

1  
2  
3  
4 **CONWAY SCHOOL BOARD**  
5 **MEETING MINUTES**  
6 **March 8, 2010**  
7

8 A meeting of the Conway School Board was held on Monday, March 8, 2010 at 6:30 p.m. in the  
9 Loynd Auditorium at the Kennett High School.  
10

11 **Members present:** Chairperson Sheryl Kovalik, Assistant Chair Kelley Murphy, Dick Klement, Syndi  
12 White, Janine McLauchlan, Rick Breton and Randy Davison were present. Carl Nelson and Assistant  
13 Superintendent Bob Gadomski were also present.  
14

15 Signing of Manifests (6:20 p.m.)  
16

17 **1. Call to Order (6:30 p.m.)**  
18

19 **2. Salute to the Flag**  
20

21 **3. Approve Minutes of 2-22-10**  
22

23 **Motion:** by Randy, seconded by Rick, to review and vote on minutes.  
24 **5 in favor, 0 opposed, 2 abstained (Sheryl and Kelley).**  
25

26 **4. Personnel**  
27

28 **A. Consider Regular Personnel Changes**  
29

30 **Motion:** by Kelley, seconded by Rick, to review, discuss, and vote on each item  
31 individually.  
32

33 **1. Approval of Revised Job Description for Administrative Assistant**  
34

35 Sheryl noted a typo on page two - second line, need to add "manner" after  
36 professional. Kelley noted redundancy under responsibilities may include #4 is  
37 assisting principal and administrator. Number 11 is also assisting principal and  
38 administrator. Therefore, scratch #11. Dick asked if this description was for all  
39 administrative assistants in Conway schools. Carl stated yes. **7-0-0.**  
40

41 **2. Approval of Revised Job Description for Secretary**  
42

43 Sheryl noted that in this and subsequent job descriptions reference is made to  
44 keeping the building clean and safe. This should be taken out of this and other  
45 job descriptions. Carl noted a safe environment is fine but they are not cleaning  
46 so this should be eliminated. It should read that they "will provide a safe  
47 environment for students". Dick asked if there should be something in here  
48 about maintaining the internet. Once the site has been set up and the changes  
49 have to be put into the internet, it is a relatively simple operation to perform. He  
50 thinks if we want to enter into this, then we ought to think about putting this in  
51 here for the secretary. Sheryl stated she thinks the Board should approve what  
52 is here and send that idea back to the administrators to see if they want the  
53 secretaries having that responsibility. Dick stated he does not want to hire  
54 another tech aide to make them a new website. Sheryl noted a correction on item  
55 7 under responsibilities: "visitor" should be "visitors". **7-0-0.**  
56

57 **3. Approval of Revised Job Description for Aide**  
58

59 Sheryl noted the same changes as above to scratch cleaning, and add “will  
60 provide a safe environment for students”. Dick stated he was assuming that this  
61 person would work with students or a number of students. As such, why would  
62 this position be supporting students in non-academic areas. Kevin stated that it  
63 could be lunch time, bus time, athletics, etc. Amy Hacket reviewed what an aid  
64 covers: clerical aids, non-academic aids (playground, lunchroom, etc.). Dick  
65 asked that they go back and split this out as it is very difficult to have this in one  
66 job descriptions. Carl stated the issue is the contract has four specified areas for  
67 starting salaries. Adding another column would have to be approved through  
68 CESP. There would be issues with Reduction in Force (RIF) with this. Randy  
69 stated the job description is filling many needs and there are many entities that  
70 work under this job description. Syndi suggested stating that “responsibilities  
71 included are depending on job assignments”. Sheryl stated there needs to be  
72 subsets to this where they have job descriptions. Amy stated they had that at  
73 one time but when they went to the floor her board was adamant wanting four  
74 columns and four job descriptions. Dick stated if we don’t differentiate job  
75 descriptions and there is a RIF, it is a pure seniority issue. Do we want to do that  
76 or would the reduction be in the area we are reducing rather than some other  
77 area. Carl stated this is exactly what they tried to do in breaking it down to four  
78 different situations. Sheryl recommends approving the descriptions with the  
79 understanding that the Board is sending this back to the Union Negotiating Team  
80 that we would prefer to see a further breakdown as soon as possible. Janine had  
81 a question on #3 on second page regarding confidentiality and how it was  
82 changed. It sounds like it was for school business specifically. Was this  
83 intended to include student information as well? This is in the three previous  
84 ones as well. She would like it to read “with regard to student matters and all  
85 other confidential school business”. This should be in the previous two job  
86 descriptions as well. **7-0-0.**

#### 87 88 89 **4. Approval of Job Description for Technology Aide**

90 Sheryl asked what “ICT Literacy” stand for. She requested this be spelled out  
91 first, and then note it parenthetically. Dick stated this job description made no  
92 mention of servers. Does this mean the tech person will not deal with this? Amy  
93 Hacket noted that would be the technician’s responsibility, not the tech aide’s  
94 responsibility. Sheryl noted we need to change number 7 in reference to student  
95 matters regarding confidentiality, and change number 8 to remove “clean”. Dick  
96 was confused between “aide” and “technician”. Bob Gadomski explained that all  
97 are directed by the tech. It was suggested to change tech aide job description to  
98 read “as directed by technician” where needed. **7-0-0.**

#### 100 101 **5. Election of Mark Ross as Mentor – 7-0-0.**

#### 102 103 **6. Election of Spring Coaches**

104 Kelley reviewed all evaluations for returning candidates and they were all on the  
105 up and up as the Board would like to see. Dick commented on the girls’ tennis  
106 assistant paid position. He would like to see someone pay the \$800 to make this  
107 equitable. Sheryl would like to think we provide an adequate amount of adult  
108 supervision for the kids who come out to play these sports. Dick would like them  
109 to fundraise for the additional \$800 for the girls’ assistant coach if they want it.  
110 Sheryl stated this would be an individual correction to something without a  
111 preceding policy. Randy agreed with Dick. The girls have an additional  
112 volunteer as do other sports. Carl suggests we leave this in place and have  
113 Kerry Brady provide a rationale as to why it is necessary in this area but not  
114 others. Randy thinks the community is stepping forward with the amount of  
115 volunteers needed. Dick agrees with Sheryl with regard to providing safety but  
116 we have been talking about equitable sports for over 2 years. Unless we motivate  
117

ourselves to address this issue, it will never be addressed. We need to move forward. **7-0-0.**

## **7. Election of Eagle Academy Faculty for the Spring Semester**

Sheryl stated we have approved other positions and asked in the future, if these could include previously approved teachers then they know they are adding to the list. **7-0-0.**

## **8. Election of Fall Coaches (New Hires)**

Randy asked if the varsity football coach works for the district. Yes, he is a teacher's aide in the Trails Program. Randy is assuming the people who did the interviews picked the best and most qualified candidates. He received some phone calls of those who applied but did not get the position. Sheryl suggested specific concerns be addressed with Carl as the Board did not participate in those decisions. Randy stated he enjoyed seeing people who have worked for the system apply as they have a better grasp with the students and policies. **7-0-0.**

## **5. Presentation of School Programs/FYI ITEMS**

### **A. KHS Student Representative**

Chris King reported that the girls' basketball team just started their game. Allie Wagner is 7 points away from 1000 points going into her senior year. The hockey team is headed into the semi-finals. Greg \_\_\_\_\_ broke the record with 73 points in one season. Chris reported that he conducted a survey and 18 out of 20 students use ed-line every day. There will be an assembly here tomorrow about the new scheduling. Mr. Moylan will be present to answer questions and clear up any confusion. The student council would like to extend to every administrator and every school board member and invitation to shadow a high school student for a day to better their knowledge about the students they represent. Sheryl suggested scheduling this after the election so the new board members will be included. She thinks this is an excellent invitation and they will make this a priority for the second week in April's agenda.

### **B. Principals' and Directors' Reports (first meeting of the month)**

**Kevin Richard, Kennett Middle School** - The Winter Olympics were a big theme. They also did a school wide interdisciplinary unit. They are beginning the high school transition from 8<sup>th</sup> to 9<sup>th</sup> grade. Wednesday night all the 8<sup>th</sup> graders from KMS in Bartlett will be here getting their Program of Studies and a tour. They will be starting their tour to the elementary schools at the end of this month. He has been working with Dr. Marcelle Lebrun from Plymouth State University New Hampshire Responds taking a look at where we are heading at KMS. The Outing Club took kids ice climbing at cathedral ledge. The Lakes Region Music Festival is a great opportunity with some of the best middle school performing artists, chorus and band. It will be here Friday night. There will be over twenty schools, including 200 kids, from the north country and lakes region. Randy asked, regarding the NH JAG program, what budget is this program going into. Kevin stated next fall 2011/2012. Syndi had a request from teachers and students from the John Fuller school who participating in the spelling bee. The nationals go to the age of 14. Can spelling bees be done at the middle school? Kevin said they would consider it; this would be a good idea.

**Mark Zangari, John Fuller** – They are about to enter into their fourth full day of training with NH Responds. They are working on the RTI model. It is a huge time and resource commitment. They are offering incredible substance and support. He hopes there is an opportunity to present the reorganization it is bringing about and how we are structured as schools. It will provide a very sustainable structure and anybody who comes and

177 goes will recognize it. Eighty percent of kids tested as proficient or above in literacy  
178 which is a good indicator that the core program is solid in the district. The math side of  
179 it is being worked on with Jack Loynd. March Madness is getting started. Randy noted  
180 that only the juniors results came back in writing (NECAPs). Laura noted this was a  
181 pilot and it was being reconfigured. They felt the needed to recalibrate it so it was a  
182 field test. Dick stated mark is at 265, and asked how many more students he could  
183 have. Mark stated if distributed evenly, he could get into the low 300s with reorganizing  
184 of spaces.  
185

186 **Laura Jawitz, Pine Tree** – They have had five new students move in and another one  
187 coming in next week, all in upper grades. They started in June at 223, they had a larger  
188 sixth grade leave and were at 212 at the beginning of the year, and will be at 221 within  
189 a week. Classes are at 21 and 22 now. Sheryl stated it would be interesting to know if  
190 these are big geographical moves or shifting from within the valley. Laura noted that  
191 these students were not so much shifting within the district; they were students that had  
192 moved out of district and are now back. She reviewed the PTA Bring Your Family to  
193 School Week was a huge success. They had over 200 visits that week. Penny Kittle  
194 did a writing workshop in the evening to which over 60 parents and students came.  
195 They had their Grade 1-2 concert and then had families in for lunch. Thanks to the  
196 PTA. They are in their second year as a model site for NH Responds RTI. The 4<sup>th</sup> and  
197 5<sup>th</sup> graders are going to the Portland Symphony Orchestra tomorrow. They are paying  
198 for the buses, etc. with no charge to district. Health and Wellness had done an  
199 integrated unit and she provided the article that was presented at the state conference  
200 in Waterville Valley. It was a nice project. Dick commented on the financial impact for  
201 NH Responds RTI as we now go to them for training versus them coming here. Mark  
202 stated that we get hundreds of hours of professional development at no cost and they  
203 have people that are contracted under them to come out to the schools and make  
204 presentations to faculty, do trainings, etc. Syndi noted that what we are getting out of  
205 this is so important. If we didn't get it and we needed to improve our elementary  
206 schools, we would have to contract out for independent consultants to come in. It would  
207 cost thousands and thousands of dollars to do that. For the little amount of money it is  
208 costing our district, we are getting so much benefit from it, the students will benefit from  
209 it. It is really changing the entire way that we approach special education. The whole  
210 idea of RTI was to be able to respond before the kid gets to special education. To be  
211 able to differentiate our instruction and our assessment for each kids learning style.  
212 Randy noted that the federal government has relaxed the mandates for the Response  
213 To Intervention model.  
214

215 **Lori Babine , Career & Tech Center** - The CTC student organization spring  
216 competitions are coming up. Friday she went to Nashua to the DECA competition; all  
217 but two students placed. She reviewed the awards given. She provided the Board with  
218 the state conference dates. The CTSOs are busy after school and on weekends. The  
219 Program of Studies will be distributed to underclassmen tomorrow. Wednesday night  
220 will be the 8<sup>th</sup> graders open house, combined with a CTC open house for  
221 upperclassmen's families to come in and see what they are doing. The teachers will  
222 volunteer their time to be present to answer questions. The Equity Committee is up and  
223 running again which is a requirement of the Perkins Grant. Dick noted the New  
224 Hampshire competition in robotics and computer defense simulations and asked if there  
225 has been any discussion about us looking into these as a possible way to revitalize the  
226 kids. Lori stated they have looked at the robotics; it would take up a lot of the teacher's  
227 time outside of the classroom. Within the classroom, every program has 40 to 50  
228 competencies that they need to meet so it is hard to fit it into the curriculum. Mark  
229 Fenton is looking into robotics for next year. Syndi noted that the robotics is done as a  
230 co-curricular in most cases. Sheryl stated the science fair now has sponsorship funding  
231 with Time Warner Cable and she hopes we are talking it up with the students and  
232 hopefully we will have a better showing. Lori noted this was addressed at the team  
233 leadership meeting. Dick asked regarding the bridge to the Mineral Springs building,  
234 could the Board get an idea of what it will look like and a rough schedule of when it will  
235 be done. Lori noted she was hoping to have Dalton provide a presentation to the

236 Board. They were waiting for the final Eagle Scout board approval.  
237

238 **Brian Hastings, Conway EI** - Brian recognized the students of the month. Mandy  
239 McDonald is the staff member of the month and joined the meeting. Brian stated that  
240 Mandy has been a tremendous asset to the school; she has been very effective working  
241 with parents and families. The primary piece of his report is the School Community  
242 Index. He reviewed the history of the report and provided an update. Mandy reviewed  
243 the survey and what followed. This is a 65 question survey that went to parents and  
244 teachers anonymously. This is the state of the school. He reviewed what they have  
245 done and how they came to where they are. They base lined staff and parents to see  
246 what their perceptions were in 65 different areas. A committee was formed. In the  
247 spring of 2007 parents and staff completed the survey. Results came back and from  
248 the results, they chose priorities in three big areas to work on. Homework and study  
249 skills, communication, and an increase in parent involvement. When the survey was  
250 done again 2 ½ years later, pre and post numbers are shown, and there has been some  
251 good change and movement. Brian noted a list of accomplishments was provided with  
252 the report. Dick asked what the next step is. Mandy reported they have re-conveyed  
253 since the fall and what showed up again was that homework practices were still  
254 inconsistent. They will go ahead with this again and increase parent involvement in kids  
255 education. Every second grader receives a home visit by her and a teacher. Brian  
256 noted volunteerism is an area that needs attention. They do not have a lot of volunteers.  
257 Randy stated that he has been on the Board long enough to know that morale was an  
258 issue at Brian's school. He noted the report shows under "teachers enjoy teaching at  
259 this school" the pre was 60 and the post was 88. This is a major change. Under  
260 "students are proud to be at this school" from the teachers' perspective pre was 64 and  
261 it went up to 96, "teachers are generally supportive of each other" went from a pre 68 to  
262 a post 92. Randy stated this is admirable and needs to be acknowledged. Brian  
263 praised the staff and Mandy as the family support liaison.  
264

265 **6. Public Comments – None.**

266 **7. Old Business**

- 267 **A. Correspondence from Physical Education Dept.** – Moved to next meeting so Neal  
268 will be able to address it.  
269

270 **8. Instructional Issues**

271 **A. NECAP Presentation by Bob Gadomski**

272 Bob provided a brief snapshot of the NECAP scores district wide. The mean scaled  
273 scores: In reading 05-06, we were under the mean scale score for the state in all of  
274 those areas. 5 years later we are at or over the state. Comparing at 05-06 to 09-10, we  
275 have demonstrated improvement in all those areas. He explained how the data is  
276 utilized (district, school, teacher, student). The data we are getting back is much more  
277 usable now than it was five years ago. Math scores from last year to this year are at or  
278 above in all areas. We are starting to see payoff at the elementary level with the  
279 Everyday Math consistent program over time. The reading scores are great. The efforts  
280 that the teachers are putting forth in professional development in the area of literacy is  
281 paying off. It is interesting that grade 8 is slightly below the state as far as students at  
282 proficient or above in reading. He looked at mean scale scores for grade 8 and we are  
283 actually above the state in mean scale score. In math we are doing quite well in most  
284 areas. Grade 5 math is another area where mean scale score is higher than the state's  
285 in grade 5. The steps from here is there is a lot of work to be done in the curriculum  
286 committees, in the PLCs. Response To Intervention is hopefully going to assist us with  
287 providing kids with earlier interventions and moving kids to the proficient area, schools  
288 are looking at data and disaggregating it to make sure all students are moving and not  
289 just certain subgroups. Software programs are comparing NWEAs with NECAPS to the  
290 grades that students are actually getting on report cards to see if there are any  
291  
292  
293  
294

295 disconnects. The state has not released AYP yet. He thinks we are going to be very  
296 close in a couple of areas. He hopes to have AYP by the end of this month. Rick asked  
297 why math trails off so much compared with reading. Bob replied and explained how the  
298 testing for math is different than reading as a student may be tested in math and there  
299 may be things on the test that kids have not been exposed to yet. Randy asked if this is  
300 regarding all schools. Bob stated yes, these are district scores. Randy noted that  
301 Tamworth and Bartlett feed into the high school and these scores should be looked into.  
302 We lose ground after the elementary school. Sheryl noted middle school and high  
303 school changes dramatically with what is being taught. Bob noted to be careful and  
304 compare with the state. If we are at 37 and the state is at 70 or 80, we are doing a  
305 lousy job. If we are at 37 and the state is at 33, then it is a testing issues, an exposure  
306 issue. If you compare us to the state, it is pretty accurate and reasonable. Dick asked if  
307 these scores could be separated out by town. Bob is not sure. Syndi stated in terms of  
308 looking at students coming in to Conway, we need to align curriculum through all  
309 schools. The kids are coming in with disparate backgrounds going into high school.  
310 Then we would be able to go to the Joint Board with data to back us up. Then we could  
311 look at curriculum and how it is being taught and testing and how we look at variables.  
312 Schools have learned that the points you are gaining or losing on NECAPs shows how  
313 comfortable kids are with taking these tests. He is impressed at how the vast majority  
314 of teachers are responsive to how can we do things better. Syndi stated she would like  
315 to look at the high scoring districts in New Hampshire and see what they teaching. Bob  
316 stated he has looked at the highest and lowest scoring districts. He hangs his hat on  
317 continuous improvement. You cannot focus on one variable.

318 **B. Consider Approval of Overnight Field Trip – Key Club**

319 **Motion:** by Dick, seconded by Randy, to review and vote on item.

320  
321 Dick noted there are twenty students with three chaperones and it is an overnight. We  
322 need two adult male and two adult female chaperones. He suggests they come up with  
323 a better way to fix the chaperone thing. **7-0-0.**

324  
325  
326  
327  
328 **C. Consider Approval of Overnight Field Trip – All State Music Festival**

329 **Motion:** by Randy, seconded by Janine, to review and vote on item. **7-0-0.**

330  
331 **9. Business Affairs**

332  
333 **A. School Lunch Report**

334  
335 Carl reviewed the report. We are doing very well. Dick stated the Board needs to give  
336 some thought to what to do with the money if the lunch program makes money at the  
337 end of the year. Kelley voiced appreciation to Chuck.

338  
339 **B. Consider Amendment to Proposed 2010-11 Budget**

340  
341 **Motion:** by Janine, seconded by Rick, to review and vote on item.

342  
343 Budget committee put forward new number of \$32,538,251 which is a decrease of  
344 \$74,514. **6 in favor, 1 opposed (Randy), 0 abstained.**

345  
346 **10. Administrators' Reports**

347  
348 Carl provided a draft of the newsletter for Board members to review. If anyone wants it  
349 changed, let him know. Warrant article 101 was reviewed. The Eagle Academy Program of  
350 Studies and the KHS Program of Studies were distributed to Board members. Carl noted they  
351 are going to pull and change the FYI that has to do with budget transfers because there is a  
352 special ed transfer of \$120 which cannot be done by policy.

354 **11. Board Members' Issues -- Board Discussion**  
355

356 Randy asked Kelley (Public Relations) make sure that the retirees get into town book for the  
357 school. Carl stated this is in the book. Randy stated he knows there is a policy coming  
358 forward that looks at students that are not meeting standards in middle school. Kevin stated  
359 they have been spending a tremendous amount of time looking at retention and the affects of  
360 retention; it doesn't make sense. They are looking at the JAGs program, required tutoring,  
361 summer school, etc.  
362

363 **A. Committee Reports**

364 Syndi - Moving 6<sup>th</sup> Grade Committee met once. There were a lot of concerns involving  
365 money and before going any further they want to go to the next Budget Committee on  
366 March 22nd.  
367

368 **14. Adjournment**

369 **Motion:** by Janine, seconded by Rick. By roll call vote, all in favor.  
370

371 **Meeting adjourned at 8:33 p.m.**  
372  
373