

**HOOKSETT SCHOOL BOARD MEETING and PUBLIC HEARING
AGENDA**

Tuesday, February 20, 2024 – 6:00 p.m.

DAVID R. CAWLEY MIDDLE SCHOOL MEDIA CENTER

- I. CALL TO ORDER** Wayne Goertel, Board Chair
- II. PLEDGE OF ALLEGIANCE** – John Mrozek, Grade 8
- 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 January 10, 2024 Board Meeting Minutes*
 - B. Approval of January 22, 2024 Board Meeting Minutes*
 - C. Approval of February 3, 2024 Board Meeting Minutes*
- VII. OPEN PUBLIC HEARING ON MAINTENANCE and IMPROVEMENT CAPITAL RESERVE FUND and the CONTINGENCY FUND**
- VIII. PRESENTATION** – Creator Lab and Perseverance Day -Kristin Yeaton
- IX. SUPERINTENDENT’S UPDATES***
- X. REPORTS**
 - A. Administrator’s Reports*
 - B. Board Chair Report*
 - C. Reports of Standing Committees
- XI. OLD BUSINESS**
 - A. Washington, DC Field Trip Date
 - B. Draft 2024/2025 School Calendar*
- XII. NEW BUSINESS**
 - A. Deliberative Session Discussion
 - 1. Deliberative Session Retrospective
 - 2. Reductions to 2024/25 Operating Budget
 - C. Board Member-End of Term
 - D. Durham Bus Contract Renewal*
 - E. Superintendent’s Evaluation
- XIII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Please see Guidelines for Public Comment on page 2 of agenda
- XIV. CLOSE PUBLIC HEARING ON MAINTENANCE and IMPROVEMENT CAPITAL RESERVE FUND and the CONTINGENCY FUND**
- XV. PERSONNEL**
 - A. Co-Curricular Nomination*
- XVI. POLICIES**
 - A. Second Reading* -Policies JKAA, JKAA-R Use of Child Restraint/Seclusion – Procedures, BAAA School Board and Administrative Procedures, BIB Board Member Development

- Opportunities, BIE Board Member Indemnification, DGB Check Writing, IHAL Religion, IJOC-A Parent Involvement, and BEDG Minutes
- B. First Reading* - Policies IJB Class Size, JEA Compulsory Attendance Age, JFABB Foreign Exchange Students, JICE Student Publication, JICF Gang Activity, and JIE Pregnant Students

XVII. FINANCIAL

- A. Expenditure Report*
- B. Manifest Approvals

XVIII. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k if needed)

XIX. INFORMATIONAL ITEMS AND CORRESPONDENCE

Enrollments*

XX. ADJOURNMENT (action required)

The next regularly scheduled meeting of the Hooksett School Board is Tuesday, March 19, 2024 at 6:00 p.m. at the David R. Cawley Middle School Media Center.

The SAU Board will meet on Wednesday, February 21, 2024 at 6:30 p.m. at the Henry W. Moore School in Candia.

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
WEDNESDAY, January 10, 2024 6:00 pm.
David R. Cawley Middle School Media Center**

Unapproved

CALL TO ORDER / PLEDGE of ALLEGIANCE

Wayne Goertel, Board Chair, called the meeting to order at 6:04 p.m. Those in attendance were Board members Jillian Godbout, Jason Hyde, Amy Tremblay, Lynn Baker, Vanessa Gelinias (6:06 pm); and Superintendent of Schools, William (Bill) Rearick.

The Director of Curriculum, Instruction and Assessment, Business Administrator, and some staff were also in attendance.

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.

Bill Rearick asked the Board how they wanted to move forward with funding the District Wide Capital Improvement Project, lease or bond.

Considerable discussion ensued.

Jason Hyde said he was inclined to go for a bond as he felt it was safer. Amy Tremblay felt the lease was safer. She said a recent email stated 5% was a conservative interest rate for a bond and the lease was currently at 4.35%. She said a lease can be paid off early and you only pay for what you use. She said she was not comfortable gambling on a bond rate fluctuation. Jason Hyde stated that the bond rate was 3.09% (15-year) as of yesterday. Lynn Baker said she was in favor of a lease as the company the district will be using has a reputation for coming in under budget which would save the district money by going with a lease. She expressed concerns for supply chain delays as well. Cory Izbicki said the pros of a lease outweigh those of a bond; there is no option for pre-payment on a bond. Wayne Goertel said he was more in favor of a bond because of the low rate as of yesterday. Amy Tremblay stated the tax impact of the difference was only .01, and liked the security of a lease option.

Motion by Amy Tremblay, seconded by Jillian Godbout to approve the warrant articulated for a 15 year lease for the District Wide Capital Improvement Project. More discussion ensued. Jillian Godbout said there is a considerable discrepancy between the two interest rates (lease/bond) and she would like to have the project start sooner than later. Jason Hyde said school districts have a history with bonds, and you can refinance a lease. Jason said he didn't think the interest rate of the lease would go down enough to match the bond rate. He believed a bond would be less expensive. Wayne Goertel agreed with Jason Hyde. Amy Tremblay said it's a guessing game and felt the lease was safer.

A roll call vote was taken. With Jason Hyde, Jillian Godbout, and Wayne Goertel voting No, and Lynn Baker, Amy Tremblay and Vanessa Gelinias voting Yes, the motion did not carry.

Motion by Jason Hyde, seconded by Wayne Goertel to put the following on as a warrant article:

To see if the Hooksett School District will vote to raise and appropriate the sum of \$13,342,120 (gross budget) for the District Wide Capital Improvement Project that includes structural improvements, replacement of ventilation units, upgrades to existing control systems, installation of high efficiency boilers, and roof replacements, and to authorize the issuance of not more than \$13,342,120 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to raise and appropriate the sum of \$1,274,910 for the first year's principal and interest payment on the bonds or notes issued. 3/5 ballot vote required.

With Lynn Baker, Amy Tremblay and Vanessa Gelinias voting No, and Jason Hyde, Jillian Godbout, and Wayne Goertel voting Yes, the motion did not carry.

Discussion continued.

Motion by Amy Tremblay, seconded by Lynn Baker to put the following on as a warrant article:
Shall the Hooksett School District authorize the School Board to enter into a multi-year (15-year) lease purchase agreement in the amount of \$13,342,119 for the purpose of replacing the Memorial, Cawley, and Underhill Schools' ventilation systems as well as upgrading existing energy management system controls and installing high efficiency boilers at each of the schools and completing roof improvements at both the Memorial and Cawley Schools; and to raise and appropriate the sum of \$1,229,558 for the first year's payment for that purpose? This lease agreement will contain and escape (non-appropriation) clause. Future payments on the lease will be offset by guaranteed energy savings and a reduction in fuel utility costs for the district.
With Jason Hyde and Wayne Goertel voting No, and Lynn Baker, Jillian Godbout, Amy Tremblay and Vanessa Gelinias voting Yes, the motion carried.
Jillian Godbout stated that the Board is in agreement regarding the need for the District Wide Capital Improvement Project, they are however, divided in how to fund it. Jason Hyde felt if the higher rate was on the ballot, it would not pass.

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

No need.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

ADJOURNMENT

Motion by Jason Hyde, seconded by Amy Tremblay, to adjourn the meeting at 7:10 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca McCarthy
School Board Recorder

The Hooksett School Board will meet on Tuesday, February 20, 2024 at 6:00 p.m. at the David R. Cawley Middle School Media Center.

**HOOKSETT SCHOOL BOARD MEETING MINUTES
TUESDAY, January 22, 2024 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, Vanessa Gelinias, and Lynn Baker; and 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

Nicole Startun, grade 2, led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

SCHOOL DISTRICT CLERK

School District Clerk Jen DeCampo was in attendance. She stated that Lee Ann Moynihan will be acting Moderator for the Deliberative Session. It was decided who would motion and second each warrant article.

#2M-Wayne Goertel S-Lynn Baker

#3M-Amy Tremblay S-Wayne Goertel

#4M-Vanessa Gelinias S-Amy Tremblay

#5M-Jim Sullivan S-Vanessa Gelinias

#6M-Lynn Baker S-Jason Hyde

#7M-Jason Hyde S-Jim Sullivan

Erin Brewitt and Jessie Palmer made a Social Studies presentation.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

APPROVAL OF MINUTES

Motion by Amy Tremblay, seconded by Jillian Godbout, to approve the Board meeting minutes of December 19, 2023, with the following amendment: Page 2 the motion by Amy Tremblay, seconded by Wayne Goertel regarding the HESPA Tentative Agreement, should read 'pending ratification by voters **and HESPA**', and the motion carried unanimously.

Motion by Lynn Baker, seconded by Jillian Godbout, to approve the Board's non-public meeting minutes of December 19, 2023, and the motion carried unanimously.

Motion by Amy Tremblay, seconded by Wayne Goertel, to approve the Board's meeting minutes of January 8, 2024, and the motion carried unanimously.

OPEN PUBLIC HEARING ON SPECIAL EDUCATION AND TECHNOLOGY TRUST FUNDS

At 6:20 Wayne Goertel opened the Public Hearing on the Special Education and Technology Trust Funds.

SUPERINTENDENT'S UPDATES

Bill Rearick summarized his report.

REPORTS

Administrator Reports

Chris Osborne spoke to the benefits of having a preschool program.

Wayne Goertel spoke to how difficult it is to predict end of year fund balance and the Board decided dates

on which to have coffees at the schools.

Lynn Baker asked where revenues come from to which Chris Osborne stated that as far as special education aid is concerned, aid is based on student population and is always one year behind.

Discussion ensued relative to Hooksett Memorial not having hot water last week and having no heat this morning. Jillian Godbout asked Maintenance Director, Dean Farmer how next year's budget looks knowing these items are starting to break down, to which Dean said he feels confident in his 2024-2025 budget. Bill Rearick asked the Board to consider expending funds from the Special Education and Technology Trust Funds. He explained how the district never shows 'actuals' in the past and that there are still considerable special education tuition and transportation invoices which must be accounted for. Discussion ensued.

CLOSING PUBLIC HEARING

Wayne Goertel closed the Public Hearing at 6:40 p.m.

Motion by Amy Tremblay, seconded by Lynn Baker, to authorize the expenditure of up to \$415,937.57 out of the Special Education Trust Fund for special education purposes. A roll call vote was taken. With all in favor, the motion carried.

Motion by Jillian Godbout, seconded by Wayne Goertel, to expend up to \$100,000 from the Technology Trust Fund. A roll call vote was taken. With all in favor, the motion carried.

Bill said he expects to come before the Board again in February for approval to expend from the Maintenance and Contingency Funds.

Noting there were members of the public wishing to address the Board, Wayne Goertel moved Opportunity for Public Input up in the agenda.

Resident Jeff Myer (Ridgeview Dr.) stated that there is a lot of concern among parents with the dates the 8th grade Washington DC trip is scheduled, as it coincides with the November election.

Resident Kasha Lojko echoed Mr. Myers' sentiments, and said it was a lot of money with no insurance for a refund should something arise near that date. She asked the Board to move the week.

Resident Chip Lojko asked the Board to flip the schedule, and not go in November.

NEW BUSINESS

Draft 2024/2025 School Calendar

The 2024/2025 school calendar was in the packet which had four early-release days for professional development. Some discussion ensued and the Board will review this again at their February meeting.

Policy IBJ-Class Size

Considerable discussion on Policy IBJ – Class Size, and how class size affects facility space as well as the budget. Ideally, it is beneficial to have smaller class size, but other factors must be taken into consideration as well such as the actual makeup of the class. Board members agreed that the policy should be a guideline. Vanessa Gelinis suggested that the policy contain more qualifiers and Bill Rearick said the title should be Class Size **Guidelines**. This policy will be brought before the Policy Committee for further review.

Deliberative Session Sound System

Though he covered this in his report, Bill Rearick stated that the Town did not want to split the cost of an upgrade of \$10,000 for a sound system for the Deliberative Session. With the current system, there is no way to live-stream the meeting from the gymnasium. Some discussion ensued. No action was taken by the Board.

POLICIES

Policies GCCBC FMLA, and EBCC School Threats were in the packet for a second reading/adoption.

Motion by Amy Tremblay, seconded by Lynn Baker, to accept the second reading/adoption of the policies as presented, and the motion carried unanimously.

Policies JKAA Use of Child Restraint/Seclusion, JKAA-R Child Restraint/Seclusion-Procedures, BAAA School Board and Administrative Procedures, BIB Board Member Development Opportunities, BIE Board Member Indemnification, DGB Check Writing, IHAL Religion, IJOC-A Parent Involvement, and BEDG Minutes were reviewed as a first reading. Motion by Wayne Goertel, seconded by Jillian Godbout, to approve the first reading of the policies as presented and amended, and the motion carried unanimously.

FINANCIALS

Expenditure Report

The expenditure report was in the packet for review.

Manifest Approval

Motion by Wayne Goertel, seconded by Lynn Baker, to approve the manifest of 12/9/23-12/22/23 in the amount of \$1,050,776.08. A roll call vote was taken. With all in favor, the motion carried.

Motion by Wayne Goertel, seconded by Jillian Godbout, to approve the manifest of 1/6/24-1/19/24 in the amount of \$1,137,211.26. A roll call vote was taken. With all in favor, the motion carried.

Trust Fund Summary and Balances

Trust fund balances were in the packet for review.

ADJOURNMENT

Motion by Jillian Godbout, seconded by Lynn Baker, to adjourn the meeting at 8:00 p.m., and the motion carried unanimously.

Respectfully submitted,

Rebecca McCarthy
School Board Recorder

The Hooksett School Board will meet on Tuesday, February 20, 2024 at 6:00 p.m. at the David R. Cawley Middle School Media Center.

The Hooksett School District's Deliberative Session #1 will be held on Saturday, February 3, 2024 at 1:00 p.m. at the David R. Cawley Middle School Gymnasium.

**HOOKSETT SCHOOL BOARD MEETING MINUTES
SATURDAY, February 3, 2024
David R. Cawley Middle School Media Center**

Unapproved

Wayne Goertel, Board Chair, called the meeting to order at 5:45p.m. Those in attendance were Board members Jason Hyde, Amy Tremblay, Vanessa Gelinias and Jim Sullivan; and Superintendent of Schools, William (Bill) Rearick.

PROOF OF POSTING

Bill Rearick provided proof of posting.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

Special Education Bus Contract

The Durham Bus Contract was reviewed. Motion by Jim Sullivan, seconded by Wayne Goertel, to approve the contract as presented. A poll vote was taken and the motion carried unanimously.

2024/2025 Warrant Articles after Deliberative Session #1

Motion by Wayne Goertel, seconded by Amy Tremblay, to recommend the operating budget, Warrant Article #2, as presented at the Deliberative Session, less \$750,000 as amended and passed.

The motion did not carry unanimously.

The School Board does not recommend Article #2 as amended (0-5).

Motion by Wayne Goertel, seconded by Amy Tremblay, to recommend the multi-year lease purchase agreement, Warrant Article #4, as presented at the Deliberative Session, as amended and passed at a zero budget.

With Jason Hyde voting yes, all others opposed, the motion did not carry (1-4).

The School Board does not recommend Article #4 as amended (1-4).

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation.

ADJOURNMENT

Motion by Amy Tremblay, seconded by Wayne Goertel, to adjourn the meeting at 5:50 p.m., and the motion carried unanimously.

Respectfully submitted,

William Rearick
Board Recorder

Primex provides this service free of charge to its members because they want to support their clients in protecting their data by helping them improve their cybersecurity measures. As part of this service they will conduct audits of our system whenever they are notified by the IT Directors if an employee reports a suspicious email.

I met with Dan and Adam on February 6th to get an update on that status of their respective plans. Dan hopes to have a draft completed in the next month for me to review.

Strategic Plan Update

Last month, I spoke with Kathy Cuddy-Egbert who is the consultant I reached out to assist the district in developing a strategic plan. I explained that Hooksett has a number of challenges it will be facing in the next few years. Some of these include space constraints at Underhill School, maintenance upgrades at all three school, and improving communication with the general public.

I am expecting to receive a written proposal within the next two weeks. I will update the Board once I have received and reviewed the proposal.

SAU Principals Meeting

On February 12th I met with the five SAU principals. Each principal provided an updated on what was taking place in their respective schools. One overarching concern expressed by all the principals was the need to provide additional emotional and social support their students and parents. We discussed how a social worker might provide such support. The idea of having a social worker originally arose in Candia as part of planning their 2024-25 budget. All the principals concurred that this position would prove beneficial for our students and their families.

We discussed upcoming professional development activities for teachers which will be taking place during the March 12th Professional Development Day. I also reminded the principals that teacher renewals for the 2024-25 school year will voted on at the Board's meeting in March.

Respectfully submitted by:

Bill Rearick

Director of Curriculum, Instruction, and Assessment Report

Invention Convention

On February 8th, I spent time visiting with each of the inventors at the Hooksett Memorial School Invention Convention to discuss their inventions and design process. Students could take on the Rube Goldberg challenge, crafting intricate machines for simple tasks, or create an original solution to an existing problem. Invention Convention fosters problem-solving, creativity, and critical thinking. Next, I'll be at Fred C. Underhill School's Invention Convention on February 19th.

National History Day Expo

On February 9th, I judged at the sixth-grade National History Day Expo. Students spent the past month selecting topics, researching, and showcasing their subjects' historical significance. This event marked the culmination of collaborative research spanning ELA and Social Studies classes.

Professional Learning Team Meetings

This month, I attended grade-level PLT meetings with Sonia Laliberte and Meghan McLain at Memorial. In math PLT, teachers examined interim assessment data and assessed student progress towards grade-level standards. In ELA, the focus was on the upcoming NH SAS summative assessment for writing which will take place in early March. Narrative prompts and writing rubrics were also reviewed and discussed.

Pinkerton Sending Town Curriculum Meeting

I attended a curriculum meeting at Pinkerton Academy with representatives from various sending towns. Homework practices, especially effective time management, were a focal point of discussion. At Pinkerton, the emphasis for homework is on independent task initiation and follow-through. According to a recent survey, in which 974 parent responses were collected, below is the perception data regarding the average time spent on homework per night at Pinkerton Academy.

- Less than 1 hour per night (34.7%)
- 1-2 hours per night (44.4%)
- 2-3 hours per night (13.6%)

Other topics addressed were common district challenges, like updating middle school science curriculum maps and trying to integrate more explicit writing instruction into English Language Arts blocks. We also covered upcoming professional development opportunities and successful initiatives. Recognizing the collaborative spirit, I proposed monthly meetings instead of triannual ones to maintain resource sharing, suggestions, and idea exchange to support our students, to which the group eagerly agreed.

Curriculum Review

The Curriculum Review Committee for mathematics met on February 12th. Committee members began to formulate recommendations to enhance teaching and learning for the 2024-2025 school year, drawing from evidence gathered during the review process. Throughout their evaluation, the CRC referenced the vision statement (see below) that they created at the onset of the review process outlining the Hooksett School District's core beliefs for teaching and learning mathematics.

*The Hooksett School District's vision for teaching and learning mathematics in grades K-8 is to create an **authentic** and **meaningful** educational experience that centers around the exploration of "why" rather than just "how." We firmly believe that understanding the **reasons behind mathematical concepts** fosters a deeper grasp of the subject, which ultimately leads to mastery. We prioritize **hands-on, multisensory learning** experiences that encourage students to **build fundamental skills** through **active engagement**. By encouraging **questions** and the **exploration of multiple strategies**, we cultivate a foundation of **flexible thinking**. Our students learn to approach problems from various angles, nurturing both **critical thinking** and **problem-solving** abilities. Our ultimate objective is to **nurture confident mathematicians**, instilled with the capacity to **innovate** and **adapt**, facing challenges with **perseverance**, **curiosity** and **creativity**. Our curriculum design is intentionally **relevant** and **rigorous**, drawing upon **research-based best practices** to ensure the **efficacy of teaching and learning**.*

Mentor Program

To prepare for the 2024-2025 mentorship program, I've been examining mentor materials from neighboring districts and delving into training programs and resources to enrich our program. In March, I'll be leading the second district-wide mentor meeting to foster collaborative dialogue and provide updates on the mentor program's progress. Additionally, training for the upcoming year will be included as a key agenda item to gain feedback from the mentors.

Rubric Work

The culmination of four months of work by the Rubric Committee, consisting of two teachers from every grade level for three through five, was unveiled at this month's staff meeting. This effort focused on reviewing and revising our rubrics for each reporting statement in mathematics and English Language Arts to ensure accurate, consistent and transparent grading and reporting.

March 12 Professional Development Plan

The agenda for March 12th, has been sent to all staff members. This day was crafted based on feedback received from staff earlier in the school year, highlighting the importance of training in the follow areas:

- Differentiation and strategies to support all students
- Effective classroom management strategies and building positive student-teacher relationships
- Supporting students' mental health / trauma informed

There are a total of four choice sessions available, each staff member will attend two out of the four choices. Space is limited in each session, so a survey was sent out to staff to indicate their preferred sessions, ranking them as their first and second choices. Assignments will be made accordingly, taking into account each staff member's interests.

Recognizing the significance of self-care for educators, the day will also include a keynote speaker addressing the theme "Use the Force, Luke!: Managing Number One and Sustaining Motivation in the Job". Moreover, in response to feedback from staff members aimed at making professional development more meaningful, we've attentively listened to our staff and integrated time for collaboration and vertical team meetings.

After the event, another survey will be sent to all staff members to determine effectiveness and plan for future professional development.

Professional Development

On February 16, I attended the South Central Curriculum, Instruction and Assessment meeting. Over the course of the next few months, I will be participating in Leading Competency Based Learning with New Hampshire Learning Initiative, a three part virtual professional development session.

Respectfully Submitted,

Meg Largy

Meghan Largy

Director of Curriculum, Instruction, and Assem



Fred C. Underhill School

Principal's Report

February 2024



The Brain Show

The Brain Show came to Underhill School on January 18, 2024. The Brain Show is set up like a game show where contestants have to buzz in to answer trivia questions. Trivia questions covered a wide range of subjects including language arts, math, science, and social studies. Students were randomly selected to form three teams. The students participated in teamwork and learning throughout the show. The teachers also got to play against each other. Thank you to the Hooksett PTA for sponsoring this special activity!



Incoming Kindergarten Parent Information Night

We hosted an information night for parents of incoming Kindergarten students on Wednesday, February 7, 2024. We had a solid turnout with close to 70 attendees. We provided a brief tour of the kindergarten classrooms along with the other places that kindergarteners visit. A slideshow presentation was provided after the tour. The presentation covered a variety of topics including information about the school, the registration process, the kindergarten program, other school programs, and more. The parents also had an opportunity to ask questions during and after the presentation. The registration portal is scheduled to be open at the End of February/Early March. The slideshow is also available on the school's website for parents who were unable to attend.

Drums Alive

Mrs. Jenkins, PE Teacher, and Mrs. Briggs, Music Teacher, are collaborating on an integrated unit based off of Drums Alive. This unit combines fitness, drumming, music, and educational concepts. The students have been moving to simple rhythms as they use a stability ball (drum) and pool noodles (drumsticks) to learn different beats. The activity uses a variety of beats and choreography/dance exercises while incorporating the use of ball and drumming.



Invention Convention Update!

The Invention Convention is scheduled for February 19, 2024. We have close to 30 students who signed up to participate in the Invention Convention. We're looking forward to seeing their inventions!

Fred C. Underhill School

Principal's Report

February 2024



Artist in Residence



We are very excited to have Marty Kelley as our Artist-in-Residence this year. Marty is a talented author and illustrator of over twenty books for kids. Prior to becoming a full time author and illustrator, he taught second grade for several years. He has been presenting at schools all across the country for many years and we are thrilled to have him come to Underhill this spring.

Marty will meet with all K-2 Underhill students during his residency. He will teach them about the writing process. He will teach them how to generate ideas and turn them into rough drafts. He will model editing and revising drafts. Marty will meet with each second grade class individually. He will have the students work in pairs to create a drawing and then develop a story together. The students will also work on their stories and illustrations with their classroom teachers and with our art teacher, Mrs. White.

The residency will begin on Wednesday, March 27, 2024 and continue the following week. On Wednesday, April 17, 2024, we will have a Writers' Celebration at Cawley Middle School to showcase the work of our second graders. Families are invited to attend this event from 6:00 to 7:30 p.m. At this event, Marty Kelley and Steve Blunt will provide musical entertainment for all to enjoy!

We are pleased to be able to provide this enrichment opportunity for our students, which is supported in part by a grant from the New Hampshire State Council on the Arts and the National Endowment for the Arts. It is also supported by the Hooksett PTA and proceeds from our Book Fair.

Kindness Month

February is Kindness Month at Underhill School. One of the ways we are encouraging and supporting acts of kindness is through the Kindness BINGO Challenge. Each classroom is provided with a bingo board filled with different ways to demonstrate kindness.

When a student demonstrates one of the acts of kindness, the teacher can mark that square. Each class will work together to fill in 5 squares in a row. After each class achieves a BINGO, they receive an award certificate. The certificates will be displayed on the Underhill Tree in the hallway. We have 12 classes that have completed the challenge already!



Fred C. Underhill School

Principal's Report

February 2024



Dr. Seuss Week

We will be celebrating Dr. Seuss's birthday and kicking off our month-long celebration of literacy with a fun theme week after February Vacation Week. See below for the theme days.



- *Monday, March 4 - Cat in the Hat - Wear a fun hat!*
- *Tuesday, March 5 - Fox in Sox - Wear crazy or fun socks!*
- *Wednesday, March 6 - Wacky Wednesday - Wear mismatched clothes or wear them backwards!*
- *Thursday, March 7 - Green Eggs and Ham - Wear something with the color green!*
- *Friday, March 8 - The Sleep Book - Wear your pajamas to school. No slippers please!*

Upcoming Events

February 19 -- Invention Convention Evening Event - 6-7pm @ Underhill School Gym (Only for Grades 1 and 2)

February 26 - March 1 -- February Vacation Week - No School

March 4 - 8 -- Dr. Seuss Week

March 12 -- Town and School District Voting Day @ Cawley Middle School - No School for Students, Professional Development for Teachers

March 18 -- Trimester 2 Ends

March 19 -- Keys to Beginning Writing On-Site Coaching Day for Teachers

March 21 -- Spring Book Fair and Storytime Read-Aloud Evening Event - 6:00-7:30pm

March 22 -- Reading Challenge Kick-Off

March 23 -- Hooksett PTA Daddy-Daughter Dance

March 25 -- Trimester 2 Report Cards Go Home

March 27 -- Marty Kelley, Artist in Residence Writing Project Begins

April 2 -- Spring Picture Day

April 16 -- Wildlife Encounters Presentations - First Grade

April 17 -- Writers' Celebration and Concert - 6:00-7:30pm @ Cawley Middle School

April 19 -- Reading Challenge Finale

April 22 - 26 -- April Vacation - No School

Respectfully submitted,

A handwritten signature in cursive script that reads "Benjamin Loi".

Benjamin Loi, M.Ed.
Principal

Hooksett Memorial School

Principal's Report - February 2024

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- Students that participated in the Invention Convention will be in to talk about their projects and next steps as they move forward in the competition.

The HMS Podcast is meant for families to enjoy so please

feel free to listen with your children. Use the QR code or link below to access all of our episodes. Check out our new 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>



Invention Convention

Students of HMS were invited to participate in the [HMS Invention Convention](#). Details about this enrichment opportunity were explained at school through the hands-on Rube Goldberg Design Challenge. ALPS teacher, Mrs. Ruest, and Library/Media Specialist, Ms. Beaudoin also shared information with students and teachers. This voluntary, at-home enrichment allowed students to create a unique design using their own ingenuity. Inventors followed a design process before presenting their work at the convention, which was held at HMS on February 11 and 12, 2024.



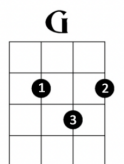
Enrichment

Students in grades 3, 4, and 5 continue to engage in unique learning experiences.



Currently 3rd grade students are participating in **School Counseling** where they are engaging in conversation about "I statements" and exploring essential questions such as, "How does your body control your emotions?"

Currently 4th grade students are exploring the **Ukulele** learning a variety of songs and how to apply various finger picking and strumming patterns to those songs to change their feel and make them their own. Additionally, students will learn harmonic function and how to read and write rhythms and pitches. This is to give them a deeper understanding of the music that they're playing and give them the ability to learn existing songs or create ones of their own.



Currently 5th grade students are creating Pizza Box Mini Golf holes in **Innovation Lab**. Students are getting creative in implementing at least one feature (hill, loop, ramp) that changes the motion of the ball in a vertical way and at least one feature (curve, turn, wall to go around) that changes the ball's direction horizontally



Winter Assessment

DIBELS

Dynamic Indicators of Basic Early Literacy (DIBELS 8) winter Benchmarks were completed by students in grade 3-5 during the month of January. Students complete the DIBELS benchmark three times each school year: September, January, and May. The DIBELS measures are quick and efficient measures that indicate if a student is on track for reading success. The DIBELS measures take between 1 to 2 minutes to administer and they are done individually with a trained staff member. DIBELS also provides the school with the ability to frequently monitor the progress of students who may require additional support. The DIBELS measures were developed to be indicators of the essential early literacy skills that a child must master to become a good reader. The indicators are listed below.

- Phonemic Awareness: Hearing and using sounds in spoken words.
- Alphabetic Principle and Phonics: Knowing the sounds of the letters and sounding out written words.
- Accurate and Fluent Reading: Reading stories and other materials easily and quickly with few mistakes.
- Vocabulary: Understanding and correctly using a variety of words.
- Comprehension: Understanding what is spoken or read.

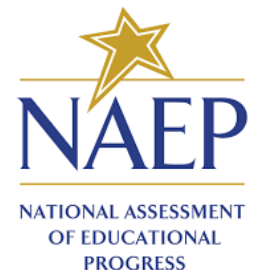
NH-SAS

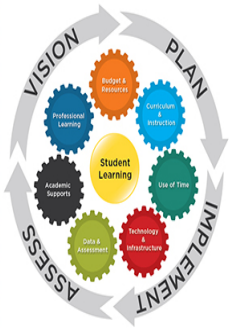
Starting on January 25th, students in grades 3, 4, & 5 participated in the New Hampshire Statewide Assessment System, NH SAS, interim assessment for Mathematics and English Language Arts. The NH SAS interim assessment provides a snapshot of a child's grade level academic achievement, providing teachers with valuable information that helps to inform future instruction in the classroom. This assessment takes less time to administer than the NH SAS Summative assessment, which will take place in the spring.



NAEP

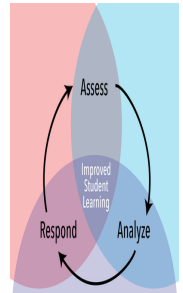
National Assessment For Education Progress- The Nation's Report Card is a resource because it gives us a window into the state of our K-12 education system. The results provide educators, policymakers, elected officials, and parents across the country with invaluable information regarding how you and your peers are doing compared to other students in participating large urban districts, other states, and the nation. Students that were randomly selected in grade four, participated in the NAEP assessment on February 13, 2024.





Professional Learning Teams (PLTs)

During the month of February, teachers reviewed interim results for math and ELA. In both areas, teachers evaluated our grade level assessments’ ability to accurately assess students on grade level standards. Adjustments to these assessments are made regularly to ensure the wording and structure of the assessment is measuring exactly what we want it to measure.



Grading and Reporting Committee

Mr. Hinkle continues to chair the 3rd cohort of the Grading and Reporting Committee. This group continues to meet every other Wednesday after school. The group

established that the purpose of the committee’s work is to create a document that outlines some foundational grading and reporting practices for all teachers and students at HMS. More recently the group has discussed changes to the handbook to homogenize some building-level practices. In addition, we are looking at the Work-Study Practices and making sure that we are assessing the soft skills that we are also trying to develop. This work will entail examining research from NHLI, the New Hampshire Learning Institute, and the Aurora Institute.



A New Dawn for Every Learner

HMS Staff Book Study

On February 6th, 18 HMS staff members met before school to discuss chapter 4 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 fourth chapter, Learning Targets, provided discussion opportunities for staff to share experiences they have had incorporating this in their classrooms. This week, an excerpt from the chapter such as, “We don’t know why” guided the conversation.

Rubric Development/Alignment

Ten staff members continue to meet Wednesdays after school to complete the important work of collaboratively creating grade level, content specific rubrics. At this time, Reading and Writing rubrics have been created for each reporting statement for each grade level. Reporting statements are derived directly from the Common Core State Standards. Rubrics are continuing to be introduced and utilized with students on summative assessments to be transparent with students and parents about criteria by which students are being evaluated. These rubrics also form the foundation for feedback given to students by the teacher, peers or used in self-assessment. The next two work sessions will focus on math rubrics. Students will continue to, and increase their usage of rubrics as tools for quality feedback.

Weekly voluntary PD offerings

This month we are refocusing on learning targets and success criteria. Effectively articulating and engaging students with specific learning objectives allows students to develop a focus through which they will receive feedback on a lesson. For example, a person can know how each chess piece moves and even ‘play’ the game with another person, however if they do not know that the objective is to checkmate the opponent, then that player is simply floundering around until something happens. This is true for the classroom as well. It is essential for students to know the objective and have an understanding of the criteria by which they are being evaluated.



HMS Spirit Week



Monday, February 19- Military Monday

Support our military friends by wearing red, white and blue to represent a branch of the military!



Tuesday, February 20- Twin Day Tuesday

Lets celebrate our friendships today! Dress up in similar clothes as your friends!

Wednesday, February 21- (Buddy Classes 2:25)

Today your class will meet with your Buddy Classes. The theme for your Buddy

Class is: _____.



Thursday, February 22- Thermal Thursday- Flannels and Funky Socks

Stay cozy today in your warmest flannel and funky socks! Winter is still here!

Friday, February 23- PJ/Winter Lounge-Wear

Let's close out Spirit Week in your coziest winter lounge-wear or pajamas!

Be prepared to still go outside, but bring some slippers in for the classroom!

Bring on VACATION!



Respectfully Submitted,

A handwritten signature in black ink.

Brad Largy, Principal

Upcoming Events at Hooksett Memorial School

February 2024

2/11/2024- Invention convention
2/26-3/1/2024 - No School-February Vacation

March 2024

3/6/2024-NH-SAS Summative assessment- Writing
3/12/2024 PD Day, NO SCHOOL FOR STUDENTS

**CAWLEY MIDDLE SCHOOL
PRINCIPAL'S REPORT
"Make a Mark, Make A Difference"
2017 New Hampshire Middle School of the Year
February 2024**



Daughters of American Revolution Essay Contest

Sixth grade social studies teacher Erin Brewitt had her FLEX students participate in the Daughters of American Revolution contest this past fall. The following 6th grade students submitted essays; Milla Creamer, Madison Huberty, Mason Picard and Dylan Proulx. 7th grader Violet Lloyd also submitted an essay.

Madison Huberty was selected as the 6th grade Molly Stark Chapter winner and Violet Lloyd the 7th grade winner. The topic this year required students to imagine they were newspaper editors for the Philadelphia Times in 1897 and share what it was like to hear "Stars and Stripes Forever" (later to become the United States national march). Students had to dive into the life of the composer and the political feeling during that time.

Both Madison and Violet will be recognized on Friday, February 16 at the General John Stark House in Manchester. They will read their essays and receive a Bronze American History medal, certificate and monetary award.

National History Day Project

The National History Day Project is an academic program for middle and secondary students across the United States. Students select historical topics related to the yearly theme and conduct extensive primary and secondary research projects. This year the Social Studies Department has made it their curriculum goal to have all students, in grades 6-8, participate in this schoolwide and potentially state and national competition known as *National History Day*. Their projects will reflect the theme of "Turning Points In History." Students can choose to create their project in the following formats; essay, performance, documentary, website, or exhibit.

The sixth grade students were the first to participate in this event. They began their research with a topic tasting. Students traveled from Social Studies and ELA "restaurants," such as *Mrs. Brewitt's View of the Nile and the Palmer Palace*, to sample various topics from ancient civilizations including China, Mesopotamia, Greece, Rome, and Egypt.

On February 9, the students held their National History Day Expo. Parents, teachers, fellow students, and other community members were able to see the students' essays, performances, documentaries, and or exhibits. The following 6th grade students were selected to move to the next round; Emma Greenberg, Lyllian Eddy, Paige Reed, Crew Fitzgerald, Tyler Smith, Chris Libby, Rhys St. Onge, Dom Buco, Maddie Greene, Alexis Ah You, Adalyn Tremblay, Piper Stewart, Eli Maron-Loos, Daria Bon, Nick Uribe, Jacob Timpe and Milla Creamer.

Middle School Month

The coming of spring brings with it the celebration of adolescents. March is National Middle School Month. Ten to fifteen-year-old students make a difference in their families, schools and communities, so Cawley designates one special month to celebrate middle school students and who they are and what they have accomplished.

Middle School Month is kicked off with Foreign Language Week after February vacation. The annual school-wide dodgeball tournament where students contribute \$1.00 each to play for their team will be on March 15. The money collected will be donated to a local Hooksett charity.

Throughout the month there will dress up days, homeroom competitions such as pop culture trivia and geography bingo. There will also be motivational quotes and daily trivia. The schoolwide pep rally and evening dance will conclude the month-long celebration on March 22 from 6:30 pm - 8:30 pm..

Student Led Conferences Presentation

At the February staff meeting the Team Cornell teachers, Paige Benotti, Leigh Gibson, Jeff Hamilton and Melissa Tanguay presented to the Cawley staff on the process for planning and implementing "Student-Led Parent Conferences." Team Cornell successfully had students lead their parent conferences last November. Student- led conferences allow for the students to take ownership of their learning and present their success and challenges for each of their classes. The teachers and students received positive feedback for taking a risk and trying out this new format for conferences.

Advanced Learning Program

Mrs. Yeaton has been supporting students with their National History Day projects, and the Creator Lab opened for Thursday morning free-create time. Students have been working on robotics, roller coaster building, sewing, and jewelry making. In March all Cawley students will be participating in an authentic "problem solving" activity that is aligned with the "Portrait of a Cawley Learner" and "Problem Solving Week" during Middle School Month.

Student Council

The Student Council has planned and proposed the themed dress-up days for Middle School Month in March and is working hard to put together "Public Service Announcements" for all of the fun Middle School Month activities and spirit rally events. The Student Council plays an integral role in promoting school spirit during Middle School Month.

National Junior Honor Society

The National Junior Honor Society held their annual Pancake Breakfast on January 27 in the Cawley cafeteria. The event was a huge success and raised approximately \$1,200 which was donated to a local charity or organization. Thank you to all of the Hooksett families for coming out for a great time to benefit the community.

NJHS members are working on additional service opportunities to support the community including Valentine's Cupid Grams, which will be sold during lunch periods, and a book/media drive to benefit the Hooksett Public Library. After February break, students will begin planning for the Cawley Talent Show which will take place in May.

NH SAS Writing Assessments

On March 6 and 7 all students at Cawley will take the NH-SAS summative writing assessment. Students will respond to a text that requires them to use one of the different genres of writing such as narrative, informational or argumentative. Students will prepare a rough draft on the first day and complete their final draft on the second day of the assessment.

Builders Club

The Builders Club started the new year helping at the Hooksett Winter Carnival. Members did a great job at the face painting table. The members have also made dog toys that will be donated to a local shelter. This month the members are participating in the Valentines for Veterans at the Vet Center in Hooksett as well as the Hookset American Legion. March is Middle School Month and the Builders Club will celebrate our middle school teachers at Cawley.

Athletics

The boys basketball team advanced to the post season and lost a close game against Southside. The boys played very hard in their first season in Division 2 earning the 9 seed for the tournament. The girls basketball team won an exciting quarterfinal game 43-40 at Fairgrounds and lost in the semifinals to Bow by a score of 32-23. It was a great season for the girls playing up in Division 2 as they finished 10-4 in league play and 16-5 overall.

The Cawley Lady Hawks Cheer Team has hit the mat strong this season. The team of 15 took to the floor on January 30 at the Hudson Showcase and performed their routine to the best of their abilities scoring 63.2. Cali Silvia was awarded "Best Team Motivator", Sawyer Labreche was awarded "Best Jumps" and Lilly Laplante was awarded "Most Fun To Watch". The Lady Hawks performed on February 2 at Bishop Guertin where they brought home a trophy for 2nd place and increased their score by 9.6 points, scoring 72.8. The cheerleading team took 2nd place out of 7 teams in Division 2 on February 10 at Cheer Madness. The team will have back to back competitions at AstroBlast on February 17 and Tri-County on February 18 to conclude their season.

Co-ed Volleyball: Volleyball is a non-cut sport that began on February 15. Over sixty students signed up to play.

Unified Sports

On February 1, the Cawley Unified Sports Team hosted a basketball competition with Rundlett Middle School. Over 30 athletes participated and celebrated their success with pizza and ice cream. The Unified Sports team will compete against our partner school, Rundlett Middle School on the following dates and times:

February 15: Cawley @ Rundlett Middle School - Basketball

May 9: Rundlett @ Cawley Middle School - Soccer

May 30: Cawley @ Rundlett Middle School - Soccer

8th Grade Musical Update

Quarter three is an exciting time for the 8th grade Unified Arts team. The musical is a collaborative effort with the goal of putting together a theater production which is student led. Mr. Trimmer's team constructs the set and props. Mrs. Fuller's team is responsible for the set design. Mrs. Olsen's team handles all of the costume design and engineering. Mrs.

Meyer's team is responsible for all marketing and promotion of the production. Mr. Davini and Mrs. Vanderhoek are the directors and choreographers who work with the cast for the performance of the play. This collaboration provides students with real world experiences that can be applied in the theater industry as well as various trades.

On February, 9, Mrs. Meyer's marketing team welcomed two professional photographers from Geskus, Mike Karpel and Matt Terrio. It was a wonderful opportunity to learn about preparing and coordinating photo shoots. The student-led team is responsible for photographing headshots of all the cast and crew, team photos, and candid, which will highlight the making of the production. Students reviewed the process and techniques to successfully complete these tasks. Providing students with hands-on experience, working with professional photographers was an exceptional learning experience.

Mrs. Olsen's class was visited by Mrs. Betty Lent, Costume Director at The Community Players of Concord. Mrs. Lent set the scene for the costume design students at the beginning of the quarter, brainstorming with students about the look and feel of the play, and helping students with their approach to the design process. Through a variety of props and costume pieces and her detailed slide presentation, she demonstrated how to tell the story of each character on stage by the way they are dressed. Students were guided through the production process from design sketches to the creation of costumes and the electricity of the backstage costume changes during live performances. Mrs. Lent manages the 20,000+ garment inventory in Concord, a facility which generously loans to local schools and theaters, including Cawley Middle School to augment performance needs.

Performing Arts

The music department is working hard to prepare their music for the Large Group music competition that will take place on March 16. Each group is working to improve their adjudication pieces and the students' sight-reading abilities.

Congratulations to the following 8th grade students who have been selected to participate in the New Hampshire Music Educators Association South Central District Middle School Music Festival in the spring: **Band:** Rachel Griffin, Reid Hamilton, Emma Tilton. **Chorus:** Lilah Dugas, Jackson Hayes, Natalia Jasiukowicz, Jonathan Palazzo, and Lorelei Sibona.

Upcoming Dates to Note at Cawley:

February 21:	Cawley Coffee House, 6:30 pm
February 26 - March 1:	February Vacation
March 6 - 7:	Summative NH SAS Writing Assessment
March 11:	National History Day 7th and 8th Grade Presentations
March 12:	Professional Development Day
March 18:	Trimester 2 Ends
March 19:	Trimester 3 Begins
March 22:	Dance, 6:30 pm - 8:30 pm
March 25:	Trimester 2 Report Cards Distributed to Students

Respectfully Submitted,



Matthew Benson, Principal

Hooksett School Board Meeting February 20, 2024

Director of Student Services Report

Pinkerton Academy Special Education Transition Meetings

On February 9th the Cawley special education staff began transition meetings to support students with IEPs who will be attending Pinkerton Academy next year. This involves the special education teacher and a high school special education coordinator going to Pinkerton with the parents and the student. All parties work together to write the IEP for the next school year and determine what types of programming and services will be needed in the high school environment.



NH DOE Program Approval and General Supervision (PAGS)

On January 31, the Hooksett Special Education leadership team met with two NH DOE Consultants to review the supervision process. The leadership team consists of the following staff members:

- Rebecca Roy, PreK Coordinator
- Julie Ackroyd, Elem Sped Coordinator
- Rebecca Wurst, HS Sped Coordinator
- Christine Osborne, Director of Student Services


In the next couple of weeks, parents will receive a letter from the NH Director of Special Education explaining the PAGS process. The Parent Information Center (PIC) will also be sending out fliers to encourage parents to attend a remote, facilitated listening session. Special education staff will be surveyed by the DOE and student file reviews will be occurring.

Ongoing Professional Development/Engagements

- South Central Director Meeting - On February 5th, I attended the regional meeting for special education directors. There were many discussions pertaining to the mental health crisis and lack of resources to support students and staff using an MTSS model.
- Grant Application - On February 8th, I attended a DOE meeting to review new guidelines that will be implemented for applications and allocations of funds for Title I.
- NHSEIS Training - On February 15th, the special education administration team attended a NH DOE training to learn about changes to the software that educators use for writing IEPs and monitoring all aspects of special education timelines. We will then support and train the teachers and related service providers.
- Medicaid - On February 20th, I attended a NH Medicaid training to learn about changes and expectations and ways to maximize reimbursements for medically necessary services that we provide to students.

NH DOE Performance Results - Indicator 13

Indicator 13



3

Percent of youth:

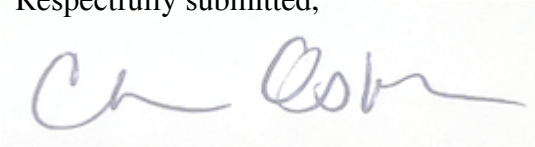
- Age 16 and above
- With an IEP that includes:
 - **Appropriate Measureable Postsecondary Goals**
 - Updated annually
 - Based on age-appropriate transition assessment
 - **Transition Services** reasonably enable student to meet goals
 - Course of study
 - **Annual IEP Goals** related to Transition Service needs
 - **Student Invited & Participating Agency Invited** to IEP Team meeting

New Hampshire Department of Education
Serving New Hampshire's Educational Community

Indicator 13 is one of 17 Indicators (performance measures) that the federal government uses to monitor state performance relative to Federal Special Education laws. Indicator data is reported annually to the federal government as a part of our IDEA- Part B Special Education State Performance Plan.

There were 10 student files pulled - errors for correcting were found in 6 out of 10 files. We are working with our partner schools and the DOE to make any needed revisions and to put practices in place to improve future reviews.

Respectfully submitted,



Christine Osborne

**Hooksett School Board Meeting**

February 20, 2024

Director of Mathematics, Accountability and Assessment Report

Mathematics*Professional Learning Teams*

During PLT at Underhill, we reviewed the mid-year Universal Number Sense Screener including the purpose and process. I supported many teachers in completing the screeners in their classrooms. When we meet next, we'll review the data and discuss next steps to improve student outcomes.

At Memorial, teachers reviewed benchmark data from NH SAS, identified students that need additional support by standard, and worked collaboratively to plan for targeted instruction during daily small group instruction. We also continued our work on reviewing and revising common assessments. This process includes critical examination of various aspects of assessments, including their content, alignment with learning objectives, clarity of instructions, and the validity and reliability of the assessment.

At Cawley, teachers reviewed benchmark data from NH SAS, identified students that need additional support by standard, and worked collaboratively to plan for targeted instruction during Flex.

Sonia Laliberte and I hosted PLT with the Special Education teams at all three schools. We primarily focused on accommodations and designated supports for statewide testing. Our goal is to ensure that students have appropriate accommodations to remove barriers and ensure equitable access.

Professional Development

Jenn Bordis, Auburn's Math Coordinator, and I hosted OGAP "The Importance of Counting" professional development for K-2 teachers during two after school sessions. Several teachers from each grade level attended. This professional development supported best practices in using Counting Collections.

I attended professional development opportunities through All Learner's Network including Subtraction for All Learners, Multiplication for All Learners, Fractions for All Learners, and Specialized Math Instruction: Models, Critical Strategies and Progress Monitoring. Classroom teachers from various grade-levels also attended some of these free virtual trainings.

Targeted Fluency Practice

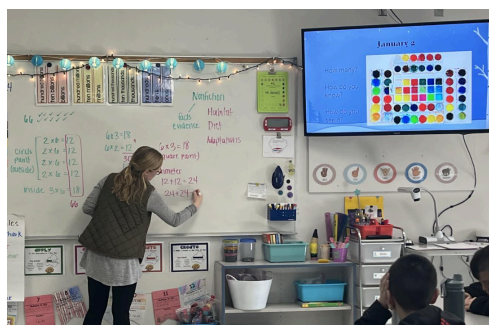


Teachers of students in grades 2-5 continue to complete Targeted Fact Fluency interviews. Second graders are moving from addition fluency within 10 to addition fluency within 20. Students in grades 3-5 continue to work with multiplication. Fact fluency lays the groundwork for advanced learning, increases efficiency, builds confidence, supports deeper understanding, reduces cognitive load and improves problem solving skills.



This approach has been in place at HMS for three years, and both students and teachers have observed remarkable improvements in the students' capability to apply multiplication and division facts when tackling more complex mathematical concepts.

Daily Number Talk / Spiral Review



Each month, I create and share a daily instructional routine with first through fifth grade classroom teachers. Each teacher then begins their daily math lesson with this activity, which varies by grade-level. The purpose of this activity is to provide consistent and meaningful learning experiences for all students that promote number sense and reasoning and reinforce basic mathematical concepts and skills. Teachers also provide feedback on skills that they would like to be incorporated into this activity.

Title 1

Christine Osborne and I are planning a Title 1 Information / Family Engagement Night for the Spring. It will be open to all families in Hooksett. In addition to receiving information about Title 1, we will have math games available for families to play.

Accountability & Assessment

Accurate, Ethical & Equitable Grading with Rick Wormelli

Recently I attended a professional development session with Sonia Laliberte, Brad Largy and three HMS classroom teachers. Rick Wormelli champions aligning grades with actual mastery over effort or compliance, challenging conventional grading systems. He offered innovative assessment strategies to accurately reflect student learning, highlighting the ethical duty of educators to ensure grades genuinely represent student achievement. His insights stress the significance of equitable grading on student motivation, self-esteem, and educational fairness.

This month I attended the first of a three-part series with other district administrators through NHLI titled “Leading Competency Based Learning”. The trainings will focus on the critical structures, processes and mindsets needed to support a shift to a CBL system.

Winter Assessments

ACCESS testing, English language proficiency assessments, is ongoing through February and March for our K-8 ELL students. It is given annually to monitor students' progress in learning academic English. ACCESS assesses the four language domains of Listening, Reading, Speaking and Writing.

This year only, the NH SAS summative writing assessment window is March 4-March 15, 2024 across the state. All NH SAS writing assessments will be hand scored this spring due to the addition of narrative prompts as well as a replenishment of informational and opinion prompts. The reading and math summative assessments will occur in May.

Events

Invention Convention

This month I was invited by Mrs. Ruest, elementary ALPS teacher, to be an Invention Convention Judge at Hooksett Memorial School. Judging the inventions was a privilege and a challenge. Each project was a window into a young mind's problem-solving capabilities and innovative spirit. Listening to the students present their inventions illuminated the critical importance of encouraging their preliminary creative endeavors, given their potential to significantly shape future advancements. I look forward to following the journey of our finalists.

Sixth Grade History Fair

Visiting the sixth grade National History Project was a deeply enriching experience. The sixth graders presented their conclusions and evidence through papers, exhibits, performances, documentaries, or websites. In conversations with the students, it was evident that this process was meaningful and transformative for them, fostering not only a deeper understanding of historical events but also nurturing skills in research, critical thinking, and effective communication.

Respectfully Submitted,

Meghan McLain

Meghan McLain, M.Ed.

Director of Mathematics, Accountability and Assessment



English Language Arts February Curriculum Coordinator Report

NHLI Grading and Reporting

On January 19th, I attended Rick Wormelli's training titled *Accurate, Ethical, and Equitable Grading*. This was a powerful professional development that explored the principles and practices of accurate, ethical, and equitable grading in the classroom. The training consisted of feedback techniques, formative and summative assessments, how to examine student learning, and feedback on grading. As well as a way for me to collaborate with peers and professionals throughout the state.

ClearSight Range Finding

A crucial step in guaranteeing the accuracy and integrity of the NH statewide assessment system is to examine the assessments that are given to students from the state. These exams are used to measure student learning across a variety of domains. I had the opportunity to be part of the narrative writing prompts. I helped to establish the scene for scoring standards that appropriately represent a spectrum of student comprehension and writing by carefully reviewing and evaluating the test responses provided by the students. Working together, educators from around the country and test producers were able to ensure that every question met educational criteria and that various student achievement levels could be clearly identified. This was a week-long process through the NH Department of Education.

Kindergarten

At Underhill, we currently have a teacher on maternity leave. I have been working with her substitute teacher to make sure that all the necessary components of our phonics curriculum are in place, as well as modeling lessons. We have been touching base to make sure that her students are receiving good, quality phonics instruction since it is incredibly vital in the early grades.

Professional Learning Teams

Professional learning teams are crucial in fostering collaborative environments where educators can engage in continuous improvement. This month, during our PLTs, we focused on what teachers and administrators can do to strive for success. We examined our universal screenings, and we were able to systematically identify students' strengths and needs, allowing for timely interventions and personalized support. By analyzing this data collectively, educators can tailor instruction to meet the diverse needs of all learners, ensuring equitable access to quality education. Through ongoing reflection, collaboration, and data-driven decision-making, professional learning teams play a pivotal role in advancing educational outcomes and promoting student achievement.

DOE Book Club

The NH Dept. of Education is holding a book group featuring the new book from Scholastic, “7 Mighty Moves: Researched-Backed, Classroom-Tested Strategies to Ensure K–3 Reading Success.” The purpose of this activity is to provide a curated experience where NH educators can read, learn, and talk about proven classroom strategies to ensure reading success. These practices and ideas are grounded in scientific evidence to bridge the research-to-practice gap. This book club meets once a month, and we are lucky enough to have seven of our educators in grades K–3 who have decided to join this group.

LETRS for Administrators

On February 6th, I attended the third round of the “LETRS for Administrators” course. This month's training was focused on examining reading comprehension and oral language and providing teachers with the necessary tools to support them. Throughout my PLT's, I will be sharing the information with the teachers and reading specialists.

6th Grade National History Project

The 6th grade shared their National History Project presentations. The ELA and Social Studies teachers worked together to guide students through the National History Day process of presenting their conclusions and evidence through papers, exhibits, performances, documentaries, or websites. Through this process, students develop skills in communication, project management, and historical thinking. It was an amazing morning to see all the great work.

Competency-Based Learning

This month I attended the first of a three-part series with other district administrators through NHLI titled “Leading Competency-Based Learning.”. The training will focus on the critical structures, processes and mindsets needed to support a shift to a CBL system.

Invention Convention

I had the opportunity to judge the Underhill Invention Convention, hosted by Tracy Ruest and some young inventors. It involved evaluating students' creativity, problem-solving skills, and presentation abilities. We also provided constructive feedback while encouraging students to further develop their ideas and fostering a culture of innovation within the school community.

Respectfully Submitted,

Sonia Laliberte

Sonia Laliberte
Language Arts Curriculum Coordinator

Hooksett School Board Meeting

February 20, 2024

Director of Technology Report

February Update

The technology department continued to support students and staff throughout the month of February.

This month I coordinated with the Auburn Technology Director to draft an Incident Response Plan (IRP) for SAU15 which was presented to Superintendent, Bill Rearick. The plan outlines the players involved in the event of a cyber security incident and the steps necessary to identify, isolate and remove the threat. Although we always hope to avoid situations that would necessitate these actions it is paramount that we prepare ahead of time in case of a cyber emergency

- Met with Primex representative and Auburn Technology Director to draft the initial stage of the SAU15 Incident Response Plan (IRP) for SAU15.
- Met with the Superintendent to review and revise IRP.
- Met with Primex and website host to audit security events with SAU15 websites.
- Coordinated with website host to migrate media uploads to an alternate source as we approach the limit of content that can be stored on district websites.
- Repaired and reinstalled device in Cawley media center so that new microphones can connect with the presentation system.
- Finished updating and prepared all local WIDA servers for each of the schools. Enrolled student devices for testing and provided support to testing proctors.
- Finished preparing student devices for NHSAS testing. Provided support for minor networking issues throughout the test window.
- Submitted grant request with NHDOIT office to acquire multi factor authentication devices to be implemented for all Hooksett staff members. Also submitted request for free cyber security training and option to migrate district domain away from .net to .gov
- Reviewed and approved apps to be made available for student use within our educational Google domain.
- Continued to repair and support student devices. Removed usable parts from broken devices to help maintain future repairs at minimal cost.
- Reviewed and submitted educational applications and resources to the Student Data Privacy Consortium (SDPC).
- Attended the school deliberative session and uploaded video footage of the event to the school website.

Respectfully Submitted,



Daniel Roma, Director of Technology



Professional Learning:

- Along with the eighth grade social studies teachers, I attended the *Mastering National History Day* professional learning event at the New Hampshire Historical Society in Concord, NH. Plymouth State University, the National History Day Organization, and the NH Historical Society partnered to provide this advanced workshop for NH educators focused on improving our capacity to teach with primary sources and guide students to create projects that are rich in historical analysis.
- Attended the New Hampshire School Library Media Association February board meeting. Our NHSLMA board continues to move forward with becoming a section of the New Hampshire Library Association, further strengthening the collaboration and continuity of library services between public and school libraries.
- After-school PD session reviewing the features of Discovery Education Experience.

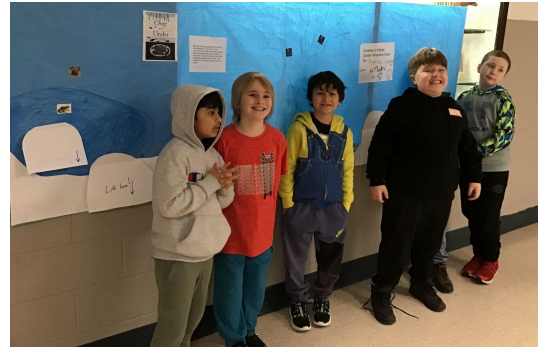
Underhill School Highlights:

- Kindergarten classes have conducted alphabet scavenger hunts around the school. Each class is completing unique digital alphabet books.
- First and second graders learned the steps to search for a book using the library's online catalog. They also practiced navigating the library's website to access our ebook collections. Students learned about the Caldecott Award and read this year's Caldecott Medal winner, *Big* by Vashti Harrison. They also completed a study of fairy tales and fables.
- During the Monday rotation classes, Kindergarteners have been completing an author study of Eric Carle while reading *The Very Hungry Caterpillar*, *The Grouchy Ladybug* and *The Very Busy Spider*. First-graders have learned about maps and second-graders have completed research on elephants.
- Second grade book club continues to meet every Monday afternoon.
- First grade book club will begin meeting on Tuesdays before school.
- Open-library hours before class: 1,282 students exchanging books so far this year.



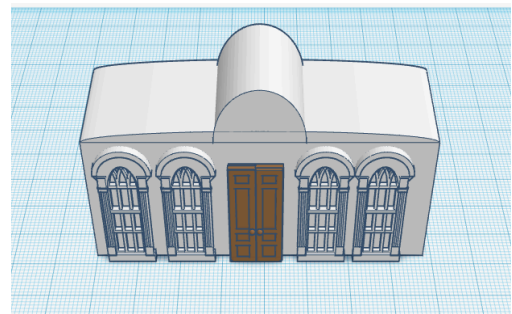
Memorial School Highlights:

- This month's unified library media classes were a huge success. Students read *Over and Under the Snow* by Kate Messner, a picture book that details what animals do, both above and below the snow, in the wintertime. The students then put on their winter gear and headed out to the HMS courtyard, taking clipboards and observation forms to record information about possible places animals could shelter in the winter. Over several lessons, these curious students used the *NH Fish and Game* website and the two-column notes strategy to record research about winter behavior of different NH animals. Students cooperatively created an interactive *lift-the-flap* style giant poster with their facts. The poster is now shared with the HMS community in the hallway outside of the library.
- In addition to regular classes in the library media center, Ms. Beaudoin has been collaborating with third-grade teachers, providing instruction and support in classrooms as students conduct planet research. Some classes shared their planet research and drawings by creating annotated videos using the Educreations app on the library's iPads and. Other classes are writing scripts that include their researched planet facts. These students are excited to dress up, use props, and film their finished skits over the coming weeks.



Cawley Middle School Highlights:

- Students continue to work on their National History Day research and projects; instruction and support for locating and citing primary source documents, images and film recordings. Thank you to the folks at the Hooksett Public Library for the huge number of books they have been lending to us in order to meet all the students' research goals. We are also fortunate to have consulted with the experts at the Plymouth State University Writing Center to create properly formatted citations for unique primary sources such as a US Patent application from the 1860's.
- Seventh grade students have been designing a variety of artifacts for their NHD projects using our 3D printer. Students design using Tinkercad, a web based 3-D modeling program. They export their model as an STL file that I then slice into a G-code file using Cura slicing software. The G-code file of the model is then loaded into our Ultimaker 2+ and printed, one layer at a time, with PLA filament that hardens into a hard plastic-like material. Students enjoy gaining skills with 3-D modeling and the process of bringing an artifact from a concept to a physical item that can be held in their hands.

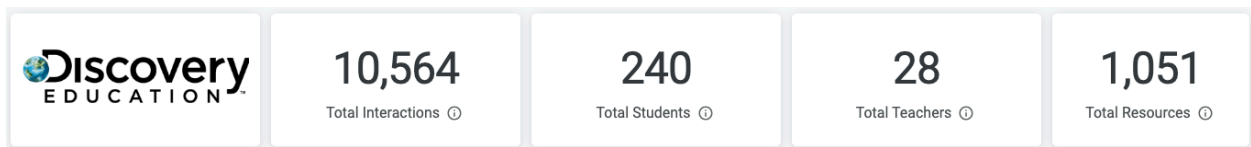


- Cawley students continue to access library media services, both individually and with their classes. Since the start of this school year, students have come to the library 4,775 times in order to borrow books, conduct research, receive instruction and access our digital resources and 3D printer.

District-wide circulation of library materials through February 14, 2024:

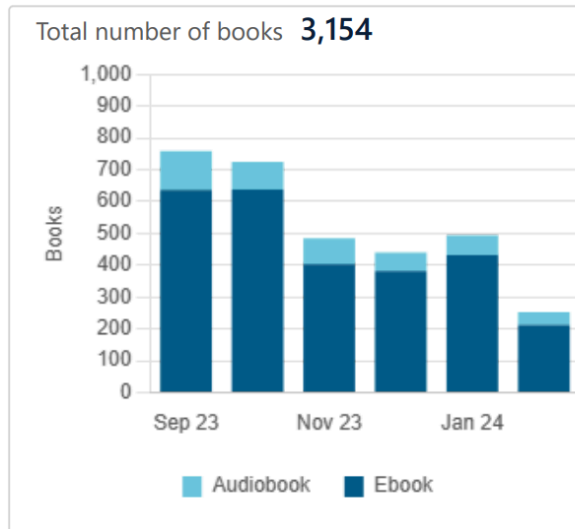
- 8,518 items at Fred C Underhill School
- 6,078 items at Hooksett Memorial School
- 2,537 items at David R Cawley Middle School

District-wide statistics of Discovery Education Usage through February 14, 2024:

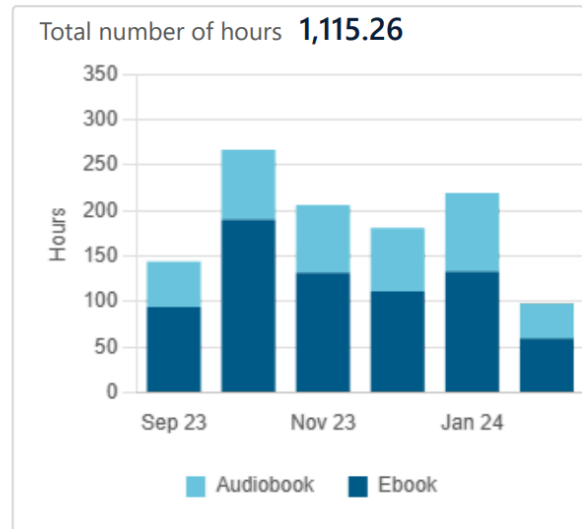


District-wide Digital Books through February 14, 2024:

Total books opened



Total time read



Respectfully submitted,

Justine Thain, Library Media Director



X.A.

Hooksett School District

HOOKSETT SCHOOL BOARD

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

FRED C. UNDERHILL SCHOOL

TELEPHONE 603-623-7233

HOOKSETT MEMORIAL SCHOOL

TELEPHONE 603-485-9890

DAVID R. CAWLEY SCHOOL

TELEPHONE 603-518-5047

To: Hooksett School Board
From: Dean Farmer
Date: 2/20/24
Subject: Monthly Report for the month of - February

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

February Maintenance

- Roof leaks investigated and repaired at all three schools – many ongoing
- Minor HVAC repairs made at all three school
- Getting a quote to replace a heat wheel at the Cawley School
- Getting a quote to make adjustments to the Cawley retention pond drainage
- Repairs made to the school district van – will not pass inspection this year
- Heat and hot water issues at Memorial – Circulator pumps rebuilt

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

February 2024



Coffee with the Board

Near the end of January, Hooksett School Board Members hosted social events at all three schools for an opportunity to visit directly with school staff. Jillian Godbout, Amy Tremblay, and Wayne Goertel were excited to interact with so many of our staff! We appreciate the frank, honest, professional, and engaging dialogues. Discussion topics were quite varied, ranging from software tools, exciting social studies projects, curriculum, professional development, mentoring, assessments, student behavior, emotional support, and family support of education at home.



In a thank-you note to staff who joined us, Ms. Godbout acknowledged, "...we did not get to talk to everyone or even every department. We also understand that this is just a snapshot of the present climate. We would like to encourage our staff that we are always available to listen, and that it takes all of us to work together as a team to get it right."

Deliberative Session Recap

The savvy Hooksett residents who read School Board reports are inevitably aware that the Town and School Deliberative Sessions on February 3 resulted in reductions to 2024-25 operating budgets. The School District proposed operating budget was reduced by \$750,000, making it \$174,000 below the default budget. Furthermore, the proposed 15-year lease purchase agreement for replacements and renovations at all three schools was reduced to \$0.

Property tax bills sent to Hooksett residents in January saw significant increases, thousands of dollars in additional cost for some residents, following the 5-year revaluation of the Town of Hooksett in the fall of 2023. The bridge between proposed budgets and taxpayer capacity grew too far for some residents, and some residents feel overwhelmed, frustrated, and unheard.

For some in the school district, there is a sense of frustration that residents hadn't expressed their perspectives prior to the Deliberative Sessions. Work on the 2024-25 school operating budget began in July, 2023, as administrators prepared draft operating budgets for the Hooksett School Board based on prior operations and forecasts. The draft budgets were discussed at public School Board meetings in October and November, and discussed further over seven weekly public meetings of the Hooksett Budget Committee. These meetings provide opportunities for resident input into the budgeting process, but saw very sparse attendance.

The next meeting of the Hooksett School Board is Tuesday, February 20. It will include an agenda item for a retrospective on the Deliberative Sessions, to incorporate community feedback in planning and improve communications in the future. Another agenda item will be for the School Board and administration to review scenarios and potential cuts, and develop plans of action for those scenarios to accommodate the Deliberative Session reductions to the 2024-25 operating budget.



The March School Ballot, Summarized

1. School district officers
 - a. Three School Board Members
 - b. School District Moderator
 - c. School District Clerk
 - d. School District Treasurer
2. School district operating budget
 - a. Proposed budget: \$40,672,137 (*after amendment*)
 - b. Default budget: \$40,846,130
3. Three-year contract with Hooksett Education Support Professionals Assn. (HESPA)
 - a. \$325,206 projected 3-year cost increases for salary, retirement and taxes
4. 15-year lease purchase agreement for equipment and renovations at all three schools
 - a. \$0 projected cost (*after amendment*)
5. Technology Expendable Trust Fund contribution
 - a. \$100,000 from additional taxation
6. Special Education Expendable Trust Fund contribution
 - a. \$150,000 from fund balance
7. Building Maintenance Expendable Trust Fund contribution
 - a. \$100,000 from fund balance

Learning from Operating Budget Math Shortcomings with “Plug and Chug”

When I was an Electrical Engineering (EE) student in college, a Physics professor caught my attention with a generalization. “All you EE majors just ‘plug and chug’ equations - but you really need to understand the ‘why’.” His observation came to me after seeing some bad examples of Hooksett operating budget math recently posted on social media.

One post claimed a nearly 8% increase in the school district operating budget in the past year, and forecasted huge budget futures with just two data points. Here, the author ‘plugs’ in the \$38.4 million operating budget from last year’s ballot, dividing into the \$41.4 million proposed operating budget. I ‘chug’ (solve) this to get a 7.75% increase. However, the school district deliberative guide and budget spreadsheets explain the ‘why’ - why these are not the correct values to ‘plug’.

The school district operating budget is different from the town operating budget because a larger portion of school expenses are for staff. Approximately 75% of the budget is for wages, health insurance, employer pension contributions, other benefits, and employer taxes. A substantial portion of yearly budget increases are thus related to staffing: as “cost of living”, inflation, or other competitive market wage adjustments, the extra pension and tax expenses accompanying any wage increase, and insurance increases. Last year, the operating budget lacked cost increases captured in separate warrant articles for the teaching and support staff.

Hooksett School Board

Chair's Report

p. 3



Since voters in March, 2023 approved those warrants with the proposed operating budget, those all become part of the starting point for this year's operating budget.

A better current year operating budget number to plug in is

\$38,442,000	2023-24 operating budget on last year's ballot
+ \$414,325	HEA new contract first year increases
+ \$345,482	HESPA market increases
= \$39,201,807	Revised 2023-24 operating budget

But is this the right number? 😊 Was \$41.4 million the right number for next year's operating budget? Just like last year, there is a separate warrant article for support staff.

There's still more involved in the official computation, such as accounting for a dispersal from the Technology Trust Fund. The operating budget spreadsheet indicated a 4.99% proposed increase from last year, with 3.53% of that being contractually required in the default budget.

Aside from the staff expenses already mentioned, some other contractual increases include

\$956,706	Special education (some of this captures insurance increases)
\$337,428	High School tuition (regular tuition is up 5.84% to \$16,308/student)
\$314,577	Transportation (regular and special ed)
\$112,100	Teacher retirement bonuses

Finally, a conversation about the school budget must include the critical 'why' of how we did with respect to our mission statement. For one timely example, Hooksett School District came out of the pandemic with test scores exceeding most of our peers. More recently, David R. Cawley Middle School received recognition from US News & World Report for impressive statewide ranking. There is more to education than test scores, but we should also be proud that we're doing well with regard to comparative metrics.

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.

AUGUST				
M	T	W	T	F
X	PD	PD	PD	X

0

SEPTEMBER				
M	T	W	T	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	PD
30				

19

OCTOBER				
M	T	W	T	F
	1	2	3	4
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H	15	16	17	18
21	22	23	24	25
28	29	30	31	

22

NOVEMBER				
M	T	W	T	F
				1
4	X	6	7	8
H	PTC	13	14	15
18	19	20	21	22
25	26	H	H	H

15

DECEMBER				
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V	V	V	V	V
V	V			

15

JANUARY				
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		V	2	3
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H	21	22	23	24
27	28	29	30	31

21

FEBRUARY				
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19	18	19	20	21*
V	V	V	V	V

15

MARCH				
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31				

20

APRIL				
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19

MAY				
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			V	V
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H	27	28	29	30

19

JUNE				
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16	17	18	19	20*

15

Deliberative Session Window for 2025 is 2/1/25 - 2/8/25

August 27-29
 September 2
 September 3
 September 27
 October 14
 November 5
 November 11
 November 12
 November 27-29
 December 23 - January 1
 January 20
 February 24 - 28 - March 1
 March 11
 April 28 - May 2
 May 26
 June 20

Professional Development
 Labor Day
 First Day of School
 Professional Development
 Columbus Day (Observed)
 No School-Election Day
 Veteran's Day
 Parent/Teacher Conferences
 Thanksgiving Break
 Winter Vacation
 Civil Right's Day
 February Vacation
 Professional Development
 April Vacation
 Memorial Day
 Last Scheduled Day *Early Release

Early Release/Professional Development Days:
 2/21/25, 4/25/25

H: Holiday
V: Vacation
PD: Professional Development (No School for Students)
PTC: Parent/Teacher Conferences (No School for Students)

XII.D.

AGREEMENT FOR THE TRANSPORTATION OF PUPILS

This **AGREEMENT FOR THE TRANSPORTATION OF PUPILS**, hereinafter referred to as the "AGREEMENT", is made and entered into this 1st day of July, 2023, by and between the **SAU #15 HOOKSETT SCHOOL DISTRICT**, with a principal office located, 90 Farmer Road, Hooksett, NH 03106-2125, hereinafter referred to as "District", and **DURHAM SCHOOL SERVICES, L.P.**, a Delaware limited partnership, with its principal office located at 2601 Navistar Drive, Lisle, Illinois 60532, hereinafter referred to as "Contractor." Customer and Contractor are sometimes referred to herein individually as "Party" and collectively as the "Parties".

1. Scope of Services.

- a. Contractor shall provide pupil transportation services to District which includes, but are not limited to, transporting students; providing equipment, storage and maintenance thereof; providing employees to perform such services; and administrative, supervisory and operational services required thereby ("Work") at the rates set forth on Schedule A.
- b. The District is scheduled to operate schools for one hundred eighty (180) days per year. The District reserves the right to cancel or delay school days based on inclement weather or other emergencies. Should the District extend the days of operation beyond one hundred eighty (180) days, Contractor shall be required to perform the additional transportation services, and will receive additional compensation based on the daily rate of service. Should the school year be less than one hundred eighty (180) school days, Contractor's compensation shall be reduced based on the daily rate of service.
- c. Contractor agrees to transport students for any and all extended school year services as required for each individual student, including to/from tutorials, both in and out-of-district, which may extend beyond the standard one hundred eighty (180) day school year. The allowance for these transportation needs will be negotiated between the District and Contractor in June of each contract year.
- d. Contractor shall maintain a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers. While the terminal is not required to be located within the Hooksett NH town limits, Contractor must be able to demonstrate that the location of the terminal will not jeopardize the timely delivery of services, or the ability for Contractor to respond quickly to emergencies requiring the immediate dispatch of buses to a school(s). The maintenance facility shall comply with all EPA, local, state and federal laws and regulations. Prior to signing this Agreement, Contractor shall provide the District with either evidence of ownership of a transportation terminal or a signed lease for a transportation terminal that meets the requirements of this provision.
- e. If District cancels any Work due to inclement weather (such as, but not limited to, snow, ice, flood, extreme cold/extreme heat), for health or safety reasons, or other emergency situations (including but not limited to pandemics, plagues, political unrest, executive / governmental orders etc.), such that the minimum operating days fall below 175, District agrees to pay a sum equal to fifty percent (50%) of the daily charges for each operating day cancelled. If the Contractor fails to provide an agreed bus route, the District may deduct the pro rated per diem cost of that route from payment otherwise due to the Contractor.
- f. If the average daily number of routes, mid-day runs, shuttles or after school runs is changed by fifteen percent (15%) or more from the original Scope of Work based on the number of routes served or the number of buses utilized, Contractor, upon written notice to Customer, may request an adjustment to rates and the parties agree to meet to negotiate in good faith any rate adjustments to cover increases or decreases in the cost structure associated with such changes to the district's requirement for services.

2. Contract Sum.

- a. On or about the first business day of each month Contractor shall submit invoices in the form and number required by Customer for all services performed under this Agreement. The rates are set forth in Schedule A attached.

- b. If Customer, acting in good faith, disputes the accuracy of all or part of any invoice, Customer must notify Contractor of such dispute within thirty (30) days of the receipt of the invoice, including the specific line item subject to dispute and the reasons for the dispute. Notwithstanding such dispute, Customer shall pay all undisputed amounts in accordance with this Section 2.
 - c. In the event undisputed sums due and payable are not received within thirty (30) calendar days, a late charge of 1.0% per month of the outstanding balance will be assessed upon the account.
 - d. In the event such undisputed sums are not received within sixty (60) days, service may be discontinued until such time as Contractor has received all sums that are not in dispute, and the District shall hold Contractor harmless for any damages resulting from the discontinued service due to the District's failure to pay.
 - e. Payments for additional trips and added days shall be submitted by Contractor on a monthly basis and paid by the District within thirty (30) calendar days of receipt. Adjustments (and subsequent billings) based on an increase or decrease of services will be made by June 30 of the school year.
3. Change in Law. Notwithstanding any contrary statements in this Agreement or in any documents incorporated herein by reference in the event there are material changes in the requirements of the District (such as major enrollment changes or additions of special needs or physically handicapped children, which require added transportation equipment), or material changes to any Federal, State, local or government body's statutes, laws, orders, rules, guidelines or regulation, and the impact of such changes materially impacts the methods and/or costs of the Contractor in connection with providing the Bus Service hereunder during the term of the Agreement, Contractor, upon written notice to District, may request a renegotiation of the Agreement which shall be conducted in good faith. Such renegotiations may include, without limitation, changes in rates, term, payment schedules, levels of service, and the types or number of vehicles to be used. Any modification to the Agreement resulting from such renegotiations shall become effective on a mutually agreed upon date.
 4. Term. The term of this Agreement shall be for a period of three (3) years beginning July 1, 2023 through June 30, 2026. This Agreement shall be renewable for two (2) additional terms of one (1) year, at the option and mutual written agreement of both parties, taking into consideration Contractor's performance under this Agreement and cost negotiations, and subject to applicable statutes and regulations.
 5. Contract Documents. The contract documents shall consist of:
 - "Request for Proposals - School Bus Transportation Services"
 - All documents submitted by Contractor in satisfying the request for proposals
 - This signed Agreement
 - Schedule A
 - School Board Policies:
 - ECAF Audio and Video Surveillance on School Buses
 - EEA Student Transportation Services
 - EEAE School Bus Safety Program
 - EEAEA Mandatory Drug and Alcohol Testing
 - JICK Pupil Safety and Violence Prevention
 6. Permits and Licenses. Contractor, its employees, and its agents shall secure and maintain at Contractor's sole expense valid permits, licenses, and certifications as required by law to perform services required by this Agreement.
 7. Insurance.
 - a. Contractor shall carry Commercial General Liability, Commercial General Auto Liability coverage, Worker's Compensation, any and all such insurance with a company or companies satisfactory to the District, which will protect Contractor, the District, and the District's officers, agents, employees and volunteers, from any and all claims and demands, actions and causes of actions, damages, costs, loss of service, expenses and compensation, including but not limited to any and all claims for personal injury

and/or death and property damage which may in any way arise from or out of the operations of Contractor itself, anyone directly or indirectly employed by Contractor or any other person or company retained in any way by Contractor to carry on all or a portion of the operations necessary to abide by the terms of this agreement.

- b. Contractor further agrees that Hooksett School District and SAU 15, and their respective officers, agents, employees, and volunteers shall be listed as additional insureds in any and all insurance policies required by this Agreement. The District is entitled to written notice thirty (30) days prior to cancellation of any such policy.
- c. Certificates of any and all required insurance and policy endorsements shall be filed with the District prior to the effective date of this Agreement, and prior to the opening day of each school year covered by this Agreement. The insurance shall be in the minimum amount of five million dollars (\$5,000,000) for combined general and auto liability insurance on account of any one accident involving any bus or driver with no exclusion for sex abuse or molestation.
- d. Contractor shall maintain workers compensation for all employees performing services under this Agreement in the amounts required by law.

Indemnification Agreement. Contractor hereby agrees to indemnify and hold harmless the District and SAU 15 and all of their respective boards, officers, employees, and agents (hereinafter collectively referred to as the "Indemnitees") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or resulting from the performance of this Agreement or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of Contractor or on its behalf, or due to any breach of this Agreement by the Contractor, or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification extends to the successors and assigns of the Contractor and the District. This indemnification obligation survives the termination of the Contract and the dissolution or, to the extent allowed by law, the bankruptcy of the Contractor.

8. Safety Program.
 - a. Contractor shall provide formal safety instruction on a regular basis for all personnel assigned to perform services under this Agreement.
 - b. Contractor shall conduct bus evacuations for all students twice per school year. The drills will be scheduled by Contractor and be conducted at times that will not conflict with regular bus route operations. Contractor will provide all drivers with specific training in bus evacuation procedures.
 - c. Contractor agrees to seek information for emergency situations from parents to accompany each student on the vehicle to assure proper medical attention in the case of an emergency, on forms supplied by Contractor. The District agrees to cooperate in obtaining this information.
9. Independent Contractor. While engaged in carrying out and complying with the terms and conditions of this Agreement, Contractor is an independent contractor, and neither Contractor, its employees or agents shall be considered to be an officer, agent, or employee of District. Contractor alone shall be responsible for the acts, omissions, conduct, and/or control of any and all personnel in its employ.
10. Assignments. Contractor may not assign or transfer any of its rights, burdens, duties, or obligations under this Agreement without the written consent of the District. Contractor may assign or transfer any of its rights, burdens, duties, or obligations under this Agreement to its parent company, affiliates, subsidiaries, or related legal entities. Contractor will advise District of such assignment or transfer.
11. Subcontracting. Contractor will not subcontract any of its rights, burdens, duties, or obligations under this Agreement without the written consent of District.

12. Routing and Scheduling.

- a. Prior to the start of any service under this Agreement, District and Contractor shall cooperatively establish standard route(s) and time(s) of program initiation and termination which will remain standard during the term of the Agreement, subject to addition or deletion of riders.
- b. If, at any time during the term of this Agreement, it is determined by mutual consent that service may be improved by revisions to routing, scheduling, or bus assignment, District and Contractor shall plan and institute such changes jointly.
- c. The District reserves the unilateral right to make changes in bus routes, scheduling, bus stops, drivers, and student pick-up points for all students transported. The District agrees to consult with Contractor on changing a route/pick-up and will document its decision in writing to Contractor.
- d. All students which the District places out-of-district will be transported by Contractor in state approved vehicles on routes, which to the extent possible, also serve students from other districts. Contractor agrees to provide the District with reasonably priced daily out-of-district charges based on joint ridership of Contractor's vehicle with students from other districts.
- e. Contractor and the District agree to negotiate in good faith cost additions or reductions for changes in pupil population or placements.

13. Contractor's Personnel.

- a. Contractor shall employ a sufficient number of regular and substitute drivers to perform the services required by this Agreement after taking into account current driver absence rates.
- b. Contractor shall be solely responsible for hiring, discharging, payment, and the conduct of its employees.
- c. All bus drivers shall have a commercial driver's license with a school bus endorsement, as required by state and federal laws and regulations. All drivers must meet all appropriate qualifying testing, including drug and alcohol testing. Contractor shall be solely responsible for the costs of all driver licenses and testing.
- d. All bus drivers shall meet minimum age requirements consistent with state and federal laws and regulations but must be 21 years of age or older.
- e. Contractor shall maintain drug screening protocols, and conduct criminal record checks on all drivers, monitors and/or other employees, and maintain employment records of these activities as required by state and federal laws and regulations and School Board Policy. Contractor must submit a criminal record request with fingerprints on a driver, monitor and/or other employee prior to the driver performing services for the District under this Agreement, but Contractor may employ an individual on a provisional basis until the results of the criminal record check are received from the State of New Hampshire.
- f. Each driver must be approved annually by the District prior to the opening of school.
- g. The District reserves the unilateral right to remove any driver, monitor, and/or other employee from providing further services under this Agreement, when it determines it is in the best interest of the District. The District agrees to consult with Contractor prior to prohibiting a driver from providing services under this Agreement and will document that decision to Contractor in writing. Any request to remove an employee from service under the agreement shall be in writing, with the reasons stated forth therein, and shall not be in violation of any federal, state or local law.
- h. Bus drivers, monitors, and/or other employees may not use any tobacco products while on the bus or while on District property.
- i. Bus drivers are to submit certificates of physical examination or physical condition as required by RSA 200:37.

- j. Contractor shall be required to maintain the following information on each driver and to provide the information to the District upon request:
 - 1. Name of driver
 - 2. Residence address
 - 3. Telephone number
 - 4. Certificate of physical examination
 - 5. Record of previous driving experience
 - 6. Date and number of current commercial driver's license/school bus certificate
 - 7. Bus route and assignments
 - 8. Evidence of satisfactory references
 - 9. Proof of background check through appropriate law enforcement agencies as defined in RSA 189:13-a
- k. Contractor shall provide bus monitors to ride on school buses when the District deems it necessary. Monitors shall be employees of Contractor.
- l. All bus drivers and monitors will be of good health, reputable character, and exhibit an ability to work cooperatively with students and members of the public.
- m. All bus drivers and monitors will enforce reasonable rules of behavior as required by the District and Contractor. Operators shall report in writing to the District, on a form provided by the District, the names and offenses of students who fail to abide by the expected rules of behavior on the bus.
- n. No driver or monitor will allow children to leave the bus except at scheduled stops unless authorized by the District.
- o. Drivers are to remain on the bus at all times when children are on board except as relieved by an authorized adult.
- p. At each bus stop the driver shall make certain that all children are seated and the aisle is clear before moving the bus.
- q. The driver does not have the authority to refuse transportation to any eligible child, nor does a driver have the authority to remove a child from the bus.
- r. Contractor will provide training to all drivers and monitors employed under this Agreement in conformance with federal and state statutes and regulations at its sole expense without additional payment from the District. Training should include, but not be limited to, Bully Training and CPI Training. Contractor must maintain current, accurate records documenting the training of each driver and monitor. Training records will be available for inspection upon request by the District. Each driver and monitor will receive specialized training from Contractor on an annual basis in transporting and handling students with disabilities.
- s. The District's duly authorized representatives shall have the right to inspect any and all of the buses and their operations, by riding as passengers on buses or by other reasonable means.
- t. All bus drivers must be available on one (1) hour notice for early closing of one or more schools due to emergency/weather and one (1) day notice for early closing of school for other activities.
- u. If Contractor knows or should have known that a driver assigned by Contractor to perform services under this Agreement is charged and/or convicted of any traffic violation or other crime, Contractor shall notify the Superintendent in writing within twenty-four (24) hours of the charge and/or conviction and specify the name of the driver, date of violation or crime, and nature of violation or crime.

14. Records Keeping and Accident Reports.
- a. Contractor shall provide the District access to any and all records related to the provision of services under this Agreement and kept in the ordinary course of business within thirty (30) days of District's written request for such records. District shall maintain the confidentiality of Contractor's records to the extent permitted by law.
 - b. Contractor shall report any accident involving student transportation to the Superintendent of Schools or his/her designee as soon as possible but not later than twenty-four (24) hours from the time of the accident. Contractor shall submit a detailed written report to the Superintendent of Schools or his/her designee as soon thereafter as possible but not later than three (3) days after the date of such accident.
15. Equipment Requirements. All buses supplied under this Agreement shall be approved school buses, as defined by applicable statutory or administrative codes within the state in which District operates. All vehicles, including but not limited to bus chassis, motor, and bus body, shall be no older than 8 years past the manufacture date at the starting date of the contract and no older than 8 years past the manufacture date at each succeeding anniversary date.
- a. Regular preventive maintenance shall be practiced on all buses.
 - b. Spare buses, either Customer or Contractor supplied, of appropriate sizes, and meeting all the above requirements, shall be located by Contractor at points close enough to Customer so they may be substituted for regularly assigned buses, if needed, without delay.
 - c. It is specifically understood between the Parties that prices under this Agreement do not include modifications to vehicles that might at some point in the future be required by government agencies or Customer. If, during the term of this Agreement, equipment modifications, including seat belts, are mandated, Contractor and Customer shall negotiate in good faith price increases related to such modifications. Such renegotiations shall include, but shall not be limited to, the payment schedule, duration of this Agreement, levels of service, etc. Any modification to this Agreement resulting from such renegotiations shall become effective on a mutually agreed-upon date.
 - d. Contractor shall provide a sufficient number of buses so that no student will spend more than one (1) hour in transit during the morning and one (1) hour during the afternoon.
 - e. Contractor will make every attempt to minimize the amount of time which students will spend on each vehicle. However, when increasing student numbers to decrease per student expenses, it may be necessary to also increase time spent on the vehicles. Contractor and the District will meet to determine if and when additional or fewer vehicles will be needed at additional costs or reductions to address this potential problem.
 - f. Contractor agrees to pay all taxes and fees incurred in the registration of the vehicles and to maintain the registration of the vehicles for the duration of the Agreement.
 - g. Contractor will equip each vehicle with (a) school bus sign; (b) a set of reflective highway flares; (c) chocks; (d) an emergency medical kit; and (e) a fire extinguisher appropriate for the vehicle. Contractor agrees to equip vehicles with lifts, buckle restraints, car seats and other specially designed equipment as necessary to transport children with a range of disabling conditions.
 - h. Contractor must inspect all buses daily. Daily inspection will include, but not be limited to, brakes, lights, tires, radiators, oil, gas, heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Contractor shall maintain records of such inspections and make the records available to the District upon request.
 - i. Contractor shall maintain a regular schedule for servicing all vehicles which shall include, but not be limited to oil, grease, tires, battery, brakes, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Contractor shall maintain records of maintenance activities, and make the

records available to the District upon request. Contractor shall be solely responsible for all maintenance costs which shall be non-reimbursable expenses of Contractor.

- j. Contractor shall provide at its sole expense all supplies required under the Agreement including gasoline, oil, automotive fluids, etc., as well as paper towels, tissues, and other necessities for the comfort, convenience and safety of the students. Contractor shall provide materials to meet individual safety and transportation needs of students as required by the District.
 - k. Snow tires or all-weather treads shall be required on all buses during the winter months (October-April). Chains may be provided at the discretion of Contractor. Contractor shall not use any retread tires on any bus at any time.
 - l. Contractor shall not transport students in excess of a bus's rated capacity, as set forth by state and federal laws and regulations.
 - m. When traveling on school grounds, buses shall follow the traffic patterns established by the District.
 - n. Contractor shall install a system of communication (non-CB two-way radio) with sufficient capacity for communication between each bus and Contractor's dispatch terminal to assist with efficient and safe operation of the vehicles. Contractor shall monitor radio transmission through a dispatch base during normal business hours.
 - o. No commercial merchandise shall be carried on any bus route.
 - p. At the discretion of the District, Contractor shall provide one or more 84-person buses on any particular day or night to transport pupils to and from field trips and co-curricular activities in other communities. The buses will wait at the site for the duration of the activity. The District will pay Contractor a separate amount for this transportation. The District is under no obligation to use the buses of Contractor for field trips or co-curricular trips. The District, at its sole discretion, may contract with other bus contractors.
 - q. Contractor shall provide spare buses of appropriate sizes which meet all requirements for regular buses. Contractor shall locate spare buses at points close enough to District so they may be substituted for regularly assigned buses, if needed, without delay.
 - r. Contractor shall ensure that all buses used for daily transportation of students under this Agreement bear "SAU #15 "Hooksett School District" on both sides and shall use those buses solely for transporting assigned students during the entire year. Contractor shall not use these buses at any time for any other purpose.
16. Video cameras shall only be installed on Contractor's buses in accordance with state law and District policy. Contractor shall prominently display a sign in each vehicle informing occupants that audio and video recordings are occurring, as required by RSA 570-A:2, II(k) and District policies. Contractor shall comply with the requirements of the District's policy on the retention, ownership, and review of all recordings.
17. Fuel. Fuel shall be paid for and provided by Contractor. This Agreement does not include a fuel escalation provision.
18. Termination of Agreement.
- a. The Agreement may be terminated by the District for unsatisfactory performance. In such case, the District shall give written notice to Contractor of intention to terminate citing the unsatisfactory performance, giving Contractor thirty (30) school days to improve its performance to the satisfaction of the District. If the performance of Contractor does not improve to the satisfaction of the District, the District may upon the expiration of the thirty (30) days terminate this Agreement.
 - b. The District shall have the right to declare Contractor in default if (a) Contractor becomes insolvent; (b) Contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of

bankruptcy is filed by or against Contractor; or (d) Contractor is unable to provide evidence of required insurance coverage as set forth below.

- c. In the event of termination, the District may employ another contractor to complete the terms of this Agreement. Contractor shall be responsible for any extra or additional expense or damages suffered by the District. Contractor shall also indemnify the District for any loss the District sustains arising out of Contractor's lack of performance of this Agreement.
- d. If the Contractor fails to provide all required routes the District may employ another contractor to complete the agreed routes required by this Agreement and it may deduct the extra or additional expense or damages suffered by the District in covering the required routes not provided by the Contractor from any future payments to the Contractor.

19. Termination for Lack of Funding. In the event that sufficient funds are not appropriated for school transportation services in the next succeeding fiscal year, the District may terminate this Agreement by written notice within thirty (30) days of adoption of the District budget for the fiscal year in question, and the Agreement shall be terminated effective on the last day for which funds are appropriated without further financial obligation. In the event funding is restored, Contractor shall have the right of first refusal to resume providing services to District in accordance with the Agreement.

20. Termination for Convenience. The District shall have the right to terminate this Agreement upon ninety (90) days written notice, without further financial obligation, if conditions arise making the transportation of District pupils unnecessary.

21. Termination Remedies. Any termination of the Agreement by the District shall be without cost or penalty to the District. The District shall be liable to Contractor only for amounts due Contractor as of the date of termination as Contractor's sole remedy.

22. Notices. Notices to either party to this Agreement shall be in writing and shall be considered duly served and delivered if such notice is delivered by hand; mailed via the United States mail, certified, return receipt requested; or sent via overnight service. All such notices shall be addressed to:

DISTRICT: SAU #15 Hooksett School District
90 Farmer Road
Hooksett, NH 03106-2125

CONTRACTOR: Durham School Services, L.P.
Attn: Contract Management Specialist
2661 Navistar Drive
Lisle, Illinois 60532
Telephone: (630) 821-5400

23. Force Majeure. Contractor shall be excused from performance hereunder, and District shall not be allowed to levy any damages or penalties, liquidated or otherwise during the time and to the extent that Contractor is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, state of emergency, terrorism, strike, lockout, governmental/executive order, epidemic, pandemic or quarantine which is beyond the control of Contractor.

24. Strike. In the event of a strike or any reason causing the interruption of services or operations, the District has the right, after notification in writing to Contractor, to secure such other transportation as may be necessary and charge the excess cost of same to Contractor for each day of service not rendered. These deductions will be based upon one hundred eighty (180) operating days and may be deducted from any payments due to Contractor.

25. Compliance with Law. This Agreement is made subject to all laws of the State of New Hampshire. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of such clause.

However, if any clause shall become void, that event shall not change the legal effect of any other clause of this Agreement. Contractor shall keep itself fully informed of and agrees to comply with pertinent federal, state, and municipal laws, ordinances, rules and regulations in any manner affecting the service in this Agreement.

- 26. Choice of Law. This Agreement shall be governed by the laws of the State of New Hampshire without regard to its conflict of laws principles.
- 27. Severability. In the event any provision of this Agreement is determined to be illegal or void, the remainder of this Agreement shall remain in full force and effect.
- 28. Amendments. Changes to this Agreement may only be made by written amendment mutually agreed to by the parties.
- 29. Attorney's Fees. If any legal action is brought by either of the parties hereto, it is expressly agreed that the party in whose favor final judgment shall be entered shall be entitled to recover from the other party reasonable attorney's fees in addition to any other relief that may be awarded.
- 30. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Agreement between the parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
- 31. Liquidated Damages. The District and Contractor recognize the expense and difficulties in proving the actual loss suffered by the District if Contractor does not perform the services specified or comply with the conditions of the Agreement by, for example, providing timely buses or the required number of buses and/or drivers. Accordingly, while the District may seek recovery at law and in equity, the District, at its sole discretion, may instead of requiring such proof, require Contractor to pay the District \$250.00 for each violation of the contract. The liquidated damages shall be deducted from the District's next payment to Contractor. District must notify the General Manager (of the contractor location that performs the services) in writing (email to General Manager is acceptable) within ten (10) school days of an occurrence giving rise to a liquidated damage claim and must assess such liquidated damage claim within thirty (30) days of its occurrence. No liquidated damages shall be assessed during the first thirty (30) days of any Agreement school year.
- 32. Survival. The insurance and indemnification obligations shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the date written above.

DURHAM SCHOOL SERVICES, L.P.

SAU #15 HOOKSETT SCHOOL DISTRICT

By: Durham Holding 11, L.L.C.,
Its general partner

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Schedule A

SAU 15 - Hooksett School District 2023-24 Proposed Rates

	Base Hours	2023-2024	2024-2025	2025-2026
In-District Base Rate	6.00	\$365.84	\$380.47	\$395.69
Out-Of-District Base Rate	6.00	\$390.84	\$406.47	\$422.73
Midday Base Rate	1.50	\$76.57	\$79.63	\$82.82
Excess Hourly Rate	-	\$41.86	\$43.53	\$45.27
Monitor Hourly Rate	-	\$25.65	\$26.68	\$27.75

*All Base Rates are based on the amount of hours listed under "Base Hours". Any time in excess of the corresponding Base Hours will be charged the Excess Hourly Rate. Time will be calculated from the beginning vehicle parking location to the final vehicle parking location.

**Rideshares routes with other districts (not part of SAU 15 – Hooksett School District) will receive a \$100 discount from the applicable In-District/Out-Of-District Base Rate.

XVI.A.

HOOKSETT POLICIES *Second Reading/Adoption*****

		2nd Reading Date: 02/20/24	
		1st Reading Date: 01/16/24	
		Committee Meeting Date: 01/08/24	
CURRENT CODE	POLICY TITLE/CATEGORY		Last Reviewed
JKAA	Use of Child Restraint/Seclusion	Updated by Drummond-Woodsum	
JKAA-R	Child Restraint/Seclusion -Procedures	Updated by Drummond-Woodsum	
BAAA	School Board and Administrative Procedures	Review	2001
BIB	Board Member Professional Development Opportunities	Review	2001
BIE	Board Member Indemnification	Review	2001
DGB	Check Writing	Review	2001
IHAL	Religion	Review	2001
IJOC-A	Parent Involvement	Eliminate-Currenty Procedure (no need for policy)	2001
JCB	Placement of HS Student	Sending to Attorney	
BEDG	Minutes	Changes to reflect changes in law	

HOOKSETT SCHOOL DISTRICT
PROCEDURES ON USE OF CHILD RESTRAINT AND SECLUSION

The Hooksett School District hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

Restraint. Any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

The five interventions listed immediately above are not considered "restraint" under these procedures, are not barred or restricted by these procedures, and are not subject to the training or notification requirements that otherwise apply to permissible restraints addressed herein.

Medication Restraint. When a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

Mechanical Restraint. When a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

Physical restraint. When a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

Prone restraint. When a child is intentionally placed face-down on the floor or another surface, and the child's physical movement is limited to keep the child in a prone position. Prone restraints are prohibited physical restraints; the temporary controlling of an individual in a prone position while transitioning to an alternative, safer form of restraint is not considered to be a prohibited form of physical restraint.

Dangerous Restraint Techniques.

- a. **Prone restraint, or any other physical restraint or containment technique. Any technique that:**
 - (1) Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - (2) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - (3) Obstructs the circulation of blood;
 - (4) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (5) Endangers a child's life or significantly exacerbates a child's medical condition.
- b. Intentional infliction of pain, including the use of pain inducement to obtain compliance.
- c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
- d. Any technique that subjects the child to ridicule, humiliation, or emotional trauma.

Seclusion. The involuntary confinement placement of a child alone in any room or area place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier, or from which the child reasonably believes they are not free to leave; or the involuntary confinement of a child to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.

Seclusion does not include:

- (1) **The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;**
- ~~(1)~~(2) **The involuntary confinement of a child to a room or an area with an adult who is actively engaging in a therapeutic intervention; or**
- ~~(2)~~(3) **Circumstances in which there is no physical barrier between the child and any other person or and the child is physically able to leave the place.**

II. Use of Restraint

1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.

2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

3-4. Physical restraint shall be administered in such a way so as to prevent or minimize physical harm.

III. Use of Seclusion

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.
4. **When seclusion is used, school staff shall designate a co-regulator to monitor the child and develop a plan to help the child manage their state of regulation and their return to a less restrictive setting. The co-regulator shall check the child at regular intervals not to exceed 30 minutes between any one interval. The co-regulator shall be selected and designated in the following order of preference:**
 - a. A trusted adult selected by the child.
 - b. A clinician or counselor trained in trauma informed practices.
 - c. A staff member known to have a positive relationship with the child.
 - a.d. A staff member who was not involved in the incident leading to seclusion.

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

V. Authorization and Monitoring of Extended Restraint & Length of Restraint

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;

2-3. During the administration of restraint, the physical status of the child, including skin temperature, color, and respiration, shall be continuously monitored. The child shall be released from restraint immediately if they demonstrate signs of one or more of the following: difficulty breathing; choking; vomiting; bleeding; fainting; unconsciousness; discoloration; swelling at points of restraint; cold extremities, or similar manifestations.

3-4. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.

4-5. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. Restriction of Use of Mechanical Restraints during Transport of Children.

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VIII, below.
2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the child's privacy, and
 - c. Represent the least restrictive means necessary for the safety of the child.

VII. Room Conditions for a Seclusion Area

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
- (b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.

(c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.

(d) Are free of any object that poses a danger to the children being placed in the rooms.

(e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:

(1) The need to provide direct and immediate medical attention to a child;

(2) Fire;

(3) The need to remove a child to a safe location during a building lockdown; or

(4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.

(f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.
2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal's designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee's supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
 - a. The date, time and duration of the restraint or seclusion;
 - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion.
 - c. The names of the persons involved in the occurrence;
 - d. A description of the actions of the school employees involved before, during, and after the occurrence;
 - e. A description of any interventions used prior to the restraint or seclusion;
 - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
 - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;
 - h. A description of any property damage associated with the occurrence;
 - i. A description of actions taken to address the emotional needs of the child during and following the incident;
 - j. A description of future actions to be taken to control the child's problem behaviors;
 - k. The name and position of the employee completing the notification; and

- I. The anticipated date of the final report.
3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.
4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

IX. Employee Duty To Report

- 1. Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes misconduct, shall report the conduct to the Superintendent or designee within 24 hours.**
- 2. Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes abuse or neglect, shall report the conduct to the Superintendent or designee, as well as the Department of Human Services and the Department of Education's Bureau of Credentialing.**

~~IX.X:~~ Serious Injury or Death during Incidents of Restraint or Seclusion.

1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

~~IX.XI:~~ Team Meeting Requirements

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

~~IX.XII:~~ Notice and Records of Intentional Physical Contact

1. If a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child's parent or guardian.

2. Such notification shall be no later than the time of the child's return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of "intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:
 - a) Date and time of the incident;
 - b) Brief description of the actions of the child before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of "intentional physical contact."
5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child is actively combative, assaultive, or self injurious while being escorted, and then these requirements do apply.
 - b) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - c) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention – except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

~~XII.XIII.~~ *Department of Education Review*

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

~~XIII.XIV.~~ *Civil or Criminal Liability*

Nothing in the District's Policy or Procedures on the Use of Child Restraint should be understood in any way to undercut the protections from civil and criminal liability provided to school officials for the use of force against a minor, consistent with state law found at RSA 627:1, 4, and 6.

Adopted: June 9, 2015

Legal Reference:

RSA 126-U:1 to 143 ~~(2014)~~

RSA 627:1, 4, 6

Ed 1200 –

1203 Ed 510

INCIDENT REPORT – INTENTIONAL PHYSICAL CONTACT

Student: _____ Date of Incident: _____

School/Program: _____ Grade: _____

Student has: _____ IEP _____ 504 Plan _____ Behavior Plan

Time: _____ Location: _____

Person Completing Report: _____ Title: _____

Individuals Involved:

_____ Title: _____

_____ Title: _____

_____ Title: _____

1. Description of the student’s behavior before, during, and after the incident.

2. Description of the actions of the school staff before, during, and after the incident:

3. Description of any injuries to the student, staff, or others. Description of any medical care administered to the student or others.

Signature of Person Completing Report: _____

Report Date: _____

INCIDENT REPORT – PHYSICAL RESTRAINT/SECLUSION

Student: _____ Date of Incident: _____

School/Program: _____ Grade: _____

Student has: _____ IEP _____ 504 Plan _____ Behavior Plan

Incident Involves: _____ Restraint(s) _____ Seclusion(s) _____ Both Restraint(s) and Seclusion(s)

Beginning Time of Each Restraint/Seclusion: _____

Ending Time of Each Restraint/Seclusion _____

Location: _____

Person Completing Report: _____ Title: _____

Staff Involved in Restraint/Seclusion **(including Co-Regulator):**

_____ Title: _____

_____ Title: _____

_____ Title: _____

Others Involved/Observers:

_____ Title: _____

_____ Title: _____

1. Description of the activity the student was engaged in immediately preceding the restraint/seclusion:

2. Description of the student’s behavior(s) that prompted the restraint/seclusion, including the justification for initiating the use of the restraint/seclusion:

3. Description of each restraint/seclusion used, including the restraint hold(s) used and the reason the hold was necessary:

4. Description of the student's behavior before, during, and after the restraint/seclusion:

5. Description of the actions of the school staff before, during, and after the restraint/seclusion:

6. Description of the interventions utilized prior to the restraint/seclusion and the student's response(s):

7. Description of any injuries to the student, staff, or others. Description of any medical care administered to the student or others. Attach any injury reports that were necessitated by the restraint/seclusion.

8. Description of any property damage associated with the incident:

9. Description of the actions taken to address the emotional needs of the student during and following the incident. For incidents involving a seclusion, description should include actions taken by the co-regulator to monitor the child and develop a plan to help the child manage their state of regulation and their return to a less restrictive setting.

10. Description of any future actions to be taken with respect to the student's behaviors:

11. Anticipated Date of Final Report to Parents: _____

Signature of Person Completing Report: _____ Report Date: _____

HOOKSETT SCHOOL DISTRICT
SCHOOL BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Generally

The policies of the Board are intended to establish the general and overall rules within which day-to-day operations of the school district are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the district community are expected to comply with both board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the Administration to comply with policy shall not invalidate any lawful action taken.

Contents of Board Policy and Administrative Procedure

The policies of the Board shall be composed of:

1. The policies contained in this Policy Manual.
2. The contents of administrative job descriptions adopted by the Board.
3. All formal Student Handbooks.
4. All formal Employee Handbooks.

Administrative procedure is not part of the board policy and may be altered by the administration without board action. Administrative procedure, however, may not conflict with board policy.

Limitations of Policy

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, taxpayers, or others within the school district beyond those that are established in law and are not intended to restrict or limit students, employees, or other members of the school district community from pursuing any claims or defenses available under law.

Exceptions

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

1. Any person may request an exception to any board policy or the application of same by submitting a letter to the Superintendent. The request shall identify:
 - a. The name, address, and telephone number of the person making the request.
 - b. The policy for which the exception is being requested.
 - c. The action that the requesting individual desires.
 - d. The rationale supporting the need for an exception.
2. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception and make a determination. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies. Should the parties involved disagree with the Superintendent's decision, an appeal may be made to the Hooksett School Board.
3. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
4. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

HOOKSETT SCHOOL DISTRICT
BOARD MEMBER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Hooksett School Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board will attempt to plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. The public shall be kept informed through the news media about the Hooksett School Board's continuing in-service education and the programs anticipated for short and long-range benefits to our schools.

The Hooksett Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions.
2. District-sponsored training sessions for board members.
3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the Superintendent or designee. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the Hooksett School District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Board members shall be reimbursed their expenses in attending approved development opportunities.
4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Hooksett School Board members are encouraged to attend workshops presented by the state and national school boards associations.

Adopted: November 6, 2001

**HOOKSETT SCHOOL DISTRICT
BOARD MEMBER INDEMNIFICATION**

The members of the Hooksett School Board and its employees and agents act as agents of the Hooksett School District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify board members and agents of the District for their official actions in the service of the Hooksett School District.

Adopted: November 6, 2001

Statutory References:
RSA 31:104, 105, 106, 107
RSA 412:13
RSA 507:B

**HOOKSETT SCHOOL DISTRICT
CHECK-WRITING SERVICES**

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the Hooksett School District Treasurer, who is authorized to sign only after approval of manifests by the Hooksett School Board. Checks drawn on an activity fund will require one signature.

The checks by the Hooksett School District will be pre-numbered.

**HOOKSETT SCHOOL DISTRICT
TEACHING ABOUT RELIGION**

Religious education is the responsibility of the home and church. The Hooksett School Board will ensure that any instruction relating to religion within the Hooksett School District shall conform to applicable legal requirements.

Adopted: November 6, 2001

ELIMINATE-Currently Process/Procedure, No Need for Policy

HOOKSETT SCHOOL DISTRICT PARENT INVOLVEMENT PROGRAM

The Hooksett School District recognizes that the child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goals of the school district to educate all students effectively, the schools and parents and/or guardians must work as knowledgeable partners.

The Hooksett School Board will support the development, implementation, and regular evaluation of a parent involvement program, which will involve parents at all grade levels in a variety of roles. The parent involvement program will be comprehensive and coordinated in nature and will include, but not be limited to the following:

1. Support to parents as leaders and decision-makers in advisor roles.
2. Promotion of clear, two-way communication between the school and the family as to school programs and children's progress.
3. Assistance to parents and/or guardians to develop parenting skills to foster positive relationships at home that support children's efforts and provide techniques designed to assist their children with learning at home.
4. Involvement of parents, under staff supervision, in instructional and support roles at school.
5. Provision of access to and coordination of community and support services for children and families.

The Superintendent or designee will develop administrative regulations to foster parent involvement and implement this policy.

Adopted: April 3, 2001

**HOOKSETT SCHOOL DISTRICT
MINUTES**

The Board will keep a record of the actions taken at Board meetings in the form of minutes. Minutes shall include the names of members participating, persons appearing before the School Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the Chair, the minutes will record how each board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft Minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

Draft minutes will be available for inspection at the District's administrative office.

~~Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.~~

Sealed Minutes List. For non-public meetings beginning January 1, 2022, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions. The list shall include:

- a. the name of the public body (e.g., School Board, Policy Committee, etc.);**
- b. the date and time of the public meeting;**
- c. the start and end times of the non-public session;**
- d. the specific exemption in RSA 91-A:3 for the non-public session;**
- e. the date the vote to seal the minutes occurred; and**
- f. the date, if any, of a subsequent decision to unseal the minutes**

The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

Sealed minutes related to discussions in non-public session under RSA 91-A:2, II (d) shall be made available to the public as soon as practicable after the transaction has closed or the School Board has decided not to proceed with the transaction.

Sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2033.

The Board will review previously sealed non-public minutes within ten years of the date the minutes were first

sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. As used in this policy, "sealed" minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that "divulgence of the information" (i.e., information in the minutes of the non-public session):

- i. Would affect adversely the reputation of a person other than a Board member;
- ii. Would render ineffective the action/proposed action taken in non-public session; or
- iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).

Minutes which are not reviewed after 10 years will be automatically unsealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public, RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions, RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records available for Public Inspection, **RSA 189:29-a Records Retention and Disposition**

Adopted: October 12, 1999
Revised: March 3, 2009
Revised: November 21, 2017

HOOKSETT SCHOOL DISTRICT
GENERAL FUND
YTD EXPENDITURE REPORT AS OF 02/15/2024

XVII.A.

										ENCUMBRANCES									
TITLE										FY24 BUDGET	ENCUMBRANCES		PLUS YTD		AVAILABLE				
											OUTSTANDING	YEAR TO DATE EXP	EXPENDITURES	BALANCE					
31	1100	1	03	24	5731	UNDERHILL REGULAR ED	UNDERHILL - MUSIC NEW EQUIPMENT	\$	-	\$	-	\$	-	\$	-				
31	1100	1	03	25	5610	UNDERHILL REGULAR ED	UNDERHILL - PHYSICAL EDUC SUPPLIES	\$	-	\$	-	\$	-	\$	-				
31	1100	1	03	25	5731	UNDERHILL REGULAR ED	UNDERHILL - PHYSICAL EDUC NEW EQUIPMENT	\$	-	\$	-	\$	-	\$	-				
31	1100	1	03	25	5735	UNDERHILL REGULAR ED	UNDERHILL - PHYSICAL EDUC REPLACEMENT EQUIPMENT	\$	399.80	\$	-	\$	-	\$	399.80				
31	1100	1	03	27	5610	UNDERHILL REGULAR ED	UNDERHILL - READING SUPPLIES	\$	1,942.99	\$	5,008.00	\$	3,357.90	\$	8,365.90				
31	1100	1	03	27	5645	UNDERHILL REGULAR ED	UNDERHILL - READING PRACTICE BOOKS	\$	-	\$	-	\$	-	\$	-				
31	1100	1	03	29	5610	UNDERHILL REGULAR ED	UNDERHILL - SCIENCE SUPPLIES	\$	2,948.40	\$	-	\$	-	\$	2,948.40				
31	1100	1	03	29	5641	UNDERHILL REGULAR ED	UNDERHILL - SCIENCE TEXTBOOKS	\$	-	\$	-	\$	-	\$	-				
UNDERHILL REGULAR ED Total										\$	3,334,484.29	\$	1,278,470.11	\$	1,786,287.42	\$	3,064,757.53	\$	269,726.76
31	1100	1	04	00	5112	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR TEACHER SALARIES	\$	1,555,281.54	\$	688,031.38	\$	839,903.62	\$	1,527,935.00	\$	27,346.54		
31	1100	1	04	00	5114	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR PARAPROFESSIONAL	\$	66,030.14	\$	9,799.24	\$	9,014.84	\$	18,814.08	\$	47,216.06		
31	1100	1	04	00	5120	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR SUBSTITUTE SALARIES	\$	22,000.00	\$	-	\$	11,805.29	\$	11,805.29	\$	10,194.71		
31	1100	1	04	00	5122	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR HEALTH INSURANCE BUYOUT	\$	4,500.00	\$	15,000.00	\$	-	\$	15,000.00	\$	(10,500.00)		
31	1100	1	04	00	5211	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR HEALTH INSURANCE	\$	389,330.02	\$	137,630.28	\$	322,338.26	\$	459,968.54	\$	(70,638.52)		
31	1100	1	04	00	5212	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR DENTAL INSURANCE	\$	23,816.12	\$	10,260.26	\$	16,176.76	\$	26,437.02	\$	(2,620.90)		
31	1100	1	04	00	5213	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR LIFE INSURANCE	\$	1,725.00	\$	584.82	\$	1,107.90	\$	1,692.72	\$	32.28		
31	1100	1	04	00	5214	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR DISABILITY INSURANCE	\$	4,227.38	\$	2,025.21	\$	2,825.91	\$	4,851.12	\$	(623.74)		
31	1100	1	04	00	5220	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR FICA	\$	127,338.98	\$	51,840.64	\$	61,307.18	\$	113,147.82	\$	14,191.16		
31	1100	1	04	00	5231	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR NHRS SUPPORT	\$	4,924.49	\$	-	\$	23.18	\$	23.18	\$	4,901.31		
31	1100	1	04	00	5232	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR NHRS PROFESSIONAL	\$	305,059.71	\$	135,129.46	\$	165,219.18	\$	300,348.64	\$	4,711.07		
31	1100	1	04	00	5250	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR UNEMPLOYMENT INSURANCE	\$	414.50	\$	-	\$	-	\$	-	\$	414.50		
31	1100	1	04	00	5260	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR WORKER'S COMPENSATION	\$	4,244.46	\$	-	\$	4,244.46	\$	4,244.46	\$	-		
31	1100	1	04	00	5335	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR TUTORING	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	00	5430	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR REPAIRS & MAINT SERVICES	\$	7,500.00	\$	4,291.89	\$	4,173.25	\$	8,465.14	\$	(965.14)		
31	1100	1	04	00	5431	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR REPAIRS EQUIPMENT	\$	500.00	\$	-	\$	-	\$	-	\$	500.00		
31	1100	1	04	00	5442	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR RENTAL OF EQUIPMENT	\$	10,848.00	\$	4,613.30	\$	6,347.62	\$	10,960.92	\$	(112.92)		
31	1100	1	04	00	5610	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR SUPPLIES	\$	15,780.00	\$	418.94	\$	14,384.27	\$	14,803.21	\$	976.79		
31	1100	1	04	00	5641	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR TEXTBOOKS	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	00	5642	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR ELECTRONIC INFORMATION	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	00	5643	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR INFORMATION ACCESS FEES	\$	650.00	\$	-	\$	-	\$	-	\$	650.00		
31	1100	1	04	00	5731	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR NEW EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	00	5737	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR REPLACEMENT FURNITURE & F	\$	3,599.76	\$	-	\$	2,868.69	\$	2,868.69	\$	731.07		
31	1100	1	04	00	5739	MEMORIAL REGULAR ED	REGULAR EDUCATION - MEMOR OTHER EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	08	5610	MEMORIAL REGULAR ED	MEMORIAL - ART SUPPLIES	\$	1,629.11	\$	27.56	\$	1,626.24	\$	1,653.80	\$	(24.69)		
31	1100	1	04	15	5610	MEMORIAL REGULAR ED	MEMORIAL - LANGUAGE ARTS SUPPLIES	\$	1,792.00	\$	-	\$	1,532.43	\$	1,532.43	\$	259.57		
31	1100	1	04	15	5645	MEMORIAL REGULAR ED	MEMORIAL - LANGUAGE ARTS PRACTICE BOOKS	\$	-	\$	-	\$	2,930.26	\$	2,930.26	\$	(2,930.26)		
31	1100	1	04	18	5610	MEMORIAL REGULAR ED	MEMORIAL - HEALTH SUPPLIES	\$	155.54	\$	-	\$	179.01	\$	179.01	\$	(23.47)		
31	1100	1	04	23	5610	MEMORIAL REGULAR ED	MEMORIAL - MATH SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	23	5641	MEMORIAL REGULAR ED	MEMORIAL - MATH TEXTBOOKS	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	23	5643	MEMORIAL REGULAR ED	MEMORIAL - MATH INFORMATION ACCESS FEES	\$	4,620.00	\$	-	\$	2,850.00	\$	2,850.00	\$	1,770.00		
31	1100	1	04	23	5645	MEMORIAL REGULAR ED	MEMORIAL - MATH PRACTICE BOOKS	\$	11,500.00	\$	-	\$	12,905.00	\$	12,905.00	\$	(1,405.00)		
31	1100	1	04	24	5610	MEMORIAL REGULAR ED	MEMORIAL - MUSIC SUPPLIES	\$	662.52	\$	-	\$	668.09	\$	668.09	\$	(5.57)		
31	1100	1	04	24	5641	MEMORIAL REGULAR ED	MEMORIAL - MUSIC TEXTBOOKS	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	24	5731	MEMORIAL REGULAR ED	MEMORIAL - MUSIC NEW EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	25	5610	MEMORIAL REGULAR ED	MEMORIAL - PHYSICAL EDUC SUPPLIES	\$	810.00	\$	-	\$	844.83	\$	844.83	\$	(34.83)		
31	1100	1	04	25	5731	MEMORIAL REGULAR ED	MEMORIAL - PHYSICAL EDUC NEW EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	27	5610	MEMORIAL REGULAR ED	MEMORIAL - READING SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	27	5645	MEMORIAL REGULAR ED	MEMORIAL - READING PRACTICE BOOKS	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	29	5610	MEMORIAL REGULAR ED	MEMORIAL - SCIENCE SUPPLIES	\$	2,914.62	\$	209.97	\$	2,465.32	\$	2,675.29	\$	239.33		
31	1100	1	04	29	5641	MEMORIAL REGULAR ED	MEMORIAL - SCIENCE TEXTBOOKS	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	29	5731	MEMORIAL REGULAR ED	MEMORIAL - SCIENCE NEW EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	1100	1	04	30	5610	MEMORIAL REGULAR ED	MEMORIAL - SOCIAL STUDIES SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		

HOOKSETT SCHOOL DISTRICT
GENERAL FUND
YTD EXPENDITURE REPORT AS OF 02/15/2024

XVII.A.

							ENCUMBRANCES				AVAILABLE	
TITLE							FY24 BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	BALANCE	
31	1230	1	04	00	5232	MEMORIAL EXTENDED SCHOOL YEAR	ESY - MEMORIAL NHRS PROFESSIONAL	\$ 1,709.71	\$ -	\$ 49.10	\$ 49.10	\$ 1,660.61
31	1230	1	04	00	5260	MEMORIAL EXTENDED SCHOOL YEAR	ESY - MEMORIAL WORKER'S COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	1	04	00	5330	MEMORIAL EXTENDED SCHOOL YEAR	ESY - MEMORIAL OTHER PROF SVCS	\$ 22,350.00	\$ -	\$ 30,231.40	\$ 30,231.40	\$ (7,881.40)
31	1230	1	04	00	5564	MEMORIAL EXTENDED SCHOOL YEAR	ESY - MEMORIAL TUITION TO PRIVATE SCHOOL	\$ -	\$ -	\$ 23,373.96	\$ 23,373.96	\$ (23,373.96)
MEMORIAL EXTENDED SCHOOL YEAR Total							\$ 44,950.65	\$ -	\$ 58,067.75	\$ 58,067.75	\$ (13,117.10)	
31	1230	2	05	00	5112	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY TEACHER SALARIES	\$ 2,340.00	\$ -	\$ 8,130.00	\$ 8,130.00	\$ (5,790.00)
31	1230	2	05	00	5114	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY PARAPROFESSIONAL	\$ 7,502.53	\$ -	\$ 2,700.00	\$ 2,700.00	\$ 4,802.53
31	1230	2	05	00	5213	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	2	05	00	5214	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY DISABILITY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	2	05	00	5220	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY FICA	\$ 752.95	\$ -	\$ 823.28	\$ 823.28	\$ (70.33)
31	1230	2	05	00	5231	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY NHRS SUPPORT	\$ 1,015.09	\$ -	\$ -	\$ -	\$ 1,015.09
31	1230	2	05	00	5232	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY NHRS PROFESSIONAL	\$ 459.58	\$ -	\$ 1,627.90	\$ 1,627.90	\$ (1,168.32)
31	1230	2	05	00	5260	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY WORKER'S COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	2	05	00	5330	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY OTHER PROF SVCS	\$ 20,000.00	\$ -	\$ 29,117.93	\$ 29,117.93	\$ (9,117.93)
31	1230	2	05	00	5564	CAWLEY EXTENDED SCHOOL YEAR	ESY - CAWLEY TUITION TO PRIVATE SCHOOL	\$ -	\$ -	\$ 23,495.03	\$ 23,495.03	\$ (23,495.03)
CAWLEY EXTENDED SCHOOL YEAR Total							\$ 32,070.15	\$ -	\$ 65,894.14	\$ 65,894.14	\$ (33,823.99)	
31	1230	3	00	00	5112	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY TEACHER SALARIES	\$ -	\$ 460.00	\$ 3,602.32	\$ 4,062.32	\$ (4,062.32)
31	1230	3	00	00	5114	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY PARAPROFESSIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	3	00	00	5220	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY FICA	\$ -	\$ 35.19	\$ 275.58	\$ 310.77	\$ (310.77)
31	1230	3	00	00	5231	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY NHRS SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	3	00	00	5232	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY NHRS PROFESSIONAL	\$ -	\$ -	\$ -	\$ -	\$ -
31	1230	3	00	00	5330	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY OTHER PROF SVCS	\$ 30,000.00	\$ -	\$ 80,141.46	\$ 80,141.46	\$ (50,141.46)
31	1230	3	00	00	5564	HIGH SCHOOL EXTENDED SCHOOL YEAR	ESY - SECONDARY TUITION TO PRIVATE SCHOOL	\$ 39,423.00	\$ -	\$ 17,971.55	\$ 17,971.55	\$ 21,451.45
HIGH SCHOOL EXTENDED SCHOOL YEAR Total							\$ 69,423.00	\$ 495.19	\$ 101,990.91	\$ 102,486.10	\$ (33,063.10)	
31	1260	1	03	00	5112	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER TEACHER SALARIES	\$ 69,893.00	\$ 34,026.88	\$ 39,788.12	\$ 73,815.00	\$ (3,922.00)
31	1260	1	03	00	5211	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER HEALTH INSURANCE	\$ 22,247.16	\$ 6,430.04	\$ 15,419.12	\$ 21,849.16	\$ 398.00
31	1260	1	03	00	5212	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER DENTAL INSURANCE	\$ 992.14	\$ 320.02	\$ 539.07	\$ 859.09	\$ 133.05
31	1260	1	03	00	5213	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER LIFE INSURANCE	\$ 75.00	\$ 5.29	\$ 43.43	\$ 48.72	\$ 26.28
31	1260	1	03	00	5214	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER DISABILITY INSURANCE	\$ 206.18	\$ 54.16	\$ 108.32	\$ 162.48	\$ 43.70
31	1260	1	03	00	5220	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER FICA	\$ 5,346.81	\$ 2,477.33	\$ 2,811.08	\$ 5,288.41	\$ 58.40
31	1260	1	03	00	5232	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER NHRS PROFESSIONAL	\$ 13,726.99	\$ 6,682.88	\$ 7,814.41	\$ 14,497.29	\$ (770.30)
31	1260	1	03	00	5250	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER UNEMPLOYMENT INSURANCE	\$ 18.02	\$ -	\$ -	\$ -	\$ 18.02
31	1260	1	03	00	5260	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER WORKER'S COMPENSATION	\$ 207.02	\$ -	\$ 207.02	\$ 207.02	\$ -
31	1260	1	03	00	5330	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER OTHER PROF SVCS	\$ 300.00	\$ 657.98	\$ 2,850.53	\$ 3,508.51	\$ (3,208.51)
31	1260	1	03	00	5610	UNDERHILL ELL	ENGLISH LANGUAGE LEARNER SUPPLIES	\$ 252.73	\$ -	\$ -	\$ -	\$ 252.73
UNDERHILL ELL Total							\$ 113,265.05	\$ 50,654.58	\$ 69,581.10	\$ 120,235.68	\$ (6,970.63)	
31	1260	1	04	00	5112	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER TEACHER SALARIES	\$ 53,285.00	\$ 26,388.44	\$ 30,786.56	\$ 57,175.00	\$ (3,890.00)
31	1260	1	04	00	5211	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER HEALTH INSURANCE	\$ 30,034.68	\$ 8,680.44	\$ 20,815.72	\$ 29,496.16	\$ 538.52
31	1260	1	04	00	5212	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER DENTAL INSURANCE	\$ 1,759.93	\$ 567.73	\$ 956.20	\$ 1,523.93	\$ 236.00
31	1260	1	04	00	5213	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER LIFE INSURANCE	\$ 75.00	\$ 25.00	\$ 50.00	\$ 75.00	\$ -
31	1260	1	04	00	5214	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER DISABILITY INSURANCE	\$ 157.19	\$ 78.64	\$ 116.96	\$ 195.60	\$ (38.41)
31	1260	1	04	00	5220	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER FICA	\$ 4,076.30	\$ 1,838.20	\$ 2,104.61	\$ 3,942.81	\$ 133.49
31	1260	1	04	00	5232	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER NHRS PROFESSIONAL	\$ 10,465.17	\$ 5,182.69	\$ 6,046.47	\$ 11,229.16	\$ (763.99)
31	1260	1	04	00	5250	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER UNEMPLOYMENT INSURANCE	\$ 18.02	\$ -	\$ -	\$ -	\$ 18.02
31	1260	1	04	00	5260	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER WORKER'S COMPENSATION	\$ 157.82	\$ -	\$ 157.82	\$ 157.82	\$ -
31	1260	1	04	00	5330	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER OTHER PROF SVCS	\$ 300.00	\$ 370.00	\$ 130.00	\$ 500.00	\$ (200.00)
31	1260	1	04	00	5610	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER SUPPLIES	\$ 76.92	\$ -	\$ 110.37	\$ 110.37	\$ (33.45)
31	1260	1	04	00	5643	MEMORIAL ELL	ENGLISH LANGUAGE LEARNER INFORMATION ACCESS FEES	\$ 125.00	\$ -	\$ 132.00	\$ 132.00	\$ (7.00)
MEMORIAL ELL Total							\$ 100,531.03	\$ 43,131.14	\$ 61,406.71	\$ 104,537.85	\$ (4,006.82)	
31	1260	2	05	00	5112	CAWLEY ELL	ENGLISH LANGUAGE LEARNER TEACHER SALARIES	\$ 47,956.50	\$ 16,200.00	\$ 28,440.00	\$ 44,640.00	\$ 3,316.50
31	1260	2	05	00	5211	CAWLEY ELL	ENGLISH LANGUAGE LEARNER HEALTH INSURANCE	\$ 22,247.16	\$ -	\$ 4,224.92	\$ 4,224.92	\$ 18,022.24
31	1260	2	05	00	5212	CAWLEY ELL	ENGLISH LANGUAGE LEARNER DENTAL INSURANCE	\$ 992.14	\$ -	\$ 41.01	\$ 41.01	\$ 951.13

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										ENCUMBRANCES				
										ENCUMBRANCES			PLUS YTD	AVAILABLE
TITLE										FY24 BUDGET	OUTSTANDING	YEAR TO DATE EXP	EXPENDITURES	BALANCE
31	2130	1	03	00	5735	UNDERHILL HEALTH SERVICES	HEALTH SERVICES - UNDERHI REPLACEMENT EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UNDERHILL HEALTH SERVICES Total										\$ 96,174.41	\$ 43,658.78	\$ 58,353.54	\$ 102,012.32	\$ (5,837.91)
31	2130	1	04	00	5112	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA TEACHER SALARIES	\$ 65,924.00	\$ 31,361.56	\$ 36,588.44	\$ 67,950.00	\$ (2,026.00)		
31	2130	1	04	00	5120	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA SUBSTITUTE SALARIES	\$ 2,000.00	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 950.00		
31	2130	1	04	00	5211	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA HEALTH INSURANCE	\$ -	\$ 3,569.44	\$ 8,013.34	\$ 11,582.78	\$ (11,582.78)		
31	2130	1	04	00	5212	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA DENTAL INSURANCE	\$ -	\$ 160.80	\$ 270.87	\$ 431.67	\$ (431.67)		
31	2130	1	04	00	5213	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA LIFE INSURANCE	\$ 75.00	\$ 25.00	\$ 50.00	\$ 75.00	\$ -		
31	2130	1	04	00	5214	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA DISABILITY INSURANCE	\$ 178.50	\$ 61.84	\$ 132.68	\$ 194.52	\$ (16.02)		
31	2130	1	04	00	5220	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA FICA	\$ 5,196.19	\$ 2,366.91	\$ 2,820.63	\$ 5,187.54	\$ 8.65		
31	2130	1	04	00	5232	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA NHRS PROFESSIONAL	\$ 12,973.84	\$ 6,159.41	\$ 7,185.92	\$ 13,345.33	\$ (371.49)		
31	2130	1	04	00	5250	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA UNEMPLOYMENT INSURANCE	\$ 18.02	\$ -	\$ -	\$ -	\$ 18.02		
31	2130	1	04	00	5260	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA WORKER'S COMPENSATION	\$ 179.22	\$ -	\$ 179.22	\$ 179.22	\$ -		
31	2130	1	04	00	5330	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA OTHER PROF SVCS	\$ 46,080.00	\$ 8,240.00	\$ 4,560.00	\$ 12,800.00	\$ 33,280.00		
31	2130	1	04	00	5431	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA REPAIRS EQUIPMENT	\$ 150.00	\$ -	\$ 75.00	\$ 75.00	\$ 75.00		
31	2130	1	04	00	5610	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA SUPPLIES	\$ 1,215.00	\$ 215.22	\$ 820.13	\$ 1,035.35	\$ 179.65		
31	2130	1	04	00	5642	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA ELECTRONIC INFORMATION	\$ 545.57	\$ -	\$ 557.00	\$ 557.00	\$ (11.43)		
31	2130	1	04	00	5735	MEMORIAL HEALTH SERVICES	HEALTH SERVICES - MEMORIA REPLACEMENT EQUIPMENT	\$ 500.00	\$ -	\$ 374.00	\$ 374.00	\$ 126.00		
MEMORIAL HEALTH SERVICES Total										\$ 135,035.34	\$ 52,160.18	\$ 62,677.23	\$ 114,837.41	\$ 20,197.93
31	2130	2	05	00	5112	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY TEACHER SALARIES	\$ 68,811.00	\$ 32,688.44	\$ 40,636.56	\$ 73,325.00	\$ (4,514.00)		
31	2130	2	05	00	5120	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY SUBSTITUTE SALARIES	\$ 680.00	\$ -	\$ 625.00	\$ 625.00	\$ 55.00		
31	2130	2	05	00	5211	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY HEALTH INSURANCE	\$ 30,034.68	\$ 8,680.44	\$ 20,815.72	\$ 29,496.16	\$ 538.52		
31	2130	2	05	00	5212	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY DENTAL INSURANCE	\$ 1,759.93	\$ 567.73	\$ 956.20	\$ 1,523.93	\$ 236.00		
31	2130	2	05	00	5213	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY LIFE INSURANCE	\$ 75.00	\$ 25.00	\$ 50.00	\$ 75.00	\$ -		
31	2130	2	05	00	5214	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY DISABILITY INSURANCE	\$ 202.99	\$ 57.64	\$ 136.88	\$ 194.52	\$ 8.47		
31	2130	2	05	00	5220	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY FICA	\$ 5,316.06	\$ 2,338.08	\$ 2,851.91	\$ 5,189.99	\$ 126.07		
31	2130	2	05	00	5232	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY NHRS PROFESSIONAL	\$ 13,514.48	\$ 6,419.86	\$ 7,490.00	\$ 13,909.86	\$ (395.38)		
31	2130	2	05	00	5250	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY UNEMPLOYMENT INSURANCE	\$ 18.02	\$ -	\$ -	\$ -	\$ 18.02		
31	2130	2	05	00	5260	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY WORKER'S COMPENSATION	\$ 203.82	\$ -	\$ 203.82	\$ 203.82	\$ -		
31	2130	2	05	00	5330	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY OTHER PROF SVCS	\$ 45,350.00	\$ 44,200.00	\$ 47,960.00	\$ 92,160.00	\$ (46,810.00)		
31	2130	2	05	00	5340	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY TECHNICAL SERVICES	\$ 180.00	\$ -	\$ -	\$ -	\$ 180.00		
31	2130	2	05	00	5431	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY REPAIRS EQUIPMENT	\$ 110.00	\$ -	\$ 75.00	\$ 75.00	\$ 35.00		
31	2130	2	05	00	5610	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY SUPPLIES	\$ 1,377.00	\$ 384.00	\$ 896.30	\$ 1,280.30	\$ 96.70		
31	2130	2	05	00	5642	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY ELECTRONIC INFORMATION	\$ 550.00	\$ -	\$ 557.00	\$ 557.00	\$ (7.00)		
31	2130	2	05	00	5731	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY NEW EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -		
31	2130	2	05	00	5735	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY REPLACEMENT EQUIPMENT	\$ 1,596.00	\$ -	\$ 199.00	\$ 199.00	\$ 1,397.00		
31	2130	2	05	00	5810	CAWLEY HEALTH SERVICES	HEALTH SERVICES - CAWLEY DUES & FEES	\$ -	\$ -	\$ -	\$ -	\$ -		
31	2130	3	00	00	5330	CAWLEY HEALTH SERVICES	HEALTH - SECONDARY OTHER PROF SVCS	\$ 165,300.00	\$ 44,571.00	\$ 41,653.95	\$ 86,224.95	\$ 79,075.05		
CAWLEY HEALTH SERVICES Total										\$ 335,078.98	\$ 139,932.19	\$ 165,107.34	\$ 305,039.53	\$ 30,039.45
31	2140	1	03	00	5330	UNDERHILL PSYCH SERVICES	PSYCHOLOGICAL SERVICES - OTHER PROF SVCS	\$ -	\$ 88,095.00	\$ 47,610.00	\$ 135,705.00	\$ (135,705.00)		
31	2140	1	03	00	5337	UNDERHILL PSYCH SERVICES	PSYCHOLOGICAL SERVICES - DIAGNOSTIC TESTING	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00		
31	2140	1	03	00	5610	UNDERHILL PSYCH SERVICES	PSYCHOLOGICAL SERVICES - SUPPLIES	\$ -	\$ -	\$ 747.32	\$ 747.32	\$ (747.32)		
UNDERHILL PSYCH SERVICES Total										\$ 45,000.00	\$ 88,095.00	\$ 48,357.32	\$ 136,452.32	\$ (91,452.32)
31	2140	1	04	00	5330	MEMORIAL PSYCH SERVICES	PSYCHOLOGICAL SERVICES - OTHER PROF SVCS	\$ -	\$ 48,944.97	\$ 63,375.03	\$ 112,320.00	\$ (112,320.00)		
31	2140	1	04	00	5337	MEMORIAL PSYCH SERVICES	PSYCHOLOGICAL SERVICES - DIAGNOSTIC TESTING	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00		
31	2140	1	04	00	5610	MEMORIAL PSYCH SERVICES	PSYCHOLOGICAL SERVICES - SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -		
MEMORIAL PSYCH SERVICES Total										\$ 45,000.00	\$ 48,944.97	\$ 63,375.03	\$ 112,320.00	\$ (67,320.00)
31	2140	2	05	00	5112	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - TEACHER SALARIES	\$ 82,530.00	\$ -	\$ -	\$ -	\$ 82,530.00		
31	2140	2	05	00	5211	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - HEALTH INSURANCE	\$ 11,781.78	\$ -	\$ -	\$ -	\$ 11,781.78		
31	2140	2	05	00	5212	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - DENTAL INSURANCE	\$ 498.52	\$ -	\$ -	\$ -	\$ 498.52		
31	2140	2	05	00	5213	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - LIFE INSURANCE	\$ 75.00	\$ -	\$ -	\$ -	\$ 75.00		
31	2140	2	05	00	5214	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - DISABILITY INSURANCE	\$ 243.46	\$ -	\$ -	\$ -	\$ 243.46		
31	2140	2	05	00	5220	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - FICA	\$ 6,313.55	\$ -	\$ -	\$ -	\$ 6,313.55		

HOOKSETT SCHOOL DISTRICT
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										ENCUMBRANCES					
TITLE										FY24 BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	PLUS YTD EXPENDITURES	AVAILABLE BALANCE	
31	2140	2	05	00	5231	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - NHRS SUPPORT	\$	-	\$	-	\$	-	\$	-
31	2140	2	05	00	5232	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - NHRS PROFESSIONAL	\$	16,208.89	\$	-	\$	-	\$	16,208.89
31	2140	2	05	00	5250	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - UNEMPLOYMENT INSURANCE	\$	18.02	\$	-	\$	-	\$	18.02
31	2140	2	05	00	5260	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - WORKER'S COMPENSATION	\$	244.45	\$	-	\$	244.45	\$	-
31	2140	2	05	00	5330	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - OTHER PROF SVCS	\$	-	\$	90,617.50	\$	68,639.48	\$	(159,256.98)
31	2140	2	05	00	5337	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - DIAGNOSTIC TESTING	\$	45,000.00	\$	-	\$	-	\$	45,000.00
31	2140	2	05	00	5610	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL SERVICES - SUPPLIES	\$	-	\$	-	\$	495.47	\$	(495.47)
31	2140	3	00	00	5330	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL - SECONDARY OTHER PROF SVCS	\$	-	\$	10,965.89	\$	26,370.11	\$	(37,336.00)
31	2140	3	00	00	5337	CAWLEY PSYCH SERVICES	PSYCHOLOGICAL - SECONDARY DIAGNOSTIC TESTING	\$	45,000.00	\$	-	\$	-	\$	45,000.00
CAWLEY PSYCH SERVICES Total										\$ 207,913.67	\$ 101,583.39	\$ 95,749.51	\$ 197,332.90	\$ 10,580.77	
31	2150	1	03	00	5112	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL TEACHER SALARIES	\$	149,898.00	\$	71,053.76	\$	82,956.24	\$	(4,112.00)
31	2150	1	03	00	5211	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL HEALTH INSURANCE	\$	90,104.04	\$	17,360.88	\$	41,631.44	\$	31,111.72
31	2150	1	03	00	5212	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL DENTAL INSURANCE	\$	5,279.79	\$	1,135.46	\$	1,912.39	\$	2,231.94
31	2150	1	03	00	5213	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL LIFE INSURANCE	\$	150.00	\$	50.00	\$	100.00	\$	-
31	2150	1	03	00	5214	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL DISABILITY INSURANCE	\$	442.20	\$	114.76	\$	295.40	\$	32.04
31	2150	1	03	00	5220	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL FICA	\$	11,467.20	\$	5,089.56	\$	5,762.28	\$	615.36
31	2150	1	03	00	5232	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL NHRS PROFESSIONAL	\$	29,439.96	\$	13,954.96	\$	16,292.66	\$	(807.66)
31	2150	1	03	00	5241	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL WORKSHOP REIMBURSEMENT	\$	-	\$	-	\$	-	\$	-
31	2150	1	03	00	5250	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL UNEMPLOYMENT INSURANCE	\$	36.04	\$	-	\$	-	\$	36.04
31	2150	1	03	00	5260	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL WORKER'S COMPENSATION	\$	443.98	\$	-	\$	443.98	\$	-
31	2150	1	03	00	5330	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL OTHER PROF SVCS	\$	144,200.00	\$	46,919.59	\$	79,150.05	\$	18,130.36
31	2150	1	03	00	5610	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL SUPPLIES	\$	400.00	\$	-	\$	99.80	\$	300.20
31	2150	1	03	00	5641	UNDERHILL SPEECH	SPEECH PATHOLOGY & AUDIOL TEXTBOOKS	\$	-	\$	-	\$	-	\$	-
UNDERHILL SPEECH Total										\$ 431,861.21	\$ 155,678.97	\$ 228,644.24	\$ 384,323.21	\$ 47,538.00	
31	2150	1	04	00	5112	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL TEACHER SALARIES	\$	46,065.00	\$	-	\$	-	\$	46,065.00
31	2150	1	04	00	5122	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL HEALTH INSURANCE BUYOUT	\$	-	\$	-	\$	-	\$	-
31	2150	1	04	00	5211	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL HEALTH INSURANCE	\$	30,034.68	\$	-	\$	-	\$	30,034.68
31	2150	1	04	00	5212	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL DENTAL INSURANCE	\$	1,759.93	\$	-	\$	-	\$	1,759.93
31	2150	1	04	00	5213	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL LIFE INSURANCE	\$	-	\$	-	\$	-	\$	-
31	2150	1	04	00	5214	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL DISABILITY INSURANCE	\$	-	\$	-	\$	-	\$	-
31	2150	1	04	00	5220	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL FICA	\$	3,523.97	\$	-	\$	-	\$	3,523.97
31	2150	1	04	00	5232	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL NHRS PROFESSIONAL	\$	9,047.17	\$	-	\$	-	\$	9,047.17
31	2150	1	04	00	5250	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL UNEMPLOYMENT INSURANCE	\$	-	\$	-	\$	-	\$	-
31	2150	1	04	00	5260	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL WORKER'S COMPENSATION	\$	-	\$	-	\$	-	\$	-
31	2150	1	04	00	5330	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL OTHER PROF SVCS	\$	126,866.48	\$	54,657.74	\$	71,962.26	\$	246.48
31	2150	1	04	00	5610	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL SUPPLIES	\$	-	\$	-	\$	-	\$	-
31	2150	1	04	00	5641	MEMORIAL SPEECH	SPEECH PATHOLOGY & AUDIOL TEXTBOOKS	\$	-	\$	-	\$	-	\$	-
MEMORIAL SPEECH Total										\$ 217,297.23	\$ 54,657.74	\$ 71,962.26	\$ 126,620.00	\$ 90,677.23	
31	2150	2	05	00	5330	CAWLEY SPEECH	SPEECH PATHOLOGY & AUDIOL OTHER PROF SVCS	\$	161,126.31	\$	64,320.50	\$	67,119.50	\$	29,686.31
31	2150	2	05	00	5610	CAWLEY SPEECH	SPEECH PATHOLOGY & AUDIOL SUPPLIES	\$	200.00	\$	-	\$	-	\$	200.00
31	2150	2	05	00	5641	CAWLEY SPEECH	SPEECH PATHOLOGY & AUDIOL TEXTBOOKS	\$	-	\$	-	\$	-	\$	-
CAWLEY SPEECH Total										\$ 161,326.31	\$ 64,320.50	\$ 67,119.50	\$ 131,440.00	\$ 29,886.31	
31	2150	3	00	00	5330	HIGH SCHOOL SPEECH	SPEECH SERVICES - SECONDA OTHER PROF SVCS	\$	41,540.00	\$	9,451.99	\$	6,743.43	\$	25,344.58
HIGH SCHOOL SPEECH Total										\$ 41,540.00	\$ 9,451.99	\$ 6,743.43	\$ 16,195.42	\$ 25,344.58	
31	2160	0	00	00	5111	DW OT	OCCUPATIONAL THERAPY ADMIN/OTHER SALARIES	\$	143,865.14	\$	31,373.12	\$	36,784.62	\$	75,707.40
31	2160	0	00	00	5114	DW OT	OCCUPATIONAL THERAPY PARAPROFESSIONAL	\$	-	\$	-	\$	-	\$	-
31	2160	0	00	00	5211	DW OT	OCCUPATIONAL THERAPY HEALTH INSURANCE	\$	32,345.04	\$	8,680.44	\$	20,815.72	\$	2,848.88
31	2160	0	00	00	5212	DW OT	OCCUPATIONAL THERAPY DENTAL INSURANCE	\$	1,759.93	\$	-	\$	-	\$	1,759.93
31	2160	0	00	00	5213	DW OT	OCCUPATIONAL THERAPY LIFE INSURANCE	\$	90.00	\$	15.00	\$	30.00	\$	45.00
31	2160	0	00	00	5214	DW OT	OCCUPATIONAL THERAPY DISABILITY INSURANCE	\$	-	\$	-	\$	-	\$	-
31	2160	0	00	00	5220	DW OT	OCCUPATIONAL THERAPY FICA	\$	11,005.68	\$	2,237.25	\$	2,745.20	\$	6,023.23
31	2160	0	00	00	5231	DW OT	OCCUPATIONAL THERAPY NHRS SUPPORT	\$	19,464.95	\$	-	\$	-	\$	19,464.95

HOOKSETT SCHOOL DISTRICT
GENERAL FUND
YTD EXPENDITURE REPORT AS OF 02/15/2024

XVII.A.

										ENCUMBRANCES									
TITLE										FY24 BUDGET	ENCUMBRANCES OUTSTANDING		YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES		AVAILABLE BALANCE			
31	2160	0	00	00	5232	DW OT	OCCUPATIONAL THERAPY NHRS PROFESSIONAL	\$	-	\$	6,161.68	\$	7,644.59	\$	13,806.27	\$	(13,806.27)		
31	2160	0	00	00	5241	DW OT	OCCUPATIONAL THERAPY WORKSHOP REIMBURSEMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2160	0	00	00	5250	DW OT	OCCUPATIONAL THERAPY UNEMPLOYMENT INSURANCE	\$	36.04	\$	-	\$	-	\$	-	\$	36.04		
31	2160	0	00	00	5260	DW OT	OCCUPATIONAL THERAPY WORKER'S COMPENSATION	\$	417.76	\$	-	\$	417.76	\$	417.76	\$	-		
31	2160	0	00	00	5330	DW OT	OCCUPATIONAL THERAPY OTHER PROF SVCS	\$	-	\$	-	\$	-	\$	-	\$	-		
DW OT Total										\$	208,984.54	\$	48,467.49	\$	68,437.89	\$	116,905.38	\$	92,079.16
31	2160	1	03	00	5330	UNDERHILL OT	OT - UNDERHILL OTHER PROF SVCS	\$	-	\$	2,640.00	\$	180.00	\$	2,820.00	\$	(2,820.00)		
31	2160	1	03	00	5610	UNDERHILL OT	OT - UNDERHILL SUPPLIES	\$	200.00	\$	-	\$	255.95	\$	255.95	\$	(55.95)		
31	2160	1	03	00	5739	UNDERHILL OT	OT - UNDERHILL OTHER EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
UNDERHILL OT Total										\$	200.00	\$	2,640.00	\$	435.95	\$	3,075.95	\$	(2,875.95)
31	2160	1	04	00	5330	MEMORIAL OT	OT - MEMORIAL OTHER PROF SVCS	\$	-	\$	14,133.79	\$	52,891.21	\$	67,025.00	\$	(67,025.00)		
31	2160	1	04	00	5610	MEMORIAL OT	OT - MEMORIAL SUPPLIES	\$	285.00	\$	-	\$	-	\$	-	\$	285.00		
31	2160	1	04	00	5739	MEMORIAL OT	OT - MEMORIAL OTHER EQUIPMENT	\$	-	\$	-	\$	-	\$	-	\$	-		
MEMORIAL OT Total										\$	285.00	\$	14,133.79	\$	52,891.21	\$	67,025.00	\$	(66,740.00)
31	2160	2	05	00	5114	CAWLEY OT	OT - CAWLEY PARAPROFESSIONAL	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2160	2	05	00	5220	CAWLEY OT	OT - CAWLEY FICA	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2160	2	05	00	5231	CAWLEY OT	OT - CAWLEY NHRS SUPPORT	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2160	2	05	00	5250	CAWLEY OT	OT - CAWLEY UNEMPLOYMENT INSURANCE	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2160	2	05	00	5260	CAWLEY OT	OT - CAWLEY WORKER'S COMPENSATION	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2160	2	05	00	5330	CAWLEY OT	OT - CAWLEY OTHER PROF SVCS	\$	2,000.00	\$	21,948.75	\$	15,651.25	\$	37,600.00	\$	(35,600.00)		
31	2160	2	05	00	5610	CAWLEY OT	OT - CAWLEY SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		
CAWLEY OT Total										\$	2,000.00	\$	21,948.75	\$	15,651.25	\$	37,600.00	\$	(35,600.00)
31	2160	3	00	00	5330	HIGH SCHOOL OT	OT - SECONDARY OTHER PROF SVCS	\$	38,360.48	\$	16,314.76	\$	15,602.74	\$	31,917.50	\$	6,442.98		
HIGH SCHOOL OT Total										\$	38,360.48	\$	16,314.76	\$	15,602.74	\$	31,917.50	\$	6,442.98
31	2162	0	00	00	5330	DW PT	PHYSICAL THERAPY OTHER PROF SVCS	\$	-	\$	6,100.65	\$	899.35	\$	7,000.00	\$	(7,000.00)		
DW PT Total										\$	-	\$	6,100.65	\$	899.35	\$	7,000.00	\$	(7,000.00)
31	2162	1	03	00	5330	UNDERHILL PT	PT - UNDERHILL OTHER PROF SVCS	\$	9,348.33	\$	9,845.83	\$	15,154.17	\$	25,000.00	\$	(15,651.67)		
UNDERHILL PT Total										\$	9,348.33	\$	9,845.83	\$	15,154.17	\$	25,000.00	\$	(15,651.67)
31	2162	1	04	00	5330	MEMORIAL PT	PT - MEMORIAL OTHER PROF SVCS	\$	16,387.70	\$	19,310.88	\$	5,689.12	\$	25,000.00	\$	(8,612.30)		
MEMORIAL PT Total										\$	16,387.70	\$	19,310.88	\$	5,689.12	\$	25,000.00	\$	(8,612.30)
31	2162	2	05	00	5330	CAWLEY PT	PT - CAWLEY OTHER PROF SVCS	\$	15,532.47	\$	22,461.03	\$	2,538.97	\$	25,000.00	\$	(9,467.53)		
CAWLEY PT Total										\$	15,532.47	\$	22,461.03	\$	2,538.97	\$	25,000.00	\$	(9,467.53)
31	2162	3	00	00	5330	HIGH SCHOOL PT	PT - SECONDARY OTHER PROF SVCS	\$	15,000.00	\$	5,039.00	\$	4,201.00	\$	9,240.00	\$	5,760.00		
HIGH SCHOOL PT Total										\$	15,000.00	\$	5,039.00	\$	4,201.00	\$	9,240.00	\$	5,760.00
31	2190	1	03	00	5610	UNDERHILL OTHER SUPPORT SERVICES	SUPPORT SERVICES - UNDERH SUPPLIES	\$	672.24	\$	-	\$	-	\$	-	\$	672.24		
UNDERHILL OTHER SUPPORT SERVICES Total										\$	672.24	\$	-	\$	-	\$	-	\$	672.24
31	2190	1	04	00	5610	MEMORIAL OTHER SUPPORT SERVICES	OTHER SUPPORT SERVICES SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2190	1	04	27	5610	MEMORIAL OTHER SUPPORT SERVICES	SUPPLIES REMEDIAL READING SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2190	1	04	28	5610	MEMORIAL OTHER SUPPORT SERVICES	SUPPLIES VOLUNTEER - MEMO SUPPLIES	\$	405.00	\$	-	\$	-	\$	-	\$	405.00		
MEMORIAL OTHER SUPPORT SERVICES Total										\$	405.00	\$	-	\$	-	\$	-	\$	405.00
31	2190	2	05	00	5330	CAWLEY OTHER SUPPORT SERVICES	SUPPORT SERVICES - CAWLEY OTHER PROF SVCS	\$	9,615.00	\$	1,152.00	\$	6,283.00	\$	7,435.00	\$	2,180.00		
31	2190	2	05	00	5450	CAWLEY OTHER SUPPORT SERVICES	SUPPORT SERVICES - CAWLEY CONSTRUCTION SERVICES	\$	4,000.00	\$	-	\$	-	\$	-	\$	4,000.00		
31	2190	2	05	00	5610	CAWLEY OTHER SUPPORT SERVICES	SUPPORT SERVICES - CAWLEY SUPPLIES	\$	1,122.40	\$	-	\$	-	\$	-	\$	1,122.40		
CAWLEY OTHER SUPPORT SERVICES Total										\$	14,737.40	\$	1,152.00	\$	6,283.00	\$	7,435.00	\$	7,302.40
31	2210	0	00	00	5330	DW STAFF DEVELOPMENT	STAFF DEVELOPMENT OTHER PROF SVCS	\$	11,250.00	\$	-	\$	450.00	\$	450.00	\$	10,800.00		
31	2210	0	00	00	5610	DW STAFF DEVELOPMENT	STAFF DEVELOPMENT SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-		
DW STAFF DEVELOPMENT Total										\$	11,250.00	\$	-	\$	450.00	\$	450.00	\$	10,800.00
31	2210	1	03	00	5291	UNDERHILL STAFF DEVELOPMENT	ADMIN DIRECTED WORKSHOP - ADMIN DIRECTED WORKSHOPS	\$	225.00	\$	-	\$	-	\$	-	\$	225.00		
UNDERHILL STAFF DEVELOPMENT Total										\$	225.00	\$	-	\$	-	\$	-	\$	225.00
31	2210	1	04	00	5291	MEMORIAL STAFF DEVELOPMENT	ADMIN DIRECTED WORKSHOP-M ADMIN DIRECTED WORKSHOPS	\$	525.00	\$	-	\$	-	\$	-	\$	525.00		
31	2210	1	04	00	5330	MEMORIAL STAFF DEVELOPMENT	ADMIN DIRECTED WORKSHOP-M OTHER PROF SVCS	\$	-	\$	-	\$	-	\$	-	\$	-		
31	2210	1	04	00	5610	MEMORIAL STAFF DEVELOPMENT	ADMIN DIRECTED WORKSHOP-M SUPPLIES	\$	998.00	\$	-	\$	-	\$	-	\$	998.00		

POLICIES FIRST READING

		2nd Reading Date:	3/19/2024
		1st Reading Date:	02/20/24
		Committee Meeting Date:	02/08/24
CURRENT CODE	POLICY TITLE/CATEGORY	Committee Recommendations	Last Reviewed
IJB	Class Size	Language changes to reflect policy as a guide	
JEA	Compulsory Attendance Age	No changes	2001
JFABB	Foreign Exchange Students	Changes to language	2001
JICE	Student Publications	No changes	2001
JICF	Gang Activity	No changes	2001
JIE	Pregnant Students	Eliminate. Law supercedes policy.	2001

HOOKSETT SCHOOL DISTRICT
GUIDELINES ON CLASS SIZE

The Hooksett School Board recognizes that class size has an effect upon student learning. As such. **This policy serves as a guideline in determining class size ratio.** ~~the Board~~ **The district** will ~~strive~~ **try** to maintain student-teacher ratios ~~not to exceed of~~ 20:1 in grades K-2 and ~~not to exceed~~ 25:1 for grades 3-8. It therefore directs the Superintendent to work with the Principals in establishing a reasonable and equitable class enrollment for each teacher.

In determining the size of various classes, the administration will consider funding limitations, the availability of a qualified teacher pool, and the management of classroom ~~space shortages~~ **availability.**

Adopted: September 18, 1979

Adopted: November 7, 2000

Adopted: December 3, 2002

**HOOKSETT SCHOOL DISTRICT
COMPULSORY ATTENDANCE AGE**

Compulsory attendance shall be required of all children in accordance with RSA 193:1.

Adopted: January 2, 2001

Statutory Reference:
RSA 193:1

**HOOKSETT SCHOOL DISTRICT
FOREIGN EXCHANGE STUDENTS**

Purpose

In order to promote cultural awareness and understanding and to provide diverse experiences to **district** students **of the district**, the Board **shall may** admit foreign exchange students into the schools of the district.

Authority

The Board **shall may** accept foreign exchange students who meet the established guidelines (refer to JF) for admission to district schools.

The Board may accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. The Board may waive tuition for these exchange students.

The Board **shall may** accept privately sponsored exchange students on a F-1 Visa for attendance in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.

The Board reserves the right to limit the number of foreign exchange students admitted to the school due to such reasons as limited space and fiscal restraints.

Delegation of Responsibility

The Superintendent or designee shall be responsible for determining the Visa status and eligibility of foreign exchange students applying for admission to district schools.

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

Adopted: February 20, 2001

**HOOKSETT SCHOOL DISTRICT
STUDENT PUBLICATIONS**

School-sponsored student publications must be authorized by the Board. Any publication not approved by the Board will not be considered a school publication, and it shall not be distributed on school property. All school publications will be under the supervision of the school Principal or designee.

**HOOKSETT SCHOOL DISTRICT
GANG ACTIVITY**

It is the policy of the Hooksett School District that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including suspension and expulsion.

The Superintendent or designee may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

HOOKSETT SCHOOL DISTRICT
PREGNANT STUDENTS

ELIMINATE

Maternal or paternal status shall not affect the rights and privileges of students to receive a public education.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The Board may require a physician's statement of activity limitations.

**School Administrative Unit #15
Hooksett Pupil Accounting
Monthly Enrollment
February 1, 2024**

School	Grade	TOTAL	Section	Average Class Size	Paraprof. Per Building
Underhill	Preschool	26	3	9	3 E
	K	134	7	19	16 C
	1	129	7	18	
	2	136	7	19	
TOTAL		425	24	18	

February 2023
24
126
143
155
448

Memorial	3	159	7	23	3 E
	4	131	6	22	7 C
	5	136	6	23	
TOTAL		426	19	22	

125
137
135
397

Cawley	6	142	8	18	3 E
	7	136	8	17	7 C
	8	139	8	17	
TOTAL		417	24	17	E = Employee C = Contracted

136
139
149
424

GRAND TOTAL		1,268	67	19	
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1,269

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

DATE: February 1, 2024

School	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
Pinkerton Academy	133	123	114	109	479
Manchester Central	0	0	8	5	13
Manchester West	1	1	2	4	8
Manchester Memorial	1	2	3	2	8
MST	0	0	0	0	0
Bow High	0	1	3	5	9
Goffstown High	1	1	0	0	2
Londonderry High	31	24	30	20	105
Pembroke Academy	2	5	1	7	15
Other Private/SPED	9	6	14	9	38
TOTAL	178	163	175	161	677