

To be approved by the Rye School Board at its October 16, 2013 meeting.

**RYE SCHOOL DISTRICT
RYE, NEW HAMPSHIRE**

The regular monthly meeting of the School Board of the Rye School District was held at Rye Junior High School on September 18, 2013 at 5:00 pm.

PRESENT:

School Board Members: Peggy Balboni, Mike Schwartz, Scott Marion, Mike Moody

Administrators: Dr. George A. Cushing, Superintendent
Chris Pollet, Principal, Rye Junior High
Suzanne Lull, Principal, Rye Elementary

Staff: Sheila Adams, Sharry Sparks, Kathie Kennedy, Tom Southworth, Sarah Nice, Amy Birck, Nina Keating, Leah Weeks, Jeanne Brown

Residents/Visitors: Jennifer Sabine, Roberta Murphy, Jen Bello, Elise Bolton, Karen Allen.

CALL TO ORDER:

Mr. Schwartz called the public meeting to order at 5:04 pm. Mr. Schwartz welcomed the new staff members in attendance to the Rye School District. Introductions were made and the meeting was suspended for light refreshments.

The meeting was reopened at 5:30 pm.

SECRETARY'S REPORT

Approval of public minutes

Mr. Marion made a motion, seconded by Mrs. Balboni, to approve the public minutes of August 9, 2013 as amended, Vote: Unanimously approved.

Mr. Marion made a motion, seconded by Mr. Moody, to approve the public minutes of August 16, 2013. Vote: Approved – Mr. Schwartz, Mr. Moody, Mr. Marion. Abstained – Mrs. Balboni, as she was not in attendance at this meeting.

Communications

Dr. Cushing distributed the Rye Recreation After School Newsletter for September to all board members.

Parent request to be brought up under new business

Dr. Cushing clarified the acceptance of a 50 % teaching job share for Leah Weeks as reading specialist at RES.

Other

None

REPORTS

Superintendent's Report

- Statistical data from PHS – Tom Southworth will report on this information at the October board meeting Results have just been made available and need to be reviewed with the principals
- PHS Opening day – Dr. Cushing discussed Portsmouth High Schools opening day. The first day of classes PHS are for incoming 9th grade students. They meet with teachers and tour the layout of the school. In the afternoon there is an assembly regarding the dress code. Senior students present a fashion show of “what not to wear”. This year the senior class also made a video detailing what they have enjoyed over there three years at PHS. Principal Jeff Collins states in his welcome speech to incoming students that they are no longer from the various towns they live in but are now all Clippers.
- Flu shots are free for students at PHS this year and all SAU 50 students are invited on October 24th (or when the vaccine is available) to come in for a free flu shot between 2:30 to 6: 30 at PHS
- Technology and the Rye School Districts needs will be discussed later in the meeting. Daystar has been contracted to come to the Rye schools in the interim to work on various issues.
- HRA plan for RESPA will be discussed later in the meeting.

Rye Elementary School – Suzanne Lull

Staffing Updates: Mrs. Lull reported on the following:

- Current enrollment has gone up to a total of 311. There are currently 37 students in kindergarten.
- Mrs. Lull invited the school board to a celebration of learning event at RES that will be held approximately once a month. The first one is scheduled for October 4th at 2:00.
- Mrs. Lull's report gave highlights by grade, discussed integration of technology into 1st and 3rd grade. Mrs. Lull also showed a short video presentation of students using technology in the classroom.
- Curriculum: A whole day of Math In Focus training was held August 22nd. The presenter was a teacher in NJ who trains schools throughout the summer. She was outstanding! RES will continue with more professional development on this topic throughout the year

for teachers and parents. A parent night will be held in early November to introduce them to Math In Focus.

- Goal accomplishment: Mrs. Lull stated she and the staff at RES has been discussing how to get their goals accomplished, develop a more rigorous curriculum and how to measure progress and select appropriate strategies to meet learners' goals. On October 22nd they will combine RES and RJH staff to focus on depth of knowledge. Mrs. Lull and Mr. Pollet gave a short presentation on the levels of depth of knowledge. Mrs. Lull described how they will apply this depth of knowledge and rigor.

Mr. Schwartz stated that he likes and supports this focus and encouraged the principals' to come to the board if they need any tools or additional professional development money to support this program. Mr. Marion agreed that he also thinks this is a great program and stated he thinks Mrs. Lull is on the right track with the way they are starting this program.

- 5th grade transition: Mrs. Lull asked the 5th graders to each write a letter giving feedback on the transition to the new 5th grade format. She stated out of all responses, approximately 3 students did not like the transition to 5th grade, but Mrs. Lull feels from their responses that what they didn't like was having to carry their belongings around to each class. The staff is happy with the format and how the transition went. Mrs. Lull continued that she believes it is how we deal with student confusion when there is a change to the school format.

Rye Junior High School – Chris Pollet

Mr. Pollet reported on the following:

- Mr. Pollet spoke about how RJH has started the school year in the area of supervision and evaluation and implementing the new "Plan for Effective Teaching". The first workshop days were spent discussing the plan and how the process would be different. The concepts of walkthroughs, mini observation and full evaluations were outlined. Mr. Pollet continued that staff and department meetings have and will be used to discuss professional growth plans which include student learning objectives. Each teacher worked with their peers to identify areas needing the most attention. Teachers were asked to do self evaluations to help them through the goal setting process. Teachers will sit down with administrators to go over professional growth plans prior to October 15th. The student learning objectives are to be measurable with baseline and summative data.

Mr. Marion suggested they focus on a few things and do it well, keeping it small so they do not become overwhelmed.

- RJH Open house is October 20, 2013.
- The change in bussing in the afternoon has gone well.
- RJH Harvest Fest is scheduled for October 23, 2013, and is a wonderful school and community event.

Mr. Moody asked how social studies being taught by the 6th grade team is going. Mr. Pollet stated that the teachers were a bit apprehensive about the content knowledge, and they have been

reflecting on their practices. They are finding it is more in how they present the information to the students. They are currently focusing on geography and the students' geographical skills. Later in the year they will focus on economics, world history and culture.

Mr. Marion asked in looking at enrollment numbers, how will staffing be handled in the future as the numbers shift. He said that we should start thinking now about how to deal with social studies as the enrollment numbers change. He suggested thinking about having a social studies teacher teach that subject for a couple of grade levels instead of looking at and/or keeping teachers at certain grade levels. Mr. Pollet agreed that is a consideration as we put the budget together for next year. Mrs. Balboni agreed it is a budgeting issue and we need to discuss at budget time as it alters the model. Mr. Moody asked if the current model will still work with different numbers in the classroom. Mrs. Balboni thinks we need to stay flexible.

- Learning compact: Mr. Schwartz asked Mr. Pollet about the advisory program. Mr. Pollet replied they have started their goal setting, and will be discussing the legacy program.

Financial

Approval of manifest and review of finances:

Mrs. Balboni made a motion, seconded by Mr. Marion to approve the manifest of August 7, 2013 to August 19, 2013, in the amount of \$73,465.65. Vote: Unanimously approved.

Mrs. Balboni made a motion, seconded by Mr. Marion, to approve the manifest of August 20, 2013 to September 10, 2013, in the amount of \$398,879.64 Vote: Unanimously approved.

Set dates for 2014-2015 budget review process: Greenland citizens voted to become a SB2 school district last March. This is the first time SAU#50 has two SB2 towns. It is important that we set budget calendar early to prevent any overlap during the budget process.

Mrs. Balboni distributed information with scheduled meeting dates for the Rye Schools Budget process. The board agreed to schedule their first budget meeting on November 7, 2013 at 6:00 pm, and a full day meeting on November 8th starting at 8:15 am for their second meeting to be held at the Rye Public Library.

The board agreed to change the regular school board meeting for January 2014 to: January 22, 2014 at 5:00 pm.

Mrs. Balboni reported that she and Mr. Katkin presented the end of year financials to the budget committee and there were no issues.

Dr. Cushing stated that we have some unanticipated students in need of the ESOL program. He reports we need to increase the ESOL tutor position to add an additional 379 hours at an approx cost of \$15,000. Mrs. Lull added that the tutor is very experienced and will come 3 days a week, to pull the students out during world language sections, following state guidelines.

Mrs. Balboni made a motion, seconded by Mr. Marion, to expand the hours for the ESOL tutor up to 380 hours due to unanticipated student needs. Vote: Unanimously approved.

Adoption of HRA Plan: Dr. Cushing stated the Rye School Board needs to approve a Health Reimbursable Account for RESPA employees. He passed out the documents for the board to sign.

Dr. Cushing stated that Daystar has been contracted to come to the Rye schools to help with immediate technology needs. The candidates for the open position of Systems Administrator have been narrowed down to 3 candidates. The principals will discuss this further.

Mr. Pollet found that in looking at our needs and looking at comparative jobs, we are asking our candidates to be a network and data administrator. The original plan had us employing a Data Administrator, Systems Administrator, Technology Integrator and an IT Director. He stated that they have had some real challenges without a technology staff as we have started the year. Mr. Pollet has talked with 3 different schools and they have a number of people handling these various tasks. We did not advertise a salary with this position. The candidates interviewed are very qualified and their skills warrant a higher salary than what we are offering. Mr. Pollet requested the board approve shifting the salary around for the Systems Administrator job and then temp out any data needs we have for this school year.

Mrs. Balboni clarified that the principals are asking for a higher salary for System Administrator position and do without the Data Administrators position this year and contract out any data issues. She asked what salary they are requesting for the Systems Administrator position. Mr. Pollet replied up to \$55,000. The board discussed. Mr. Schwartz agreed we need to do something now to fix this issue. He suggested we keep Daystar on to fix our issues, and hire a person to help with integration going forward. Mrs. Balboni thinks the district technology committee needs to discuss. Mr. Schwartz suggested the tech committee review the job descriptions and our needs.

Mr. Moody made a motion, seconded by Mr. Marion to increase the salary range for the Systems Administrator position for up to \$55,000 annualized and adjust the job description. Vote: Unanimously approved.

Other

UNFINISHED BUSINESS:

Calendar of Policy Action: September

- *Notification to Students and Employees of Tobacco Products Ban* – in staff and student handbooks.
- *Payment of School District Treasurer* - completed
- *Student Handbook Distributed to All Students* – completed
- *Financial Records Audited by Independent CPA*- in process
- *Handling of First Aid and Emergency Care Procedures Reviewed with Staff* – completed

- *Students Instructed on Proper Procedure to Board and Exit School Bus* – drills have been scheduled
- *Staff Orientation* – completed
- *New Professional Staff Invited to September School Board Meeting* – completed
- *Notification to Students and Employees of Policy on Pupil Safety and Violence* – in staff and student handbooks.
- *Notification to Students and Employees of Policy on Dangerous Weapons* – in staff and student handbooks.
- *Review of Accident Reporting Policy with Staff* - completed
- *Annual Notification of Rights under FERPA* – in handbook

Set Date for October Special Issues Meeting- the board discussed if there were any topics for discussion and how to move forward with special issue agendas. It was agreed to not schedule a special issue meeting until a topic has been identified.

Finalization of 2013-2014 Rye School District Goals- Dr. Cushing met with Mrs. Lull and Mr. Pollet to look at how to evaluate goals. Mrs. Lull stated they are trying to be more specific with the evaluations, and be able to measure what the focus areas are. Mr. Marion distributed to the board his edits to the focus area: Common Core. Mr. Marion said he was looking to see how they will be able to determine how it is aligned to the common core and do students actual reflect an understanding of the common core. Mr. Marion continued that if it is called an evaluation, you need to be able to determine what is good enough. The board discussed, and agreed they need to have a deeper discussion. Mrs. Balboni suggested a board member should meet with the principals to discuss further. She was concerned with making the evaluation too cumbersome. Mrs. Balboni suggested for the actual focus area, to change the wording to implementation and strategy for evaluation and to do it internally.

Mrs. Balboni made a motion, seconded by Mr. Moody, to adopt the 2013-2014 Rye School District Goals as amended. Vote: Unanimously approved.

RECOGNITION OF GROUPS OR INDIVIDUAL VISITORS

The meeting was opened up to the public at 7:33 pm.

Karen Allen suggested in regards to special issue meetings, perhaps the administrators could send out an email stating this meeting would be an ideal time for parents/citizens to talk about any issues of concern they may have or even to give ideas. She added that there should be a contact person for anyone who cannot make a meeting but has concerns or ideas. Dr. Cushing suggested coordinating topics with the Principals Advisory Committee.

STANDING COMMITTEES

Reporting Committees:

Policies

DA – Code of Conduct Involving Financial Transactions – Mrs. Balboni made a motion, seconded by Mr. Marion, to accept this policy as a second reading. Vote: Unanimously approved. Mr. Moody stated the policy refers to employees, agents and officers, but is not

consistent throughout the document. He feels they all should be held to the same standard throughout the policy.

DB – Annual Budget – Mrs. Balboni made a motion, seconded by Mr. Moody, to adopt this policy. Vote: Unanimously approved.

DBC – Budget Planning and Preparation – Mrs. Balboni made a motion, seconded by Mr. Moody, to accept this policy as a second reading. Vote: Unanimously approved.

DBI – Budget Implementation – Mrs. Balboni made a motion, seconded by Mr. Marion, to adopt this policy. Vote: Unanimously approved.

DBJ – Transfer of appropriations Policy – Mrs. Balboni made a motion, seconded by Mr. Moody, to accept this policy as a first reading. Vote: Unanimously approved.

DC – Taxing and Borrowing Authority Limitations, DG – Depository of Funds, and DH – Bonded Employees – It was agreed by the board to skip and table these policies this evening.

DGA – Authorized Signatures – Mr. Marion made a motion, seconded by Mr. Moody, to accept this policy as a first reading. Vote: Unanimously approved.

GBGA – Staff Health – Mr. Marion made a motion, seconded by Mrs. Balboni, to accept this policy as a second reading with recommendations. Vote: Unanimously approved.

Curriculum Report

The first curriculum meeting is scheduled for next Tuesday for world language.

REF

Mr. Moody attended the REF meeting on September, 9th. The 2 main topics discussed were: encouraging teachers to take advantage of grant opportunities, especially staff that have never written a proposal for an REF grant. The other issue discussed was getting feedback from the recipients on the success of a program. REF wants to measure if their resources have a positive impact on students. REF would like to go back to the community with this information and would also like to share information with potential and past donors to educate them on how REF money is spent. It was noted at the meeting that staff have not been good about reporting back the results of their grant requests. Mrs. Lull suggested a showcase night with grants on display, or even an assembly. Dr. Cushing agreed it is good to communicate this, and that they could also send out a newsletter. REF staff is hosting a breakfast at the teachers' workshop on October 11th. They will have sample grants and an REF representative assigned to each grade level.

PHS

Dr. Cushing reported the AREA meeting is scheduled for October 9, 2013.

PTA

PTA meeting is scheduled for September 20, at 9:30 am. RES and RJH principals are attending.

Rye Rec

Mr. Moody reported they are still working on the space use agreement with lawyers regarding the language of the document. The emergency issue is still unresolved.

Budget

Nothing further to report

Class Size Committee

Mr. Marion stated they had hoped to finish a recommended policy at their last meeting. The committee is meeting again on October 10th and will be finalizing a revised draft policy. It was generally agreed at the last meeting to offer staggered recommendations through each grade level. The class sizes are still smaller than other districts in the area.

Superintendent Search committee

Mrs. Balboni stated this committee has met a few times and has been drafting a job description. They have also met with the School Board Association for their recommendations on finding a new superintendant. The committee is developing a survey for staff and the community to solicit opinions and define what we are looking for in a superintendant. They will be developing and posting notice of vacancy, along with a brochure of our SAU. The committee will then ask the SAU 50 board to form an actual committee. Mr. Schwartz agreed the board should allow the committee to go to next step to and post for the position and then narrow down the candidates. Mrs. Balboni stated they will solicit outside help from vetting candidates to creating a contract.

SAU Health care Committee

Mr. Schwartz stated the committee will be proposing a healthcare structure for SAU staff. Information will be sent the board.

SAU Technology Committee

Mr. Schwartz reported the committee is trying to identify the priorities for an IT Director across the 4 districts in addition to also specifying what duties will not be the responsibility of an IT Director. Information will be sent to all board members and they will be posting an anticipated position in the near future.

Special Issues

Nothing

NEW BUSINESS

- Nomination of ESOL teacher at RES – completed
- Survey Committee Formation – Mr. Marion reported they have discussed student surveys, parent surveys, and a survey for teachers. The goals are not yet clear. If any teachers are interested in participating in discussing the creation of a teacher survey Mr. Marion would be happy to assist. Mrs. Balboni said that this group would probably fall under an advisory committee. Mr. Marion stated the charge of this committee is to clarify the need, intended purposes and uses for student and staff surveys and then bring to the board to see if the board agrees in supporting these surveys. The second stage would

involve designing/selecting a survey and implementation if the board agrees to proceed. The board agreed to form a group to look into this consisting of at least 2 teachers from each school, both principals and at least 1 board member. Mr. Marion added that he feels a student survey would be good way to get feedback on curriculum.

Mrs. Balboni made a motion, seconded by Mr. Moody to establish a survey advisory committee made up of up at least 2 teachers from each school, both principals, and at least 1 board member. Vote: Unanimously approved.

- Parent Request – Dr. Cushing presented a letter from parents of 2 children at RES, requesting their children be allowed to remain at RES. They are currently building a new house in Rye and the home in Rye where they were living sold much quicker than anticipated. They are currently residing in North Hampton while their new home is being built. Dr. Cushing recommended the board grant this request.

Mrs. Balboni made a motion, seconded by Mr. Marion to accept Dr. Cushing's recommendation and approve the request for the Kalogerou family to have their children remain at RES until their new home in Rye is complete. Vote: Unanimously approved.

SUMMARY OF ACTION ITEMS/DESIGNATED FOLLOW UP

Action Items:

- Principals will decide on date for special issues meeting, which will be a part of Principal Advisory Committee.
- Mrs. Balboni will send Budget Timeline to parents and post on website.
- Dr. Cushing and Mrs. Moynahan will ensure policies are listed on school board meeting agendas
- Administrators, Mr. Marion and Mr. Moody will consider Evaluation Metrics for the Goals & Action Items
- Mr. Pollet will ensure projector is set up at school board meetings so we can project handouts (policies, etc.)
- Mr. Pollet and Mr. Schwartz will hold tech committee meeting to review role of Systems Administrator and the need for contracting services

PUBLIC COMMENT SECTION 8:30

At 8:30 pm the meeting was opened for public comment.

Jeanne Brown asked that the board please provide copies at the meeting for review and to post on agenda any policies being discussed at the board meeting. The board agreed.

NON- PUBLIC SESSION

On a motion by Mrs. Balboni, seconded by Ms. Moody, the school board entered non-public session at 8:35 pm, in accordance with RSA: 91-A:3 II (a). Vote: Unanimous on a roll call vote.

ADJOURNMENT

made a motion, seconded by to adjourn at Vote: Unanimously approved.

School Board Secretary

DRAFT