

1 **GILMANTON SCHOOL BOARD REGULAR MEETING**

2 **TUESDAY, SEPTEMBER 13, 2015**

3 **COMMON MAN RESTAURANT**

4 Board Members Present: Michael Hatch, Adam Mini, Robert Carpenter via Skype

5 Administrators Present: Principal Locke, Director of Student Services Director of Student  
6 Services Nancy Fournier Fournier, Superintendent Fauci, Business Administrator Christine  
7 Hayes

8 Others Present: None

9 **CALL TO ORDER:**

10 Board Chair Michael Hatch called the meeting to order at 6:07

11 **PROOF OF POSTING**

12 Proof of posting was verified by Superintendent Fauci.

13 **DISCUSSION**

14 **Lobby Guard**

15 In response to concerns about background checks for volunteers, we looked at various options  
16 including fingerprinting, like we require for staff. For volunteers, the fee would be from \$25-\$50  
17 per person and would provide the same information for volunteers as for employees. The  
18 Gilmanton Police Chief recommended that each parent conduct a criminal check on themselves  
19 at the cost of \$25 per person. The Board discussed what that may do to the volunteer program.  
20 The biggest day for volunteers are SEADS Days. Superintendent Fauci spoke with the  
21 representative from Lobby Guard, which can be purchased at various levels. The most expensive  
22 is \$4,990 and the cheapest is \$2,120. However, the least expensive version does not provide us  
23 any hardware. Network Administrator Matt Hogan suggested opting for the version that provides  
24 the hardware so Lobby Guard has total ownership of the entire program. The information we will  
25 receive through this program is identification of who is a sex offender. The system allows the  
26 printing of badges that can be given to anyone entering the building, which we would do for all  
27 visitors. It also provides a log of who checks into the building and when. Adam Mini said he  
28 thinks it is good to have a system like this because we are ultimately responsible for everyone in  
29 the building. Superintendent Fauci noted that there is an annual fee to keep the database current.  
30 The administration feels the Lobby Guard is the best way to go in order to avoid losing  
31 volunteers. Adam Mini said he likes it because of the ancillary benefits. Superintendent Fauci  
32 noted that people can be added into it. For instance, if a parent has a restraining order against him  
33 or her, we can add that information to the system if we need to or want to. Superintendent Fauci  
34 added that if a visitor doesn't want to scan their license, they can show their license to the office  
35 staff and the office staff could enter the visitor's name and birthday into the system to determine  
36 if they have any record of sexual assault. Rob Carpenter asked if he thinks there will be any  
37 privacy issues. Board Chair Michael Hatch noted that Barnstead has had Lobby Guard for three

38 years, and hasn't had any issues. Superintendent Fauci noted that if someone has a record of  
 39 being a sex offender, we can stop them from becoming a volunteer. However, we can't deny  
 40 entry to the building during public events. Adam Mini asked if Matt Hogan has a suggestion  
 41 between the two options that provide hardware. Superintendent Fauci said Mr. Hogan suggested  
 42 the most expensive because it provides the most support. If we do acquire Lobby Guard, we need  
 43 to work out the logistics of how to notify staff if someone is determined to be an offender.

44 **Approval to Hire Karen Holland**

45 Karen Holland has worked with us before. She is outstanding with all kids and is great anywhere  
 46 we put her in the building. She is a perfect match.

47 **Nomination of Heather Boyajian-Part Time Paraeducator**

48 Superintendent Fauci notified the Board that Heather has actually found a full-time position, and  
 49 will, therefore, not be working for Gilmanton. Her letter of resignation is included in the Board  
 50 packet.

51 **Budget Schedule/Calendar**

52 All negotiation sessions are on Tuesdays, and they will be moving to PM. At the bottom of the  
 53 list there are a number of To Be Decided dates.

54 Those dates will be filled in and e-mailed to the Board

55 The December 6 meeting should be final negotiation session with the teachers. Chris would like  
 56 the Board to consider moving the meeting to the 7th. The meeting was originally scheduled for  
 57 December 13.

58

Action	Date	RSA
Administration meets to discuss proposed budget	Tuesday, September 06, 2016	
Negotiations, first joint meeting	Monday, September 12, 2016	
Meeting with school Board Discuss Proposed Budget Schedule and Parameters	Tuesday, September 13, 2016	
Negotiations - second joint session	Tuesday, September 2016	
School Administration sends proposed budget to Business Administrator	Wednesday, September 28, 2016	
Negotiations- third joint session	Tuesday, October 04	
Administration meets to review and discuss	Wednesday, October 05	

<b>proposed budget</b>		
<b>School Board-Administration presents proposed budget</b>	<b>Wednesday, October 05</b>	
<b>Negotiations-fourth joint session</b>	<b>Tuesday, October 18</b>	
<b>School Board Budget Work session</b>	<b>Tuesday, October 25</b>	
<b>Negotiations-fifth joint session</b>	<b>Tuesday, November 01</b>	
<b>School Board-Additional work session if needed</b>	<b>Wednesday, November 09</b>	
<b>Negotiations-sixth joint session</b>	<b>Tuesday, November 15</b>	

59

<b>Negotiations-final session if needed</b>	<b>Tuesday, December 06</b>	
<b>School Board-Finalize proposed budget for 2017-2018</b>	TBD	
<b>Last Date to Post Notice for Budget Hearing</b>	TBD	
<b>Last Date for Collective Bargaining</b>	TBD	
<b>Meeting with Budget Committee</b>	TBD	

60

61

62 Board Chair Michael Hatch said he received an anonymous donation for this evening's meal and  
63 asked if the Board would accept the donation.

64 **ACTION ITEMS**

65 On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously voted  
66 to purchase Lobby Guard. All approved by roll call vote.

67 On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously voted  
68 to approve the hiring of Karen Holland as a one-on-one paraprofessional. All approved by roll  
69 call vote.

70 On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously voted  
71 to accept the resignation of Heather Boyajian. All approved by roll call vote.

72 On a motion made by Adam Mini, seconded by Robert Carpenter, the Bard unanimously voted  
73 to accept the nomination of Kim Hayes and Betsy Harbilas as Math Olympiad coaches. All  
74 approved by roll call vote.

75 On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously voted  
76 to accept the donation for the Board meeting dinner. All approved by roll call vote.

77 On a motion made by Adam Mini, seconded by Robert Carpenter, the Board unanimously voted  
78 to recess at 6:29. All approved by roll call vote.

79 Board Chair Michael Hatch resumed the Goal Setting portion of the Board meeting at 7:32

## 80 **BOARD GOALS**

81 The Board would like to add:

82 "To continue to support the high school options committee until they reach a recommendation.

83 Robert Carpenter asked if, with the Common Core, there are new evaluations or other components that  
84 require us to implement any transition goals. Principal Locke explained that we have already embraced  
85 tiers of instruction, and that we meet student needs regardless of whether students are needy or gifted. We  
86 also have daily and weekly meetings to discuss ways to meet student needs. Principal Locke explained  
87 that this process started with No Child Left Behind, so we have been working toward this all along.

88 1. To continue to work collaboratively with the Gilford Board to maintain and increase communication  
89 between districts.

90 2. To support a comprehensive **and challenging** academic program at all levels

91 3. To continue to update School Board policies as needed.

92 4. To continue with the short and long term plans for the facility maintenance and future space needs and  
93 to work with the town and the planning board to update the Capital Improvement Program (CIP)

94 5. To maintain high academic achievement and standards that can be reflected **through** standardized  
95 testing **and student achievement**.

96 6. To continue to work toward meaningful and effective communication with the community with regard  
97 to educational and budgetary development and initiatives.

98 7. To continue developing a positive culture and working environment for teachers, staff, **and students**.

## 99 **DISTRICT**

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

102 2. To continue to make a commitment to improve student achievement through a comprehensive,  
103 standards aligned, Response to Intervention (RIT) model enabling early identification and intervention for  
104 all students with academic or behavioral difficulties prior to student failure with the primary goal of  
105 improving all student achievement and growth.

106 3. Meet or exceed state average for all students.

107 4. To continue to communicate with the Gilford administration to ensure that optimum educational  
108 opportunities are achieved.

109 5. To continue to facilitate external communication and collaboration by building relationships with local  
110 government, businesses, residents, and other community agencies.

111 6. To continue to be proactive and responsive in regard to communication with the community.

112 7. To work closely with the High School Options Committee to explore potential options for Gilmanton's  
113 High School Students.

114 8. To manage the District resources effectively and develop a new budget that maintains sound fiscal  
115 stewardship of community resources. To have the Superintendent, Business Administrator and school  
116 administration work collaboratively in an effort to effectively support student learning and to  
117 communicate the status of the budget to the Board and community. To have a successful transition to our  
118 newly hired Business Administrator.

119 9. To maintain the Technology Plan that is consistent with the needs of the District and the Department  
120 of Education. To monitor the new part time (1 day/week) technology integrationist for effectiveness.

121 10. To successfully complete our transition from First class to Google. To continue to offer professional  
122 development for staff and to expand staff's knowledge and mastery of Google.

123 11. To expand the presence and utilization of technology for students.

124 12. To maintain the Professional Development Plan that is consistent with the needs of the school  
125 community and the Department of Education.

126 13. To enhance the school's Emergency Response Plan and continue to have appropriate drills to ensure  
127 the safety of staff and students. To work with school to update our flip chart to reflect changes.

128 14. To assist and provide mentoring opportunities to the many new employees of the District.

129

130 Goal #1-6 are the same as last year. Superintendent Fauci added #7.

131 #10 is a new goal. As staff becomes more familiar with Google, more training will be needed. Until we  
132 are completely there, we still need to work on that goal.

133 #11 added "to consult..."

134 #14 same as last year.

135 These goals were revised with Business Administrator Christine Hayes and the Technology Department.

136 Adam Mini asked if we want to include something about trying to reach to community more through  
137 communication exchange. Superintendent Fauci said we can add that to #5 on District Goals. Adam Mini  
138 said that his goal for the year would be to find one new way to interact while maintaining the status quo.  
139 He suggested posting the trends of the action. Robert Carpenter said if we try to find one new mechanism  
140 of communication, it's feasible. Therefore, goal #5 will read as follows:

141 ...to continue to facilitate and expand external communication and collaboration by building and  
142 expanding relationships with local government, businesses, residents, and other community agencies.

#### 143 SCHOOL GOALS

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

145 a. Continue to use our curriculum mapping program to implement curriculum, instruction, and  
146 assessment so that they align with the National Standards.

147 b. Utilize the current curriculum committees to analyze and assess each K-8 curriculum map and  
148 to research available instructional resources to assist in delivering curriculum.

149 c. To continue to provide opportunities for teachers to meet across grade levels to assist in their  
150 efforts to align curriculum.

151 d. To update our Curriculum Guides to align with the Common Core Standards and to make  
152 them current with best practices in recommended topics and instructional methods.

153 e. To update our Science Curriculum Materials to reflect the grade level expectations as outlined  
154 in the Next Generation Science Standards (NGSS) ([www.nextgenscience.org](http://www.nextgenscience.org))

155 f. Train new staff members in the processes and procedures of Guided Reading in order to deliver  
156 consistent, effective reading instruction.

157 g. Continue to explore more strategies to help improve reading comprehension, K-8.

158 h. To continue to focus writing instruction on the Six Traits writing Program, adopting a common  
159 language and consistent expectations across the grade levels.

160 i. To continue to align the beginning stages of writing instruction with Handwriting Without  
161 Tears and to continue handwriting instruction and practice at all grade levels in order to offer a more  
162 consistent approach to handwriting.

163 j. Focus professional development efforts on best practices such as differentiated instruction, RTI,  
164 and data analysis in order to meet the needs of all learners.

165 k. Continue to support and integrate technology across the curricula areas, using such tools as  
166 Chromebooks, IPADS, Smart Boards, and mobile laptops.

167 l. To explore new math programs and textbooks in Grades 7 and 8 to assist in implementing  
168 instruction that aligns with National Standards, with the goal of choosing a new textbook by the end of  
169 the 2015-2016 school year.

170 m. To consider various options for Social Studies textbooks, especially in grades 6-8, with the  
171 goal of choosing a new eighth grade textbook by the end of the 2015-2016 school year.

172 n. To enhance our Unified Arts Programs to further enrich the many and varied talents of our  
173 students.

174 II. Improve the use of data and assessment on enhance student learning.

175 a. Increase teacher participation in using data effectively to drive instruction.

176 b. To pilot Istation in order for teachers to test their own students on specific skills for the  
177 purpose of enhancing individualized student instruction and value-added grouping. Teaching staff will  
178 decide by the end of the 2015-2016 school year whether Istation should be purchased by the District.

179 c. Continue to train staff members to use available testing tools such as accommodations,  
180 modifications, released items, writing prompts. Study Island, NWEA, and the Smarter Balance Website to  
181 prepare for standardized testing.

182 d. Continue to use data to implement value-added small group work through the Trailing Model  
183 and the use of Phase 5 documents or similar tools in conjunction with our current Literacy and  
184 Mathematics Curriculum Maps.

185 III. Continue to build a collaborative culture through the concepts of Professional Learning Communities.

186 a. To develop a comprehensive Professional Development Plan in a collaborative effort between  
187 staff and administration to reflect new State of NH Guidelines for Teacher Evaluation. The new plan will  
188 be completed and submitted to the Gilman School Board and the NHDOE by the end of the 2015-2016  
189 school year.

190 b. To train staff members in the use of Google Docs and Google Mail in an effort to effectively  
191 share documents and to replace the current means of communication. All staff members will be using  
192 Google Mail by the end of the 2015-2016 school year.

193 c. Find creative ways to utilize all of our human resources to improve instruction.

194 d. Seek ways to encourage and support collaboration among staff members through active  
195 participation in daily, weekly, and monthly meetings.

196 e. Continue to provide a safe and orderly school environment for students, staff, and community  
197 through effective discipline, daily organization, and clear expectations.

198 f. Continue to foster mutual communication with GHS staff and administration through monthly  
199 administrative meetings as well as curriculum meetings that involve teacher staff from both School  
200 District. Successfully transition students academically and socially as they leave Gilman School and  
201 enter high school.

202 g. Continue to maintain a current website, including updated Teacher Web pages.

203 h. Find innovative ways to educate and engage the community and families regarding teaching  
204 and learning.

205 IV. To continue training the staff in the effective use of the Emergency Management Plan to ensure that  
206 staff and students are prepared for emergency situations.

207 V. To use our Wellness Committee to continue our efforts to improve the health and well-being of our  
208 staff and students

209 VI. Continue to address space needs as the student population grows and changes.

210 Goals I. a-f are the same. Middle School Writing teacher Jen Drinen was able to get free textbooks for K-  
211 6, so goal I.g was added.

212 Goal I.h. has new wording.

213 Goal I.m. was kept because the program that was piloted in 7-8 was not successful. Therefore, this goal  
214 will remain.

215 n. The goal to purchase Social Studies textbooks was eliminated because we bought a set.

216 Goal II. b. was updated.

217 Goal II c. was added as new goal.

218 III. a. add "finalize"

219 III.b. add..."The transition between First Class..."

220 III.c-h are the same, as are goals IV and V.

221 Goal VI will be eliminated

222 Robert Carpenter asked if there is a way to post grades online for parents to monitor. Principal Locke said  
223 she can add that as a goal as part of our report card committee. We currently use MMS, which she has to  
224 make sure is user friendly for teachers.

225 Robert Carpenter asked if our current website is user-friendly. Principal Locke explained that teachers are  
226 transitioning to Google websites from the first class platform. She reported hearing good feedback from  
227 parents. Adam Mini said that the naming of documents is very important, so there are documents that  
228 made sense to the one who put it there, but not to new users. Superintendent Fauci said we do have a  
229 platform on First Class (master forms) that we are transferring to Google. Principal Locke noted that that  
230 has been already shared on Google. Adam Mini suggested using any buffer money to help bring someone  
231 in to assist with more difficult transitions. Director of Student Services Nancy Fournier said that  
232 Administrative Assistant Lorraine Gayhart has put all the forms on Google docs and we can save the  
233 document to our own Drive and use them as working documents. Principal Locke said that teachers are  
234 embracing Gmail. Director of Student Services Nancy Fournier said that all required documents for the  
235 State are on the system as PDFs and are parent friendly. Director of Student Services Nancy Fournier  
236 added that staff is helping each other.

237 Adam Mini asked if there is a specific request that will come from these goals regarding budgeting. e also  
238 asked what next set of books that will be coming on the heels of these current books. Principal Locke said  
239 Erin Hollingsworth is looking to continue incorporating NexGen standards. Principal Locke said that we  
240 had discussed creating an ongoing textbook fund. We have put in \$17,000 and we have used some for  
241 Social Studies textbooks. We need to see how much we have left to spend for Reading texts. Principal  
242 Locke also added that we have three potential retirement candidates who may put in for retirement by  
243 November. Business Administrator Christine Hayes suggested creating an expendable trust. Adam Mini  
244 suggested that creating an expendable trust may be a difficult pill for the public to swallow. Principal  
245 Locke noted that textbooks are an ongoing expense.

246 Respectfully submitted,

247 Frank Weeks, School Board Clerk