

**Wentworth School Board
Minutes of August 18, 2014
Wentworth Elementary School**

Board Members Present: Bernice Sullivan, Kathleen Mack, Ed Crane, Ellie Murray

Administration Present: Kyla Welch, Tonia Orlando

Public Present: Christine Crane, Trish Parsons, Mark Parsons, Kenyon Karl

The board went into nonpublic session, for the purpose of personnel, at 5:15 p.m..

The board came out of nonpublic session at 5:40 p.m.

Mrs. Mack made a motion to begin public session, at 6:02, seconded by Ms. Sullivan. All were in favor.

Agenda Review and Disposition:

Introductions were made of the school board.

Ms Welch nominated the following personnel:

Chris Misavage, 8th grade advisor

Vicki Moore - support staff

Jessica Brown - support staff

Ed Crane - soccer coach

Mrs. Sullivan seconded and all were in favor.

Ms. Welch announced the resignation of Errign Siek. Mrs. Sullivan seconded. All were in favor.

Minutes of June 9, 2014 School Board Meeting:

Mrs. Welch advised to null and void section 1 under discussion items rescinding the motion to encumber \$17,000 for the purposed of supplies, books and possible insurance costs.

Mr. Crane made a motion to accept the school board meeting minutes of June 9, 2014 based on the amendments and minutes of July 17, 2014, seconded by Ms. Sullivan. All were in favor.

Building Administrator's Report:

The new staff has been in the building and getting acquainted. Thank you to the returning staff for making them feel welcome. The building is coming together.

Thank you to CCI and Donahue Electric for a great job and the timely work.

Thank you to NEA who has donated new picnic benches for the staff and students.

Mrs. Orlando went to the Town of Wentworth Emergency Management meeting. The school is considered an emergency shelter for the town.

Professional development starts on 8/19/14. There will be specialized training for all SAU 48 specialized staff. Lots of activities are scheduled this week along with classroom time. The New Wonders activities program *will be introduced*.

Mrs. Orlando proposed changes to the student handbook. She would like a large community effort to go over several areas. Before the start of school she is proposing a change to the behavioral guidelines. Mrs. Orlando distributed handouts of the original guidelines (on white paper) and her proposed changes on green paper.

She recommends deleting the first and second discipline continuum for minor infractions and adopting 3 levels of unacceptable behavior. She wants to change the tone to emphasize how behavior expectations will be learned. Behavior should be dealt with on a case by case. She doesn't believe in black and white discipline. Fighting, for example, should be addressed on a case by case basis and the level will need to be determined. She wants to focus on prevention rather than reaction. She wants more communication and more flexibility.

There was concern about the RSAs. Ms. Welch recommended guidelines remain under gross infractions. A member of the public recommended that a level 4 be added for gross misconduct referring to RSAs only and also that level 3 include punishment of level 4 consequences to protect the legality.

Mrs. Sullivan made a motion to accept the first three paragraphs of the proposed Student Behavior Guidelines up to the paragraph "In addition...". This may be sent home with the students on the first day. Mrs. Orlando can then review the feedback and repropose the behavior guidelines at the next board meeting. This was seconded by Mr. Crane.. For the time being, the original student handbook is online.

Opening day, August 26th, all parents and community members are welcome from 8:00 a.m. to 9:00 a.m. to meet the staff, the new reading program will be introduced along with other activities.

Discussion Items:

Rumney and Warren joint meetings: Ms. Welch has requested WES to be put on the agenda. Rumney has agreed. She is waiting on a response from Warren. If activities could be consolidated between the schools it could save a lot of funds..

Mrs. Mack spoke to Steve Velch regarding voting while school is in session in September. There will be one extra policeman in the building. The students will eat in their classroom. Wentworth Elementary is the only building in town to where elections can be held. Mrs. Orlando will talk to

Police Chief Kevin Kay about security concerns. It has not been a problem in the past. Voting is held from 8:00 a.m. to 7:00 p.m.

Privilege of the Floor:

Mrs. Parson asked if sports were cut from the budget. Mrs. Orlando responded that soccer and basketball will be continued. Mrs. Parsons also asked if the music teacher can be hired by a parent for after school instrument instruction. Mrs. Orlando responded that it is not in the contract but recommended that Mrs. Parsons contact Ms. Hiltz, the music teacher, regarding her wishes. Ms. Hiltz and Mrs. Orlando will then discuss the arrangements.

Dates for the budget proposal is TBD.

It was asked if we intend to use the Google Calendar. We do intend to use it once trained on it. It was proposed that the administrative secretary set up a group email to send reminders to parents. This can be done also.

Consent Items:

Mrs. Sullivan expressed concern on the bus payment. When one bus was used rather than two buses are we still paying the fuel surcharge on the second bus. Ms. Welch will check on this. Mrs. Murray will hold the check for now.

Mrs. Mack made a motion to close the public session at 6:52 p.m. Mr. Crane seconded the motion. All were in favor.

Respectfully Submitted,

LeeAnn Lewis
Administrative Secretary.

Current Student Behavior Guidelines

Summer School:


Students in grades 1-8 who miss more than 20 days of school may be required to attend summer school, at the discretion of the principal, to fulfill the educational objective of the 180-day school year.

The Wentworth School Board believes that academic accountability is vital to student success. Therefore, the school will offer a 4-week summer remediation program for those students whose grades reflect the need.

****Attendance, along with successful completion of the program is mandatory in order to advance to the next grade level.**

Student Behavior Guidelines

The Discipline Continuum

1. **Teacher Detention:** Teachers may assign a detention for infractions of class rules or decorum. Students will be given minimum one day's notice. Detention will begin at 2:45 PM and end at 3:30 PM. Failure to serve teacher detentions will result in a one day out of school suspension.
2. **Assignment to In School Suspension (ISS):** This program is an alternative to Out of School Suspension. The program will operate on a daily basis where students are assigned to ISS for a designated period of time. There will be no early dismissals from ISS. Class work missed will be made up while in ISS. *Failure to comply with ISS rules will result in Out of School Suspension.*
3. **Out of School Suspension (OSS)/Expulsion from School:** RSA 193:13 –  Suspension and Exclusion of Pupils: "The Superintendent, or his/her representative as designated in writing, is authorized to suspend pupils from school for a period not to exceed ten (10) school days for gross misconduct, neglect or refusal to conform to the reasonable rules of the school. Any suspension for more than ten (10) days may be appealed to the school board." Any suspension to continue beyond twenty (20) school days must be approved by the school board.
Students suspended out of school will **not** be allowed to earn credit for make-up work missed. Students suspended on Friday will not be allowed to participate in or attend any extra-curricular events that occur on Friday or over the weekend. Whenever a student receives an Out of School Suspension, the following guidelines shall be adhered to:

- a. Students will be informed of the infraction(s) that has (have) caused the Out of School Suspension.
 - b. Parent(s)/Guardian(s) will be notified.
 - c. Although students will not receive credit for any in-class academic work during the suspension period, they will be held responsible for all materials covered as the materials taught may appear on a future test.
 - d. A reentry meeting with student, parent/guardian, guidance counselor and administrator will be scheduled upon return to school.
4. **Expulsion from School:** Any pupil may be excluded from school by the local school board for gross misconduct, or for the neglect or refusal to conform to the reasonable rules of the school, and said pupil shall not attend school until restored by the local board. Any dismissal must be subject to review, if requested, prior to the start of each school year. Further, any parent/guardian has the right to appeal any such dismissal by the local board to the State Board of Education.

Gross Misconduct

Certain acts that are deemed heinous or intolerable in nature, or violate School Board policy, will lead to an automatic Out of School Suspension without the aforementioned continuum. The police department may be notified as well. These are as follows:

1. **Fighting:**
 - 1st Offense: Minimum 3 days Out of School Suspension.
 - 2nd Offense: Minimum 5 days Out of School Suspension.
 - 3rd Offense: Minimum 20 days Out of School Suspension and a hearing requesting expulsion.
2. **Vandalism:** Minimum 2 days Out of School Suspension and complete restitution before reentry. Parent/Guardian conference is required before reentry.
3. **Stealing and/or Bringing Stolen Property to School:** Minimum 2 days Out of School Suspension and complete restitution before reentry. Police may also be notified if the situation warrants it.
4. **Possession or Use of Illegal Drugs and/or Drug Paraphernalia:** Minimum 10 days Out of School Suspension and parent/guardian conference for reentry.
5. **Possession or Use of Alcohol:** Minimum of 10 days Out of School Suspension and parent/guardian conference for reentry.

6. Dangerous Weapons in the School: Possession and/or use of a weapon, or toy resembling a weapon, by any unauthorized person is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon in any school building or on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, electronic stun gun/baton, air/gas/spring powered gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knife having a blade longer than two inches; any knife the blades of which can be opened by a flick of a button or pressure on the handle; any pocketknife where the blade is carried in a partially-opened position. *This policy also includes objects that represent the above-defined items, including TOYS.*

A student found bringing, using, or possessing a dangerous or deadly weapon (as defined above) on or to school property shall be expelled from school for a maximum of 365 days (RSA 193:13). The superintendent shall review each case and may modify the expulsion on a case-by-case basis. Enforcement of this policy shall not conflict with student civil rights, the Individuals with Disabilities Education Act, or the 504 Act. All such incidents shall be reported in writing to the Superintendent of Schools.

This policy excludes local, state and federal law enforcement and/or public safety personnel while conducting official business and exceptions made in writing by the Superintendent of Schools.

7. Selling and/or Distributing Illegal Substances: Minimum of 10 days Out of School Suspension, restorative plan and immediate hearing requesting expulsion.
8. Destruction of School Property: Any willful act of defacing, damaging or destroying school property or property belonging to any other person, while on school grounds, will result in immediate Out of School Suspension for a minimum of 2 days. Students will not be allowed to reenter school until full restitution is made for any damage done, including restitution for materials and labor.
9. Fire Alarms, Bomb Scares or calling 911: Causing a false fire alarm, Bomb Scare, or 911 calls is an extremely serious and potentially life-threatening offense. Any student found responsible for pulling, or in any other way falsifying a fire alarm, will be suspended Out of School for a minimum of 10 days, subject to review by the Principal, the Superintendent or School Board and/or will make full restitution for costs. In addition, the police department will be notified, as this is a violation of the criminal code.

10. Swearing/Profanity/Vulgarity: Swearing, profanity, and/or use of vulgar language in school is not respectful, and therefore, not acceptable and will result in a minimum of one office detention. However, *students swearing at those persons in authority (administration, teachers, staff) will receive a minimum of 1 day Out of School Suspension.*
11. Sexual Harassment: the Wentworth School District intends to provide learning and working environment in which all interpersonal relationships are based on respect and dignity. Sexual harassment is, therefore, prohibited. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances: When submission to that conduct is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or when submission to or rejection of that conduct by an individual is used as a factor in decisions affecting that individual's employment or education; or when that conduct has the effect of unreasonably interfering with the individual's work or education; or when such conduct has the effect of creating an intimidating, hostile or offensive work or learning environment. Any sexual harassment as defined will be treated as sexual harassment when perpetrated on any student or employee by any student or employee. **Title IX investigations may result from allegations of sexual harassment.** (In most cases the school administration will conduct these investigations) such investigations may result in criminal charges in addition to normal disciplinary procedures to determine consequences.

Students who engage in harassment on school premises, or off campus at school-sponsored activities, will be subject to appropriate disciplinary action including detention, ISS, OSS or expulsion. Any student determined to be sexual harassing another will be suspended out of school.

12. Cyber Bullying and Internet Threats: The Wentworth School Board recognizes that there are growing occurrences of "cyber-bullying" and threatening language being used by students on the internet when out of school and off campus. Instances of cyber bullying have a direct and substantial effect on students, staff and student performance. Cyber bullying includes, but is not limited to the following actions: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages or digital pictures. Students are encouraged to report an incident immediately to a teacher or administrator, who will take appropriate action. *Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion.*

Repeated Suspensions

Three assignments to In School Suspension will result in an Out of School Suspension. The Out of School Suspension will occur on the 3rd infraction that would result in assignment to ISS.

Upon the fourth suspension of any kind, the Administration may require the student to sign a ***Behavior Contract*** to address the inappropriate behavior and strategies for improvement. Failure to follow the Behavior Contract will result in a meeting with the Principal, student and parent/guardian. *Continued behavioral infractions will result in a referral to the Superintendent and/or request for expulsion.*

General Behavioral Expectations

The following are violations related to the WES Social Expectations for which there are consequences within the aforementioned disciplinary continuum, beginning with assignment to the Office Detention, or Suspension (as indicated below):

1. **Bicycles, Rollerblades, Shoes with Rollers/Wheels, Skateboards**: Students are not to ride bicycles/scooters on school grounds during school hours except for the purpose of getting to and from school. Skateboards and roller blades are not allowed on school grounds at any time. Failure to comply will result in office detention.
2. **Deceiving, Lying or Defiance**: Students who deliberately deceive, lie to or defy a reasonable request of a staff member will be subject to consequences including teacher detention.
3. **Disruptive Behavior**: Students are expected to treat all members of the school community with respect. Those who disrupt the educational process by not complying with classroom rules and regulations will be dealt with individually by the supervisor/teacher in charge. *Consequences include teacher detention, ISS or OSS.* The police, if necessary will remove any person who is disrupting the school environment.
4. **Dress Code**: The responsibility for the appearance of the students at Wentworth Elementary School rests with the parents/guardians and the students themselves. They have the right to determine such student's dress providing that such attire is not destructive to property, does not interfere with the educational process, and complies with the health code of the State of New Hampshire. The following guidelines are in effect:

- a. Hats may be worn ONLY on special days.
- b. Spandex, extremely tight fitting clothing, or any clothing considered to be sexually provocative is not to be worn. This includes blouses with inappropriate necklines and skirts of inadequate length.
- c. No revealing clothing including tank tops, tops with bare midriffs/back or low-slung pants/shorts may be worn. *All flesh in midsection area must be covered at all times. All undergarments must be fully covered.*
- d. Drug and/or alcoholic slogans are not to be worn.
- e. Clothing with obscene pictures and/or suggestive language is not to be worn.
- f. No wallet-chains are to be worn.
- g. No jewelry that is spiked or construed to be an animal collar.
- h. No pajama bottoms or slippers are to be worn.
- i. Shoes or appropriate footwear must be worn at all times.
- j. No sunglasses worn in the building.

Students not complying with this dress code will be asked to do so and/or change clothes. Failure to comply and/or repeated dress code violations will result in a phone call home to parents and an In-School-Suspension.

5. Food/Beverage in a Hallway or in a Classroom: Beverages are permitted in the cafeteria only. Under no circumstances are students to take food or beverages, other than water bottles or any other unsealed containers, into the academic classrooms/areas. *Students in the halls with food and/or beverage containers will be subject to disciplinary action.* Unsealed containers shall also be confiscated. (Food in hallways is limited to bagged lunches/sealed containers being brought to lockers.) *Failure to comply will result in a minimum of one teacher detention.*
6. Forgery: Any student who falsely makes or changes a written paper and/or signs someone else's name, including but not limited to that of a parent/guardian or staff member, will be subject to the following disciplinary action:

1st Offense: One-day assignment to ISS

2nd Offense: Three-day assignment to ISS and reentry meeting with parent/guardian

7. General Harassment: The district recognizes that whatever the intent, racial, ethnic, and/or sexual slurs have the capacity of harming both the individual(s) to whom the slurs are addressed and the educational community as a whole. Therefore, all racial, ethnic or sexual slurs are hereby strictly forbidden in school buildings, on school grounds, or at any school-sponsored function. A racial,

ethnic, or sexual slur is defined as any derogatory remark, word, phrase, act, picture or gesture referencing or directed at or to any individual or group(s) which is of a racial, ethnic or sexual nature. Students may file a formal complaint regarding a racial, ethnic, sexual slur, bullying or cyber-bullying with their guidance counselor or the school administration.

The District will investigate the complaint and will endeavor to protect the rights of all parties involved in the complaint.

Students who engage in harassment on school premises, or at off-campus school-sponsored activities, will be subject to appropriate disciplinary action including detention, ISS, OSS, or expulsion. Harassment includes extortion, bullying, stalking, verbal abuse, unwanted physical contact, threatening, intimidation, bullying & cyber-bullying.

8. Inappropriate Behavior After School Hours: Students are not to travel in areas other than those designated. Students should have their rides home arranged before the activity or practice is completed, thus eliminating the need to wait for rides. Students are not to be in classrooms during this time. *Failure to comply may result in teacher detention.*
9. Inappropriate Behavior at School Functions: Any student identified as engaging in behavior that is disruptive, dangerous or detrimental to the Wentworth Elementary School at any athletic, social or cultural event involving representatives of the school, or on any bus identified as transporting Wentworth Elementary School students, may be placed on probation. It shall be within the discretion of the administration to place a student on *probation* for the first offense. Consequences similar to those given for inappropriate behavior within the school day will be applied. *Consequence(s) will include automatic ejection from the event and a minimum of one detention.*
10. Inappropriate Classroom Behavior: Students are expected to conduct themselves in a respectful and compliant manner in the classroom. If a student is not performing in a scholastically and behaviorally accountable manner, disciplinary action will follow.
11. Inappropriate Physical Contact: Striking, hitting, spitting at, or touching another in a way that could cause harm will result in disciplinary consequences including detention, ISS, and/or OSS.

12. Plagiarism: To plagiarize is defined by Webster as "to steal and pass off as one's own work the work of another." Proper documentation of any/all information obtained through investigation and/or research based practices, including but not limited to texts, reference materials, websites, search engines, periodicals, and any other print or electronic information sources is expected and is the responsibility of the student. *Evidence/Proof of plagiarism will earn a student a zero for the assignment and a parent/guardian conversation.*
13. Public Displays of Affection: Overt public displays of romantic touching, holding hands, kissing and/or sexual conduct on school premises or off school premises at school-sponsored activities, will be subject to appropriate discipline:
- 1st Offense: Reminder to students about their inappropriate behavior with written notification/referral to the office.
 - 2nd Offense: Detention
 - 3rd Offense: ISS
14. Radios, Walkman, CD Players, MP3s, Ipods, iPads, Cameras, Cam-Corders, Video Games, Cell Phones, Beepers, Two Way Communication Devices: Electronic devices such as, but not limited to, those listed are not allowed in school nor are they in any way allowed to be displayed in school. All such devices must be put away and out of sight PRIOR to entering the school. School personnel shall confiscate such items. *Failure to comply and/or repeated violations will result in a minimum of one detention.*
15. School Bus Conduct: Students using District transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or are deposited at the stop nearest their home. The school bus driver must operate the bus and monitor the activities of the students on the bus. Therefore, there may be occasions when it is prudent to augment the driver's observation by installing electronic surveillance devices on the bus. The following *Bus Referral Continuum* will be enforced:
- Referral #1*: Verbal warning to student in discussion with administrator, copy of referral sent home.
 - Referral #2*: Phone call to parent/guardian, additional warning, copy of referral sent home.
 - Referral #3*: 5 day removal from the bus and a call to parent/guardian, copy of referral sent home.
 - Referral #4*: 10 day removal from the bus and a call to parent/guardian, copy of referral sent home.
16. Student Smoking: No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on

school grounds maintained by the district, or during any school-sponsored event. Any student caught doing so will be immediately subject to a *minimum of a 2-day assignment to ISS*. Upon the student's second and subsequent violations, he/she will be immediately *suspended Out of School for a minimum of 2 days*. In addition to the above, the police department will be notified.

Students are reminded that, effective January 1, 1998, the N.H. Youth Access to Tobacco Law (Chapter 338) took effect. The law states that no person under the age of 18 shall purchase, attempt to purchase, possess, or use any tobacco product. Violations of this section shall be punishable by a fine not to exceed \$100 for each offense or completion of up to 20 hours of community service for each offense, or both. Where available, consequence may also include participation in an education program.

17. Throwing an Object that Poses a Risk to Another Person: Students who throw rocks, rubber bands, pens/pencils, sticks, coins, food, rubber balls, paperclips, snowballs, or any other objects/projectiles at/toward another person will be subject to disciplinary consequence including detention, ISS and/or OSS.
18. Other Actions, Which in the Administration's Judgment are Contrary to Good Citizenship will be addressed with the student and may result in assignment to detention or other disciplinary consequence.
19. Student Acceptable Use Policy for Technology: Please refer to the full policy sent home with all students and located in the WES office. All students and parents/guardians must sign this contract before using school technology.

I accept the full rights and responsibilities of digital citizenship

1. I behave civilly and respectfully towards people online, just as I treat people courteously face to face.
2. I keep my rights to access the Internet at school by using it responsibly, just as I take care of library books to keep my library card.
3. I don't send my name, address or phone number to anyone online, just as I don't give my personal information to strangers.
4. I do not post or send hurtful or offensive material on the Internet, just as I don't put insulting or hurtful graffiti on the wall of my room.
5. I will not delete or damage digital content that belongs to someone else, just as I will not harm someone physically.
6. I will scan my memory stick for viruses if I use it on a non-school computer, just as I would wash my hands to stay healthy.
7. I will not steal the ideas, work, music or art of someone else, just as I don't want someone to take credit for work I create.

Don't be a victim

The account we give you on the network is really yours. You are responsible for anything that happens when you are logging in, even if you didn't do it.

If you suspect someone has tampered with your account, report it right away.

If you come across online or e-mail content you feel is harmful, insulting, dangerous or inappropriate report it immediately to your teacher or principal.

Consequences of Violations

1. Removal from the computer information system for one week (5 school days). Following an individualized Internet ethics lesson as well as a discussion with the student's parent/guardian.
2. Removal from the computer information system for up to 10 school days. The student will have to achieve a score of 80% on an Internet Ethics test, as well as another discussion with parent/guardian.
3. Any breach of the contract will result in a loss of ALL Internet privileges for 25 school days.

*Infraction of this policy may result in further discipline actions based on the rules outlined in the Wentworth Elementary School Policy. Infractions of an illegal nature will be reported to the local authorities.

Telephone Calls

Cell phones are not permitted in school and may be confiscated by school personnel. In case of illness, the Health Office will make the appropriate call. If extenuating circumstances require calls home, staff will assist the student in placing calls from the front office.

Vacations, Family

Parents/Guardians are requested to schedule family vacations during school vacations. Our school calendar is published in advance so that students and parents/guardians can and should plan accordingly.

Proposed Student Behavior Guidelines

Student Behavior Guidelines

Proposed handbook procedure:

Wentworth Elementary School is committed to developing in children characteristics and behaviors that support their own and other students learning. This work is guided by five principles which are:

1. Caring for one another
2. Respect for one another
3. Trust in one another
4. Responsibility for one another
5. Family - joy and engagement of all families

Discipline Referral System:

The philosophy of freedom with responsibility means that students are to take full responsibility for their own actions. With this philosophy in mind there will be behavioral system such as the "Take Charge" system that will be used on the school campus. "Take Charge" is a classroom behavioral management program designed to teach children self regulation. There are four standards of behavior or rules which follow:

1. Do your work
2. Help others do their work
3. Follow instructions
4. Be polite and courteous

When a child is not following one of standards above they are asked to "Take Charge" and move to the chair designated for reflection. After the child reflects on their behavior and identifies the standard that they were not following they raise their hand. The teacher approaches the child for a brief conference where the student identifies their own behavioral concern, states how the behavior will change and asks to join the learning situation. The system is designed to be low in disruption and emotion, but most importantly a teaching tool for appropriate behavior.

In addition to "Take Charge", three levels of unacceptable behavior have been identified, ranging from minor infractions to more severe. At each level examples of misbehavior are given and examples of consequences are listed.

Level I – consists of minor misbehavior on the part of the student which disrupts orderly classroom procedures or interferes with the operation of the school. Examples include (but are not limited to) minor disruption of school activity, tardiness to class, inappropriate language, disrespect of fellow students.

Consequences for these behaviors may include:

- Student/teacher discussion/conference
- Take Charge – temporary time out in classroom Take Charge chair, temporary removal from class, assignment during break times, social isolation
- After school detention
- Parent/teacher conference
- Repetitive offenses will result in administrative referral

Level II – consists of frequent and/or serious misbehavior which disrupts the learning environment or behavior which threatens person or property. Examples include (but are not limited to) refusal to work, cheating, disrespectful language or action directed at faculty/staff member, hitting, shoving, pushing, slapping, threatening, intimidation, skipping class, minor theft, skipping detention, damage to property of others or school, sexual harassment, and continued offenses from level I.

Consequences for these behaviors may include:

- Administrative referral
- Student/administrator conference
- After school office detention
- Free time office detention
- Written or verbal warning and/or reprimand
- Establishment of a child study team
- Parent contact and/or conference
- In-school suspension

Level III – consists of behavior which poses a direct threat to the safety of others and/or violates law. Examples include (but are not limited to) possession and/or use of tobacco, fighting, truancy, forgery, possession/sale of, or being under the influence of, alcohol or drugs, vandalism, possession of drug paraphernalia, theft, assault, sexual harassment or continued harassment or threats, possession and/or use of matches, fireworks, arson, possession of weapons, and continued offenses from level II.

Consequences for these behaviors may include:

- Administrative referral
- Parent conference
- Establishment of a child study team
- Referral/report to law enforcement or appropriate agency
- Out-of-school suspension
- Recommendation for expulsion
- Contacting the local police department

**Wentworth School Board
Minutes of September 15, 2014
Wentworth Elementary School**

Board Members Present: Bernice Sullivan and Ed Crane

Administration Present: Kyla Welch and Tonia Orlando

Public Present: 6 members of the public (Mark and Trish Parsons, Sarah Cormiea, Melissa Farrell, Ellie Murray, and Kenyon Karl)

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 5:50 p.m.

Mrs. Sullivan made a motion to begin public session at 6:02, seconded by Mr. Crane.

Agenda Review and Disposition:

Ms. Welch reported 2 items to be added to the agenda: Fiscal EOY report and proposal of a running club.

Minutes of August 18, 2014:

Corrections:

Mrs. Murray was listed under board member present. Her name needs to be moved to public present.

Mr. Crane rescinded his nomination for the soccer coach.

Mrs. Sullivan made a motion to accept the school board minutes of August 18, 2014 based on the corrections indicated, seconded by Mr. Crane.

Building Administrator's Report:

Mrs. Orlando reports student enrollment at 58 divided as follows:

Grades K & 1 - 12

Grades 2 & 3 - 12

Grades 4 & 5 - 12

Grade 6 - 10

Grades 7 & 8 - 12

The first PTA meeting was held last week. There were 3 participants with many more interested for the future. The focus right now is fundraising for field trips and seeking out those interested in being room parents.

WES hosted the town voting day and it proved to be a huge success. It was a privilege to meet and welcome all the citizens of Wentworth.

Every morning at 8:00 the students and staff meet in the cafeteria. This is the school's way of building a positive community culture. Mrs. Orlando is impressed with how well the students are articulating what they want in the school. Today a "Mustache Monday Pep Rally" was held to kick off NWEA which begins September 16th. The testing will be split up so Language Arts testing will take place this week and Math and Science testing will be next week. Breaking it up this way prevents the students from having to test for a full day. Laura Donica and Zack Denonour have been instrumental in preparation of the NWEA testing.

WES has received a Title 1 grant making it possible to offer a Homework Club. It is staffed Mondays thru Thursdays from 2:45 p.m. to 4:00 p.m. There is also an after school program at Warren Elementary that runs until 5:30 and includes an enrichment program. WES has one student who started today and will be attending it daily starting today. There is a bus that transports the students to Warren Elementary daily.

Discussion Items:

Mrs. Welch - WES is scheduled to attend the Rumney Elementary school board meeting on Wednesday, September 17th at 6 p.m. WES is first on the agenda to discuss collaboration opportunities.

Warren Elementary has invited WES to attend their school board meeting on October 14th with the same purpose in mind.

Student Handbook - Mrs. Orlando has decided not to make significant changes to the Student Handbook for this year. Mrs. Orlando proposes the following changes:

- Correct the board members and expiration of term.
- Correct letter to Mrs. Orlando's signature.
- Update the staff and their email addresses.
- Update progress report dates
- Add a parent teacher conference for November 12 & 13. The spring parent teacher conferences will take place in March as previous years.
- Update the Standardized testing - The Smarter Balance Test has replaced NECAP.
- Behavior Policy - Levels 1, 2, 3, in school and out of school suspension and RSA will remain unchanged. Mrs. Orlando would like more discussion with the community regarding gross misconduct. She is requesting a philosophy of respect and education for behavior; but also flexibility in consequences.
- Right and Responsibilities on page 17 needs to be reviewed to insure it doesn't contradict with the Google Apps document that was sent out and signed by parents at the beginning of the school year.

Mrs. Sullivan motioned to accept the Student Handbook proposed changes for this year and it was seconded by Mr. Crane.

Mrs. Welch went over the FY14 End of Year report.

Other Business:

Mrs. Orlando requested approval of a Running Club for WES. A parent has volunteered to run the program and as met all administrative requirements (criminal background check, fingerprinting, etc). Approximately 15 students have expressed interest.

Mr Crane made a motion to approve a Running Club, seconded by Mrs. Sullivan.

Open house will be held Thursday, Sept 18th from 6 pm to 7 pm. The PTA and Mrs. Orlando will be hosting a spaghetti dinner before the Open House at 5:00. The charge will be \$5/adult and \$3/child with a maximum charge of \$20/family. All community members are invited.

NHRS - there is an obligation for non-teaching employees who work over a certain amount of hours to be eligible for retirement.

Mrs. Sullivan made a motion to authorize an application to the NHRS to create an account for non-teaching eligible employees. This was seconded by Mr. Crane.

Privilege of the Floor:

A member of the public asked is there will be a winter ski program this year. Mrs .Orlando responded that it will be discussed over the next month. Budget, time away from school, and transportation are all concerns to be researched and discussed. Mrs. Welch and Mrs. Orlando will research if there are funds available. It will be on the agenda for next month's board meeting.

Mrs. Orlando suggested an alternative such as a "One Day Olympics" and also the JET program that is offered at Waterville Ski Resort for a very reasonable charge on weekends.

Consent Items:

Claims and payroll were reviewed.

There was no correspondence.

The meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

LeeAnn Lewis

**Wentworth School Board
Minutes of October 20, 2014
Wentworth Elementary School**

Board Members Present: Kathleen Mack, Bernice Sullivan and Ed Crane
Administration Present: Kyla Welch and Tonia Orlando
Public Present: 6 members of the public

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 5:47 p.m.

Mrs. Mack made a motion to begin public session at 5:56, seconded by Mrs. Sullivan.

Agenda Review and Disposition:

No changes to the agenda.

Minutes of September 15, 2014:

Mrs. Sullivan motioned to accept the minutes. Mr. Crane seconded.

Principal's Report:

The school is getting into a good rhythm in the building.

Soccer season ended with a record of 5 wins - 5 losses. Mrs. Orlando recognized that there has been lots of team growth and team play. A big thank you to Mr. Crane for coaching.

Progress reports were sent home October 10th. The reports for K-3 were changed to show a picture of academic, social and behavior progress. Grades 4-8 progress reports were generated from Web2School along with a narrative written by the teacher to give parents the richest feedback possible of how their child is doing in school.

WES is looking at holding Parent Teacher conferences; however, there were no full or half days built into the calendar which was adopted by the school board to allow for this. WES is planning to schedule something in November to make the staff available for this.

The Wonders Reading Program is being implemented this year and the first cycle has been completed. Thank you to the staff for diving into this huge program and being a leader in the program for the SAU.

The first Safety Committee meeting was held. There was representation from the police department, fire department, Todd Austin from PRHS and Jon Francis, the facilities director. WES has completed 2 fire drills and 1 bus evacuation this year and are creating protocols where needed.

The school has been focused on academic success and building a respectful community. Mrs. Orlando has worked with the students to build perseverance in the students to be successful and independent workers. The students are to demonstrate time management, follow directions, quality of independent work and perseverance. Also, Grades 2-8 are working thru a "zero acceptance for failure" policy. If the students don't demonstrate proficiency in an area then they don't move on until they do so. The teachers and Mrs. Orlando are working to ensure this is accomplished.

PTO has held 2 meetings. The officers are as follows: Erin Pratt-President, Ed Crane - Vice President, Melisa Farrell-Secretary, Jen Kay-Treasurer. The Yankee Candle fundraiser was a huge success. Overall sales was \$4,322 with a profit for the PTO of \$1,600. Thank you to all the parents for the support. They also plan to have a pie sale at Thanksgiving. Upcoming activities: Halloween party and Thanksgiving community meal with a Turkey Trot.

Discussion Items:

1. Restraint Policy - Kyla Welch - Attached to the agenda, in alignment with the new state law a handout has been provided that provides a more defining definition of what a restraint is and the changes to the reporting procedures. This is just the first read and has gone out to all boards. It will be discussed further next month.
2. Budget planning - Kyla Welch - Due to the budget cuts, WES is running very tight this year. Mrs. Welch proposed a transfer of funds between budgetary functions this year so the new building administrator has a better picture of what the actuals are and have a clearly defined area of where funds are coming from. Mrs. Welch recommended a motion to move funds within the general fund 3210 to reflect the attached grid. Mrs. Sullivan motioned to approve the budgetary transfer, Mrs. Mack seconded the motion.
A preliminary look has been done into next year. There have been unanticipated special education needs and the reading specialist time might need to be reevaluated. It looks like there is a need for additional help. Maintenance, custodial support and facilities also need to be reevaluated. Strong curriculums are in place but maintaining them has to be addressed. Supplies limitation has also been a struggle. A possible safety concern is the secretary window being too large. Mrs. Orlando will discuss this with Jon Francis, the facilities director.
4. Warren/Rumney Follow-up - There is a proposal to form a committee to explore ways the 3 schools can work together to save money. The committee would consist of 5 members: 1 school board member, the building administrator/principal, 1 staff member and 2 other parents or concerned citizen. The focus would be combining activities to benefit financially and socially for the students. Laurie Melanson of Warren has suggested combining basketball teams with approval from board. Details still need to be worked out. The 3 principals/building administrators are getting together on 10/21/14 to discuss.
5. Other business - None

Privilege of the Floor:

There was a comment from Francis Muzzey to bring to the attention of the public that back in June this board tried to encumber funds illegally for the 2nd time in less than 2 years. If this happens again in the future there will be no complimentary phone call to the SAU. He stated that the authorities will be notified and there will be no out of court settlement. He will look at the strictest disciplinary action that he can get out of the courts.

Questions from Mr. Muzzey:

Regarding the principal's report on proficiency, what happens to the individual students who are considered proficient the first time. Mrs. Orlando responded that those students will be provided enrichment activities.

Regarding the budgetary transfer made - is it warrant article oriented and not inter warrant article? Mrs. Welch responded "that is correct".

Can the staff get professional development credit for volunteering in the community? Mrs. Welch responded with "absolutely".

Mrs. Sanborn wanted to the board to know how happy they are with Mrs. Orlando and all her hard work. A parent also expressed her gratitude.

Consent Items:

1. Claims and payroll signed by the board
2. Correspondence - none

Mrs. Mack motioned to adjourn at 6:30pm. Mr. Crane seconded.

Respectfully Submitted,

LeeAnn Lewis

**Wentworth School Board
Minutes of November 17, 2014
Wentworth Elementary School**

Board Members Present: Kathleen Mack, Bernice Sullivan and Ed Crane

Administration Present: Kyla Welch and Tonia Orlando

Public Present: 7 members of the public

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 5:48 p.m.

Mrs. Mack made a motion to begin public session at 6:00, seconded by Mrs. Sullivan.

Agenda Review and Disposition:

Mrs. Orlando requested that the 8th grade field trip be removed from the discussion items.

Minutes of October 20, 2014:

Mr. Crane made a motion to accept the minutes, seconded by Mrs. Mack.

Administrator's Report:

The first trimester closed on Nov 14th. Report cards go home Nov 21st. Grades 4-8 have transitioned to Web2School in line with all the schools in the district. Grades K-3 report cards will be the same format as in previous years with academic level added. The positive culture themes are perseverance, gratitude and independence.

Curriculum - WES is continuing the Wonders Reading implementation. There have been weekly meeting to discuss pacing program elements and student assessment data.

A second community meeting was held on Oct 31st and at least 20 parents attended. It was an opportunity to focus on academics and public presentation. Mrs. Orlando commends the 8th graders who presented their written and/or visual work on perseverance.

The K-1 class sang a song about witches for Halloween.

2nd grade presented posters about caring for pets.

Grades 3-5 talked about and presented brochures on National Landmarks.

Grade 6 demonstrated and described how their rockets were made and shot off.

Voting day on November 4th went well. Nice to have residents in the building.

Tomorrow Mrs. Orlando will be meeting with Brendan Hardy, Ethel Gaides, Kyla Welch and Marc Rondeau regarding 1:1 initiative at WES and using Title I money to purchase laptops and moving desktops into $\frac{1}{3}$, $\frac{2}{3}$ classrooms.

Running Club had its last official practice last Friday . More than 15 kids involved. A big thank you to Keri Bassingthwaite.

Basketball collaboration with Warren Village School:

5-8 Girls total 16 (11 from WES, 2 home schooled, 4 WVS)

5-8 boys total 13 (9 from WES and 4 from WVS)

3-4 Co-Ed - 6 from WES and it is held at WVS

Sunday, November 16th the PTO and staff and some students made 50 pies. They will be for sale at the Thanksgiving meal for \$10.00. Thank you to Hannaford for the pie container donation, also to WES staff for money towards pie ingredients. Also to parents for their donations and time.

Thursday, November 20th is the Thanksgiving meal. 100 to 150 are expected to attend. Thank you to Dolly Lewis of Cafe Services for working to make this happen.

December 17th there will be a school wide field trip to Plymouth. Each class will have a different agenda consisting of several activities such as the Senior Center, Boyd Hall, PSU, and PRHS to name a few.

January 14th at 6 p.m. WES will host a Rumney, Warren and Wentworth collaboration discussion.

Mrs. Orlando has been attending the Wentworth Emergency Operations Planning Group meetings with Paul Hatch (Dept of Safety). Per Mr. Hatch, FEMA grants may be available to bring the cost down on generators by 50%. Mrs. Orlando asks the Wentworth School Board to consider adding a warrant article to this year's budget proposal to determine if the town will support the purchase of a generator for the elementary building. Some of the joint benefits of having a generator are:

- The elementary school is considered a town shelter
- To ensure power outages do not cause school cancellations
- To protect technical systems during power outages
- To maintain power for the stored food in the building

Mr. Hatch recommends if a warrant article is written it is a non lapsing article and that the school board work with the Selectman and write a unified warrant article showing a collaboration effort and also submit a formal memorandum of understanding that the school is considered a shelter for the town. Another benefit of it being at the school is we have a facility director that can manage the required maintainance. Jon Francis is researching details of size needed and cost.

Dec 4th will be the next WES Safety committee meeting.

Mrs. Sullivan motioned to accept the Administrator's report. Mrs. Mack seconded. The board approved Tonia to explore the details of acquiring a generator further.

Discussion Items:

1. **8th Grade Field Trip** - removed from agenda
2. **Bring Your Own Device Handout** - Mrs. Welch presented the handout as a "first draft". She explained that it is guidance if students bring their own devices to school and the concerns of acceptable use, how the internet is accessed, security and video recording. A couple districts have passed the policy already. One possible benefit is that it could potentially cut costs for school computers.
3. **Restraint Policy - 2nd Reading** - Mrs. Welch presented the handout. The primary change was to the wording of parent notification from first class mail to certified mail. Mrs. Welch proposed that the board adopt the policy tonight. Mrs. Mack motioned to accept the policy, seconded by Mrs. Sullivan. It will go home to parents immediately.
4. **Budget Draft #1** - Mrs. Welch presented a handout of the preliminary budget and went over the line items along with with the revenue page and the current configuration of classrooms which will not change for next year.

Account lines to take note include:

1100.110 Staffing changes includes an increase in Reading Writing Specialist from .6 to 1

1210.110 Increase of Special Education Aides by .5.

OT, PT and Speech are all IEP driven

2222.610 amd 641 - Requesting increase of \$698 for supplies, books and other printed media for the library.

2620.110 - Custodial - increase hours by 1/day

2620.610 Cleaning supplies increase by \$2,595

2620.622 Increase for electricity of \$1,482

2620.739 Replacement equipment needed - Rich Young is requesting a new floor washer at about \$6,300 and Dolly Lewis requested some kitchen replacements for about \$300.

Mrs. Orlando - Items being considered in long term planning:

Replace rug in entry way

Paving the parking lot

Replace windows in special education room

Two new tables

Casing for art work

Lights in the parking lot
Stove replacement (3-5 years)

Snowplowing - the previous person who snowplowed retired and WES is actively looking for a replacement. Mrs. Orlando has received a couple bids so far.

5. Other Business -

- SAU meetings are coming up. A representative from the school board will need to attend.
- Nomination of basketball coaches: Dalton Scott, Ed Crane, Christine Crane, Keri Bassingthwaite and Sarah Cormiea. Mrs. Mack motioned to accept the nominations. Mrs. Sullivan seconded.
- Mrs. Mack was asked if there would be a good idea to have the moderators voted into a 2 year term. Mrs. Welch will look into if it is on the warrant article is needed.

Privilege of the Floor

Mrs. Murray, the treasurer, stated there is \$39,687.36 in the Capital Reserve fund as of 2013. It is a school building fund. Mrs. Sullivan asked if there is a charter of when this was established that indicates what the intent of the funds is.

Mr. Muzzey asked how many hours a week does the custodian get paid for. Mrs. Orlando responded with 15. If 1 hour a day is added to the budget it doesn't match the requested increase. Mrs. Orlando will recalculate.

Mr. Muzzey requested a change in the proposed budget handout format adding a column to show:

1. Approved budget
2. Actual Expenditures
3. Percent to that Date

Kenyan Karl asked if the Capital Reserve funds can be used for the proposed generator. Mr Muzzey said the funds may only be used on the structure. Mrs. Orlando then asked if it could be used for the Special Education room windows. Mrs. Murray said she will research the charter to find out what the dedicated purpose is.

Mrs. Sanborn suggested that a hand railing is needed on the handicap ramp in the front of the building. Everyone in attendance concurred. Mrs. Orlando will look into that provide a list of long term projects identified.

Mrs. Muzzey asked if teachers were involved in the future class assignments proposal. Mrs. Orlando replied yes. Melisa Farrel asked why grade 7 and 8 would not be split up next year due

to the large size. Mrs. Orlando replied because of the middle school curriculum the pattern forces them to continue to be split so there are no instructional gaps. This is where the increased hours of a Reading Specialist will help.

Mrs. Mack motioned to adjourn at 7:15. Mr. Crane seconded.

Respectfully Submitted,

LeeAnn Lewis

SCHOOL BOARD MEETING 12/16/14

Board Members Present: Kathleen Mack, Bernice Sullivan and Ed Crane (for public session only)

Administration Present: Kyla Welch, Dan Rossner and Tonia Orlando

Teacher's Present: Chris Misavage

Public Present: 4 members of the public

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 6:10 p.m.

Mrs. Mack made a motion to begin public session at 6:14 p.m., seconded by Mrs. Sullivan.

Agenda Review and Disposition:

No changes requested.

Minutes of November 17, 2014:

Mrs. Mack requested a spelling correction of Priviledge to Privilege. Mrs. Mack made a motion to accept the minutes otherwise, Mr. Crane seconded.

Administrator's Report:

Trimester 2 has begun and the Positive Culture theme is "Engagement". At morning meeting the students have been using tools such as spirographs, screwdrivers and wood to demonstrate several forms of engagement.

WES is still in the first year of using the Wonders Reading program and we are seeing growth in classroom assessments. Our Reading and Writing Specialist is providing phonics instruction and intervention at that level and teachers are looking at any gaps to target.

The teachers and staff have reviewed and attempted the Smarter Balance test that will be given to students in January. They found it very challenging.

Mr. Blake and Mrs. Troiano have been collaborating in a Robert Frost poetry unit. At morning meeting 4th and 5th graders recited poetry.

Mrs. Orlando wants to recognize Mr. Misavage for his support and willingness to take charge and handle behavioral issues when she is out of the building. Also, kudos to Heather Clark for organizing the craft fair that benefited the student council and 8th grade class.

CPR training was done at WES on Dec 10th. Seven WES staff members attended and three from other schools. Thank you to Mr. McDonough for performing the training.

The Thanksgiving Community Meal and Turkey Trot was a success! Over 35 students run in the Turkey Trot and 145 were served for lunch. Thank you to Keri Bassingthwaite and Dolly Lewis in the kitchen for making this happen.

Parent/Teacher Conferences were held December 3rd and 4th. We had a delayed opening due to weather on the 3rd but were able to rescheduled all the conferences. Twenty-three parents scheduled conferences. This was a great opportunity to communicate about strengths and weaknesses.

Technology - Desktops have been moved from the middle school to the Grade 4-5 classroom and one to the 2-3 classroom. This will help increase access.

The basketball collaboration with Warren Village school is working out well. We had our first home game last week against Campton with a huge turnout. The girls lost 19-29 and the boys lost 23-52. Even with the tough night, the students demonstrated positive behavior and sportsmanship .

The PTO held a pie sale before Thanksgiving and sold out of the 50 pies made. Many people contributed to the effort. The PTO will be sponsoring a "Breakfast with Santa" on Sunday, Dec 21st from 8-10.

Safety Committee - there was a meeting held on Dec 4th. Jon Francis, Kevin Kay, Jeff Ames, Pete Santom, Phoebe Sanborn, Christine Crane, LeeAnn Lewis and and Tonia Orlando attended. Emergency plans and the proposed generator purchase were discussed.

Upcoming events:

December 17th - All school field trip. K/1 will visit the post office, bank and library. Grades 2-3 will visit the Senior Center to read and enjoy caroling. Grades 4-6 will be at the Adventure Education building at PSU. Grades 7 & 8 will visit the high school for a tour and talk with Mr. Ference and Mr. Sanborn.

December 17th - Staff training on trauma, PTSD and classroom strategies. January 14th at 6 p.m. - First RWW collaboration meeting at WES. It will be a public meeting so anyone can attend. Mrs. Sullivan asked if Mrs. Orlando is willing to be the Chairperson at the meeting. Mrs. Orlando agreed if it turns out to be necessary.
January 26th - Winter Concert - the theme will be "Frost".

Discussion Items:

1. **Budget - Draft #2** - Please see the handout. Mrs. Welch did not go line by line like at last board meeting. She just pointed out that on page 9, line 258, custodian salaries includes summer work.

Mr. Rossner briefed about the retirement system. There is required enrollment for non-teaching employee who work greater than 35 hours. Mr. Rossner recommended the board to consider motion to increase the base rate for the participating non-teaching employees by 7% to offset the reduction of their pay. Mrs. Sullivan made a motion verbatim, seconded by Mr. Crane. This will be reflected on the next budget draft. These are the only changes on this draft.

Mrs. Welch put together a draft warrant to change the term of the school board moderator to 2 years. Mr. Rossner explained that to change the term, it should be put on a warrant this year and if that article passes, the person elected this year will still be a 1 year term and the person elected next year (a year from this spring) will serve for the new term length proposed.

Mrs. Welch asked Mr. Rosser for clarification and funds options for building improvements so there is more direction for next month and a capital improvement timeline can be developed. Mr. Rossner explained that according to the annual minutes, he determined that the School Board Capital Reserve fund was established in 1988 for a specific purpose and titled a School Building Capital Reserve Fund. In 1995, RSA 351C amended it to remove the specific purpose so it can be used for building maintenance and operation. As of the end of last fiscal year the balance was just over \$39,000. Mr. Rossner stated a warrant article may be put on it for repairs and maintenance improvements to the building and be explicitly paid for from that fund.

Mrs. Mack asked when money was put into the fund last. Mr. Rossner identified that \$10,000 was added in March 2007 and \$10,000 was added in March of 2008.

Mrs. Welch stated that Mr. Jon Francis will continue to get more bids and information about the generator, windows and the railing and it will be presented in January.

2. Bring Your Own Device Policy - 2nd reading :

Mr. Crane stated that he feels devices use should not be permitted on the buses. Mrs. Orlando explained that it is current practice that devices are permitted and used on the buses. Members of the public (parents) were asked their opinion. They stated that the students use devices already don't think this policy will change current activity on the buses. Mr. Crane is concerned with misuse of devices. Mrs. Welch explained that is the reason for the policy and that parents/students will go over it and sign that they accept the responsibility. It was determined that if a problem is identified by individual students, Mrs. Orlando will address it as with any bus disciplinary action. Mr. Crane also stated that he is opposed to audio and/or video applications being allowed in the classroom and buses and stated that teachers do not have the time to monitor use 100% of the time. Mrs. Orlando stated it is a right, but also a responsibility and that this policy gives teachers the right to monitor the device for misuse when suspected. It's an opportunity to teach rights and responsibilities in a digital world.

Mrs. Sullivan motioned to adopt the "Bring Your Own Device" Policy. Mrs. Mack seconded. Mr Crane rejected it. He is concerned with liability.

3. Future Meeting Date:

The January School Board meeting date needs to be determined. Mrs. Welch recommended January 12 or 26th. She prefers January 12th so there is more time before the Budget Hearing. She proposed the Budget Hearing to be held on February 5th or 10th. The board agreed to the following:

January 12 - School board Meeting

February 5 - School board meeting and budget hearing. (There will be no February 16th School Board meeting).

March 7th - Budget is voted

March 10th - Town voting from 8:00 a.m. to 7 p.m. (School will be in session that day). The town meeting will start at 7 p.m.

4. Other Business:

No other business.

Privilege of the Floor:

Mr. Muzzey asked about the budget draft, page 9, line 258, 1,687 increase. Mrs. Welch explained it consists of \$1,000 for additional summer work and 1 hour added per week for the entire year.

Mr. Muzzey asked what was the original purpose of the Capital Reserve fund. Mr. Crane replied that it is irrelevant because RSA 351C warrant article removed the mandate. It must be used for the building and the balance in the fund has remained. Mr. Rossner added that it must be voted on by the legislative body to be withdrawn.

Mr Muzzey stated the approximate worth of the town is \$94 million. Last October the Selectman took \$250,000 and this will increase the tax by \$2.50 and in addition the board is planning to ask for \$2.00 more with the proposed budget. That is a total increase of \$4.50 this year. He emphasized "Why hasn't the Board asked the question - how can the budget be reduced?"

Consent Items:

1. **Claims and Payroll - reviewed**
2. **Correspondence - reviewed**

Mrs. Mack made a motion to close the public session at 7:17 p.m., seconded by Mr Crane. All were in favor.

No further actions.

Respectfully submitted,

LeeAnn Lewis

**Wentworth Elementary
School Board Meeting
1/12/15**

Board Members Present: Kathleen Mack, Bernice Sullivan and Ed Crane

Administration Present: Kyla Welch, Dan Rossner and Tonia Orlando

Public Present: 4 members

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 5:55 p.m.

Mrs. Sullivan made a motion to begin public session at 6:00, seconded by Mrs. Mack. All were in favor.

Agenda Review and Disposition:

Addition to the Agenda under Other Business: Capital Asset Records Retention Policy

Minutes of December Dec 15th, 2014:

Mrs. Mack made a motion to accept the minutes. Mr. Crane seconded. All were in favor.

Administrator's Report:

The student enrollment is currently 62 with the following breakdown: K-1 has 13, grades 2-3 have 13, grades 4-5 have 12, grade 6 has 11, and grades 7-8 have 13.

The current school theme is "Curiosity". The teachers are collecting information from the students of their curiosities and then incorporating those ideas into the curriculum. This is an effort to build students voice and choice into the school.

The staff are collecting data points on NWEA, Wonders Reading, and Wonders Spelling data. This will help identify student's strengths and weaknesses.

Emergency Management planning is underway. A lockdown drill has been done, an internal safety meeting and a generator meeting.

The field trip in December was successful. A special thank you to PRHS, Pease Library, the Senior Center, and PSU Outdoor Adventures.

Technology - a grant has been received for new laptops that will be used for grades 4 and 5. A big thank you to Dr. Ethel Gaides for making this happen.

The basketball teams are working hard on sportsmanship and appropriate behavior. The collaboration with the Warren basketball players is going well.

PTO - Breakfast with Santa went well with approximately 12-13 families attending. It was awesome to see at least 3 preschoolers who will be enrolling at WES next year.

Safety Committee - The Plymouth Police Department toured the school along with Chief Kay and Mrs. Orlando and identified a couple safety concerns. Those items are currently being explored.

Upcoming events:

1/14 @ 6:00 - Rumney/Wentworth/Warren collaborative meeting

2/2 @ 6:00 - Winter Concert

The week before February break there will be a Winter Carnival, the date is TBD.

After February break "Project Periods" will be implemented two afternoons per week and they will incorporate the "Curiosity" theme.

Congratulations to four of the 6th graders who received 100% in the Wonders Program!

Discussion Items:

1. **Budget #3** - (See attachment).

Mrs. Welch gave an overview of the proposed budget, but pointed out that it includes support staff, secretary and aides increase due to the mandatory participation in the

state retirement system. This is to balance out the deduction, so that there is not a reduction in take home pay.

Chief Kay asked if a Winter Program was included in the budget. Mrs. Welch answered that it is not. Mrs. Sullivan stated it's not in the budget because the budget has been increased in other areas already. Chief Kay asked if there was an estimate of what the cost would be. Mrs. Orlando estimated transportation cost alone would be around \$350 each trip. Mr. Crane stated there must be 100% participation if approved and where would the money come from for those families that can't pay. Mrs. Welch and Mrs. Orlando suggested that there should be alternative activities offered other than just skiing. Mrs. Welch suggested that an estimate be calculated of the possible cost and be presented at the budget hearing. Mrs. Sullivan suggested it be discussed at the RWW meeting also.

Mr. Muzzey stated Warrant Article 4 is the sum of 1.4 million dollars. Article 5 & 6 will add another \$63,000. Mr. Rossner explained that the 11 page document reflects the operation budget and matches Article 4. Mr. Rossner continued to go over the drafted Articles. Article 5 would come out of the School Building Capital Reserve and that it is contingent upon grant approval. Article 6 would also come out of the School Building Capital Reserve. The \$7,630 in Article 6 would pay for the outside railing, replace the egress windows, the secretary window, and the fencing around the generator.

Jon Francis - There are two items that he is requesting to be added to the operating budget that would not qualify for funding from the School Building Capital Reserve. He requests \$1,000 for start up fuel (diesel) for the generator and \$3,000 for contingencies during installation of the generator. If Article 5 is voted in and the grant is approved, the installation could take place this summer. Mrs. Sullivan asked about maintenance and fuel usage. Mr. Francis stated weekly tests would be done and full cycle tests done once a month. If there are no outage events, fuel usage is minimal. The generator is designed to run the entire building. In event of an outage it would automatically turn on with a 7 second delay. The delay is to make sure there is not just a power glitch.

Mrs. Mack asked what happens if the Town votes it in but the FEMA /state grant funding is gone. Mr. Rossner stated the money will remain and it will have to be voted in again next year. She also suggested a formal letter be written to Kevin Patton, next door to WES, to inform him of the intention. Mr. Orlando said she already spoke to him and a letter can be written.

2. Other Business:

Memorandum of Understanding (see attachment) - Dan Rossner reviewed the MOU between the Town of Wentworth and WES. The possibility of grant funding may be available because the Town is in need of a shelter. Mr. Rossner pointed out that if the Town agrees that there is a need for a shelter-in-place for the Town, it must also agree to the responsibility of the cost explained in paragraph IV bullet 3.

Mr. Francis addressed bullet 4 of paragraph IV regarding training. He recommends only one organization be responsible for the operation of the generator to avoid conflict. Mr. Rossner recommended the Town should be trained - all agreed. Mr. Young, WES custodian, should have a working knowledge and that he can be utilized thru either the School or Town Emergency Management. Chief Kay stated the Town of Wentworth Emergency Management is currently being revamped.

Mrs. Sullivan is concerned with the Town of Wentworth complying with the municipal responsibility in paragraph IV, bullet 3 and that the MOU should have stronger language to emphasize their responsibility. Mrs. Sullivan requested that paragraph IV, bullet 3 wording be changed to: Comply with municipal fiscal responsibilities as may occur when the Town utilizes the School Facilities and Generator system as a designated Town Shelter. All agreed.

Mrs. Sullivan motioned to execute the MOU as amended. Mrs. Mack seconded the motion. All were in favor.

Mrs. Sullivan expressed concern about the \$3000 contingency (for trenching) proposed by Jon Francis to be added to the Operating Budget. Chief Kay made the suggestion to cut it 50% to compromise.

Mrs. Sullivan motioned to approve \$1000 for initial fuel cost for the generator and \$1500 for any contingencies during installation. It was not seconded. Mrs. Sullivan rescinded.

Mrs. Mack motioned to approve \$1000 for initial fuel cost for the generator and \$3,000 for contingencies. Mr. Crane seconded. All were in favor

Chief Kay commented on Article 6 - he proposed an addition to include tinted window film installed on the front and side windows of the school building. This should qualify to come out of the School Building Capital Reserve account, not the operating budget. All agreed. Mrs. Sullivan suggested holding off on signing Warrant Article 6 until an estimate is received.

Privilege of the Floor:

Francis Muzzey asked if the School Building Capital Reserve will cover the fencing around the proposed generator. Mr. Rossner replied yes.

Mr. Muzzey commented that Warrant Articles 4-6 do not match the 11 page Operating Budget (Draft #3). Mr. Rossner explained that Warrant Article 4 matches the 11 page Operating Budget. Warrant Article 5 and 6 are separate and would come out of the School Building Capital Reserve.

Chief Kay asked to have a recap of the major changes of next year's proposed budget and that was explained by Mrs. Welch. It includes the addition of .5 staffing for special ed, teacher pay increase, retirement increase, custodian increase of 1 hour/week, a floor washer and special education costs.

Consent Items:

1. **Claims and Payroll** - Done
2. **Correspondence** - None

Mrs. Sullivan motioned to close the public session at 7:12, seconded by Mrs. Mack. All were in favor.

The board went into nonpublic session for a few minutes following the public session.

There were no further actions.

Respectfully submitted,

LeeAnn Lewis

**Wentworth Elementary School
School Board Meeting
2/5/2015**

Board Members Present: Kathleen Mack, Bernice Sullivan and Ed Crane

Administration Present: Kyla Welch, Dan Rossner and Tonia Orlando

Public Present: 11 members

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 5:50 p.m.

Kathleen Mack made a motion to begin public session at 5:55, seconded by Bernice Sullivan. All were in favor.

Agenda Review and Disposition:

No changes

Minutes of January 12, 2015:

Under Privilege of the Floor: Correct paragraph 3, sentence 2 from "the addition of .5 staffing for special education" to "increase staffing for Special Education from .5 to 1".

Mr. Crane made a motion to accept the minutes as amended. Mrs. Mack seconded. All were in favor.

Administrator's Report:

The student population is at 62.

The theme of "Curiosity" is continuing. The students have responded with very interesting questions (How is concrete made? How do you saddle a horse?)

Kudos to Grace Comeau for her incredible work ethic and taking on extremely challenging work, Karmindy Ingle for her growth in reading and writing, and Codin Laauwe for blossoming into an independent young man.

Kudos to LeeAnn Lewis as the secretary for always greeting everyone with a smile and willing to take on challenges. Kudos to Richard Young as the custodian for moving all the tack boards in the hall, preparing for basketball games, and everything else he does.

Some staff members received more trauma training from Stephen Noyes last month. The grant funded laptops have been received and are up and running in the Grades 4-5 classroom.

Thank you to the basketball coaches: Christine Crane, Keri Bassingthwaite, Ed Crane, and Dalton Scott.

The PTO is selling WES T-shirts and sweatshirts. The deadline to order is February 9th.

The 2nd RWW collaboration meeting is scheduled for February 12th at Warren Village School.

Some research has been done regarding having a Winter Program. Last year the cost was just under \$5,000. Mr. Crane stated that if this program is funded by the school there must be 100% participation. Last year there was approximately 2/3 participation. The only activity offered was skiing. Mr. Crane is more concerned with financing academics rather than the Winter Program.

Mrs. Orlando asked the School Board for guidance with the RWW collaboration and how it should move forward. Mrs. Mack stated she is not in favor of combining schools. She is in favor of collaborating with extracurricular activities, field trips, etc. Mrs. Sullivan agreed that the focus is not to combine schools.

Mrs. Sullivan motioned to accept the Administrator's Report, seconded by Mrs. Mack.

Discussion Items:

Budget Hearing Review:

Mrs. Welch presented a slide show summarizing the proposed budget.

Reductions include:

OT/PT services reduced \$4,148
Principal's office reduced \$19,827
Health Insurance reduced \$43,018
Building Improvements reduced \$39,284

Increases include:

Instruction increased \$87,003 (includes the addition of .5 Reading Specialist)
Special Education increased \$59,358 (includes the addition of .5 Special Education Teacher, Out of District, Behavior Specialist, increase in Aide salaries, and Extended School Year)
Psychological Services increased \$5,937 - Per IEP
Building Operations increased \$24,815 (Includes additional custodian time, technology support, new floor washer)
Transportation increased by \$31,125 (includes Special Ed transportation and field trips)
It was noted that the staff at WES has done a phenomenal job, but it's a constant struggle to meet all the needs.

Recent Budget History:

2013-14 = \$1,478,601

2014-15 = \$1,319,338

2015-16 = \$1,435,675 (note that it is still below the budget from 2013-14)

Mrs. Welch went over the FY 15-16 Revenue Data found on the last page of the Budget Draft #4:

Return to town to offset taxes = .00

State Sources:

Adequate Education Grant = \$356,374

Building Aid = \$7,922

Medicaid Reimbursement = \$15,000

National Forest Reserve = \$2,357

Earnings on Investments = \$50

IDEA Reimbursement = .00

Federal Fund Revenues Title 1 and Title IIA = \$15,000

Food Service Revenue = \$57,000

Total estimated revenue is \$453,703.

Mrs. Welch then went over the 7 Warrant Articles and explained each one:

Article 1: This article asks the voters to elect the School District Officers for the terms authorized. The two year term is for a position that was resigned. A board appointee served between the resignation and this election, the first opportunity to elect someone for the position previously resigned

Article 2: This article asked the voters to accept for the historical record, the reports contained within the school portion of the Town Report.

Article 3: This article asks the voters to choose whether or not they favor changing the term of the School District Moderator from one year to three years, beginning with the term of the Moderator to be elected at next year's (March, 2016) regular school district meeting. The Moderator elected in Article 1 would serve a one year term.

Article 4: This article asks the voters to approve the installation of an emergency generator system for the school building. This sum to come from a Homeland Security grant in the amount of \$29,245 and the remaining \$29,425 to come from the School Building Capital Reserve fund created for this purpose. This article is contingent on the school district receiving the anticipated grant. This article is non-lapsing until June 30th, 2017. No new taxes would be raised for this project. Mrs. Orlando drafted a "Memorandum of Understanding" and it was signed by the Wentworth Board of Selectman and the School Board agreeing to the responsibilities of both parties.

Article 5: This article asks the voters to approve \$7,630 to be withdrawn from the School Building Capital Reserve Fund for building improvements to the school facility. No new taxes would be raised for this project.

Article 6: To see if the School District will vote to raise and appropriate the sum of \$1,435,675 for the support of schools, for the payment of salaries for the school district officials, employees and agents and for the payment of statutory obligations of the District. This amount does not include any amount contained in any other warrant article.

Capital Asset Records Retention Policy:

Mr. Crane made a motion to accept the policy. Mrs. Mack seconded. All were in favor.

Privilege of the Floor:

Discussion ensued on the Budget Proposal and Winter Program. It was suggested that research be done at both Loon and Waterville Valley because they offer several activities other than skiing.

Consent Items:

1. **Claims and Payroll** - Done
2. **Correspondence** - None

The meeting adjourned at 7:15 p.m.

There were no further actions.

Respectfully submitted,

LeeAnn Lewis

**Wentworth Elementary School
School Board Meeting
3/16/2015**

Board Members Present: Kathleen Mack, Kevin Kay and Melisa Farrell

Administration Present: Kyla Welch and Tonia Orlando

Public Present: 4 members of the public

The board went into nonpublic session at 5:15 p.m.

The board came out of nonpublic session at 6:00 p.m.

Kyla Welch opened the meeting at 6:04 p.m.

Melisa Farrell made a motion to elect Kathleen Mack as chairperson. It was seconded by Kevin Kay. All were in favor.

Agenda Review and Disposition:

Kathleen Mack requested to add School Board meeting time to Other Business.

Minutes of February 5, 2015:

Kathleen Mack made a motion to accept the minutes, seconded by Melisa Farrell. All were in favor.

Administrator's Report:

Welcome Spring!!!!

The student population is at 64 distributed as follows:

K&1 = 13

2&3 = 15

4&5 = 12

6 = 11

7&8 = 13

Trimester 2 has finished. Report cards went home last Friday. The report cards and progress reports that are sent home are used as a vehicle for communication to parents and for setting goals for the students.

WES was awarded the CLiF's Year of the Book grant for 2015-16 worth \$25,000. This will allow every student approximately 10 books in their home, enable WES to have visiting authors, book fairs and professional development. A big thank you to Dr. Ethel Gaides for spearheading this project and Nancy Masterson (from the town library), Kathleen Smith, Sarah Cormiea, and Tristan Blake for contributing to the grant proposal.

WES continues to build a positive culture. An all school morning meeting kicks off every day giving the opportunity to touch base with the students and go over what they can expect throughout the day. Activities have included "Pi" day, Language Arts jeopardy and dancing the "Macarena".

Curriculum:

Continuing to pace for Wonders Readings and meeting all benchmarks.
Preparing for Smarter Balanced State Assessment that starts next week.
Chris Misavage and Rachel Troiano will be attending a Math in Focus training 3/31-4/1.
Student recognition: Congratulations to Ben Parsons and Cassandra Gordon for participating in the Lakes Region Music Festival. Mrs. Orlando commends Hallie Wheeler for her stellar academic progress in the reading program.
Staff recognition: Kathleen Smith has been moved to target instruction in Sarah Cormiea's 2nd grade class. Kudos to the Special Education Paraprofessionals for the dedication and flexibility.

Recent events:

There was a wonderful turnout from parents for the March 7th school voting.
Town voting on March 10th went smoothly.
Brendan Hardy, our tech person, has been in the building to assist with SBAC readiness, Laptop connectivity and general hardware needs.
Dan Rossner and Jon Francis submitted the grant for the generator.
Softball and Baseball will be offered at Russell Elementary School. Eight students are interested as of now.

A parent has volunteered to head up a "Gardening Club" once a week. Kathleen Mack commented that she would love to help out.
PTO has been fantastic in rounding up parent's support for school voting. They recently sold Tshirts/sweatshirts as a fundraiser and for school spirit. They have also asked teachers for a "wishlist" of field trips.
3/18 Cultural Arts Night at PRHS
3/25 Spring Picture Day
3/27 Half day of school, Parent-Teacher conferences in the afternoon, and a Penny Social at 5:30 that is being organized by Heather Clark.
4/8 CLiF Grant Ceremony
6/12 - Last day of school - expected to be a half day

Discussion Items:

1. **2015-2016 Calendar** - Mrs. Welch distributed the proposed calendar and there was a discussion. It was determined that the Teacher Work Day scheduled for January 26 be moved to February 8th. This is the primary election day and all agreed it would be beneficial for the students to have that day off due to the heavy traffic that is anticipated to come into the school to vote.

Kathleen Mack made a motion to accept the calendar as amended. Melisa Farrell seconded. All were in favor.

2. Other Business:

Kathleen Mack requested the meeting time of the School Board be changed. There was a discussion.

Kathleen Mack made a motion to change the start time of the School Board Non-Public Session to 5:00 p.m. and the start time of the Public Session to 5:30 p.m. for all future meetings. Kevin Kay seconded it. All were in favor.

Kathleen Mack made a motion to seal Non-Public Session minutes until 4/16. Kevin Kay seconded.

Privilege of the Floor:

Melisa Farrell - The PTO had a meeting regarding financing the school sign and wood chips for the playground. It was decided that they will not be able to finance both field trips and these projects. It was determined that the playground wood chips are sufficient and can be "fluffed" over the summer. The PTO will relook at purchasing a new sign next year.

Kyla Welch - States the importance of being mindful of contractual obligations. Due to unexpected special education costs the budget allowance will be cut very close. The auditor's letter has been received and there were no issues.

Kathleen Mack - LeeAnn and Tonia should contact the Town of Wentworth about the School Board meeting time changing. The agenda needs to be posted at the Town Office and Post Office.

Francis Muzzey commented on the following:

1. What were the unexpected expenses this year -> Special Education
2. WES should consider having the students involved in the 250th Town Celebration in 2016
3. Will the \$25,000 grant free up money raised? Mrs. Orlando replied that schools don't fund the projects this grant will provide.

4. Teacher's contracts go up for renegotiation in 2016. Negotiation process starts in September.
5. Did teachers have input on the proposed calendar? Teacher's should have maximum input on day to day affairs. Mrs. Orlando replied yes.

Consent Items:

1. **Claims and Payroll** - Done
2. **Correspondence** - None

The meeting adjourned at 7:00 p.m.

There were no further actions.

Respectfully submitted,

LeeAnn Lewis

**Wentworth Elementary School
School Board Meeting
4/20/2015**

Board Members Present: Kevin Kay and Melisa Farrell

Administration Present: Kyla Welch, Dan Rossner, and Tonia Orlando

Public Present: Phoebe Sanborn and Sarah Cormiea

The board went into nonpublic session at 5:00 p.m.

The board came out of nonpublic session at 5:25 p.m.

Kevin Kay made a motion to begin public session at 5:30, seconded by Melisa Farrell.

Kyla Welch recommended the approval of Laura Donica's resignation effective at the end of the school year.

Kevin Kay made a motion to approve the resignation. It was seconded by Melisa Farrell.

Agenda Review and Disposition:

No items

Minutes of March 16, 2015:

Melisa Farrell made a motion to accept the minutes, seconded by Kevin Kay.

Administrator's Report:

The school board agenda for today was posted at the Town Hall and on the WES website.

Mail delivery has been explored. If mail is delivered to the school it would arrive too late in the day. It was determined that keeping the PO Box is more practical for this reason.

Current Student population is at 64.

Estimated population for next year is as follows:

Kindergarten - 6 confirmed

1st grade - 5

2nd grade - 8

3rd grade - 4

4th grade - 10

5th grade - 5

6th grade - 6 (1 may be relocating)

7th grade - 10

8th grade - 5

Total = 59

The current positive culture theme is "Empathy". The students have been reading the book The Tale of Two Beasts and also working on understanding empathy and practicing it.

This is the last full week of Smarter Balanced testing. The students have exhibited great effort and perseverance. The results come out in June. Thank you to all the teachers and staff for their flexibility during testing.

Kudos to the following students:

- Wylee Morrison for her exemplary writing
- 1st graders for earning 100% on all their spelling tests
- Colton Chierichetti on becoming a very diligent student

Safety: A fire drill was held last week and many more are planned before the end of the school year.

Sports: WES is collaborating with RES in baseball and softball. WES has 4 baseball players and 7 softball players.

PTO: With money raised they are able to fund the upcoming field trips.

Recent happenings:

March 18 was Cultural Arts exhibition at PRHS - this was a wonderful event, Mrs. Orlando sent a thank you to the high school staff.

March 25 was Spring Pictures - we encourage parents to send in their payments or return unwanted pictures as soon as possible.

April 2 was the Warren-Wentworth-Rumney collaborative meeting. It was decided that meetings will be held 3 times per year with 1 additional meeting for the principals only.

Apr 10 WES held a well deserved "Fun Friday" afternoon. It has been suggested that a "Fun Friday" afternoon will be held every 2 weeks. This Friday we will do Earth Day activities.

Upcoming events:

April 24 - Progress reports go home

April 27 - May 1 is Spring Break

Week of May 5 - NECAP testing for 3rd and 8th graders

Week of May 11 - NWEA testing for grades 1-8. This was requested by the teachers to evaluate progress.

May 18 - Prescreening for Kindergarten

May 18 at 6:00 - Spring Concert

May 18 - School Board meeting

Mrs. Orlando proposed a time change for next month's meeting so it doesn't overlap with the Spring Concert.

Mrs. Welch suggested for the **May 18 School Board Meeting**

4:00 Nonpublic Session

4:15 Public Session.

All agreed

May 19 - Wilson Phonics Professional Development training held at WES

May 27 - Field trip for Grades 5-8 to Mt Washington COG Railway

June 1 - Field for Grades K-4 to the seacoast

June 3 - 8th grade field trip to Boston

June 10 - All school BBQ, awards ceremony and 8th grade graduation

June 15 - Last day of school (as of last count)

Discussion Items:

1. Budget Discussion 2015/2016:

Since additional money has been voted in Dan Rossner, Jon Francis, Kyla Welch and Tonia Orlando have been meeting to discuss possibilities.

Mrs. Welch asked the Board for approval of the following changes:

- Music increased from .2 to .4 (add band class back)
- Guidance increased from .4 to .6
- Add a Library Aid - 1 day per week - same pay as a Para Professional

Kevin Kay asked about adding more Technology days. Mrs. Welch and Mrs. Orlando do not recommend this but allow for more Professional Training for integrated technology. With the new "Bring Your Own Device" policy it will give teachers more opportunity to use technology in the classrooms. Also, more computers have been purchased. There will be an effort to provide Professional Development for staff to integrate technology in all classes.

Kevin Kay made a motion to accept Mrs. Welch's recommendation to advertise for the proposed positions. Melisa Farrell seconded.

Mrs. Welch also stated that with the additional money voted in, a Winter Program can be funded, or partially funded. There was a discussion of the options that can be explored such as Waterville, Loon, and PSU ice arena. All students are required to participate. It was suggested that it is important to offer a variety of activities.

Mrs. Welch asked the board to approve some facilities and technology maintenance that had been delayed due to the budget cuts for this year.

Melisa Farrell made a motion to approve the maintenance. Kevin Kay seconded.

2. Other Business

No items discussed

Privilege of the Floor

There was a question about the communications line item in the budget. Mr. Rossner confirmed it was for telephones and internet connection. There were no other items discussed

Consent Items:

- 1. Claims and Payroll - Done**
- 2. Correspondence - None**

The meeting adjourned at 6:05 p.m.

There were no further actions.

Respectfully submitted,

LeeAnn Lewis

**Wentworth Elementary School
School Board Meeting
5/18/2015**

Board Members Present: Kathleen Mack, Kevin Kay and Melisa Farrell

Administration Present: Kyla Welch and Tonia Orlando

Teachers Present: Phoebe Sanborn, Sarah Cormiea, Rachel Troiano, Chris Misavage, and Tristan Blake

Public Present: 3 members

The board went into nonpublic session at 4:00 p.m.

The board came out of nonpublic session at 4:25 p.m.

Kathleen Mack made a motion to begin public session at 4:30, seconded by Melisa Farrell.

Agenda Review and Disposition:

Kevin Kay requested to hear the Teacher Evaluation Plan presentation right after the Administrator's report. All agreed.

Minutes of April 20, 2015:

Correction needed to page 4, Upcoming Events - After recounting the school days attended, it has been determined that the last day of school is June 12 (full day).

Melisa Farrell made a motion to accept the minutes, seconded by Kevin Kay. All agreed.

Administrator's Report:

Current enrollment is now 63.

Estimated enrollment for next year is as follows:

Kindergarten - 6 confirmed

1st grade - 5

2nd grade - 8

3rd grade - 4

4th grade - 9

5th grade - 4

6th grade - 5

7th grade - 10

8th grade - 5

Total = 56 projected at this time.

The 6th grade will still be a stand alone class for various reasons of the curriculum schedule. Some 7th graders may be pulled to join the 6th grade for certain curriculum depending on skill level.

The current theme is Optimism and Zest and learning the benefit of this kind of attitude.

Curriculum: The Language Arts Wonders implementation has been tremendous. Mrs. Orlando commends the teachers for all their hard work in this area.

Student shoutouts:

Garin Balch - he has shown huge growth on the NWEA. His confidence level has increased drastically.

Cassandra Feraco - NWEA scores are off the chart! Great job!

_____ - positive influence

Kudos: Mrs. Orlando acknowledged what a successful year it has been and it's because of all the faculty and staff's efforts.

Safety: A fire drill was held last Thursday with assistance from Chief Ames. Everyone evacuated the building within 3 minutes.

Sports: Softball and baseball continues at Rumney. There are 5 softball players and 4 baseball players. The softball team has 30 girls. Next year a different arrangement and more adult help is suggested.

PTO: A huge thank you to the PTO during Teacher Appreciation Week. They brought an enormous spread of food everyday for the staff and decorated the classroom doors.

Facilities: There has been lots of technology and facility maintenance done over the last few weeks.

Recent happenings:

Week of May 5 was NECAP testing for 3rd and 8th graders.

May 11 - NWEA testing started for grades 1-8. This will be ongoing for a couple weeks.

May 13 - K-1 went on a field trip to the Webster Memorial Library.

May 15 - Palmer Koelb and Doug Willett attended the morning meeting and presented a plaque in honor of Ash Ames who taught tennis to students in Wentworth for many years.

May 18 - Prescreening for Kindergarten - 5 upcoming Kindergarteners attended.

Upcoming events:

May 19 - Wilson Phonics Professional Development training held at WES

May 21 - TIGER of PSU will be at WES for Anti-Bullying presentation/workshop

May 27 - Field trip for Grades 5-8 to Mt Washington Cog Railway

June 1 - Field trip for Grades K-4 to the Seacoast Science Center

June 3 - 8th Grade field trip to Boston

June 10 - All school BBQ, Student Recognition Ceremony and 8th Grade Graduation

June 12 - Last full day of school

Discussion Items:

Other Business: Teacher Effectiveness Plan (Draft)

Mrs. Welch made an introduction of the Teacher Effectiveness Plan and provided a handout of the WES specific draft. In order for NHDOE to fulfill the requirements for the flexibility waiver granted for the "No Child Left Behind" each district must develop an accountability model for teacher evaluations. The model must include:

- who will be evaluated
- when the evaluation are expected to take place
- what will be evaluated
- will the evaluation be formative and/or summative

Rachel Troiano explained the teacher evaluation process will include pre-conference, classroom observation, evaluation, and post-conference. The focus will be on strengths and weaknesses and exploring ways to grow.

The rubric on page 10 has four domains: Planning and Preparation, The Classroom Environment, Instruction, and Professional Responsibilities. The rubric has four grades: Ineffective, Needs Improvement/Developing, Effective, and Highly Effective.

At the beginning of the year the rubric was extremely long. It has been condensed and is much more user friendly now.

The document also outlines the frequency of observation on page 6. Beginning teachers (1-3 years) are observed at least once per year. Experienced teachers are observed every other year.

Phoebe Sanborn stated this document will be useful during the negotiation process. It is simple and effective.

Mrs. Orlando stated that student achievement will be observed - Look at objectives at the beginning of the year and review if they were met at the end of the year?

Tristan Blake stated that this is an appropriate document for a small school. It's tailored to WES and complies with the contract. He said the Mrs. Orlando has been receptive to the teachers and everyone is on the same page.

Mrs. Orlando emphasized that the highlighted portion on page 6 was written by the teachers and reads: Teachers found to be ineffective will have a written improvement plan put into place and agreed upon by the teacher, building administrator and the superintendent. The teacher will be given three formal evaluations throughout the academic year with monthly meetings with the building administrator. In order to receive a contract, the teacher must move into the rating of Effective.

Teachers found to be in the Needs Improvement/Developing category will receive monthly meetings with a mentor and/or the building administrator. The teacher will be given two formal evaluations throughout the academic year.

Mrs. Orlando also pointed out page 7 giving staff at WES the opportunity to provide constructive feedback to the Building Administrator. The rubric is on pages 17-21.

They will work on condensing it to 2 pages by next meeting.

Mrs. Welch stated that she feels that this is a "model plan". Once approved she may ask permission to share it with other districts.

Kathleen Mack stated her concern about the School Board being kept informed about staff. The line of communication should be as follows: Mrs. Orlando -> speaks to teacher -> then speaks to the Superintendent -> then to the School Board.

Mr. Francis Muzzey stated "Good Job" constructing this document. He asked about how many times a teacher is informally evaluated each year? Mrs. Orlando and Mrs. Sanborn answered that Mrs. Orlando is in the classrooms several times almost everyday and there is constant communication.

Mr. Muzzey also stated that teachers are kept so busy and that time spent putting together this document should go toward their teacher recertification hours.

Mrs. Orlando commented that she hopes this document is ratified by June.

Generator Discussion:

The Department of Homeland Security grant was approved. Mrs. Welch suggested the following motion:

"The Wentworth School Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$29,410.00 for the purchase of a generator. Furthermore, the Board acknowledges that the total cost of the project will be \$58,820.00 in which the Wentworth School District will be responsible for a 50% match (\$29,410.00).

Kathleen Mack made the motion stated above. It was seconded by Kevin Kay. All were in favor. The document was signed.

There was a question about the timing of the installation. The signed grant must be approved by the Governor's Council which may happen in June. The generator order has a lead time of 16-18 weeks. Jon Francis stated that the generator will be ordered once approved by the Governor's Council. The preliminary work (digging, etc) will be done this summer.

End of Year Review:

Mrs. Welch reviewed the current year budget status. There is unanticipated funds remaining due to a health insurance premium return, unspent funds left over in SPED, Speech Services, and funds from the Building Administrator's salary being realigned.

Unexpected expenses were the Nursing Contract (2 years of increase come out of 2014-15 budget) and custodial repairs and maintenance.

The School Board was asked permission to move forward on the following needed maintenance:

Front wall window repair due to rot in SPED room - needs to be done when the egress windows are replaced. Approximate cost of \$9,500.

Panic/door hardware to replace latches and hinges on numerous doors totalling approximately \$5,250.

All agreed

In June the Capital Improvement timeline will be discussed.

Kevin Kay asked about the School Nurse contract and if money can be saved if the school didn't contract through Speare Memorial. There was a discussion about the logistics and liability concerns and it was decided that it would benefit WES to keep the contract with Speare.

Other Business:

Mrs Welch asked the School Board to accept the resignation of Eli Chamberlain as PE teacher.

Kathleen Mack made motion to regretfully accept the resignation of Mr. Chamberlain. It was seconded by Kevin Kay. All agreed.

Privilege of the Floor

Kevin Kay stated that he would like a monthly agenda item added. He would like to see a monthly SAU or Building Administrator report showing the communication happening between the SAU and the Building Administrator so the School Board has a sense of the what is discussed and shared. Mrs. Welch and Mrs. Orlando explained that most of the communication would be of confidential nature. It was agreed that this would be discussed further in nonpublic session.

The meeting adjourned at 5:25 and went into the second nonpublic session for personnel/student issues.

When nonpublic session ended the following was decided:

The agenda will remain the same as usual monthly.

The board approved a 3% raise for the Building Administrator for the 2015/16 school year. They also approved a \$1,000 bonus for the Building Administrator at the end of the 2014/15 school year.

Consent Items:

- 1. Claims and Payroll - Done**
- 2. Correspondence - None**

There were no further actions.

Respectfully submitted,

LeeAnn Lewis

**Wentworth Elementary School
School Board Meeting
6/15/2015**

Board Members Present: Kathleen Mack, Kevin Kay and Melisa Farrell

Administration Present: Kyla Welch, Dan Rossner and Tonia Orlando

Public Present: No members of the public

The board went into nonpublic session at 5:00 p.m.

The board came out of nonpublic session at 5:28 p.m.

Kathleen Mack made a motion to begin public session at 5:30, seconded by Melisa Farrell.

Agenda Review and Disposition:

Nothing was added.

Minutes of May 18, 2015:

Kathleen Mack made a motion to accept the minutes, seconded by Melisa Farrell.

Administrator's Report:

End of year enrollment was 63.

Estimated enrollment for next year is as follows:

10 - Grades K-1

10 - Grades 2-3

14 - Grades 4-5

6 - Grade 6

10 - Grade 7

5 - Grade 8

Total of 55

For next school year, the tentative plan is to have stand alone classes for Grades 6,7 and 8 in Language Arts and Math. Grades 7 & 8 will be combined for Social Studies and Science.

Shout outs:

The 8th grades graduation speeches by the students were phenomenal.

Thank you to the teachers and staff for pulling through the last extremely busy weeks.

Safety: A safety meeting was held last week discussing scenarios of possible medical emergencies on site.

Sports: It was a successful season combining with Rumney. Next year we will reexamine the number of players before committing to combine with Rumney.

PTO: Thank you to the PTO for running the end of year BBQ for the students and families. There were a large number of parents that contributed for this event.

The 8th grade class trip to Boston was awesome. They were able to attend a Red Sox game for free unexpectedly!

Recent events:

5/19 Professional Dev. Wilson Phonics Training for several staff members onsite

5/21 The PSU theater group TIGER was here for a presentation about Bullying.

5/27 - Grades 5-8 Mt Washington Cog Railway

6/1 - Grades K-4 - Seacoast Field Trip

6/3 - 8th Grade class trip

6/10 - All school BBQ → Recognition ceremony → 8th grade graduation

Upcoming events:

August 17 - Next School Board meeting

August 31 - First day of school!

There was a discussion about the time of school board meetings next year.

Kevin Kay made a motion to start Nonpublic Sessions at 4:30 and Public Sessions at 5:00 next school year. Kathleen Mack seconded. All agreed.

Discussion Items:

FY 15 Budget Review:

Dan Rossner, Business Administrator SAU48, presented the current available balance for FY2015 as \$48,621. The main revenue streams that contributed to this was unused Special Education Tuition, Tuition for Preschool, Speech and Transportation. Also contributing to this was a Health Insurance return, the combining roles of Building

Administrator and Special Education Teacher, and extremely frugal spending throughout the year.

Kevin Kay stated a wish list of 3 items: Sports uniforms, upgrade the PA system in the gym, and purchase more folding chairs for the gym.

Kathleen Mack suggested that the PA upgrade should be put on a warrant for next year because it would be a benefit for the Town of Wentworth during public sessions.

Kyla Welch suggested that folding chairs may possibly be obtained from other schools in the SAU and Jon Francis would be the best source for this. Kathleen Mack stated the Town has chairs that they can bring for town meetings, etc.

Tonia Orlando distributed a WES Capital Improvement handout. It included the facilities maintenance that was completed this spring and potential end of year maintenance. There was a discussion about how to use the available balance with strong consideration for the Town of Wentworth taxpayers and students. After a detailed discussion the following was authorized by the school board:

\$ 600 Uniforms
\$ 6,700 Paint Gymnasium
\$ 1,500 Repaint Media Center/1:1 room and main office
\$10,000 Classroom Furniture
\$ 4,500 Freezer
\$ 3,000 Sign
\$ 1,200 Laptops
\$20,000 Parking Lot

Total : \$47,500

Other Business:

Teacher Effectiveness Plan:

Tonia Orlando asked for the ratification of the Teacher Effectiveness Plan as presented last month. The WES Teacher Association has ratified the document, Phoebe Sanborn Association President has signed the sidebar to the collective bargaining unit. The principal evaluation portion will be reviewed and condensed at a later date.

Kathleen Mack made a motion to accept the Teacher Effectiveness Plan as written. Melisa Farrell seconded it. All who were present agreed.

Keri Bassingthwaite is organizing a 7-week trail running series held at D'Acres. It was concluded that this must be a separate entity from Wentworth Elementary School Running Club and advertised that way. No monies will be exchanged from proceeds or for expenses.

Kyla Welch suggested the nomination of the following :

Heather Clark as Library Aid 1 day/week.

Kevin Kay made a motion to accept the nomination of Heather Clark. It was seconded by Melisa Farrell. All who were present agreed.

Rebecca Ciulla as .5 Special Education teacher and .5 Special Education Aid.

Kevin Kay made a motion to accept the nomination of Rebecca Ciulla. It was seconded by Melisa Farrell. All who were present agreed.

Laura Murphy as the Guidance Counselor.

Melisa Farrell made a motion to accept the nomination of Laura Murphy. It was seconded by Kevin Kay. All who were present agreed.

Kathleen Mack made a motion that the request to waive tuition not be approved. It was seconded by Melisa Farrell. All who were present agreed.

Privilege of the Floor:

Nothing discussed.

Consent Items:

- 1. Claims and Payroll - Done**
- 2. Correspondence - None**

The meeting adjourned at 6:55.

There were no further actions.

Respectfully submitted,

LeeAnn Lewis