

Hooksett Calendar Committee

September 18, 2013 - 4:00PM - Cawley Middle School Media Center

Committee members present: Krissy Caster, Laura Dimaggio, Ed Hickey, Stephen HARRISES, Maryann Boucher, Debra Lyscars, Cheryl Akstin, Lindsey Laliberte, Kara Salvas

Introduction from Phil

- **2014/2015 Calendar**
- ITS WHATS BEST FOR KIDS
- materials distributed
- chair should be selected today
- meetings MUST be posted when we meet. Cathy Richard will take care of the posting
- minutes must be taken at all meetings...submitted to Cathy Richard w/i 72 hours
- review of the charge
- review of docs and model policies and ed rules and statutes
- Calendars from Hooksett/Manchester/Pinkerton

Questions from committee members to Phil/ Discussion from questions

- Is this HSD or SAU wide? HSD
- SAU wide calendar helps us to pool training resources
- student year = 180 days / teacher year = 186 days
- are there any collective bargaining thoughts
- Can we survey staff and the community
- This needs to be a "school community" decision
- ed rules...180 days, but you can adopt an alt calendar that is based on hours, not days, it would have to be 945 hours at Elem Ed / 990 at middle school level
- **Nov 1, 2013 due date...check with the HSB if additional time is needed**

Elect a Chair

- Chairperson - Steve HARRISES
- Secretary - Lindsey Laliberte

Ideas from Committee (first meeting spent popcorning thoughts)

- Survey for parents, teachers, possibly middle school,
- Day v. Hour calendar
- keep away from late June
- what days are negotiable
- move vaca/take away a holiday if vaca is close (ie the following week)
- instructional day before thanksgiving or ER
- presidents day...some schools go to school
- teaching on legal holidays? contract issues, RSA's
- blizzard bags...after discussion this is not an option especially for elementary and those schools that did try blizzard bags do not seem to show a benefit to them(80%of kids must complete)
- can holidays be teacher days or meeting days
- Starting after labor day and out in early June
- one week of vaca (Feb/April)...discussion around skiing/tourism and families having the same week off in other districts...pros and cons discussed
- longer days / hours
- can we do an earlier start? Does not seem like this would work due to transportation/extracurricular activities
- early release vs late start
- start after labor day

- snow days built in - the “What If Days”
- Long weekend near Easter holiday in place of a full week off
- Saturday built in as a “what if day”--how does this affect staff/costs
- Early Release Days --PD options
- Voting day/Conference day--can these be moved

Parameters/Goals

- Decrease the amount of shortened weeks due to holidays/PD--condense
- Increase amount of QUALITY instructional time and maximize PD days for educators
- tighten up year, watch the holidays
- end date earlier in June

Survey Discussion

Committee will develop survey after gathering information. Feel input from the community is a must

- survey types
 - parents
 - teachers/staff
 - students at Cawley
- avenues to distribute
 - Wednesday envelopes
 - Staff
 - Website
 - FB

Needs

- Instructional Times for all schools to committee
- calendars

Meeting Dates/Tasks

- Wed @ 4:30PM - 9/25 @ HMS
- Survey Questions - Steve, Laura D, Deb L,
- Calendar collection from other districts - Maryann B.
- Days Manipulation - Lindsey
- Cheryl will ask HSB for extension to Dec 1
- Lindsey will ask Cathy regulations on holidays/election days and report back to group

**Next meeting: Wednesday September 25, 2013
Memorial School Media Center
4:30pm**

Hooksett Calendar Committee

September 25, 2013 - 4:30PM - Hooksett Memorial School - E18

Committee members present: Laura Dimaggio, Stephen HARRISES, Maryann Boucher, Debra Lyscars, Cheryl Akstin, Lindsey Laliberte, Maryanne Lockwood, Kara Salvas

Agenda:

1. Survey Design and Distribution
 - a. Sub-Committee:
 - b. calendar survey links
 - i. <http://www.sdmf.k12.wi.us/modules/groups/homepagefiles/cms/1506175/File/SDMF%20Proposed%20School%20year%20Calendar%20Survey%20Results.pdf>
 - ii. <http://www.gaston.k12.nc.us/Documents/Calendar%20Survey%20Questions%20Answers%201.11.pdf>
 - c. Survey Targets: parents; teachers/staff; students at Cawley
Discussion: Should we prepare 3 different calendars to share in survey or ask questions

first. Thought was we need to work on both.

Concern--with survey there maybe too many options--that we need to ask/streamline questions

Where do we start with the questions?

Maryann's suggestion...are you satisfied with current calendar? ...if so, done. if not...go on to next question

- d. Distribution: Wednesday envelopes, staff, websites, FaceBook via PTA, etc.
2. Sample School Calendars
 - a. http://www.education.nh.gov/data/documents/individual_calendars13_14.pdf (MAB)
 - b. see p.40-41 of above document
 - c. Dover - 177 days...appears they are doing hours
<http://www.dover.k12.nh.us/education/page/download.php?fileinfo=U2Nob29sIERpc3RyaWN0IENhbGVuZGFyIDlwMTMtMjAxNCBBRE9QVEVEIC0gQmFzZWQgb24gMTc3IGRh eXMucGRmOjo6L3d3dzcv2Nob29scy9uaC9kb3Zlci9pbWFnZXMvYXR0YWN0LzMvMT E2OV8zX2F0dGFjaF8xNzMwLnBkZg==>

Discussion:

3. Deadline Extension - Cheryl
Cheryl will ask at the next meeting.
4. Holiday/Election Day Regulations
5. Memorial Day & Veteran's Day MUST BE OFF (RSA 288.4)
 - a. Everything else is negotiatble
6. Ed 306 MINIMUM STANDARDS FOR PUBLIC SCHOOL APPROVAL
<http://www.education.nh.gov/legislation/documents/ed306-2011.pdf>
7. Early Release / Late Start Days - discussion
8. MAB Info -
 - a. Leslie Higgins- 271.3759 is from the school approval office and will also be a great resource when fielding questions.
 - b. Mary Mayo - Legis & Rules
 - c. 60 hours additional for bad weather, K does not need to be made up
 - d. Should all our schools be on trimesters?

Discussion in meeting centered around survey questions, deciding what needed to come first--questions or a calendar. Due to time we need to work on both. Committee discussed that we will need to reach our

goals by looking at holidays/PD days rather than hours during the day. Reworking the schedule based only on hours presents too much of a problem with transportation, sports, and extracurricular activities.

Many ideas of what others have done with surveys were explored and several survey questions were developed. Lindsey will forward the collection of questions to the committee. Steve will work on survey but would like another committee member to help write/proof the questions. We will use survey monkey as the district has a contract.

**Next Meeting: Thursday October 3, 2013
Memorial School
4pm**

October 3, 2013

Committee Members Present: Kara Salvas, LauraDimaggio, Stephen HARRises, Maryanne Lockwood, Lindsey Laliberte

1. Next Meeting --Tuesday Oct 15, 2013 4pm @Memorial
2. Survey Questions
3. SurveyMonkey or Google-- we will use Google
4. Dec 1 extension --- yes we have until Dec 1

Discussion:

Should we use use Google Forms or Survey Monkey? Google Form is Free--we will use Google

Survey questions:

We should have two surveys: One to teachers and one for parents

Maryanne's concern is that we are giving too many options with the survey. To focus on what we wanted to correct from last year?

Suggestion from a teacher: take April vacation...have Mon off...and Fri...use middle days as "floating snow days"

TEACHER SURVEY: What do you think would best fit for pd days?
Why do you like or not like ER days?

Parent Survey (Rough Draft)

The Calendar committee is working on the 2014-2015 school calendars. Our goal is to get the students quality learning time while having the kids out earlier in June.

Please understand this is a fact gathering survey. We are required to stay within the following parameters:

- There must be 180 days
- There is to be 6 professional development days for the teachers
- There can't be school on Veterans Day and Memorial Day

Thank you for your time!

1. Please select the school that your child attends or that you currently work in
Underhill

Memorial

Cawley

I choose not to answer

2. Would you prefer a later start date while keeping the end date the same (ie: start after labor day

and end late June)?

Yes

No

3. Would you prefer to end earlier in June while keeping the start date the same (ie: start date before labor day and end early June)?

Yes

No

4. One way to reduce the time the school is in session is to reduce holidays that the students and or teachers are off. Please check the following holidays that you are supportive of keeping the students in school

Columbus Day

Civil Rights Day/Martin Luther King Jr Day

President's Day

5. Would you support the schools being in session the day before Thanksgiving?

Yes

No

6. Would you support having an early release the day before Thanksgiving (this would count as a full day)?

Yes

No

7. Presidents Day often falls the week before February break. Would you support moving the week of vacation to be the week of Presidents Day?

Yes

No

8. Would you support having one spring break in the beginning of March while eliminating April vacation and adding a long weekend in April?

Yes

No

9. Parents: Are you supportive of early release days? If not, please select the closest reason for your answer.

Yes

No

Transportation problems

Childcare

Cost (loss of earnings)

Other

10. Teachers: Do you prefer PD days as a full day or early release day?

Thank you for your time!

**DID YOU KNOW THERE IS A COMMITTEE WORKING ON MAKING
CHANGES TO THE SCHOOL CALENDAR? WE NEED YOUR
FEEDBACK!**

THE COMMITTEE HAS PUT TOGETHER A SURVEY TO GATHER THE PARENTS,
AND TEACHERS AND THE COMMUNITY'S THOUGHT ON SOME AREAS THAT
COULD CHANGE.

PLEASE TAKE A MINUTE TO GO TO THE SCHOOLS WEBSITE AND TAKE THE
CALENDAR COMMITTEE SURVEY.

WWW.HOOKSETT.K12.NH.US

THANK YOU FOR YOUR TIME!

Notes:

Steve will get our a sample survey based on the changes made today. He should have to the group by the weekend. We will communicate via email so that we can get the survey out to the parents and teachers. We will not survey the students at this time.

We did get our extension until December 1st. We will ask if we can continue on as a committee to further look at changing vacations dates, etc but without the time constraint. For now we will focus on getting the students out at a more reasonable time in the summer.

Next Meeting: October 15th, 2013

4pm- Memorial School

OCTOBER 15, 2013, 4:00PM - Calendar Meeting @

HMS Committee members present: Laura Dimaggio, Stephen Harris, Maryann Boucher,

Debra Lyscars, Cheryl Akstin, the committee met to finalize the questions for the parent/staff survey.

Questions were reviewed and edited to the following, based on comments in the meeting as well as from email input from committee members that could not be in attendance:

PARENTS ONLY: Please select the school that your child(ren) attends

- Fred C. Underhill Elementary School
- Hooksett Memorial School
- Cawley Middle School

STAFF ONLY: Please select the school you work at primarily.

- Fred C. Underhill Elementary School
- Hooksett Memorial School
- Cawley Middle School

One way to condense the school year is to reduce the number of days off due to holidays.

Which holidays do you support as regular school days?

- Columbus Day - October
- Civil Rights/Martin Luther King Jr. Day - January
- President's Day - February
- The Wednesday before Thanksgiving

Would you support having an early release on the Wednesday before Thanksgiving?(this would count as a full day)

- Yes
- No
- no opinion

PARENTS ONLY: Are you supportive of early release days? These days would be used for professional development/staff training time. If not, please select the closest reason for your answer.

- Yes
- No
- If no... "transportation problems"
- If no... "childcare"
- If no... "cost (loss of earnings)"
- If no... "interruption of the educational process"
- Other:

STAFF ONLY: Do you prefer professional development (training) days as full days or early release days? Early release days are NOT part of the six professional development days per contract. Early release days would be in addition to the six contracted professional development days.

- Full Days of PD
- Early Release Days
- A combination of Full Days and Early Release Days
- Other:

STAFF ONLY: Do you prefer "front loading" the professional development days at the start of the year (3 before school starts, 1 late September, 1 for conference day in November, 1 in

June after the last day) or would you prefer to see these days spread out more throughout the year, possibly using some holidays as not to lengthen the students' calendar year?

- *Prefer to "front load" the professional development days at the start of the year*
- *Prefer to spread the professional development days throughout the school year, possibly some student holidays*
- *Other:*

In order to condense the school year, would you be in favor of the calendar committee exploring the following options for the 2015-2016 school year. The calendar committee will use this information to work on calendars for future years. (These options would NOT be recommended for the 2014/2015 school year. Check options you would be in favor of.)

- *Counting hours instead of days*
- *Eliminating the February and April vacations in lieu of one March vacation*

What additional comments do you have that may help the Hooksett Calendar Committee to design a schedule that best meets the needs of the Hooksett community?

- The committee also discussed the best way to deliver the message to the parents and staff. Bright Arrow email notification, a notice delivered to students, and a link on the websites was coordinated.
- Dates for the survey were established... to get out and review results
- The next meeting was scheduled for 10/30 @ 4:00PM @ HMS. The goal of that meeting will be to review the survey results and then build the calendar using input from the survey
- **10/28 - UPDATE: Next meeting has been moved to November 4 at 4:00PM at HMS. This is due to the survey getting out a day or two later than expected.**

HOOKSETT CALENDAR COMMITTEE MEETING NOVEMBER 4th @ 4pm HMS

Committee members present: Maryann B, Maryanne L, Cheryl A, Laura D, Steve H, Ed H, Kara S, Debra L, Krissy C, Lindsey L

The results of the survey were reviewed. See below. The percents on the questions that people could choose more than one answer were not correct.

Based on actual responses (375) the holiday question in percents is as follows:

Columbus day: 49% were in support of having school

Civil Rights day: 53%

Presidents Day: 59%

The Wednesday before Thanksgiving: 46%

Maryann B pointed out during the discussion that in K there are 9 days lost to NWEA and other testing. The days is not as high in Middle school. This was in response to discussion of one comment from a parent stating kids don't really get into "learning new information" until Oct.

Committee agrees based on results:

-½ day the Wed before Thanksgiving

-Presidents day should be school day

-Civil rights should be school day

In regards to Staff and Early release days:

Most were in favor of FULL PD

would like Collaboration Time!

On going learning-

Suggestion: more SAU wide PD to Columbus Day

Front loading PD: not just workshops

1. set up day

2. all school meeting

3. training/kids meeting teachers

Other days:

4. conferences

5. last day--not as helpful at end of school

6. Sept

Teachers on committee agree they wanted one in spring. March? Sept was good but not as helpful since school year just started.

Committee agrees to add day in March. Although we want to reduce days spent in June more important to train our teachers so that the time spent with kids means more! Better teacher=better learning!

Lindsey will forward calendar that includes dates discussed. Committee understand exact days may be moved based on term endings...ie: March PD day.

Committee wants to use this as a "transition" calendar to allow more time to develop a calendar based on hours. However with limited time to gather info from parents/teachers and deadline of Dec 1 there was not time to

develop a calendar. This 2014-15 calendar incorporates many "wishes" and allows time to develop a good working calendar for ongoing years.

NEXT MEETING: NOV 18 at 4pm at HMS

- Review of two calendar options
 - PD day at the end of the year...no, not always the most high quality,
 - Three Day PD at start of year is supported by all
- January 2...
 - Should we have it or not?
 - Parent standpoint... Get back to routine...start the 2nd
 - Teacher standpoint... Educational it's a sound day...could be a heating issue if we are trying to be energy conscious (from the SAU level)...start on the 2nd
 - There will be pushback from some no matter which way we go
 -
- Errors to fix
 - V-Day is Tuesday 11/11
 - Add "(Columbus Day)"
 -
- January and February...8 weeks of instruction
- Addition of March PD Day..."teachers are gonna love that..."
- March and April have many more straight teaching weeks
- Lots of communication...community, staff,

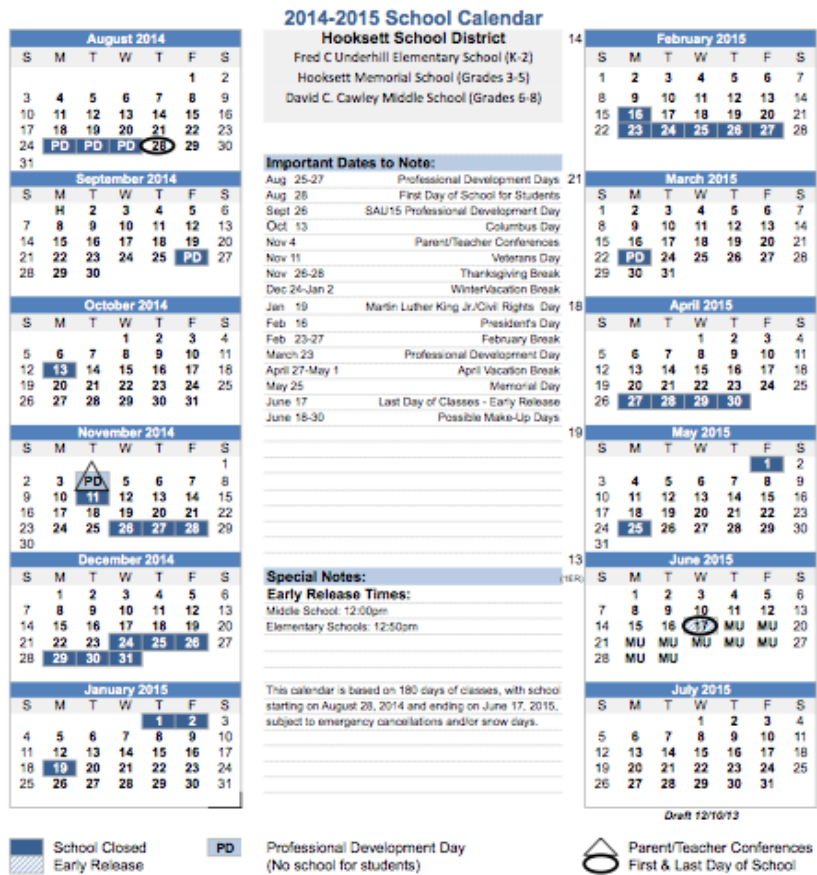
Prep for HSB Meeting on December 3

- Who: Cheryl presents - Support: Steve, Maryann B, Krissy, Deb L.,
- Share changes
- Communication, survey to staff and the community, several meetings, Google Docs, review of other school calendars,
- Copies of survey available, available for our review
- Request to continue for the following school year for 15/16

Group will reconvene in January

CALENDAR MEETING - Dec 10, 2013 - 4:00PM - HMS Office Conference Room

There were many issues that had come up in regard to the draft calendar that was submitted at the first HSB meeting in Dec 2013. We have resolved those issues in this calendar. The issues centered on issues brought forward by the HEA & HESPA unions, as well as the administrators contracts. Several of the days that were listed as "in school" days were against HESPA and admin contracts. As stated we have resolved those issues. Input from both unions was also used to make needed changes in the school calendar for 2014/2015. This updated calendar was sent to Cathy Richard on Tuesday evening, 12/10/13 by Steve Harris. This calendar will be a part of the next school board meeting packet. We will be looking for the board's approval. Cheryl Akstin and I will be sharing this with the board at the next HSB meeting on 12/17 @ 6:30PM.



The group will be working together in January to plan for the 15/16 calendar, with the intent of making some "out-of-the-box" changes.

NEXT MEETING TO BEGIN 2015/2016 CALENDAR
Tuesday, January 7, 2014, 4:15 to 5:30
Hooksett Memorial School