

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



**LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

**Draft Minutes for November 10, 2020**

**Location: CHS Auditorium**

**In attendance:** Brian Bourque, Chair  
Christina Harrison, Vice Chair  
Elizabeth MacDonald, Board Member  
Robert Meyers, Board Member  
Tara Hershberger, Board Member  
Dr. Michael Jette, Superintendent  
Cory Izbicki, Business Administrator  
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. The meeting will allow attendance of the public; however, the capacity is limited to 50. Face masks are required to be worn at all times. Community members and members of the public wishing to speak must observe pandemic guidelines at all times. Public comments, including concerns about accessing the meeting, can be sent via email to Christina Harrison, School Board Vice-Chair, at [charrison@litchfieldsd.org](mailto:charrison@litchfieldsd.org).*

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

**I. PUBLIC SESSION**

**6:30 p.m.**

**A. Call to Order**

Mr. Bourque called the meeting to order at 6:35 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. FY22 Educational Programming Budgets**

The School Board deliberated over inquiries in budget accounts on November 5.

● **CHS**

Mr. Bourque asked for further information regarding tablets budgeted for CHS Tech Ed/Digital Arts. He indicated that the response from CHS administration was that the tablets were very old and needed to be replaced.

Mr. Lonergan added that tablets were not purchased this year during the COVID situation

Mr. Bourque indicated that there are tablets budgeted in FY21. He asked how many are being replaced.

Mr. Lonergan indicated the instructor would like to replace the class set, but replaces 3-5 per year. The set consists of 80-100 tablets.

Mr. Bourque indicated there is \$1,200 budgeted for FY21 and for FY22.

***Mr. Bourque made a motion to reduce CHS Tech Ed/Digital Arts, Equipment Additional, by \$1,000. Mr. Meyers seconded. The motion carried 3-2-0, with Mrs. Harrison and Mrs. MacDonald opposing.***

*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)*

Mr. Bourque asked for clarification regarding the toner cartridges for Computer Education. He indicated the response was they did not use all the cartridges for last year and will not use the money in this year's budget, but will have the money for next year.

Mr. Lonergan commented that the Computer Education budget was reduced by \$600 in that budget line. Mr. Bourque indicated that the amount budgeted has not changed for FY21 or FY22.

Mr. Lonergan indicated that Mr. McDonough increased supplies for projects for students and Computer Science Principles is an increase.

Mr. Bourque commented that the department have cartridges left over from last year and, if they purchase cartridges this year, they will have some left over for next year as well.

***Mr. Bourque made a motion to reduce CHS Computer Education Supplies, by \$750. Mrs. Hershberger seconded. The motion carried 5-0-0.***

Mrs. Harrison was concerned with the amount being budgeted for the printing of tardy slips. She felt that there are other options to address recording that students are tardy.

***Mrs. Harrison made a motion to reduce CHS School Administration, Printing, by \$1,500. Mr. Bourque seconded. The motion carried 5-0-0.***

- **LMS**

Mr. Bourque asked Mr. Lecklider for his response regarding inquiries about textbook replacement and periodicals for the library.

Mr. Lecklider indicated that he responded with a hyperlink to the budget follow up document.

Mrs. MacDonald believes that the budget for Spanish supplies for the middle school is much too high as compared to the high school.

***Mrs. MacDonald made a motion to reduce LMS Foreign Languages, Supplies, by \$1,000. Mr. Bourque seconded. The motion carried 5-0-0.***

Mr. Meyers asked about Scholastic periodicals used in the Library. He asked how many of them are not being used. Mr. Lecklider indicated there is a difference between periodicals used in the Learning Commons and content periodicals used in the classroom. He added there is a digital component as well.

Mrs. MacDonald commented there are a lot of news periodicals to use at the middle school level.

- **GMS**

There were no reductions.

- **Curriculum**

There were no reductions.

- **Technology**

Mr. Bourque asked about the increase in chromebooks.

Mr. Pelletier commented there are many requests for touch screens. He explained chromebooks with touch screens have better components and are better quality. He noted there is better performance and functionality, especially for art classes and students can interact more with touch screens.

There were no reductions.

*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)*

- **Special Services**

There were no reductions.

**E. Presentations**

- **2021-2022 Requested Budget Presentations:** *(Times are estimated subject to presentations)*

**SUPERINTENDENT’S BUDGET OVERVIEW**

Dr. Jette indicated that the largest portion of the budget, Personnel, will be presented tonight. He mentioned that we will be talking about a re-examination of positions and about technology integrators. He explained that personnel was examined across the district and some positions that are no longer needed were identified, as well as a realigning of office support positions, to allocate funds to pay for the technology integrators.

**BUSINESS ADMINISTRATOR’S BUDGET OVERVIEW**

Mr. Izbicki commented that Personnel equates to 79% of the budget. He explained that some salary lines appear to have a significant increase, but based on the timing of the special meeting to approve the teachers’ contract and when the bargaining agreement went into effect, it was added as a bottom line amount; however, it is now reflected in the actual lines. The Health Insurance rate increase is 1.4%. Funds for PPE and COVID supplies were reallocated into district wide and building level Emergency Management accounts.

**FOOD SERVICES REQUESTED BUDGET**

Ms. Crowley, Director of Food Services, presented the FY22 Food Services Request budget to the Board, and highlighted strategic needs:

- New serving equipment at CHS and LMS
- New register carts at GMS
- Meals+ implemented across the district
- Federally funded meals extended for entire school year until 6/30/2021
- Working with State for implementation of breakfast at GMS and LMS
  - anticipated start 12/7/2020
  - will be included in federally funded meals
- Meal participation has increased over the last two months
- Launched new social media platform and Tik Tok videos.

Mrs. Hershberger asked why high school participation is low. Ms. Crowley indicated it is due to the open campus platform at the high school.

**FACILITIES REQUESTED BUDGET**

Mr. Izbicki presented the FY22 Facilities Requested budget to the Board and highlighted strategic needs:

- Budget is reduced by \$250,000
- Projects deferred in FY21 paid with FY20 year end funds
- Restored supply budgets to FY21 requested level
- LMS Canopy project nearing completion
- Ventilation project is ongoing with funding from the State to offset costs.

Mr. Meyers commented there is a substantial amount budgeted for unforeseen issues with HVAC. He asked if the funds the district is currently spending will cover that.

Mr. Izbicki indicated there are always unanticipated issues that arise with mechanical systems and the district will need those funds in the budget with all that is being done going forward.

Mr. Bourque asked why there is an increase in Property & Liability insurance. Mr. Izbicki indicated the budgeted amount is based on the actual invoice from Primex.

Mr. Meyers commented that the district has budgeted for repairs not covered by the contract for mechanical systems. He wanted to know why the repairs are not covered.

*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)*

Mr. Izbicki indicated that the mechanical systems were not running properly, or at all, and have only begun to work the way they should.

Dr. Jette commented we have systems running now that have not run for years and issues can arise. He indicated as we get a better handle on the systems we can look at reducing those budget lines.

#### **BUSINESS/TRANSPORTATION REQUESTED BUDGET**

Mr. Izbicki presented the FY22 Business and Transportation Requested budgets to the Board. He indicated there have been no notable changes, with the exception of the discontinuation of Blackboard (messaging system) since we have implemented PowerSchool, which uses School Messenger. He noted that the PowerSchool messaging is paid through the Technology budget. He added a budget line for DW Emergency Management has been created in order to allocate COVID supply funds.

Mr. Izbicki reported the transportation budget contains the same number of buses as the previous year and the contractual increase is 2.5%.

#### **SAU/SCHOOL BOARD REQUESTED BUDGET**

Dr. Jette presented the FY22 SAU and School Board Requested budgets to the Board. He indicated that the SAU budget was restored to the level of the prior year before reductions were made. He noted that there is a 2% increase in the NHSAA Season Pass.

Dr. Jette reported the School Board budget contains a small increase for the cost of printing ballots.

#### **HR REQUESTED BUDGET**

Ms. Falzone presented the FY22 HR Requested budget to the Board. She indicated there is an increase of \$525 in Professional Services.

#### **SALARIES/BENEFITS REQUESTED BUDGET**

Ms. Falzone presented the FY22 Personnel Requested budget to the Board. She highlighted changes to the budget:

- Increase in salaries & benefits \$1,116,273
- Overall increase 6.37%
  - Salaries increase: \$639,699
  - Benefits increase: \$476,574
- LEA CBA Year 3: 5.2% increase
- LEA Severance: \$215,185 (7 staff members)
- LSSA CBA Year 2: 3% increase
- Non-Union Staff: \$132,000 increase
  - Non-Union Administrative: \$86,000
  - Non-Union (Non-Administrative): \$46,000 (in line with teachers' contract increase)
- Benefit Drivers:
  - Health Insurance increase 1.4%
  - Dental Insurance, Life Insurance, Disability Insurance: no change
  - NHRS increase:
    - Teachers: 17.8% to 21.02%
    - Other Employees: 11.17% to 14.06%
    - Rate increase effective July 1, 2021
- Attrition: \$230,631

#### **Position Requests**

Dr. Jette presented FY22 position requests to the Board. He indicated several positions were requested, but not added (CHS Debate Club advisor, Youth/Government advisor, NSHS advisor, GMS Part Time Special Education teacher, IT Technician). He reported positions that were added: Technology Integrators, one at each school.

***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)***

Dr. Jette explained these positions will help us in the way we use technology in classrooms and because we are going 1:1 across the district next year. He indicated technology integrators will be available to support teaching and learning, making sure teachers and students are able to use the technology provided. He noted the cost budgeted is a combination of mid-range salary plus benefits, for a total of \$258,545.

#### **How Will We Pay for These Positions**

Dr. Jette indicated that a re-examination of positions that were identified as no longer needed led to the determination for funding the integrator positions.

- Several Tech I and Tech II positions in the district for which stipends are paid to teachers to help peers struggling with technology in the classroom
- Vacant CHS English position
- Vacant CHS Social Studies position.

Dr. Jette added that an analysis of administrative assistant positions was completed and after some proposal and discussion, it was determined that there is an inequity in these positions across the school buildings. He indicated that the district is proposing the following remedy:

- Shift an administrative assistant position at GMS to a Receptionist position, 32.5 hours
- Receptionist positions at LMS and CHS will be 32.5 hours
- Administrative Assistant I will be 37.5 hours at all buildings
- Administrative Assistant II will be 40 hours at all buildings
- Total savings: \$26,345.

Dr. Jette indicated when all position reallocations and the administrative assistant realignment savings are added, the total savings is \$222,964, which is approximately \$36,000 short of what is needed to fund all three technology integrator positions.

***Mr. Meyers made a motion to reduce \$258,545 from the FY22 Salaries, representing the three Technology Integrator positions. Mrs. MacDonald seconded.***

Mr. Meyers believes that the Technology Integrator positions are new positions and should be presented on the warrant for voters to weigh in.

***The motion failed 1-4-0.***

***Mr. Bourque made a motion to reduce \$86,182 from the FY22 Salaries for one Technology Integrator position. Mrs. MacDonald seconded.***

Mrs. Harrison disagreed with the motion, commenting that we need someone who understands the pedagogy and technology.

Mrs. Hershberger was in favor of the motion, but feels that three integrators is too many.  
tara - in favor of position but 3 is a lot

***The motion carried 3-1-1, with Mrs. Harrison opposing and Mr. Meyers abstaining.***

***Mr. Bourque made a motion to approve the option presented to realign administrative assistant positions in all three schools, providing equity across the district. Mrs. MacDonald seconded. The motion carried 5-0-0.***

#### **E. Budget Committee Q & A / Community Input**

The Litchfield Budget Committee was invited to the School Board's budget review session. The intention of the Budget Committee joining the session is to streamline the budget review process and allow the Budget Committee to have awareness of School District objectives and priorities, across all departments, for the upcoming fiscal year. While public comment will be welcomed by the School Board, the Budget Committee will not be engaging in deliberation or voting at this meeting.

*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)*

Andrew Cutter, Budget Committee Chair, thanked the School Board and Dr. Jette for inviting the Budget Committee to the budget reviews. He expressed concern that the overall budget is \$800,000 higher than the previous year. He indicated that a \$1.1M increase in salaries and benefits is not sustainable. He commented it is the same conversation every year and committee members will look for ways to reduce the budget.

Mr. Izbicki commented that the FY22 Proposed budget is less than the FY21 Approved budget.

Mr. Cutter believes that the increases are backward and the budget is too high. He commented that he expects the tech integrator positions are new positions and need to go on the warrant. He noted he is not challenging the need for the positions, but the process. He indicated in terms of chromebooks and moving to district-wide 1:1 computing, it is a big expense for the town. He added he does not support the shift to higher quality as a district philosophy. He anticipates lengthy discussions at the Budget Committee meetings.

**II. 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 School Board entered into non-public session at 7:57 p.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**III. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mr. Bourque, the School Board returned to public session at 9:15 p.m. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**IV. ADJOURN**

*Mr. Bourque made a motion to adjourn the meeting at 9:15 p.m. Mrs. MacDonald seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

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



**LITCHFIELD SCHOOL BOARD**

Litchfield, New Hampshire 03052

**B. Bourque, Chair**

**C. Harrison, Vice Chair**

**Draft Minutes for November 18, 2020**

**Location: Litchfield Town Hall**

- In attendance:** Brian Bourque, Chair  
 Christina Harrison, Vice Chair  
 Elizabeth MacDonald, Board Member  
 Robert Meyers, Board Member  
 Tara Hershberger, Board Member  
 Dr. Michael Jette, Superintendent  
 Cory Izbicki, Business Administrator  
 Tom Lecklider, Principal, LMS  
 Michele E. Flynn, Administrative Assistant

The Litchfield School Board will be holding regular meetings at Litchfield Town Hall, typically every 1st and 3rd Wednesday of the month. Due to the COVID-19 State of Emergency extended by Governor Sununu, and following guidance from the Litchfield Board of Selectmen, all public input (community forum) will require advance registration. Timed slots will be provided for public input at the beginning of each meeting.

Face masks are required to be worn in the building at all times. Community members and members of the public who wish to speak and have registered in advance must observe pandemic guidelines at all times. Correspondence may be sent via email to members of the School Board at [schoolboard@litchfieldsd.org](mailto:schoolboard@litchfieldsd.org).

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

**I. PUBLIC SESSION**

**5:00 p.m.**

**A. Call to Order**

Mr. Bourque called the meeting to order at 5:00 p.m.

**B. Pledge of Allegiance**

**C. Review & Revision of Agenda**

There were no revisions to the agenda.

**D. Community Forum**

There was no public input.

**E. Summary of Non-Public Actions from November 4, 2020:**

Mr. Bourque made a motion to approve the non-public minutes of October 21, 2020. Mrs. Harrison seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, abstain; Mr. Meyers, yes; Mrs. Hershberger, yes.

**Summary of Non-Public Actions from November 5, 2020:**

Mrs. Harrison made a motion to accept the nomination of Sarah Singer as a Special Education teacher at CHS, at a salary of \$40,291 for the 2020-2021 year. Mrs. MacDonald seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. Harrison, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.

**F. Presentations and Recognitions**

There were no presentations or recognitions.

**G. Correspondence**

There was no correspondence.

*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)*

**H. Comments:**

- **Superintendent's Comments**

- **Listening Tours Update**

Dr. Jette reported he and Mary held open office hours in the schools to talk about struggles teachers may be having with PowerSchool. They spent 3 hours at GMS, 2.5 hours at LMS and 2 hours at CHS. He reported that teachers at GMS organized notes and provided good and actionable feedback, which included actions that will be taken to rewrite the report card. He noted a narrative progress report was provided at GMS for the first quarter and Principal Mitchell will meet with teachers to determine what will be included in the report card for January.

Dr. Jette indicated there were not many teachers at the office hours session at CHS, but those that attended were very supportive of what is being done with grading.

Dr. Jette reported that teachers at LMS provided good commentary and feedback, which helped he and Ms. Widman to understand what is on teachers' minds. He added he is trying to be out in the district and accessible by visiting schools each week. He indicated that there have been no complaints with the ventilation/heat at CHS. Dr. Jette observed this year has been so much better throughout the schools, which is a result of the investment we have made in ventilation.

- **Winter Sports Plan**

Dr. Jette reported that Athletic Director Knight provided a plan regarding winter sports at the last Board meeting and the Board gave their approval to proceed. He indicated coaches can begin skills and drills on November 30 and tryouts and practices can begin on December 14.

Mr. Bourque asked when the schools will have sports. Dr. Jette indicated they are waiting to get the schedule for January 11, for which there are many parameters. He added they are waiting for schools to make their decisions as well. He noted other schools have said they will not participate with our schools and they have not heard word from wrestling since July.

Mrs. Hershberger commented the school rules for pandemic guidelines for sports are not consistent throughout the state.

Dr. Jette indicated it will be left up to the districts at the local level. He noted that Director Knight stated the players are going to try to wear masks, which will be challenging. He added Spirit has no sign ups and is challenging with the projection of voices; some schools are not offering Junior Varsity sports. Dr. Jette indicated there has been a discussion regarding requiring athletes to go remote if they choose to participate. He noted if there are no "red flags" he encourages athletics to go forward.

Mrs. Hershberger commented the town made it clear that they want the choice.

Mr. Meyers was concerned that coaches will not be paid if a sport is cancelled.

Dr. Jette indicated in the Spring 2020, we paid coaches one third of their stipends. He noted in the fall there is a clause that if the season is shortened the stipend will be prorated. He commented it depends on the sport and if we switch it to a club we can prorate the stipends based on what happens in the individual sport.

- **Deliberative Session 2021**

Dr. Jette mentioned that the school district Deliberative Session is scheduled for February 6, 2021 and we will work with the Moderator on the location of the session as we get closer to the date.

- **School Board Comments**

Mr. Bourque added FY22 Budget approval to the agenda.

Mrs. Hershberger commented that it appears raises for administrators and non-union staff are being matched with teacher increases that are over 3%, which does not make sense. She proposed the increases be more in line with past increases.



*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)*

Dr. Jette commented there is currently \$88,000 budgeted in the salary increases pool representing 5.6%. He noted if it is reduced by \$40,200 it will equal 3%.

***Mrs. Hershberger made a motion to reduce the non-union administrative and non-union staff increases pool by \$40,200 for FY22. Mrs. Harrison seconded.***

Mrs. Harrison believes that tutors and social workers' increases should be more in line with the LEA staff at 5.6%.

Ms. Falzone sent an email indicating that there seems to be some confusion with the non-union groups. Mrs. Flynn read Ms. Falzone's explanation: the \$88,000 in the salary pool includes 5.6% increases for directors, principals, assistant principals and the Superintendent; \$46,000 is for the remainder of the SAU staff, psychologists, social worker and tutors.

***Mrs. Hershberger revised her motion to reduce the administrative salary pool by \$40,200. Mrs. Harrison seconded.***

Mrs. Hershberger commented that this is not a reflection of their work ethic, but because of their positions.

Dr. Jette indicated that a cost comparison with positions across the state was done prior to budgeting the administrative salary pool. He noted some staff members will receive a higher increase than others based on the improvement they have made to their position qualifications.

***The motion failed 2-3-0.***

Mrs. Harrison was concerned with the budgeting of touch screen chromebooks for GMS. She indicated that she understands that they have better functionality and performance, but believes we can better use the technology we have in place.

***Mrs. Harrison made a motion to reduce GMS and CHS Technology accounts by the amount that reflects the cost of the touch screen chromebooks.***

Mr. Izbicki indicated those items have already been removed to be purchased with end of year funds and the only ones in the budget are the ones at LMS.

***Mrs. Harrison revised her motion to reduce LMS Computer Instruction by \$30,800 for the touch screen chromebooks. Mr. Meyers seconded.***

Mrs. Harrison noted that the chromebooks at LMS can be purchased with year end funds as well.

Mr. Meyers was concerned that the repairs for the touch screen chromebooks could be more expensive to replace.

***The motion carried 5-0-0.***

Mr. Izbicki indicated the total of the FY22 General Fund budget is \$23,095,424; total FY22 Gross Appropriation (budget) is \$24,284,834.

Mrs. Harrison mentioned that the total attrition is \$238,000 and asked how that was calculated.

Dr. Jette indicated that represents faculty that requested early retirement and the cost is the actual savings from staff leaving last year to the cost of the new hires this year.

***Mr. Bourque made a motion to approve the FY22 Gross Appropriation budget of \$24,284,834. Mrs. Harrison seconded. The motion carried 5-0-0.***

*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)*

**II. GENERAL BUSINESS**

**A. Public Minutes:**

- November 4, 2020
- November 5, 2020

*Mr. Meyers made a motion to approve the public minutes of November 4 and November 5, 2020. Mrs. Harrison seconded. The motion carried 5-0-0.*

**III. REPORTS**

**A. LMS Principals Report**

Principal Lecklider provided his report for November 2020. He recognized all support personnel for their hard work during this pandemic. He recognized the LMS team that makes it all work at the school.

He reported that there is a positive COVID case at LMS and that contact tracing was completed over the weekend and transportation tracing was completed on Monday. He indicated that students and staff exposed were identified to quarantine, and that LMS is working with NH DHHS.

Dr. Jette mentioned that PowerSchool was down for an upgrade and efforts to dig deeper were cut off. He indicated that access for cell phones has been established and redundancy built into PowerSchool to make that work during planned maintenance.

- **Grading Update**

Principal Lecklider reported that representatives of the district grading committee met yesterday. He indicated as we approached the end of the quarter we realized that with some of the new items in PowerSchool we needed the time to have evidence to report accurately on competencies. He noted that a progress report was provided at the end of the first quarter and a more traditional report card is planned for the second quarter. He mentioned there are some updates PowerSchool has to perform on the back end so we can release the report on Monday. Mr. Lecklider indicated teachers have been doing everything and have had many different conversations around the grading process, but he was confident they understand the competencies. He commented with the new student information system and what we were learning was different with the approach / set up, adjustments had to be made. He noted there has been flexibility, openness and transparency of the conversations. He reported that Ms. Widman spoke about training coming up in December, which will be tailored to the feedback from staff.

- **Canopy Update**

Principal Lecklider reported the canopy is completed and the contractors are doing roof work, opening the cut out and will install the door at the end of the month. He noted the project is being done for security and will streamline all traffic through the main entrance, which will be a secure vestibule where the main office will have open access.

- **Mascot Update**

Mr. Lecklider reported that the decision to keep the colors for LMS blue and white was resoundingly positive. He indicated that the mascot choices were narrowed to five and the Lynx was chosen as the new LMS mascot.

Mr. Bourque commented on teacher conference and the intention to keep offering them in group sessions. He indicated Mrs. Hershberger brought up that she did not need to see all the teachers. He asked if opening the conferences up to meet with individual teachers would be considered.

Mr. Lecklider indicated there has been much positive feedback for the group approach. He noted in the past the team has been split. He commented the conference survey results have always supported the way we have done conferences, but our times are limited. He indicated that polling parents on individual conferences can be included in the survey, but he suspects there will be a mix of responses as parents seem to like the team approach.

Mr. Bourque mentioned that he like the team approach this year. Mrs. Hershberger indicated that she felt intimidated by the approach.

*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)*

Mr. Lecklider commented that they have tried to come up with better solutions, but the number of slots is limited. He indicated that he understands parents want to have that personal connection with the teacher. He suggested it may be possible to offer two groups and narrow the time of the slots.

#### **B. Business Administrator's Report**

Mr. Izbicki provided his report for the Board. He reported the FY22 Recommended budget is \$235,000 below last year's appropriation and \$90,000 above the Default budget.

Mr. Izbicki reported the ventilation project is moving forward steadily. He indicated that Phase I was completed at CHS and Phase II will consist of fixing what has been identified. He reported that year to date financials have been provided for the Board in his report. He noted Food Services revenue is down, but is not unique to any school district since less meals are being served.

Mr. Izbicki reported the district has received \$252,000 in additional funds from the State, which is calculated at \$200 per student using 2019 enrollment numbers. He noted a second amount will be available after December for which the district will apply.

#### **C. Committee Reports**

- **Tours of Hollis Schools** (Facilities Improvements Committee)

Mr. Bourque reported that the Facilities Improvement Committee will be touring two schools in Hollis to show upgrades, renovations and energy efficiency steps that have been taken. Dr. Jette indicated the tours are scheduled for Friday afternoon after student dismissal.

- **Grading & Reporting Committee**

Mrs. Hershberger reported Ms. Widman provided updates on grading and reporting, took responsibility and has committed to the grading process in January/February 2021. She indicated there were conversations about work arounds and everyone seemed open to more training.

Dr. Jette indicated Ms. Widman will dig in more with the high school work around. He noted we have to work on what portion of assessment applies to competencies, what the competency says, and what the evidence says about students achieving competency.

There was a lengthy discussion regarding summative assessment and what works among Board members. Included in the discussion was that competencies are evidence based and students must demonstrate knowledge and skills differently.

Dr. Jette commented this is an ongoing dialogue. He indicated that he would like to get to the point of standardizing these assessments with regard to what we are looking for and how to assess it, which will help students perform better on statewide assessments.

#### **D. Dining Report Nov 2020**

The dining report was discussed during the Business Administrator's report.

### **IV. OLD BUSINESS**

#### **A. Coronavirus Review and Update**

- **Reopening Plan Revision**

Dr. Jette indicated that the Administrative Team is working on the plan and correcting what we anticipated compared to what was actually done.

- **Survey Results**

Dr. Jette reported that the LEA holiday travel survey had 61 responses, which resulted in: 6 of 16 responses at CHS reported travel over the holiday; 7 of 32 at GMS and 8 of 32 at LMS.

Mr. Bourque asked about the questions related to travel out of New England and staff having company from out of New England.

***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)***

Dr. Jette indicated that 20% of CHS teachers and 10% of support staff responded to traveling out of New England; approximately 10% of GMS teachers and staff; 5% of LMS teachers and staff. He noted that some comments on the survey leaned to side with caution. He commented that he would like for the Board to know the numbers, but we are struggling with the results.

Mr. Lecklider commented that LMS only had one case, but the tentacles are far reaching. He indicated there are 4 staff members on quarantine, 13 staff members are out, 3 staff members are waiting for test results from just this one case. He was concerned about being in a 10-14 day waiting period for the results. He added 23 students are on quarantine today and 15 have pivoted to remote learning.

Mrs. MacDonald commented she understood only three of the teachers were impacted by the students.

Dr. Jette explained the tentacles effect: for example, staff from GMS reported to work and got a call from a spouse who tested positive. He indicated that he is now concerned with returning to school on November 30 because the test results from Thanksgiving interactions will not be known for 14 days. He commented it is important to be proactive now, but there is a small window in which we have to plan or we could be faced with “bandaiding” our way through a day and forcing a scramble. He noted the staff are nervous, the LEA have concerns, and parents are concerned. He added there is no easy answer.

Mrs. MacDonald commented that she is hearing from parents who say their children have to be in school. She indicated if she is taking precautions why does she have to worry about everyone else.

Mrs. Harrison expressed support for being proactive as the district is responsible for the health and well-being of students and staff.

Mr. Bourque commented that people have to be responsible and honest. He indicated the Board has set the guidelines and they have to be responsible. He does not believe we have to be proactive now.

Mrs. Harrison commented by making the decision now we can provide parents and staff with time to plan. She indicated when we approved the reopening plan we agreed that the Harvard Global model is the deciding factor. She noted she would support the Superintendent’s recommendation.

Dr. Jette commented that according to WMUR and the town by town report, Litchfield is at 25% of cases live and active.

Mrs. Harrison agreed the schools are doing a good job of keeping the students safe, but we have proof that we have had to quarantine students and staff.

Mrs. Hershberger suggested giving parents the option to opt into remote learning for two weeks after Thanksgiving. Mr. Bourque indicated they have that option now.

Dr. Jette commented that may be one option, but it depends on what happens tonight and on the numbers.

Mrs. Harrison commented that she does not agree remote instruction is the worst case scenario. She asked why people would be honest about it now. She believes that the Board made the right decision for September and that the district had 47 days with 80% of the students in school, but we cannot ignore the high community spread. She felt people are not going to be forthcoming and that we have to hold ourselves to a higher standard.

Mr. Meyers commented Dr. Jette has done a great job and has the support of the Board to make the right decision. He believes we should do whatever we can to keep the students in school.

Mrs. Harrison commented the Board gave the power to the Superintendent to make the decision as he has the data.

*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)*

Dr. Jette indicated we have data and are interpreting it daily. He expressed concern about what will happen November 30 and noted that we cannot make an on the spot pivot to remote learning.

Mr. Izbicki commented the information coming out of the Emergency Management team is that a travel quarantine is mandatory and if anyone is caught violating the mandate they will face civil penalties. He noted that many did not hear it. He indicated the responsibility for the students and staff in the district is that of the administrators.

Mr. Bourque suggested sending out a survey and sending students at GMS home with what they need prior to Thanksgiving to prepare to pivot to remote learning.

Dr. Jette indicated that he would recommend keeping the staff in school doing remote instruction and special education students can come into the buildings to access the services they need.

Mr. Lecklider indicated his children have been remote all fall and although it is inconvenient, safety is more important.

- **Current Situation**

Dr. Jette reported every morning at 10 am the Administrative Team met and reviewed COVID updates. The numbers are disturbing. We look at how states are ranked. Vermont, Maine and New Hampshire were the best ranked during the summer, but now Maine and Vermont are hovering at 14 cases per 1,000 people and New Hampshire was at 23 per 1,000 this morning (using Sunday's data). At midday today, New Hampshire was upgraded to a red state and numbers are escalating in the state.

Dr. Jette referred to the NH School Based Map (nh.gov) that reflects 310.2 cases per 100,000 and the numbers have increased since late afternoon. A community volunteer shared a spreadsheet of a comparison of surrounding communities, which is based on the number attending schools in those towns, how many cases were reported and how they compare. Litchfield numbers compared against the population is a higher percentage because the numbers enrolled are smaller than in other districts.

Dr. Jette noted Derry has been in person and will switch to remote learning for the holidays; Londonderry has been in person and hybrid and will switch to remote learning for the holidays. Districts around Litchfield are going to remote learning from November 30, 2020 to January 19, 2021. Hudson opted for a two week remote period.

Dr. Jette reported staffing in Litchfield reflects 11 open positions filled with substitutes (GMS 6; LMS 3; CHS2); 5 staff members predict to be out because their children's schools are shifting to remote learning; 12 staff members that we know can work from home; 2 staff members are currently in long term quarantine.

Mrs. MacDonald asked about the 7 day quarantine with a negative test.

Dr. Jette indicated that we decided to do that only for travel. He noted if travelling, they have to quarantine for 7 days and get a negative test to come back into the buildings, but only if they travel outside New England and have had no contact with anyone who has COVID.

Mrs. MacDonald asked if there are any districts that are not switching to remote after Thanksgiving.

Dr. Jette indicated there are, but their decisions are rapidly changing. He compared the current situation to how things first began in March. He agrees with Governor Sununu wanting to keep the children in school, but the Governor also says that districts need to dig deep, which we cannot do with limited staffing and resources for staffing.

Mrs. MacDonald commented we will have to switch to remote learning because of staffing and not an outbreak in the 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)*

Dr. Jette expressed concern about staffing, but noted it is because of the numbers in the community. He indicated that a proactive recommendation is to take a stance now so people will be aware of it. He commented he is hearing that the Board wants the Superintendent to make the right decision and keep students in school. He felt that Mrs. Hershberger's suggestion was practical and come November 30 we can be ready.

Mrs. Harrison believes safety is more important. She commented we cannot trust people in the community to make the right decision for safety. She indicated that this is a pandemic.

Mr. Bourque commented the numbers may be spiking in the state, but are not spiking in the schools.

Mr. Meyers commented that he trusts people to make the right decisions.

Mrs. Harrison commented that if people are concerned about coming back after Thanksgiving they need to say something.

Dr. Jette feels that we have to learn to live with this because we are not going to get a vaccine as quickly as we think. He commented students are being compliant. He indicated the district will provide the community with an informational communication and a reminder with the current data.

**V. MANIFEST**

The manifest was circulated and signed by the Board.

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

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

*Upon a motion by Mr. Bourque, 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. 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.*

**VII. RETURN TO PUBLIC SESSION**

*Upon a motion made by Mrs. MacDonald, the Board returned to public session at 9:25 p.m. Mrs. Hershberger seconded. The motion carried by roll call vote: Mr. Bourque, yes; Mrs. MacDonald, yes; Mr. Meyers, yes; Mrs. Hershberger, yes.*

**VIII. ADJOURN**

*Mrs. MacDonald made a motion to adjourn the meeting at 9:25 p.m. Mrs. Hershberger seconded. The motion carried 4-0-0.*

Respectfully submitted,

Michele E. Flynn  
Administrative Assistant to the School Board

# Campbell High School



William D. Lonergan  
Principal  
wlongergan@litchfield.org

Michael D. Perez  
Assistant Principal  
mperez@litchfieldsd.org

Jodi M. Callinan  
Director of School  
Counseling  
jcallinan@litchfieldsd.org

Joshua Knight  
Athletic Director  
jknight@litchfieldsd.org

---

*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 December 2020

### Enrollment: As of Nov 27, 2020

●Class of 2024	118 students
●Class of 2023	113 students
●Class of 2022	103 students
●Class of 2021	111 students
Total	445 students

### Recognitions:

- Congratulations to Nicki Monoxelos as our Senior Student of the Month and to Junior Star of the Month is Catherine Carignan. Congratulations to both of you on the recognition for all your contributions here at CHS.
- Also congratulations go out to Nate Cooper, Social Studies, as the recipient of the November Golden Bell Staff Award. Thanks Nate for all you do for your students and colleagues.
- We want to welcome two new staff joining us mid-year here at CHS. Joining us in the Special Education Department is Case Manager Sarah Singer and Stacie Brasley who is an alum of CHS joins as the Principal's Administrative Assistant and CHS Bookkeeper. We are so excited to have them become part of the team here at CHS.
- Congratulations to Senior Abi Buxton on being one of nine NH students selected for a NH Heisman Scholarship. She will compete against the other 8 winners for the state's top recipient. Congratulations Abi! We were pleased to recognize our 2020-21 National Honor Society Inductees in a live event in the CHS Gymnasium. While it was not as intimate a ceremony as we usually have in the Auditorium and circumstances forced a postponement at one point, Advisor Raheem Chowdhury with help from Julie Green and the custodial and maintenance staff, and his senior officers did a great job providing a safe venue for recognizing the following inductees: Lily Adamakos, Hunter Caron, Kiley York, Brendan Boschi, Josephine Oberto, Lillian Kuczkowski, Jackson Noury, Miranda Fay, Matthew Grieco, Kaitlyn Follis, Corinne Chew, Faith Avitabile, Megan Whitnell, Catherine Carignan, Nicholas Carignan, Morgan Bruner, Brooke Reynolds, Olivia Pilcher, Lyndsey Brown, Brooke Stoncius, and Lauren Dionne. Thanks to guest speaker, Jodi Callinan, for providing the keynote address during this event.
- We are appreciative of all of our staff's excellent adjustment to using Google Meets and Appointments to schedule Parent Teacher Conferences. I received numerous compliments from families on the smoothness and professionalism of this process. The shifts we have made in our use of technology provides great value as we adapt to this rapidly changing world. Our school counselors also made themselves available to parents and students for virtual consultations.

- In the recent Superintendent Surveys sent out to parents, four members of our staff, Math teacher Sean Conley, Special educator Kim Howe, Social Studies' Nate Cooper, and Science's Raheem Chowdhury, were all recognized by parents for their outstanding work with CHS students. This recognition is well-deserved and it is really nice to have this come in the midst of such challenging circumstances. Additionally we had a really nice email recognizing Music's Brittney Milligan, Math's Diane Angelini, Art's Denise Freeman, and again, Raheem Chowdhury. Thanks to all for their commitment to our students.
- The CHS Student Council completed their 20th Annual Make-a-Difference Food Drive to benefit the Litchfield Food Pantry just before Thanksgiving. It was highly successful as they collaborated with LMS and GMS to continue this traditional goodwill endeavor. Thanks to Shawn McDonough and his StuCO minions for their continued support of the Litchfield Community.
- In my five years at CHS, Colonel Kelly Fraser regularly presents our Veteran's Day recognition over the CHS intercom. Our students are fortunate to benefit from his insights and thoughtful words as we honor the members of our Services for their commitment and sacrifices for our nation. Thanks Colonel.
- SADD Advisor and her students did a nice job running our RED RIBBON WEEK this year and tying theme days to students making healthy decisions. We still were able to have our school-wide photo with students going out in smaller groups and filling in each section of the ribbon on the field and dressed in their CHS reds thanks to Julie Green's photography and editing skills and the Grounds Crew preparing the ribbon on the field.
- Our school nurse, Donna Boucher, stepped in for one of our Nurse Presenters from our Career Fair could not present because she had to pick up extra shifts at the Elliot Hospital due to the strains on the systems due to the COVID Pandemic. Thanks Donna for doing this.
- Thanks to the PTO for their annual Holiday Pie Fundraiser that supports the Litchfield Food Pantry. Even in these strange times, Margaret, Kathy, and Jim and the other members go above and beyond to help others, not just here at CHS. And speaking of helping us, we really appreciated the amazing luncheon they provided during Parent Teacher Conferences as well as the support to the students through Advisory. We are so grateful for all of their efforts.
- With Brittney Milligan (music) called up for Reserve Duty this month, Mental Health Clinician Jamie Faulhaber took on her Advisory to ensure the students have a supportive adult during this transition. Thanks Jamie!
- We appreciate IT Director Jason Pelletier supporting Julie Green by updating her ADOBE software recently. Because of the production of the CHS yearbook, having the correct and updated software facilitates all of the creative work entailed in producing our quality yearbook each year.
- Thanks to Jodi Callinan and Michelle Vecchiarello for their work putting together our Virtual Career Fair on November 24. Our Advisors were excellent in facilitating and supporting this with their students. We had terrific "presenters" from Litchfield and surrounding communities. Thanks to all of you for supporting our students: Allison Gnaegy, Andy Hershberger, Dan Harrison, David Bressler, Derek Barka, Doug Nicoll, Jared Saunders, Jason Kohm, Staff Sergeant Glidden, Marc Bellerose, Mike Clark, Roberto Landrau, Tara Hershberger, Sue Nicholas, Giana Harris, Matt Harris, Andrew Green, Dr. Mark Stagnone, Connor Cote, Jen Kidwell, Jim Cardello, Josh Knight, Jamie Faulhaber, Ella Hogan, Sergeant First Class Damien Tarantella, Kara Sarnich, Laura Gandia, Captain Tom Scotti, Investigator James Azarra, and Amy Wojtkun.

### **Instructional, Assessment & Curriculum Highlights**

- Normally this is the time of year when we order all of our AP testing for the spring. Due to the move to



the 4x4 block schedule, some of our AP classes are semester 2 classes such as AP Statistics and AP Calculus BC. At this point, we are unsure how many of these students will take the AP exams in those classes. Currently we have ordered 69 exams for 46 students for semester 1 classes.

- In order to meet the Memorandum of Agreement conditions for reducing our teachers to two preparations for second semester, Jodi Callinan and I worked with a number of our faculty to reschedule classes to meet this need. It is not an easy task to change students schedules during a school year, but to rebuild teacher schedules and accommodate student needs during a school year is a monumental task. Jodi was remarkable in terms of pulling this off for a second time this year. We are so fortunate to have Jodi's experience and calm demeanor taking on and driving these processes.
- Our seniors have been notified of how to access their Fall NH Statewide SAT assessment from the Oct. 14 test date through the College Board website. We will look at the data during our December Assessment & Data Committee meeting. Here is a quick look at CHS, NH and National results:

	<b>Test Takers</b>	<b>Total Score</b>	<b>English/Read Write</b>	<b>Math</b>
<b>CHS</b>	92	1054	543	512
<b>NH</b>	8,634	1045	531	514
<b>National</b>	420,156	1041	529	512

- Most of our CHS departments and Unified Arts continue to work on curriculum documents during PLC time and are at various stages of completion. The Math department will be presenting at the February 3 School Board meeting on the process and their progress to that point.
- Our Advisory Committee is in the process of establishing a grade level curriculum for topics teachers will cover over the course of a school year in their Advisory. This will be aligned with the programming for the counseling department, with other important school-wide activities, as well as departmental priorities during the year.
- The CHS Counselors recently shared with sophomores and juniors some dual enrollment opportunities through the Community College System of NH. They have finished meeting with Seniors and freshmen, so December they are going to focus on meeting with sophomores on course selection and career related topics. In January, their focus will shift to juniors for senior career selections and post high school discussions.
- New course proposals have been submitted for the 21-22 school year by CHS faculty and they have been reviewed by CHS Administration and Mary Widman. Submissions include an AP Physics, Cyber Security, a Unified Recycling, and a World War II Course. These courses will now go through the PERC approval process and school board approval.
- The CHS administrative team was cc'd on communications between AP Bio teacher Cate Devine and a collaborating professor at SNHU who teaches a comparable class at SNHU that our students receive dual enrollment credit for taking at CHS if they meet the SNHU expectations. The additional work required for our teachers who teach dual enrollment courses is significant and we really appreciate that extra commitment.
- With the commitment to have our students attend Alvirne and Pinkerton's CTE programs, our students have been well-supported and communicated to about changes in their programming as they alternate their programs to account for changing COVID circumstances in their communities. This collaboration is really important given the various approaches each district is taking to manage their students/staff. Behind the scenes on this is Jodi Callinan continuing to ensure that our students are able to meet those expectations at the same time that they fulfill the expectation at CHS also.

### **Professional Development & other work:**

- Winter Athletics are on according to the NHIAA, and we are glad to be able to provide students these experiences. There is still some discussion about the viability of some sports given the pandemic. In some cases, the viability of competition may be limited by schools who may not

be running programs. So please keep alert for ongoing information coming out through AD Josh Knight and his assistant Jen Matthews.

- Be on the lookout for information from the PTO about our combined Rocco's Pizza fundraiser that we are collaborating with LMS on December 10 and January 14. Also, speaking of the PTO, membership forms were sent out through Advisories, and any support you can give them is hugely beneficial here at CHS over the course of the school year. If you need information, please reach out to the main office here at CHS and we will get you what you need.
- We have received the final furnishings for the CHS Learning Commons and the Media Center. That furniture will be assembled and moved into the Media Center by Librarian Julie Green and Monitor Cari Bruner while we are in remote learning after Thanksgiving break.

**Looking Ahead:**

- **Dec 7 -** CHS Faculty Meeting
- **Dec 7 -** Virtual Athletic Booster's Meeting 7:00 pm
- **Dec 8 -** PTO Virtual Meeting 7:00 pm
- **Dec 9 -** New Professional Staff Meeting
- **Dec 10 -** CHS Leadership Team Meeting
- **Dec 14 -** Winter Sports Tryouts begin
- **Dec 15 -** Grading & Reporting Committee
- **Dec 16-** Professional Learning Committee
- **Dec 22 -** Advisory Committee
- **Dec 22 -** Department Meetings
- **Jan 11 -** First Date for Winter Athletics games

### Litchfield School District Monthly Enrollment Comparison 2020-2021

GRADE	PK	K	1	2	3	4	TOT	5	6	7	8	TOT	9	10	11	12	TOT	Grand TOT
September 25, 2020	20	65	79	87	90	75	416	92	93	88	91	364	118	114	104	112	448	1228
October 30, 2020	20	64	77	84	90	74	409	91	93	88	91	363	118	113	103	112	446	1218
November 20, 2020	20	65	77	83	90	74	409	91	92	88	90	361	118	113	103	111	445	1215
							0					0					0	0
							0					0					0	0
							0					0					0	0
							0					0					0	0
							0					0					0	0
							0					0					0	0
							0					0					0	0

Kindergarten Registrations

1st Grade Registrations

**2021 LITCHFIELD SCHOOL DISTRICT WARRANT  
STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

**FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Saturday, February 6, 2021, at 10:00 o'clock in the forenoon for explanation, discussion, and debate of warrant articles number 1 through number 3. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

**SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 9, 2021, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

**ARTICLE A**

To elect by ballot the following School District Officers:

School Board Member  
School Board Member

3-Year Term  
3-Year Term

**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an **operating budget**, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling \$ \_\_\_\_\_? Should this article be defeated, the default budget shall be \$ \_\_\_\_\_, which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Estimated Tax Impact: \$ (Operating Budget)*

*Estimated Tax Impact: \$ (Default Budget)*

*Not / Recommended by the School Board  
Vote*

*Not / Recommended by the Budget Committee  
Vote*

**ARTICLE 2**

Shall the Litchfield School District vote to raise and appropriate the sum of \$ \_\_\_\_\_ for the purpose of funding the salary and benefit costs for a full time Technology Integrator position at \_\_\_\_\_ School to support 1:1 technology education for students and staff?

*Estimated Tax Impact: \$*

*Recommended by the School Board  
Vote*

*Not / Recommended by the Budget Committee  
Vote*

**ARTICLE 3**

Shall the Litchfield School District vote to raise and appropriate the sum of **\$100,000** to be added to the Capital Improvements Expendable Trust Fund established in 2020 and authorize the use of that amount from the June 30 unassigned fund balance available for transfer on July 1 of this year, with no amount to be raised from taxation?

*Estimated Tax Impact: \$ 0.00*

*Recommended by the School Board  
Vote*

*Not / Recommended by the Budget Committee  
Vote*

**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS \_\_\_\_ DAY OF JANUARY 2021.**

---

Brian Bourque, Chair

---

Christina Harrison, Vice Chair

---

Elizabeth MacDonald

---

Robert G. Meyers, III

---

Tara Hershberger

**Litchfield School Board**