

SUPERINTENDENT'S REPORT  
OCTOBER 6, 2011

PUBLIC HEARING – Policy KCD and KCD-R govern public gifts and donations. RSA 198:20-b requires the school district to hold a public hearing to act upon a gift in the amount of \$5,000 or more. Approval of the Criteria furniture donation is consistent with policy. (POSTPONED)

POLICY GCG – Part-Time/Substitute Teacher & Support Staff Employment – Third Reading/Approval – The District Financial Office has requested that the substitute policy be clarified to include substitute rate of pay for paraprofessionals, school office staff, custodial staff, and food service staff. This policy states District practice. There have been no changes made after two readings and approval is recommended.

POLICY KCC – School and District Affiliated Organizations – Fourth Reading/Approval – Policy was revised to reflect our discussion with the Attorney General's Office on fundraising in schools by outside groups. It was recommended that the District have a policy governing non-school organizations and enter into an agreement to clarify the relationship. Policy KCC provides the criteria for school sponsored activity, school affiliated 501c3 non-profit organization, district sponsored organization, or non-district sponsored organization. The criteria addresses affiliation, purpose, funding, supervision, decision making, school fundraising, distribution of funds, balance of funds, location of funds, financial accountability, facilities use, liability insurance, and advertising in schools. In some cases an annual agreement will be required to further clarify the criteria. If fundraising is permitted an annual fundraising proposal will also be required.

On September 22<sup>nd</sup> representatives from the All Sports Boosters, Project Graduation, Epping/Newmarket Football Boosters, Epping Elementary PTO, and TEMPO met with School Principals, Business Administrator, and Superintendent to review Policy KCC and discuss options. There was one recommended change to policy as the distribution of funds was thought to be too cumbersome for practical use. The organizations recommended adding approval of their annual budget by the School Board as an option to the process requiring the school principal, superintendent, and/or school board process for each donation. Donations of \$5,000 or more would still require a public hearing. This policy change is recommended as a practical solution to frequent fund distribution. Approval of the policy with this change is recommended.

Liability insurance and location of funds were the two most discussed areas. Another meeting was scheduled for October 13<sup>th</sup>. In the mean time organizations are to verify if they are a 501c3 non-profit and recommend what type of organization they would like to be under the new policy. The District's insurance carrier was also contacted about liability insurance. The PTO and Epping/Newmarket Football Boosters would not be covered under district insurance as they are separate entities. PRIMEX provided insurance options that these organizations may want to consider. The plan is to have the agreements and fundraising budgets ready for approval at the October 20<sup>th</sup> School Board meeting.

POLICY I – First Reading – The following policy is the last subset of Policy I on Instruction. These policies have been recommended by the NH School Boards Association and reviewed by school and district administrators.

Most of the policies are either required by law, the NH school approval standards, or recommended by good educational practice. If applicable, school approval standards have been referenced and included in the policy. Policies are highlighted on the district website.

- IIC – Instructional Model & Time Schedule – requires each school to have an instructional model and time schedule for each content area. Required by public school standards.
- IJ – Instructional Materials – aligns instructional materials to school and district curriculum. Required by public school standards.
- IJK – Supplemental Materials (Movies and Videos) – governs educational relevance and provides procedure for authorization. Practice in place.
- IJL – Classroom and School Libraries – aligns libraries with school and district curriculum. Requires library materials to be marked property of district, inventoried, and protected from damage and loss. Donations also become property of the school.
- IK – Earning of Credit – changes policy designation from IKCA to IK to align with NHSBA policy designation system. No change in substance.
- IKA – Grading & Recognition System – provides guidance for grading and student recognition systems such as showing both academic and effort grades, protecting systems from grade inflation, developing guidelines for grading practices, and developing recognitions that consider academic and effort achievements.
- IKAA – Interdisciplinary Credit – offers high school students opportunity to apply course credit in one content area toward graduation requirements. Required by public school standards.
- IKAD – Changing Student Grades – addresses reasons for changing student grades and provides procedure.
- IKB – Homework – requires assignment of homework to practice learning, relevant to learning goal, done by student and not parent, and not for the purpose of just assigning homework. Required by public school standards.
- IKC – Grade Reporting & Class Rank for High School Students – documents policy for weighted grade point average and weighted class rank. Addresses transfer student grades, summer school grades, other course grades approved by Principal, and higher learning dual enrollment grades. Required to address various alternative credit options per public school standards.
- IKCA – Valedictorian and Salutatorian – documents policy for selection per practice. Also addresses the event of a tie.
- IKE – Advanced Placement and Retention of Students – provides philosophy and guidelines for advancing students or retaining students a grade level. Reflects best practice. Required by public school standards.
- IL – Evaluation of Curricular Programs – requires annual evaluation of instructional programs. Required by public school standards.
- ILBA – Assessment of Educational Programs – requires an assessment program and provides guidelines for selection, administration, and use. Required by public school standards.
- ILBAA – High School Competency Assessments – requires high school course work to be demonstrated through mastery of course competencies. Required by public school standards.

- ILD – Student Questionnaires, Surveys, and Research – requires school district approval and parent notification. Reflects present practice.
- IMAB – School Staff Teaching Their Own Children – requires, if at all possible, school staff members not teaching their own children.
- IMAH – Daily Physical Activity – requires appropriate daily activity, exercise, and physical education. Required by public school standards.
- IMBA – Distance Education – governs distance education. Required by public school standards.
- IMBC – High School Credit Options – documents options in which to receive high school credit. Required by public school standards.
- IMC – Controversial Speakers and Programs – requires controversial speakers to be invited by Principal and to be relevant to educational process and age appropriate.

POLICY JLIE & EEAGA – There was a question raised at a recent meeting about a student driver application that did not reference insurance. Per policy the District does not require automobile insurance for a student to drive to and from school or park in the school parking lot. Requiring automobile insurance would require a change in policy.

- Policy JLIE governs the use of a motor vehicle on school grounds. It gives the School Principal the authority to develop regulations and assign discipline for violation of regulations. The policy does not require students to have automobile insurance.
- The NH Motor Vehicle Laws do not require automobile insurance.
- Policy EEAGA provides student driver guidelines for general, out-of-district, in-district, and athletics at neighboring school facilities and grounds events. In cases of alternate transportation provided by participating student with or without another participating student for out-of-district activities and athletic practice at/in neighboring school fields/facilities, the District requires automobile insurance.

OTHER - Internet Essentials<sup>SM</sup> - The schools distributed the low cost Internet information to parents.

President’s Back-to-School Speech – Epping schools participated in the President’s Back-to-School Speech on September 28<sup>th</sup>. Parents were notified in writing and given the option for their student not to participate.

Teacher Evaluation – At a recent workshop on teacher evaluation it was found that the state task force followed a similar process to ours in assessing existing evaluation systems; other school districts are following a similar process in developing their mission and model; and Epping is in alignment with the state’s plans. The NHDOE will provide school districts with a recommended model, but school districts are not required to adopt it. However, districts will need to adopt certain guidelines to be eligible for federal funding.

Emergency Planning – School and district staff along with School Board Member Jeff Harris met with Fire Chief Don DeAngeles to discuss the emergency shelter. The group questioned the authority of the school district to make decisions regarding a town emergency shelter. Don DeAngeles and Cathy Zylinski reported that they were appointed to the regional emergency shelter committee and Exeter has offered to provide emergency

shelter services for Epping. They also reported along with George Kimball on the requirements for an emergency shelter. A state, local, or in-between shelter would require all life and safety systems to be functional in addition to the emergency area. The need for a pet friendly shelter was also discussed. The group awaits a determination as to the legal decision-maker to obtain answers to using Exeter as a shelter site and proceeding with a local shelter if the emergency impacts Epping residents only. It was agreed that the school district should work with the town in the best interest of Epping residents.

Workers' Compensation – PRIMEX conducted a workers' compensation workshop on site to review recent cases and provide guidance as to procedure. Workers' compensation insurance is required by law and District actions must follow state guidelines. Melinda Stanley will oversee workers' compensation. Written procedures have also been developed to assist this process.

NH Accountability System – NH law requires an input and output accountability system to determine if school districts are meeting adequacy. The input system is based on 11 elements of the Minimum Public School Standards. Every two years School Principals must provide evidence that their schools are meeting these elements. This is one of those years.

The output system uses an individual student growth model in which students are compared to students within their own school system. Each student will have a growth target similar to peers of the same achievement level (percentile). Taking all the student scores together schools will be assessed as to growth and achievement. The ideal situation is to have high growth and high achievement which is the foundation of No Child Left Behind. However, under this system schools with lower achievement will be given credit for growth toward achievement. This is a critical shift recognizing that some schools have student demographic factors that have placed them lower on the achievement scale and that will require a longer growth timeline. This does not negate a school's responsibility to continue to improve, but recognizes that some communities are more challenging than others.

K-8 indicators take into consideration 95% participation rate, excessive absence, science and writing NECAP index scores (doesn't test every grade), reading and math student growth percentiles, and adequate performance for subgroups and the whole school. High school indicators take into consideration 95% participation rate; excessive absence; reading, math, science, and writing NECAP index scores (doesn't test every grade); graduation rate; dropout rate; and adequate performance for subgroups and the whole school. Indicators have been placed on a 1 to 4 scale using an average of all the indicators. The growth indicator was weighted more for K-8 and the graduation and dropout rates were weighted more for high school. An average score of 2 will meet the definition of adequacy.

The output system also addresses the issue of counting some students more than once in subgroups. For example one student may count three times if designated ELL, special education, and economically disadvantaged. In the new system students will be assigned to a subgroup using the following guidelines. The student cell size minimum will also be reduced from 11 students to 5 students. A subgroup of less than 5 students will not be considered reliable and not counted.

- ELL
- Special education, but not ELL
- Economically disadvantaged, but not special education or ELL
- All others not economically disadvantaged, special education or ELL
- Whole school

Schools will also have the option of using a locally-determined system in place of the performance system. For example schools could use NWEA growth targets. This fall the performance system design will be finalized with a beta release of the performance system in June 2012. The first accountability report will be delivered to the legislature in October 2012. The first implementation of the performance system and reports will be June 2013.

NCLB Waiver - The NHDOE is evaluating a waiver of NCLB to obtain more flexibility in funding and educational requirements. The state must meet the following criteria. In parentheses are the means of meeting criteria. At the meeting it was also discussed as a priority to not have one accountability system for the state and another for the federal government.

- College and career ready expectations for all students (adopting Common Core State Standards)
- Differentiated recognition, accountability, and support system (implementing Performance Based Accountability System noted above)
- Effective instruction and leadership (implementing Effective Teacher and Leaders evaluation)
- Reduction of duplication & unnecessary burden (removing unnecessary school district reporting to NHDOE)

NECAP SCIENCE – The following 2010 NECAP science results were just released. The District’s results are in line with state results. However, the state results are not good. NCLB has been faulted with placing emphasis on reading, writing, and mathematics and negatively impacting other subjects like science. As you know the District’s emphasis has been in these areas as have the Common Core State Standards. A new focus has been brought to science with the next generation of science standards by the National Science Teachers Association. I also read that Vermont, Massachusetts, New York, and several other states have been selected to develop Common Core State Standards in science. The District will continue with our plan to align to the state’s standards and develop “I can” statements and competencies for science.

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Epping 4	41	40	54	60
State 4	51	53	54	55
Epping 8	14	18	22	24
State 8	26	24	27	28
Epping 11	12	19	17	19
State 11	22	24	24	27

NH BULLYING REPORT – The NHDOE released the 2010-2011 bullying report with the following summary.

- 5,561 bullying reports were made with 2,988 confirmed.
- 817 cyber-bullying reports were made with 626 confirmed.
- 1.0% of the elementary population was involved in bullying, 2.7% middle school, and 1.2% high school.
- 67% of bullying incidents were in the “other” category, 11% in physical characteristics, 10% in gender, 6% in sexual orientation, 3% in disability, and 3% in race.

Last school year EES and EHS had no confirmed cases of reported bullying. EMS confirmed two cases of reported bullying.

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