

Curriculum, Instruction and Assessment Update

October 19, 2020

Professional Learning:

- Teacher run workshops in early September -
 - Google Beginner/Advanced - S. Fraser
 - Fillable Google Slides - J. Sibona
 - ScreenCastify - H. Davis
 - EdPuzzle/ScreenCastify - S. Bishop
 - Digital Notebooks - R. Caron
 - CHS Teacher Mentors - B. Hicks
- District Trainings during the first days back -
 - Synchronous Instruction - M. Widman/J. Pelletier
 - PowerSchool - A. Stern/T. Bullard
 - SEL - School Based Teams from the Resiliency Task Force
 - Competency Based Grading - GMS/LMS - M. Widman
 - Team based technology training - J. Pelletier/M. Widman

Grading and Reporting:

- Timeline of changes.
 - PowerSchool was adopted pre Covid.
 - Grading and Reporting agreed to shift to competency grading Jan/Feb 2020.
 - PowerSchool set up meetings in July.
 - Meet - communicate to committee members for feedback via google docs - answer questions - clarify set up with Tech team.
 - Set up ready for training 8/17/2020.
- Communication of changes.
 - [Compiled list](#)
- Continued flexibility and communication.
 - Regular communication from buildings
 - working on a website - currently on District site
 - Working with Grading Committee
 - Quarterly check in Meets with Parents and Teachers?

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

The background of the slide is a chalkboard. Two pieces of pink chalk are lying on the left side. There are some faint white chalk drawings on the board, including a circle on the left and some curved lines in the center and bottom. The text is overlaid on the right side of the board.

Understanding PowerSchool and Competency Grading

A guide for Secondary Parents and Students

Litchfield School District
Fall 2020



Background Info.

- In Winter 2019/20, the district made the decision to transition to a new Student Information System. With this shift from Infinite Campus to PowerSchool came the need to look at our grading system and whether we were ready to move to a more common, competency based system in all three schools.
- In early 2020 (prior to the pandemic) our district grading and reporting committee agreed to structure grading in all three schools around competencies.
- Since 2016, the approved Litchfield School District Curriculum in all subjects has been a competency based [curriculum](#).
- Reporting out on competencies has been a state requirement since 2015.
- Last winter, a plan was outlined and [presented](#) to the school board.



What are the Competencies?

- Litchfield has district wide competencies that are applied at all levels.
- Students are expected to demonstrate an independent ability to apply the skills from the competency using the content appropriate for the course/grade level.
- The list of approved competencies can be found [here](#).

How is Competency Grading different from Traditional Grading?

Traditional System

- Based on seat time.
- Remembering content.
- Teacher centered.
- Instruction is common.
- Grades are on 100pt scale.
- Grades are typically divided by type of assignment.
- Behaviors and non academic skills are included in grades.

Competency Based System

- Based on demonstration of proficiency.
- Application of knowledge and skills
- Student centered.
- Instruction is personalized.
- Grades are typically on a 4 point scale.
- Each competency is scored separately to make up course proficiency.
- Behaviors and non academic skills are not included in academic grades.

How is Competency Grading different from Traditional Grading?

Traditional System

- Assignments receive a concrete score based on correctness.
- All assignments are included in the average.
- All grades are averaged together to get an overall score.
- Extra credit, participation grades, late work penalties impact the subject/course average.

Competency Based System

- Assignments receive a score based on level of demonstrated proficiency.
- Only assignments that specifically assess the competency are included.
- The level of competency is based on trends and progress not averages.
- Extra credit, participation scores and other behavioral scores are part of Work Study Practices and don't impact the competency scores.



How does PowerSchool work with Competency Based Grades in Litchfield?

- All competencies are weighted equally unless otherwise noted.
- The overall course grade is made up of the **competency scores** **NOT** *the assignment scores*.
- All assignments are tied to one or more competency and the score on that assignment is made up of separate competency based scores.
- Teachers can enter grades by percentage or by points **BUT** PowerSchool will translate each competency score into a percentage.
- These percentages are averaged to make up the overall competency score for the course.
- **THEN** the Competency Scores are combined to make up the overall course score.

Sample Calculation #1

Competency 1 - Students will demonstrate the ability to apply and extend mathematical properties in order to solve problems. - 50% (of total grade)

Competency 2 - Students will demonstrate the ability to communicate and justify reasoning in order to support mathematical arguments. - 50% (of total grade)

	Comp 1 score	Comp 2 score	Assignment Score*
Test 1	20/25 (80%)	6/10 (60%)	26/35 (74%)
Test 2	25/25 (100%)	4/5 (80%)	29/30 (97%)
Project	35/50 (70%)	35/50 (70%)	70/100 (70%)
Test 3	<u>18/20 (90%)</u>	<u>7/10 (70%)</u>	<u>25/30 (83%)</u>
AVERAGE (of %)	85%	70%	81%

Quarter Grade = 78% is made up of the average of the competency scores

* the assignment score appears in PowerSchool, but does not factor into the overall grade.

Sample Calculation #2

	EVAL		ANALYZE		DEMO		INQ	
	Points	Pct	Points	Pct	Points	Pct	Points	Pct
Summative 1	15 of 15	100%						
Summative 2			20 of 20	100%				
Summative 3					15 of 15	100%	15 of 15	100%
Summative 4					20 of 20	100%		
Summative 5					10 of 10	100%		
Summative 6					8 of 10	80%	3 of 5	60%
Summative 7	20 of 20	100%	19 of 20	95%	19 of 20	95%	20 of 20	100%
Summative 8	10 of 10	100%						
Summative 9	10 of 10	100%	8 of 10	80%	10 of 10	100%		
Summative 10			20 of 20	100%				
Summative 11	15 of 15	100%						
Summative 12					26 of 26	100%		
OVERALL COMPETENCY SCORES (Average of Percentages)		100%		93.75%		96.43%		86.67%
OVERALL COURSE GRADE TO DATE (Average of Competency Percentages)	94.21% $[(100\%+93.75\%+96.43\%+86.67\%)/4]$							

Competency Grading FAQ's

- **Why do some competencies show as a letter grade and others as a number 1-4?**
 - The academic competencies that are used to calculate a student's final grade are presented as letter grades.
 - The Work Study Practice "competencies" are scored on a 4 point rubric and these do not factor into the student's final grade.
- **Why does a test weigh as much as a quiz?**
 - In a competency based system, the value of the assignment has no bearing on the student's ability to demonstrate proficiency in the assessed competency.
 - A student's grade should be based off of the demonstration of competency and not on their ability to be good at school. That is a behavior and that applies to the Work Study Practices.
- **If participation and completion grades don't "count" why will kids even do that work?**
 - By entering them into the formative category teachers are creating a record for parents to see if their child isn't completing work. They are also building a bank of data for the WSP.
- **Has it been decided what percentage is considered competent/proficient?**
 - Since we are still in a 100 point system, a student is proficient if they score a 65 or above.



PowerSchool Tips

- **I can't see the details for each assignment when I view a class.**
 - This may be due to using the app which only shows a general overview. If you view grades on the computer, you will be able to get a more complete picture.
- **I see an assignment score but not an overall course score.**
 - This may be due to an entry error. If you are on the computer and see this, please contact your child's teacher.
- **I don't know how to access my child's PowerSchool?**
 - See the link below -
<https://docs.google.com/document/d/1tb66qCxFoRWDpdi5Ug1t9Imoc2eAjcn46jIY2kai1Bw/edit?usp=sharing>
- **I don't really understand what I'm looking at?**
 - Start with your child's teacher. They will be able to clear up a lot of confusion. If they don't have the answer, reach out to your child's building administration.



Additional Resources

[Looking at PowerSchool](#)

[March 4, 2020 presentation](#)



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*

October 21, 2020

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

From: Cory Izbicki, Business Administrator

Subject: BA Report and Operational Update for October 21 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.

LMS Canopy:

- Contractor will be back on site Monday October 19. Project schedule for next week is backfilling and laying the concrete pad.

Tax Rate Setting:

- Spoke with Penny Touchette from the NH Department of Revenue Administration on Friday 10/9 to finalize the revenue budget for FY21. Penny also is the DRA representative for the Town, and is working toward finalizing the tax rate.
- The State revenue budgets have been greatly reduced, however this is offset by a significant increase in assessed valuation of the Town due to new construction.
- Anticipate tax rate to be set by early next week. Additional information will be provided at the meeting.

FY22 Budget Development:

- All Departmental and Building requested budgets have been received in the business office as of Friday 10/16.
- Preliminary review and analysis of operational budget (salaries and benefits not included) has been performed.
 - Salaries and Benefits Budget will be completed and reviewed over the next week.
- Meetings scheduled with the Superintendent and Business Administrator to review requested budgets with Administrators and Directors.
- Default and Revenue Budget is being prepared concurrently with the Requested Budget for inclusion in the Budget Overview Presentation on November 5.

Oil & Propane Contracts:

- For FY21 we budgeted \$2.479 per gallon of propane, Contract with Burke Oil came in at \$1.499
 - Estimated Savings: \$39,200
- For FY21 we budgeted \$1.52 per gallon of propane, Contract with AmeriGas came in at \$1.329
 - Estimated Savings: \$9,168
- Total estimated savings: \$48,368

Respectfully Submitted,

Cory Izbicki
Business Administrator

FY22 SCHOOL DISTRICT BUDGET PRESENTATION SCHEDULE		
<u>Date</u>	<u>Department</u>	<u>Time Allotted</u>
Nov 5, 2020	Educational Programming	3 hours
Start: 6:30 pm	Superintendent's Overview	10 m
	Business Administrator's Overview	10 m
	CHS	20 m
	LMS	20 m
	GMS	20 m
	Curriculum	15 m
	Technology	20 m
	Special Services	20 m
	Budget Committee Q & A / Community Input	30 m
Nov 10, 2020	Operations & Support	3 hours
Start: 6:30 pm	Food Services	10 m
	Facilities	20 m
	Business / Transportation	10 m
	SAU / School Board	10 m
	HR / Salaries & Benefits	30 m
	School Board Deliberations	60 m
	Budget Committee Q & A / Community Input	30 m



LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JECA
APPROVAL:

ADMISSION OF RESIDENT STUDENTS

The school district of residence of a student is defined by RSA 193:12, II.

New Resident Students

All new resident students in Litchfield, accompanied by a parent/guardian that reside with the student, should register at school before opening day and as early as possible.

Children entering the Litchfield School District for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency satisfactory to the Superintendent or his/her designee. Principals or their designees will meet with new children and parents to explain school programs.

The Litchfield School District will develop forms (paper and electronic) to verify the residency of all enrolled students. Residency must be confirmed annually.

Legal Reference:

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

RSA 193:12, II, Legal Residence Required

RSA 110-D, Interstate Compact on Educational Opportunities for Military Children

Approval:

Reviewed:

Revised: October 21, 2020

Approval: June 17, 1998

POLICY TO DETERMINE RESIDENCY

Introduction

The Litchfield School District administration and staff must make a concerted effort each year to guarantee (to the best of their ability) that only pupils who are legal Litchfield residents are allowed to attend our schools. Anyone who is suspected of unlawful attendance must be checked for legal residency (by the administration) and by the police if the former deems such action is appropriate. Administrative action regarding residency shall include investigation, verification, police notification if necessary, appropriate action and closure.

I. Residency shall be determined in accordance with RSA 193:12 which states:

"Notwithstanding any other provision of law, no person shall attend school, or send a pupil to the school, in any district of which the pupil is not a legal resident, without the consent of the district or of the school board except as otherwise provided in this section."

II. Legal residence of a pupil shall be as follows:

(a) In the case of a minor, legal residence is where his or her parents reside, except that:

(1) If the parents live apart and are not divorced, legal residence is the residence of the parent with whom the child resides.

(2) In a divorce decree where parents are awarded joint legal custody, the legal residence of a minor child is the residence of the parent with whom the child resides. If a parent is awarded sole or primary physical custody by a court of competent jurisdiction in this or any other state, legal residence of a minor child is the residence of the parent who has sole or primary physical custody. If the parent with sole or primary physical custody lives outside the State of New Hampshire, the pupil does not have residence in New Hampshire.

(3) If the minor is in the custody of a legal guardian appointed by a New Hampshire court of competent jurisdiction or a court of competent jurisdiction of another state, territory, or country, legal residence is where the guardian resides. If the Department of Health and Human Services has been appointed legal guardian, the residence of the minor is where the child is placed by the department or the court. Legal guardianship shall not be appointed solely for the purpose of allowing a pupil to attend school in a district other than the district of residence of the minor's parent or parents.

(b) No minor placed in a home for children or health care facility, as defined in RSA 193:27, by another state which charges the State of New Hampshire, a political subdivision of the State of New Hampshire, or a New Hampshire school district, for the regular or special education costs for New Hampshire children placed in that state, shall be deemed a legal resident for purposes of school assignment, unless the sending state agrees to reimburse the receiving

district, as defined in RSA 193:27, for regular education and special education costs.

- III. Legal resident of a school district means a natural person who is domiciled in the school district and who, if temporarily absent, demonstrates an intent to maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act or acts consistent with that intent. A married person may have a domicile independent of the domicile of his or her spouse. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time. A person may have only one legal residence at a given time.
- IV. Legal residence of a child of homeless parents is where the child temporarily resides unless the parents and another school district agree that the child's attendance in school in that school district will be in the best interests of the child in that continuity of education will be provided and transportation will not be unduly burdensome to the school district. "A child of homeless parents" means a child whose parents:
 - (a) Lack a fixed, regular and adequate residence; or
 - (b) Have a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations such as public assistance hotels, emergency shelters, battered women's shelters, and transitional housing facilities, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- V. Nothing in this policy shall limit or abridge the right of any child placed and cared for in any home for children, as defined in RSA 193:27, to attend the public schools of the school district in which the home for children is located, as provided in RSA 193:28.
- VI. Nothing in this policy shall require a district to provide transportation for a pupil beyond the geographical limits of that district.
- VII. The Superintendent of Schools shall decide all residency issues. If more than one school district is involved in a residency dispute or the parents who live apart cannot agree on the residence of a minor child, the respective superintendents shall jointly make such decision. In those instances when an agreement cannot be reached in a timely manner, the commissioner of education shall make a determination and such determination shall be final. Notwithstanding the provisions of RSA 21-N:11, III any person aggrieved by a determination of the commissioner may appeal such determination to a court of competent jurisdiction.
- VIII. The Commissioner of Education may enter into agreements with other states relative to liability for educational costs, including special education costs, of pupils placed in New Hampshire by those states, or of pupils placed outside the State of New Hampshire.
- IX. Administrative Guidelines to Verify Residency
 - (a) The following groups of pupils in the Litchfield School District must show proof of residency:

- (1) All first grade children.
 - (2) All new registrants to the school district. This includes both pupils who have recently moved into the Town of Litchfield from other communities as well as pupils who transfer within the district.
- (b) All pupils registering for admittance to the Litchfield School District must complete the following Verification of Legal Residence form before acceptance. (See Attached)
 - (c) Children who register for school after the beginning of the school year, insisting upon entering a particular school based on their processed residence, may be conditionally admitted at the discretion of the school administrator and be given a ten day grace period to produce proof of legal residence.
 - (d) The Superintendent of Schools reserves the right to grant special permission for attendance at a school outside the enrollment area as determined by the legal residence of the pupil. Special permission may be granted for reasons including but not limited to special education pupils, hardship cases (child care arrangements are not considered hardship cases), cases related to broken homes or other extenuating circumstances as determined by the Superintendent of Schools. The Superintendent of Schools further reserves the right to limit special exceptions based on class sizes and overall school enrollment.

LITCHFIELD

ADOPTED: June 17, 1998

LITCHFIELD SCHOOL DISTRICT

VERIFICATION OF LEGAL RESIDENCE

Student Name Date of Birth Age Grade Entering

Parent/Guardian Name Street Address Town

PROOF OF RESIDENCY: (School Official Initial/Immigrant Verification Presented)

- _____ Guardianship (copy of court decree)
- _____ Driver’s License
- _____ Welfare Card
- _____ Rent Receipt (current)
- _____ Purchase/Lease Agreement (provide copy)
- _____ Voter Registration
- _____ Utility Bill (current)
- _____ Court Placement (copy of decree)
- _____ Social Services Papers (AFDC, Social Security, Homeless Shelter Verification)
- _____ Parent/Guardian Affidavit (Attached)
- _____ Student Affidavit for 18 year olds or Emancipated Minors (Attached)
- _____ Other (describe) _____

VERIFICATION: _____

School Official Date

LITCHFIELD SCHOOL DISTRICT

PARENT AFFIDAVIT

I attest that my child/ward and I reside within the boundaries of the Litchfield School District at (address) _____ and that my telephone number at that address is _____.

Further, I understand that providing false information regarding residency may result in immediate loss of attendance privileges.

Parent/Guardian

Date

STUDENT AFFIDAVIT

I, _____ attest that I am a Litchfield School District resident and I reside at _____ (# and street address) in Litchfield, New Hampshire, and my telephone number at that address is _____.

Further, I understand that providing false information regarding residency may result in immediate loss of attendance privileges.

Student Signature

Date

Notary Public Signature

Date and Seal

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



LITCHFIELD SCHOOL BOARD

Litchfield, New Hampshire 03052

B. Bourque, Chair
C. Harrison, Vice Chair
School Board Edition

Meeting Agenda for October 7, 2020

Location: Town Hall

In Attendance:

- B Bourque, Chair
- C Harrison, Vice Chair
- E MacDonald, Board Member
- R Meyers, Board Member
- T Hershberger, Board Member
- Dr. Michael Jette, Superintendent
- Cory Izbicki, Business Administrator
- William Lonergan, Principal, CHS
- Michele E. Flynn, Administrative Assistant

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

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

PUBLIC CALL IN NUMBER: 1-650-215-5226

ACCESS CODE: 163-227-583-1

I. PUBLIC SESSION

6:00 p.m.

A. Call to Order

Mr. Bourque called the meeting to order at 6:09 p.m.

B. Pledge of Allegiance

C. Review & Revision of Agenda

D. Summary of Non-Public Actions from September 16, 2020:

Mrs. Harrison made a motion to approve the non-public minutes of September 2, 2020. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

Mr. Bourque made a motion to accept the nomination of Christie Rice-Pearson as part time Physical Education teacher at CHS for a prorated salary of \$36,724.71 for the 2020-2021 year. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

E. Presentations and Recognitions

There were no presentations or recognitions.

F. Correspondence

Mrs. Harrison reported that the following correspondence was received:

Heidi Ames, Moose Hollow Road, regarding concern for the current teacher load in all schools.

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)

Jennifer Biron, with positive feedback regarding the transition back to school and co-curricular activities and sports.

Amanda Lessard, 14 Deerwood Drive, regarding the health and well being of teachers and their workload.

Melissa Raikey, 13 Naticook Avenue, regarding her dissatisfaction with the pay she receives for subbing.

Melissa Raikey, 13 Naticook Avenue, regarding teacher workload at GMS and suggestions for alleviation.

G. Comments:

- **Superintendent's Comments**

Dr. Jette updated the Board on various topics and provided responses to Board inquiries.

- **Follow PreK**

Dr. Jette provided a PK update to the Board. He reported he met with Mrs. Bandurski, Director of Special Services, and determined there are no PK classes on Wednesdays, which are used for cleaning, planning and home visits delivering services. He indicated Mrs. Bandurski is confident the workload is comparable and reasonable and we are doing everything we need to do.

- **NHSBA Delegate Assembly - Resolutions**

Dr. Jette announced that the deadline for proposed resolutions is November 6, 2020 and that the Delegate Assembly is scheduled for January 23, 2021. He asked Board members for delegate volunteers.

Mrs. Harrison offered to be the School Board Delegate this year.

Dr. Jette indicated the Board would need to bring a proposal for a resolution to the next Board meeting to meet the submission deadline.

- **2020 Enrollment Projections**

- **October 1, 2020 Enrollment**

Dr. Jette reviewed the enrollment projections based on the October 1, 2020 enrollment numbers. He indicated projection numbers are highlighted in orange using the formula we had last year. Actual October 1 enrollment is highlighted in green and indicates the district has 1,225 students enrolled, which includes students physically in schools and students who are remote. He explained that the cohort averaging model was used to project the next three years.

Mrs. Hershberger was confused about the average change for the three year average. She indicated it does not seem to correlate with the other numbers.

Dr. Jette explained it is an average of the total change of all three years. He noted the total number of students consists of grades K-12 and staffing projections are included, predicting the number of teachers we will need. He indicated the lesson of the exercise is that we are predicting staffing needs to be neutral next year. He noted we are talking about the technology needs of the district going forward and how we better staff our technology department, which is tied to a shift in the model.

- **Book Request**

Dr. Jette presented a book request proposal to purchase the "Introduction to Programming Using Python", which is a college level book for the Program Running Start Programming 1 course. The book has been approved by PERC. He indicated that once we purchase the book we will get reimbursed by the Running Start Program.

Mr. Bourque asked why we are purchasing books after the school year has started.

Dr. Jette indicated that they have an existing book, but when the college came forward with the grant, they wanted to take advantage of it.

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)

- **School Board Comments**

Mrs. Harrison commented that she would like to hold Budget Review meetings in the CHS auditorium so the public can attend.

Dr. Jette indicated that the meeting is planned to be in the auditorium.

Mrs. Harrison commented she would prefer to have all School Board meetings in the CHS auditorium so the public can attend. She indicated that since there has been an uptick in public input she feels that having community members attend would lend to more transparency and communication. She believes the Board is missing out on essential input by only having phone calls and email.

Dr. Jette indicated that Rob Fay, LCTV, has said if we are not going to meet at Town Hall the CHS auditorium is a better place.

Mrs. Harrison commented meetings that are closed to the public sends a different message when our children are in schools.

Dr. Jette indicated that Mr. Fay emailed him that the Board should be aware that meetings in the auditorium will require multiple LCTV staff.

Mr. Bourque indicated he would prefer to meet at CHS if the audio is good.

Dr. Jette indicated that there are other options to explore, such as Boxcast as mentioned at previous meetings.

The Board consensus was to hold meetings in the CHS auditorium going forward.

H. Community Forum

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

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

There was no public input.

II. GENERAL BUSINESS

A. Public Minutes:

- **September 16, 2020**

Mrs. Hershberger made a motion to approve the public minutes of September 16, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes;

Mr.

Meyers, yes; Mrs. Hershberger, yes.

III. REPORTS

A. CHS Principals Report

Principal Lonergan provided his written report to the Board.

- **Sophomore and Senior Projects**

Mrs. Gnaegy and Mrs. Freeman provided a presentation on the history / mission of senior projects, changes for the 2021 year, and an example of a project presented by a student.

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)

Mrs. Gnaegy reported that the Board has been provided with a presentation to review. She indicated senior projects are student-selected explorations of topics that result in a formal project and presentation. Each project must be approved and students are given a detailed timeline with checkpoints and deadlines for the submission of materials throughout the year. Mrs. Gnaegy mentioned that a senior is working with Rob Fay, LCTV, for his project.

Mrs. Freeman commented the first CHS principal and the community wanted the senior project. She noted senior had to pick something they were passionate about and it was 40 hours of work, but some changes have taken place since then. Last year there was a proposal to change senior project to a capstone project. She indicated that a junior can actually present, but it would be a two year project. She commented that we also brought forward live interviews. Mrs. Freeman indicated after community night we thought of having a fair where seniors would show projects to freshman, sophomores, and juniors to have an opportunity to see what seniors do.

Mrs. Gnaegy commented one of the things we want to take over and try to present to the community is the fact that we tightened up a lot of requirements of the project. She indicated competencies have been eliminated at this time and we check their logs. She noted out of 101 seniors there are 64 at this time. She commented we have some fabulous projects this year and we have dropped the required hours to 30.

Abigail Buxton, a senior at CHS, indicated that her senior project goal is to get her private pilot's license. She commented the reasons for the project is because it runs in the family as both parents are airline pilots and she has always wanted to do this. She noted it is also a career opportunity to explore. She reported included in the project is flight time, ground school, medical license, application and tests. She indicated there have been some complications with the pandemic in getting the medical license. Ms. Buxton commented she began the project at the end of last year and was challenged with the airport closure for a time, which resulted in her schedule being delayed a bit. She indicated her goal was to have her license by the end of the summer, but she anticipates she will have it by the end of December.

Mrs. MacDonald asked about some of the other projects seniors have chosen.

Mrs. Freeman indicated one student is picking up a dog from a breeder in Vermont to train it as a therapy dog.

Mrs. Gnaegy indicated one student will do social media marketing for the school store and another student is building a boat.

Mrs. Freeman commented the senior that is working with Rob Fay, LCTV, is interested in doing something with theater and will learn about communications and filming.

Mrs. Gnaegy commented one student will take a digital French cookbook and translate it into English. She indicated she is interviewing her relatives and learning French to do so.

Mrs. Freeman commented we had a student who designed a video game that was breathtaking.

Mrs. Gnaegy indicated that they are hoping that the presentations can go before evaluation committees and that evening the students can present their projects to the community. She noted last year the presentation was virtual. She commented we are trying to have them start early because there are other programs that the students have as well.

Mrs. Harrison commented that the enthusiasm is incredible and will help students prepare for life beyond school.

Mrs. Hershberger commented the projects sound great. She indicated that she heard feedback about the ability for the students to start early, which was positive.

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)

Mrs. Gnaegy thanked the Board for the time to present to them and she thanked Ms. Buxton for presenting to the Board.

- **SAT's & Testing**

Principal Lonergan reported SAT and PSAT testing will be administered next week and at the end of the month. He indicated this is used as progress monitoring, but the challenge is we are testing 200+ students, which includes remote students. There will be two staff teachers in the classroom proctoring. Rooms will be set up for students that need additional time or who are remote learners. At the end of the testing students will be able to get a grab and go lunch and depart at 1:00 pm. Sophomores and juniors that are taking PSATs will have a similar schedule. He noted the reason we are testing seniors is because they did not have an opportunity to take the test in the spring.

- **Sports Update**

Principal Lonergan reported that the Athletic Director has done a good job coordinating athletics and working with other schools to set up Varsity contests. He noted there are two challenges: managing the visitors at games and managing people wearing masks and those who are not wearing masks.

Mr. Bourque asked about signs that people are standing on their vehicles or at the fence.

Mrs. MacDonald indicated she asked the same question and was told it is because they do not want people congregating around the fence.

Dr. Jette reminded the Board that things were modified when athletics was allowed. He indicated we have agreements with two other schools that limit the guests at games to two. He noted we are hearing that people are sitting on their cars and we should honor the rules of the agreements.

Mr. Bourque commented if that is what we agreed upon, those inside the fence are still a good distance from the fence.

Dr. Jette commented the parent that sent in positive feedback about athletics was correct. He indicated we will continue to manage it the way we have because most other towns have had spikes in COVID-19 due to athletics.

- **Latin Honors**

Principal Lonergan commented that he has no resistance to this, but the challenge is an intense focus on being valedictorian or salutatorian and taking additional classes for a student to boost their GPA. He indicated the other point is what other classes can students take that they will like that will still count toward their GPA. He noted that Latin Honors takes away from some of that challenging competition that is not healthy sometimes as students go through high school. He noted many colleges recognize Latin Honors.

Mrs. Hershberger asked if there are schools that have Latin Honors and valedictorian and salutatorian.

Mr. Lonergan commented that he is not aware of any.

Dr. Jette indicated there are scholarships that will recognize top GPA or valedictorian. He contended that it is unhealthy for students to compete against each other academically and should compete against themselves.

Mrs. Harrison commented some people argue it comes down to having many students graduate with honors.

Principal Lonergan mentioned Carolyn Leite, Nate Lamy, Brittany Milligan, and Barb Labelle are trying to get concerts produced for the community to watch. He indicated they want to make sure the students get opportunities to perform.

Mrs. Harrison commented that Mrs. Leite has done a great job making it work for her remote students. She indicated Mrs. Leite makes them feel like they are part of the school community.

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)

Mrs. Hershberger commented Mr. Lonergan's report she read many expressions of appreciation, which reflects how people are feeling.

Principal Lonergan commented that this is a difficult year, but they are supporting each other and keeping up the positive spirit.

B. Business Administrators Report

- **Revised MS-22**

Mr. Izbicki provided the revised MS-22 for the Board to sign.

Mr. Izbicki reported he received a letter from Dennis Perreault about the Lincoln materials donation that is valued at \$2,500. He thanked Mr. Perreault for his generous donation.

Mrs. Harrison made a motion to accept the donation of Lincoln materials from Dennis Perreault that is valued at \$2,500. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

- **FY22 Budget Overview**

Mr. Izbicki reported there are all but two department budgets that have been entered into the budget system and he is ready to schedule meetings with department heads over the next two weeks.

- **Projects Update**

Mr. Izbicki provided an update on projects underway in the district. He reported the columns are being erected for the LMS canopy project. He indicated that the district is still waiting to hear from Primex and Travelers Insurance regarding the settlement for the GMS electrical repair.

Mr. Bourque asked about the date of completion for the LMS canopy.

Mr. Izbicki reported that the contractor anticipates the project to be completed by November 30. He indicated they are working on concrete and columns and will begin laying the pad. He noted there are no combustible materials in the canopy so a fire suppression system will not be needed.

Mr. Izbicki reported the final disparity amount that was approved by the voters at the Special Meeting totals \$659,432 and the tax rate calculation is level. He noted that the MS 22 was revised following the approval of fiscal disparity. He indicated there will be a final review of revenues with the NH DRA. He received a letter from the NH Municipal Bond Bank stating rates for 25 year bonds are below 2% interest.

Mr. Izbicki reported that the Food Service has received \$18,000 back in federal reimbursement for meals as compared to \$3,900 at this time last year.

Mrs. Hershberger asked if that retroactive to September 1 and if the district will be issued a credit.

Mr. Izbicki indicated he will check on that. He reported the Food Service Director has been working on student debt, which has decreased to \$3,600 across the district. reimbursement numbers since September 1 we got \$18,000 back as compared to \$3,900 at this time last year -

IV. NEW BUSINESS

A. New School Feasibility Study

- **Contract**

Dr. Jette discussed the feasibility study for the proposed new school with the Board. He reminded the Board that the voters were asked to approve a warrant article in March for a feasibility study for a new school. He indicated voters approved a \$70,000 warrant article. He noted the Capital Plan has been accepted and we are moving toward the study. He reported he communicated with Carl Ladd, NHSAA, and Keith Burke regarding the study. Several documents were sent to Mr. Burke, requesting him to summarize the previous findings. Dr. Jette noted they will provide a more comprehensive enrollment projection than the district prepares in-house and will determine a better number for a new school core. He indicated we should have that information in December to

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)

work from and we plan to ask for additional funding to advance the project further. He noted this report will have all the appropriate deadlines and timelines. He commented the study is expected to cost \$9,000.

B. Owner’s Project Requirements (OPR)

Dr. Jette explained and discussed the OPR with the Board. He reported he and Mr. Izbicki are working with Dave Ely, architect, and Dick Henry, energy consultant, on the process for the proposal of a new school. He indicated this process is the public discernment of what are people looking for in a new school. He explained they will go through a process with us and the goal is to engage in public conversation. He noted the original architect is not interested in working with our town; however, our needs are different now and we need a fresh look. Dr. Jette commented he is energized by Mr. Ely’s and Mr. Henry’s vision, which is energy efficient and Mr. Ely has stated this goes beyond the vision of a Montessori school. He indicated Mr. Ely is equipped for a school this size, but he can walk through the project requirements and present that to an architect. He noted they will prepare a contract for this and we envision keeping someone on from this project as the Owner’s Project Representative, similar to a Clerk of the Works.

C. Architect Walkthrough

Dr. Jette discussed with the Board requirements for a proposed new PK-5 school. He indicated that he has scheduled a meeting with an architect from Banwell to discuss what can be done to help us along and prepare for the next phases. He noted he will keep the Board informed as the district moves forward.

V. OLD BUSINESS

A. Policies:

- **2nd Reading: IHBG, Home Education**

Mrs. Harrison made a motion to approve Policy IHBG, Home Education. Mr. Bourque seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

B. Coronavirus Review and Update

- **Fall School Reopening Plans Update**

Dr. Jette reported that there is a chart on the State Department of Health & Human Services site that is the school dashboard for COVID-19, and many parents monitor this chart. He indicated each morning since the beginning of school a COVID meeting is held with the Administrative Team at 10:00 am. During this meeting the COVID numbers are discussed, problems or issues in the schools are discussed, how the district supports the schools, how principals support the teachers, and how the SAU supports the administrators and teachers. Dr. Jette displayed the COVID chart for the Board and indicated there are moderate areas for COVID in southern NH. Nashua and Manchester have moved to a substantial status. He noted this dashboard contains every school in the State. Dr. Jette reported that on the dashboard GMS shows there is one active case and two recovered cases with no outbreaks, and the last reported case was 10/3/2020. He explained that the non-rapid test is the method used to reflect active cases on the list. He noted that we have four cases, but the dashboard shows three cases, which is due to a lag in information.

Mrs. Harrison asked if the number of cases can be posted somewhere for parents to see. Dr. Jette indicated that the district is communicating with parents and being informative. He explained the definition of a cluster, which is three or more cases that are related. He noted if the school has three or more clusters it is considered an outbreak.

Mrs. Harrison commented we outlined in the reopening plan other factors besides the Havard map and data that would go into the decision to switch our model.

Dr. Jette explained the Havard model shows the whole country and the levels of cases. He indicated it is alarming that the numbers are trending up in NH. He commented the numbers are helpful in terms of trends, but what is the impact. He noted it is getting to be quite a challenge because of the number of open positions in the district and when you have staff in exclusion, it becomes more difficult to staff the schools. Dr. Jette indicated that he has spoken to many Superintendents and more people are becoming concerned about the upcoming holidays. He mentioned that the question is does it make sense to have school open from Thanksgiving to Martin Luther King day. He reported colleges are taking firmer stances with their students telling

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)

them they can stay on campus on Thanksgiving, but if they decide to go home they must continue as remote students for the remainder of the semester. He noted there is another Superintendent who is concerned with the lifting of travel restrictions.

Mrs. Hershberger commented that it seems we are in line with the information from the NH Division of Public Health Services. She indicated we are talking about criteria and measures, but relying on Superintendents and Administrators to tell the Board the status of the capacity of staffing in the schools. She proposed the Board adopt the decision tree method recommended by the NH Division of Public Health Services as it is well thought out.

Dr. Jette indicated that is fairly similar to what we had in our final plan. He noted the Board granted authority to him to make the decision and the impact will differ at the schools. He reported that we are learning when we have a positive case and have to isolate those who are close to that person, masked or unmasked. He reminded the Board at GMS a class consists of students all in one room. He noted if this occurred at the high school that student would have traveled to four different teachers and gone to lunch and that is your impact. He felt he made the right decision based on what we have done and what has occurred.

- **Equity Access for Students**

Dr. Jette provided an update on revisions to the Reopening Plans and equity access for students in the district. He indicated that Ms. Widman created a matrix based on the conversation at the School Board level. He explained it is consistent with what we have talked about in the past. He noted we have provided this to our team so all three schools have a consistent approach. He reported that the Administrative Team has had two calls with our nurses to talk through two different protocols. Dr. Jette indicated the updated health screener will be sent out tomorrow.

Dr. Jette indicated he has not had time to update the reopening plan and will provide an update to the School Board in non-public session.

Mrs. Harrison believes that the district should implement 1 to 1 computing down to grade 1 at GMS. She commented it sounds as if we need more devices that what we have or what we have ordered.

VI. MANIFEST

The manifest was circulated and signed by the Board.

VII. PUBLIC INPUT

A. Community Forum

Kate Stevens, 9 Evergreen Circle, sent an email suggesting teachers at GMS be shadowed in order to see how little time they have to prepare for remote students.

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 Mr. Bourque, the Board entered into non-public session at 8:48 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

IX. RETURN TO PUBLIC SESSION

Upon a motion made by Mr. Bourque, the Board returned to public session at 10:57 p.m. Mr. Meyers seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

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)

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

X. ADJOURN

Mr. Bourque made a motion to adjourn the meeting at 10:58 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.

Respectfully submitted,

Michele E. Flynn
Administrative Assistant to the School Board