

Approved: December 10, 2008

HOLLIS SCHOOL BOARD

NOVEMBER 12, 2008

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, November 12, 2008 at 5:10 p.m. in the Community Room of Hollis Town Hall.

Chairman Bill Beauregard presided:

Members of the Board Present: Jim McCann, Vice Chair
Susan Benz
Alison Haytayan, Board Secretary (arrived @ 5:33 p.m.)
Maura Loftus

Members of the Board Absent:

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Elizabeth Allen, Principal, HPS
Candice Fowler, Principal, HUES
Dawna Duhamel, Business Administrator
Carol Mace, Dir. of Curriculum
Bob Kelly, Dir. of Special Education
Robert Blais, Dir. of Maintenance.

AGENDA ADDITIONS AND DELETIONS

Superintendent Hodgdon requested a discussion regarding mileage reimbursement.

PUBLIC INPUT- None

APPROVAL OF SCHOOL BOARD MINUTES

Hollis School BoardSeptember 10, 2008

**MOTION BY MEMBER BENZ TO APPROVE AS AMENDED
MOTION SECONDED BY MEMBER MCCANN
MOTION CARRIED**

4/0

Hollis School Board October 8, 2008

**MOTION BY MEMBER BENZE TO APPROVE AS WRITTEN
MOTION SECONDED BY MEMBER MCCANN**

4/0

CORRESPONDENCE

Superintendent Hodgdon read a letter from Judith Lavoie, Adjunct Faculty, Plymouth State University commending Nancy Bernard of Hollis Primary School for her exemplary contribution to the Plymouth State University Graduate Program in sharing her leadership role as a reading specialist to the State's future reading and writing candidates.

Superintendent Hodgdon informed the board of three requests for leaves of absence.

- Lauren Melia – request for extension of leave.

Request held until conclusion of non-public session.

- Sarah Proulx, third grade teacher at Primary School, requests 6 weeks maternity leave (last day March 20, 2009) and family leave for the remainder of the school year.

**MOTION BY BOARD MEMBER BENZ TO APPROVE THE FAMILY LEAVE FOR MRS. PROULX AND OFFER THE BOARD'S CONGRATULATIONS
MOTION SECONDED BY MEMBER MCCANN
MOTION CARRIED**

4/0

- Heather Nelson, Reading Specialist at Primary School, requests leave for December 15, 2008 through January 30, 2009. Would return 2 days a week from February 2, 2009 until April 17, 2009 at which time will return full time. Duration of leave covered under FEMA.

When asked how the part-time return would be addressed, Principal Allen stated the position would be posted clearly identifying hours to be covered.

**MOTION BY MEMBER BENZE TO CONGRATULATE MRS. NELSON ON THE ADOPTION OF HER SON, AND GRANT THE REQUESTED FAMILY LEAVE
MOTION SECONDED BY MEMBER MCCANN
MOTION CARRIED**

4/0

ADMINISTRATION REPORTS & DISCUSSION

Hutter Checklist, Water District Report, Expendable Trust Fund

Mr. McCann questioned the mechanical control system Mr. Blais replied the expenditure is contingent on the budget. Chairman Beauregard remarked a comparison of the July and November reports highlights several items, which had initially been planned for the summer of '08, now identified as "contingent on the budget".

T111 Lines – Mr. Blais explained funding is contingent on the expendable trust fund. An updated quote has been received (\$6,690 less than last). Work can be done over winter break, and completed within a week. The report questioned possible water infiltration or mold, which may explain issues with the T111. When the T111 replacement is complete, a report will indicate whether further damage exists.

Bathroom Partitions – Mr. Blais explained funding for this item was not included in the budget. Spoke of unanticipated/required repairs that arose this year (water heater replacement, valve at Primary school, failed motors, etc.) that added to the inability to fund the bathroom partitions. Chairman Beauregard remarked, should a request for use of contingency funds be needed, a prioritized list of items would need to be provided to the Budget Committee. A listing of the unanticipated expenditures shall be prepared for the December board meeting.

With regard to boiler replacement, Mr. Blais informed the board the work would not be done at this time. With the water system having been in place for well over a year, the possibility of failed valves, due to sediment contained in water system, is anticipated. Intent is to identify and address surrounding equipment, valves, motors, etc. that may need replacement prior to considering boiler replacement.

Items 7, 8, and 9 – Chairman Beauregard questioned the lack of mention of whether or not the redundancy pump installation occurred at the Primary pump house. Mr. Blais stated the work was done.

Water District Report – An extensive evaluation of the system was performed in '95 when the town was considering allowing Pennichuck Water Works to take over the system. Skillings provided a report of the middle school water system in the '05 timeframe. Chairman Beauregard touched on the need to have a clear understanding of the system in order to make recommendations to the Budget Committee, which is looking to coordinate capital spending between the Hollis and Coop Districts and the town. Mr. Blais intends to contact Pennichuck Water Works to request background information and an updated plan to incorporate the upper elementary school and the primary school. Will also work with two additional vendors (Skillings and Hollis Construction) to compile as much information as possible. Remarked the plan will only indicate repairs that were done and possible age of infrastructure.

The board requested a 3-4 page summary listing all components of the system from the pump house out. The listing should include age of infrastructure, date lines were last examined, and what would be required to obtain status of unknown lines. This summary is to be provided at the December board meeting.

Expendable Trust Fund – Mr. Blais informed the board of another round of quotes for the window replacement at the administration building. Ms. Benz cited the board's decision to utilize snap-in mullins. Mr. Blais remarked on the need to gain the approval of the Historic District commission to utilize the vinyl windows with snap-in mullins. Chairman Beauregard noted, although the administration building is within the boundaries of the Historic District, as it is a school facility, it is not subject to the approval process.

Mr. McCann suggested the board instruct Mr. Blais to contact the Chair of the Historic District Commission the following day to inform the commission of the board's decisions with regard to work being proposed at the administration building (windows, deck replacement, painting, etc.), and ask to be provided with guidance from the commission. Mr. Blais to bring this information back to the board at their December meeting.

Mr. Blais continues to work on the quote for the ductwork cleaning. It is his desire to include other required services with the chosen vendor in hopes of obtaining a more favorable rate. Tile work scheduled to be performed during winter break.

Mr. McCann questioned the additional items included in the updated summary such as mechanical control, pavement replacement, and parking space increase, and asked if the expenditures were to be added to those anticipated in the expendable trust fund. Mr. Blais' response was those items are future expenses for next year either in the budget or under the expendable trust fund.

Chairman Beauregard re-stated the need to have all items to be presented to the Budget Committee available for review by the board at their December meeting. Also cited lead-time needed for the conduction of a public hearing with regard to any proposed expenditures from the expendable trust fund.

FY09 Expenditures/Changes/Revenue

Revenue Report - Mr. McCann questioned the food service accounts? Ms. Duhamel stated they are trending positively, with food costs and overall expenditures down from last year. Revenues are not where they would like to see them, however, enrollment and Primary participation count is down. She cited the efforts of Amy Cassidy in seeking out ways to lower food costs. When asked about the possible need to raise the cost of

school lunch. Ms. Duhamel replied it is likely continued efforts in lowering costs and the raising of prices may be needed by year-end.

Mr. McCann questioned whether the budgeted revenue figures for the Adequacy Grant Tax and Catastrophic Aid are guaranteed amounts. Ms. Duhamel stated the addition of the assessment/Hollis, Adequacy Grant, and the Adequacy Aid Tax is the amount that will go to the tax papers as the amount to be raised for schools. Those figures are guaranteed. Catastrophic Aid figures are not finalized - won't be assured of numbers until later in the year. Superintendent Hodgdon has been alerted by the Commissioner the numbers will likely be less due to shortfalls at the state level - anticipates receiving an update at the next commissioners' meeting. Ms. Duhamel remarked the figures are the lowest DRA will allow you to use.

Expenditure Report – No questions posed.

Changes - Chairman Beauregard noted the increase in several budget items; contracts, medical insurance rate setting, salary line changes, curriculum peer coaches, Alert Now Student Notification System, delta for outfitting buses, additional out-of-district placements, etc. Questioned how these expenses are tracking.

Ms. Duhamel responded costs associated with curriculum peer coaches have been included in the general ledger for tracking purposes. Line items are offset by the funds allocated to curriculum coordinators. Chairman Beauregard asked for cost tracking with regard to these positions. Reminded the board one of the reasons a majority vote was reached to add these positions to the budget was the belief cost savings might be realized. Cited board approval of the coaching positions, and the need to ascertain whether funding can be returned to the town.

Ms. Benz asked if the total amount for the 2 peer coach—substitute positions, the 2 peer coach—math, and the 2 peer coach—language arts positions is equivalent to curriculum coordinator positions. Ms. Duhamel stated the amount to be less. Mr. McCann suggested the savings experienced by those positions would be used to address issues, which would otherwise have to be addressed through use of contingency funds. Therefore, cost savings are being realized and can be clearly identified.

Ms. Haytayan remarked on the Alert Now Student System being discussed this year, which is not in the budget. Asked where the funding is coming from. Ms. Duhamel responded it is currently sitting in the network section of the budget. Whatever small amounts need to be expended this year can be offset through the delayed purchase of other small items within that budget.

Understanding time constraints during budget season, the board requested a report identifying only those big-ticket expenses and offsetting savings as a means of identifying any funds, which might be returned at the end of the year.

Math Plan Report, 2007 NECAP Analysis, Data Driven Decision-Making

In response to the question of the comment “need to be mindful misalignment may impact NECAP scores in the short run. “ Ms. Mace stated: “There will be a shift in the emphasis – if we re-align our local curriculum to match the national math panel benchmarks and those other state frameworks that were identified as being more highly rated than New Hampshire’s, our GLEs will be off and our emphasis will be off in the 2nd, 3rd, 4th, 5th, and 6th grades. When the students take the assessment, there may not be an alignment to what our new local curriculum is. We may be emphasizing one area where the New Hampshire assessment would have a different emphasis.” The belief is, by the sixth grade, the students would have a stronger foundation.

Mr. McCann questioned how it would be determined, if NECAP scores don't do well, whether it was because of the change in emphasis or some other issue. Principal Fowler explained there are many other data sources, i.e., NWEA where student growth can be tracked as well as review of local assessments.

Principal Allen suggested it is a philosophical question – what do you want to drive the curriculum; state assessment or national models believed to be stronger. Mr. McCann questioned whether areas of potential issue could be predicted. Principal Allen responded historical data based on NECAP exists that shows where you are following the grade level expectation and have proficiency levels over the past few years. This will show, with the tool you are using now and the curriculum you have implemented, X amount of students were proficient. By 7th grade the proficiency is really high. That allows you to know the teachers who are implementing that curriculum are doing it well. If you change the curriculum and the measure changes you can extrapolate the teachers are still performing well with good tools, but the change in emphasis has had an effect.

Principal Allen reminded the board if state benchmarks are not reached, after two years, the district could be deemed “in need of improvement”, which brings with it costly mandates. When asked if identification could be made of which NECAP areas students may struggle with next year, Principal Fowler responded, there should be no changes for the scores reported in February or those in 2009 as no changes will have occurred in curriculum. Superintendent Hodgdon suggested other districts that may be instituting changes as a result of the math report, and what that might do as an overall impact on NECAPs. Also cited potential changes ahead for AYP and NCLB.

Mr. McCann remarked if AYP didn't exist he understands the GLEs in New Hampshire and the GLEs used from California and Massachusetts would be better and by the end of 6th grade the students will have received better curriculum than they would have under the national. Because AYP is there, it would be a shame to miss it because we are shifting emphasis and doing a better job than any other district in the state. Questioned if it would then become too much work to say do the CA/MA version and then the delta with New Hampshire so we don't have shift problems. Principal Allen suggested cross-referencing grade level expectations for CA and MA with ours for a glimpse of where the gaps may be.

Ms. Mace remarked what needs to be done to align ourselves with the national math recommendations and the CA and MA GLEs would be less emphasis on estimation, data analysis, and real world problem solving and more emphasis on mastery of arithmetic and automaticity. Superintendent Hodgdon suggested they could look at the current breakdown of questions on the NECAP and math to see how many points are focused on those areas as another way to predict.

Mr. McCann questioned the budgeting for the textbook selection. Ms. Mace commented with the direction provided by the board, the intent is to place the expenditure in the FY10 budget.

With regard to the action items related to NECAP, Ms. Mace informed the board, she and Principals Allen and Fowler have put together an action plan for the steps that will be taken throughout the year (beginning in December) looking at the effectiveness of the information assessments including writing. Some of those may be eliminated and replaced with more effective assessments. By January the writing rubric work will be complete, and then they will move on to review of the outstanding action items. Felt other pieces should be in place before moving on to the analysis of the sub-groups and benchmarking of other districts. By May, expect to be looking at what other districts are doing for the sake of comparison. At this time, the writing analysis will be based on state GLEs.

Principal Allen stated the first area of focus is the need to ensure teachers have state writing rubric in hand and are all using common language and guide in grading writing assessments. This will keep rubrics in place between grades.

Ms. Haytayan questioned if there will be a change from what is currently being used. Principal Fowler responded some of what needs to be done is making a common experience for students in different grades. Will be suring up some of those practices and moving forward with what works best for students.

Ms. Mace touched on the NECAP science analysis and remarked the state had some difficulty importing data into the performance pathways tool, which has caused delay in the ability to analyze the date.

Principal Allen mentioned a science teacher at the Primary building who is cross-referencing her curriculum with the new state strands to see what she already covers and how the science room might be set up as a lab for hands-on science experiments. Ms. Mace cited some of the proactive things done prior to the new science GLEs that were released a few years ago (before science assessment was instituted) - SAU41 science task committee re-wrote curriculum, brought in state science consultant to do workshops with the committee so curriculum could be in place in preparation for the state assessment, professional development, took advantage of grant opportunity to train two teachers as science mentors, etc.

A brief discussion ensued with regard to the type of science assessment performed. Ms. Haytayan questioned the difference with curriculum in schools that performed more favorably. It was thought they could be utilizing different tools, textbooks, etc. Inquiries could be made. When doing a comparison between Hollis and Brookline, Principal Allen suggested the scores could be misleading. Same curriculum with the exception of additional emphasis being placed on science versus switching off between science and social studies as is done in Hollis.

Data Driven Decision Making

Chairman Beauregard asked if the point has been reached where we understand the major decisions to be made utilizing the data, if we have the data and how to get it in a way that is easy to consume. Superintendent Hodgdon stated the attraction of PowerSchool to be the ability for multiple reports, well-organized data and a system that would provide data faster than the state reporting system and in a fashion principals could use without placing other stress and strain on them. Stated her belief many of those questions are defined, however, in absence of having a tool to help dig into answers to those questions, they are in a holding pattern.

Principal Allen touched on the desire to track a student's performance vertically through the grades as well as horizontally. Would like to track by content areas and break that down into strands. Chairman Beauregard asked what the data sources would be for that. Presently they are working with the NWEAs, but would like to have the data from NWEA, to place the local assessment in side-by-side and perhaps an assessment from a source such as the textbook vendor to allow for three data points for comparison.

Chairman Beauregard suggested the answer to that is the performance pathways module that does assessment building where you then have to convert the local assessments into the same formula. Principal Fowler remarked the initial input of data would be great. If a consultant were needed resulting in budget consequences, that need has to be identified in the short term. Ms. Mace remarked she is awaiting a decision on the Student Information System and whether they want to choose that module or go with assessment data.

Principal Fowler talked about a student information system that would allow a view of the student K-12. Ms. Mace remarked it is still in experimental stages at state level for assessment builder. Data is not provided in a timely manner. Remarked although we have local assessments you would not want to look at data in isolation. Principal Fowler stated when Power School is looked at for attendance, report cards, discipline, etc., they will also look at the data module to see what kind of reports can be run, how expensive data reporting would be, is it included in the pricing, etc. Those questions will be answered as part of the scheduled demo. Superintendent Hodgdon spoke of a position in the Superintendent's office for information technology and accountability to manage that Pre-K-12 and beyond.

Chairman Beauregard questioned the student portfolios identified as a January deliverable, and was informed the final product did not meet long-term needs. Consultant was over-extended and spent less time than needed with the district. Another issue was the proprietary nature of the product. Principal Fowler stated the request had been for a snapshot look at where the students are performing in terms of viewing local assessments for academic, social interaction, a discipline thermometer, etc. to provide a dashboard view of overall performance. Because of the proprietary issue, proceeding with the consultant was not feasible. It is felt a dashboard approach can be completed once an appropriate tool is in place.

School Report

Mr. McCann questioned who was responsible for professional growth model and teacher observations, and was informed it is the responsibility of the Principals and Assistant Principals.

Chairman Beauregard questioned the third bullet under Curriculum & Instruction – whether they were making a shift in how they are teaching literacy in kindergarten and first grade. Principal Allen stated they are looking to change the tool they are using in teaching early phonics instruction. Foundations is a very teacher-friendly tool that is easy to implement. The goal is to ensure all students acquire the same solid base in phonics. The tool used for the last 5 years is cumbersome and labor intensive. Asked how Foundations relates to the Wilson Reading Program, Principal Allen stated it is a component of the Wilson reading Program for regular education. Has been used in the past for students who were struggling in the area of reading. Are in early stages of implementing. Training was done November 4th. Both kindergarten teachers will be implementing it throughout the year as well as 1 first grade teacher, 2 second grade teachers, and 1 third grade teacher.

The Reader's Workshop model is the way they are teaching reading to the general population of students. Principal Allen cited the existence of a component in the Reader's Workshop model for word study. What they are doing is changing the tool for word study.

Meeting Study Recommendations, Parent Advisory Council Proposal

Mr. Kelly has provided the board with a copy of the Learning Disability Policy. It continues to be refined, and will be available for the December meeting. Informed the board of the state requirement to identify a particular model of how a learning disability is identified. Chairman Beauregard suggested the policy simply state the intention to follow state regulations. Mr. Kelly replied more detail is required. The state has passed the responsibility on to each district to clearly identify, through policy, which of the three potential models will be utilized.

His recommendation is for adoption of the discrepancy model, which has been defined as a significant discrepancy between one's aptitude and achievement. Chairman Beauregard stated the need for the policy to be placed on the agenda and a public hearing scheduled. It is believed all three districts should follow the same model. Superintendent Hodgdon suggested the issue could be discussed at the SAU level and then brought to each district.

Medicaid Parent Letters for permission forms completed and going out this week. Will have follow up and action plans as previously discussed. The Memorandum of Understanding on specialized transportation in and out of district has been finalized, and will be provided to parents and board members.

Parent Advisory Council – Superintendent Hodgdon remarked on her meetings with the council. Stated they have looked at ways of getting the process started quickly. Feels the first step is to sit down with building administrators. Focus is collaborative so bringing the groups together is critical for deciding what the next steps will be. One crucial step is establishing lines of communication. Will report next month on status.

BUDGET

Mr. Kelly remarked the new paraprofessionals that came on board mid-year are budgeted as full-year positions in this year's budget – will represent a net change from the FY09 budget. No new staffing positions are proposed.

PRE-SCHOOL REGISTRATION POLICY, BOARD POLICIES, YEAR THREE OBJECTIVES FOR THREE YEAR DISTRICT GOALS

Board Policies

With regard to policy work, Superintendent Hodgdon asked for agreement from the board in addressing required and new policies (first seven) in the manner outlined in her report. Requested the board consider this at their December meeting. Chairman Beauregard questioned whether adequate time exists between now and the December meeting to allow the Superintendent the opportunity to discuss the policies with building administrators and principals. Superintendent Hodgdon responded the information on the first seven policies can be forwarded and are generally housekeeping changes. More lead time exists for information on the remaining policies to be discussed with administrators.

Year Three Objectives for 3-Year District Goals

Superintendent Hodgdon performed a thorough analysis of the third year goals.

Pre-School Registration Policy

Although some meetings have taken place and some groundwork done, rather than bring partial work and status before the board, will have a complete update for the December meeting.

Superintendent Hodgdon brought to the board's attention the need to set a date for the district meeting for the Hollis budget.

The district meeting was scheduled for 6:30 p.m. Wednesday, March 18th in the multi-purpose room of the middle school.

With regard to the issue of mileage reimbursement, Superintendent Hodgdon cited the school board rate (\$.50.) and the federal rate (\$.58.) differ, however, the current contract states reimbursement to be at the federal (I.R.S.) rate. Policy will be brought to the December meeting and amended to reference the I.R.S. approved rate.

Principal Fowler informed the board of the need to accept Ms. Susan Giles as a long-term substitute waiving the 10-day probation period. It was the opinion of the board the decision is that of the Superintendent.

FY10 BUDGET PLANNING

Ms. Duhamel informed the board the budget represents very little change. Worker Compensation benefits were erroneously omitted in the draft, and represent approximately \$30,000. Account 1100 decreased primarily due to wages; part-time aids versus instructional assistants. Negotiated salary increases will be refined, but appear down.

Chairman Beauregard informed the Board of the Budget Committee's guidance to use 1.8%. Remarked one area of question is whether the intent is to utilize less teaching staff due to the decrease in population.

Principal Allen responded a staff reduction is not intended at this time. She explained a decrease in population cannot be formulated into any one grade level to indicate a reduction in teaching staff would be warranted. Chairman Beauregard stated the spreadsheet outlining the last 11 years clearly shows decreases that fit into the first grade. Principal Allen remarked the unknown is how many students will register. Chairman Beauregard commented on prior practice of using NESDEC for forecasting, however, cited a problem with that being their use of estimates rather than actual births. Also needing to be understood is the algorithm used for forecasting. That might provide some sense of where we might be headed with the first grade. Suggested the superintendent provide the spreadsheet to the principals for their review of trend lines. Superintendent will contact NESDEC for forecasts. Principal Allen remarked a decline in materials and other resources will be seen and factored into the budget.

Ms. Duhamel pointed out the lack of salary noted in the language arts supervisor positions (first page), as well as those of the math supervisor and science supervisor detailed on page 2.

Ms. Benz asked if a line item would be placed in the budget for new textbooks. Principal Fowler explained the budget reflects expenditures associated with the existing tool for FY10. Should the board choose to put the new tool on a Warrant, and should that Warrant be approved, the line items associated with the current tool could be removed from the budget. If the Warrant were to fail, the need exists for the textbooks for the current tool.

Chairman Beauregard requested a list be comprised using current budget as a base, removing any one-time expenditures, and adding in mandatory contractual increases such as salary, healthcare, retirement, etc. Any new expenditure requests should be detailed and prioritized on a separate list.

Principal Fowler informed the board representatives of different textbook companies have been contacted for quotes to incorporate an entire program Pre K-6 with professional development as well as all necessary tools. Costs will be provided at the December meeting, and are anticipated to be significant.

Chairman Beauregard questioned the change in tuition (page 3). Mr. Kelly stated the FY10 budget for line item 1200-560-02 (HUES) is based on the total FY09 budgeted amounts for account #1200-560-1 and 1200-560-2 plus an additional 5%. The projected increase (5%) has yet to be approved by the state.

With the possibility of two additional out-of-district placements, funding needs to be included in the contingency account. Mr. McCann asked whether the ESL Tutor position (line item 2160-110-0) picked up by Brookline would create revenue offset. Ms. Duhamel responded there would be. They need to determine what the district needs are to decide what level of revenue will come back to offset the amount. Chairman Beauregard cited the desire to be consistent with the way it was addressed last year. Believes we didn't reflect it in the budget, but in the guidance formula as a revenue asset and used to show how we met guidance.

Page 6 - Ms. Duhamel stated a decrease in curriculum line items. Chairman Beauregard questioned the decrease in the library accounts (2222-641/2222-642). Principals Fowler and Allen remarked the number of books is based on 1 book per child, and considers declining enrollment.

Mr. McCann suggested the need to put funds aside in contingency for contract negotiations. Ms. Duhamel will place \$5,000 in the line item until she can research how this was addressed in the previous year's budget.

Chairman Beauregard requested clarification on conferences & travel and the substantial difference in allocation between the two schools. Principal Allen referred to Principal Fowler's figures as reality based.

Page 8 - An increase is shown in snow plowing (Account #2600-422-1 and 2600-422-2). Item is contractual and based on 20 storms.

Chairman Beauregard requested an explanation of the decrease in Grounds Maintenance (Account #2600-430-2) at HUES and in Heating/Vent Services (Account #2600-431) be provided at the next board meeting.

Referring to the Needs Priority Listing, it was stated, If the coaching model were to be implemented, a staff member (Coach - Account #1100-111-0) who currently works 4 days a week (.8 position) could have a 5th day added where she would alternate between the Primary and elementary schools (every other week) to integrate the model of coaching and special development in a system that is believed to be very successful. Would represent an increase of .2/position.

The current math coach works up to 20 hours a week in both buildings. Being proposed is that she work up to 12 hours/week at the Primary School only as a contractor (no benefits paid). Her salary was represented in the budget (curriculum administrator salary line) as 20 hours at both the Primary and Upper Elementary School.

Chairman Beauregard remarked on the lack of line items for peer coaching in FY10. They now appear on the Needs Priority Listing. Chairman Beauregard remarked the entire impact is \$48,410.

Mr. McCann asked if the curriculum administrator positions were off the table. Principal Fowler responded the proposal is on the coaching model with the commitment to have task forces at each building (positions paid through contracted agreements; co-curricular instructional stipend) for teachers to do the other piece of work the curriculum administrators were doing besides the coaching piece.

Account # 1100-111-0 would be a category 5 maintenance worker split between the buildings.

Chairman Beauregard stated the need for an assessment of work needed at the SAU building with regard to maintenance. The lease amount is predicated on actual maintenance required in the building. Ms. Duhamel will have the information for the next SAU budget meeting. Chairman Beauregard remarked that would not allow the Hollis School Board the opportunity to discuss the maintenance budget prior to its submittal at the SAU budget meeting unless they were to call an additional meeting.

With regard to the special education paraprofessional line item, Principal Fowler informed the board of a situation where the neediest students are experiencing difficulties with who greets them in the morning and who send them home at the end of the day not being a constant. Behavioral issues have arisen from the confusion. Being proposed is increasing some of the paraprofessionals working with specific students to 6 hours (an additional 12 minutes). Once a realistic number is determined, an appropriate figure will be placed in the budget.

BOARD DISCUSSION – None

COMMITTEE REPORTS

Ms. Benz informed the board of a meeting of the report card committee scheduled for the coming Friday. Remarked they have completed an interim report, which has been posted and printed in the newspaper.

NON-PUBLIC SESSION

MOTION BY MEMBER BENZ THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II(a) TO CONSIDER COMPENSATION OF A TOWN EMPLOYEE AND PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF

MOTION SECONDED BY MEMBER MCCANN

A Viva Voce roll was conducted, which resulted as follows:

Yea: Bill Beaugard, Jim McCann, Alison Haytayan, Susan Benz, Maura Loftus

5

Nay:

0

MOTION CARRIED

The Board went into non-public session at 9:20 p.m.

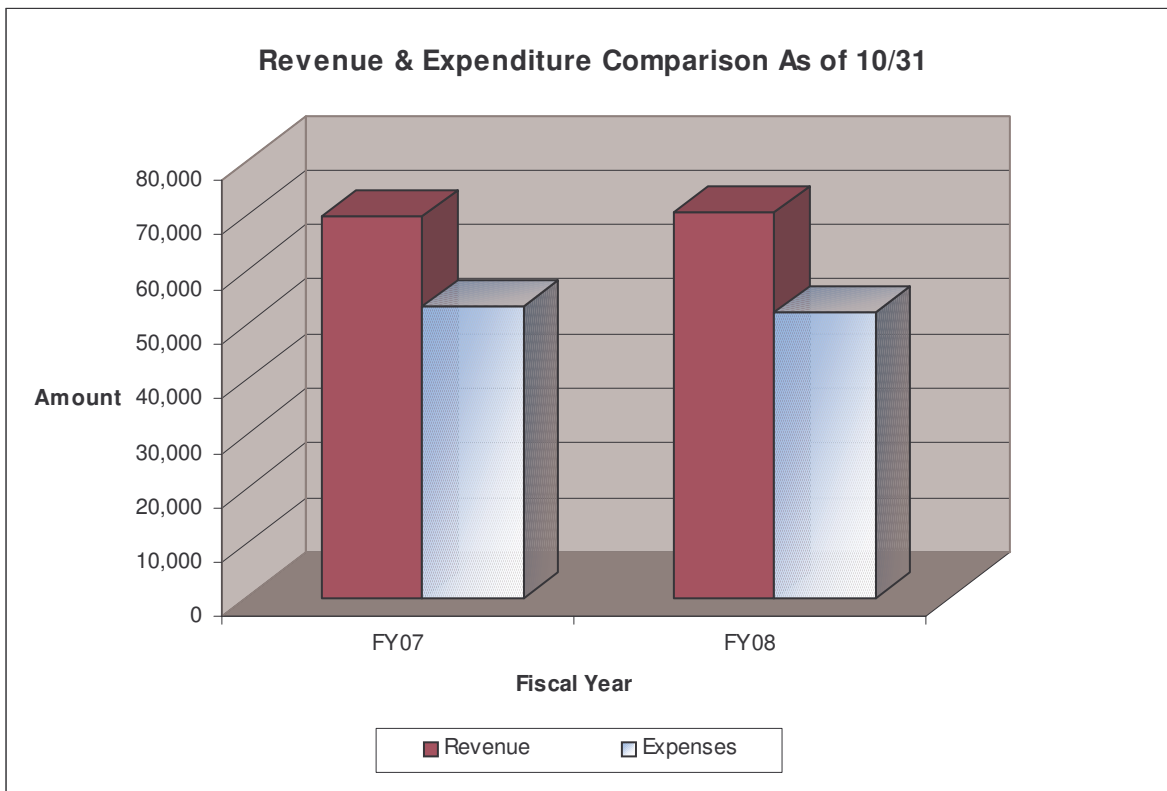
Date _____ Signed _____

**Hollis School District
Food Service Fund
Operating Statement
For the Month Ended 10/31/08**

REVENUE SUMMARY ACCOUNT		<u>Oct-07</u>	<u>Oct-08</u>	<u>% Change</u>
21.1610.000.01.000025	Lunch Deposits, HPS	23,243.54	20,551.69	-11.58%
21.1610.000.02.000025	Lunch Deposits, HUES	41,302.51	44,623.69	8.04%
21.3260.000.00.000025	State Funds, Food Service	2,918.80	2,870.78	-1.65%
21.4560.000.01.000025	Federal Funds, Food Service	1,049.24	892.94	-14.90%
21.4560.000.02.000025	Federal Funds, Food Service	<u>1,460.25</u>	<u>1,681.21</u>	15.13%
		69,974.34	70,620.31	0.92%

EXPENDITURE SUMMARY ACCT		<u>Oct-07</u>	<u>Oct-08</u>	<u>% Change</u>
21.3100.112.01.000025	Salaries, HPS Food	9,003.67	8,774.24	-2.55%
21.3100.112.02.000025	Salaries, HUES Food	11,299.20	10,621.35	-6.00%
21.3100.570.00.000025	Contracted Srv. - FS Manager	3,918.10	4,162.18	6.23%
21.3100.430.01.000025	Equipment Repair, HPS	410.35	37.50	-90.86%
21.3100.430.02.000025	Equipment Repair, HUES	356.49	3,236.19	807.79%
21.3100.614.01.000025	Expendable Supplies	1,677.37	890.66	-46.90%
21.3100.614.02.000025	Expendable Supplies	1,653.54	1,673.60	1.21%
21.3100.623.01.000025	Utilities	194.60	0.00	-100.00%
21.3100.630.01.000025	Food	7,268.36	6,825.87	-6.09%
21.3100.630.02.000025	Food	<u>17,460.97</u>	<u>15,904.57</u>	-8.91%
		53,242.65	52,126.16	-2.10%

OPERATING (PROFIT) / LOSS (16,731.69) (18,494.15) 10.53%



Hollis School District

General Fund Revenue Report

For the Period Ended 10/31/08

Account Number	Description	FY09 Budget	YTD	Variance	% Bud
10.1100.000.00.000001	Assessment-Hollis	7,851,363.00	2,550,000.00	(5,301,363.00)	-67.52%
10.1349.000.00.000001	Preschool Tuition	16,200.00	5,610.00	(10,590.00)	-65.37%
10.1510.000.00.000001	Interest Income	10,000.00		(10,000.00)	-100.00%
10.1910.000.00.000001	Sau #41 Rent-Lund Rd	8,000.00		(8,000.00)	-100.00%
10.1990.000.00.000001	Miscellaneous Revenues	41,771.00	1,790.86	(39,980.14)	-95.71%
10.1991.000.00.000001	School Trust Fund Revenue	100.00	56.06	(43.94)	-43.94%
10.3110.000.00.000001	Adequacy Aid (Grant)	945,359.00	378,144.00	(567,215.00)	-60.00%
10.3111.000.00.000001	Adequacy Aid (Tax)	1,490,792.00	0.00	(1,490,792.00)	-100.00%
10.3210.000.00.000001	Building Aid, State Funds	67,058.00	34,094.92	(32,963.08)	-49.16%
10.3230.000.00.000001	Catastrophic Aid	68,841.00		(68,841.00)	-100.00%
10.4580.000.00.000001	Medicaid Sped, State Funds	25,000.00	17,782.41	(7,217.59)	-28.87%
Totals		10,524,484.00	2,987,478.25	(7,537,005.75)	-71.61%

MEMORANDUM

TO: Hollis School Board
Susan Hodgdon, Superintendent of Schools
FROM: Carol A. Mace, Director of Curriculum and Instruction
DATE: November 12, 2008
RE: Curriculum and Instruction Update

Math Plan Report

Draft Report Revisions

Following the presentation to the Hollis School Board on October 8th, board chair Bill Beauregard met with SAU 41 Math Task Committee co-chairs Dot Ball and Candi Fowler, Superintendent Susan Hodgdon, and Director of Curriculum and Instruction Carol Mace to review the feedback from the Hollis School Board. The draft report will be updated to reflect board feedback, as it was with feedback from other stakeholder groups.

One suggestion was to provide an Executive Summary of findings and actions, with a focus on the actions being taken this year that will impact students. We are currently working on the Executive Summary. Once it has been completed, it will be shared with the Board and posted on the Hollis School website.

Other suggestions involve some reorganization and editing of the draft report, which the Research Committee will begin to address in the next two weeks. I will have a progress update for the Board at the December meeting.

SAU-wide Discussion

The draft report was shared with the Brookline School Board at their meeting on October 28th. After a brief overview, discussion focused on the recommendation to revise the SAU 41 K-12 curriculum to align with the National Math Panel Report Benchmarks, and the GLE's of states whose frameworks were highly rated by the Fordham Foundation study (Massachusetts and California). As was reported, significant differences begin to appear in grade two and become more apparent in grades three and four. The Brookline Board supports the curriculum revision, even if it means our local GLE's will no longer align with the NH GLE's and the NECAP state assessment. We need to be mindful that the misalignment may impact NECAP scores in the short run.

The draft report will also be shared with the Hollis Brookline Cooperative School Board at its November meeting for a similar discussion.

Curriculum Revision and Textbook Selection

The SAU 41 Math Task Force will review the draft report and begin the curriculum revision process in November/December. The timeline is to have the curriculum revision completed by January.

Once the curriculum has been revised, Hollis will begin the process of selecting the program to best match the curriculum. A materials review process will begin in February with the goal of a final decision to be made by May.

Follow-up to 2007 NECAP Writing Assessment

The Hollis Elementary Schools have established an action plan to address NECAP writing issues for the upcoming year. The action plan includes the following components and timeline:

Assessment Analysis by December 2008

The HUES Data Cohort is analyzing the effectiveness of our informal assessments (including writing) used within the district. (The complete Data Matrix may be viewed at <http://www.sau41.k12.nh.us/Curriculum/> and then click on the Data Matrix link). As a result of the analysis, some assessments currently being used may be eliminated, or replaced with more effective assessments.

NECAP-Aligned Writing Rubrics by January 2009

As a first step in the process, the HUES Language Arts Task Team will be realigning rubrics for grades 5 & 6 based upon the NECAP writing rubrics. Fourth grade rubrics are already complete. These rubrics will be used for assessing writing prompts and assignments throughout the year. Rubrics consistent with state expectations will provide the practice students need to be better prepared for the state writing assessment.

Analysis of Subgroups by March 2009

Once these projects have been completed, the HUES and HPS Data Cohorts will begin analyzing NECAP results using Performance Pathways. The 2008 NECAP results are expected to be released in late January or early February. Four years of test results will provide needed data for trend analysis.

Benchmarking with Other Districts by May 2009

The HUES Language Arts Task Team will conduct visitations in the spring to districts with exemplary writing achievement. The purpose of the visitations will be to look at programs used, time allocated to writing instruction, opportunities for writing across the curriculum, professional development opportunities, and the availability of additional resources, such as writing coaches.

Progress Updates

Interim progress reports will be made to the Board throughout the year. As Director of Curriculum and Instruction, I will work closely with Hollis building leadership to ensure the timely and consistent implementation of recommendations identified by this action plan.

Data-Driven Decision Making

Last year, we engaged the services of a consultant to work with a group of Hollis administrators, and reading and math specialists, to develop a student data profile. We began by discussing the dimensions that would be included in a profile of the "whole child" - academic, social, personal and physical, and decided to focus on the academic component as a first step. We identified the key performance indicators we currently use to assess the academic dimension, including NECAP, NWEA, and local classroom assessments. Then we began to define performance levels for each indicator. The product created was a student performance indicator dashboard, which was presented to the data team at its meeting in June.

Unfortunately, while the conversations that took place over the course of the year advanced our assessment literacy, the resulting product fell short of its promise, and will not adequately serve our needs. Another set-back is the fact that most of the members of the data team are no longer with the district. We are now at a critical juncture, and the new leadership team will be working to develop a plan to meet the needs of the district given this point in time.

Two important considerations impact our decision-making. First, the support being offered by the state in the form of Performance Pathways has advanced; and, second, investigation of an SAU-wide Student Information System is *finally* on the table. A committee, under the leadership of Rich Raymond, has been meeting regularly and is close to making its recommendation. These Student Information Systems contain modules for data warehousing and reporting. With this functionality, all staff in the SAU will be able to work collaboratively on analyzing information contained within the data module. Once a decision has been made about the Student Information System, then Hollis can develop and implement a plan to meet local needs.

The elements to be addressed include:

- Whether to build our data system on the selected Student Information System or Performance Pathways
- Professional Development and training needs
- Data input needs
- Quality control needs

The recommendation on the Student Information System will be made for the 09-10 budget cycle. Immediately after the decision is made, I will work with the new Hollis leadership team to determine our course of action.

Hollis Primary School Principal's Report
Elizabeth Allen, Principal
Deb Trottier, Asst. Principal/SPED Coordinator
November 2008

Enrollment

Grade	Recomm Class Size	# of classes	Full Enrollment	As of 11/1/2008	Change from last report	Ave. class size	Actual class enrollments
Pre-K: 3 year olds	12	1	12	10		10	10
Pre-K: 4 year olds	12	1	12	10	(1)	10	10
Kindergarten	18	4	72	58		18 AM 12 PM	18,17 AM Session 14,9 PM Session
Grade 1	18	5	90	83		17	16,17,17,17,16
Grade 2	20	5	100	94		19	20,19,19,18,18
Grade 3	20	6	120	90	(1)	15	15,15,16,15,14,15
Total		22 classes	406	345	(2)		

Staffing

- Our building is fully staffed at this time; however, we will be looking to fill a position to cover a leave beginning in early December.
- A teacher that is currently on leave is requesting an extension for the remainder of the 08-09 school year – perhaps a topic for non-public session due to nature of issues with staff member
- Teachers are working with the literacy and math coaches on a regular basis; and I am pleased with feedback.

Curriculum & Instruction

- Both second and third grade teams are in the beginning stages of planning to launch flexible groups in the content area of mathematics. Flexible groups allow for some instructional time each week when children are clustered with others that perform at a similar level. This is exciting news! Parents will be updated when the details are finalized. NWEA data is driving the initial groupings.
- Second and third grade teachers, as well as some reading teachers and special educators, participated in a fabulous workshop on Nov 4. The focus of the workshop was on using the NWEA data to differentiate instruction by creating instructional ladders. Teachers left the workshop with great

resources, a better understanding of the tools available to them from NWEA, and a finished product to implement a differentiated strategy in their classrooms for a future lesson. There was a lot of great interaction amongst teachers during this workshop.

- Teachers in Kindergarten and First Grade participated in several workshops on Nov 4 that included a focus on early literacy skills and training in Foundations. A component of the Wilson Reading Program, Foundations is a systematic and explicit phonemic awareness, phonics and spelling program. This tool will also provide us with the ability to track a student's progress electronically, to show growth over time.
- Parent teacher conferences are on-going at this time. We have had great participation by our parents at the primary school. Nearly all classroom teachers are reporting 100% attendance. Several parents have stopped by to share positive news regarding conferences.
- Administrators and teachers are embracing the new Professional Growth Model. Goal setting is complete, teacher observations are taking place, and we are enjoying great dialogue together sharing instructional strategies.
- First Trimester Report Cards will go home on Friday, December, 5.

Programs/Activities

- On October 27, I was honored to accept the Blue Ribbon Achievement Award that recognized our incredible number of volunteer hours. Also attending the award breakfast were our two volunteer coordinators from the 07-08 school year.
- Several staff members volunteered to assist with activities at the PTA Halloween Fun Fair. I am so pleased to see our staff participating in community events.
- We are looking forward to welcoming our veterans on Friday, November 7, to honor them with a special program of music to be performed by our third graders.
- Focus of our November Faculty Meeting – Working with a Landscape Architect to begin the sharing of ideas for our Outdoor Classroom.
- Recognition of all teachers and support staff for American Education Week.

Administrative Focus Areas - November

- Planning and Preparation for teacher workshop day
- Classroom observations and conferences with teachers
- Budget Meetings
- Focus on instructional leadership
- Ongoing recognition of staff accomplishments
- Developing a mission statement with the Shared Decision Making Team

Looking Ahead

- November 10, workshop for teachers to set-up report card files and assist new teachers
- Thanksgiving Break – a time to reflect and be thankful

Hollis Upper Elementary School Principal's Report
Candice Fowler, Principal
Katherine McBride, Assistant Principal
November 2008

Enrollment

Grade	Ed. Spec.	# of classes	Full Enrollment	As of 10/1/08	Change from last report	Ave. class size	Actual class enrollments
Grade 4	23	6	138	131	0	21.8	21, 21, 22, 22, 22, 23
Grade 5	23	5	115	112	-1	22.4	22, 22, 22, 23, 23
Grade 6	23	6	138	143	-1	24.3	20, 24, 24, 25, 25, 25
<i>Total</i>		17 classes	391	386			
Home Study: 3							

Staffing

- A long-term maternity teacher for Mrs. Miller's class has been found. Her packet will be present during the board meeting by our Supt.
- We currently have one para-educator position to be filled.
- We anticipate a classroom instructional position opening in December.

Curriculum & Instruction

- The HUES Language Arts task force is currently working on writing rubrics for 5th and 6th grade. 4th grade writing rubrics will be the NECAP rubrics. Rubrics, once completed will have teacher and student friendly versions.
- The HUES Data Cohort is currently working on reviewing our informal assessments given at each grade level for effectiveness in driving instruction.
- The HUES Math task force has met and is working on creating common pacing and grading across grade levels.

Programs/Activities

- Our Nov. 4th workshop day was a huge success. The NWEA workshop focused on differentiation, building lessons based on RIT bands, and creating reading groups using Lexile scores. Teachers worked in teams during the afternoon sessions. As a result, 4th grade teachers have created a plan to flexible group their students in the area of math. 5th grade teachers are also working toward flexible grouping.
- Parent-Teacher conferences have been very successful. Teams worked together to establish common topics for discussion with all parents.
- Our mock election was fantastic. PTA members collaborated with Mrs. White and her class to create a "real" election with registration, voting, and delegates. Look for some great articles in the PTA newsletter this Friday.

Administrative Focus Areas - November

- American Education Week – 11/17 – 11/21 – will be celebrated at HUES with fun events every day for our staff
- Lego League Judging – Nov. 22nd – teams of teachers and SAU staff will spend Saturday helping evaluate presentations at HBHS.
- Safety – practicing drills for emergency situations
- Budgets

Looking Ahead

- 12/5 – Report Cards sent home
- Fit Kids Celebration – TBD
- Volleyball games – students vs. staff....staff workouts scheduled! ☺

Giving Thanks

Many staff members work hard each day to create the wonderful climate/atmosphere that exists at HUES - from the planters out front (Thank you Mrs. Krebs) to the extra space in the teacher's room (Thank you Mrs. Nickerson and Mrs. Caron) to the collaboration between staff members (Thank you Staff!) it is evident how much our schools mean to the members of the faculty.

HUES staff members continue to be **thankful** for the support from our community and especially our PTA members. As we head towards Thanksgiving, it is important to remember to be grateful!

Hollis School Board
Superintendent's Report
November 12, 2008

Facilities Study Group

- Report presented to Hollis Selectmen 10/30
- Recommendation – no further building in Hollis through 2020; new MS/HS in Brookline
- Full report is posted on the Town of Hollis website

Policy Work

There are a total of 7 required policies that need minor changes and 15 that need more significant changes, according to Barrett Christina (NHSBA). In addition, I recently received the September Update from NHSBA in which a mix of sample policies, some new, some revised, and some that represent changes. Of this last set of 36, 33 would pertain to Hollis School District. One policy in the September Update, IMAH, is also among the 15. I have not had time to thoroughly review the 33 policies, but I would like to concentrate first on the required policies. If the Board is agreeable, I would like to see review and adoption of the 7 required policies that need minor changes at the December meeting. Then, I would recommend that the Board address five of the remaining 15 at their January, February, and March meetings. In the meantime, I will do further work on the policies featured in the September Update: complete a more in depth review of them, set a schedule for Board review and adoption (if appropriate) beginning in April 2009.

At the same time, I will see that a review is done of the policies that have been approved and those that are online to see if there are some policies that have not yet been posted.

District Goals

Objective One – improving the teacher evaluation process for the enhancement of instruction is on target for Year Three. The process is being implemented with staff and data and feedback are being collected. The SAU Leadership Team is engaged in ongoing discussion and review of the process as it unfolds.

Objective Two – creating effective Early Intervening services as mandated by IDEIA 06 for students in the areas of reading and mathematics was impacted by the loss of the two Curriculum Coordinators in this third year, but administrative changes have brought new expertise into the process. Year Three is focused on using data to evaluate the effectiveness of early intervening services in both reading and math. Another stumbling block is addressed in the Director of Curriculum's report: the data system work that was designed to support teachers and administrators in accessing and using data did not materialize. The data collection and review will occur, but the means for doing that work is unclear at present (through Performance Pathways at the DOE or through a new Student Information System).

Objective Three – more effectively utilizing assessment data to drive instruction is also in progress. NWEA includes a depth of data and reports. NECAP data is available on the DOE website, but a data warehousing tool has not been selected. The work in this area is between Year Two and Year Three.

Objective Four - refining the implementation of the balanced literacy approach is under review by the administrators and Director of Curriculum, given the loss of the Curriculum Coordinators mentioned above. Again, with the loss of key personnel, the status of this Objective is between Year Two and Year Three.

Pre-School Registration Policy

While I met briefly with Liz Allen and Maureen Chorma to discuss the pre-school program, I have not had time to fully investigate and address the practices regarding registration. I hope to do so in time for the December Board meeting.

NESDEC Report on Special Education

You have seen the detail on my follow up work on this report in the SAU Superintendent's Report, which also contains my recommendation for staffing. In meeting with the four Hollis administrators, they shared with me the importance of having additional SAU Office leadership support and, on the budget side, the need to move para-educators from part-time

to full-time to alleviate the stress of coordinating and using regular ed staff for coverage in those time periods when paras are not available. Transportation issues take a significant amount of administrator time. The administrators noted that having the Coordinator position linked to the Assistant Principal function lends a weight of authority that is clearer to staff and that then provides the two Assistant Principals with a vital tool for getting work done.

Superintendent's Calendar

- 10/27 Blue Ribbon Schools Awards Breakfast
- 10/30 Meeting with HESSA Representatives
- 10/30 Hollis Facilities Need Study Group Presentation to Selectmen
- 10/31 Principal Goals Mtg. with Liz Allen/School Visit/Preschool Mtg.
- 11/3 FY10 Budget – C. Fowler/D. Duhamel
- 11/3 SAU Leadership Team Meeting
- 11/6 FY10 Budget – L.Allen/D. Duhamel
- 11/7 FY10 Budget – Combined Schools
- 11/6 and 11/7 Attend Hollis Selectmen's Mtg. with Lorden Oil
- 11/10 FY10 Budget – Combined Schools
- 11/12 Hollis Women's Club
- 11/14 DOE Commissioners Meeting w/ Superintendents
- 11/18 Leadership Team Meeting
- 11/19 RSEC Board Meeting
- 11/20 Southwestern Regional Superintendents Mtg.