

Hollis School Board  
Monday, July 18, 2016  
Hollis Upper Elementary School  
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda Adjustments
- 6:10 Approve Meeting Minutes  
Nominations/Resignations/Correspondence
- 6:20 Public Input
- 6:30 Discussion
- Brief discussion on the Farley Building
  - Hollis Primary School - septic update
  - Hollis Upper elementary fourth grade enrollment update
- 7:45 **Deliberations**
- To see what action the Board will take regarding the Energy Study Working Group – invoices for approval and review of contract
  - To see what action the Board will take regarding the reaffirmation of policies recommended by the policy committee
- 8:00 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:05 Motion to adjourn

To: Andy Corey – Supt of Schools  
Hollis School Board Members  
From: Candice Fowler – Principal at HUES  
Re: Grade 4 Additional Section Set Up

Dear School Board Members,

On behalf of the staff and students, I want to thank you for your continued dedication to small class size and your focus on allowing us the resources to provide the best instructional environment for each and every learner.

Some people may think “Wow – a new class section....just put some students in there and you’re all set!” Here’s some background so that you all know the process we followed and the steps that were taken to make opening this new section as smooth as possible.

- June 16 – Last day of school
- June 17 – HUES registers another 4<sup>th</sup> grader putting all sections except one at 23
- June 22 – A new section of grade 4 is determined a need and made possible
- June 24 – Candi, Nicole, Colleen and Paula all meet to discuss possible students for the new section; Supt works with union membership on posting waiver
- June 25 - Supt meets with Ellen Roos-Unger to discuss the position and she accepts - YEAH!
- June 27 - Candi meets with teachers who will be affected by this new section....Karen Kelley needed to move which means that Sandy Lindquest needed to move. A hardwired lab needed to be converted to a laptop cart. The ICT lab needed to be reverted to a classroom and fitted with furniture. After meeting with Karen and Sandy....we have a finalized building plan. Candi then meets with Ed – building supervisor – to ensure that the custodial staff understands the new moves and what preparation for equipment installation is needed.
- June 28 - Candi drafts and sends a letter to all grade 4 families making everyone aware that a new section will be opened. Candi determines what needs to be ordered regarding curriculum materials and equipment and works with the SAU on getting everything ordered ASAP!
- June 29 - Candi meets with Ellen to discuss grade 4 curriculum, show her the building, figure out what materials she needs to order to make her classroom her own. Ellen gives us her supply list and welcome letter and we determine a meet and greet date for all new families. Ellen leaves with teacher editions to study the curriculum areas for 4<sup>th</sup> grade!

June 28/29/30 and the Holiday Weekend:

Candi spends time answering emails from nervous families and concerned students. Some changes are made with regards to parent feedback and lists become a bit more finalized.

July 5 - Candi works with secretaries to create new section lists and ensure that Classrooms are as balanced as they can be. We stuff envelopes and send out letters via USPS

July 6 - 11 Candi answers emails from happy and upset families regarding their placement notes and some placements are changed due to these concerns. Candi begins revamping the building schedule to determine all academic times and to create the best balance for each subject. 5 versions were created and compared – included below you will find the version we will be using for the 1617 school year. FYI – each version takes about 4 – 5 hours to complete with a great deal of thought about the resources in the building, the CBA contract outline, and considering what is best for students and families! PHEW – I'm glad that task is complete!

July 13 Ellen Roos-Unger comes in to host her meet and greet.....a fun event with a few families attending! I appreciate her willingness to come in during her vacation time!

So – as you can see it isn't quite as simple as moving a few students around to create an extra section of grade 4 – however, the best compliment we can receive is when people think it was “smooth and easy to do!”

Scroll down for the building schedule of specials and academic times. Highlights to be aware of:

- Each grade level has common planning time and PLC time
- Each specialist has 50 minutes of class time for their core area
- Spanish instruction will be once a week for 50 minutes – this matches HPS for instructional time but not frequency
- WING time stands for “What I Need Group” and is the block we use for re-teaching or enrichment – no new instruction happens during WING time and some students may receive services during this time so that other academic times are not impacted.
- This schedule preserves what makes HUES special – recess options, student support services, choice times.
- This schedule fully implements the collective bargaining agreement with regards to agreed upon planning time for all professional staff.
- You will see power reading and power math times for each grade level – these programs are for students who are struggling in the reading and math and need extra support so they can be remediated to work on grade level.
- Of special note – this schedule allows for 1 hour of science/social studies each day and is aligned with our Science work and focus for next year!

HUES  
Academic Schedule  
16/17

	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 – 8:30	Hallway Duty				
8:35 – 9:25	Specialist have Prep 4x a week /Team meeting& PLC 1x/week				
9:25 – 10:15					
Art	Gough	Choice 4	Choice 5	Choice 6	Adaptive
Music	Moreau	9:35 – 10:10	9:40 – 10:15	9:40 – 10:15	9:35 – 10:10
Library	Stone	Art/Music/ PE/Computer/ Library	Art/Music/ PE/Computer/ Lit Group Gr 6	Art/Music/ PE/Computer/ Library	Art/Music/PE/ Computer Lit Group Gr 5
PE	Roos-Unger				
Band /Study	Keegan				
10:20 – 11:10					
Art	Caron	McBride	Vetack	Tanguay	Pooler
Music	Pooler	Caron	McBride	Vetack	Tanguay
Spanish	Tanguay	Pooler	Caron	McBride	Vetack
PE	Vetack	Tanguay	Pooler	Caron	McBride
Band /Study	McBride	Vetack	Tanguay	Pooler	Caron
	11:15 – 11:40 /11:43-12:05 Grade 4 Recess/Lunch	11:45-12:10/12:13-12:35 Grade 5 Recess/Lunch	12:20 -12:45/12:48 – 1:10 Grade 6 Recess/Lunch		
11:15 - 12:45	Recess Options/Specialist Lunch Art/Music/PE/Band/Spanish				
					12:10 – 1:00 Rubin - Spanish
11:15 - 12:45 Library	Chess Club Box Top Club	Student Support Services 4/5/6	Student Support Services 4/5/6	Student Support Services 4/5/6	Student Support Services 4/5  12:20 – 12:55 Lit Group Gr 4
1:00 – 1:50					
Art	Miller	McMullen	Amber	White	Lockard
Music	Lockard	Miller	McMullen	Amber	White
Spanish	White	Lockard	Miller	McMullen	Amber
PE	Amber	White	Lockard	Miller	McMullen
Band /Study	McMullen	Amber	White	Lockard	Miller
2:05 – 2:55					
Art	Keegan	Roos-Unger	Rubin	Stone	Moreau
Music	Gough	Keegan	Roos-Unger	Rubin	Stone
Library	Moreau	Gough	Keegan	Roos-Unger	Rubin
Spanish	Stone	Moreau	Gough	Keegan	Roos-Unger
PE	Rubin	Stone	Moreau	Gough	Keegan
Band/Study	Roos-Unger	Rubin	Stone	Moreau	Gough
					7/11/16

### Academic Time Outline

<b>Reading</b>		<b>Gr 4</b>	
8:20 – 8:30	Duty	8:35 – 9:35	Sci/SS
8:35 – 9:35	Power Reading 6	9:35 – 10:10	WING 3x/wk
9:40 – 10:10	Pull Out Services	10:10 – 11:10	Reading
10:10 – 11:10	Power Reading 4	11:15 – 12:05	Recess/Lunch
11:10 – 12:10	Lunch/Consults/Services	12:10 – 12:55	Writing 4x/wk
12:10 – 1:00	Prep/Admin Mtg 1x/wk	1:00 – 2:00	Math
1:00 – 1:55	Pull out Services	2:05 – 2:55	Specials
1:55 – 2:55	Power Reading 5		
<b>Gr 5</b>		<b>Gr 6</b>	
8:35 – 9:35	Math	8:35 – 9:35	Reading
9:40 – 10:35	Writing (4x/wk)	9:40 – 10:15	WING 4x/wk
10:40 – 11:40	Sci/SS	10:20 – 11:10	Specials
11:45 – 12:35	Recess/Lunch	11:15 – 12:15	Math
12:35 – 1:00	WING	12:20 – 1:10	Recess/Lunch
1:00 – 1:50	Specials	1:15 – 2:15	Sci/SS
1:55 – 2:55	Reading	2:15 – 3:00	Writing
<b>Math Support</b>			
8:20 – 8:30	Duty		
8:35 – 9:35	Math 5		
9:35 – 10:10	Power Math 4 Th/F Power Math 6 M/T/W	Academic times	
10:15 – 10:45	Adaptive Math M - F	Math	60 min/day all grades
10:50 – 11:15	Lunch	Reading	60 min/day all grades
11:15 – 12:15	Math 6	Sci/SS	60 min/day all grades
12:35 – 1:00	Power Math 5 M - F		
1:00 – 2:00	Math 4	Writing	
2:05 – 2:55	Prep/Admin Mtg	Gr 4	45 min (4x/wk)
		Gr 5	55 min (4x/wk)
		Gr 6	45 min/day

## POLICY REVIEW

### Hollis School Board Policy Committee

The Committee decided to study the HSD database and make recommendations to the Board according to the following priorities:

1. *Required by Federal or State statute – older than five years (2000-2005; 2006-2011)*
  - i. *No changes recommended.* Policy working well in district, no changes in relevant statutes known or pending, links active, policy references accurate. Bring to HSB June 2016; recommend to *Adopt as is*.
  - ii. *Non-substantial corrections required;* e.g., correction of date, code, spelling, or link, etc. Policy appears to be working well in the district and no relevant changes in statutes are known or pending. Bring to HSB June 2016; recommend to *Adopt with corrections*
  - iii. *Substantial revisions required;* e.g., new statutes, new procedures, etc. Recommend for *Workshops Summer 2016*.
2. *Not required by statute – older than five years (2000-2005; 2006-2011)*
  - i. *No changes recommended.* Policy working well in district, no changes in relevant statutes known or pending, links active, policy references accurate. Bring to HSB FY17, dates tbd; recommend to *Adopt as is*
  - ii. *Non-substantial corrections required;* e.g., correction of date, code, spelling, or link, etc. Policy appears to be working well in the district and no relevant changes in statutes are known or pending. Bring to HSB FY17, dates tbd; recommend to *Adopt with corrections*
  - iii. *Substantial revisions required;* e.g., new statutes, new procedure, etc. Recommend for *Workshops Summer 2016*

The following policies (see outline below) are recommended by the HSD policy committee and were brought for first reading on April 18, 2016. We recommend that at the July 18, 2016 that all the policies go to second and final readings.

## HSB POLICIES REQUIRED BY STATUTE, 2000 - 2005

### Recommendation: Adopt as is

ADB 2004 Drug free workplace

### Recommendation: Adopt with recommended Non-substantial corrections

ADC 2004 Tobacco Ban. HSB's policy appears to have been cut off mid-paragraph by a data entry error in NHSBA's online Policy Lookup. Identical language to Brookline and COOP.

## HSB POLICIES REQUIRED BY STATUTE, 2006 - 2011

### Recommendation: Adopt as is

(The following batch of policies were all adopted March 9, 2006)

EB 2006 Safety Program. (This is other districts' JLI; language is identical. Admin feels this is best placed under E. E = Support Services; J = Students)

EHB Data/Records Retention

GBEC Drug-free workplace

GBED Tobacco Ban

IJO Community Learning Resources

**IKA Grading System**

IKB Homework

IKE Promotion and Retention

JCA School Assignment (used for large municipalities)

JEC School Assignment (used for large municipalities)

JJ Student Rights and Responsibilities

JICD Student Conduct, Discipline, and Due Progress

JICI Weapons on School Property

JLCD Administering Medication to Students

JLCE First Aid and Emergency Medical Care

JLF Reporting Child Abuse

### Recommendation: Adopt as is (continued)

IFA 2010 Instructional Needs of Students With Different Talents

IHCA	2010	Summer Activities
IMAH	2010	Health Education and Daily Activity
JBAA	2010	Sexual Harassment and Violence - Students
JICFA	2010	Hazing
JLC	2010	Student Health Services
JLDBA	2010	Behavior Management and Intervention
EBBD	2011	Indoor Air Quality
JH	2011	Attendance, Absenteeism and Truancy
JICK	2011	Pupil Safety and Violence Prevention - Bullying
EFA	2012	Availability and Distribution of Healthy Foods
GCO	2012	Evaluation of Professional Staff
IGE	2012	Parental Objections of Specific Course Material
IMGA	2012	Service Animals
JLCK	2012	Special Physical Health Needs of Students
KED	2012	Public concerns/Complaints about Facilities and Services (Section 504)

**Recommendation: Adopt with Non-substantial corrections**

EBBC	2010	Emergency Care. Lacks date of the month. August <b>11</b> , 2010 is correct date approved, as verified in minutes.
EEAEA	2010	Mandatory Drug and Alcohol Testing. Lacks date of month. August <b>11</b> , 2010 is correct date approved, as verified in minutes.
GBAA	2010	Sexual Harassment and Violence – Employees. Lacks date of month. August <b>11</b> , 2010 is correct date approved, as verified in minutes.
<del>HOC</del>	<del>2010</del>	<del>School Volunteers. Lacks date of month. August <b>11</b>, 2010 is correct date approved, as verified in minutes</del>

**Recommendation: Workshop Summer 2016**

GBCD	2010	Criminal History Records/Background Investigation. Changing statute? Also note: Lacks date of month. August <b>11</b> , 2010 is correct date approved, as verified in minutes.
------	------	--



IHBA	2006	Special Ed/Programs Handicapped; Embedded DOE link no longer valid. Consult with SAU student services re upgrading language. Add references to NH standards for <u>clarity</u> ?
IHBA-R	?	IHBA-R needed? Consult with SAU student services. Question to refer to student services: add references to NH standards?
IHAK	2006	Character and Citizenship Education. State legislation may be pending?
IHAM	2012	Health Education and Exemption from Instruction. New RSA?
IJOC	2010	School Volunteers. Rethink? And we will need to update the date to 8/11/10
ILBA	2010	Assessment of Educational Programs. Rethink?
ILD	New	Protection of Pupil Rights Amendment (student surveys). New statute pending.
JFABD	2010	Consult with NHSBA's Barrett Christina – is this still valid as written?
JICJ	2006	Unauthorized Communication Devices. Delete this policy after adding it to JICL, below.
JICL	New	School District Internet Access for Students. Policy committee drafted a new policy prior to March meeting, but there has not been an opportunity to bring it before the board. In addition, incorporate HSB policy JICJ to streamline.
JLCF	2006	Wellness. Rethink?
JLCJ	New	Concussion. Brookline and COOP have this; B'line's good model for HSD. Baseline concussion test an issue at COOP. HSB policy committee recommends student's physician needs to sign release back to school.
KB	New	Title I. Federal grant to help students identified as lowest performing: to receive these grants, school must provide remediation but only before or after school. Each year HSD is allocated Title I grant and formally rejects it due to its restrictions. Regardless, we are required to have a policy. Brookline's is a good model.