

SUPERINTENDENT'S REPORT  
SEPTEMBER 15, 2011

PARAPROFESSIONAL EVALUATION – A similar process to the teacher evaluation system has been followed to revise paraprofessional evaluation. The paraprofessional evaluation system has been aligned to the job descriptions which have been aligned to the NHDOE standards for certification. The evaluation system has been done by committee and approved by committee. The revised system will be implemented this school year.

GUIDELINES FOR PARAPROFESSIONAL SUPPORT – Last school year the Epping Special Services Department adopted and implemented “Guidelines for Consideration of Paraprofessional Support Services.” These guidelines resulted from a committee of 21 members of the NH School Administrators Association’s Special Education Support Center. Their work was to develop a consistent and deliberate process when making decisions about paraprofessional support for children with disabilities. It includes a flowchart to assess functional life skills, communication/instruction, social skills, and behavioral concerns to guide the decision-making process and insure that paraprofessional support is appropriate.

TEACHER EVALUATION – District Representatives including Mark Vallone, Lyn Healy, and myself met with Teacher Representatives Lisa Robblee, Gabe Mosca, and Daphne Chevalier to review the teacher evaluation system recently presented to the Board. Teachers suggested that teachers be able to request an observation and/or documented walkthrough and documentation has been revised to reflect the suggestion. The observation form was also revised to note if the classroom visit was a full observation or walkthrough. Per the committee’s recommendation the documentation will be placed on the district website. The committee also recommended that the evaluation be communicated in each school via a faculty meeting. The system will be implemented this school year.

Databases indicating which teachers will require summative evaluations this school year have been supplied to school principals and district administrators. Databases will be revised and distributed throughout the school year.

EMERGENCY PREPAREDNESS – Thank you to the District Facility Crew and Town Emergency Teams for all their work in preparing for and responding to Hurricane Irene. The Facility Crew and Emergency Teams met well in advance of the hurricane setting priorities and putting together a school cancelation and shelter plan. The school is the town emergency site per the town emergency plan. This means that the school district had over site of the shelter operations due to the fire and police staff being first responders to the emergency. The District worked with the Police and Fire Departments to obtain beds, arrange for food and water from local vendors, purchase two generators for the shelter, and supervise the shelter with emergency custodial staff. Communications from the NHDOE have indicated that a process will be put in place to recoup some of the expenses. A post-emergency meeting has been

requested to de-brief on what went well and what can be improved as well as future needs such addressing shelter needs in cold weather.

It was also opportune that a meeting of District Emergency Planning was held with the Town Emergency Coordinator a week prior to the hurricane. A lot of work has been put into the District Plan. Fire Chief Don DeAngelis had some good suggestions which the District will be implementing. Another meeting has been requested to work jointly on our plans as the town plan is up for revision and the school plan becomes part of the town plan. Thank you to Cathy Zylinski and Martha Williamson for their work on the emergency plan.

POLICY GCG – Part-Time/Substitute Teacher & Support Staff Employment – Second Reading – 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 the first reading.

POLICY KCC – School and District Affiliated Organizations – Third/Approval Reading – 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. No changes have been made since the last meeting. There have been no changes from the first and second readings.

At this time the following organizations have been identified as being impacted by this policy. All have been contacted with regard to the policy and setting up a meeting. Draft agreements were also developed based on the information available and distributed to each organization except for Project Graduation as the type of organization still needs to be determined. The following organization types have been recommended. The purpose of the meeting is to develop agreements and fundraising proposals for school board approval.

- All Sports Boosters – district sponsored
- Project Graduation – needs to be determined
- Epping/Newmarket Football Boosters – school affiliated 501c3 non-profit
- Epping Elementary PTO - school affiliated 501c3 non-profit
- TEMPO - school affiliated 501c3 non-profit

POLICY JQ – Student Fees, Fines, and Other Financial Obligations – Third/Approval Reading - Policy JQ has been expanded to address instructional materials, school facilities, activities and field trips, food service, and outstanding debts. A question was raised about the legality of withholding student records. Under FERPA parents have the right to access and copy student records (Policy JRA). This policy would not negate that right. This policy would, however, withhold the official record until the financial obligation is met. There have been no changes from the first and second readings.

POLICY I – Distribution – The following policy was distributed in July. (If you need another copy, please let me know.) It 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. No action is required at this meeting. I recommend that this section be placed on the October 6<sup>th</sup> agenda for a first reading.

- 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.
- 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, to not have school staff 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.

OTHER – NEGOTIATIONS – Initial meeting times have been requested from the Teachers’ Association.

WEBSITE – The District website is in process of being updated to reflect district changes and news such as food service policy; Math in Focus Program; bullying; District Curriculum, Instruction, and Assessment Frameworks; state retirement changes, indoor air quality policy, etc. Recently the District heard from one of its teacher applicants stating that “I also wanted to let you know how informative the Epping School district’s website is. I have perused many websites in my job search, and yours was by far the best I have seen in terms of providing information about the schools, curriculum, and expectations for staff and students.”

OUT-OF-DISTRICT EVENTS –

Seacoast School of Technology (SST) – attended the first meeting of SST. Protocol for accepting and billing charter school, private school, and home school students was reviewed and discussed. The issue is charter school, private school, and home school interest has increased. However, state contribution toward tuition and transportation has decreased. In June the Governing Board decided that charter school students may be accepted with the tuition balance (not paid by the state) paid by the charter school or the residing school district (if the residing district chooses to do so). A one year transition plan

was put in place to accept charter school students at the state reimbursement rate as budgets were already set for the year. At our September meeting the Governing Board decided that private school and home school students may be accepted with the tuition balance (not paid by the state) paid by the private school or parent. It is my understanding that the District will not pay for charter, private, or home school students to attend SST.

NH School Administrators Association (NHSAA) Southeast Region – serving as the regional co-chair again this year. Destination Imagination (Odyssey of the Mind) presented on the benefits of their project-based learning challenges. The School Nutrition Association presented on the major changes impacting food service programs from pricing to flavored milk. The intent of the new regulations is to go back to basics as in to cook from scratch. Negotiations will be a major topic this year. I also attended the NH School Administrators Governing Board meeting representing the Southeast. Future legislative action will be the major focus.

Seacoast Learning Collaborative (SLC) – attended a brief meeting on future of SLC. Members expressed concern about liability and financial viability.

Measuring Teacher and Leader Performance – On Friday Lyn and I will be attending a workshop presented by the NHSAA and NHDOE. Our purpose is to obtain the NHDOE task force results on teacher and leader effectiveness. There will also be a presentation comparing and contrasting the four teacher evaluation systems predominately used in NH districts and sharing sample plans from several districts.

Barbara D. Munsey