to improve and implement effective competency grading assessment processes, implementing more effective use of assessing Work Study Practices, and planning for professional development activities for next year. We are also looking at doing some additional voluntary teacher support through either Critical Friends Groups or Instructional Rounds.

Looking Ahead:

June 1, Tuesday (7:00-7:30am) - Coffee with the Administration

<https://meet.google.com/jtn-rxmd-gzk?hs=122&authuser=0>

June 2, Wednesday (9:30-10:30) - Chat Team Meeting

June 2, Wednesday(12:00-2:00) - Administrative Team Meeting

June 4, Friday - 9th, 10th & 11th grade speeches and elections

June 4, Friday - Senior Grades Close @ 2:30

June 4, Friday (7:30pm) - Senior Drive-In Movie Night

June 7, Monday (9:30am-3:30pm) - Senior Cruise

June 7, Monday (2:40-3:30) - Faculty Meeting

June 7, Monday (7:00pm) - Athletic Boosters Meeting-Virtual

<https://netapp.zoom.us/j/99850143485?pwd=UHplQ1k5RHU2VzUxUEovRkFWSkjhQT09>

June 8, Tuesday (8:00 am) - Senior Fun /Field Day @ Darrah Pond

June 8, Tuesday (7:30 am) - Senior Grades posted by 7:30 am

June 8, Tuesday (7:00pm) - PTO Meeting- Virtual

<https://us04web.zoom.us/j/74645204958?pwd=bGswdGVEYmxPZ3RTdWtmRmxzMmYvdz09>

June 9, Wednesday (8:00-12:00)- Senior Checkout Day

8:00 - Senior Breakfast (Cafe)

9:00 - 10:30 am - Graduation Rehearsal (required)

10:30-12:00 noon - Senior Check-Out (required) - All obligations must be completed.

June 9, Wednesday (9:30-10:30) - Chat Team Meeting

June 9, Wednesday (9:30-10:30) - New Teachers Meeting

June 9, Wednesday (12:00-2:00) - Administrative Team Meeting

June 10, Thursday (10:00-12:00) - Graduation Rehearsal (required)

June 10, Thursday (2:45-4:00) - Leadership Meeting

June 11, Friday (10:00am-12:00 noon) - Final Graduation Rehearsal (Required)

June 11, Friday (6:00pm) - Graduation - Seniors arrive at 5:00 pm. Guests escorted at 5:30pm

June 12, Saturday (10:00 am) - Graduation Raindate - Seniors arrive at 9:00 am. Guests escorted at 9:30pm

June 14, Monday (2:30-3:30) - Guidance Department Meeting

June 16, Wednesday (2:40-3:40) - Last Day of Classes for Grades 9, 10, and 11

June 16, Wednesday (9:30-10:30) - Chat Team Meeting

June 16, Wednesday (2:40-3:40) - Department Meeting

June 16, Wednesday (3:00-4:00) - PERC Meeting

June 16, Wednesday - Competency Recovery for E, F, G, and H blocks- Full Day Schedule

June 16, Wednesday - Administrative Team Meeting

June 17, Thursday - Competency Recovery for E, F, G, and H blocks-Early Release for Students & Final Day for Teachers



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 28, 2021

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

From: Cory Izbicki, Business Administrator

Subject: BA Operational and Financial Update for June 2, 2021 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.

Project Updates:

- **LMS Energy Efficiency:**
 - Formal contracts with North Branch and Windy Hill Associates (David Ely) have been executed and are in place for Phase I and Phase II of the Project.
 - Windows for the project have been ordered by North Branch. Cost of the windows did come in \$36k less than initially anticipated, amount does not include installation. Installation is anticipated to be completed by North Branch's carpenters rather than being subbed out.
 - North Branch has begun the bidding for subcontractors for the project (electrical, mechanical, etc). Walkthroughs have taken place with bids from subcontractors due next Friday (June 4).
 - The impact of Covid-19 on the supply chain and material availability continues. Roofing subcontractors are anticipating that the roof membrane will not be available for summer. In the weekly check in we reviewed the school calendar with North Branch and we will be targeting the timeframe of Columbus Day weekend to Veterans Day for the roofing work.
 - The kitchen design is approaching completion, Windy Hill Associates has contracted with a structural engineer in order to complete the construction documents.
- **CHS Bleachers:**
 - We have reached out to a general contractor, as well as a local vendor for estimates to pour concrete pads, and complete construction of the bleachers. We have made them aware of the timeframe for completion as we are trying to get this completed ahead of graduation.

Unanticipated Costs:

- **Griffin Memorial School:**
 - **Main Electrical Switch:** Tripped due to a power outage caused by a car accident and required replacement. This occurred approximately a month before the opening of the school year. Replacement and labor cost a total of \$56,733 of which the district was obligated to pay only the deductible of \$1,000. Reimbursement was received from Primex based on a property loss claim.
 - **Library ceiling leak:** Due to a frozen roof drain water broke through the ceiling in the library. Bellemore Property Services was called in to thaw the drains at a cost of \$800. Replacement ceiling tiles and carpet squares were on hand from existing supplies. Due to the leak and flooding the district lost \$5,500 worth of books. The listing of what has been lost will be filed with Primex as a property loss claim.



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Year to Date Financials and Financial Status:

- As of May 28:
 - General Fund underspend: \$511,757.25 (Payroll Related: \$43,878.12; Other: \$467,879.13).
 - This takes into account: \$810,310 that was transferred to the Capital Project Fund per unanimous School Board vote on April 7. This gave us the capacity to start the ordering process for the LMS Energy Project and renovation.
 - This also takes into account amounts that are encumbered for payroll and blanket purchase orders. Ann Inamorati, Accountant will begin the process of PO management during the second week of June. I anticipate that the underspend as noted above will increase.
 - Fund Balance at year end is calculated as a combination of underspend and overcollection of revenue above budgeted revenues per the MS-24R that is provided by the State.
 - Fund balance at year end will consist of:
 - Proposed Projects / Purchases: \$226,230. Revised listing has been provided for board approval. This is considered an assigned fund balance.
 - Transfer to Capital Reserve / Expendable Trust in the amount of \$100,000. This was approved at the annual meeting on March 9 and must be funded first. This is considered a committed fund balance.
 - Unassigned fund balance: The amount to be returned to the taxpayers through tax rate calculation. Anticipate this amount to land between \$100,000 and \$200,000.
 - Financial information for the general fund has been provided with this report for review.
 - General Fund Financial Statement (As of 5/28/2021, please note, the subsidy due to food service from the general fund for the deficit as of 5/28 are taken into account in the expenditures and interfund payable).
 - Year to Date Expenditure Status (Encumbrances for prior and subsequent year taken into account).
As noted above, listing of proposed encumbrances is provided for review and approval.
 - Food Service Financial Statement (As of 5/28/2021)
 - Grants Financial Statement (As of 4/30/2021)
 - Capital Project Financial Statement (As of 5/28/2021)
 - Trust Fund Financial Statement (As of 5/28/2021)
 - Summary of Trust Fund Activity (As of 5/28/2021)
 - I will speak to these documents at the meeting.

Respectfully Submitted,

Cory Izbicki, Business Administrator

FY21 Year End Funding Projects / Purchases

Projects / Purchases - Consideration for Year End Funding (2021)		
DW Grounds - Replacement Field Sprayer	10-00-2630-00-734	\$ 2,475
GMS Storage Shed Purchase - Kindergarten	10-11-1100-29-734	\$ 2,500
HR Fireproof locking filing cabinets (5)	10-90-2830-00-733	\$ 6,745
CHS Grounds - Athletics Storage Loading Dock (Safety)	10-31-2630-00-430	\$ 5,880
CHS Grounds - Shed Roof Addition (Equipment Storage)	10-31-2630-00-430	\$ 10,976
Chromebooks - Incoming 1st Graders, 5th Graders, Freshman	10-00-2225-00-734	\$ 89,644
LMS - Replacement Shelving for Learning Commons (Deferred)	10-21-2222-00-737	\$ 9,160
		\$ 127,380
Identified subsequent to budget process:		
CHS - Gymnasium Bleachers - Repair existing	10-31-2640-00-738	\$ 20,000
DW - Cameras Upgrade	10-00-2840-00-734	\$ 41,500
SAU - Fireproof locking filing cabinet	10-90-2320-00-733	\$ 1,350
CHS - Concrete Pad for Stadium Bleachers	10-31-2630-00-430	\$ 16,000
DW - Exterior lighting conversion - LED	10-00-2620-00-430	\$ 20,000
		\$ 98,850
	Total	\$ 226,230
Approved by School Board for Spend Ahead April 7:		
DW - Replacement of Phone System (Existing system no longer supported)	10-00-2840-00-738	\$ 35,000
LMS - Roof (includes completion of skylights / Gym Roof Ladder)	10-21-2620-00-430	\$ 365,310
LMS - Windows	10-21-2620-00-430	\$ 330,000
LMS - Conference Room & File Room	10-21-2620-00-430	\$ 40,000
LMS - Kitchen space	10-21-2620-00-430	\$ 75,000
		\$845,310
Grand Total		\$1,071,540

General Fund Balance Sheet - May 28 2021 (Modified Accrual)

Assets:		
Cash		4,149,226
Receivables:		
Accounts		-
Intergovernmental		735,337
Interfund receivables		-
Prepaid Item		-
Total Assets		4,884,563
Liabilities:		
Accounts Payable		-
Open Purchase Orders and Contracts		3,597,322
Accrued Salaries and Benefits		52,231
Deferred Revenue		4,852
Interfund payable		841,374
Total Liabilities		4,495,779
Fund Balances:		
Restricted - For Prepaid Item		-
Committed Fund Balance (WA 4)		100,000
Assigned Fund Balance - Encumbrances (Proposed)		226,230
Unassigned Fund Balance (Return)		62,554
Total Fund Balance		388,784
Total Liabilities and Fund Balance		4,884,563

Revenues, Expenditures and Change in Fund Balance - May 28 2021

Revenues:		
School District Assessment		14,052,478
Other Local		33,486
State		8,263,891
Federal		15,618
Transfer from other funds		-
	Total Revenues	22,365,472
Expenditures:		
Current:		
Instruction		12,529,677
Support Services:		
Student		1,845,424
Instructional staff		772,258
General Admin		133,151
Executive Admin		566,619
School Admin		1,355,753
Business		291,138
Operations and Maintenance		2,010,190
Student Transportation		924,283
Other		1,013,071
Facilities acquisition and construction		36,252
Noninstructional services		-
Noninstructional services (Transfer to Food Service)		93,470
Transfer to other funds		1,688,742
	Total Expenditures	23,260,027
Deficiency of Revenues		(894,555)
Fund Balance, beginning (7/1/2020)		1,283,339
Fund Balance, ending (5/26/2021)		388,784

Fund 21 Food Service Balance Sheet - May 28, 2021

Assets:		
Cash		(114,003)
Receivables:		
Accounts		3,473
Intergovernmental		43,601
Interfund receivables		93,593
Prepaid Item		-
Total Assets		26,664
Liabilities:		
Accounts Payable		-
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		-
Deferred Revenue		26,539
Interfund payable		-
Total Liabilities		26,539
Fund Balances:		
Restricted - For Prepaid Item		-
Committed Fund Balance (WA 4)		-
Assigned Fund Balance - Encumbrances (Proposed)		-
Unassigned Fund Balance		-
Total Fund Balance		-
Total Liabilities and Fund Balance		26,539
Revenues, Expenditures and Change in Fund Balance - May 28 2021		
Revenues:		
School District Assessment		-
Other Local		20,242
State		5,497
Federal		257,939
Transfer from other funds		93,470
	Total Revenues	377,147
Expenditures:		
Current:		
Instruction		-
Support Services:		
Student		-
Instructional staff		-
General Admin		-
Executive Admin		-
School Admin		-
Business		-
Operations and Maintenance		-
Student Transportation		-
Other		-
Facilities acquisition and construction		-
Noninstructional services		377,147
Noninstructional services (Transfer to Food Service)		-
Transfer to other funds		-
	Total Expenditures	377,147
Excess of Revenues		-
Fund Balance, beginning (7/1/2020)		-
Fund Balance, ending (4/30/2021)		-

Fund 22 Grants Balance Sheet - April 30, 2021 (Modified Accrual)

Assets:		
Cash		77,437
Receivables:		
Accounts		
Intergovernmental		65,091
Interfund receivables		-
Prepaid Item		-
Total Assets		142,528
Liabilities:		
Accounts Payable		-
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		-
Deferred Revenue		13,740
Interfund payable		128,788
Total Liabilities		142,528
Fund Balances:		
Restricted - For Prepaid Item		-
Committed Fund Balance (WA 4)		-
Assigned Fund Balance - Encumbrances (Proposed)		-
Unassigned Fund Balance		-
Total Fund Balance		-
Total Liabilities and Fund Balance		142,528

Revenues, Expenditures and Change in Fund Balance - April 30, 2021

Revenues:		
School District Assessment		-
Other Local		-
State		-
Federal		361,649
Transfer from other funds		-
	Total Revenues	361,649
Expenditures:		
Current:		
Instruction		361,649
Support Services:		
Student		-
Instructional staff		-
General Admin		-
Executive Admin		-
School Admin		-
Business		-
Operations and Maintenance		-
Student Transportation		-
Other		-
Facilities acquisition and construction		-
Noninstructional services		-
Noninstructional services (Transfer to Food Service)		-
Transfer to other funds		-
	Total Expenditures	361,649
Excess of Revenues		-
Fund Balance, beginning (7/1/2020)		-
Fund Balance, ending (4/30/2021)		-

Fund 30 Capital Project Balance Sheet - May 28 2021 (Modified Accrual)

Assets:		
Cash		-
Receivables:		
Accounts		
Intergovernmental		-
Interfund receivables		682,181
Prepaid Item		-
Total Assets		682,181
Liabilities:		
Accounts Payable		28,951
Open Purchase Orders and Contracts		-
Accrued Salaries and Benefits		-
Deferred Revenue		-
Interfund payable		-
Total Liabilities		28,951
Fund Balances:		
Restricted - For Prepaid Item		-
Committed Fund Balance (WA 4)		-
Assigned Fund Balance - Encumbrances (Proposed)		-
Unassigned Fund Balance		-
Total Fund Balance		653,230
Total Liabilities and Fund Balance		682,181

Revenues, Expenditures and Change in Fund Balance - May 28 2021

Revenues:		
School District Assessment		-
Other Local		-
State		353,200
Federal		56,500
Transfer from other funds		810,310
	Total Revenues	1,220,010
Expenditures:		
Current:		
Instruction		-
Support Services:		
Student		-
Instructional staff		-
General Admin		-
Executive Admin		-
School Admin		-
Business		-
Operations and Maintenance		-
Student Transportation		-
Other		-
Facilities acquisition and construction		566,780
Noninstructional services		-
Noninstructional services (Transfer to Food Service)		-
Transfer to other funds		-
	Total Expenditures	566,780
Excess of Revenues		653,230
Fund Balance, beginning (7/1/2020)		-
Fund Balance, ending (4/30/2021)		653,230

Fund 70 Trust Funds Balance Sheet - May 28 2021 (Modified Accrual)

Assets:		
Cash		-
Receivables:		
Accounts		
Intergovernmental	1,342,529	
Interfund receivables	-	
Prepaid Item	-	
Total Assets	1,342,529	
Liabilities:		
Accounts Payable	-	
Open Purchase Orders and Contracts	-	
Accrued Salaries and Benefits	-	
Deferred Revenue	-	
Interfund payable	-	
Total Liabilities	-	
Fund Balances:		
Restricted - For Prepaid Item	-	
Committed Fund Balance (WA 4)	-	
Assigned Fund Balance - Encumbrances (Proposed)	-	
Unassigned Fund Balance	-	
Total Fund Balance	1,342,529	
Total Liabilities and Fund Balance	1,342,529	

Revenues, Expenditures and Change in Fund Balance - May 28 2021

Revenues:		
School District Assessment	-	
Other Local	399	
State	-	
Federal	-	
Transfer from other funds	878,432	
Total Revenues	878,831	
Expenditures:		
Current:		
Instruction	-	
Support Services:		
Student	-	
Instructional staff	-	
General Admin	-	
Executive Admin	-	
School Admin	-	
Business	-	
Operations and Maintenance	-	
Student Transportation	-	
Other	-	
Facilities acquisition and construction	-	
Noninstructional services	-	
Noninstructional services (Transfer to Food Service)	9,000	
Transfer to other funds	9,000	
Total Expenditures	9,000	
Excess of Revenues	869,831	
Fund Balance, beginning (7/1/2020)	472,698	
Fund Balance, ending (4/30/2021)	1,342,529	

Summary of Trust Fund Activity

	7/1/2020	TRANSFERS	INTEREST	TRANSFERS OUT	6/30/2021
Capital Reserve / Expendable Trust (SB Agents to Expend):					
<i>School Building Maintenance CRF</i>	\$ 288,532.82		\$ 213.65	\$ -	\$ 288,746.47
Special Education CRF	\$ 107,283.86	\$ 50,000.00	\$ 86.97	\$ -	\$ 157,370.83
Technology CRF	\$ 76,881.30		\$ 51.06	\$ -	\$ 76,932.36
Class Size Reduction ETF	\$ -	\$ 99,000.00	\$ 32.05	\$ -	\$ 99,032.05
* <i>Capital Improvement ETF</i>	\$ -	\$ 729,432.00	\$ 14.90	\$ (9,000.00)	\$ 720,446.90
	\$ 472,697.98	\$ 878,432.00	\$ 398.63	\$ (9,000.00)	\$ 1,342,528.61
Common Trust (Scholarships, not board discretionary)					\$ -
Choate Memorial Scholarship	\$ -	\$ 10,000.00	\$ 4.61		\$ 10,004.61
Hesser Alumni Scholarship CHS	\$ 7,504.01	\$ -	\$ 4.98		\$ 7,508.99
	\$ 7,504.01	\$ 10,000.00	\$ 9.59	\$ -	\$ 17,513.60
	\$ 480,201.99	\$ 888,432.00	\$ 408.22	\$ (9,000.00)	\$ 1,360,042.21



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

APPROVAL:

COMMUNICABLE & INFECTIOUS DISEASES

Students and employees of the Litchfield School District are expected to attend the schools of the district without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, students, volunteers and others may come in contact with bloodborne pathogens, viruses and other communicable diseases during the school day or school sponsored activities, or may carry those pathogens, viruses and diseases unknowingly into the school community. The Litchfield School Board adopts this policy as a means to minimize risk and respond to these health concerns while respecting the rights of all students and employees, including those who are so infected.

As described in Board policy JLCG, RSA 200:39 permits the exclusion from school of students who exhibit symptoms of contagion, or are a hazard to him/herself or others. As provided in this policy, determinations as to inclusion or exclusion of students or employees with communicable diseases from school will take into account the educational implications for the student and others with whom he or she comes into contact, recommendations from the New Hampshire Department of Health and Human Services ("NHDHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC"). Diseases which will implicate this policy, include, but are not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS.

Students

It is the policy of the District that students with communicable diseases should not be excluded from attending school in their regular classrooms so long as their attendance results in a situation where the risk of transmission of illness to students or employees of the School District, or hazard to themselves, is negligible. All decisions regarding inclusion or exclusion shall be made consistent with this section and the procedures set forth in this policy.

Employees

It is the policy of the School Board that employees (which for the purposes of this policy will include individual consultants/contractors, and volunteers) with communicable diseases not be excluded from attending to their customary employment and duties so long as they are physically able to perform tasks assigned to them and so long as their employment results in a situation where the risk of transmission of illness to students or other employees of the District, or hazard to themselves, is negligible.

Special Circumstances and Conditions

The School Board recognizes that some students or employees, because of age, disability or other special conditions, may pose greater risks for the transmission of communicable diseases than other persons infected with the same illness. Examples include children who display biting behavior and students and employees who are unable to control their body fluids or have uncovered wounds. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

APPROVAL:

In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

PROCEDURES WHEN COMMUNICABLE DISEASE IS SUSPECTED

Reporting

School District employees, including contracted individuals and/or agencies who are performing contracted responsibilities for the School District, and who become aware of a communicable disease or other potentially serious health problem regarding themselves, or of students or other employees, unless prohibited by statutory confidentiality, they will report it to the school nurse, or building Principal/designee, who shall then report to the Superintendent and Director of Human Resources.

Response

The health risk to others in the school district environment from the presence of a student or employee with a communicable disease shall be determined on a case-by-case basis. In all cases in which the school nurse, or other person designated by the Superintendent, becomes aware that a student or employee of the School District has contracted a communicable disease that includes, but is not necessarily limited to, HSV related diseases such as Chickenpox, Shingles, Hepatitis B, and Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), or Herpes Simplex Virus (HSV), and other diseases which are from time-to-time identified by public health agencies such as the CDC and NHDHHS she/he will take the following steps:

- *The parent(s)/guardian(s) of a student will be contacted in order to discuss the situation and determine whatever facts are available; the same information will be communicated promptly among the Superintendent/designee, school nurse and Principal/designee.*
- *Upon receiving written consent from the parent(s) or guardian(s) of a student or, in the case of an employee, the employee or his/her health care agent (i.e., adult to whom authority to make health care decisions is delegated under an advance directive meeting the requirements of RSA 137-J:20), the school nurse/Superintendent's designee will attempt to confer with the treating physician, if any, in order to determine any significant medical facts concerning the diagnosis of the disease or factors affecting the possible transmission of the disease.*
- *Notify and consult with the health care professionals knowledgeable about the particular disease. Following such consultation, the school nurse, Superintendent or his/her designee, shall determine the immediate, short-term action to be taken relative to educational placement of the student or work assignment for the employee.*

When such a communicable disease is suspected or confirmed in an individual, the school nurse shall consult with the Superintendent or designee and appropriate public health officials, to determine whether a student or employee shall be excluded from school or from attending to their customary employment, and whether additional measures are required to protect other members of the school population.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

APPROVAL:

Factors specific to individuals, such as biting behaviors, lack of control of body fluids, existence of uncovered wounds or other medically identifiable conditions may also be considered. Recommendations regarding the least restrictive educational placement for a student or continued attendance at work for an employee may be sought on a case by case basis.

In addition, decisions to exclude shall consider criteria from NHDHHS Bureau of Infectious Disease included in its publication "When Children Should be Excluded or Dismissed from a Childcare Setting", or the American Academy of Pediatrics' "Red Book: Report of the Committee on Infectious Diseases", or other general or specific guidance from the NHDHHS or the United States Centers for Disease Control.

Decisions Regarding Students

Unless the school nurse is unavailable, the ultimate decision to exclude a child from school under this Policy due to a contagious or communicable illness shall be made by the school nurse after consulting with the Superintendent/designee and Principal/designee.

If the school nurse is unavailable, a decision to exclude shall be made by the Superintendent/designee.

If the student is a student with an IEP, 504 plan, or other such individualized learning plan, then decisions regarding alternative settings shall be made according to the applicable laws, regulations and policies. Students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that she/he is eligible for special education or special education and related services.

Excluded students who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the Superintendent's determinations, may appeal said determinations to the Board.

Decisions Regarding Employees

Determinations regarding exclusion or reassignment of employees shall be made by the Superintendent/designee. Absent significant risk to the employee or risk of transmission to students or other employees, the Superintendent shall not alter the job assignment of the infected person. Volunteers are subject to any directives issued by the administration, as are contractors and consultants, subject to the terms of their respective agreements.

If the Superintendent/designee, after taking the steps above, determines that there is a medically recognized risk of transmission of disease in the School setting or that a significant health problem restricts the infected person's ability to work, or presents a substantial hazard to the employee, the Superintendent/designee shall, if necessary, develop an individually tailored plan to accommodate the staff member if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The Superintendent/designee may consult with legal counsel to ensure that any official action is consistent with state and federal law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally and ethically sound.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

APPROVAL:

Testing, Social Distancing and Other Extraordinary Measures

Some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great, that effective response will require broader measures. Based upon specific recommendations of local, state and/or federal health authorities, the Superintendent is authorized to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk: e.g., school closure, population exclusion (stay-at-home type instructions), mandatory screenings, mandatory use of personal protective equipment (PPE's), social distancing orders, administrative leaves or temporary adjustments in duties. These provisions are intended to complement, not replace any provisions of approved Pandemic/Epidemic Emergencies. Such measures should be taken with prior notice to the Board, if practicable, or as soon as possible thereafter. The Board Chair may determine that the circumstances, or the measures implemented by the Superintendent, warrant a special or an emergency meeting of the School Board.

Practices to Minimize Contamination in Schools

Good hygiene practices as recommended by local, county and state health authorities are to be followed at all times when handling blood or other body fluids of any student or employee. Parents and employees are not generally required to advise the school if their child has a communicable disease. (Exceptions may exist under specific legislation or Executive/emergency orders, in which, such legislation or Executive orders shall supersede this policy to the extent necessary to remove any conflict.)

Procedures for the handling of body fluids from any child or employee will also assist in the elimination of the need to notify all maintenance, transportation and building personnel if the District becomes aware of a student or employee with communicable diseases. It is recommended the following procedures be used on a routine basis when blood or any other body fluids including vomitus and fecal or urinary incontinence are involved.

- *Gloves should be worn when cleaning up any body fluids.*
- *Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach (one part bleach to ten parts water), or another disinfectant.*
- *All disposable materials, including gloves and diapers, should be discarded into a plastic bag before discarding in a conventional trash system. The mop should also be disinfected with the bleach solution described in B above.*
- *Toys and other personal non-disposable items should be cleaned with soap and water followed by disinfection with the bleach solution before passing to another person. A normal laundry cycle is adequate for other non-disposable items.*
- *Persons involved in the clean-up should wash and disinfect their hands after completion of the clean up.*
- *Additional precautions may be recommended or required in certain instances (e.g., social distancing, masks, etc.).*

Confidentiality and Data Privacy

Public concern regarding communicable diseases is neither an excuse nor defense for the violation of data privacy rights of students or employees who have or are rumored to have such illnesses. Personally identifiable health information regarding students is private data and is not to be disseminated to the public or to staff without the strict observance of student privacy rights.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: EBCG

APPROVAL:

Personally identifiable health data and information regarding employees is private data and may not be released to the public nor to fellow employees without strict observance of privacy rights of public employees.

Parents of other children attending the school, or other school employees, may only be notified of a possible exposure to a communicable disease to the extent permitted, or required, under applicable law, regulations or Executive order. In general, such information will not identify the particular student or employee who has the disease.

Any District employee who violates the confidentiality provisions of this policy shall be subject to discipline. A confidentiality breached by an independent contractor/consultant, could result in termination of the contract for cause.

Staff and Student Education

The School Board recognizes that the education of its residents, staff, and students regarding the risks involved in the spread of infectious diseases in the school setting will help to minimize the risk of transmission to other students and employees while protecting the rights of infected students and employees.

All school district employees should receive instruction regarding appropriate hygienic practices for use in school settings, precautions to be employed where contagious diseases may be encountered and community resources for referral and information.

Any information provided as part of a student's instruction pertaining to sexually transmitted diseases shall comply with Board policy IHAM, Exemption from Instruction.

Implementation

The Superintendent is authorized to implement this policy through and procedures, or administrative directives which s/he deems necessary or appropriate.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 189:31, Removal of Teacher

RSA 186-C, Special Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:3, Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

RSA 200:32, Physical Examination of Student

RSA 200:36, Medical Examination of School Personnel

RSA 200:39, Exclusion from School

NH DHHS Bureau of Infectious Disease's: "When Children Should be Excluded or Dismissed from a Childcare Setting," may be found at:

<https://www.dhhs.nh.gov/dphs/cdcs/documents/childrendismissed.pdf>

Approval:

Revised:

Reviewed:



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GA

APPROVAL:

PERSONNEL POLICIES GOALS

The Litchfield School Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The School Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

- To recruit, select, and employ the most qualified personnel to staff the school system.
- To provide staff compensation and benefits programs sufficient to attract and retain qualified employees.
- To provide an in-service training program for all employees to improve their professional performance, and encourage health promotion and disease prevention for employees and their families.
- To periodically review any factors that may affect the overall rate of retention and promotion of staff.
- To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
- To assign personnel so as to ensure they are utilized as effectively as possible.
- To effectively administer negotiated collective bargaining agreements.
- To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.

Approval:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBCC

APPROVAL:

STAFF ANTI-FRATERNIZATION POLICY

Preamble

The Litchfield School District is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence. The Litchfield School District's Anti-fraternization policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Litchfield School District. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

Definitions

For purposes of this policy, "staff" refers to all Litchfield School District employees, coaches, contracted service personnel, SAU employees, and any volunteers working on district property.

For purposes of this policy, "student" refers to all Litchfield School District individuals in grades from kindergarten through twelve.

Policy

All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student. This imbalance of power can remain long after the student has graduated from the Litchfield School District. Due to this imbalance of power, students are vulnerable and cannot always make proper decisions with regard to interactions with staff. Thus, it is the School District's expectation that staff shall recognize and respect this vulnerability when interacting with students. Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students.

Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communication/speech, written communications, electronic communications, physical gestures, motions or any other form of interaction. Personal relationships with students that are not related to legitimate educational purposes shall also violate this policy depending upon the circumstances. However, it is understood that many personal relationships between staff and students are entirely appropriate and develop through mutual interest, family or neighborhood interactions. So long as these relationships maintain the essential and appropriate professional boundaries they shall not be deemed violative of this policy. Regardless of the student's advances, gestures or comments, it is the staff's responsibility to terminate any relationship that would otherwise violate this policy. As such, it is the staff's responsibility to ensure that such relationships continue along and within the appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBCC

APPROVAL:

This policy does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to, or otherwise address, legitimate educational situations or objectives. Staff shall not conduct activities, which are not directly related to school functions, in a group or one-on-one basis outside of school with students. Similarly, staff shall not single out students from the general student population for special treatment (e.g. gifts, dinners, and rides) without prior consent of the student's parent and/or advance notice to the School District. The District must approve all staff activities with students occurring outside of the classroom or without an educational purpose or objective.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student should be directed to the principal or designee. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the principal or designee. Submission of a good faith report of a suspected violation of this policy shall not adversely affect the reporting individual's employment.

The staff of the Litchfield School District must understand that this Anti-fraternization Policy is a condition of employment. As a condition of employment, the Litchfield School District reserves the right to at any time, without advance notice to staff, monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the District, its staff and students, which shall include monitoring of electronic access and use of the district equipment and network.

*See Also: Policy GBEBB/JICDAA, Employee-Student Relations
Policy EGA, District Internet Policy*

Approval:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBEBB/JICDAA

APPROVAL:

EMPLOYEE – STUDENT RELATIONS

The Litchfield School Board believes that employees and students shall be expected to regard each other as individuals to be treated with courtesy and respect.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

- Staff members shall not make derogatory comments to students regarding the District, schools, or staff.
- The exchange of purchased gifts between staff members and students is discouraged.
- Staff members shall not fraternize with students. See Policy GBCC, Anti-Fraternization.
- Staff members shall not associate with students in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
- Staff members shall not use insults, sarcasm, or derogatory statements against students.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Staff members shall not send students on personal errands.
- Staff members shall, pursuant to law and School Board policy, immediately report any suspected signs of child abuse or neglect.
- Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
- Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background. Staff members shall contact parents/guardians prior to making any student recommendations to outside agencies, organizations, or groups.

See Also: Policy GBCC, Anti-Fraternization; Policy JRA, JRA-R, Student Records

Approval:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBEBB/JICDAA
APPROVAL:



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBEB

APPROVAL:

EMPLOYEE GIFTS & SOLICITATIONS

Gifts

All employees are prohibited from accepting things of material value from companies or organizations that do business with the Litchfield School District. Exceptions to this policy are the acceptance of minor items that are generally distributed by the companies through public relations programs.

Teachers and other employees of the Litchfield School District shall not accept gifts from students, except as such gifts represent tokens. Even token gift-giving is to be discouraged. The Litchfield School District considers the writing of letters by students to staff members to express gratitude and appreciation more appropriate.

Solicitations

No organization shall solicit funds from staff members within the Schools, nor shall anyone distribute flyers or other materials related to fund drives through the District's schools, without prior approval of the Superintendent, according to Policy KCDB. Staff members shall not be made responsible, nor shall they assume responsibility for, the collection of any money or distribution of any fund drive within the Schools unless such activity has the Superintendent's approval.

The Board expects such activities to be kept to a minimum. The Superintendent shall seek direction from the Board in instances where prior practice offers no guidance about a particular fund drive.

See Also: Policy KCDB, Use of Students in Non-School Public Information Program

Approval:

Approval: April 1, 2009



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBEBD

APPROVAL:

STAFF COMMUNICATION WITH STUDENTS

The Litchfield School District recognizes that recent innovations in electronic technology have revolutionized communication. While these forms of communication are dynamic, mobile and quickly reach their audience, they must continue to meet the high public and professional standards we have set for ourselves.

The expectations outlined in this document are designed for the purpose of:

1. Protecting the students, staff and district
2. Raising awareness of acceptable ways to use electronic communications with students
3. Raising awareness of the positive and negative outcomes that may result from using these tools.

The following is a set of expectations that all staff of the Litchfield School District are expected to adhere to when communicating electronically, including through email, phones/portable electronic devices, social media, etc.

Does the communication meet the TAP Test?

Electronic communication shall always be **Transparent, Accessible, and Professional** as defined below:

The communication is **transparent**. ALL electronic communication between staff and students shall be transparent. As a public school district we are expected to maintain openness, visibility and accountability with regard to all communications. Whenever possible, District email or other District-sponsored communications vehicle shall be used.

The communication is **accessible**. ALL electronic communication between staff and students is part of the district archives and/or may be accessible by others. Staff shall have no expectation of privacy with respect to these communications.

The communication is **professional**. ALL electronic communication from staff to students shall be written as a professional representing the District. This includes word choices, tone, grammar and subject matter that models the standards and integrity of a District professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

Staff is also cautioned about the inadvertent release of personal or confidential student information under FERPA. Refer to Policy JRA/JRA-R for additional information.

STAFF COMMUNICATION WITH STUDENTS - PROCEDURES

A. Electronic communications with students for classroom, and co/extra-curricular programs have many benefits. However, the assumption cannot be made that all students have the technology and access necessary for a given communication vehicle. That is, communication mechanisms must ensure effective and timely access of information to all participants.



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBEBD

APPROVAL:

B. Head coaches and co-/extra-curricular advisors who are not district employees shall be provided with district email addresses and shall use district email in all communication with students.

C. Social media must be open, based on the organization (as opposed to an individual), registered with the school and/or district, and available to parents and guardians. The registration process must identify one or more moderators who are responsible for the communications. The school and/or district must have the "ownership" and credentials to the social media in order to facilitate the transition of new leadership in the group and the social media.

- Example: How to create a Facebook team page:
 - Coach must fill out a Social Media use form and submit it to both the school office and technology department.
 - Coach must create a Facebook account using his / her Litchfield School District provided email address.
 - After creating this account the coach should create a Facebook "Entertainment page using "School Sports Team" as the category.
 - After the page is created the coach must add the Litchfield Facebook admin ID (if applicable) to the admin roles of the page.
 - The coach must uncheck the "Everyone can post..." and "Everyone can add photos..." boxes to disable public posting and adding of photos to the page.
- Example: How to create a Twitter team account:
 - Coach must fill out a Social Media use form and submit it to both the school office and technology department.
 - Coach must create a Twitter account using his / her Litchfield School District provided email address.
 - After the account is created the coach must provide the credentials used to login to the page.

D. Use of social media will be phased in following a pilot process. Facebook (institutional) and Twitter shall be the first two vehicles to be implemented.

E. Social media use is intended to reach an external audience, so participants shall not expect to be able to access all resources when inside the district networks.

F. Violation of this policy shall result in disciplinary action, up to and including dismissal.

See Also: Staff Anti-fraternization (GBCC)

Student Records and Procedures JRA/JRA-R

Approval:

Approval: July 31, 2013



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: GBGA

APPROVAL:

STAFF HEALTH EXAMINATIONS

I. **Medical Examination of School Personnel**

All Litchfield School District personnel shall be required to have a pre-employment post offer medical examination by a licensed physician. Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual.

A written recommendation from the examining physician shall indicate that the employee is medically capable of performing his/her designated assignment.

Note: *School bus operators are also subject to medical clearance under RSA 200:37 and Board policy EEAEA. School bus drivers for Litchfield schools are not employed by the Litchfield School District; however, the transportation vendor is required to provide certification with respect to the physical condition of drivers.*

II. **Additional Examinations**

The Superintendent, or designee, may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health may be inimical to the welfare of pupils or other employees. The cost of such examination shall be borne by the District.

III. **Responsibility**

It is the responsibility of the Director of Human Resources to report any violation of the above policy to the Superintendent of Schools and to keep accurate records as evidence of compliance with the above policy.

Legal Reference:

RSA 200:36, Medical Examination of School Personnel

RSA 200:37, Medical Examination of School Bus Operators

Approval:

Approval: April 1, 2009



POLICY CODE: GCQB

2nd Reading

APPROVAL:

EMPLOYEE EXIT INTERVIEWS

The Litchfield School District recognizes the importance of promoting and maintaining personnel practices that foster constructive employee feedback and suggestions.

Purpose

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an employee's decision to leave employment; to enable the district to identify trends requiring attention or any opportunities for improving the district's ability to respond to employee issues; and to allow the district to improve and continue to develop recruitment and retention strategies aimed at addressing these issues.

Scope

This policy applies to employees who are either:

- Resigning from their current position to leave the school district
- Moving to another position in a different district
- Retiring from the district.

Procedure: In-Person

- The exit interview will be available to the employee within the employee's final week of employment.
- The employee will be contacted in writing to invite him/her to participate in an exit interview.
- The interview will be conducted by the Director of Human Resources.
- The parting employee may request the Superintendent attend the interview.
- The employee will be asked a standard set of questions and given an opportunity to provide feedback or any information they feel would be beneficial for the district to know about their employment experience at the Litchfield School District.

If the employee chooses not to participate in an exit interview, they will be provided the opportunity to complete the Exit Interview Form in writing to be submitted to Human Resources in a timely manner.

Any information received through exit interviews shall be confidential.

The information will be analyzed regularly by the Administration to identify areas or determine trends that may need to be addressed.

Approval:

Reviewed: 1st Reading, 5/19/2021



Litchfield School District

School Administrative Unit #27
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 Superintendent

Cory Izbicki
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Mary Widman
 Curriculum, Instruction
 & Assessment

Hollie Falzone
 Human Resources

“Imagine Greatness, Expect Success!”

LITCHFIELD SCHOOL DISTRICT EXIT INTERVIEW FORM

Completing this form **is optional**, and neither this form nor any information contained herein shall be placed in your personnel file. The information you provide will help the District monitor its recruiting, training, and retaining of employees.

Your evaluation of the District (check the box that best describes you employment with the District)

Categories to Rank	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Nature of job				
Utilization skills/training				
Performance appraisals				
Training/development programs				
Opportunities for advancement				
Salary				
Benefits				
Immediate supervisor (IS)				
Provided fair & equal treatment				
Provided recognition on the job				
Communication within your department				
Communication with the District				
Co-workers				
Morale in your department				
School/District management				
Work load				



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& Assessment

Hollie Falzone
Human Resources

“Imagine Greatness, Expect Success!”

Climate in my building				
Climate in the District				
Overall, as a place to work				
The District lives up to its mission/vision statement				

*If you marked any of the categories as “Dissatisfied” or “Very Dissatisfied,” please write your explanation below

What did you like best about your job?

What did you like least about your job?

In what areas could the District improve to retain qualified personnel?



Litchfield School District

School Administrative Unit #27
One Highlander Court, Litchfield NH 03052

WWW.LITCHFIELDSD.ORG

P 603.578.3570

F 603.578.1267

Michael Jette, Ph.D.
Superintendent

Cory Izbicki
Business Services

Mary Widman
Curriculum, Instruction
& Assessment

Hollie Falzone
Human Resources

“Imagine Greatness, Expect Success!”

Would you recommend the District as a place to work? ___ Yes ___ No

“If “No”, why not?”

If you were dissatisfied or very dissatisfied with any of the areas on the first page, please explain here. Thank you.

Employee Signature (optional)

Date



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JLCG

APPROVAL:

EXCLUSION of STUDENTS WHO PRESENT a HAZARD

A student may be excluded from school when he/she exhibits symptoms of a contagious or communicable illness, or is otherwise a hazard to him/herself or others. Determinations to exclude a child based upon a contagious or communicable illness, or other medical conditions shall be made pursuant to Board policy EBCG, Communicable & Infectious Diseases.

Exclusions based upon hazards other than contagious or communicable disease may only occur with the approval of the Superintendent.

Parents will be notified if their child is excluded from school and provided with criteria for readmission. The school will make every effort to provide an academic plan for a student who has been excluded from school based upon the determination that the student presents a hazard to him/herself or others. In addition and if approved and appropriate, the student may be allowed to participate remotely in their classes during the duration of their exclusion from school.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to any child with a disability as defined in Ed 1102.01(t), those laws shall govern and shall supersede this policy to the extent this policy may be inconsistent with those laws.

Legal and Other References:

*RSA 186-C, Special Education
RSA 193:38, Discrimination in Public Schools
RSA 200:32, Physical Examination of Students
RSA 200:39, Exclusion from School
The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794
Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.
NH Dept of Ed. Rules 1102.01(t) and 1124.01*

Approval:

Revised:

Revised:

EXCLUSION OF STUDENTS WHO PRESENT A HAZARD**REVISION/ADOPTION NOTES –**

This text box, and all highlights within the policy should be removed prior to adoption.

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (b) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (c) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

Category: Recommended

Related Policy: EBCG

A student may be excluded from school when he/she exhibits symptoms of a contagious or communicable illness, or is otherwise a hazard to him/herself or others. Determinations to exclude a child based upon a contagious or communicable illness, or other medical conditions shall be made pursuant to Board policy **{**}**EBCG.

Exclusions based upon hazards other than contagious or communicable disease may only occur with the approval of the Superintendent.

Parents will be notified if their child is excluded from school and provided with criteria for readmission.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to any child with a disability as defined in Ed 1102.01(t), those laws shall govern and shall supersede this policy to the extent this policy may be inconsistent with those laws.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal and Other References:

RSA 186-C, Special Education

RSA 193:38, Discrimination in Public Schools

RSA 200:32, Physical Examination of Students

RSA 200:39, Exclusion from School

EXCLUSION OF STUDENTS WHO PRESENT A HAZARD

*The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794
Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.
NH Dept of Ed. Rules 1102.01(t) and 1124.01*

References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – June 2020; New policy – February 2007

NHSBA revision notes, June 2020, NHSBA revised JLCG as part of a health policy overhaul with assistance from the NH School Nurses Association. Substantial revisions include more closely tracking the language of RSA 200:39, and re-directing exclusions based upon communicable/contagious diseases to new policy EBCG.

w/p-update/2020/spring//JLCG - Exclusion of Students (d1) 2020-U1

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