

Hollis School Board
Wednesday, November 7, 2017
Hollis Primary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda Adjustments
Approve Meeting Minutes
Nominations/Resignations/Correspondence
- 6:15 Public Input
- 6:25 FY 2020 Budget discussion
SAU Budget discussion
- 7:00 Discussion
 - Feasibility study update on the SAU building
- 7:20 Deliberations**
 - **To see what action the Board will take regarding the policy memo submitted by the policy committee**
- 7:45 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:50 Motion to adjourn
- 8:00 Non-meeting – negotiations update

Hollis School District
Administrative Report
November 2018

Calendar, Events, Programs

- November 6th - No school for students HPS/HUES
- November 9th - Veteran Day Remembrance Assemblies at HPS/HUES
- November 13th - HUES/HPS Picture Retake Day
- Nov 21st - Nov 23 - Thanksgiving Holiday for Students - HPS/HUES
- Nov 26th - Geography Bee Competitions begin at HUES

Enrollment for 2018/2019:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK 3	6 (+1)	4	96
PreK 4	11 (-2)	5	108 (+1)
K	80	6	125
1	73 (+2)		
2	80		
3	94		
Total Hollis School District Enrollment: 673			

Building & Grounds:

- HUES:
 - Camera Installation Continues
 - Main Stairwell stair treads have been replaced as part of our summer work that could not get finished before the students returned. The company has been very willing to work around our hours - coming in after school and working late on the installation.
- HPS -
 - On the November 6th PD day we plan to: remove some trees, clean the Kitchen exhaust, pump champers and our septic system.

Staffing & Students:

- HPS - Students in Mrs. Lewis' class hosted the October All School Town meeting where we gave Mrs. Landerman-Garber over 500 cards to send to our military (also had some fun with Monsta Math, check out the video @HollisPrimary)
- HPS - Students in grade 3 collaborated with HBHS students for Trebuchet day - fun was had by all! Another great collaborative day for students.
- HPS and HUES - Joint Staff Meeting is planned for November

- HPS and HUES - we continue to focus on safety drills with our students and staff - incorporating practice while balancing the school schedules
- HUES - HAWK Awards Celebration and Golden Trash Can Presentations
- HUES - Update on our math instruction focus:
 - HUES is adding a problem - solver program into the classroom instruction as our enVision program has a component of problem-solving but we feel that a more focused and explicit program that teaches several different strategies for problem solving will benefit all of our students. This program is not new, it was used with our HUES students in previous years before we adopted the enVision program.
 - HUES have reworked our flex grouping to have less transition times and more focus on building strong relationships between the teachers and students in mixed up grouping. Students will be regrouped by trimester instead of by unit of study ~ with only minor adjustments as needed within the trimester.
 - The HUES Gr 6 accelerated math class is going very well...students in this class are able to keep up with the fast pace and the greater workload. We will continue to monitor progress to make sure students not only are challenged academically but can handle the work in math along with all the other course work in science, social studies, and reading.

Hollis School District
Monthly Enrollment Breakout
November 2018

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 18/19 SY	Number of students (10/30/18)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1		5	0	5
Pre – K 4 year olds		1	18	11	-2	11
Kindergarten	18	5	80	80	0	16, 16, 16, 16, 16
Grade 1	18	5	71	73	+2	14, 14, 15, 15, 15
Grade 2	20	5	80	80	0	15, 16, 16, 16, 17
Grade 3	20	5	94	94	0	18, 19, 19, 19, 19
HPS Totals		22 classes	325	344		
Grade 4	23	5	96	96	0	19, 19, 19, 19, 20
Grade 5	23	5	107	108	+1	21, 21, 21, 22, 23
Grade 6	23	6	125	125	0	20, 21, 21, 21, 21, 21
HUES Totals		16 classes	328	329		
HSD Totals		38 classes	653	673		

* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2018	344	327
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

Hollis School Board Policy Committee

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: October 30, 2018

The HSB Policy Committee makes the following recommendations for the November 7, 2018 School Board meeting:

Present for a *Second Reading*:

1. JLCF Wellness

Present for a *First Reading with minor changes*:

1. IGA: Curriculum Development and Adoption
2. BEAA: Meeting Preparation
3. JJF: Student Activities Fund Management
4. EGAD: Copyright Compliance
5. GCI: Professional Development Opportunities
6. KEB: Public Complaints About School Personnel
7. KHC: Information Distribution and Display
8. KEC: Policy on Reconsideration of Instructional Materials

Present for a *First Reading with major changes*:

1. JKA: Corporal Punishment and Physical Restraint

Present for *Deletion*:

1. LK: Legislative Representative

Category R

See also IJ

CURRICULUM DEVELOPMENT AND ADOPTION

It is the policy of the Hollis School Board to provide a curriculum that is aligned with statewide and national standards, that is coordinated throughout all buildings and grade levels, and that fulfills the mission and goals of the Hollis School District.

It will be the responsibility of the superintendent and the professional staff to make recommendations to the school board that will ensure curriculum and instructional practices that are up-to-date and consistent with the responsibilities of contemporary education and standards established by the New Hampshire Department of Education.

The superintendent will establish curriculum committees for the on-going study of curriculum improvement, including the selection of new instructional materials, as found necessary and desirable to implement this policy.

The board believes it is important to empower our professional staff to recommend and support the implementation of instructional change. All teachers have professional obligations to the school beyond regular classroom duties, and these obligations include work on curriculum committees. It is expected that all teachers will make contribution to curriculum development.

The school board will support efforts to investigate new curricular ideas, develop and improve programs, and evaluate results through appropriation of funds for specific curriculum development proposals approved by the school board. The superintendent will make recommendations to the board regarding the specific level of funding for approved proposals.

The school board will review all curricula developed and written by the professional staff in the schools. No basic course of study shall be eliminated or new courses added without approval of the board, nor shall any significant alteration or reduction of a course of study be made without Board approval. No action will be taken on proposed changes by the board until the meeting following the presentation by the administration so that board members may have the opportunity to review the proposed program.

The board in reviewing and evaluating curriculum recommendations may solicit community opinion.

See http://www.sau41.k12.nh.us/Curriculum_Pages/curriculum_new0405/Curriculum_Home.htm

Legal Reference:

NH Code of Administrative Rules, Section Ed. [302.02\(f\)](#), Substantive Duties of Superintendents

NH Code of Administrative Rules, Section Ed. [303.01\(g\)](#), Substantive Duties of School Boards

1st Reading: October 20, 2005
2nd Reading: February 14, 2006
Adoption: March 9, 2006

1st Reading: November 7, 2018

Category O

MEETING PREPARATION

The agenda should be developed by the Board Chairperson in cooperation with the Superintendent or designee and distributed to the Board members at least forty-eight hours prior to regular meetings. Members wishing to place items on the agenda shall notify the Superintendent and/or Chairperson. A written notice of the time and place of each such meeting, including a Non-Public Session, shall be posted in two appropriate places at least 24 hours, excluding Sundays and legal holidays, prior to such meetings.

Adoption: May 13, 2004

1st Reading: November 7, 2018

*Category R***STUDENT ACTIVITIES FUND MANAGEMENT**

It is the policy of the Hollis School Board that the accounting and handling of student activity accounts is the responsibility of the building administration.

“Student funds” are defined as student government funds, class funds and school club or organization funds.

The use of student funds must be approved by the ~~Principal or Assistant Principal~~ building administration.

Student funds may not be used for private functions such as picnics which are not sponsored or approved by the school.

Only one checking account is authorized for each building. Each building holds dual signature authority for the accounts. ~~The Building Principal holds signature authority for the account. The Principal or his/her designee may sign checks only in an emergency.~~ No other people except those authorized on the account may sign checks ~~may be authorized to sign checks without written authorization of the Superintendent of Schools.~~

All student funds will be maintained in the school checking account. The ~~Assistant Principal~~ building administration is responsible for maintaining separate accounts for these funds. Proper documentation and receipts must be submitted and records maintained in accordance with good accounting practice. Monthly statements will be reviewed by the Business Administrator.

Student activity accounts and the school checking account are subject to audit at any time and will be audited at least once per year.

1st Reading: October 20, 2005

2nd Reading: February 9, 2006

Adoption: March 9 2006

1st Reading: November 7, 2018

*Category R***COPYRIGHT COMPLIANCE**

The Hollis School Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District’s copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District’s procedures or is permissible under the law should contact the Superintendent building administration. The Superintendent building administration will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Legal Reference:

US Code Title XVII, Public Law 94-533, United States Copyright Law of 1976.

Appendix [EGAD-R](#)

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: November 7, 2018

Category R

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

A program of in-service training will be established to provide an opportunity for the continuous professional and technical growth of the professional and support staff.

Staff members will become knowledgeable regarding new developments and changes in their specialized fields, and will utilize new and improved methods in practice.

It shall be the responsibility of the Superintendent's office and/or the building administration to implement appropriate staff development training and activities.

1st Reading: July 12, 2005

2nd Reading: October 20, 2005

Adoption: March 9, 2006

1st Reading: November 7, 2018

Category R

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The Hollis School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the ~~school administration~~ superintendent or designee for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts.

The Superintendent shall resolve the matter and report to the Board.

1st Reading: February 9, 2006

2nd Reading: February 14, 2006

Adoption: March 9, 2006

1st Reading: November 7, 2018

*Category O***INFORMATION DISTRIBUTION AND DISPLAY**

This policy governs what types of information may be allowed to be distributed via students, posted on bulletin boards, displayed in the school, or distributed in other ways to students and to their families through the school district.

Non-Discrimination:

All organizations wishing to distribute or display information must practice a policy of non-discrimination for participation that is comparable to the high standards in place for the Hollis School District.

Information distributed via students:

All information distributed via students must be from a non-profit organization that is affiliated with the Town of Hollis, the Hollis School District or another district within SAU 41 and must be pre-approved by the Superintendent.

Information Distributed or Displayed in Other Manners:

All organizations that wish to distribute or display information in other manners approved by the Superintendent or School Board must be non-profit and the activity must be student-related.

Votes:

All information distributed or displayed concerning district or town votes or meetings at which there is to be voting, or information concerning voting, must be neutral and factual.

Information that is not School Sponsored:

All information distributed or displayed that is not school sponsored must clearly state that it is not school sponsored.

Approval Process:

All information for distribution or display by any organization must be submitted to the superintendent's office for prior approval accompanied by the Approval for Information Distribution or Display form. This form is available via the SAU website and the school offices. The Superintendent and the School Board reserve the right to refuse requests for the distribution or display of such information, on a case-by-case basis.

Distribution:

~~This policy in written or electronic form should be distributed to the school front office staff, teachers, principals and the PTA president and PTA newsletter editor.~~

~~"Approval for Information Distribution or Display"~~

This form, accompanied by a copy of material to be distributed or displayed, must be submitted to the Superintendent's office for approval prior to distribution or display. The Superintendent and the School Board reserve the right to refuse any request for the distribution or display of such information, pursuant to the Hollis School District Policy for Information Distribution or Display, on a case-by-case basis.

Name of Organization _____

Contact Information _____

_____ Name _____ Telephone Number _____

Method of Distribution:

Backpacks

~~Organizations must be non-profit AND affiliated with the Town of Hollis, the Hollis Elementary Schools or another school within SAU 41.~~

Bulletin Board

~~Organizations must be non-profit and activity must be student related. Information from non-school organizations must clearly state that it is not school sponsored.~~

Grades to which information is to be distributed:

Upper

Primary

Grades _____ through _____.

Comments: _____

APPROVED

DENIED

_____ SIGNATURE SIGNATURE OF

SUPERINTENDENT _____ DATE

1st Reading: February 9, 2006
2nd Reading: February 14, 2006
Adoption: March 9, 2006

1st Reading: November 7, 2018

*Category R***POLICY ON RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit a request for reconsideration of instructional materials in writing to the Principal. ~~a "Request for Reconsideration of Instructional Materials." The request forms are available at the school office.~~

~~The Principal, upon receipt of a "Request for Reconsideration"~~ Once notified, the Principal will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review Committee and schedule meetings necessary to review the complaint and to write a report.

The final report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the Hollis School Board, whose decision will be final.

During the investigation the instructional material will remain in use unless a Selection Committee votes to remove or restrict the material until a final decision is made.

1st Reading: February 9, 2006
2nd Reading: February 14, 2006
Adoption: March 9, 2006

1st Reading: November 7, 2018

*Category R***CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT**

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Provisions for the use of physical restraint, medical restraint and/or mechanical restraint are established in Board Policy JKAA.

~~Physical restraint is authorized when needed to protect the safety of the individual student and/or other students and employees. Documentation of any incident requiring such restraint will be given to the Principal.~~

~~The Hollis School District authorizes staff members to use physical restraints in limited situations. Physical restraint may be used only under the following conditions:~~

- ~~1. Physical action of a student creates a substantial risk of harm to self or others;~~
- ~~2. All other positive interventions have failed, or the level of immediate risk prohibits exhausting other means; and~~
- ~~3. Staff is trained in Crisis Prevention Institute or equivalent program.~~

~~Physical restraint is appropriate only when a student is displaying physical behavior that presents substantial risk to the student or others, and considered when, in the opinion of the supervising adult, the threat is imminent. Persons implementing a restraint will use extreme caution and the least amount of physical strength necessary to protect the student. The use of physical intervention should not exceed that necessary to avoid injury. The degree of physical restriction employed *must* be in proportion to the circumstances of the incident and the potential consequences.~~

~~A physical restraint of a student should be conducted in a manner consistent with the techniques prescribed in the District approved training program. The purpose of the restraint should be to assist the student to regain emotional stability. It should last only as long as is necessary to accomplish this. To the extent possible, it should be conducted in such a way as to preserve the confidentiality and dignity of all involved.~~

~~Restraint should be carried out by trained persons authorized by the Superintendent or his/her designee. Untrained staff is limited to physically intervening by using the minimal amount of physical contact with the student to protect the student and ensure the safety of others until trained staff is available. Untrained staff should request assistance~~

Legal Reference:

RSA 126-U, Limiting the Use of Child Restraint Practices in Schools and Treatment Facilities

RSA 627:6, II, Physical Force by Persons With Special Responsibilities

Guidance on Considering the Use of Physical Restraints in New Hampshire School Settings, Crisis Prevention Task Force Report, Spring, 2005.

First Review: January 21, 2011

Second Review: April 14, 2011

Third Review Waived: April 14, 2011

Approved: April 14, 2011

1st Reading: November 7, 2018

Category R

LEGISLATIVE REPRESENTATIVE

~~One person from the Hollis School Board shall serve as legislative contact with the New Hampshire School Boards Association in order to keep the Board abreast of happenings and upcoming legislation relating to education. S/he shall carry the opinions of the Board to the legislature when requested.~~

~~1st Reading: February 9, 2006~~

~~2nd Reading: February 14, 2006~~

~~Adoption: March 9, 2006~~