

AGENDA
HANOVER SCHOOL BOARD
REGULAR MEETING
7:00 PM, WEDNESDAY, SEPTEMBER 19, 2012
RAY SCHOOL MUSIC ROOM
PUBLIC WELCOME

This meeting will be convened in a public session. Other topics arising after the posting of this notice may be discussed and acted upon.

1. **(7:00)** Call to order – Ray School Music Room
2. **(7:00-7:05)** Public comments
3. **(7:05)** Agenda review/additional items
4. **(7:05-8:00)** Interview of candidates for a seat on the Hanover School Board
5. **(8:00-8:15)** Nonpublic session in accordance with RSA 91-A:3 for discussion of Board candidates
6. **(8:15)** Announcement of New School Board Member
7. **(8:15-8:45)** Business requiring discussion
 - a. Communications survey: Next steps
 - b. Town of Hanover Trustees of Trust Funds report
8. **(8:45-9:15)** Business requiring action
 - a. Approval of minutes: Regular meeting and nonpublic session of of August 15, 2012
 - b. Adoption of Budget Guidelines for 2013-14
9. **(9:15-9:30)** Communications and reports
 - a. Report of Chair
 - b. Report of Administrators
 - c. Report of Committees
10. **(9:30-9:40)** Nonpublic session in accordance with RSA 91-A:3 for discussion of personnel matters
11. **(9:40)** Adjournment

Next Meeting:

Wednesday, October 17, 2012, Ray School Music Room

Minutes of this meeting will be available for public inspection within five business days after the meeting (RSA 91-A:2). Such minutes may be reviewed in the office of the Superintendent of Schools, 41 Lebanon Street, Suite 2, Hanover, NH.

Dear Dr. Bass,

I am writing to express interest in the Hanover School Board vacancy recently created by the resignation of Kari Asmus. While anyone familiar with Kari's contributions, knowledge and abilities would be daunted by the prospect of trying to fill her shoes, I would consider it a privilege to bring whatever experience and understanding I have to the effort.

My professional background is in the fields of management consulting and health care, but for the last fifteen years I have worked at home, raising and educating my children. Our family has lived in the Upper Valley for fourteen years and my children have attended, and are currently enrolled in, the Ray School, Richmond Middle School and Hanover High School. I recently served on the Board for several years and found the experience to be extremely interesting and educational. While on the Board I served at various times on Hanover and Dresden Education Committees, Ad Hoc Committees, Budget Committees, Vice Chair in Hanover and SAU Chair, Superintendent Evaluation Committee, as well as a representative to staff committees at each of the Hanover schools and to the Central Staff Development Committee. I have great respect for the Board Members and Administrators with whom I have worked and who continue to serve the district with great commitment and personal sacrifice.

I recognize that the business of delivering an excellent public education is complex and challenging. I would appreciate the opportunity to engage once again in this endeavor.

Thank you for your consideration.

Erika Finlayson

SAU 70
NH / VT2
rwichschools.org>

Fwd: Hanover School Board Vacancy

2 messages

Thu, Sep 13, 2012 at 2:05 PM

Dear Dr. Bass,

I would like to thank you, and Robin Carpenter, for taking the time to respond to my questions about serving on the Hanover and Dresden school boards. The information you both provided has lead me to the decision that serving our community through participation on the school board is something I would like to pursue.

As a registered Hanover voter, please accept this email and attachment as my application to be considered for the current Hanover School Board vacancy.

In addition to the attached biography, I feel my past experiences, along with my current interests, could be assets to our schools. These include:

- * Personnel management in both union and non-union environments
- * Facilities management, plant operations, and project management within the educational environment
- * Budgeting and contract management
- * Energy reduction, conservation, and purchasing
- * Expertise in life safety, fire protection, and electrical safety standards
- * Board experience

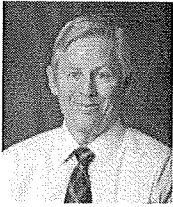
Thank you again, and I look forward to seeing you next week.

Jona Roberts

**Jona Roberts Bio 2012.docx**

90K

Bass, Frank <frank.bass@hanovernorwichschools.org>Thu, Sep 13, 2012 at 2:07
PM



Jona Roberts is the Engineering Operations Manager at Dartmouth Hitchcock Medical Center in Lebanon, NH. He has over 20 years of facility management experience in education, healthcare and the high-tech fields, and has taught technical course work as a vocational instructor. He serves on the boards of two regional, professional organizations that provide continuing education and career development for those involved in healthcare facilities management. (The American Society for Healthcare Engineers recently presented Jona with their 2012 Region 1 Emerging Leader award recognizing his contributions to these groups.)

Closer to home, he has volunteered for various nonprofit groups including the annual employee giving campaign at Dartmouth-Hitchcock Medical Center (committee member 2008 and co-chair 2012) and the Montshire Museum of Science where he has served on the auction acquisitions committee for the past four years. Jona is a 2010 graduate of Leadership Upper Valley and continues to work with Vital Communities as a member of their corporate energy group. He earned his Bachelor's degree from the University of Washington and the Certified Healthcare Facility Manager designation from the American Hospital Association.

Jona and his wife, Jennifer Rickards, moved to New Hampshire in 2006 along with their daughter Ellie, currently in 4th grade at the Ray School. A second daughter, Leah, arrived in 2009 and they all reside in Etna.

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SAU 70
NH / VT

Edwards, Carol <carol.edwards@hanovernorwichschools.org>

Fwd: Hanover School Board

1 message

Thu, Sep 13, 2012 at 2:06 PM

Please find attached my letter of application for the Hanover School Board vacancy.

Thanks,
Megan

Megan Sobel
Senior Associate Director of Athletics
Dartmouth College
603-646-1427
www.dartmouthsports.com



Hanover School Board.docx

79K

September 12, 2012

65 Greensboro Rd.
Hanover NH 03755

Hanover School Board
c/o Supt. of Schools
41 Lebanon Street, Suite 2
Hanover NH 03755

Dear Superintendent Bass:

As a Hanover resident for the past seven years with children in the Hanover Schools, I am interested in filling the vacancy for the School Board. I understand the time commitment involved and feel that I could be a contributing member of the Board.

I have been involved with the Hanover schools for the past seven years, as my two stepchildren have attended the Ray School, Richmond Middle School, and Hanover High School. They are currently in 8th grade at the Richmond Middle School and in 12th grade at Hanover High School. My six year old is new to the Ray School this year as a first grader. My 3.5 year old will attend the Ray School in two years.

Education has always been important to me and I feel fortunate to live in one the best school districts in the state. That said, we should always be working to improve and get better and I would look forward to working for the residents of Hanover to help achieve that goal.

With children currently in all three of the Hanover schools, I feel I have a good understanding and appreciation of each school.

Thank you for your consideration.

Sincerely,

Megan Sobel



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August 27, 2012

Hanover School Board
c/o SAU #70
41 Lebanon Street, Suite #2
Hanover, NH 03755

Dear Board Members:

Attached is a summary reporting of the fund assets held by the Town of Hanover Trustees of Trust Funds on behalf of the Hanover School District. As Trustees, we want to be sure that you are provided with updated information about the various fund assets designated to benefit your organization.

We also would like you to know that the Trustees of Trust Funds are available to meet with you to discuss the investment performance and available income balance of the Bridgman Fund. Please contact any one of us over the coming months if you would like us to attend an upcoming School Board meeting.

Perpetual (True and Quasi-Endowment) Funds – Income Only Available for Designated Use

Bridgman Fund

- Fund created in 1997 in accordance with the Grafton County Probate Decree
- Board-designated to treat as endowment fund; principal may be utilized, if deemed appropriate by the Hanover School Board
- Funds to be used for the benefit of the Hanover School District; however, "... the assets will not be used 'to relieve others from contributing their just share to the support and maintenance of the public schools, but to afford advantages in addition thereto.' "

Expendable Funds

Reserve Fund for Education of Persons with Disabilities

- Fund created at March 19, 1986 Hanover School District Annual Meeting
- Fund created under RSA 35:1 to meet the expenses of educating educationally disabled children

School Buildings Maintenance Fund

- Fund created at March 6, 2001 Hanover School District Annual Meeting
- Fund created for the purpose of repairing and maintaining school buildings and property

Tax Stabilization Fund

- Fund created at March 10, 2004 Hanover School District Annual Meeting; however, the New Hampshire Department of Revenue Administration disallowed the FY2005 appropriation
- Fund was created "for the purpose of partially offsetting Hanover's future Dresden assessment related to the 2003 Dresden building project"
- Enabling legislation passed by the New Hampshire Legislature to allow the FY2006 deposit of \$204,618 as authorized at the March 9, 2005 Hanover School District Annual Meeting

6th Grade Tuition Fund

- Fund created at March 3 and 6, 2007 Hanover School District Annual Meeting
- Fund created for the purpose "of smoothing variations in tuition payments to the Dresden School District for 6th grade students from Hanover who attend the Frances C. Richmond School"

If you have any questions, or if you would like additional information, please contact Betsy McClain in the Town Offices who provides the Trustees with administrative support. She can be reached at betsy.mcclain@hanovernh.org.

Sincerely,

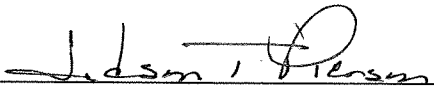
TOWN OF HANOVER TRUSTEES OF TRUST FUNDS



Brian C. Doyle



Paul B. Gardent



Judson T. Pierson

cc: John Aubin
April Veracka

**Town of Hanover Trustees of Trust Funds
Custodial Assets Held for the Benefit of the Hanover School District
for the Twelve Months Ending June 30, 2012**

	Market Value at July 1, 2011	Fund Additions	Fund Withdrawals	Realized Capital Gains/Losses	Unrealized Capital Gains/Losses	Annual Income Earned	Mgmt. Fees	Market Value at June 30, 2012
<i>Perpetual Funds - Income Only Available for Designated Use (either Donor-Stipulated, or Board-Designated)</i>								
Bridgman Fund	1,243,519.24	-	(35,000.00)	1,896.66	(80,337.76)	53,685.44	-	1,183,763.58
<i>Expendable Funds - Principal and Income Available for Designated Use</i>								
Reserve Fund for Education of Persons with Disabilities	197.81	60,000.00	-	-	-	2.90	-	60,200.71
School Buildings Mtce. Fund	54,284.17	25,000.00	-	-	-	41.78	-	79,325.95
Tax Stabilization Fund	70,132.71	-	(70,147.64)	-	-	14.93	-	-
Sixth Grade Tuition Fund	945.22	-	-	-	-	-	-	945.22
Subtotal	125,559.91	85,000.00	(70,147.64)	-	-	59.61	-	140,471.88
GRAND TOTAL	1,369,079.15	85,000.00	(105,147.64)	1,896.66	(80,337.76)	53,745.05	-	1,324,235.46

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HANOVER SCHOOL BOARD
REGULAR MEETING
WEDNESDAY, AUGUST 15, 2012
7:00 PM, RAY SCHOOL MUSIC ROOM

Minutes

Present: Board members Asmus, Brisson, Carpenter, Cotter, Kubik, Spaeth, Tarnowski; Administrators Bass, Aubin, Laramie; 15 public members. Recorded by R. Lohr

1. Call to Order – Chair Robin Carpenter called the meeting to order at 7:03 PM and the Board introduced themselves.

2. Public Comment

A question was asked about the status of the kindergarten program for the Hanover School District. Superintendent Bass spoke about the newly formed Kindergarten Committee, which has scheduled its first meeting on September 6 at 4:00 PM at the SAU office. If there is a need the venue will be changed to accommodate a larger attendance at the meeting. The charge of the committee is to learn about alternative options for kindergarten in Hanover and consider opportunities and constraints including issues such as facilities and costs. The committee will undertake the review of the kindergarten issues and submit recommendations to the Board. The Board decision will then need to be incorporated into the budget, and it is unknown whether any decision would be made in time for the 2013-14 budget process. The superintendent invited interested residents to come to the SAU office to review the background materials that have been collected. Information about the Kindergarten Committee roster and meeting minutes will be posted on the SAU website. Committee meetings are open to the public.

3. Business Requiring Discussion

The Air Quality report for the Ray School was cited, and it was suggested that it just be recognized in the packet rather than be an agenda item in the future.

Administrator Goals for 2012-13

Principal Laramie reviewed the administration goals for the 2012-13 school year, which included the development of a standards-based report card tied to the curriculum work, a review of the master schedule process for the specials (classes such as art and music), and the creation of a mentor manual for new teachers. Additionally, the principal will begin the process to develop a multi-year plan concerning the facility that will require collaboration with the Facilities Director and various Board committees.

Draft Budget Guidelines

The Budget Committee met to develop 2013-14 budget guidelines, which are to be similar to last year’s guidelines. A corridor for increasing the budget has not been recommended, but it was expected that health insurance and special education would both have an increase. There will be a regular-instruction increase for track advances not related to the contract negotiations. The teacher contract is a separate warrant article, thus it is not included in the budgeting. The Northeast Consumer Price Index also guides the budget. There will be a \$249,000 increase in the sixth-grade tuition. It is expected that there may be decreases in special education extraordinary costs, and there will be savings for transportation.

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Assistant Superintendent for Business John Aubin distributed a document presenting a rough estimate of the upcoming budget. There may be a lower increase in healthcare costs compared to past years but the state will require the school district to cover more of the staff retirement costs. Due to a decline in enrollment there may be an opportunity to drop one classroom, which could save about \$120,000 in instruction costs.

The Budget Committee expressed an interest in the administration exploring long-term saving initiatives, and the Board suggested that the committee reconsider this issue within the guidelines.

4. Business Requiring Action

Alisa Brisson moved and Chris Kubik seconded a motion to approve the minutes of the regular meeting of June 13, 2012, as submitted. The motion passed unanimously.

Principal Laramie explained the need to address the amount of FTE time that is needed to cover the physical education program at the Ray School.

Alisa Brisson moved and Gordon Spaeth seconded a motion to approve an additional .1 FTE for physical education and health teacher Stephen Condon in the amount of \$4,100.20. The motion passed unanimously.

5. Communications and Reports

a) Chair's Report

Chair Carpenter announced that the next regular Board meeting will be held on Wednesday, September 19, 2012, at 7:00 PM at the Ray School Music Room.

b) Superintendent's Report

Superintendent Bass reported that all certified staff members received their annual performance reviews for the 2011-12 school year, and that work on the curriculum began this summer. He also noted the schedule for standardized tests during the 2012-13 school year.

c) Assistant Superintendent's Report

Assistant Superintendent John Aubin referred to the budget timeline document and reported that the Hanover School District ended last year's budget with a \$423,000 positive balance. This amount may be applied to the tax levy, but the New Hampshire legislature recently passed a law allowing year-end balances to be carried forward to the next budget and this will be considered. The balance occurred due to unspent funds for special education, savings in transportation costs, and increases in grants, Medicaid, and catastrophic aid. There was also a positive balance in food services, which was used to purchase equipment as per the Federal regulations on excess balances associated with school food service.

d) Principal's Report

Principal Laramie cited the letters he wrote to parents and staff members about the start of the school year, and he thanked Facilities Director Jonathan Brush for pursuing several school projects during the summer. Principal Laramie invited the Board members to the teacher in-service activities and the various school-opening activities.

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e) Committee Reports

The Budget Committee met to develop the budget guidelines, and it also discussed the sixth-grade tuition calculation. The Finance Committee met and passed a resolution that the school district's cost per pupil be returned to "historic" levels.

The Communications Committee cited the information in the Board packet related to the survey that it conducted. The committee will meet to summarize the survey results and devise a plan based on the findings. The general feedback is that the public wants to be better informed about school board business.

6. Nonpublic Session

Gordon Spaeth moved and Chris Kubik seconded a motion to enter nonpublic session in accordance with RSA 91-A:3 for personnel matters. The motion passed unanimously.

The roll call was conducted and the Board entered nonpublic session at 8:55 PM.

7. Adjournment

Kevin Cotter moved and Chris Kubik seconded a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 9:15 PM.

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HANOVER SCHOOL BOARD
NONPUBLIC MEETING
WEDNESDAY, AUGUST 15, 2012
8:55 PM, RAY SCHOOL CLASSROOM

Minutes

Present: Board members Asmus, Brisson, Carpenter, Cotter, Kubik, Spaeth, Tarnowski;
Administrators Bass, Laramie.

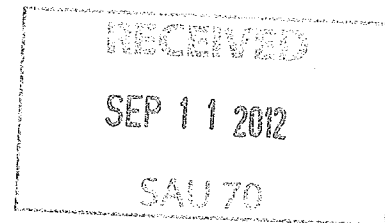
1. The meeting convened at 8:55 p.m.

2. The Board discussed personnel matters.

3. Adjournment

Kevin Cotter moved and Chris Kubik seconded a motion to reenter public session. The motion passed unanimously. The Board moved into public session at 9:14 PM.

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September 11, 2012

Robin Carpenter, Chairperson Hanover School Board
c/o Dr. Frank G. Bass, Superintendent, SAU 70
41 Lebanon Street, Suite 2
Hanover, NH 03755

Dear Chairperson:

This is to inform you that the Hanover Support Staff, NEA-New Hampshire, desires to bargain a master contract for the contract year beginning 2013-2014. This notification is in accordance with the requirements of RSA 273-A: 3.

Please contact me to set a date for our first negotiating session.

Sincerely,

A handwritten signature in cursive script that reads "Rosemary Ayres". The signature is written in black ink and extends across the width of the page.

Rosemary Ayres, President HSS/NEA-NH
Rosemary.ayres@rayschool.org

cc: Brian Sullivan, NEA-NH UniServ Director
Carey Callaghan, Chairperson Dresden School Board
Dr. Frank G. Bass, Superintendent SAU 70
PERLB

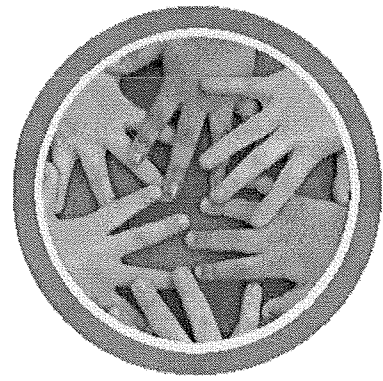
Bernice A. Ray School

Matt Laramie
Principal

Sarah Curtis
Assistant Principal

Pamela Graham
School Counselor

Karen Strickland
School Psychologist/School Counselor



September 2012

I. Opening of School – Connecting our Community

The opening week kicked-off with two days of staff in-service which featured a theme of ‘connecting our school community – how well do we know our students.’ The purpose of the theme stems from our intended school-wide goal work for the year and continuation of developing differentiated curriculum, instruction, and assessment. Our over-arching goal is to develop a systematic approach to personalized instruction, whereby developing rubrics to assess mastery of curriculum content and skills.

On Monday, August 27, we held our Open House of the new school year. I was again overwhelmed by the attendance at the event. I positioned myself outside the front entrance of the school and greeted many of our school’s families. It was just terrific!

During the first two days of school, I toured each and every classroom to participate in the various opening activities with students and staff. I was impressed by the level of community building our staff prepares for students while facilitating the opening of school, specifically new students and staff. In fact, during our opening week assembly, the entire school participates in singing the song “Make New Friends.” Our talented music educator, Becky Luce, had prepared a slide show with photos or names of all new students and staff.

II. Principal Forum

In response to feedback from the 2012 Parent Survey on the topic of communication and information, I will be hosting several Principal Chats throughout the school year in order to share and discuss goals, curriculum initiatives, instructional practices, national trends in education, as well as budget process. The schedule of the Principal Chats is as follows:

<u>Day and Date</u>	<u>Time</u>	<u>Topic</u>
Tuesday, September 11	9:00am - 10:00am	Goal Development
Wednesday, September 12	7:00pm - 8:00pm	Goal Development
Tuesday, November 6	9:00am - 10:00am	Curriculum Review
Wednesday, November 7	6:30pm - 7:30pm	Curriculum Review
Tuesday, December 11	9:00am - 10:00am	Budget Update
Wednesday, December 12	6:30pm - 7:30pm	Budget Update
Tuesday, March 12	9:00am - 10:00am	21st Century Skills and Rubric Development
Wednesday, March 13	6:30pm - 7:30pm	21st Century Skills and Rubric Development
Tuesday, May 21	9:00am - 10:00am	Parent Survey
Wednesday, May 22	6:30pm - 7:30pm	Parent Survey

III. Curriculum Review Update

During the summer, a vertical grade-level core curriculum team (including specials and special education) met and reviewed work completed by teachers during spring curriculum release time. The heart of their work was the development of a curriculum gap matrix – identifying existing curriculum expectations with alignment to Common Core State Standards.

The core team also identified the need for curriculum strand committees in math and writing. Both committees will involve grade level representation with the charge of closing gaps in vertical articulation of curriculum expectations.

IV. Supervision and Evaluation – Schedule and Process

Sarah Curtis and I have engaged in a very aggressive schedule to conduct weekly informal observations, meet with each staff member for goal writing, and conduct formal observations in conjunction with each teacher's certification cycle.

VI. Building Evaluation Goals

At our in-service faculty meeting on Tuesday, August 28, 2012, I outlined our plan to meet the building evaluation goals. Throughout the school year, we have identified specific dates for review of our goal indicators and professional development activities.

VII. Administrative Goals

Our school governance committees will participate in the development of our administrative goals:

- Standards-based school-wide report card
- School-wide faculty and staff handbook
- Teacher mentor program manual

Through Networks and Faculty Council meetings, our faculty and staff will provide feedback on the development of each goal item.

Enrollment as of September 1, 2012

<u>Students</u>	<u>Class Average</u>
K = 55 + 1 st = 74 (129)	21.50
2nd = 81	20.25
3rd = 82	16.50
4th = 72	18.00
5th = 93	19
TOTAL = 457	19