

HOOKSETT SCHOOL BOARD MEETING
AGENDA
TUESDAY, March 5, 2019 6:00 p.m.
LOCATION OF MEETING: David R. Cawley Middle School Media Center

- I. **CALL TO ORDER** – Phil Denbow, Chair (**action required**)
 - A. Pledge of Allegiance – Cawley Middle School Cheerleading Team
- II. **PROOF OF POSTING** - Dr. Charles P. Littlefield
- III. **APPROVAL OF MINUTES**
 - A. Approval of February 19, 2018 Minutes* (**action required**)
 - B. Approval of (Sealed) Non-Public February 19, 2018 Minutes (**action required**)
- IV. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
Please see Guidelines for Public Comment on Page 2 of agenda.
- V. **UPDATES FROM DR. CHARLES P. LITTLEFIELD, Superintendent of Schools**
- VI. **REPORTS**
 - A. Administrator Reports*
 - B. Reports of Standing Committees
- VII. **FINANCE**
 - A. Review of Manifest and Action Relating Thereto (**action required**)
- VIII. **PERSONNEL** - (if necessary)
- IX. **OLD BUSINESS**
 - A. Goals*
- X. **NEW BUSINESS**
- XI. **POLICIES**
 - A. First Reading/Review*
- XII. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
Please see Guidelines for Public Comment on page 2 of agenda
- XIII. **INFORMATIONAL ITEMS AND CORRESPONDENCE**
UPCOMING PRESENTATION: Science
- XIV. **NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (if needed)**
- XV. **ADJOURNMENT (action required)** – The next regularly scheduled meeting of the Hooksett School Board is Tuesday, March 19, 2019 at 6:00 p.m. in the David R. Cawley Middle School Media Center.

GUIDELINES FOR PUBLIC COMMENT AT HOOKSETT SCHOOL BOARD MEETINGS

Guidelines when addressing the Hooksett School Board under OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD section of the Hooksett School Board meeting agenda:

1. Public comment will occur at the beginning and the end of each School Board meeting.
2. Each individual wishing to speak will be given 3 minutes. Everyone is expected to be courteous and polite.
3. Questions for the School Board will be taken under advisement and will be addressed as soon as possible in a manner deemed appropriate by the Board.
4. Members of the public that would like to be included in a current discussion of the Board (at a time other than the Opportunity for the Public to Address the Board) will be allowed to do so only if the entire Board agrees to it.

**HOOKSETT SCHOOL BOARD MEETING MINUTES
TUESDAY, FEBRUARY 19, 2019 6:00 p.m.
LOCATION OF MEETING: David R. Cawley Middle School Media Center**

CALL TO ORDER

Board Chair, Phil Denbow, called the meeting to order at 6:05 pm. Those in attendance were Board members Kara Salvas, Adam Gianunzio, Greg Martakos, James Sullivan and Mike Somers (6:07 p.m.); Fred C. Underhill Principal, Ben Loi, Hooksett Memorial Principal, Steve HARRISES, and David R Cawley Middle School Principal, Matt Benson; Director of Student Services, Christine Gialousis, Director of Math, Assessment and Accountability, Meghan Largy, Dan Roma, Technology Director, and Media Director, Justine Thain; Superintendent of Schools, Dr. Phil Littlefield; Assistant Superintendent, Marge Polak; and Business Administrator, Karen Lessard.

Steve HARRISES, introduced Yianni Kalampalikis, a fifth grade 'model student' from Mrs. Levesque's class who led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Dr. Littlefield provided the proof of posting.

APPROVAL OF MINUTES

Motion by Jim Sullivan, seconded by Greg Martakos, to approve the minutes of February 5, 2019, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

There was no participation.

UPDATES FROM DR. CHARLES P. LITTLEFIELD, Superintendent of Schools

Dr. Littlefield had two updates:

- Becki McCarthy would be recording this meeting in the absence of board recorder, Lee Ann Moynihan.
- He and incoming Superintendent, Bill Rearick, have completed the second transitioning meeting. The third meeting has been scheduled for mid-March. He said 'you're in good hands' with Mr. Rearick.

PRESENTATION – Wellness

Ben Loi, Steve HARRISES, and Matt Benson led the Wellness presentation, each showing how the Wellness Program is being integrated within curriculum, and how it progresses through the Hooksett schools. Each principal gave a brief overview of the importance of this program and how it is being implemented at their respective grade levels. Also presenting were Maggie Lemay, Health and Physical Education teacher at Memorial, Marie Lander, Health Education teacher at Cawley, Bernadette Olsen, Family and Consumer Science teacher, and Cindy Nusbaum, Food Service Director. Brad Largy, Assistant Principal at Cawley and students Allison MacDonald and Bailey Obieri presented pictures of the activities of the first Cawley Wellness Night.

Upcoming Wellness events include:

- Speaker Former Chief Justice John Broderick
- Project Safeguard
- Environmental Awareness
- Mindfulness Practice
- Wellness Week (which included a Color Run)

The board commended the group on their thorough and interesting presentation.

REPORTS of Standing Committees

No activity to report

FINANCE

Motion by Adam Gianunzio, seconded by, Kara Salvas, to accept the February 19, 2019 manifest in the amount of \$2,163,415.77, and the motion carried unanimously.

Motion by Jim Sullivan, seconded by Kara Salvas, to accept the budget adjustments as presented, and the motion carried unanimously.

PERSONNEL

Upon notification of Maintenance Director, Ray Gagnon's intent to retire at the end of the 2018/2019 school year, Phil Denbow thanked Ray for his years of service and dedication to the Hooksett School District. Dr. Littlefield stated that he and Karen Lessard would soon be initiating a search for Ray's replacement and said they "would not find a board members participation unwelcome" during their search.

OLD BUSINESS

Goals

Goals were reviewed. They will be updated for the next regularly scheduled meeting of the board.

NEW BUSINESS

Special Education Grants

Greg Martakos asked for an idea/trending of the numbers over the past few years for special education grants. He referenced the (1/7/19) article in the Union Leader of funds returned after not having been expended.

Dr. Littlefield asked Karen Lessard to give an overview of the State of New Hampshire's software package. Karen said the Project Manager starts by entering information into this program which gets reviewed by the SAU staff accountant. The staff accountant calculates indirect costs and other necessary cost outs, then it goes to the Superintendent for final approval. Finally, after the request is approved by the state and after allocations are granted, the SAU notifies the state monthly how much has been spent. Jim Sullivan asked what grants are applied for, and do we apply for all available grants. Karen stated grants that are applied for are IDEA (Special Ed.), Title I (primarily tutoring/training/parent support/homeless set-asides/materials), and Title II (Professional Development). Marge Polak stated that there are occasionally grants for ELL (English Language Learners). Kara Salvas asked if there were any grants other than federal grants too which Marge stated that they have tried in the past, but, because this is not a high poverty area, they were not able to apply. Marge said whoever writes the grants is assigned a person at the Department of Education who looks at the activity that would qualify the grant. She said there is a lot of oversight at the state level. Marge went on to say there was difficulty with the 16/17 special education grant. The grant ended September 2018, but much of the materials were delivered on October 1, 2018, a day late. Those materials were sent back. She also said that the hope was to hire a paraprofessional with those funds, but were unable to find a candidate. Because these funds had to be returned, additional oversight in the Special Education Office and the SAU Offices have been implemented. She said that because of the change in these internal procedures, the 17/18 grant, which ends September 2019, will be spent well beforehand. When asked for her enrollment numbers, Chris Gialousis gave the following information:

16/17 (287), 17/18 (297), 18/19 (300), 19/20 (310) (projected)

Audit

Greg Martakos asked Karen Lessard what the current fund balance is. She said because not all purchase orders are in place, it is difficult to say at this time. She will be sending out an 'open PO' report shortly and will have a better idea at the second March meeting.

Motion by Greg Martakos, seconded by Kara Salvas, to conduct and audit to review the budget to see if we're budgeting properly.

Considerable discussion ensued.

Jim Sullivan: Already have a good grasp of budget process.

Greg Martakos: Getting 'hammered' on social media about returning funds.

Jim Sullivan: Returning town funds is pragmatic.

Greg Martakos: The fund balance hurt when looking for a bond.

Karen Lessard: Clarify that 1.2 million was returned, not 1.6 million as has been rumored.

Dr. Littlefield told the board to be careful of what type of audit; forensic vs. administrative. He said that Karen Lessard has been of great service over the years and has built up a great deal of trust. However, he added, we are in a climate of misinformation and that an audit might be beneficial.

He said all the information the board wants could be provided by Karen. Referring to a statement in the Vachon Clukay Audit Report, Kara Salvas said that an audit doesn't look at effectiveness of internal control. Greg said his motion was not to insinuate fraud, just to make sure things are in place so that grant funds are no longer returned.

Dr. Littlefield suggested a management audit could be done to look at the source of a higher-than-comfortable fund balance. He said Adam, Phil Denbow, and Karen could do an administrative audit using the current company.

Adam Gianunzio: It's important to have trust and transparency. An audit would be in support of current staff.

Jim Sullivan: Things have always been open, but things get misconstrued. Can't we provide the information on what is driving the perpetual fund balances and then do an audit afterward?

Phil Denbow: Would like to know what the actual figures have been and what their drivers are.

Kara Salvas: A full audit would answer many questions.

Greg Martakos withdrew his original motion and changed it to:

Motion to conduct a management audit to address budget surpluses, seconded by Kara Salvas. With Phil Denbow and Jim Sullivan voting no, all others in favor, the motion carried.

Dr. Littlefield said before anything is presented to the board, Karen Lessard will have the opportunity to present to Dr. Littlefield, Phil Denbow, Adam Gianunzio and Greg Martakos.

Discussion of Warrant Article #2

Motion by Kara Salvas, seconded by Phil Denbow, to direct the Superintendent to request a written statement from all attorneys who reviewed (Warrant) Article #2, explaining to the School Board, the reasoning for advising us to proceed with Article #2 as it relates to the 10% rule. Kara said the board deserves an explanation. Considerable discussion ensued as to whether or not because Article #2 was zeroed out, could fund balance be used for renovation projects. Dr. Littlefield stated no meant no. Kara Salvas stated that the board wrote the warrant article after doing their due diligence and that a lot of effort went into it.

With regard to Underhill space issues, Dr. Littlefield suggested the board establish a subcommittee to do a comprehensive analysis by seeing the result of taking four current classrooms and turning them into kindergarten classes.

He also suggested that the subcommittee could break it down into four parts to see what each would look like 1) Full-day Kindergarten, 2) Security Project, 3) Turner Group Project, 4) Renovation/Addition.

Greg Martakos asked how the board would go about setting up a Capital Improvement Fund. Dr. Littlefield stated that it is a little late to start, but in order to do so, they would put in a warrant article next year to establish a Capital Improvement Fund, hope it passes, and to generously fund it each year thereafter. He said you don't want a project to spike the tax rate.

As an aside, Kara Salvas stated that the Underhill Invention Convention was 'fabulous', that Cawley Career Day might benefit from board member (or two) participating, and congratulated Maryanne Boucher (Underhill) and Margaret Collins (Cawley) for being selected as Kiwanis Teacher of the Year in their respective categories.

POLICY REVIEW

Second Reading/Adoption

Policies EHB, EHB-R, GADA, JEC, and JIC were reviewed as a Second Reading.

Motion by Jim Sullivan, seconded by Kara Salvas, to approve the policies as presented, and the motion carried unanimously. By approving the policies as presented, Policy EHB-R has been eliminated.

NON-PUBLIC SESSION (if needed)

Motion by Jim Sullivan, seconded by Kara Salvas, to enter into a non-public session RSA 91-A:3 Section II c at 8:50 p.m. A poll vote was taken and the motion carried unanimously.

The board reconvened into a public session at 9:40 p.m.

Motion by Jim Sullivan, seconded by Kara Salvas, to seal the minutes, in perpetuity, because the divulgence of the information would likely adversely affect the reputation of a person/people other than a member of the board itself, and the motion carried unanimously.

ADJOURNMENT

Motion by Jim Sullivan, seconded by Kara Salvas to adjourn at 9:42 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca SJ McCarthy
Acting Board Secretary

The next regularly scheduled meeting at the Hooksett School Board is **Tuesday, March 5, 2019** at 6:00 p.m. at the David R. Cawley Middle School Media Center.

**Hooksett School Board Meeting
Assistant Superintendent Report
3/5/19**

Science Program Implementation

- Due to a number of weather-related school-start delays, walkthroughs of science classes have had to be rescheduled and will be completed during the next few weeks.
- As administrators and I walk through classes, we are looking at evidence of our NGSX training being implemented including a focus on students creating models in the context of investigating and questioning science content and phenomena.
- Teacher representatives from each building are in the process of preparing an update on the new science programs for the School Board meeting later this month.

School Board Goal

Increase the district's flexibility to transform educational experiences for students by becoming an innovative school district.

In the world of education, innovation comes in many forms. There are innovations in instructional techniques, delivery systems and in the use of technology. There is also a growing consensus that preparing students to succeed requires teaching not just content knowledge but providing opportunities that enable our students to be academically competitive in the global community.

This year, our goal for grades 3 through 8 is to create learning opportunities for students focusing on the dispositions of collaboration, communication, creativity and self-direction. Makerspaces will be developed in each school to encourage students to design, experiment, build and invent as they deeply engage in science, engineering and tinkering. These rooms provide space and time for students to build, explore, fail and retry, and share their ideas with others.

The space can be a large elaborate area with 3-D printers, all kinds of technology and interesting tools or as simple as a cart or bins with recycled materials. However, the goal is the same – a location for students to create and investigate.

We will be working with both schools during the next few weeks to make plans for these spaces. Funding for this project will be through a Title IV grant from the NH Department of Education.

Mathematics Professional Development

- Our long-time math consultant, Jessica Kaminski, is in the process of creating E-Courses for our teachers. This initiative supports the Board goal of exploring alternative options for delivery of professional development.
- The first E-Course: *The Progression of Addition and Subtraction* is a 6-hour series. It includes a narrated presentation that features student videos, instructional teaching and detailed information about standards and connections to the *Math In Focus* curriculum. Each segment also includes printable notes and activities to use in the classroom.
- E-Courses on Multiplication and Division, Fractions, and Bar Modeling are coming soon.

Fred C. Underhill School Principal's Report March 2019



VI.A.

Underhill School's Reading Challenge Kick-Off

Fred C. Underhill School's Reading Challenge for 2019 has begun! The theme this year is "Wild About Reading." Our mascot, Fred, has been hibernating in the wild of course. Once he wakes up from his deep sleep, he will need help finding his way back to Underhill School.

The challenge this year involves having the students read as much as they can to help Fred find his way back to Underhill School. The more the students read, the easier it will be for Fred to find the school. The bulletin board by the library will track the progress of our readers and track Fred's progress as he makes stops in some NH locations on his way back to Underhill School.



Mrs. Landsman and Mrs. Murray kicked-off the reading challenge at the February assembly. While dressed in his winter hiking gear, Mr. Loi explained that he was going to search for Fred in the wilderness and encourage him to come back to Underhill. Mr. Loi also agreed to do a "wild" stunt if the students completed the reading challenge and if Fred makes it back to Underhill.

Invention Convention Update

On Monday, February 18th, our young inventors were able to showcase their creativity and problem solving skills. We had over 30 inventors this year. The inventions varied from household innovations sporting goods enhancements. We also had some unique toy inventions. We're proud to announce that six Underhill students will be moving onto the regional Invention Convention.

Grade 1:

- 1st Place - Jerry Locklear: Extend-o Handle
- 2nd Place - Violet LaRosee: Game De-Fence

Grade 2:

- 1st Place Tie - Brooke DeVall : WaFood
- 1st Place Tie - Ella Liadis : Snowman Dryer
- 2nd Place - Carter Casey: Marker Saver

Challenge Category Winner - Stewart Gregory: Zippy
Fun-vention for the next new hit toy

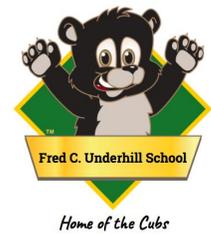


Congratulations to all of our participants! We look forward to seeing their inventions next year!

Fred C. Underhill School

Principal's Report

March 2019



Incoming Student Parent Information Night

On February 20, 2019, we hosted an informational presentation for parents of new incoming Kindergarten and First Grade students. We had close to one hundred people in attendance! I reviewed the registration process along with basic information about the Kindergarten and First Grade programs. I also shared some basic information regarding safety procedures and school routines. Parents had the opportunity to ask questions. We provided a tour of the school afterwards.



Upcoming Events:

March 2019

- February 25 - March 1, 2019 -- February Vacation Week - No School
- March 4-8, 2019 -- Dr. Seuss Week
- March 12, 2019 -- Voting Day (Deliberative Session Part 2) - 6:00 a.m. to 7:00 p.m.
- March 12, 2019 -- Professional Development Day - No School for Students
- March 15, 2019 -- Trimester 2 Ends
- March 22, 2019 -- Trimester 2 Report Cards Go Home
- March 27, 2019 -- Skywatch - 7:00-9:00 p.m. @ Cawley Middle School
- March 31, 2019 -- Regional Invention Convention - 8:00 a.m.-3:00 p.m. @ Southern New Hampshire University
- April 4, 2019 -- Underhill School Literacy Celebration and Book Fair - 5:45 - 7:45 p.m.

Respectfully submitted,

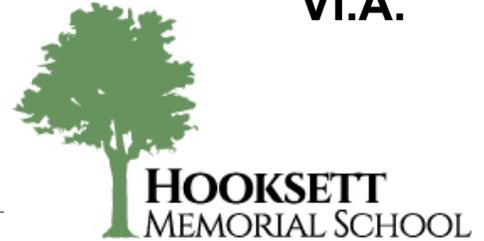
Benjamin Loi, M.Ed.
Principal

Hooksett Memorial School

Principal's Report - March 2019

Inspiring Excellence Together

VI.A.



ALPS Update / Robotics challenge evidence submitted

- 3rd grade has just completed the first Robotics Teams, competing with teams around the globe in the online challenges hosted by Wonder Workshop.
- There are 2 enrichment groups in grade 3 made up of students passionate about writing. Each group is working on writing articles and composing games to put together a Newspaper to share with classmates.
- Also in grade 3, a math enrichment group is taking on mental math, place value, and teamwork challenges to enhance their math skills.
- All 4th graders are involved in a weekly enrichment during Flex Fridays, in which they have chosen to try game coding in Scratch, learn some foreign language using Duolingo and all will complete a small project to share at the end of the Trimester.
- 4th grade ALPs students in ELA are completing a writing piece in which they hone descriptive writing techniques; while the math students are entering a study of geometry, exploring their understanding of through games and analytical discussions. (Is a rhombus a square? Is a square a rhombus? Explain what you know and don't know.)
- Mrs. Levesque teamed up with ALPs to have her 5th-grade class complete and submit 5 group projects to enter the National Geographic GeoChallenge: Tackling Plastic Pollution in our waterways and oceans. Through teamwork, they used mapping, writing, research, videography, and computing skills to create a presentation of a solution to the problem.
- The Curiosity Challenge submissions are starting to come in for 2019 - MIT Competition

Skywatch 2019

Back by popular demand, we are going to host another Skywatch event on March 27, 2019, for our community at CMS. The NH Astronomical Society will have a brief 30-minute presentation in the media center followed by viewing the night sky with telescopes from 7:30 - 9:30 pm.

Jump Rope for Heart

From February 18th until March 22nd, Hooksett memorial school is participating in the American Heart Association's Jump Rope for Heart. In PE, students will learn jump rope tricks, create routines and have jump rope endurance competitions. They will also have a chance to practice during morning PLT and recess. We will be discussing how the heart works, how to increase cardiovascular fitness, and how to prevent heart disease through diet, exercise and healthy habits. Every student will participate in Jump Rope for Heart in this capacity. This program also includes an optional fundraiser to help raise money for the American Heart Association.

HMS Math - Conversations About Instruction

At HMS a group of teachers from all grade levels and administrators have been working closely with Meghan Largy to observe lessons and identify both best practices and area of need that appear school wide. This is an evidence based approach to school-wide self-improvement in which networks of teachers and administrators gather specific, non-judgemental, non-evaluative, observations on a school self-identified problem of student learning to make and implement recommendations for large scale improvement. The overall goals of this pilot are to:

- Improve student achievement on a self-identified problem of student learning
- Strengthen a shared culture through relationships of trust and support
- Deepen a shared understanding through authentic experiences
- Learn about instructional rounds and determine if this can be a school-wide approach for improving student achievement across mathematics or other subjects going forward



Invention Convention

HMS Invention Convention was a huge success. We celebrated 50 students totaling 31 inventions. First and second place winners will represent our school at the Regional Invention Convention at SNHU on 3/31/19. What a great success! All of our inventors stretched their thinking as they created their real-world problem solving inventions.

Invention:

Grade 3

- **3rd Place** Maggie McAuliffe for the Bus Blocker 2000
- **2nd Place** Emma Hebert : the Animal Feeder
- **1st Place** Emma Tilton and Madelyn Mitchell for the Unbelter 2000

Grade 4

- **3rd Place** Trip Hanna & Michael Cheung: Out of the Box Science
- **2nd Place:** Parker Boulanger: Brace Case
- **1st Place:** Taylor Arvanitis: No Fuss Toothbrush

Grade 5

- **3rd Place** Max Daigle & Brandon Dyer: Snow's Nemesis
- **2nd Place** Sophia Cahoon & Lillian Sibona: Reading in the Rain
- **1st Place** Isabel McIntyre: The Clencher

Rube Goldberg:

- **3rd Place:** Garrett Gould & Lance Bordeleau for The Light Switch
- **2nd Place:** Nathan Canavan, Tyler Elliot, Nicholas Zagaria, Jamie Godbout for the Fan-O-Matic 9000
- **1st Place:** Jack Welch & Miles Shea for the Mighty Lighty



EMS in the Warm Zone

HFRD will be hosting the NH Bureau of EMS's – EMS in the Warm Zone – Operations course at the Hooksett Memorial School on Saturday, March 23rd. The intent is to get as many personnel certified in this class as possible. So far we have had 7-8 personnel who have gone through it at other locations. This is the practical portion of the EMS in the Warm Zone training modules that were done on NHOODLE. If you are looking to take this course, please make sure you have completed the Awareness and Operations online modules. Overtime / backfill will be paid for attending this part of the course. This course will also have Hooksett PD officers enrolled, as well as personnel from other departments if space is available. At this time, we have just reserved the date/time and venue. If you are interested in this class, please reserve the date at this time. HFRD personnel have priority for placement. Within a week, a CREF # will be created and members will be able to sign up on NHOODLE. ~Joseph P Stalker, Captain, Hooksett Fire

TIGER visits HMS

TIGER from Plymouth State University visited HMS on Friday, February 22nd. TIGER stands for "Theatre Integrating Guidance, Education and Responsibility. Their program, "Brand New Day" focuses on encouraging young people to be resilient and stand up for others. HMS had two performances, with each slightly tailored to meet the varied needs of the ages of the students at that show. Thanks to the Hooksett PTA for again supporting this event at HMS. Great show!

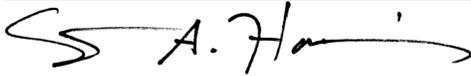
Peer Leaders @ HMS

HMS peer leaders are discussing the idea of some of our peer leaders possibly providing homework help, or simple tutoring with kids who may need a good peer helper. Many of our peer leaders are interested in taking part in this service. Our staff volunteers, Mrs. Champagne, Mrs. Pasqual and Mrs. Tetreault have reached out to teachers for some feedback. We are hopeful that this idea can begin soon after we return from February break.

Quote to Note

“We may have all come on different ships, but we’re in the same boat now.”
Martin Luther King, Jr.

Respectfully Submitted,



Stephen A. Harris, Principal

Upcoming Events at Hooksett Memorial School

March 2019

- 2/25 - 3/01 - February Vacation
- 3/4 -3/8 - National School Breakfast Week
- 3/6 - Kids Making a Difference/Gr. 3 SCA/Gr. 5 Field Trip/DI
- 3/11 - Gr. 4 Field Trip
- 3/12 - No School
- 3/13 - Gr. 4 Field Trip/Gr. 3 SCA/DI/ Kids Making a Difference/DI
- 3/14 - Peer Leader Meeting/PTA Wellness Night
- 3/15 - Gr. 5 Talent Show
- 3/16 - Girls On The Run
- 3/19 - Girls On The Run
- 3/20 - Girls On The Run/Gr. 3 SCA/Kids Making a Difference/DI
- 3/21 - Girls On The Run
- 3/25 - Girls On The Run
- 3/26 - Girls On The Run
- 3/27 - Gr. 3 SCA/Kids Making a Difference/Skywatch @ CMS/DI
- 3/28 - Girls On The Run/Peer Leader Meeting
- 3/30 - DI State Tournament

April 2019

- 4/1 - Girls On The Run
- 4/2 - Girls On The Run
- 4/3 - Girls On The Run/Gr. 3 SCA/Kids Making a Difference
- 4/4 - CMS Musical/Girls On The Run
- 4/8 - Girls On The Run
- 4/9 - Girls On The Run
- 4/10 - Girls On The Run/Gr. 3 SCA/Kids Making a Difference
- 4/11 - Girls On The Run/Peer Leader Meeting
- 4/12 - PTA Mother/Son Event

**CAWLEY MIDDLE SCHOOL
PRINCIPAL'S REPORT
"Make a Mark, Make A Difference:
2017 New Hampshire Middle School of the Year
March 2019**



Kiwanis Educator of the Year

Eighth grade science teacher, Margaret Collins was selected as the 2018 Middle School Kiwanis Hooksett Educator of the Year. Margaret Collins has been an educator in the Hooksett School District for nineteen years. Margaret is a talented professional who is an expert in her content area, but more importantly an expert in communicating her knowledge of science to all students. Margaret is a school leader, as she has volunteered her time to be on numerous school, district and SAU committees such as; Technology Committee, Good to Great, Teacher Effectiveness, Middle School Month, Scheduling Committee, NECAP Assembly, Literacy Committee, STEM Committee and Professional Development Committee. Margaret has been the Hooksett Education Association Co-President and is currently the Grievance Chair. Margaret is the co-advisor for the STEM Club. Margaret was a Student On Line Atmospheric Research participant and participated in the Research Experience for teachers. She implemented "Forest for Every Classroom training, which was a cross-curricular student driven study for the forest on the school grounds of Cawley Middle School. Mrs. Collins has been active maintaining water quality, natural resource management and watershed ecology. She has raised trout in her classroom to foster a conservation ethic in students. Students release the trout into Dalton Brook. Last year, Margaret trained science teachers in SAU 15 and around the state on how to plan and implement inquiry based science instruction. Margaret has always been on the cutting edge of high quality instruction and assessment of students.

National Geographic Grosvenor Teacher Fellowship

Seventh grade science teacher and summer STEM teacher, Kelly Blais, was awarded the prestigious Grosvenor (*Grove-ner*) Teacher Fellowship by National Geographic. The goal of the Grosvenor Fellowship is to engage K-12 educators in field-based experiences that can be reflected in their teaching practice and shared within their communities. As part of the fellowship, Kelly will be traveling to Washington D.C. in April to represent Cawley Middle School at National Geographic headquarters, meeting with other educators and scientists as they plan and prep for an expedition to the Galapagos Islands. In August, Kelly will board the *Endeavor 2*, traveling throughout the island chain and working with naturalists, geologists, biologists, and oceanographers on various research projects.

March 12 Workshop Day

On March 12, all teachers will attend the "Mental Health First Aid Training" presented by Merrimack County Juvenile Services. "Youth Mental Health First Aid introduces educators to common mental health challenges for young people and reviews adolescent development information. The training offers a five-step plan to

assist helping adolescents from 12 to 18 who may suffer from anxiety, depression, substance misuse, disruptive behavior disorders, and other disorders. Youth Mental Health First Aid is also a key recommendation of the Governor's School Safety Preparedness Taskforce.”

Middle School Month

The coming of spring brings with it the celebration of adolescents. March is National Middle School Month. Ten to fifteen year olds make a difference in their families, schools and communities everyday, so Cawley designates one special month to celebrate middle school students and who they are and what they've accomplished. At Cawley, there are a variety of activities throughout the month that include dress up days, trivia questions and a culminating spirit rally and dance which is scheduled for March 22, from 6:30 – 9:00 pm. Each week will have particular focus on a theme. Week 1 – Dr. Seuss, Literacy, Week 2 – Cultural Diversity, Week 3 – Growth Mindset.

National Foreign Language Week will be observed March 8 - March 15.

In recognition of National Foreign Language Week, the pledge will be recited in English as well as five different foreign languages.

Middle School Month is kicked off with a school-wide dodge ball tournament on March 8, where students contribute \$1.00 each to play for their team. The money collected will be donated to a local Hooksett charity.

Cultural Diversity Training for Staff/Students (HSB Goal)

As part of the Middle School Month and the Hooksett School District's school board goal of, "Exploring training/awareness of cultural sensitivity and diversity for staff to improve outcomes for student/inclusion." Students and staff will participate in a cultural diversity workshop on March 13. "The presenter, Becky Field uses photography to focus primarily on social, cultural, ethnic and religious diversity in New Hampshire. The photographs raise awareness about the strength and vitality of ethnic, cultural and religious diversity in New Hampshire, while also honoring and celebrating the families." The presentation will recognize the contributions of New Hampshire's immigrants and refugees, and educates the general public about the paths to resettlement. As part of the eighth grade presentation and staff presentation a refugee will attend to share his/her personal stories of fleeing their country and transitioning to the United States.

E-Cigarette Presentation

As part of Middle School Month, Dr. Cheryl Abel, an associate professor of pharmacy practice at the Massachusetts College of Pharmacy and Health Sciences will speak to each grade level to share the short-term and long-term dangers of e-cigarettes. Dr. Abel is an experienced presenter and expert in her field. After each presentation, Health teacher, Marie Lander will provide students with a time to reflect and debrief about the presentation.

Builders Club

The Cawley Builders Club is getting ready to SPRING into action. Members of the club will be volunteering at the Hanover Hill Nursing Home. Students will be selling "Hoppy Grams" - plastic eggs that are decorated and filled with treats for friends in April. Cookies will be baking food in Mrs. Olsen's room for delivery to the Hooksett Safety Complex. Members are beginning to plan a movie night for the student body.

National Junior Honor Society

The National Junior Honor Society raised \$253.00 from selling Cupid-Grams in the days leading up to Valentine's Day. The money will be donated to the Hooksett Food Pantry. Members have been working hard volunteering their time in the school and community and are thinking about a service project to help Cawley Middle School in the month of March. In addition, 15 members helped to prepare and serve breakfast for all staff on February 21.

Athletics

The Cheerleading team finished the season on a high note. The team won first place at Cheer Madness and Astro Blast. In addition, the team won "Best Pyramid" at Astro Blast.

Co-ed Volleyball has competed very well in the first three matches of the season. There are five scheduled matches after February vacation.

Spring Sports Tryout Information:

BASEBALL: Coach: Mr. Bouchard: Tryouts begin Monday, March 25 --time/location TBD. All athletes trying out for baseball will need to show up day one with athletic handbook filled out, a change of clothes, water bottle, sneakers, cleats and glove.

GIRLS SOFTBALL: Coach: Mrs. Schaeffer: Tryouts begin Monday, March 25 --time/location TBD. All athletes trying out for softball will need to show up day one with athletic handbook filled out, a change of clothes, water bottle, sneakers, cleats and glove.

BOYS LACROSSE: Coach: Mr. Behling: Tryouts begin Monday, March 25 --time/location TBD. Boys should have athletic handbook filled out, a change of clothing, helmet, gloves, arm pads, shoulder pads, mouth guard, water bottle, cup, stick, cleats & sneakers.

GIRLS LACROSSE: Coach: Ms. Blais & Ms. Lander: Tryouts begin Monday, March 25 --time/location TBD. Girls should have athletic handbook filled out, cage/goggles, mouth guard, water bottle, stick, cleats & sneakers.

TRACK & FIELD BOYS & GIRLS: Coaches: Mr. Middleton, Mrs. D'Amours, Mr. Bickford: Tryouts begin Monday, March 25 --time/location TBD. Athletes should have

athletic handbook filled out, a change of clothing, running shoes and a water bottle. Students will start trying out for events day one.

GOLF BOYS & GIRLS: Date/Time/Location TBD: See Ms. Gallivan in Room 110 with any questions.

Performing Arts

On March 9, chorus and band students will be participating at the New Hampshire Music Educators Association Large Group Festival. Students will observe other local middle school performers, perform three prepared pieces and sight read. This will all be performed in front of adjudicators who will judge the students' performances as ensembles and give them a grade. Students will receive valuable feedback that can apply to future performances.

Eight music department students have been selected to perform at the South Central District Middle School Music Festival. Those following students are: James Bridges, Ashley Baillargeon, Emma Houston, Donny McKinney, Cooper Brockway, Ella Crockwell, Briana Danis, and Wendy Parcel.

The 8th grade musical, "Beauty and the Beast Jr.", is well underway. Students have been working on singing in harmony with proper technique, physical acting through blocking and character work and adding movement to music through choreography rehearsals. Regardless of their experience levels in music and/or drama, the growth in their confidence and performing abilities has been incredible. The performances are April 4 and April 5 at 9:15 am and 7:00 pm.

Upcoming Key Dates to Note at Cawley:

- March 4 – 8: 3rd Quarter Progress Checks
- March 6: Vaping Informational Presentation @ Candia Moore School, 6:30 pm
- March 12: No School, Voting Day, Teacher Workshop
- March 15: Trimester 2 Ends
- March 18: Trimester 3 Begins
- March 22: Student Council Dance, 6:30 – 9:00 pm
- March 22: Report Cards Distributed

Respectfully Submitted,



Matthew Benson, Principal

Hooksett School Board Meeting
March 5, 2019
Director of Student Services Report

VI.A.

- **Professional Development**

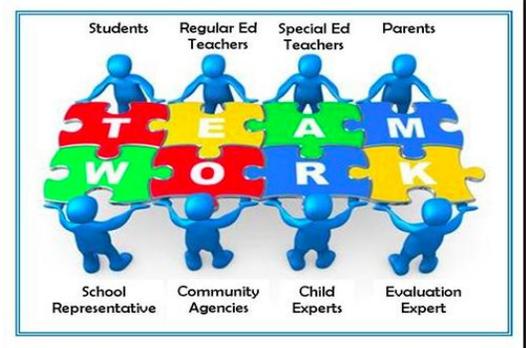
- **NHASEA March Conference** - On March 14th & 15th, the special education administrative team will be attending the annual NHASEA special education conference. The topics to be addressed are:
 - **Creating Trauma Sensitive Schools** - As many as 1 in 4 children in every classroom have experienced childhood trauma. Children who have been abused, neglected, are in foster care, live in poverty and/or exposed to violence often have trauma that interferes with their ability to learn and behave in school. This workshop will show the neurobiological impact of trauma and demonstrate the prevalence of these children in our classrooms. Participants will learn about the 4 R's of trauma-informed education – Realize, Recognize, Respond, and Avoid Re-traumatization. Specific strategies will be provided for educators to use in their classrooms to support traumatized children in their classrooms. A sample lesson plan will be shared. Bloom's Taxonomy, differentiated instruction, constructivist teaching, and explicit executive function instruction will be discussed.
 - **Managing Students with Complex Mental Health Needs: Expanding the Options** - Options for working with providers, within and beyond the school, will also be addressed through this process to expand each participant's repertoire of tactics for managing mental health issues.
- **Teacher PD Day**
 - On March 12th, special education teachers and Title I tutors will be participating in additional Lexia Core5 and PowerUp trainings to include data analysis and the creation of learning action plans for students.

- **Title I Programming**

- I will be meeting with the principals and Title I teachers in the very near future to review effectiveness of the current Title I Summer program model and to make any needed revisions. Letters with information and dates will be going out to eligible families in late March.
- Parent information nights will be held in early April for all three schools.

- **PTA Presentation - High School**

- There will be a presentation at David R. Cawley Middle School on May 30th @ 6:00 to help inform parents about the special education process and programming at the high school level. This is the second year that the special education admin team has collaborated with the PTA to support families with this transition.



Respectfully Submitted,
Christine Gialousis



**DIRECTOR OF MATHEMATICS, ACCOUNTABILITY, and ASSESSMENT
MARCH 2019**

Monthly Team Meetings

Vertical team meetings continued this month. Teachers discussed the scope and sequence of the skills covered in our previous meeting and then worked collaboratively to plan a lesson for a different grade level. These meetings will continue through the rest of the school year in order to develop a broader understanding of the progression of skills.

HMS Math Rounds

A team of teachers and administrators is participating in a pilot of rounds. The goals for this pilot are to improve student achievement on a self-identified problem of student learning, strengthen a shared culture through relationships of trust and support, deepen a shared understanding of mathematics instruction at Hooksett Memorial School through authentic experiences, and learn about rounds to determine if this can be a school wide approach for improving student achievement not only in mathematics but other disciplines as well.

Teachers and administrators observed classrooms for twenty minute periods and during this time recorded evidence, not judgments, related to the self-identified problem of practice. All classrooms were renamed in order to maintain a safe and trusting environment. The team then met to discuss the evidence collected during observations and identified patterns that were observed across all classes. The team will be meeting again on March 5, 2019 to make recommendations to implement into their classrooms

Progress Monitoring Pilots

In support of the Hooksett School Board's goal to determine an assessment tool for the progress monitoring of mathematics, several classroom teachers as well as special education teachers have been piloting different benchmark and progress monitoring tools. The teachers involved in these pilots have been able to provide some valuable insight into these tools and given the feedback so far I have invited a small group of teachers to join this pilot so that we can collect more data in regards to the effectiveness of each tool in identifying skill gaps so that teachers can use the data to drive instruction and help students to be successful.

Accountability and Assessment

Data review conversations have begun and will continue at each school. At Memorial, Mr. Harris, Mrs. Kelly and I met with teachers individually to review their winter NWEA data. With each teacher, we identified common skill gaps in students that did not meet their projected growth so that teachers could use this information to individualize instruction to help these students stay on track to meet their goal in the spring.

Respectfully Submitted,

Meghan Largy

Meghan Largy
Director of Mathematics, Accountability & Assessment

Hooksett School Board Meeting
March 5, 2019
Director of Technology Report

School Board Goals

Several projects are currently underway that will make significant improvements to our areas of biggest concern. The David R. Cawley middle school has received a tremendous upgrade to its back-end infrastructure so far this year. The server equipment that manages the day to day operations, however, continues to lag behind at Cawley and throughout the district. In order to increase our efficiency, and reduce costs, we have begun the process of analyzing how essential services may be centrally managed by a single district controller such as web filtering, DHCP, DNS, user authentication and WiFi deployment.

Current Events

The technology department was very busy throughout February while working on several goals and projects. A server was configured out of retired hardware that is now running an asset management system. The technology department has begun an extensive inventory of our current resources utilized by students and staff throughout the district. The asset management system put in place will help us keep track of subscription renewal dates, purchase history, device lifetimes, and can also be used to assign devices to users which will help us keep track of where our assets are and who has them. The technology department also coordinated with the shooter detection system vendor teams to integrate the servers with the existing camera and public address systems within each of the three buildings. Computer profiles were also configured and have begun to be deployed within Cawley which give the administrative team further control, and restrictions, regarding what users should and should not have access to while using computers in the classroom.

House Bill 1612

The SAU15 technology directors continue to make progress with the upcoming data and security plan. The first draft of the plan was extensively worked on throughout the month of February and should be ready for an early reading with the Superintendent in March. A number of important security protocols have been identified by our team which will act as a guideline for how systems are managed and secured throughout the SAU. Although the plan will act as a guideline for security procedures for SAU15 as a single entity, the ability to customize key details and policies within each of the three districts will remain. We look forward to sharing the completed plan for your review in June of this year.

Respectfully Submitted,



Daniel Roma, Director of Technology



Fred C Underhill School

Items circulated this month: 1,843

Mrs. Landsman & Mrs. Eaton held 13 kindergarten lessons and 22 kindergarten book exchanges in the library this month. Kindergarten students are learning to make connections between their own experiences and literature. They read both fiction and nonfiction books about Groundhog Day and Valentine's Day to explore the difference between real facts and stories. Students are learning how to take care of library books and basic library procedures during this third rotation of Kindergarten class.

There were 26 first-grade classes held in the library in March. First-grade students learned to use valid resources in print and online as we searched for facts about hibernation. Students reviewed the difference between fiction and nonfiction. Students learned how to independently access ebooks, both in school and at home. First graders explored a variety of resources, digital and print, to learn facts about the symbols and traditions of celebrating the Lunar New Year in preparation for the Second Grade Dragon parade at our whole-school assembly.

Twenty-three second-grade classes were held in the library this month. Second-graders practiced selecting valid resources, digital and print, as they gathered facts about the Lunar New Year. Each class conducted brief research on topics corresponding to their roles in the culminating Dragon Parade event at our whole-school assembly. Mrs. Noboa's class participated in a virtual field trip to Busch Gardens to learn about cheetahs.

In addition to regularly scheduled library classes, Mrs. Landsman & Mrs. Eaton provided a number of learning opportunities across the school. Students participated in the Underhill School Invention Convention on February 18th, coordinated with our Library Media and ALPs programs. The *Wellness News* Junior Editors met weekly to publish the February issue. They are learning how to conduct interviews, create graphics and consider basic layout. The *Matilda Literature Circle* interviewed family members, creating venn diagrams to compare and contrast concepts, and explored the writing of limericks, as Matilda did in the story.

The *Small and Tall Book Club* met to discuss the book *My Father's Dragon*. Facilitators dressed as characters from the story to be interviewed by the readers, who then received tickets to head to the Wild Island setting where they enjoyed activities at each station. More than 20 people attended this month.

A school-wide assembly was held on February 22nd, including the kick-off for our month-long reading challenge. Coordinated through the Library with the Literacy Activities Committee, the theme this year is *Wild About Reading!*



Hooksett Memorial School

Items circulated this month: 1,471

Ms. Beaudoin & Mrs. Pyles held 30 third-grade classes in the library media center this month. Third-graders completed their research on Earth/Moon/Sun by working with small groups to answer challenge questions, digging deeper into their research topic. Students will "show what they know" about their topics in projects being developed with classroom teachers. Third-graders also learned about genres and practiced identifying different genres with a charades-type game. Mrs. Beaudoin also met with five different third-grade classes to coordinate technology enhancements to learning, including VR exploration of ecosystems,

enhanced writing prompts with web-based Switch Zoo, and digital presentation options for student research.

Thirty fourth-grade classes were held in the library in March. Fourth-graders finished their non-fiction slideshow projects by peer-reviewing projects and providing feedback. Students also learned about primary sources and the importance of this type of resource to historians examining the past. Students participated in an interactive Smartboard activity reviewing the concepts learned about primary sources.

There were 28 fifth-grade classes in the HMS library this month. Fifth-graders learned about plagiarism, the difference between copyright and creative commons, and participated in an activity identifying plagiarism and proper uses of resources. Students continued their multi-lesson podcast project, using *Garageband* to record readings of their book commercials, written in class last month. Fifth-graders also learned about a variety of podcasts that are available online for their age group and listened to podcasts from *Pulse of the Planet* and *Science Update*.

In addition to regularly scheduled library classes, Mrs. Beaudoin has collaborated with classroom teachers on a number of projects and learning activities including utilizing Skype to connect students with experts to interview about research topics; connecting with a *safariLIVE* program, allowing students to connect and ask questions in real time with safari leaders in Africa; coordinating a *Mystery Class* project using *Flipgrid* to share video questions back and forth with another classroom, trying to identify the location. This project allows students to hone their questioning skills, connect with what they have been learning in the classroom about the regions of the United States, and broadens their knowledge of their country and the world.

HMS Media Center @MemorialLib · Feb 1
A 4th grade student connects via Skype to Chris Smith, Chief Meteorologist, WJHG-TV in Florida, to ask questions about hurricanes for his Genius Hour project.



David R Cawley Middle School

Items circulated this month: 595

There were eleven before/after school meetings and staff events held in the CMS library this month. In addition, 10 classes were held in the library to provide students access to print, digital, and equipment resources; classes included 7th & 8th grade Social Studies and Music. The library was also used for NWEA make-up sessions, French class research access, and 3D design and printing support to Mr. Trimmer's *Hawk Nest Engineering* class.

Over the course of the month and during winter break, I have been investigating alternative educational services including Mitinet Bestmark Service, Softlink's Oliver, Brightwater Koha, Alexandria Researcher, ProQuest's Culturegrams, Newsela, EVERFI and OER. We are continually evaluating our current learning resources and services in order to offer high-value services to our school communities.

Respectfully submitted,

A handwritten signature in black ink that reads "Justine Thain". The signature is written in a cursive style.

Justine Thain, Library Media Director



VI.A.

Hooksett School District

HOOKSETT SCHOOL BOARD

SCHOOL ADMINISTRATIVE UNIT NO. 15
90 FARMER ROAD
HOOKSETT, NEW HAMPSHIRE 03106
TELEPHONE 603-622-3731

FRED C. UNDERHILL SCHOOL

TELEPHONE 603-623-7233

HOOKSETT MEMORIAL SCHOOL

TELEPHONE 603-485-9890

DAVID R. CAWLEY SCHOOL

TELEPHONE 603-518-5047

To: Hooksett School Board
From: Ray Gagnon
Date: 2/27/2019
Subject: Maintenance Monthly Report – February

Custodial Staffing

- Underhill has one open part time position since veteran's day. No candidates to date. I'm contacting staffing agencies for assistance
- No staffing issues Memorial.
- Cawley continues to struggle with staffing. One FT custodian is out again for medical issues. New F.T. hire working out well. Agency custodians also working out well and the plan is to hire them.

Life Safety Repairs

- Underhill exterior lighting of front walkway updated @ \$5950.
- Underhill & Cawley generator batteries quoted and a purchase requisition in process.
- Diesel fuel will be ordered next week for the generators at each school.
- Underhill Internet Communication Interface Device replaced on the security system. \$1,288 repair corrected the frequent resets that occurred during last 12-18 months.
- Underhill intercom system reviewed and updates quoted @ \$6,950. Using funds added by S.B., a requisition has been submitted.
- Memorial intercom system upgrades reviewed during the vacation week and updates to be quoted in March.
- Cawley Fire Panel having shorted strobe circuit per Fire Department Status Notice. Hampshire Fire responded and the exterior strobe to be replaced.
- Cawley Intercom faults reviewed and quoted. \$13,056 upgrade completed during Feb vacation week. An additional \$960 was required to complete the work.
- Cawley Cafeteria tables have become a safety issue as they require over-exertion to lift. The 15 year old tables need the 6 torsion bars in each and the casters replaced. 20 table kits were purchased (\$5,442) and with Biofit assistance one table was retrofitted and lifts like new. The one retrofit required several man hours. Better mechanical skills and tools are needed. Biofit Company referred LEYBCONSTRUCTION who reviewed/quoted \$180/table x 19 = \$3420.

HVAC REPAIRS

- Underhill kitchen hood not working. Urgent repair was completed, cost was minor.
- Unit was repaired on Memorial HVAC Computer reliability being affected by lack of 110 volt circuits in data room. Three additional circuits were added to address overloaded circuit @ \$859.
- Memorial boiler inspection indicated pressure relief valves are dripping. The two 2" valves and the faulty auto fill valves were replaced. Estimated cost of urgent repairs is \$3,000
- Cawley glycol analysis indicates reserve alkalinity and freeze protection adjustments are required. \$4,977 treatment completed during February Vacation week. A \$1,277 quote received for the removal of 250 gallons of dirty glycol in a holding tank that will be scheduled in the coming months.
- Cawley Cafeteria's ERV-9 Heat Wheel condition poor. System has been put in "Unoccupied" mode which recirculates/heats the air but does not replace air. Kitchen and Gym will provide enough fresh air until replaced. The \$10,100 heat wheel quoted 6/25/18 with a 12 week lead time on parts. A budget adjustment will be required.
- Cawley ERV 4, 7, 8 and 12 all have failing Enthalpy (Heat) Wheels that will need to be replaced in the near future for the above reason. All have been quoted @ \$10,113 to \$11,400 each. These repairs should be considered for unexpended fund use.

Domestic Water Systems

- Memorial had a weekend classroom faucet supply pipe leak that flooded several rooms. Local custodians from all schools assisted in the cleanup.
- Cawley blocked drains and worn out faucets repaired/replaced during vacation week.

Misc. Maintenance Project and Repairs

- February's inclement weather cleanup of both exterior and interior have kept the staff busy much of the month.
- Underhill and Memorial will have a State facility audit scheduled for March 6.
- Underhill Heat Piping is not insulated throughout the building. North Country Mechanical Insulators have quoted \$10,200 to do all areas. Area sections are quoted individually. This is a good energy saving project that could be included for use of the addition funds included in this year's repair budget.
- Memorial front wall stucco and portico steel need minor repairs and paint. Quoted @ \$3690 but building repair budget will not be able to fund it.
- Memorial floor scrubber not working correctly and a rental being used while repairs are being performed. Cost to be determined.
- Cawley kitchen grease trap rotted. Replacement cost is \$2,250.
- Cawley Discus/ Shot Put and dugout November repairs not performed by field drainage contractor as planned. Grading changes also not done. Initial bid of \$4,489 by Blue Ribbon Landscaping budgeted last year was canceled and will need to be done when the spring thaw has dried out. This work will not be ready for sports activities planned.
- Cawley classroom floors are being refinished as time allows. Work being performed Holidays and weekends.
- Cawley office entrance rug with hawk logo received. \$1,849
- Cawley replacement clocks (6) received and installed. \$700
- Cawley handicapped bathroom stall replacement doors (4) received. \$1,000
- Cawley girl's locker room bench broken in two. Cost to replace oak bench top quoted @\$330.

Hooksett School District
School Board Goals 2018 – 2019
3/5/19

IX.A.

In Process Ongoing Complete

| Technology | Curriculum, Instruction & Assessment | Full Day Kindergarten | Mental Health/Social Wellness |
|--|--|---|--|
| Ensure all teaching staff are proficient with basic technology tools available in the district. Create a new teacher technology workshop. | Improve student achievement (test scores/benchmarks) through differentiation and personalized learning opportunities. | Develop a full day K implementation plan <ul style="list-style-type: none"> • Programming • Facilities • Timeline Include play-based activities. | Explore training/awareness of cultural sensitivity and diversity awareness for staff to improve outcomes for students/inclusion. |
| | Increase the district's flexibility to transform educational experiences for students by becoming an innovative school district. | | |
| Maintain a 3-Yr Tech Plan to provide quality programming to K-8 students. | Explore research-based instructional strategies for core classroom instruction to improve student outcomes. <ul style="list-style-type: none"> • Include Universal Design practices and research-based interventions (MTSS/RTI) | Identify educational value vs. convenience value. | Support the development of traits of personal integrity, empathy, respect and responsibility. |
| Complete a network Wi-Fi audit/upgrade to support additional devices. | Develop and implement a competency-based K-8 curriculum in all content areas. | Curriculum implications grades 1-8. | Provide wellness presentations for parents re: what we are doing for student well-being. |
| Evaluate current use of devices. | Develop a study skills program in the lower grades. | Explore Pre-K options (SNHU). | Community |
| Offer professional development that targets grade level technology needs. | Implement new K-8 science programs. | Review ½ Day K Program and Curriculum. | Maintain SNHU partnership and expand to meet our needs as appropriate. |
| | Increase instructional leadership through administrative presence in the classroom. | | |
| Review technology integration practices at each grade level. | Develop practices for the effective use of assessment data to see trends and specific needs for individual students. | Facilities and Finance | Explore bringing back career day. |
| | Assist students in setting goals for their own achievement. | Collaborate with town administrator and other officials on budget, capital improvements and issues of mutual concern. | Develop and sustain partnerships with local businesses, organizations and individuals to reinforce learning. |
| Continue excellence in high school by offering free PSAT in 8 th grade. | | | |
| Provide paperless board packets for those who choose that option. | Determine an assessment tool for progress monitoring of mathematics. | Provide monthly updates on facilities projects and areas of concern. | Professional Development |
| Safety | Review discipline practices in supporting student outcomes. | Complete Underhill renovations. | Explore options for delivery of professional development without taking teachers away from the classroom. |
| Maintain active working relationships with HPD and homeland security to plan activities to ensure the safety of students & staff. | Student Services – Special Education | Communication | Identify best practices for enhancing learning with digital tools and develop a PD plan accordingly. |
| | Provide periodic updates of enrollment, placements, outcomes. | Explore ways to improve communication through website upgrades and increased use of social media. | |
| Review safety procedures for evening, vacation and summer access to schools. | Annually review special ed programming, process, and procedures. | Continue student and staff recognition via social media. | Board members will participate in annual PD opportunities (readings, videos, trainings). |
| | Investigate reducing the number of students referred to sped. | | |
| Plan a mid-year safety night for parents and community. | Consider pros/cons of sped teacher with same student for multiple years. | | |
| | Hold monthly student services meetings at building level. | | |

HOOKSETT POLICIES FIRST READING/REVIEW

2nd Board Reading Date: 3/19/2019

1st Board Reading Date: 3/5/2019

Committee Meeting Date: 2/21/2019

| POLICY TITLE/CATEGORY | CURRENT CODE | PROPOSED CODE | CATEGORY | COMMITTEE RECOMMENDATIONS |
|---|---------------------|----------------------|-----------------|--|
| Professional Staff Orientation | GCH | | Optional | Procedural-Eliminate |
| Professional Development Opportunities | GCI | | Recommended | Adopt NHSBA language with additional language added |
| Professional Employment Conflicts | GCRC | | Recommended | Eliminate-Unnecessary |
| Support Staff Educational Opportunities | GDM | | Optional | Eliminate-All support staff is generally trained by their direct supervisor (Procedural) |
| Employee Job Actions | HP | | Recommended | Guided by statute |
| Employee Job Actions (Unauthorized Employee Absences) | HPA | | Recommended | Guided by statute |
| Curriculum Development | IGA | | Recommended | Language changes |
| Curriculum Development | IGD | | Recommended | Eliminate-Covered by Policy IGA |

ELIMINATE
HOOKSETT SCHOOL DISTRICT
PROFESSIONAL STAFF ORIENTATION

The Superintendent and/or his/her designee, will provide for an annual orientation of all professional staff members.

The orientation of returning personnel will focus on the changes which have occurred during the previous year and the general goals for the coming year.

Orientation of personnel new to the school system may extend over a longer period of time and may provide a broadly-based effort to supply information and background details which will improve the new teacher's understanding of the district's framework, including policies of the Board, rules and regulations, and the instructional program.

The building Principal or the immediate supervisor shall orient all teachers to formulate evaluation procedures.

All employees will also receive orientation in school safety procedures and crisis management. The Superintendent and/or designee will be responsible for providing the orientation.

**HOOKSETT SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Hooksett School District encourages professional development for all professional staff.

A program on in-service training will be established to provide an opportunity for the continuous professional and technical growth of the professional staff.

Staff members will become knowledgeable regarding new developments and changes in their specialized fields, and will utilize new and improved methods in practice.

It shall be the responsibility of the Superintendent ~~and/or designee~~ to implement appropriate professional development training and activities.

Adopted: April 18, 2000

ELIMINATE

HOOKSETT SCHOOL DISTRICT PROFESSIONAL EMPLOYMENT CONFLICTS

Each staff member is expected to restrict his/her outside work to his/her non-district paid hours.

A supervisor who observes that an employee's outside work activities are adversely affecting his/her job performance should advise the employee to resolve the situation. If it cannot be resolved to mutual satisfaction, then the supervisor shall make a report to the Superintendent.

Adopted: April 18, 2000

ELIMINATE

HOOKSETT SCHOOL DISTRICT SUPPORT STAFF EDUCATIONAL OPPORTUNITIES

Support staff employees are an integral part of the district's total staff. Their training and development are essential to the operation of the school.

All classified employees shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job. It shall be the responsibility of the school administrator to assist in the training of custodians, clerks, and other classified employees assigned to their buildings.

Adopted: April 18, 2000

**HOOKSETT SCHOOL DISTRICT
CURRICULUM DEVELOPMENT**

Curriculum development must be viewed as an encompassing task involving the total community working cooperatively to develop a curriculum that offers a wide variety of approaches to meet the diverse needs of all students.

The Board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The Superintendent ~~and/or designee will spearhead~~ **is responsible for** curriculum development for the school system. The Superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

The Board will make final decisions ~~on curriculum change. The Superintendent will submit to the Board recommendations developed by the curriculum committees and the professional staff. Recommendations will be submitted to the Board for its consideration and adoption~~ **regarding the program of studies.**

Legal References:

NH Code of Administrative Rules, Section Ed. 302.02 (f), Substantive Duties of Superintendents;
NH Code of Administrative Rules, Section Ed. 303.01 (g), Substantive Duties of School Boards

Adopted: November 7, 2000

ELIMINATE

HOOKSETT SCHOOL DISTRICT CURRICULUM ADOPTION

It is the policy of the Board that no curriculum shall be eliminated or added without approval of the Board, nor shall any significant alteration or reduction to curriculum be made without such approval.

Adopted: June 1, 1976
Adopted: June 20, 2000

Regulatory References:
Ed. 302.02 (f)
Ed. 303.01 (g)

ELIMINATE

HOOKSETT SCHOOL DISTRICT EMPLOYEE JOB ACTIONS

Strikes and other forms of job action are unlawful and a violation of board policy. However, if a work stoppage occurs, the Board will keep schools open so long as the health and safety of the students and employees can be assured.

Action Regarding Work Stoppage

The initial decision as to whether or not schools will remain open will be made by the Superintendent and/or designee in consultation with the Chairperson of the Board. If this consultation is not possible, the Superintendent and/or designee is authorized to make the decision.

There will be an emergency meeting of the Board during the evening the work stoppage has occurred. If prior warning of a possible stoppage is forthcoming, the Superintendent is authorized to call an emergency school board meeting to be held in the usual meeting place at a designated time and date.

It is expressly understood that no board member other than the Chairperson or designee will issue any press release or statements in regard to the work stoppage.

RSA 273-A:13 Strikes Prohibited. Strikes and other forms of job action by public employees are hereby declared to be unlawful. A public employer shall be entitled to petition the superior court for a temporary restraining order, pending a final order of the board under RSA 273-A:6 for a strike or other form of job action in violation of the provisions of this chapter, and may be awarded costs and reasonable legal fees at the discretion of the court.

Adopted: June 20, 2000

Statutory Reference:
RSA 273-A:13

ELIMINATE

HOOKSETT SCHOOL DISTRICT EMPLOYEE JOB ACTIONS (Unauthorized Employee Absences)

Any strike, job action, or withholding of services by a public employee is illegal.

Any employee of the Board who engages in a strike, job action, withholds services, willfully absents himself/herself without leave or authorization, or declines to perform all of his/her duties and responsibilities will be acting contrary to the law of the state, to the board policies and to any applicable individual contract.

Any employee who so acts will:

1. Suffer a deduction in salary for every day he/she is absent from work.
2. Have an official reprimand placed in his/her permanent record.
3. Be subject to immediate discharge or other appropriate disciplinary action.

RSA 273-A:13 Strikes Prohibited. Strikes and other forms of job action by public employees are hereby declared to be unlawful. A public employer shall be entitled to petition the superior court for a temporary restraining order, pending a final order of the board under RSA 273-A:6 for a strike or other form of job action in violation of the provisions of this chapter, and may be awarded costs and reasonable legal fees at the discretion of the court.

