

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, SEPTEMBER 10, 2013**

3 **GILMANTON SCHOOL SCIENCE ROOM**

4 Board Members Present: Renee Kordas, Michael Hatch, Robert Carpenter, Malcolm MacLeod,  
5 Adam Mini

6 Administrators Present: Superintendent Fauci, Director of Student Services Emily Reese,  
7 Principal Locke, Vice Principal Deb Bergeron

8 Others Present: Kristyn Fischev, Amy Small, Frank Weeks

9 **CALL TO ORDER:**

10 Board Chair Michael Hatch called the School Board Meeting to order at 6:00 PM

11 **PROOF OF POSTING:**

12 Proof of posting was verified by Superintendent Fauci.

13 **CORRESPONDENCE:**

14 A letter from American Tank Management, Inc. was sent to Facilities Manager Dave Sykie. The  
15 letter reports that the school fuel tank did pass inspection, but just barely. The recommendation  
16 of Paul Church of American Tank Management, Inc. is to not install upgraded double-walled  
17 pipes on a tank that has problems.

18 Superintendent Fauci said this was a scheduled annual inspection. Corrosion needs to be  
19 inspected every three years. Dave Sykie asked American Tank Management Inc. to follow up in  
20 writing, the result of which is the letter noted above.

21 **DISCUSSION ITEMS:**

22 **Principal's Report – September 10, 2013**

23 **Current Enrollment**-Our school population is currently at 408 students, one down from last  
24 month's 409. We have had several new students enroll in school, but we have also had students  
25 move out of the district. Grade 2 remains the largest class at fifty-two students, with  
26 Kindergarten and Grade 6 both at fifty students each.

27 **Jordan's Ice Cream Night**-Jordan's Ice Cream Night was last night, and the number of  
28 participant's reached a new high. Students from Grades 1-8 submitted their summer reading logs  
29 to their teachers, and the PTA rewarded them with an ice cream cone. The Kindergarten students  
30 all received a free ice cream as a welcome gift from the PTA.

31 **8th Grade Hidden Valley Trip**-The 8<sup>th</sup> grade started their school year with an overnight trip to  
32 Hidden Valley Campground. The students experienced canoeing, kayaking, mountain-biking,  
33 and an extensive ropes course. The counselors at the camp had the students prepare dinner,

34 breakfast, and lunch, and they worked with them in the evening on team-building activities. The  
35 overnight included a campfire and roasting marshmallows. Students and staff had a great time!

36 **September Early Release-** Tomorrow is our first Early Release of the school year. Professional  
37 staff will be meeting in teams again to work on curriculum mapping. Other activities tomorrow  
38 include a new staff orientation as well as multiple committee meetings. Meanwhile, the Artist in  
39 Residence Committee has already met this year with the intent of booking an artist that will meet  
40 the needs of students in all grades. They were able to bring back Artist Jeff Erwin with his new  
41 partner Skip Brunette for the first two weeks of April. Mr. Erwin has been in our school in the  
42 past with his program *Junk to Funk*. This new program is called *Sticks and Stones*, and it  
43 addresses the problem of bullying through performance art, music, and language arts.

44 Renee Kordas asked which committees are meeting. Principal Locke named the curriculum  
45 committees which include Wellness, Professional Learning Community/School Improvement,  
46 Discipline Committee, Data Committee which discusses how to use data, measure, and assess,  
47 the Technology Committee, which will be developing a plan this year to submit to the state, the  
48 Joint-Loss Committee which looks at safety hazards in the school, Emergency Management, and  
49 Professional Development

50 **Upcoming Field Trips-**Friday, September 20 – Grade 7 to UNH for an Ocean Discovery  
51 Workshop.  
52 Tuesday, September 24 – Grade 4 to Ramblin View Farm to learn about local agriculture.  
53 Wednesday, September 25 – Grade 1 to Smith’s Apple Orchard.

#### 54 **Superintendent’s Report**

55 Superintendent Fauci notified the Board that tomorrow, September 11 is the beginning of our  
56 audit.

57 Superintendent Fauci and Director of Student Services Emily Reese just completed their regular  
58 requirements as CPI (Crisis Prevention and Intervention) trainers, and they will be holding a  
59 refresher course for previously trained staff during tomorrow’s early release. A full training will  
60 be held on the teacher workshop day. Kristyn Fischev asked what CPI is, and Director of Student  
61 Services Emily Reese explained it to be a non-violent approach to crisis management. She added  
62 that the focus is on prevention and de-escalation. However, staff are trained how to safely and  
63 properly perform escorts and restraints. She re-emphasized that the focus is on the prevention  
64 piece.

65 Superintendent Fauci stated that negotiations have begun with Union representatives.

66 A few parents have called with requests to changes in bus stops. He takes requests into  
67 consideration and accommodates if and when possible, but he must examine effects of any  
68 changes on other stops.

69 The Kidder Law conference is coming up for administration, and will be held on October 2. If  
70 school Board Members want to attend, they are welcome.

71 There is a Steering Committee for which Director of Student Services Emily Reese is a liaison.  
72 She explained it to be a representative group of individuals from Gilmanton and Gilford who

73 examine the greater influences affecting students at school and how we can manage them so  
74 students can be productive. There are many Gilford representatives as well as representatives  
75 from area agencies, including DCYF and City Council. Focus areas include drugs and alcohol,  
76 poverty, and mental health. The Middle School risk assessment results will be coming out this  
77 fall. However, Gilmanton did not have enough participation numbers for the information to be  
78 reported, so Gilmanton will not be represented in the numbers released to the public. Renee  
79 Kordas asked what the commitment is. Director of Student Services Emily Reese stated that the  
80 committee meets one Monday per month, from 7:45-8:45 a.m. There is currently a parent  
81 representative from Gilmanton, and Director of Student Services Emily Reese has been asked to  
82 extend an invitation to law enforcement. The committee would like to have an eclectic group to  
83 represent Gilmanton. One thing that came out of the Laconia committee was the “Got Lunch”  
84 program, through which hundreds of students received lunches throughout the summer, and were  
85 delivered by parent and committee volunteers.

#### 86 **Nomination of Denise Sanborn as Chorus Accompanist**

87 Principal Locke explained this is the same person who has worked for us before, and she does a  
88 great job.

#### 89 **2<sup>nd</sup> Final Reading of Policy KFA- Public Conduct on School Property**

#### 90 **Review of Policy DFA- Investment**

#### 91 **SAU Office Lease**

92 Superintendent Fauci asked the landlord to make the corrections and language changes discussed  
93 at the August School Board Meeting. The amended lease has been e-mailed to Board members  
94 and needs to be signed by the Board Chair and the landlord. Superintendent Fauci is not  
95 authorized to sign.

#### 96 **August 6, 2013 Meeting Minutes**

97 No changes were noted.

#### 98 **August 13, 2013 Meeting Minutes**

99 The following changes were suggested for the August 13 minutes:

100           Fix the spelling of McLeod to MacLeod, Line 100 should read “Affordable Care Act”  
101 rather than Obama-Care, and on line 241 “umbers” should read “numbers.

#### 102 **PUBLIC COMMENT**

103 Kristyn Fischev asked how many people are involved in the Steering Committee. Director of  
104 Student Services Emily Reese said attendance varies, but there are about typically between 12-15  
105 people in attendance due to conflicts in schedule. She added that the Director of Genesis attends,  
106 as do she and one parent to represent Gilmanton, noting that to be fair, the Gilford  
107 representatives represent all students, which include Gilmanton students. Mrs. Fischev asked if  
108 there is a report that the committee generates about how the committee affect our students.  
109 Director of Student Services Emily Reese said there are meeting minutes posted, noting that the

110 committee is somewhat in its infancy. Mrs. Fischev asked if our students are having issues with  
111 the focus issues mentioned earlier (mental health, poverty, and drug and alcohol abuse). Director  
112 of Student Services Emily Reese said these topics were chosen as a result of the outcomes of the  
113 risk management assessment. However, the assessment reports do not delineate between  
114 Gilmanton and Gilford students. Director of Student Services Emily Reese explained the risk  
115 survey. Superintendent Fauci added that if any of the risks are highlighted, then there may be  
116 professional development around the areas of concern, and administration further decides what  
117 to do with it. For instance, there was a concern about suicide in the middle school last year, so  
118 professional development training was held to help staff identify risk factors and what to do.

119 Frank Weeks spoke to the hiring of Denise Sanborn, noting she is also the Choral director at the  
120 high school and she is very good. He added that he has heard suggestions among residents that  
121 we post the school board meeting dates on the front board. Mr. Weeks listed the number of  
122 students from Gilmanton involved in Gilford Sports, noting that we don't have great  
123 participation. Malcolm asked if participation is due to the lack of volunteering or trying out by  
124 Gilmanton students. Mr. Weeks said that transportation is the main issue. Though there is a late  
125 bus, the times do not always allow students to take the bus following practices and/or games.  
126 Principal Locke noted that one member of the Freshman class was asked to practice with the  
127 Varsity Volleyball team. Superintendent Fauci questioned how many who tried out for Varsity  
128 were cut. Director of Student Services Emily Reese said she believes we are better represented  
129 on the JV teams. Principal Locke said Athletic Director Karen Stockwell works very hard to  
130 encourage student participation

131 **ACTION ITEMS:**

132 **On a motion made by Malcolm MacLeod, seconded by Renee Kordas, the Board**  
133 **unanimously voted to approve Denise Sanborn as Chorus Accompanist.**

134 **On a motion made by Renee Kordas, seconded by Malcolm MacLeod, the Board**  
135 **unanimously voted to approve Policy KFA.**

136 **On a motion made by Malcolm MacLeod, seconded by Robert Carpenter, the Board**  
137 **unanimously voted to approve the review of Policy DFA.**

138 **On a motion made by Robert Carpenter, seconded by Adam Mini, the Board unanimously**  
139 **voted to approve the SAU Office Lease.**

140 **Renee Kordas said that when she reads the document, it appears that building**  
141 **owner can give 30 days' notice to end the lease. According to counsel, they wording is fine**  
142 **and protects us.**

143 **On a motion made by Robert Carpenter, seconded by Malcolm MacLeod, the Board voted**  
144 **to approve the August 6, 2013 Meeting Minutes. Adam Mini abstained noting that he did**  
145 **not attend the last meeting.**

146 **On a motion made by Renee Kordas, seconded by Adam Mini, the Board unanimously**  
147 **voted to approve the August 13, 2013 Meeting Minutes as amended.**

148 **NON-PUBLIC SESSION-RSA 91-A :3 II (c) 6 :34**

149 The Board entered in to non public session at 6:34 PM

150 **GILMANTON SCHOOL BOARD ANNUAL WORK SESSION**

151 The Board has reviewed the previous Board goals for 2012-2013. Adam Mini asked if there is a  
152 way to know how many of these goals we met. Board Chair Michael Hatch said there is no  
153 formal measure, but we continually assess progress to determine those we need to keep and  
154 amendments that need to be made. This process is a chance to look at where we have been,  
155 where we want to go, and how we are going to get there.

156 The first thing to do is to assess how we did on each goal and to determine which we want to  
157 keep and which we want to amend. Malcolm MacLeod asked if at any point we talk about how  
158 we are going to meet the goals. Board Chair Michael Hatch said the goals should be kept loose.  
159 Director of Student Services Emily Reese and Superintendent Fauci stated that the goals are re-  
160 evaluated throughout the year to determine progress, adding that we don't always need to know  
161 the "how". Renee Kordas explained we are not going to have action items tonight. Board Chair  
162 Michael Hatch said we don't have targets out there.

163 **ITEM #1 COLLABORATIVE GOAL SETTING**

164 *Please note that the goals are for the 2012-2013 school year. Discussion regarding the goals is*  
165 *noted below each one, and new or re-worded goals are written in italics. The updated,*  
166 *finalized goals will be posted on the school website.*

167 **GILMANTON SCHOOL BOARD**

168 **2012-2013 GOALS**

169 **BOARD:**

- 170 1. To continue to work collaboratively with the Gilford Board to maintain and increase  
171 communication between districts.
  - 172 a. This goal will be kept as written.
- 173 2. To support a comprehensive academic program at all levels.
  - 174 a. This goal will be kept as written.
- 175 3. To continue to update School Board policies as needed.
  - 176 a. Previously, there had been many more policies to review each meeting.  
177 Superintendent Fauci said that we have caught up. Board Chair Michael Hatch  
178 said that the goal is to continue policies as needed. Superintendent Fauci said that  
179 he wanted to point out that the governance of how we run our school should be  
180 known by the staff. Any new policies are e-mailed to the staff so they are aware  
181 of changes or new policies.
- 182 4. To continue with the short and long term plans for the facility maintenance and future  
183 space needs.
  - 184 a. This is something that needs to continue because the Board needs to be aware of  
185 where we are at with space needs.
- 186 5. To support compliance requirements for the School Corrective Action Plan.
  - 187 a. Board Chair Michael Hatch said he thinks we can change and adapt this to  
188 whatever the next phase of testing is that we are going into. Director of Student

189 Services Emily Reese said we are achieving above the 15% identified by the state  
190 at Focus Schools. Principal Locke said the compliance will be for the Smarter  
191 Balance assessment, so we may want to include wording to address it. Director of  
192 Student Services Emily Reese suggested calling it standardized testing. Principal  
193 Locke agreed, stating that “Smarter Balance” is still controversial. The wording  
194 will be changed to :

195 i. *To maintain high academic achievement and standards that can be*  
196 *reflected in standardized testing.*

197 6. To prepare a budget that supports the educational needs of students while remaining  
198 fiscally responsible to the community.

199 a. Robert Carpenter suggested adding the following wording to the Board goals #6  
200 to, “support the educational and safety needs of students...”

201 b. Malcolm MacLeod asked if there should be any additional language to provide  
202 transparency. Director of Student Services Emily Reese suggested a whole new  
203 goal regarding communication with the community. Superintendent Fauci said  
204 that his goal #12 addresses that, adding there are three goals that tie in together.  
205 He hopes the community notices and appreciates that we are working on it.  
206 Superintendent Fauci agreed that a communication goal would be good. Director  
207 of Student Services Emily Reese suggested wording around community  
208 partnership.

209 c. Therefore, this goal will be changed to read as follows:

210 i. *To continue to work toward meaningful and effective communication with*  
211 *the community with regard to educational and budgetary development and*  
212 *initiatives.*

213 d. Director of Student Services Emily Reese cited curriculum decisions that have  
214 demonstrated good faith toward this goal, and Board Chair Michael Hatch noted  
215 decisions pertaining to the heating system and oil tank.

216 e. Superintendent Fauci asked the Board to look at his new #6 and asked if that is  
217 something they want to adopt. However, the Board already has a similar goal.

218 7. To monitor and review the new staffing configuration of the SAU office.

219 a. Director of Student Services Emily Reese stated this was the charge of the town  
220 the year before. Board Chair Michael Hatch feels we have accomplished this goal  
221 so it will therefore be eliminated from the final draft.

## 222 DISTRICT GOALS

223 Superintendent Fauci stated that some goals are a continuation because they are valuable and we  
224 need to continue to focus on them. Superintendent Fauci read each goal aloud and encouraged  
225 feedback.

226 1. To oversee and coordinate curriculum, instruction, assessment processes and programs  
227 with an emphasis in all academic areas.

228 a. This goal will be kept as written.

229 2. The Gilmanton School District is committed to improve student achievement through a  
230 comprehensive, standards aligned, Response to Intervention (RTI) model enabling early  
231 identification and intervention for all students with academic or behavioral difficulties

- 232 prior to student failure with the primary goal of improving all student achievement and  
233 growth.
- 234 a. This goal will be kept as written.
- 235 3. Meet or exceed the Annual Yearly Progress (AYP) target in all areas with emphasis on  
236 the special education cell and alternative assessment for our in-district as well as our out-  
237 of-district students.
- 238 a. Superintendent Fauci stated that the wording has been changed a little due to the  
239 change in testing. It has always been our goal to make AYP in all areas. He said  
240 he is very proud of the Gilmanton staff.
- 241 4. To continue to communicate with the Gilford administration to establish better day-to-  
242 day education cell and alternative assessment for our in-district as well as our out-of-  
243 district students.
- 244 a. We have come a tremendous way in our communication with GHS. Going back  
245 five or six years, the communication has improved immensely, partially due to a  
246 liaison and increased meetings. For instance, we helped meet their needs with the  
247 delayed opening busses, the two schools discuss curriculum and share ideas, there  
248 are curriculum meetings between the schools where the 8<sup>th</sup> grade teachers meet  
249 with Gilford's 8<sup>th</sup> grade teachers to ensure our students are on the same page. We  
250 also share ideas and successes. However, we want to continue to work on this to  
251 make sure it keeps going. The new wording will be as follows:
- 252 i. *To continue to communicate with the Gilford administration to ensure that*  
253 *optimum educational opportunities are achieved.*
- 254 5. To continue to facilitate external communication and collaboration by building  
255 relationships with local government, businesses, residents, and other community  
256 agencies.
- 257 a. Superintendent Fauci stated he believes there was a time when communication  
258 was an issue, even among the agencies in Gilmanton. However, as a testament to  
259 the improvements in communication, Superintendent Fauci noted a recent  
260 collaborative meeting with emergency professionals regarding a recent lost child  
261 situation.
- 262 6. The Board will continue to monitor the new facility manager model of management in an  
263 effort to conserve financial resources.
- 264 a. This goal has been eliminated a replaced with a new goal which addresses space  
265 concerns. Superintendent Fauci feels a strong need for this goal, believing that  
266 with our space needs, it is time to take a closer look at our needs. He envisions a  
267 committee of stakeholders, including teachers, para-educators, community  
268 members, board members, administration, and a budget committee member. The  
269 new goal will read:
- 270 i. *Develop a Space Needs Committee whose purpose will be to explore the*  
271 *space needs of the District and offer suggestions to address concerns if*  
272 *necessary.*
- 273 7. To manage the District resources effectively and develop a new budget that maintains  
274 sound fiscal stewardship of community resources. To have the Superintendent, Business  
275 Administrator and school administration work collaboratively in an effort to effectively  
276 support student learning and to communicate the status of the budget to the Board and  
277 community.

- 278 a. This goal will be kept as written. It also ties in with the Board’s financial goal.  
279  
280 8. The Gilmanton School District is dedicated to making an effort to locate, identify, and  
281 evaluate every child from age 3 to 21 who is suspected of a disability. Furthermore, the  
282 district will continue to work in consistent collaboration with all educational facilities  
283 working with our identified students ensuring all student needs are met adequately and  
284 appropriately.  
285 a. Malcolm MacLeod wanted to add the wording “every child in the district” to be  
286 more specific. Director of Student Services Emily Reese noted that they have to  
287 be a resident of the town, but they don’t have to be enrolled in the school.  
288 Malcolm asked if that applies to any town. He asked, for instance, can Loudon  
289 parents bring their children here? Director of Student Services Emily Reese  
290 explained that every district is responsible for every child age 3 and up. Every  
291 town is responsible for ages 0-3. Then a joint responsibility exists at age 21.  
292 b. The wording will be changed to read “every Gilmanton child”  
293 i. *The Gilmanton School District is dedicated to making an effort to locate,  
294 identify, and evaluate every Gilmanton child from age 3 to 21 who is  
295 suspected of a disability. Furthermore, the district will continue to work in  
296 consistent collaboration with all educational facilities working with our  
297 identified students ensuring all student needs are met adequately and  
298 appropriately.*  
299 9. To maintain the Technology Plan that is consistent with the needs of the District and the  
300 Department of Education.  
301 a. This goal will be kept as written.  
302 10. To develop the technology infrastructure needed for the implementation of the new  
303 Common Core Standards which will be tested in the 2014-2015 school year.  
304 a. This goal will be eliminated.  
305 11. To maintain the Professional Development Plan that is consistent with the needs of the  
306 school community and the Department of Education.  
307 a. We are currently in second year of the professional development plan. Next year  
308 we will have to submit a plan to the Board for submission for the following year.  
309 12. To continue to improve the Emergency Response Plan and have appropriate drills to  
310 ensure the safety of staff and students.  
311 a. The wording of this goal will remain the same.  
312 13. To continue to be proactive with communication to the community and the various town  
313 departments, to be responsive to members of the community and the need for access and  
314 communication.  
315 a. Renee Kordas stated that there is a little redundancy with this goal. She asked if it  
316 is directed toward the community at large. She suggested the wording read, “To  
317 continue to be proactive and responsive in regard to communication with the  
318 community.”  
319 b. Malcolm suggested moving this goal to be #6.

319 Adam Mini said there is only one goal for which there is not a direct correlation between Board  
320 and District goals. He was unsure if there needs to be a correlation. He was told there does not.  
321 Renee Kordas asked the new Board members if, when they were gaining interest in becoming  
322 members, there anything they wanted to address that has not been captured. Robert Carpenter  
323 said he initially wanted to increase communication. However, he learned that it wasn’t the fault



324 of the Board, but rather, it was just the involvement, which is often a time issue. Renee Kordas  
325 added that it is the perception of communication. Board Chair Michael Hatch added that Board  
326 members often have information that cannot be shared with the public and it is often that  
327 inability to share that makes some believe communication is being withheld.

328 Adam Mini said what's hard for him is that in his business, goals have to be achievable, and if  
329 they are not, people are let go. He added that his interest is in Technology issues. For instance,  
330 have we had an IT audit? What would happen if the server goes down? How would it be  
331 handled? How would people be paid? Superintendent Fauci said we have looked at it internally,  
332 but we have not had a formal audit. Principal Locke said the new hires have brought forth a lot of  
333 technology they want to bring to the students to help teach students. However, she needs to help  
334 monitor that. IT Director Art Reardon has been looking at the server. Superintendent Fauci said  
335 we have had two servers go down; one server was the library server, which affects the ability to  
336 check books in and out, and therefore becomes an inventory issue. The second was the school  
337 server. Because we had systems in place, we were able to recover most of our data. He feels that  
338 it is still not 100% resolved, but it was up and running in a day or two. If that is something Adam  
339 Mini would like the Board to look into, we can begin addressing it. Board Chair Michael Hatch  
340 said that if there is a monetary value involved, it has to be included in the budget. Vice Principal  
341 Deb Bergeron said that she recalls Adam Mini having safety concerns. He said that most of his  
342 concerns had been addressed.

343 Director of Student Services Emily Reese said that the overarching goals are for the students to  
344 be successful.

345 Robert Carpenter asked where the documentation from the various meetings is kept, for instance  
346 the School Improvement Committee. Principal Locke said meeting minutes are kept internally  
347 online. Principal Locke explained that the PLC Committee examined the many student  
348 complaints that too many projects were due at the same time. Therefore, teachers collaborated on  
349 staggering project due dates. Additionally assignments have been posted online so that students  
350 are not overwhelmed. Vice Principal Deb Bergeron said issues are brought to the PLC  
351 Committee so that decisions are not made in isolation. Renee Kordas said she would like to hear  
352 from some of the committee reps. Superintendent Fauci said that the Board votes on the final  
353 product of some of the committees such as the Professional Development Plan. However, he  
354 suggested giving Board members the minutes leading up to the final product. Some decisions do  
355 have financial impact, such as the technology plan. In fact, we are on a five year cycle, so 20 %  
356 of our computers are replaced every year so that the oldest computer is 5 years old. The work of  
357 some committees would not be as known by the Board, such as that performed by the Joint Loss  
358 Committee. This committee addressed the Department of Labor's safety issues. The Department  
359 of Labor has audited the safety of the school for staff. The Committee addresses student-  
360 employee safety issues. Additionally, when a workman's compensation claim is submitted, the  
361 Joint-Loss Committee investigates what was it and what can be done to rectify the situation so it  
362 does not happen again. They periodically walk through the building looking for violations and  
363 teachers are very aware of safety requirements. Director of Student Services Emily Reese  
364 suggested granting the Board permission to view the meeting minutes via First Class.

## 365 SCHOOL GOALS– 2013-2014

366 I. Continue to improve instruction for all students based on current best practices.

- 367 a. Use CORE Curriculum Mapping to implement curriculum, instruction and  
368 assessment so that they align with the National Standards
- 369 i. Principal Locke explained that she changed how she refers to the program  
370 created and implemented by Heather Driscoll. The program's acronym is  
371 CORE, but it is different from the Common Core Standards. We are  
372 aligning to the national standards through Dr. Driscoll's curriculum  
373 mapping program, which will now be referred to Curriculum Mapping.  
374 1. *Continue to use curriculum mapping to implement curriculum,*  
375 *instruction, and assessment so that they align with the National*  
376 *Standards.*
- 377 b. To explore new CORE options as they become available, i.e. Science, Social  
378 Studies, and Technology
- 379 i. Heather has already begun working with middle school science teacher,  
380 Mrs. Fougere, to align the Science standards. Dr. Driscoll will meet with  
381 teachers about looking at the entire curriculum map and see how they can  
382 facilitate implementation.  
383 1. *Utilize the current curriculum committees to analyze and assess*  
384 *each K-8 curriculum map.*
- 385 c. Continue to explore new curriculum mapping options as they become available,  
386 i.e. Social Studies and Technology and to continue work on the Science map as  
387 started in Grades 6-8.  
388 i. Principal Locke stated that the technology will be interesting to see.
- 389 d. Train new staff members in the processes and procedures of Guided Reading in  
390 order to deliver consistent, effective reading instruction.  
391 i. Principal Locke explained that many people believe they know how to  
392 conduct a Guided Reading Group, but they do not.
- 393 e. Explore more strategies to help improve reading comprehension, K-8.  
394 i. This is one of the pieces teachers want to continue exploring
- 395 f. Focus writing instruction on the Six Traits Writing Program, adopting a common  
396 language and consistent expectations across the grade levels.  
397 i. Principal Locke stated that it is important to be consistent, and to help new  
398 staff implement this method as well.
- 399 g. Align the beginning stages of writing instruction with Handwriting Without Tears  
400 and to continue handwriting instruction and practice at all grade levels in order to  
401 offer a more consistent approach to handwriting.
- 402 h. Focus professional development efforts on best practices such as differentiated  
403 instruction, RTI, and data analysis in order to meet the needs of all learners.  
404 i. Principal Locke explained that this goal is a work in progress and will be  
405 kept.

- 406 i. Continue to support and integrate technology across the curricula areas, using  
407 such tools as iPads, Smart Boards, and mobile laptops.
- 408 II. Improve the use of data and assessment to enhance student learning.
- 409 a. Increase teacher participation in using data effectively to drive instruction.
- 410 i. Every week, each teacher has technology integration time built into the  
411 schedule.
- 412 b. Further develop understanding and training in AIMSweb in order for teachers to  
413 focus on specific skills for the purpose of enhancing individualized student  
414 instruction and value-added grouping.
- 415 i. This is a new assessment we have adopted. Vice Principal Deb Bergeron  
416 took the extensive training and Director of Student Services Emily Reese  
417 was instrumental in getting AIMSweb to the school. AIMSweb is a  
418 progress monitoring tool that is a standardized short-term assessment. It is  
419 simple, fast, and it provides a growth model that depicts students' progress  
420 over time. Malcolm MacLeod asked if it aligns with the Common Core.  
421 Vice Principal Bergeron said it does. Principal Locke said the transition is  
422 not as difficult for NH to align to the standards. Vice Principal Bergeron  
423 said we have been working on raising our standards, so it is an easy  
424 transition and we are not far behind,
- 425 c. Continue to train staff members to use available testing tools such as  
426 accommodations, modifications, released items, writing prompts, and Study  
427 Island to prepare for standardized testing.
- 428 i. Currently working on test prep strategies and practice.
- 429 d. Continue to use data to implement value-added small group work through the  
430 Trailing Model and the Phase 5 Documents in the Literacy and Mathematics  
431 Curriculum Maps.
- 432 i. Vice Principal Bergeron explained that a trailing model is when teachers  
433 re-teach after an assessment to make sure students don't miss out on skills.
- 434 III. Continue to build a collaborative culture through the concepts of Professional  
435 Learning Communities.
- 436 a. Find creative ways to utilize all of our human resources to improve instruction.
- 437 a. For instance, when the middle school students are in specials, the para-  
438 educators assigned to the middle school are placed elsewhere.
- 439 b. Seek ways to encourage and support collaboration among staff members through  
440 active participation in daily, weekly, and monthly meetings.
- 441 a. This goal will be kept as written.
- 442 c. Continue to provide a safe and orderly school environment for students, staff, and  
443 community through effective discipline, daily organization, and clear  
444 expectations.
- 445 a. This continues to be a work in progress.

- 446
- 447 d. Continue to foster mutual communication with GMHS staff and administration.
- 448 a. We do continue to collaborate with the Gilford Middle School. This goal
- 449 will be kept as written.
- 450 e. Successfully transition students academically and socially as they leave
- 451 Gilmanton School and enter high school.
- 452 a. This is a new goal that Principal Locke and Director of Student Services
- 453 Emily Reese developed to make sure students are prepared for transition.
- 454 b. Robert Carpenter asked if there are extracurricular groups at Gilford
- 455 Middle School in which Gilmanton students could participate. Principal
- 456 Locke said it would be difficult because we each off so many extra-
- 457 curricular activities. Right now there is not that type of collaborative
- 458 effort. However, Gilford Middle students are invited to our dances, and
- 459 there is also Jump start. Director of Student Services Emily Reese said the
- 460 only joint sport is Football, but that is offered through the town, not the
- 461 schools. She added that in students' 8<sup>th</sup> grade year, they do have a lot of
- 462 activities that combine the two classes. Renee Kordas asked if there was
- 463 ever a survey of freshmen at the end of their 9<sup>th</sup> grade year, asking what
- 464 they wish they would have known or how they could have been prepared.
- 465 Director of Student Services Emily Reese said they don't check in
- 466 formally, but they do so informally. Renee Kordas felt students don't
- 467 know where they are going when they walk in the door. Director of
- 468 Student Services Emily Reese explained that students engage in scavenger
- 469 hunts to help familiarize them with the building. Additionally, for the first
- 470 week of school, they are not considered late, and there are many teachers
- 471 showing them where to go. Most are just generally nervous because they
- 472 are in a new school.
- 473 f. Continue to maintain a current website, including updated Teacher WebPages.
- 474 a. This goal will be kept as written.
- 475 g. Find innovative ways to educate and engage the community and families
- 476 regarding teaching and learning.
- 477 a. This goal will be kept as written.
- 478 IV. Practice the Emergency Management Plan to ensure that staff and students are
- 479 prepared for emergency situations.
- 480 a. Teachers are carrying keys now because it is cumbersome to have keys in a
- 481 packet in the rooms.
- 482 V. Address space needs as the student population grows.

483 Principal Locke explained that when teachers apply for professional development, they are

484 required to note which goals they are meeting by completing the staff development activity. She

485 also brought the school goals to the teachers and got feedback, so she and the teachers developed

486 them together.

487 Renee Kordas said that she knows of someone who uses a great program, and questioned how

488 this can be shared; asking if there is an area in the school goals that promotes best practice.

489 Principal Locke said that part of the professional development plan is that individuals can gain  
490 additional hours if they share their learning from professional development sessions. Examples  
491 of programs that have been shared include Orton Gillingham and Handwriting Without Tears.  
492 These ideas can be shared during common planning time, team meetings, wing meetings, etc...

493 Renee Kordas stated that Gilford has competencies, and asked if we have anything built in to get  
494 8<sup>th</sup> graders used to them. Director of Student Services Emily Reese said there is a section about  
495 transitions.

496 Renee Kordas asked if there is an area toward the culture and climate. Principal Locke said that  
497 is part of the Professional Learning Community work, and Principal Locke meets with the union  
498 presidents to address issues in the building. Director of Student Services Emily Reese also noted  
499 the teacher workshop held at the beginning of the school year addressing how to broach difficult  
500 topics to maintain a healthy work environment. Renee Kordas asked if there is a committee to  
501 address activities in which staff can engage to promote team building. Principal Locke said it is  
502 difficult when there are young families to get together outside of work. Director of Student  
503 Services Emily Reese said that at Christmas, teachers gave each other positive affirmations.  
504 Principal Locke said the Union is a good area for teachers to discuss the culture and climate.  
505 Teachers can be candid in the Union meetings, and if issues arise, it is the body coming to the  
506 principal, which provides distance and allows for candor. Superintendent Fauci said that he  
507 constantly considers culture and climate when making decisions. When he and other members of  
508 administration notice that a refresher needed, it is done. Principal Locke noted that bringing the  
509 school goals to the teachers is one important piece, so everyone is feeling heard. Teachers are  
510 also involved in who is being hired. Principal Locke said it is important to listen to the cues.

511 Special Education Teacher, Amy Small said that out of the smaller schools she has worked in,  
512 we meet more here than anywhere else. The idea of fairness is strongly communicated to the  
513 staff. There is a lot of communication to all of us that even though things may not be what we  
514 want them to be, it is fair.

#### 515 **ITEM #2 BA-R1-EVALUATION OF SCHOOL BOARD**

516 Board Chair Michael Hatch suggested looking at this in December, and the evaluation of  
517 the Board should be in January.

#### 518 **ITEM #3 POLICY BA-R2- INDIVIDUAL BOARD MEMBER SELF-EVALUATION** 519 **WORKSHEET**

#### 520 **ITEM #4 ADJOURNMENT**

521 **On a motion made by Malcolm MacLeod, seconded by Adam Mini, the Board unanimously**  
522 **agreed to adjourn the work session.**

#### 523 **NON-PUBLIC SESSION-RSA 91-A :3 II (c) 8:35 p.m.**

524 The Board came out of non-public session at 9 :10 p.m.

525 It was noted that no action was taken in non-public session.

526 **On a motion made by Renee Kordas, seconded by Adam Mini, the Board voted to seal the**  
527 **non-public session meeting minutes.**

528 **ADJOURNMENT**

529 It was the consensus of the Board to adjourn at 8 :40 p.m.

530 Respectfully submitted,

531

532 Renee Kordas,

533 School Board Clerk

DRAFT