

**HOOKSETT SCHOOL BOARD MEETING
AGENDA
TUESDAY, November 21, 2023 – 6:00 p.m.
DAVID R. CAWLEY MIDDLE SCHOOL MEDIA CENTER**

- I. CALL TO ORDER** Wayne Goertel, Board Chair
- II. PLEDGE OF ALLEGIANCE** – Nicholas Zagaria, Cawley Middle School
- III. PROOF OF POSTING** – William Rearick
- IV. PINKERTON/BOARD LIAISON** – Alyssa Stephenson
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. APPROVAL OF MINUTES**
 - A. Approval of October 17, 2023 Board Meeting Minutes*
 - B. Approval of October 17, 2023 Non-Public Board Meeting Minutes*
 - C. Approval of November 7, 2023 Board Meeting Minutes*
 - D. Approval of November 7, 2023 Non-Public Board Meeting Minutes*
- VII. SUPERINTENDENT’S UPDATES***
- VIII. RE-VISION PRESENTATION-Town Solar Project**
- IX. REPORTS**
 - A. Administrator’s Reports*
 - B. Board Chair Report*
 - C. Reports of Standing Committees
- X. OLD BUSINESS**
 - A. Budget 2024/2025
 - B. Teacher Mentoring*
- XI. NEW BUSINESS**
 - A. Primary Day – January 23, 2024
 - B. Washington, DC Field Trip
 - C. Warrant Articles*
- XII. PERSONNEL (if necessary)**
- XIII. POLICIES**
 - A. First Reading*-Policies GBCD Background Investigations and Criminal Records Check, ACN Nursing Mothers Accommodation, and GCF-A Administrative Staff Hiring
- XIV. FINANCIAL**
 - A. Expenditure Report*
 - B. Manifest Approvals
- XV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Please see Guidelines for Public Comment on page 2 of agenda
- XVII. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k if needed)**
- XVIII. INFORMATIONAL ITEMS AND CORRESPONDENCE**

Enrollments*

XIX. ADJOURNMENT (action required)

The next regularly scheduled meeting of the Hooksett School Board is Tuesday, December 19, 2023 at 6:00 p.m. at the David R. Cawley Middle School Media Center.

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises.

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, October 17, 2023 6:00 pm.
David R. Cawley Middle School Media Center**

Unapproved

CALL TO ORDER

Wayne Goertel, Board Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members Jillian Godbout, Jason Hyde, Amy Tremblay, Jim Sullivan, Evelyn (Lynn) Baker and Vanessa Gelinas. Also in attendance was Superintendent of Schools, William (Bill) Rearick. The Director of Curriculum, Instruction and Assessment, Business Administrator, Principals and staff were also in attendance.

PLEDGE OF ALLEGIANCE

Wayne Goertel led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

PINKERTON LIAISON

Alyssa Stephenson updated the Board on events at Pinkerton that included:

- Educators Rising Book Drive
- Poetry Out Loud Competition
- Sophomore HOBY Leadership Seminar
- Play Antigone in Munich
- Launching Stem Club
- New building construction is on target

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

APPROVAL OF MINUTES

Motion by, Jim Sullivan, seconded by Jillian Godbout, to approve the Board meeting minutes of September 19, 2023, with the following amendment: Add: "The Board discussed the Facilities Goal and the sub-committee dedicated to it" before listing the sub-committee members, and the motion carried unanimously. Motion by Jim Sullivan, seconded by Amy Tremblay, to approve the Board's non-public, minutes of August 15, 2023, and the motion carried unanimously. In non-public the HESPA was discussed and no action was taken.

SUPERINTENDENT'S UDATES

Bill Rearick summarized his report and added that the morning bus routes are running well and after many revisions, the afternoon runs are much better. Bill said budget conversations are ongoing.

REPORTS

Wayne Goertel said budget talks have started and Jillian Godbout said after the Board finalizes the budget, it will be posted on the website and social media to introduce facility's needs.

OLD BUSINESS

GOALS

Strategic Plan

Jillian Godbout stated that she will update the board when she gets feedback from the Board regarding the Strategic Plan.

Facilities Needs

Considerable discussion ensued relative to the facilities needs listed in the communication committee's report. Jason Hyde suggested putting items out to bid, to which Jillian Godbout stated she suggested the same last year and it got no traction from the Board. She said by pushing it off too far in the future will only result in even higher costs. Jim Sullivan asked for the list to be prioritized, and Lynn Baker suggested that be done by Maintenance Director, Dean Farmer. Jillian Godbout stated that Dean has been consulted in depth for a number of years and the expected increase in costs per year is 7%-10%. Bill Rearick said that he and Dean will bring their recommendations to the Board at their budget workshop on October 24.

School Safety, Wellness and Communication

Jim Sullivan stated that there is already a Wellness committee and there is no need to reinvent the wheel or to revisit something that is already being done.

Mentoring

Amy Tremblay stated that she and Lynn Baker met with Memorial teacher Melanie Godbout and Principal Brad Largy and discovered that Melanie has been running a mentoring program for ten years. They would like to expand this to Underhill and Cawley as well. Meg Largy, Director of Curriculum, Instruction and Assessments spoke to mentoring plans which were discussed at a South Central meeting, saying most plans are for two years. Amy Tremblay stated that whatever plan is put in place should be something that will work for the teachers.

NEW BUSINESS

Field Trip Donation

Bill Rearick stated that a donation has been made to defray the cost of attendance on the Washington DC field trip. He said the donation is over the \$500 allowed by policy, so the Board must vote to accept it. Motion by Jim Sullivan, seconded by Amy Tremblay to accept with thanks, the anonymous donation, and the motion carried unanimously. Lynn Baker stated that it is a wonderful reminder that people are good and generous.

It was the consensus of the Board to add 'MOU with the HEA' to the agenda.

Because NWEA testing on the general student population was eliminated by the Board, the number of domains for measuring student learning was decreased.

Motion by Jim Sullivan, seconded by Jillian Godbout, to accept the MOU change, and the motion carried unanimously.

Motion by Jillian Godbout, seconded by Jim Sullivan, to approve the MOU that NWEA testing is no longer attached to teacher evaluations, and the motion carried unanimously.

PERSONNEL

Retirement

Motion with a heavy heart, by Jillian Godbout, seconded by Jim Sullivan, to accept the retirements of Debra Lyscars and Maria Lourdes Donahoe as presented, and the motion carried unanimously.

Co-Curricular/Athletic Nominations

Motion by Amy Tremblay, seconded by Lynn Baker, to accept the co-curricular nominations as presented in the packet, and the motion carried unanimously.

Motion by Wayne Goertel, seconded by Amy Tremblay, to accept the co-curricular nominations that were walked in to the meeting, and the motion carried unanimously.

POLICIES

Policies AD Educational Philosophy, JLCE First Aid and Emergency Medical Care, JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation, IKB Homework, JEA Compulsory Attendance Age, IMC Speakers and Programs, IL Evaluation if Instructional Programs, IKG Awards and Scholarships, and ILD Non-Educational Questionnaires, Surveys, Research were in the packet for a second reading/adoption.

Motion by Jim Sullivan, seconded by Jillian Godbout to accept the second reading/adoption of the policies as presented and amended, and the motion carried unanimously.

Policy IL was revised striking 'He/she' in the second paragraph being replaced with 'The Superintendent or designee'.

Some discussion ensued relative to Lynn Baker's request to have instruction/testing results' presentation at future meetings.

FINANCIALS

Budget Discussion

Bill Rearick stated that the drivers of the 2024/2025 budget are salaries and special education costs. The expenditure report was in the packet for review.

Jason Hyde asked the Board to consider spending some of the expected fund balance to defray costs for some of the facilities needs.

Motion by Amy Tremblay, seconded by Wayne Goertel, to approve the manifest of 9/15-29/23 in the amount of \$1,182,958.28. A roll call vote was taken. With all in favor, the motion carried.

Motion by Wayne Goertel, seconded by Amy Tremblay, to approve the manifest of 9/3/23-10/17/23 in the amount of \$5,479,378.24. A roll call vote was taken. With all in favor, the motion carried.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

NON-PUBLIC SESSION RSA 91-A:3 Section II i

Motion by Wayne Goertel seconded by Amy Tremblay at 7:30 p.m., to enter into a non-public session (i). A roll call vote was taken. With all in favor, the motion carried.

The Board resumed their public session at 7:40 p.m.

Motion by Jim Sullivan, seconded by Jillian Godbout, to seal the non-public minutes in perpetuity, and the motion carried unanimously.

ADJOURNMENT

Motion by Jason Hyde, seconded by Jillian Godbout, to adjourn the meeting at 7:40 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca McCarthy
School Board Recorder

The Hooksett School Board will meet for a Budget Workshop on Tuesday, October 24, 2023 at 5:30 p.m. at the David R. Cawley Middle School Media Center.

The SAU Board will meet on Wednesday, October 25 at 6:30 p.m. at the Auburn Village School.

**HOOKSETT SCHOOL BOARD MEETING
MINUTES
TUESDAY, November 7, 2023 6:00 pm.
David R. Cawley Middle School Media Center**

Unapproved

CALL TO ORDER

Wayne Goertel, Board Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members Jillian Godbout, Amy Tremblay, Jim Sullivan, Evelyn (Lynn) Baker, Vanessa Gelinis, and Jason Hyde (6:15 p.m.). Also in attendance was Superintendent of Schools, William (Bill) Rearick. The Director of Curriculum, Instruction and Assessment, Business Administrator, Principals and staff were also in attendance.

PLEDGE OF ALLEGIANCE

Wayne Goertel led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

Wayne Goertel started the meeting out with a slide presentation on the recent revaluation/assessment in Hooksett.

Bill asked the Board how they wanted to move forward with the capital improvement list provided by Maintenance Director, Dean Farmer.

Jim Sullivan-Have the information needed. Work needs to be done. Explain bond vs. lease. Bill Rearick explained the pros and cons to each.

Jillian Godbout-Would be more comfortable putting forward lines 1-6 for Memorial as originally proposed. Hold off on Underhill until enrollments are known. Cawley roof at end of life but not critical yet. Take care of structural needs.

Lynn Baker-Do entire project now; only going to cost more in the future.

Amy Tremblay-Agreed with Lynn Baker. Structural work needs to be done one way or another; kicking it down the road will only cost more to do the same work.

Jim Sullivan-Jillian's idea interesting, maybe wait until space needs are known. Likes a lease to lock in the quoted prices.

Vanessa Gelinis-Doesn't make sense to put off; do all at once.

Jason Hyde-Inclined to go for entire list. No need to delay. Stressed that schools are not falling apart and air quality is not bad. Board should consider putting warrant article every year to put into a building maintenance fund in order to offset future years' needs.

Wayne Goertel-Concentrate on one school, then do other schools; likes the idea of building a maintenance fund and having a 15 year lease.

Bill Rearick stated that Underhill's issues with enrollments is something that will have to be addressed. There is no more space, no extra classrooms. Would suggest working on Memorial first. This project wouldn't start immediately, and we could ask to EEI roll work at Underhill and Cawley in together. Jillian Godbout expressed her concerns with making changes to Underhill if they will have to build an addition. Dean Farmer stated that other than new boilers, none of the planned upgrades would affect a possible addition in the near future. Jason Hyde stated an Underhill expansion shouldn't cloud this project as articles he has read shows enrollment trends lowering.

Motion by Amy Tremblay, seconded by Jim Sullivan, to create a warrant article for a 15 year lease to be funded by a building maintenance priority plan in the amount of \$13,342,120. A roll-call vote was taken.

With Jillian Godbout voting no, all others in favor, the motion carried.

NON-PUBLIC SESSION RSA 91-A:3 Section II a

Motion at 7:00 p.m. by Wayne Goertel, seconded by Amy Tremblay, to enter in to a non-public session RSA91-A:3 Section II a. A roll-call vote was taken. With all in favor, the motion carried.

The Board reconvened their public session at 7:05 p.m.

Motion by Wayne Goertel, seconded by Jillian Godbout, to seal the non-public minutes in perpetuity, and the motion carried unanimously.

Bill Rearick explained recent changes to the budget. The health and dental rates came in lower than expected for a decrease of \$226,000. The Pinkerton tuition rate has yet to be determined, so that number is still unknown. Special education transportation is underfunded. Bill said in the past, fund balance covered overages, but he would like to get the budget number as close to actual as possible. Chris Osborne, Director of Student Services, spoke to the rise in transportation costs, which she stated have changed exponentially. Kids are being transported further away adding to costs as well.

Bill Rearick suggested that the Board remove resealing at Cawley from the budget and to fund it with fund balance for a net of \$65,000, and Jillian Godbout suggested removing items from the budget such as furniture from Underhill and Memorial, FCS equipment from Cawley, volleyball equipment etc. which could be funded with fund balance. Discussion ensued on these suggestions as well as on the need for HVAC at all three schools, the request for an additional teacher at Memorial, and class size. Jillian Godbout stated she would like the Board to consider funding the Camp MiTeNa Field trip.

Motion by Jim Sullivan, seconded by Jillian Godbout, to reduce the proposed budget by \$84,429.00. A roll-call vote was taken. With all in favor, the motion carried.

Motion by Jillian Godbout, seconded by Lynn Baker, to increase the field trip line in the amount of \$38,225. A roll-call vote was taken. With Jason Hyde and Jim Sullivan voting no, all others in favor, the motion carried.

Bill Rearick asked to Board to consider adding \$84,429 that was just decreased from the budget into the special education transportation line to try to get to the actual cost.

Motion by Jim Sullivan, seconded by Lynn Baker, to increase the special education transportation line in the amount of \$84,429.

Motion by Jillian Godbout, seconded by Jim Sullivan, to amend the motion to \$45,000. A roll call vote was taken With Jason Hyde and Lynn Baker voting no, all others in favor, the motion carried.

Vote on the motion to increase the special education transportation line in the amended amount of \$45,000. A roll call vote was taken. With Jason Hyde voting no, all others in favor, the motion carried.

Motion by Wayne Goertel, seconded by Jillian Godbout, to increase each of the assistant principals' salary lines in the amount of \$7,000. Some discussion ensued.

Motion by Jason Hyde, seconded by Jim Sullivan to amend the motion to \$3,000 for each assistant principals' salary line. Discussion continued. A roll-call vote was taken on the amendment which carried unanimously. A roll-call vote was taken on the motion. With all in favor, the motion carried unanimously.

Jillian Godbout questioned the information access line. Bill explained the use and necessity of each.

Motion by Wayne Goertel, seconded by Amy Tremblay, to increase the 2190 line ('other support services') in the amount of \$9,000 for wellness. After some discussion, Wayne Goertel withdrew his motion.

Bill Rearick reviewed the changes to the budget from this meeting:

-9,336 Underhill furniture

-3,599 Memorial furniture

-38,849 Cawley equipment

-2,546 Volleyball equipment

+Special Education transportation

+Camp MiTeNa Field Trip

+9,000 Assistant Principals salary and related costs

Motion by Jim Sullivan, seconded by Amy Tremblay to bring the budget to the budget committee in the amount of \$41,625,358.78. A roll-call vote was taken. With Jason Hyde voting no, all others in favor, the motion carried.

Considerable discussion ensued relative to how fund balances work.

Bill Rearick stated that the question before the Board was how much of the fund balance the Board wants to return to the taxpayers.

Motion by Jillian Godbout, seconded by Wayne Goertel, to retain \$200,000 out of the unassigned fund balance and return the balance to the taxpayers. A roll-call vote was taken. With Jason Hyde voting no, all others in favor, the motion carried.

ADJOURNMENT

Motion by Amy Tremblay, seconded by Jillian Godbout, to adjourn the meeting at 8:40 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca McCarthy
School Board Recorder

The next regularly scheduled of the Hooksett School Board will be on Tuesday, December 19, 2023 at 6:00 p.m. at the David R. Cawley Middle School Media Center.

New Hampshire School Administrative Unit #15

VII.

90 Farmer Road

Hooksett, New Hampshire 03106-2125

Telephone (603) 622-3731 Fax (603) 669-4352

William J. Rearick

Meghan Largy

Cory Izbicki

Superintendent of Schools Director of Curriculum, Instruction and Assessment Business Administrator

Hooksett School Board Superintendent's Report

November 21, 2023

Pinkerton Sending Districts Meeting

The superintendents from the sending districts met with Dr. Powers on October 18th for the fall meeting. Dr. Powers informed us that the renovations to the Social Studies building is currently on schedule to be completed by next year. He also told us that starting next year, incoming freshmen will need 23 credits to graduate. Currently students only need 22 credits. Students will be required to take an additional .5 Social Studies class and a .5 Finance class.

Pinkerton Academy will be forming a Strategic Planning Committee which will be responsible for developing a strategic plan. The first meeting is scheduled to take place within the next week or two.

There was also a discussion on whether Pinkerton Academy could develop special education programs that would service students who are currently being placed out of district. Dr. Powers said he would research the viability of this proposal.

Meet and Greet with Teachers

I met with the Underhill teachers on October 18th. We discussed the upcoming 2024-25 budget and the proposal to upgrade the facilities at the three schools. The teachers also asked about Pinkerton possibly changing their school start time for next year. I discussed how if this change was made could negatively impact the bus schedule and start times at our three schools.

HESPA Negotiations

Since the October Board Meeting, two contract negotiation sessions have taken place, with the first meeting being held on October 18th and the second meeting on November 15th. Both meetings were very informative and productive. Our next meeting is scheduled for November 30th.

Budget Committee Meeting

Cory and I met with the Budget Committee on November 16th. Chris Osborne and Dean Farmer attended as well. We reviewed the major drivers in the 2024-25 budget. We also discussed the capital plan which was approved at the Board's November 7th meeting. A few members of the Budget Committee asked clarifying questions regarding the capital project.

School Resource Officer

Last month, I spoke with Chief Sargent who informed me the district's School Resource Officer will leaving the Hooksett Police Department. Her last day is November 20th. At present, the police department has three vacant positions. Chief Sargent does not believe he will be able to fill SRO position before the end of the school year. The Chief assured me that the HPD will be able to respond to routine incidents that might take place in any of our three schools.

Director of Curriculum, Instruction, and Assessment Report



Family Game Night

Meghan McLain and Sonia Laliberte organized a Family Game Night on November 14th in collaboration with Southern New Hampshire University. The event, which had a tremendous turnout, was specifically designed for students in grades three through five. Attendees, including students and their families, had the opportunity to engage in a variety of highly interactive math, literacy, and STEM games and activities.

SAFE Grant Round 3

The Security Action for Education (SAFE) Grant aids New Hampshire K-12 schools by bolstering security. Round three of grant applications is open from October 31 to November 30, offering a maximum award of \$100,000 per school. Priority will be given to schools that did not receive previous grants in round one or two. Awards will be distributed on a first-come,

first-served basis. I've worked with Superintendent Rearick, Mr. Farmer, and the three building principals to identify and submit applications for safety improvement proposals through the SAFE Grant.

ESEA Title Grants Deadline

This year, the New Hampshire Department of Education is requiring that all 2023-2024 Elementary and Secondary Education Act allocations be budgeted for and submitted no later than December 31st. I continue to identify the specific needs of the Hooksett School District to evaluate the feasibility of different projects that could be funded through grants, and prioritize projects based on alignment with district goals and potential impact.

Streamlining Professional Development

I've participated in several vendor demonstrations to evaluate professional development tracking software, which functions as a centralized platform for educators, enabling resource access, collaboration, and monitoring progress for licensure renewal, streamlining the professional development process. I plan to share my findings with the SAU Professional Development Committee for further discussion and evaluation.

Curriculum Review Committee

The Curriculum Review Committee, which is composed of a teacher from each grade level, myself, Sonia Laliberte and Meghan McLain has met several times to engage in a systematic, ongoing evaluation of mathematics curriculum, instruction, and assessment. This process is necessary to ensure equitable access to high-quality, rigorous learning experiences that result in mastery of grade-level standards and future readiness for all learners.

Veterans Day Assemblies

I was able to attend the Veterans Day assembly at both Cawley and Memorial.

South Central Curriculum, Instruction, and Assessment Meetings

The topic of this month's meeting was allowable activities under Title IV funding.



Mentor Program

I met with Melanie Godbout, Anita Field and Kevin Fleury to collaborate on the 2023-2024 mentoring program. On November 16, myself and Superintendent Rearick met with the administrative team to review and discuss the proposed mentor document.

Respectfully Submitted,

Meg Largy



Fall Open House, Book Fair, and PTA Ice Cream Social

On October 10, 11, and 12, we hosted our Open House, Book Fair, and PTA Ice Cream Social events. There was a great turnout on each of the nights. It was wonderful to see all of the families walking through the school, visiting classrooms, and talking with staff. The Hooksett PTA conducted its membership drive while many of the families enjoyed ice cream and shopping at the Book Fair. Thanks to the PTA, Cawley Middle School's Builders Club and National Junior Honor Society for volunteering to support the events.

Fire Prevention Presentations

October was Fire Prevention month and the Hooksett Fire Department visited Underhill School to provide a presentation to students on fire prevention. They also worked with the students on what to do if there was a fire emergency. The students also got a first hand look at the firefighters' gear and the fire truck as part of the experience. Thank you to Captain Ian Tewsbury and his crew for spending time with us and for keeping us safe.

Cawley National Junior Honor Society Visit

Members of the Cawley Middle School National Junior Honor Society visited Underhill School on November 1st to work on a constellation project with the first grade students in preparation for the Skywatch event later this month. It was great to watch the students having fun working together.



Second Grade Pumpkin Roll

The Annual Pumpkin Roll Challenge took place on November 1st. Mrs. Ruest, Hooksett ALPs Teacher, facilitated the annual STEM event with second graders.

The students worked in small groups in their classes and presented their most effective pumpkin rolling design. They tested their designs and then competed to see which designs would make the pumpkin roll the farthest. Each class showcased their best rolling design at the main event. After each team rolled their pumpkin, their total distance was recorded on a huge bar graph.



The students did an amazing job with their teamwork and ingenuity. Congratulations to Mrs. Smith's class for their winning design! They rolled their pumpkin a record breaking 30 feet!

Fred C. Underhill School

Principal's Report

November 2023



Parent-Teacher Conference Day

Parent-Teacher Conference Day was on Tuesday, November 7th. It was a great opportunity for teachers and parents to meet and discuss students' progress since the start of the year. The teachers reported that they received a lot of positive feedback from families regarding communication, programs, and activities.

Veterans Day Assembly

Underhill School celebrated Veterans Day at a school assembly on November 9th. Family members who are veterans were invited to attend the assembly. We played the songs of each military branch and asked the veterans and their family members to stand and be recognized. Retired U.S. Army Sergeant Tom McAuliffe was invited to be our guest speaker. Mr. McAuliffe is a parent of students in the Hooksett schools and he is also a bus driver for the schools. During his speech, he shared what it's like to be a soldier. He also talked about how veterans live in our community and how the students can thank veterans for their service. After the assembly, we took a group photo to commemorate the day.



Keys to Early Writing Training Update

The classroom teachers participated in Keys to Early Writing training on November 17th. The trainer, Donna Mastrovito, spent the day working with the teachers on reviewing instructional practices and writing samples from Keys to Early Writing, discussing the implementation of the Process Writing Routine, and planning with support from the trainer for a writing lesson or learning task.

Upcoming Events

November 20 -- Hooksett ALPS Program Skywatch - 6:30-8:00 pm at Cawley Middle School

November 22 - 24 -- Thanksgiving Break - No School

November 30 -- Hooksett ALPS Cardboard Arcade - 6:15-7:30pm at Underhill School

December 6 -- Trimester 1 Ends - Grades Close

December 13 -- Report Cards Go Home

December 25 - January 1 -- Winter Vacation - No School

Respectfully submitted,

Benjamin Loi, M.Ed.
Principal

Hooksett Memorial School

Principal's Report - November 2023

Inspiring Excellence Together



Hooksett Memorial School Podcast

Please take the time to listen to the HMS Podcast! We will continue to use this platform to showcase all the great things happening at HMS and in the community. Each month we will discuss some of the items on the Principal's report in more detail and spotlight student and staff accomplishments.

THIS MONTH- Two students in grade 3, Jordyn and Finley joined the Podcast with Mrs. Lemay to talk about some unique skills and concepts they are learning about in PE.

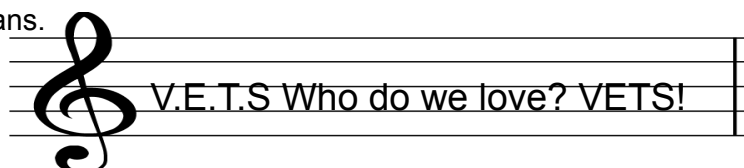


Check out our segment, Put Your Mind To It with Mr. Hinkle for a chance to win prizes if you can solve the riddle. <https://hmspodcast.buzzsprout.com>. Last month, 4th grader Sam G's answer of "Bookkeeper" won him the prize.

Veteran's Day

Students participated in a Veteran's Day assembly on November 9, 2023. Students viewed a Veteran's Day slide show of staff and student veteran relatives and friends, past and present. The HMS Chorus performed three songs to honor our veterans.

[Listen to our students sing!](#)



Skywatch

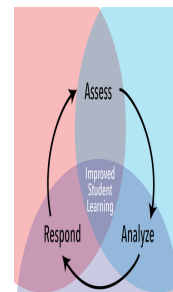
All Hooksett students, families and community members were invited to Cawley Middle School on Wednesday, November 20 for a Skywatch evening with our special guests, members of the NH Astronomical Society. This was a beginner-friendly event, starting at 6:30 pm in the CMS Library. Each telescope had an expert to guide you. Click below for more details. [Skywatch flier 2023 for Hooksett](#)

Student News

Students in Mrs. Ux's 3rd grade prepared **The UX News** for parents to read while waiting for their Parent Teacher Conferences November 7th. [CLICK HERE](#) to view students' work as they take you through a day as a 3rd grader and their favorite aspects of their day.

Professional Learning Teams (PLTs)

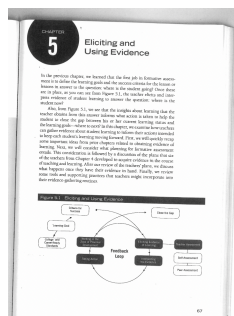
During the month of November, teachers collaboratively discussed both Math and ELA rubrics and assessment alignment to standards and reporting statements. Additionally, time was used to talk about the importance and implementation of accurate mathematical and academic vocabulary. Teams are continuing to utilize NH-SAS modular assessments (ten questions) to collect student achievement data and shape instruction.



HMS Staff Book Study

On November 14th, 16 HMS staff members met before school to discuss chapter 2 of the book *Mindsets and Skill Sets for Learning*. In *Mindsets and Skill Sets for Learning*, author Bill Zima clearly outlines what student agency looks and sounds like in the classroom. The second chapter, A Learner-Centered Classroom Culture, provided discussion opportunities for staff to share experiences they have had incorporating this in their classrooms. An excerpt from Ken Robinson (2010), an author, speaker, and international advisor on creativity in education, offered a metaphor to help capture the role of classroom culture in a learner's development of agency:

A great gardener, a great farmer, depends upon plants growing under their care...but...you cannot make a plant grow. You don't stick the roots on and paint the petals and attach the leaves. The plant grows itself. What you do is provide the conditions for growth. And great farmers know what the conditions are and bad ones don't. Great teachers know what the conditions of growth are and bad ones don't.



Weekly Optional Staff PD

Each week Mr. Hinkle shares an optional 1 hour PD opportunity. This is a great chance to add to the required hours necessary to recertify and stay current on best practices. We are up to nine offerings this year keeping with the theme of student agency and using resources such as Eliciting and Using Evidence, The Art of Storytelling and a TED Talk about How To Make Learning As Addictive As Social Media.



Rube Goldberg

Friday, November 17, 2023 we welcomed the World's leading expert in Rube Goldberg design, Zach Umperovitch, to HMS. Zach graciously gave 3 presentations, one for each grade level, in the common area. He introduced, inspired, explained, and demonstrated how to create a Rube Goldberg design. [CLICK HERE to check it out!](#)





Family Game Night

On November 14, Hooskett families filled our Cafeteria, Common Area, and Art room and engaged in games and activities related to Math, ELA and Science facilitated by Southern New Hampshire University Students. [CLICK HERE to see more from Family Game Night.](#)



Adaptive Block

The goal of our adaptive class is to create an additional supportive learning environment for select students where they can continue to thrive and reach their full potential. In addition to their daily scheduled Unified Arts class students have the opportunity to work on individual goals, specified in their Individual Educational Plan in a small group setting with targeted instruction in the area of Art, PE, Music and Library. This month in PE students continued to improve their accuracy in their overhand throw by participating in various games that required the skill. In Music, students created some impressive pieces of art as they listened to music and drew their interpretation of the composer's emotions or feelings.



Martial Arts in Physical Education

HMS students had the opportunity to engage in a fun and exciting one day lesson in martial arts. [TAKE A LOOK!](#) Also, check out the HMS Podcast to hear more from Jordyn, Finley, and Mrs. Lemay.



Committee Work

During the 2023-24 school year staff members meet regularly as part of the various committees assembled at HMS. Below is a brief statement regarding the current area of focus for each. This changes monthly and as needed depending on the committee.

Emergency Management Team- Review of the Hooksett Memorial School Emergency Operations Plan, specifically the Reunification Plan.

Wellness- Planning of Wellness themed Staff Meeting, coordination of the start of Fitness Friday.

Social Studies- Planning of Veterans Day Assembly

Science- Grade Level scope and sequence review

Universal Team- Buddy class schedule, groupings, and activities

Sunshine- Welcome baskets for new staff and recognition of Officer Bergeron for her years of service in Hooksett and her dedication to our students.

Rubric Development/Alignment- Collaborating grade level and content specific rubrics in student friendly language. Rubrics are beginning to be used with students on summative assessments to be transparent with students and parents on expectation and performance and facilitate in providing feedback from teachers to students, student to student, or self reflection.

Grading and Reporting- round 3

Officer Bergeron

HMS staff would like to express our gratitude to Angela Bergeron, Hooksett School District's Resource Officer for her unwavering dedication and years of service to the students of Hooksett. Officer Bergeron has not only demonstrated exceptional professionalism but has also made a lasting impact on the community by actively engaging with 5th-grade students in vital programs such as Law Enforcement Against Drugs, Red Ribbon Week, and Bullying Prevention Month to name a few. Her commitment to educating and fostering a safe environment for our students is truly commendable. Her service has undoubtedly contributed to the well-being and education of our students, and her presence will be sincerely missed.



Fitness Friday

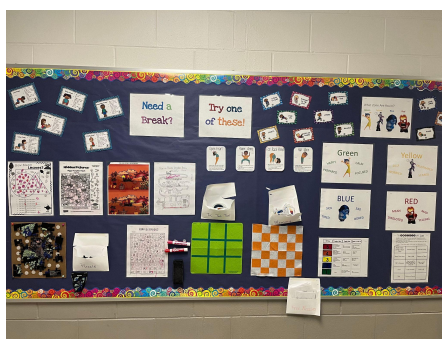
Join us on Friday mornings starting November 17 from 8:10-8:40 AM for fun and physical activity. Students should be dropped off in the back of the building by the outdoor basketball court entrance. Thank you to the staff members and parent volunteers that join in on the fun.

[CLICK HERE to view the drop off pattern for Fitness Friday](#)

Before School Support for Zearn and Lexia

The before school support program continued with selected 3rd, 4th and 5th grade students participating in Lexia and Zearn with teacher support from 8:00AM-8:30AM Monday through Friday.

Some great bulletin work



Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Brad Largy'.

Brad Largy, Principal

Upcoming Events at Hooksett Memorial School

November 2023

11/7/2023- Parent Teacher Conferences No school for students
11/10/2023- Veterans Day No School
11/14/2023- Family Game Night
11/20/2023- Skywatch at CMS 6:30-8:00
11/22-24- No School, Thanksgiving Break

December 2023

12/6/2023- Trimester 1 Ends
12/7/2023- Trimester 2 Begins
12/13/2023- Report Cards go home
12/25-1/1- No School, Winter Break

**CAWLEY MIDDLE SCHOOL
PRINCIPAL'S REPORT
"Make a Mark, Make A Difference"
2017 New Hampshire Middle School of the Year
November 2023**



Veterans Day Assembly

Eighth grade social studies teacher, Sarah Piana coordinated the Veterans Day assembly for students and staff on November 9. The band and chorus performed patriotic music and students volunteered to participate in the assembly by writing poems to honor veterans. This year, the assembly featured Ashley Kitchell, the Operations Manager at Liberty House. Ashly was accompanied by Ezra, who is a therapy dog. Ashley explained how veterans are supported in a multitude of ways through Liberty House and their programs along with the daily nurturing Ezra provides. Cawley was fortunate to welcome over a dozen veterans and their families who attended the assembly as our guests of honor.

Team Cornell Student Led Conferences

Team Cornell's teachers, Leigh Gibson, Melissa Tanguay, Jeff Hamilton, Carol Ward and Paige Benotti contacted me last summer about having students lead their parent conferences on November 7 as a pilot. The teachers wanted students to attend and present to their parents about their learning experiences, challenges and successes in all of their subjects. Students and their parents moved from each core classroom every ten minutes to meet with their core teachers. Students were well prepared and were able to advocate for themselves articulately and in detail. Parents, students and teachers all provided positive feedback about piloting student led conferences.

Portrait of a Cawley Learner

The 21st Century Technology sixth grade FLEX students explored video production as a medium to promote and share information. Students created CMS20 (for the 20 years being in the Cawley building) to inform students about the Portrait of a Cawley Learner. The team of students developed a theme, logo, and scripts for the newscast. Students created a total of six segments which included an introduction about the Portrait of a Cawley Learner and a segment for each trait (Communication, Collaboration, Perseverance, Problem Solving & Responsibilities). Thank you to the following students for all their incredible work: Jasmine Birouki, Imran Culum, Matthew Dodd, Edis Jusufovic, Grace Singleton, Tyler Smith, Ammar Subasic, and Jaxson Sullivan.

Cawley Class of 2024

On October 30 I submitted the names of the students from the Cawley Class of 2024 to the receiving high schools. There are currently 140 eighth grade students in the Cawley Class of 2024. There is one student who does not attend Cawley but lives in Hooksett. The final tally is below:

Pinkerton Academy = 116 students
Londonderry High School = 16 students
Bow High School = 5 students
Pembroke Academy = 2 students
Manchester Memorial High School = 1 student
Private School = 1 student

Goffstown High School = 0 students
Manchester Central High School = 0 students
Manchester West High School = 0 students

SNHU Science Classes at Cawley

Cawley Middle School is excited to partner with The Education Department at Southern New Hampshire University with a field-based course for college students pursuing an education pathway. This model provides opportunities for professors and students at SNHU to be in a school and apply knowledge from the course at the same time.

SNHU students visit sixth grade science classrooms twice a week to work with Cawley students. Sixth grade science teachers, Sara Rushia and Kevin Fleury design the lessons and then work with the SHNU students to co-teach the lesson.

Bicentennial Mural Presentation

On November 15, Michelle Fuller who is the Art teacher at Cawley Middle School and several Cawley graduates officially presented the "Bicentennial Mural" to the Town of Hooksett and Town Council representatives. When the students were in seventh and eighth grade at Cawley they designed and created a tileboard mural that celebrated the Town of Hooksett's bicentennial. The mural will now be displayed at the town's office on Main Street.

Picnic Tables at Cawley

Seventh grade math teacher Melissa Tanguay received a grant from the Hooksett PTA for picnic table materials. The Industrial Technology teacher, William Trimmer's FLEX 7th and 8th grade students worked together to complete the octagonal picnic tables. The cutting of materials started in the 4th quarter of last school year and the assembly and finishing was completed this September and October. Mr. Trimmer and students had to solve problems along the way, but the outcome speaks for itself. The many angles required students to really persevere through each step. The two tables should last many years being made out of pressure treated wood and the three different finishes that gives it a great look.



Advanced Learning Program

The ALPs program is excited to share several whole school opportunities in the month of November. Students began the month by starting the second annual National Novel Writing Month Club. The Young Writer's Program encourages students to write creatively for the month of November. More than a dozen students have signed on for the challenge, and are working twice weekly with the ALPs teacher Kristin Yeaton.

On November 15, Cawley students will have the chance to enter a planetarium that will be set up in the Cawley gymnasium. The SkyDome Planetarium offers a unique 3D, laser light show experience teaching students about the night sky, solar system and the Greek characters and stories behind the constellations. On November 20 at 6:30 pm ALPs will be hosting Skywatch. This is an amazing opportunity for parents and students to spend some time under the stars using high powered telescopes and learning from volunteer astronomers.

ALPs will wrap up this busy season by offering a day of S.T.E.A.M. education for all Cawley students. Each science class will spend a day in the newly outfitted Cawley Creator Lab. The focus of the Portrait of a Cawley Learner for November and December is perseverance. Students will work in teams to persevere and complete challenge activities ranging from engineering to electrical circuitry.

Student Council

The Student Council held their second dance on November 3. In addition, they elected their executive board in late November, consisting of five members to serve as representation for the student body. The Student Council organized and sponsored a Thanksgiving-themed FLEX competition with a variety of activities for all students to participate on November 20.

National Junior Honor Society

On November 1, the returning 8th grade NJHS members visited Fred C. Underhill School and assisted the first grade classes with a STEM project building constellation viewers. The members will also visit Underhill School in December for Reading Buddies.

The National Junior Honor Society held its annual Induction Ceremony on November 2 at Cawley Middle School. Thirty five new members were inducted bringing the total membership to fifty three students. The NJHS advisers were thankful for the support from the community for providing snacks for the reception and also grateful and proud to welcome back former Cawley student and NJHS member Aidan Gravina who was the keynote speaker.

The NJHS Executive Board will now be exploring how members can continue to volunteer in the community during the holiday season and also begin planning for the annual Pancake Breakfast which will be held in January.

Builders Club

The Builder's Club sold Spookygrams for Halloween and all proceeds will go to shopping for a Hooksett family in need for the holidays. The members will be assembling food baskets on Veterans Day at the Hooksett Food Pantry. The members will be volunteering at the Veterans Day Breakfast.

Athletics

Fall Sports:

Congratulations to the fall sports teams for a very strong showing in the school's first year in Division 2. The Cross Country teams competed at a high level at the Tri-County championship meet on October 14 and the boys team was one place away from receiving a team trophy.

Field Hockey entered their tournament a two seed and after a hard fought quarterfinal match victory fell short 1-0. The Girls Soccer team played an excellent quarterfinal match and fought hard in the semis, but lost to the eventual champion Bow by a score of 2-0. The Boys Soccer team peaked at the end of the season and captured the three seed for the tournament. After a solid quarterfinal and semifinal win the team lost to Fairgrounds in the championship game 1-0.

Winter Sports:

Boys basketball, girls basketball and cheerleading have started their seasons. Co-ed Volleyball is a not cut sport offered and begins on February 12.

Performing Arts

The Music Department had a very successful "Coffee House" fundraiser on October 25. This was an event where students were invited to perform music of their choice in a small comfortable venue. On November 9, the chorus and band members performed at the Cawley Veteran's Day assembly.

On November 16, members of the chorus and band attended a concert at Pinkerton Academy as part of the "Jazz Reach" program. Professional musicians performed live followed by a clinic with the students. The band and chorus will perform at the Hooksett Tree Lighting Ceremony on December 1. The Cawley Winter Concerts are on December 13.

Upcoming Dates to Note at Cawley:

November 20:	Skywatch, 6:30 pm
November 22- 24:	Thanksgiving Break
December 6:	Trimester 1 Ends
December 7:	Trimester 2 Begins
December 13:	Cawley Winter Concert, 9:30 am
December 13:	Cawley Winter Concert, 6:30 pm
December 13:	Trimester 1 Report Cards Distributed
December 14:	Cawley Winter Concert, Snow Date
December 14:	Make Your Make A Difference Awards Distributed
December 18:	Cawley Winter Sports Pictures, 8:00 am
December 21:	Quarter 2 Progress Checks
December 25 - Jan. 2	Winter Vacation

Respectfully Submitted,



Matthew Benson, Principal

Hooksett School Board Meeting November 21, 2023 Director of Student Services Report

Special Education Enrollments - District Wide Enrollments

	October 2020	October 2021	October 2022	October 2023
Pre K	31	17	34	33
K-8	161	187	205	224
High School in district	90	111	92	107
Out of District & Charter School Placements (K-12)	28	29	33	34
Total Enrollment	310	344	364	398

Staffing Updates

- Special education teacher vacancy @ Underhill
- Paraprofessionals
 - We are currently contracting 31 providers (paras, LNAs, and Behavior Technicians for PreK-HS) to fill paraprofessional vacancies
 - We have 10 employees working as paraprofessionals
 - As a district we are seeking 5 more paraprofessionals
 - Prek -1
 - Underhill - 1
 - Memorial - 3

Special Education Aid (AKA Cat Aid)

The current appropriation for the FY'23 Special Education Aid for the state is \$33,917,000.00. The total student costs entered into the system to date total \$39,298,759.08 resulting in a reimbursement proration at 86.3055%.

- Hooksett requested \$2,234,282.90 reimbursement
 - Of that \$1,132,527 was found to be eligible for reimbursement per cap regulations
 - Given the prorated allocation, Hooksett is projected to receive \$822,824 in reimbursement funds
 - The reimbursement figure may still change as the DOE is still reviewing all claims and documents
- Out of 117 districts, Hooksett is receiving the 7th largest reimbursement in the state

Professional Engagements

- Monthly South Central Directors' Meeting - November 6th
- Coffee and Conversation with DOE Sped Director - November 8th
- 504 & Your School - Everything You need to Know: Three part training from Drummond Woodsum - November 1, 9 & 16 - Offered to building administrators, guidance counselors, and sped coordinators



Respectfully Submitted,

Christine Osborne

Hooksett School Board Meeting

November 21, 2023

Director of Mathematics, Accountability and Assessment Report

Mathematics

Underhill

During our initial PLT at Underhill, we delved into the integration of Zearn within the classrooms. This encompassed a comprehensive exploration of Zearn lesson components, analyzing progress reports to track student development, and adapting assignments to cater to individual student needs.

We also reviewed Counting Collections. Counting Collections are a way for students to build number sense, develop problem solving skills, engage in hands-on learning, and build mathematical vocabulary. We'll continue to discuss Counting Collections over the school year, which will give time for the teachers to become confident in using them in their classrooms.

In the past months, I provided assistance to numerous first and second-grade educators in implementing and facilitating Zearn within their classrooms. In the first-grade classes, I collaborated with the teachers to assist students in logging in, familiarizing them with the different components of Zearn, and guiding them through their initial lessons. In the second-grade classes, I conducted whole group discussions and guided the students through the three sections of a Zearn lesson. Kindergarten classes are beginning to incorporate Zearn into their curriculum.

Memorial

During PLTs at Memorial, we reviewed Targeted Fact Fluency data and analyzed OGAP formative assessment items. Teachers pinpointed evidence of understanding that can be built upon, as well as misconceptions and areas for improvement. Collaboratively, we determined next instructional steps for both whole group and small group instruction based on the evidence. We have also reviewed the purpose and procedure for Number Talks which occur daily in K-5 classrooms.

Additionally, within all grade levels at Memorial, I am supporting teams in revising the common assessments by Math in Focus chapter to ensure alignment to grade-level standards. Through this work, teachers are able to examine instruction, pedagogy, assessment, grading, and reporting. Alongside HMS administrators, Brad Largy and Bill Hinkle, we are adding SAU 15 reporting statements and rubrics to each summative assessment. This will allow the educators to provide students and families with accurate, transparent, and timely feedback.

Cawley

On September 29th, HSD Professional Development Day, I worked with the Cawley Math teachers to dig into the curriculum, review the standards and ensure alignment with the standards. We also met as a vertical team to discuss findings and have important conversations about ensuring student success as they move from grade to grade and to Pinkerton.

At PLT, we reviewed Flex groupings and areas of focus, Title 1 data and NHSAS Modular data. With Flex and Title 1 Math, the teachers are able to review and provide support for foundational skills. We are also able to take time to review common assessments to ensure alignment to grade-level standards.

Targeted Fluency Practice

Students in grades 2-5 completed one-on-one fact fluency assessment(s). These assessments provide valuable insight into each student's understanding of addition and/or multiplication strategies. After each assessment, students create targeted fact fluency strategy cards and use these cards daily to practice their facts that are not yet fluent. During PLT, we discuss the data and use the evidence to determine next instructional steps. The goal of this activity is to increase students' fact fluency and ultimately reach automaticity when a student comes to "just know" a math fact.

Professional Development for Staff

Both new and experienced educators expressed interest in receiving instruction on utilizing bar models, implementing effective problem-solving strategies, and teaching multiplication and division without relying on the traditional algorithm. I promptly delivered the requested training on all of these subjects.

Additionally, I've had numerous one-on-one meetings with teachers by request to support them in effective workshop strategies, instructional strategies for teaching grade-level concepts, and differentiating instruction within their classrooms.

I invited two new classroom teachers to attend a full-day training by Greg Tang, who played a significant role in my successful years of teaching mathematics. During this training, Greg Tang explained effective ways to develop place-value understanding and number sense, build strong computation and problem-solving skills and use word problems to apply and assess understanding.

Parent Information Night

Sonia Laliberte and I hosted two Parent Information Nights, one at Underhill for K–2 families and one at Memorial for Grades 3-5 families. During the presentations, I focused on the importance of students knowing the “why” over the “how” in mathematics. I provided practical demonstrations on utilizing number bonds, bar models, and mental math techniques. We were pleased to welcome over 80 families to the events, and several others who were unable to attend reached out via email seeking information.



Family Engagement

On November 14, we hosted a Math, Literacy and STEM Game Night at HMS. Sonia Laliberte and I worked alongside SNHU Professors Jenn Carrobis, Linda Whitmore, and Nichole Cailler, to ensure a fun, engaging night for Memorial students and their families. Future educators from SNHU had educational games for students to engage in with their families. Students who completed at least ten activities were entered into a raffle. We had over 60 Hooksett Memorial School families participate!

Title 1 Math

Title 1 provides supplemental support to eligible students. I have worked closely with Jen JanTausch, Underhill Title 1 tutor, Laura Harwood, Memorial Title 1 tutor, and Jenn Fay, Cawley Title 1 tutor, to streamline the eligibility process, create service schedules, and determine which skills to focus on to ensure student growth and achievement. At all three schools, the tutors are supporting a second round of students.

Pinkerton Math Sending Town Meeting

On October 5th, I attended the Pinkerton Math Sending Town Meeting to discuss important dates, updates, and changes with Rob Anderson and Megan Warnick, Cawley Eighth Grade Math teachers. We were able to observe all levels of classes from grades 9-12. This meeting is held annually each fall for all sending towns.

Accountability & Assessment

Teachers and support staff at Memorial and Cawley have completed their Test Administration Certification for the New Hampshire Statewide Assessment System. This allows teachers to utilize the NH SAS benchmark assessments to monitor student progress in relation to grade-level standards. Teachers also use this date to create targeted intervention groups.

I attended the New Hampshire Assessment and Accountability Conference in October. During this two-day conference, I participated in workshops about Accommodations and Accessibility of Statewide Assessments, Test Security, Supporting Multilingual Learners in Statewide Assessments, AI Scoring of NHSAS, and Alternative Assessments (DLM). Throughout these training sessions, I gained critical knowledge in regards to ensuring the validity of assessments in Hooksett.

On November 8–9, I attended a NHSAS Science Writing workshop with Kevin Fleury and Sarah Rushia, sixth grade science teachers. We worked with staff from Cambium Assessment, Inc. and other K–12 educators from New Hampshire to brainstorm topics that would make engaging items for future NGSS assessments. It was a great opportunity to learn more about how items are developed for assessments and to participate in that process.

Respectfully Submitted,

Meghan McLain

Meghan McLain
Director of Mathematics, Accountability and Assessment



English Language Arts Curriculum Coordinator Report

Phonics, UFLI (University of Florida Literacy Institute)

Teachers in grades K–2 have implemented a new phonics program. Direct, systematic, and explicit instruction is the focus. I hosted seven morning and afternoon professional development sessions and Q&A for K-2 teachers. Approximately ten teachers have attended each session. We have also been implementing alignment and pacing guides for each grade level to integrate this new program based on the science of reading.

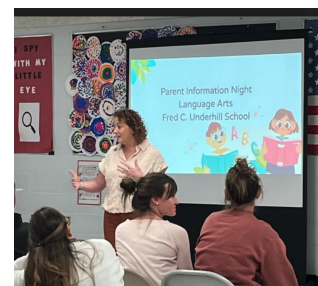


Lesson Modeling

I have had many opportunities to teach and model lessons for the teachers as part of our UFLI implementation. This has been a great asset and gives me opportunities to mentor and support the teachers as they carry out this new program.

Parent Information Night

Meg McLain and I had the opportunity to present two parent information nights to discuss our curriculums and processes and engage with the community. The Underhill parent information session was held on September 27th and Memorial was on October 4th. Both events were well attended.



Professional Development Day



On September 29th, teachers from each grade level attended a Keys training. Teachers in grades K–5 were trained in early and content writing. Keys to Writing provides research-based best practices for writing instruction that can be integrated into any subject and aligned to state literacy standards. Underhill and Memorial teachers attended day 2 of the training on 9/29. Cawley attended Keys to Comprehension, which teaches students a foundational set of research-based comprehension strategies that support

listening and reading comprehension in any subject area. Teachers learn how to teach strategies using existing content reading and instructional materials.

When used across multiple grade levels, students benefit from a consistent approach to comprehension and writing instruction as they move from grade to grade and subject to subject.

SAU 15 Literacy Team Meetings

The reading specialists at Memorial, Underhill, and Cawley and I met to discuss goals, screenings, interventions, and literacy initiatives for students and the schools. Together, we set clear and measurable goals for targeting our reading interventions. These opportunities for our reading teams to get together and engage are important as we move forward and develop a common vision for reading and writing instruction.

One of the main topics that we discussed was the addendum to the NH State Dyslexia Law and how the SAU will implement the changes that were added to the addendum. New Hampshire state laws, [RSA 200:58](#) and [RSA 200:59](#), focus on children who struggle learning to read based upon potential indicators of dyslexia and other related disorders (i.e., dysgraphia, dysphasia, phonological processing disorder, and reading fluency disorder). We are currently implementing the changes to this law and look forward to working with the reading specialist to take this even further. I was able to update Underhill staff at a faculty meeting and the Memorial third grade team to discuss the changes to this law.

Transition to Pinkerton Academy ELA Meeting



On November 1st, I attended the Pinkerton transition meeting with our two eighth grade ELA teachers, Brooke Saltus and Kim Gartland. During this meeting, the sending town representatives were able to visit the English classes that took place. We were able to visit grade 9–12 classes and all levels were represented. In the afternoon, we met as an ELA team with grades 8–12 and curriculum coordinators from sending towns to Pinkerton. Updates from each school's ELA departments were presented. In addition, Pinkerton also updated us on their English classes as well as a school-wide initiative for independent reading. A deep discussion and explanation were presented regarding levels for placing our 8th grade incoming students at the appropriate levels.

Professional Learning Teams

Professional learning teams play a crucial role in every grade level and are continuing to take place every 3–4 weeks. These teams provide a structured space for teachers to engage in meaningful dialogue, share best practices, and collectively address challenges faced in the classroom. During these meetings, we engage in looking at the latest student data, pacing guides, curriculum focus, and upcoming assessments and competencies that need to be reviewed. At Underhill, we are currently focusing on the implementation of our new phonics program and pacing. At Memorial, we are engaging in aligning our assessments to our competencies through our grading and reporting statements. Cawley ELA and Social Studies teachers are developing rubrics to better align with our reporting statements and to make teachers and students apply our new Keys processes in their classrooms.

Book Vending Machines

We are fortunate to have book vending machines at Underhill and Memorial. Students are now able to earn tokens for good reading habits and are able to choose a book from the vending machine. The vending machines will be stocked periodically with popular books.



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Hooksett School Board Meeting

November 21, 2023

Director of Technology Report

Start of School

The technology department started the year strong with many support services provided for students and staff within each of the schools. Many of our oldest devices were retired over the summer and we are beginning to see the benefit of running newer equipment at Cawley with fewer devices delivered to the main office for repair everyday. There is still plenty of work to be done but we hope the work load continues to maintain a reasonable level as the school year progresses. Other highlights for the month include:

- Attended the monthly NHCTO meeting to connect with educational technology peers from neighboring districts and reviewed upcoming state driven security initiatives.
- Met with vendors from a telecommunications company to review options for enhancing cellular coverage throughout the district.
- Researched 'Digital Signage' options to be deployed at Cawley with their displays located in the cafeteria and main office hallway.
- Reviewed and approved apps to be made available for student use within our educational Google domain. Apps accessed by students now require manual review which we cross reference with the NH Student Data Privacy Consortium. Vendors who refuse to agree to the terms of the consortium are automatically removed from access with student and staff accounts within the SAU15 organization.
- Migrated the administrative and special education team away from Zoom in place of Google Meet for video conferencing.
- Finished installing HDMI projectors in the remaining Kindergarten classrooms who were previously using carts. The new equipment is suspended from the ceiling similar to all other classrooms throughout the building.
- Resolved an issue with Lightspeed filtering that impacted the accuracy of student rosters.
- Continued to add items to the Student Data Privacy Consortium to ensure our digital inventory is as accurate as possible.
- Continued to make revisions and updates to the district websites for school announcements, bus routes and communications.
- Prepared district technology for NHSAS testing. Our oldest Chromebooks finally aged out and were no longer compliant with the testing software.
- Began preparing for NAEP testing to be implemented sometime in the Spring. Reviewed the technology requirements and adjusted firewall policies to grant access where necessary.
- Replaced the data drives in our primary backup server to prepare for an upcoming upgrade to our server infrastructure.

Respectfully Submitted,



Daniel Roma, Director of Technology



HSD School Board Report

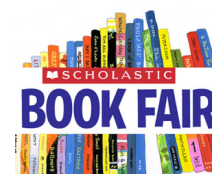
October & November 2023

Professional Learning Opportunities:

- Facilitated PD session on *Canva for EDU* platform in October.
- Facilitated PD session on *Book Creator* platform in November.
- Coordinated Science PLT session with *Discovery Education* Trainer, Nancy Rose.
- SAU 15 Librarians Collaboration Meetings September 29 and November 6, 2023.
 - Reviewed collection development and weeding procedures, class scheduling to allow for class collaboration time, district policies manual, AI Presentation, NH SPDA Digital Tools Repository.
 - Reviewed best practices for using Discovery Education resources with Nancy Rose, explored using the translation and text-to-speech tools through immersive reader function, collaborated on book club topics, shared ideas for public library collaborations.
 - Scheduled next meeting for January 8, 2024.

Underhill School Highlights:

- Digital Citizenship rotation: balancing time online and offline, being kind online, protecting private information.
- Visit with illustrator *Mark Hoffman*.
- Engaging with *NH Ladybug Picture Book Award* nominees.
- Reviewing UFLI words during transition times in the Library.
- Organized the Veterans Day project and assembly.
- Second grade book club meetings on Monday afternoons
- Scholastic book fair was very successful: sales of \$8,297.99 and \$2,213.94 profit. These funds help support author and artist visits to Underhill School.
- Open-library hours before class: 653 students so far this year.



Memorial School Highlights:

- Visit with author/illustrator Jarrett J. Krosoczka on October 13th. Mr. Krosoczka is a New York Times bestselling author/illustrator of 40+ books for young readers, including the *Lunch Lady* series, *Jedi Academy* series, and *Hey, Kiddo*, a National Book Award Finalist. This author visit was made possible thanks to purchases made at the annual Scholastic Book Fair by the Hooksett community along with a generous contribution from the Hooksett PTA.
- Celebration of International Dot Day.






- Digital Citizenship week in October with lessons on media balance, online safety and digital etiquette.
- New Hampshire Great Stone Face Award nominees *book tasting*.
- Halloween writing & slide creation activity during classroom collaboration times.
- Virtual Field Trip to Machu Picchu during classroom collaboration times.
- Rube Goldberg app activity during classroom collaboration times.
- Open-library hours before class: 256 students so far this year.

Cawley Middle School Highlights:

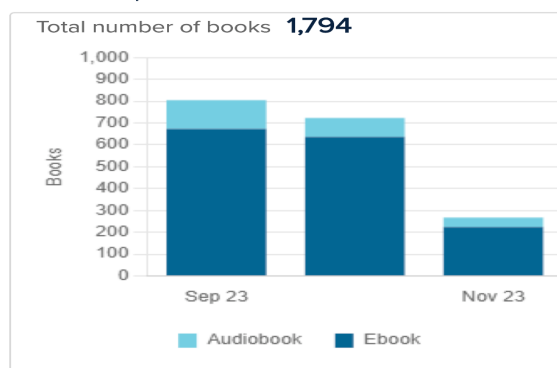
- Seventh and eighth grade recreational readers advisory resources; Novelist and Proquest .
- Sixth grade English Language Arts Unit on Biography & Memoir in October and Poetry & Novels in Verse in November. Thanks to Hooksett Public Library for lending 30+ additional books, ensuring all 6th graders have access to a wide selection of titles to meet the requirements of their projects.
- Revision and expansion of [Cawley Library website](#) to provide enhanced resources for National History Day projects at all three grade levels.
- FCS Careers exploration and eBook writing with eighth grade.
- 471 individual students and 1,679 students with classes have come to the Cawley library so far this year.

District-wide circulation of library materials through November 15, 2023:

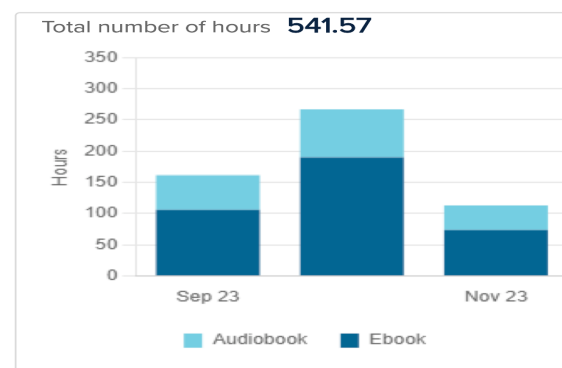
	3,899 items at Fred C Underhill School
	3,195 items at Hooksett Memorial School
	1,243 items at David R Cawley Middle School

District-wide Digital Books through November 15, 2023:

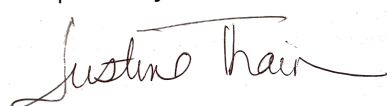
Total books opened



Total time read



Respectfully submitted,



Justine Thain, Library Media Director



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: Dean Farmer
Date: 11/21/23
Subject: Monthly Report for the month of - November

Custodial Staffing

- 3 current full time positions open (1 at Memorial, and 2 at Cawley)
- 1 current 4-hour position open at the Memorial School
- Contracted workers are covering the three full time positions

Life Safety Inspections

- School Year Preventative Maintenance inspections occurred during the summer

November Maintenance

- Roof leaks investigated and repaired at all three schools – some ongoing
- Minor HVAC repairs made at the Underhill School
- Brush/tree's cut back in spots at Underhill and Cawley

Ongoing Activities

- Staff training and auditing in order to perform at a more efficient and productive level
- Cleaning company on site at Memorial and Cawley to cover open positions
- Evaluating current vendors to make sure the Hooksett School District is getting the best value
- Continue budget process with presented school board Maintenance Plan included
- Working with EEI for Service Contract Presentation

Activities Planned

- Continued Custodial staff auditing, coaching when needed, in order to continue to strive toward the most efficient staff

Hooksett School Board

Chair's Report

November, 2023

IX.B.



Hooksett School District Operating Budget for 2024-25

On November 7, the Hooksett School Board (HSB) proposed a \$41,625,359 operating budget for the upcoming fiscal year. The Board appreciates the considerable work by our school administration and staff in diligently planning for next year. Budgeting continues to be complicated by post-pandemic challenges finding certain staff and materials, and the concerning inflationary economic environment.

Next year's "default budget" is the current (2023-24) operating budget plus contractual obligations, and is \$40,933,923. For reference, the current school operating budget approved by voters in March, 2023 was \$38,442,000 (total gross appropriation including grants and food services). The "proposed budget" includes some additional requests of taxpayers beyond the default. Both budgets have increased from the current year, but are still incomplete pending some final external estimates.

The larger contractual obligations increasing the default budget include:

1. Staff contracts approved by voters in March. The \$38.4 million operating budget on the ballot did not include any increases for salary, retirement contribution, or benefits for teaching staff, nor the contract adjustment for support staff, as those were separate warrant articles.
 - a. The HEA (teacher) contract had estimated cost increases of \$414,352 for 2023-24, and \$427,221 for 2024-25.
 - b. The HESPA (support staff) contract was modified to increase hourly rates and benefits at a cost of \$345,482.
 - c. These effectively increased the current (2023-24) budget by \$760,000 (to \$39.2 million), and then the 2024-25 budget by \$1.2 million.
 - d. Note that a new HESPA contract is under negotiation, so the proposed budget for next year doesn't include proposed changes there, which will be a separate warrant article.
2. Special education costs, both in number of students qualifying for services and cost of providing services. Special education plans are legal obligations, increasing nearly \$1 million.
3. High School tuition
4. Health insurance increases
5. Transportation increases
6. Teacher retirement bonus for three retiring teachers
7. Competitive salary adjustments for certain administrative staff

Notable requests for the proposed budget include

1. Two staff positions; one current position no longer funded by grants, and a new teaching position at Hooksett Memorial School
2. Student information access fees, currently paid from grant funding which will expire
3. Scheduled building maintenance
4. Repairs to HVAC units at two schools
5. Accounting for increased cost of supplies

Hooksett School Board

Chair's Report

p. 2



For the final accounting action closing last year's operating budget, the Hooksett School Board voted to retain \$200,000 from fund balance (unspent budget), returning the remaining \$737,000 to taxpayers.

Hooksett school district budget materials are available for your review online at:

<https://hooksettschoolboard.sau15.net/documents-reports>

Capital Improvement Projects

The Board proposed a \$13,342,120 maintenance project for significant work at all three schools, notably two roof replacements, structural improvements, replacement ventilation units, and replacement boilers. This is proposed as a 15 year lease with a roughly estimated \$1.3 yearly payment, ultimately based on current financing rates should the warrant be approved by voters. It should be noted that municipal borrowing rates are lower than consumer or commercial rates because they are tax-exempt.

The last major capital improvement project in the Hooksett School District was for the construction of David R. Cawley Middle School and significant renovations at Hooksett Memorial School over twenty years ago. A large amount of equipment is thus reaching end of forecast operational life at the same time. More details are available in the Communications Committee report in last month's Board packet.

Ultimately, the project - if approved by voters - wouldn't start in earnest until summer of 2025. Hooksett Memorial is most pressingly in need of repairs and would be worked on first.

Stay in Touch Online

You can find the School Board online at:

<https://hooksettschoolboard.sau15.net>

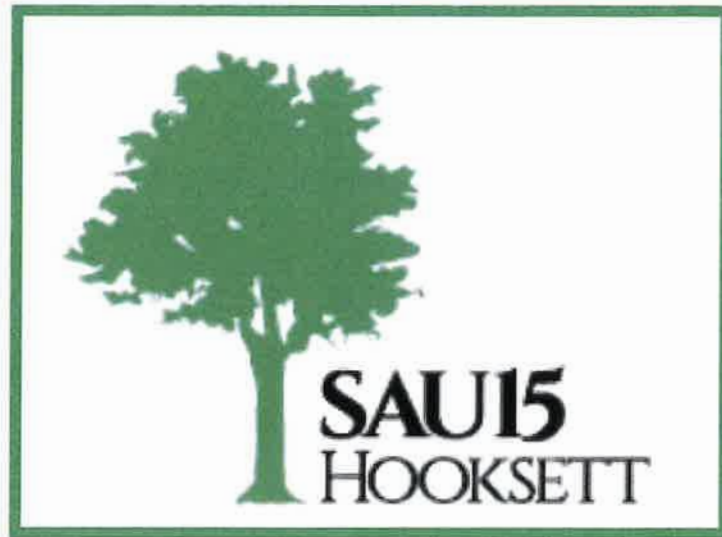
<https://facebook.com/hooksett.school.board/>

Respectfully submitted,

Wayne Goertel

Hooksett School Board Chair

The mission of the Hooksett School District is to develop a community of learners who are intellectually curious, resourceful, and respectful of self and others. Academic achievement, through constantly improving standards, is the District's highest priority.



HOOKSETT SCHOOL DISTRICT

MENTORSHIP PROGRAM

2023 – 2024

GOALS

The Hooksett School District's mentorship program seeks to provide professional **support** to new teachers, fostering their **confidence**, improving **teaching skills**, and aiding in their **integration** into the **school community**.

This effort aims to **improve** the **retention** rate of new teachers by helping them **overcome** challenges and difficulties in their early years of teaching; with its central aim being to **improve student learning** and **achievement** by enhancing the **quality of instruction** and **teacher effectiveness** of teachers new to our district.

HOOKSETT
SCHOOL
DISTRICT

ROLES AND RESPONSIBILITIES

Mentor

- SUPPORT MENTEE(S) IN A NON-EVALUATIVE RELATIONSHIP
- SERVE AS A LIAISON BETWEEN MENTEE(S), COLLEAGUES AND ADMINISTRATION
- REDUCE ISOLATION OF MENTEE(S) BY MAKING HIM/HER FEEL VALUED AS A MEMBER OF THE SCHOOL COMMUNITY FORMALLY AND INFORMALLY
- PROMOTE AWARENESS OF SCHOOL DISTRICT POLICIES AND PRACTICE
- ENCOURAGE MENTEE(S) TO COMMUNICATE EFFECTIVELY WITH COLLEAGUES AND ADMINISTRATION
- CONDUCT INFORMAL CLASSROOM VISITS/ FEEDBACK AS WELL AS TEACH MENTEE(S) ABOUT THE EVALUATION PROCESS
- BE AVAILABLE DURING PREP AND/OR AFTER SCHOOL TO WORK WITH MENTEE(S) ON AN AS NEEDED BASIS. SOME MENTEES MIGHT NEED MORE FREQUENT ONE-ON-ONE CHECK-INS.

Mentee (0 to 3 years experience)

- BE WILLING TO REFLECT ON CRAFT
- OBSERVE CONFIDENTIALITY BETWEEN SELF AND MENTOR
- PARTICIPATE IN NON EVALUATIVE CLASSROOM OBSERVATIONS AND COACHING SESSIONS WITH A MENTOR
- INVOLVEMENT IN THIS PROGRAM IS FOR AT LEAST ONE SCHOOL YEAR
- BE AVAILABLE DURING PREP AND/OR AFTER SCHOOL TO MEET WITH MENTOR AS NEEDED

Administration

- BE INVOLVED IN THE ONGOING EVALUATION OF THE MENTOR PROGRAM
- PROVIDE SUPPORT TO THE MENTOR / MENTEE AS NEEDED

WHAT TO EXPECT

Mentee

- 1 BI-MONTHLY MENTOR-MENTEE MEETINGS AND INDIVIDUAL CHECK-INS AS NEEDED
- 2 TWO EXTERNAL OBSERVATIONS (SETUP BY MENTOR)
- 3 TWO NON-EVALUATIVE OBSERVATIONS (CONDUCTED BY MENTOR)

Mentor

- 1 BI-MONTHLY MENTOR-MENTEE MEETINGS, ONGOING SUPPORT FOR MENTEE AND INDIVIDUAL CHECK-INS AS NEEDED
- 2 COORDINATE TWO EXTERNAL OBSERVATIONS FOR MENTEE
- 3 CONDUCT TWO NON-EVALUATIVE OBSERVATIONS OF MENTEE
- 4 THREE SAU-WIDE MENTOR MEETINGS (START OF PROGRAM, MID YEAR, END OF YEAR)

Administration

- 1 IDENTIFY MENTORS - NO MORE THAN THREE MENTEES PER MENTOR
- 2 ASSIGN AND INTRODUCE NEW TEACHERS AND MENTORS
- 3 FACILITATE COVERAGE FOR OBSERVATIONS AS NEEDED
- 4 REGULAR CHECK-INS WITH MENTOR AND MENTEE

SUGGESTED TOPICS BY MONTH

JULY / AUGUST

- Tour of school
- Classroom budget
- Classroom setup
- Request computers and help with setup
- Set up email
- School specific resources
- Upcoming workshops days / Meet and Greet / Open House

SEPTEMBER

- AESOP
- Schoology/PowerTeacher gradebook
- Google calendars
- Schoology / Seesaw requirements (and other programs)
- School Safety drills
- Sign in / sign out process
- Duty expectations
- Teacher Effectiveness Plan- observation timeline
- Schoolwide discipline policies
- Forms- Reimbursement, Leave, etc
- Upcoming special events
- Assessment (school schedules, data reports, etc.
- Content and WSP rubrics

OCTOBER

- Parent Conferences
- Sub plans
- Create and assist with 3-year plans
- Progress reports
- Communication with families and colleagues
- Check in on first observations individually
- Set up a meeting with building PD rep
- Upcoming special events

NOVEMBER

- Report card expectations
- Schoology / PowerTeacher grading
- Media Center equipment
- Upcoming special events
- Check in individually on observation feedback
- Gauge interest on observations wants

DECEMBER - JANUARY

- Plan classroom walk-through's/observations and implement schedule
- Check in on observations
- NHSAS data
- Review upcoming special events
- Effective Tier 1 instructional strategies

FEBRUARY

- Plan classroom walk-through's/observations and implement schedule
- NHSAS data/interims
- Begin discussing some goals for next year
- Upcoming special events

MARCH

- Review upcoming special events
- PD discussion- what do they need
- Report cards T2 tips
- NHSAS data/interims

APRIL

- Review upcoming special events- EXPO night
- NHSAS data/interims
- Reach out to Meg/Sonia for possible PD opportunities for next year

MAY / JUNE

- Review upcoming special events- Field Day
- Progress check reminders
- Review end of year expectations- packing, etc.
- Report Card T3 tips

THIS LIST IS DESIGNED TO ASSIST MENTORS WITH SUGGESTED MONTHLY TOPICS TO DISCUSS WITH THEIR MENTEES. THE LIST IS NOT EXHAUSTIVE AND WILL NEED TO BE ADAPTED BASED ON INDIVIDUAL SCHOOL POLICIES AND PROCEDURES.

MENTORING MEETINGS AND CONVERSATIONS SHOULD STAY PERTINENT TO THE SITUATIONS THE NEW EDUCATOR IS EXPERIENCING.

ADDITIONAL SUGGESTED TOPICS

EFFECTIVE TIER 1 INSTRUCTION

LESSON PLANNING

DIFFERENTIATED INSTRUCTION

CLASSROOM MANAGEMENT

CLASS ROUTINES

SPECIAL EDUCATION

ACCOMMODATIONS

POSITIVE CLASS CULTURE

REFLECTING ON TEACHING

LESSON DELIVERY

STATE INCLUSIONS

WORK-LIFE BALANCE

GRADING AND REPORTING

STUDENT FEEDBACK

THIS LIST IS DESIGNED TO ASSIST MENTORS WITH SUGGESTED MONTHLY TOPICS TO DISCUSS WITH THEIR MENTEES. THE LIST IS NOT EXHAUSTIVE AND WILL NEED TO BE ADAPTED BASED ON INDIVIDUAL SCHOOL POLICIES AND PROCEDURES.

MENTORING MEETINGS AND CONVERSATIONS SHOULD STAY PERTINENT TO THE SITUATIONS THE NEW EDUCATOR IS EXPERIENCING.

MENTOR CHECKLIST

JULY / AUG.

☐

Bi-monthly meeting

SEPTEMBER

☐

Bi-monthly meeting

OCTOBER

☐

Bi-monthly meeting

NOVEMBER

☐

Bi-monthly meeting

DECEMBER

☐

Bi-monthly meeting

JANUARY

☐

Bi-monthly meeting

FEBRUARY

☐

Bi-monthly meeting

MARCH

☐

Bi-monthly meeting

APRIL

☐

Bi-monthly meeting

MAY

☐

Bi-monthly meeting

JUNE

☐

Bi-monthly meeting

OBSERVATIONS

☐

Two non-evaluative observations

☐

Two external teacher observations

XI.C.

Shall the Hooksett School District approve the cost items included in the collective bargaining agreement reached between the Hooksett School Board and the Hooksett Education Support Professionals Association, which calls for the following increases in salaries and benefits at the current staffing level over those paid in the prior fiscal year:

Year	Estimated Increase
2024-2025	\$
2025-2026	\$
2026-2027	\$

and further to raise and appropriate \$_____ for the 2024-2025 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?

Shall the Hooksett School District vote to raise and appropriate the sum of up to \$_____ to be added to the Building Maintenance Expendable Trust Fund previously established in March 2020? This sum to come from June 30, 2024 fund balance available for transfer on July 1, 2024. No amount to be raised from additional taxation.

Shall the Hooksett School District vote to raise and appropriate the sum of up to \$_____ to be added to the Special Education Expendable Trust Fund previously established in March of 2001? This sum to come from June 30, 2024 fund balance available for transfer on July 1, 2024. No amount to be raised from additional taxation.

Shall the Hooksett School District vote to raise and appropriate the sum of \$_____ to be added to the Technology Expendable Trust Fund previously established in March 2008?

XIII.A.**HOOKSETT POLICIES FIRST READING**

		2nd Reading Date:	12/19/23
		1st Reading Date:	11/21/23
		Committee Meeting Date:	10/16/23
CURRENT CODE	POLICY TITLE/CATEGORY	New Required by Law	Last Reviewed
GBCD	Background Investigation and Criminal Records Check	SB9 reversed legislation making the state responsible for criminal history records checks for trans. monitors, and SB 136 prohibiting employment/appointment as volunteers of educators whose credentials have been revoked/under suspension	2001
ACN	NEW Nursing Mothers Accomodation	NEW. Required by Law	NEW
GCF-A	Administrative Staff Hiring	Board request	

HOOKSETT SCHOOL DISTRICT
BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other appropriate background of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done. For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the minimum requirements of law, however, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him/her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for employment for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board. Fees or costs associated with a background check of a volunteer should be borne by the district.

Criminal History Records Check

Each applicant must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

Volunteers

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to Policy [IJO](#)C. Volunteers not categorized as "Designated Volunteers" per Policy [IJO](#)C will not be subject to a background investigation or criminal records check.

Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

No applicant selected for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.

Final Offer of Employment

A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Superintendent.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed that a criminal history exists, or that charges are pending. **Pursuant to regulations of the United States Dept. of Justice, and RSA 189:13-a, the Superintendent may NOT share with the Board information directly gleaned from the criminal history records check regarding specific criminal charges, arrests or convictions, etc.**

The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will

then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the Superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.

Adopted: April 18, 2000

Revised: September 16, 2008, May 3, 2011

Reviewed/Revised: January 3, 2017

Revised: November 21, 2017, October 18, 2022

Legal Reference:

RSA 189:13-a, School Employee and Volunteer Background Investigations,

**HOOKSETT SCHOOL DISTRICT
NURSING MOTHERS ACCOMMODATION**

A. Statement of Purpose

The District provides a supportive environment as to time and place for employees (collectively “nursing mothers”). Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

B. Accommodation Notice and Plans

A nursing or expectant mother should contact the building principal or employee’s supervisor at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the building principal or other administrator working with the nursing mother should consult with the District’s Human Resources Director or Superintendent.

A nursing accommodation plan should be revisited upon the nursing mother’s request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

C. Reasonable Time to Express Milk during the School Day

Absent undue hardship or other accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities (“nursing period”) during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the purpose of nursing or to address other needs relating to nursing. An employee can use usual break and meal periods if she chooses.

A nursing mother who is an hourly employee will be paid during nursing periods. Nursing mothers shall not be required to “make up” time relating to the use of

unpaid nursing periods.

D. Suitable Private Areas for Nursing

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mothers work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a sink with running water if feasible, or be in proximity to one;
6. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
7. Shall be cleaned regularly by District staff assigned to that duty.

E. Nursing Mother Responsibilities.

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

F. Prohibited conduct.

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

G. Dissemination of policy.

This policy shall be printed or summarized in applicable employee handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

HSD File: GCF-A

**HOOKSETT SCHOOL DISTRICT
ADMINISTRATION STAFF HIRING**

A Hooksett School Board member will serve on a selection team when hiring Hooksett School District administrators.

**School Administrative Unit #15
Hooksett Pupil Accounting
Monthly Enrollment**

November 1, 2023

School	Grade	TOTAL	Section	Average Class Size	Paraprof. Per Building
Underhill	Preschool	23	3	8	3 E
	K	132	7	19	9 C
	1	128	7	18	
	2	136	7	19	
TOTAL		419	24	17	

November 2022
25
124
143
150
442

Memorial	3	162	7	23	3 E
	4	131	6	22	7 C
	5	133	6	22	
TOTAL		426	19	22	

123
139
133
395

Cawley	6	144	8	18	4 E
	7	136	8	17	6 C
	8	140	8	18	E = Employee C = Contracted
TOTAL		420	24	18	

138
137
152
427

GRAND TOTAL		1,265	67	19	
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1,264

**School Administrative Unit #15
Hooksett Pupil Accounting
High School Monthly Enrollment**

DATE: November 1, 2023

School	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
Pinkerton Academy	132	123	115	109	479
Manchester Central	0	0	7	5	12
Manchester West	1	1	2	4	8
Manchester Memorial	1	2	3	2	8
MST	0	0	0	0	0
Bow High	0	1	4	6	11
Goffstown High	1	1	0	0	2
Londonderry High	31	24	30	37	122
Pembroke Academy	2	5	1	7	15
Other Private/SPED	8	6	14	9	37
TOTAL	176	163	176	179	694