

AUBURN SCHOOL BOARD MEETING
Tuesday, August 10 2021 6:00 p.m.

LOCATION OF MEETING: Auburn Village School Media Center

- I. CALL TO ORDER** – Alan Villeneuve, Board Chair
- II. PLEDGE OF ALLEGIANCE**
- III. PROOF OF POSTING** – William Rearick, Superintendent of Schools
- IV. APPROVAL OF MINUTES**
 - A. Minutes of the Auburn School Board Meeting on June 29, 2021* (action required)
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. OLD BUSINESS**
 - A. RFP Update-Response to Questions*
- VII. NEW BUSINESS**
 - A. Reopening Plan Update*
 - B. Handbook Changes*
 - C. Instructional Time Schedule*
 - D. Snow Day/Remote Learning
- VIII. FINANCIAL**
 - A. Manifest Approvals
- IX. PERSONNEL (if necessary)**
 - A. Ratification of Superintendents Nomination*
 - B. Co-Curricular Nominations*
- X. INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or MISCELLANEOUS INFORMATION**
 - Upcoming:
 - Reports of Administrator's and Standing Committees
 - Goals
 - Informational:
 - Board Meeting Dates/List of Standing Committees
- XI. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) -if necessary**
- XII. ADJOURNMENT (action required)**

The next regularly scheduled School Board Meeting will be on Tuesday, September 14, 2021, at 6:00 p.m. at the Auburn Village School Media Center.

The SAU #15 Board will meet on Wednesday, September 15, 2021 at 6:30 p.m. at the Auburn Village School Media Center.

**Materials provided in packet*

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises.

**AUBURN SCHOOL BOARD MEETING
JUNE 29, 2021 AT 5:30 P.M.
AUBURN VILLAGE MEDIA CENTER**

These minutes have not been approved.

Alan Villeneuve, Board Chair, called the meeting to order at 5:35 p.m. Those in attendance were members Janice Baker, Jason Tyburski, and Adrian Newton. Derek Berger joined via cell phone. Also in attendance were Principal, Lori Collins; Maintenance Director, Scott Dube; Superintendent William (Bill) Rearick; and Assistant Superintendent, Marge Polak.

PLEDGE OF ALLEGIANCE

Bill Rearick led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

APPROVAL OF MINUTES

Motion by Janice Baker, seconded by Adrian Newton, to approve the June 8, 2021 Board meeting minutes with the following amendment: Page 2/New Business/Re-Entry Plan/Paragraph 2 should read ...learning, **possibly** return to eating lunch in the cafeteria... and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Melissa Prunier introduced Uniserve Director, Ignacio Sanchez.

OLD BUSINESS

Hire Consultant for Strategic Planning

Janice Baker said there were three responses for the RFP (NESDEC, NHSBA, and Strong Resource). She said each proposal was reviewed by the committee, which felt that the one was more responsive to the specifics of what they are looking for. Janice said she would like to meet with representatives from NHSBA for the proposal, timeframe, and to clarify the role of their partnership with Great Schools.

Bill Rearick stated that he would like support for Lori and hopes to hear how hours would be fleshed out: consultant vs. administration. He expressed his concern with the amount of work for Lori, especially since she has 12 new hires and a new middle school grade leader. The Board will review each RFP and will submit questions to the committee. Janice Baker, Marge Polak, and Derek Berger will compile those questions which will be sent to the NHSBA in advance of their meeting.

Motion by Janice Baker seconded by Adrian Newton, to allocate \$60,000 from the fund balance for a strategic plan, and the motion carried unanimously.

Request for Extension of Land Sale

Via an email to the Superintendent and Board Chair, Mr. Falzone informally requested an extension for the sale of the Hooksett Road property, from August 2021 to March 2022. However, no formal request was made and no action was taken by the Board.

NEW BUSINESS

Review of Capital Expenditures

Scott Dube stated that some costs have exceeded what was expected but he will have solid numbers next week.

FINANCIAL

Manifest Approval

Motion by Janice Baker, seconded by Adrian Newton, to approve the June 28, 2021 manifest in the amount of \$813,515.60, and the motion carried unanimously.

PERSONNEL

Resignation

Motion by Jason Tyburski, seconded by Adrian Newton, to accept the resignation of Jared DeGraffe, and the motion carried unanimously.

Superintendent's Nominations

Motion by Janice Baker, seconded by Jason Tyburski, to accept the Superintendent's nominations as presented, and the motion carried unanimously.

Co-Curricular Nominations

Motion by Janice Baker, seconded by Jason Tyburski, to accept the co-curricular nominations as presented, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Jessica Monroe expressed her displeasure with the Re-Entry Plan which has dropped two ways to mitigate the virus. Bill Rearick stated that everything is subject to change but that they rely on guidance for schools by the Department of Health and Human Services. The next guidance isn't expected until August.

INFORMATIONAL Items/Upcoming Agenda Items

Handbook Changes

Instructional Time Schedule

ADJOURNMENT

Motion by Derek Berger, seconded by Janice Baker, to adjourn the meeting at 6:15 p.m., and the motion carried unanimously.

The next Auburn School Board Meeting will be Tuesday, August 10, 2021 at 6:00 p.m. at the Auburn Village School Media Center.

Respectfully submitted.

Rebecca SJ McCarthy
Recording Secretary

**Auburn School District
Response to Questions for NHSBA - Proposal for Strategic Planning Services
7/9/2021**

1. Who will be the primary point of contact for (a) the contract; and (b) the day-to-day work?

Barrett Christina will serve as the primary contact for the contract, and Mark Dolan will serve as the contact for day-to-day work.

2. It appears 340 hours of service will be performed by NHSBA over 12 months between September 2021 and September 2022. Can you provide a more specific schedule that outlines which activities will be performed each month and the number of hours for each activity in the month?

Month	Activity	Activity Description	Contract Hours
SEP 2021	Kickoff meeting with leadership team	<ul style="list-style-type: none"> ● Prior to the Leadership Retreat, conduct a Pre-Planning meeting with the Superintendent and School Board Chair to orient to the process, discuss the Leadership Retreat, the overall communication strategy to support Community input events and discuss the formation of a Strategic Planning Committee. ● Conduct assessment of the District’s response to the 2020 pandemic and what lessons learned can be gathered from that experience. 	6 hours
	Leadership Retreat	<ul style="list-style-type: none"> ● Facilitate a Leadership Retreat with the Superintendent and members of the school board. Note: This can be an all-day meeting or divided into two separate 4 hour meetings. ● During the retreat, the leadership team will: ● Perform a S.O.A.R. (Strengths, Opportunities, Aspirations and Results) exercise using an assessment tool called Global Best Practices. ● Assess the current state of the School District against extensive research findings on best practices used by Schools across a variety of educational areas (called dimensions) covering both classroom and leadership and cultural practices. ● Identify initial Focus Areas— sometimes referred to as Pillars— that will help to inform the rest of the process. ● Discuss the creation of a Vision of a Graduate or Portrait of a Learner as a replacement to the standard Vision Statement for the District. ● Discuss the formation of a Strategic Planning Committee composed of district representatives 	16 hours

		such as the Superintendent, School Leaders and Staff, School Board members, SAU personnel, parents, students and community members.	
	Extant data collection	<ul style="list-style-type: none"> • Meet with district staff to develop a set of research questions to guide data analysis and to finalize a list of data for inclusion in data review . • Work with district staff to gather extant data from the last three years including but not limited to enrollment, staffing levels, administration and governance model, student success measures, teacher success measures, supplemental programming, annual budget, per student academic spending. • Identify publicly available data sources for inclusion in the data review, with attention to data available for other districts in the region (e.g., data published on New Hampshire’s iPlatform data portal or the National Center for Education Statistics). • Organize and prepare extant data for data analysis. 	24 hours
OCT 2021	Extant data analysis	<ul style="list-style-type: none"> • Systematically review and analyze available data sources to identify trends and patterns, including exploratory analyses focused on disaggregating to examine variation across subgroups. • Develop user-friendly data visualizations to illustrate patterns and trends, as well as draw attention to potential areas for improvement. 	66 hours
	Planning Committee Initial Meetings	<ul style="list-style-type: none"> • Facilitate initial Planning Committee meetings, where members will review the process we will use to create the new Strategic Plan. 	20 hours
NOV 2021	Extant data final memo	<ul style="list-style-type: none"> • Synthesize key findings from extant data collection and analysis in a written memo. The memo will be written with a focus on making data and findings accessible to a non-technical audience. • Meet with members of the district to present findings and offer recommendations for additional learning and areas for improvement based on data. 	50 hours
DEC-JAN	Community Listening Sessions and Surveys	<ul style="list-style-type: none"> • Outline a comprehensive Auburn School District Community Engagement Plan that delineates the various methods will be used to gather input from the students and the community, such as online surveys, community listening sessions, and one-on-one student and teacher interviews • Collect community listening sessions—both in person and via Zoom, in desired—focused on 	50 hours

		<p>gathering feedback and building support for creation of strategic plan</p> <ul style="list-style-type: none"> • Administer online surveys to students to identify priority areas for strategic planning • Monitor data collection to ensure high rates of participation across stakeholder groups 	
FEB 2022	Synthesis of Findings & Identification of Focus Areas/Pillars for the Plan	<ul style="list-style-type: none"> • Work with the planning committee to synthesize results of these various engagements and will use them in two ways. First, to engage in a process to (1) identify patterns and areas of commonality among the community, (2) draft a list of potential focus areas within the strategic plan, and (3) to provide input into a set of competencies to form the Portrait of a Learner. 	20 hours
MAR 2022	Finalization of Plan Focus Areas	<ul style="list-style-type: none"> • Facilitate Planning Committee meeting to prioritize Focus Areas/Pillars that will be most important to focus on and identify 3-5 areas to bring to larger community for review • Solicit feedback on the Focus Areas will be requested from the School Board, Faculty and if desired, community members 	16 hours
APR 2022	Portrait of a Learner for K-8 schools	<ul style="list-style-type: none"> • Begin the process of creating a Portrait of a Learner and understand how it will be used to support building a Strategic Plan. Review samples of existing Portraits of a Learner • Review 21 Century competencies that form the Portrait of a Learner. • Get feedback from Faculty and Staff on the Portrait of a Learner competencies 	16 hours
MAY 2022	Finalize Portrait of a Learner	<ul style="list-style-type: none"> • Reach Committee consensus on the final Portrait of a Learner 	20 hours
	Values and Beliefs	<ul style="list-style-type: none"> • Create a set of Core Values and Beliefs for the School District 	
JUN 2022	Develop Goals and Strategies	<ul style="list-style-type: none"> • Begin the development of Goal Statements for each Focus Area • Plan to report to School Board on current progress 	10 hours
	Develop Goals and Strategies	<ul style="list-style-type: none"> • Finalize Goal Statements that support the Portrait of a Learner • Develop S.M.A.R.T. Strategies for each Goal Statement 	10 hours

JULY 2022	Action Plan Development	<ul style="list-style-type: none"> • Develop actions plans for each of the Strategies in the Plan • Agree on key performance indicators to measure progress 	16 hours
AUG 2022		<ul style="list-style-type: none"> • Create a draft Strategic Plan for School Board review • Present draft Plan to School Board • Incorporate Board comments into the Plan • Create a final Plan to School Board 	8 hours
SEP 2022		<ul style="list-style-type: none"> • Distribute Plan to all stakeholders by Superintendent 	N/A

3. Similarly, what do you expect the time commitment for each of the 12 months to be for our:
- Superintendent and his team
 - K-8 principal and her team
 - K-8 staff

The Superintendent will be involved throughout the process as a member of the Strategic Planning Committee acting as liaison between the Committee and the consultants from NHSBA and Great Schools Partnership. The Superintendent and his team will participate in the Leadership Retreats at the beginning of the process. The Superintendent’s time commitment can be expected to be 6 – 8 hours per month not including Planning Committee meetings.

The K-8 principal and others who are on the Planning Committee will be asked to attend all monthly Committee meetings and complete any pre-meeting work that is required. All Planning Committee members should expect a time commitment of 2-4 hours for each meeting.

K-8 staff will be invited to participate in an optional survey and/or focus group to provide feedback on the strategic plan, as well as the community listening session, with an anticipated optional time commitment of 1-2 hours total over the course of the 12 months.

4. Given the tenure of the engagement, we would like to act on early and easy opportunities and not wait until the entire strategic planning process is complete before we take action. Can you comment on your process’s ability to capitalize on quick wins?

The extant data analysis that will be completed in fall 2021 may identify some areas for immediate action before the plan is complete. While we recommend using multiple data sources, including input from school and community stakeholders, to help inform and shape the strategic plan, the planning process does not limit the District from taking immediate action if deemed necessary. We will work with members of the Planning Committee to determine whether immediate action is appropriate or additional information is needed to inform action steps.

5. The District would like to see and approve the outline of the final report early on in the engagement. When would you plan to submit the outline?

The process of developing an outline for the extant data final memo will occur during the initial leadership kickoff meeting, during which time the data sources of interest will be identified. The outline will be further refined during the leadership retreat (September 2021) to ensure alignment to the focus areas identified. Extant data final memo will be submitted by November 19th. The format and contents of a Strategic Plan will be presented at the Leadership Retreat in September.

6. Who do you recommend attend the Leadership Retreat and when would it be held?

Attendees of this Retreat are usually the Superintendent and Assistant Superintendent, Building Principals, Directors of Curriculum and Information Technology. Considerations should be made to invite teachers who are considered leaders among their peers. Leadership Retreats are held at the beginning of the process; we recommend holding the retreat in September 2021.

7. Who do you recommend comprise (a) the Planning Committee; (b) the Strategic Planning Team; and (c) Working Committees?

The Planning Committee and Strategic Planning Committee are the same. The committee will be composed of the Superintendent, School Leaders and Staff, School Board members, SAU personnel, parents, students and community members.

Working Committees are typically district employees knowledgeable in the specific area that work on creating detailed actions plans that support the goals and strategies in the Strategic Plan. They are formed to take the goals and strategies in the plan and develop detailed, yearly action plans.

8. The Auburn School District governs a K-8 school and the high school contract with Pinkerton Academy. As a result, we have different degrees of control and levers available to us to execute on a strategic plan. Can you describe how your strategic planning approach and deliverable will adapt to our District and how you've done this with districts with similar arrangements?

NHSBA has been providing Strategic Planning services for schools within NH and the Strategic Plan is typically developed for the School District as a whole and applies to K-12. In this case, the Planning Committee will include representation from the high school leadership and decisions made will apply to the high school whether contracted or not. In cases where Strategic plans already exist for the High School, Districts have desired to build a Strategic Plan for the K-8 schools only, while ensuring alignment with the plan for the High School.

Our approach takes into consideration the differing degrees of control and needs of both the K-8 school and high school. We acknowledge that the district structure may require some nuanced, context-specific solutions. Ultimately, the K-8 school and high school are part of the same educational ecosystem, and the work happening at the elementary level has implications for student success in high school. Our primary goal is to promote alignment and coordination of efforts between the K-8 school and high school to ensure the success of all students in the district.

9. Your proposal includes interviewing students. Since we are a K-8 school and our students attend a contracted high school, please provide specifics as to how this would be structured.

There is no single best way to involve students so the details of this approach will be decided by the Planning Committee. Typically students attend the Community Listening Sessions to provide their feedback; however, there are other methods such as student interviews, surveys, and student-led focus groups. Students may prefer to use on-line tools; however, there is valuable synergy in talking to several students at one time that cannot be achieved through on-line surveys.

10. We are looking for a partner who will include a great deal of external research and data on education best practices, model schools, effective and engaging instruction strategies, methods to achieve student success, and more. Can you provide more detail on the depth and breadth of your approach to this and direct us to a strategic plan you've developed that includes these types of external inputs and information?

Strategic Plans enable new programs and new focus areas to take shape and can act as a foundation for innovation and new school models to grow. Our process uses Human Centered Design techniques aimed at raising the level of empathy towards the learner. Articles and videos are provided to the Planning Committee to spur discussion on what is possible in education and to inspire the committee to think about new approaches to education. In some cases it may be helpful to identify comparable districts within NH or across the country that have similarly sized student populations and demographic makeup and have attained higher academic achievement and student outcomes.

11. We would like to better understand the Global Best Practices benchmark tool, including the extent to which it includes best practices from industries outside of education and if the NHSBA considered other benchmarking tools.

The [Global Best Practices Tool](#) offers schools a practical, step-by-step process they can follow to assess their relative performance in critical areas and shape their school-improvement plans. The sections and dimensions in this tool focus attention on a selection of important concepts and high-impact areas to provide schools with a logical structure and process to follow.

Over the past few decades, a [growing body of educational research](#)—both in the United States and abroad—has begun to reveal what works well and what doesn't work so well in secondary schools. While this emerging consensus has not yet delivered a perfect solution for every problem that educators encounter, it has nevertheless identified a variety of leadership, organizational, and instructional practices that, when implemented well, can enhance equity, improve instructional quality, and deliver better outcomes for more students.

For the purpose of developing this tool, research included was focused primarily on studies conducted in educational settings. It should be noted, however, that contemporary education research frequently draws from frameworks and methodologies from other disciplines, such as psychology, sociology, public health, business, and economics. Thus, by drawing from a diverse range of education research sources, this tool inherently benefits from the work in other fields.

12. We anticipate the strategic planning process will uncover varying and conflicting perspectives, needs and priorities. How does the NHSBA plan to address these conflicts? For example, are weights applied to different data sources (e.g., external research & data, internal data analysis, interviews with school professionals, interviews with students, interviews with parents and community members, etc.) to determine impact, relevance, or priority?

Not all input is equal; however, we are looking for trends and common ground that support the future of learning in the District. The Planning Committee is responsible for identifying and prioritizing the focus areas that will be both manageable and impactful. To achieve a plan that is realistic, we have to look at what is possible within the current budget/time/people constraints. The Committee will prioritize using an Importance/Impact vs Difficulty/Effort matrix.

13. Can you explain what you mean by cleaning and organizing the extant data for data analysis?

The process of cleaning and organizing extant data involves several steps intended to ensure data integrity and prepare for the analysis process. Once extant data have been provided by district staff to the project team, we will review the data for quality assurance. This process involves systematic checks for missing data, potential data errors or inconsistencies, and/or duplicate records. The project team will work with district staff to resolve outstanding data questions or concerns. As part of this process we will also format data such that it can be imported into a statistical software package (i.e., STATA) for analysis.

14. What is your proposed invoicing approach? That is, when will you submit invoices and will they represent the combined work of NHSBA and Great Schools Partnership or will the two entities bill separately?

The Auburn School Board will enter into a contract with NHSBA. NHSBA will then enter sub-contracts with both Mr. Dolan and with Great Schools Partnership. NHSBA will invoice the Auburn School Board. NHSBA typically asks for one-third payment upon entering the contract, and then the remainder due upon completion of the project.

**Auburn Village School
Reopening Plan
2021 - 2022**



August 10, 2021

As we look to the 2021-2022 school year, we continue our commitment to a safe and meaningful opening of school that aligns with CDC, state and local health guidelines and recommendations. **The Auburn Village School will open for full-time in-person learning for all students on September 1, 2021.** From our experience this year, we recognize that in-person learning is the best way to provide services to our students to meet their educational needs as well as for staff and student mental health needs. This document outlines our plan for full in-person learning for the 2021-2022 school year.

This opening plan was developed in part to satisfy federal COVID related grant requirements, and also to communicate with the Auburn Village School community the expectations for the coming school year. The plan will be reviewed by the School Board every six months to ensure we are continuing to deliver the best practices/services for our school community.

The plan was developed from input by the SAU staff, school administration, teachers, school board and parents. The plan was reviewed at the June, 2021 Auburn School Board meeting for comment and is posted on the district website with an optional survey for comments and suggestions. The survey is open to anyone in our community to take. Our website and school board meetings are open to the public as well.

When planning the best use of the ESSER II / III funds, the Auburn School Board reviewed the proposal by the SAU in a public meeting in which the community was welcome to attend. Everyone in attendance was welcome to speak to the spending during public comment. The needs identified for ESSER funds include facility needs such as HVAC filters, additional cleaning /disinfecting supplies and personnel; materials and professional development to identify and fill learning gaps; contracted intervention services; and support for student and staff mental health.

Our top priority is the safety of everyone in our school buildings. We will continue to collaborate with the NH Department of Health and Human Services in regard to contact tracing, isolation and quarantine as needed. We have found that over the year some of our new procedures have served us well, and we will keep some of them in place as they have assisted us in becoming more efficient, focused and safe.

Screenings

Families and staff will not be asked to report daily screenings; however, both students and staff will be asked to stay home if they have COVID-19 symptoms. It is the responsibility of the family to ensure that students are well when they come to school. Staff and students who have symptoms should also contact their primary care physician for further instructions.

COVID-19 In School

If a student or staff member tests positive for COVID-19, the school Principal will notify the NH Department of Public Health. Those who have been in contact with the positive individual will be asked to [“self-observe”](#) and may continue to attend school as long as they remain asymptomatic. Those who are considered household contacts will be asked to [“self-quarantine”](#) as determined by NH DPHS.

Bus Transportation

Students will continue to be assigned seating on the school buses. Buses will continue to be sanitized between all bus runs. [Per CDC Order passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems.](#) (For more information see [Frequently Asked Questions](#)) [Masks will be provided for students who do not have their own.](#)

Parents/Visitors/Volunteers

Visitors will be allowed into the Auburn Village School following protocols; all visitors must sign in upon entering and indicating that they have no signs or symptoms of COVID.

Lunches

Lunches will continue to be served in the cafeteria because appropriate spacing can be maintained. We will continue to use both the gymnasium and the cafeteria as lunch rooms for all grades to eat in. We will continue to serve multiple options that allow for a quick pick up in the lunch line. This system will still allow the use of the “My School Bucks” payment option.

Physical Activity

Recess is scheduled for students in grades K-6. Students may interact with other assigned cohorts during recess. Our physical education classes will take place in the gymnasium or outside as appropriate. Band and Chorus will resume as normal and may require social distancing as well as instrument shields for additional mitigation. Extracurricular activities will be returning in full, and we will look to Tri-County Athletics for any guidance in sport programs. All other activities will follow school protocols.

Classrooms

Student work stations will be spaced 3’ apart in all grade levels where possible. There may be a reduction of classroom furniture if necessary to accommodate spacing of student work stations. Individual plexiglass dividers will be available in all classrooms for use at the discretion of the teacher. Our intent is to return to a more traditional classroom environment.

Facility Precautions

Frequent cleaning will occur in hallways and bathrooms throughout the day. Night time cleaning will be completed using normal cleaning practices along with spray disinfectant. Our HVAC system filters will be replaced more frequently to help promote clean air. When possible, windows will be opened to help with the circulation of fresh air.

Masks

Any person entering our facilities has the option to wear a mask at any time due to any concerns they may have. The district will provide disposable masks at the entrance of each building. Students and teachers are encouraged to wear a mask if they are feeling sick while at school until they leave the building. **If there is a significant rise in community transmission of COVID-19, masks may be recommended for all occupants of the school building.**

Handwashing and Respiratory Etiquette

The Auburn Village School will have signs reminding students and staff of healthy practices such as coughing/sneezing into your elbow, frequently sanitizing/washing hands for at least 20 seconds, and staying home when sick. Students and staff will sanitize hands (wash hands or use hand sanitizer) upon arrival at school, when changing location, and before and after eating.

Remote Learning Option

Any family that requires a remote learning option should contact the school principal who will assist them in contacting Virtual Learning Academy Charter School (VLACS) for enrollment in Grades K-8. **If a student is asked to self-quarantine, a remote learning option will be provided during their absence.**

The Auburn School District will continue to utilize NH Division of Public Health Services for guidance on re-opening protocols, screening, travel, self-quarantine and self-isolation for staff and students, and any other related practices. Our procedures will continue to be updated based on the ever-evolving CDC and NH DPHS guidance; input from educators, students, families, and community partners; and learnings from our own implementation and that of others.

We hope that this plan provides you with information that helps to outline the Auburn Village School reopening in September, 2021. Additional information regarding the 2021-2022 school year will be available in August.

Please go to www.auburn.sau15.net to comment on the 2021-2022 reopening plan.

need to gain admittance through the designated door in the cafeteria.

SUPERVISION OF STUDENTS

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

DELAYED OPENING OR EMERGENCY CLOSING OF SCHOOL

School Cancellation or Delayed Pending announcements will be made on the following radio, television stations and websites:

- THE MILL 96.5FM
- WMUR-TV/Channel 9WOKQ/97.5FM
- WGIR/610AM WNNH OLDIES/ 99.1FMWZID/95.7FM
- WKXL/1450AM
- www.wmur.com
- www.auburn.sau15.net

All school Delayed Openings are for 2 hours. Should this occur, students can be expected to be picked up at their bus stops 2 hours later than normally scheduled. For example, if your child is normally picked up at 7:30 AM, then on delayed opening, pick up time will be 9:30AM. ~~There will be no AM kindergarten.~~

Commented [LM1]:

Should students be sent home early due to inclement weather, announcements will be made on the same radio and television stations and students will be afforded the opportunity to call home.

AUBURN STUDENTS ATTENDING PINKERTON ACADEMY

1. There will not be high school transportation should school be cancelled in Auburn.
2. Should the Delayed Opening procedure be in effect in Auburn, but not at Pinkerton Academy, there will be a 2-hour delay.
3. Should the Delayed Opening procedures be in effect at Pinkerton Academy, but not Auburn, there will not be transportation to Pinkerton
4. Should the Delayed Opening procedure be in effect at Pinkerton Academy and in Auburn, there will be a 2-hour delay.
5. Should students in the Auburn Village School be sent home early, but not at Pinkerton, arrangements will be made to provide high school students with transportation by schoolbus from Pinkerton prior to Auburn closing. Students in the high school will be notified through the high school intercom system.

EMERGENCY MANAGEMENT TEAM (EMT)/SAFETY TEAM

principal, teachers, and other staff members.

- **Three or more days tardy or days dismissed of any kind will negatively impact Middle School Perfect Attendance Awards at year's end**

Grades K-4: It is of utmost importance that all students arrive at school on time. Students are considered tardy if they are not in homeroom by 8:50 AM. If your child is tardy, he/she must report to the office upon arriving at school.

DISMISSALS

END OF DAY DISMISSAL

Grades 5-8: Students who will be picked up at the end of the day should report to the Parent Pick Up area on the Eaton Hill Road side of the building. Dismissal for middle school students is at 2:30p.m.

Grades K-4: Students who will be picked up at the end of the day should report to the Parent Pick Up area, which is located on the Eaton Hill Road side of the building. Dismissal for elementary school students is at 3:25 p.m. [Dismissal for Kindergarten and First Grade students and their siblings will begin at 3:15 pm.](#)

When a student is dismissed from school at the end of the day, he/she is expected to leave the school grounds and proceed home immediately. If a student wishes to go somewhere other than home, the parent must log the dismissal change in PickUp Patrol.



To use a different bus or get off at a different location, please use Pick-Up Patrol. A bus note will be printed from Pick-Up Patrol and given to the student.

Commented [LM2]: Allowing?

Special educational services for handicapped special needs students are provided in accordance with federal and state laws providing for the education of such students. The State of New Hampshire recognized three general types of handicaps: physical, intellectual, and emotional. Within these broad categories are breakdowns of specific handicapping with criteria specified for each.

Any student thought to have special educational needs as described above will be referred to the special education evaluation/placement team. Parents, teachers, or any person who bears a responsibility for the student may make such a referral by completing a form called Referral for Evaluation/Placement Team Review. Further information is available through the Special Education Office.

SECTION 504 – REHABILITATION ACT OF 1973

Auburn Village School complies with the Rehabilitation Act of 1973 (See appendix.) Any concerns or questions regarding the need for an individual 504 plan for a student should be directed to the assistant principal, the 504 Building Coordinator.

TITLE I MATH SUPPORT

The Title I program provides math support to regular education students in grades 2-6. Selection is determined on the basis of academic need. This program provides extra remedial instruction in support of regular classroom math classes; it is not a replacement for the instruction that students receive in their homerooms.

Instruction is in a small group setting or within the classroom. A variety of teaching methods and materials are used to help each student master skills and build confidence in the area of mathematics.

~~Mrs. Christina Spain is our Title I teacher. The financial support for this program is shared by the district and federal funds through a Title I grant. Any questions regarding the program can be directed to Mrs. Spain.~~

Reading support is offered through our school budget in grades one through eight. Selection is determined on the basis of academic need. Reading support supplements reading instruction in the regular classroom. Instruction is in a small group setting.

A strong foundation in reading in the early years reduces the occurrence of difficulties in the later years. We especially focus on first grade with extra support in phonemic awareness, phonics, and decoding skills. As students progress through the grades there is a gradual transition from phonics and word attack skills to comprehension. We help the students develop the ability to use reading as a tool for other knowledge, rather than just an end in itself.

We have two reading specialists in the school. Mrs. Sonia McDaniel is the elementary reading specialist focusing on grades K-4. Mrs. Shelley Widdison is the reading specialist for grades 5-8.

COUNSELING SERVICES

The school counselors help students to develop better self-concepts, strengthen their ability to solve problems, and change attitudes that are detrimental to school success. Using individual, small group, and whole class activities to meet the social and emotional needs of the students, the counselors complement the efforts of teachers and other staff members. The middle school counselor also facilitates the transition from Auburn Village School to high school.

OPEN HOUSE/PARENT INFORMATION NIGHT

Auburn Village School will conduct a [virtual](#) open house on **Thursday, September 16th for grades Kindergarten through 4th**. The intent of the open house is to afford parents the opportunity to become acquainted with Auburn Village School, its programs of instruction, and the staff. Personal conferences should be scheduled at a separate and mutually convenient time to discuss your child's progress. Parents will receive more information and schedule prior to the event.

Commented [LM3]: ?

Middle school (Grades 5-8) will offer a [virtual](#) Parent Information Night on **Thursday, September 23th**. The intent of the information night is to afford parents the opportunity to become acquainted with Auburn Village School, its programs of instruction, and the staff. The teachers will provide a brief presentation to each group. Parents will receive more information and a schedule prior to the event.

INSURANCE

The Auburn School District does not sponsor accident insurance for individual students. Student insurance is made available to all students at a reasonable cost. Complete information is available early in the school year. All accidents, which may result in a claim being filed, should be reported to the principal's office.

FOOD SERVICES

The Auburn School District participates in the federal program, which provides for free and reduced meals to those who are eligible to participate. Applications are sent home yearly and are also available at the office.

The Auburn Village School serves breakfast and lunch every day. The school lunch menu is uploaded to the website monthly. This time can be a very pleasant interlude in the day's

LEVEL IV BEHAVIORS & CONSEQUENCES

Level IV behaviors are those behaviors covered in the **Memorandum of Understanding with the Auburn Police Department** (See appendix). These issues will be handled by a building administrator in conjunction with the Auburn Police Department.

Consequences at this level include but are not limited to:

- External Suspension
- Expulsion

DEFINITION OF CONSEQUENCES

LOG OF BEHAVIOR: The behavior will be recorded in PowerSchool by teacher and will accumulate towards a detention or loss of activity.

LOSS OF ACTIVITY: The student will be ineligible to participate in an upcoming school sponsored activity (i.e. School Dance, Field Trip)

TIME OUT: Student will be isolated from peers for a period of time.

LUNCH DETENTION: The student will spend his/her lunch period in an assigned area (i.e. a classroom or the office) under adult supervision.

DETENTION: Students will be assigned a detention by any staff or faculty member if their behavior warrants it. A detention is defined as time after regular school hours (8:00 a.m. to 2:30 p.m.), which is spent under the supervision of a staff member. Parents will be notified prior to the time the detention is to be served. Students shall report on time and will be subject to further disciplinary action if they fail to keep their detention. The parents will be given at least twenty-four (24) hours' notice and shall be expected to provide or arrange transportation from the school to home. **(Students staying for detention may not ride the elementary bus home.)** (With parental permission, the 24-hour time frame may be waived.)

TEACHER DETENTION: Time after regular school hours (8:00 am to 2:30 pm) which is spent under the supervision of a staff member. During this time, teachers can conference, reteach expectations or problem solve behavior with students. Students shall report on time and will be subject to further disciplinary action if they fail to keep their detention. Students staying after for a teacher detention may ride the elementary bus home.

RESTITUTION: Student will pay for or replace damaged property.

INTERNAL SUSPENSION: The student may be assigned to an internal suspension, which would be held at school during regular school hours. He/she will be isolated from his/her peers and supervised by school personnel while he/she completes daily assignments.

11. Shorts, dresses and skirts that do not reach mid-thigh in length (to the tip of the hand fully open and extended).
12. Pajamas or other sleepwear.

Students shall be required to change if they arrive at school dressed inappropriately. Parents may be asked to bring appropriate clothing to them. A student who wears an article of clothing to school after it has been deemed inappropriate will be subject to disciplinary action. **Judgments related to unacceptable clothing shall be made by the administration only, and those judgments are not subject to arbitration.**

DRUGS AND ALCOHOL

The taking and/or possession of illegal drugs or alcohol, in any form, is not permitted at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Board and other proper authorities. Any student in possession of or under the influence of drugs or alcohol will be immediately suspended from school for at least five days.

Prescription medication may only be taken by the student to whom it is prescribed, pursuant to Board Policy JLCD on administering medication in school. The misuse of prescribed or over-the-counter medications in the school will result in disciplinary action.

BULLYING

Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Conduct constituting bullying will not be tolerated. (See appendix for complete policy.)

SEXUAL HARASSMENT

The school district maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees are forms of sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which produce an intimidating or hostile environment will not be tolerated under any circumstances.

PHYSICAL EDUCATION

Physical Education is offered to each K-4 student on a weekly basis and for one half trimester to all grade 5-8 students. Students may be excused from participation in Physical Education classes under the following conditions:

Lost and Found is located in the back lobby by the cafeteria for easy access during off school hours. Due to the amount of lost and found items, we encourage parents to label all student belongings. Auburn Village School is not responsible for items that have been misplaced or stolen. Students are urged to check regularly for lost items. Unclaimed items will be donated to charity three times during each trimester.

FIELD TRIPS

Field trips are a means of helping students learn as much as possible about the world in which we live. Field trips represent part of the overall academic program. Teacher and student preparation and follow-up are essential to each trip's success in order to translate experiences into learning.

Before each trip, authorization forms will be sent home to the parents/guardian. These are to be completed, signed, and returned to the school before a student can be allowed to go on a trip. Teachers and parent chaperones are assigned to each trip to provide adequate supervision.

Participation in a field trip is a privilege. Should a student fail to adhere to the rules of conduct on the trip, that student will be sent home at the expense of the parent and will lose the right to participate in the next school-sponsored event.

PARTY INVITATIONS

In respect to all students, to protect privacy and ensure safety and security, invitations to private parties cannot be distributed on school grounds. Staff cannot release the address and/or telephone numbers of our students. In addition, we recommend that parents refrain from sending special deliveries (ex: balloons, flowers) to their children at school. Deliveries such as this interrupt the classroom and the learning environment.

PRINT/VIDEO/MEDIA

Parents of students in the Auburn Village School should be aware that students in the school are, on occasion, featured in newspaper articles and/or in photographs, or shown on tape for purposes of television, videotape, or photographic presentations. **If you do not wish your child to be featured in any print or video media presentation, please be sure to make this known to the school through the form provided.**

MEDIA CENTER

The school Media Center is a wonderful place to do research, study, and seek information for use with school projects. It has a wide selection of reference materials and books for your reading pleasure. We encourage all students to take advantage of the print and

VII.B.

Besides updating dates and Staff members, only two adjustments were made to the handbook. A statement at the beginning of the handbook stating that information in the AVS Guidance for Opening of School may overrule information that is in the handbook.

Also a statement was added at the beginning of Open Homework stating that it was not available to start the year.

SCHOOL OPERATING PROCEDURES

SPECIAL CIRCUMSTANCES 2020-2021

Due to the COVID-19 pandemic, the information in this handbook may not be the most current information regarding procedures, policies and regulations. For the most current information regarding changes due to COVID-19, please refer to the [Auburn Village School Guidance for Opening of School](#).

ENTRANCE AGE

OPEN HOMEWORK ROOM

Due to COVID-19 and creating cohorts of students, Open Homework Room will not be available to start the year. If Open Homework becomes available later in the year, the following will apply.

Teachers volunteer to offer Open Homework Room to middle school students after school to provide a space for students to complete assignments in a quiet environment. Open Homework Room is available for students Monday-Thursday until 3:15 pm. Students who stay for Open Homework may take the elementary bus home. **Because teachers volunteer to host Open Homework Room, there may be days that Open Homework Room is not available. Students need to be prepared with alternate plans on these days.**

While attending Open Homework Room, students are expected to adhere to the following

1. The classroom is expected to be silent and all students should be working independently.
2. Students are expected to arrive with all of the materials that are needed at the beginning of the period. Students cannot be wandering through the building during this time.
3. If students need to get a drink or to use the restroom, students need to do so before entering the homework room.
4. If a student does not have homework, be prepared with an independent reading book.
5. Use of cell phones is prohibited in line with our No Cell Phone policy.
6. Students who are staying after to await sports event will not be dismissed early unless they are on a team and are required to be somewhere.
7. Students are expected to listen to the announcements for dismissal procedures.

The use of Open Homework Room by students is a privilege. Many students use Open Homework Room as an essential part of their school success. Any disruptions affect the ability for students to remain focused. Students who are not respectful of the rules of Open Homework Room will lose the privilege of attending.

VII.C.

**INSTRUCTIONAL TIME SCHEDULE
2021-2022**

School Name	Auburn Village School						SAU:	15		
Town:	Auburn						Grades:	K-8		

Ed 306.26(b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school.

SUBJECT	K	1	2	3	4	5	6	7	8
Art	40	40	40	40	40	40	40	40	40
Language Arts & Reading	575	600	600	600	600	425	350	300	300
Health	40	40	40	40	40	40	40	40	40
Physical Education	40	40	40	40	40	40	40	40	40
Information & Communication Technology	x	40	40	40	40	Integrated into the core curriculum classes.			
Math	325	325	325	325	325	425	275	300	300
Science	150	200	200	200	200	225	275	300	300
Social Studies	150	200	200	200	200	225	275	300	300
Family & Consumer Science	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Technology Education	x	x	x	x	x	40	40	40	40

Notes:

Principal Signature: Lois Collins Date: 8/6/2021

Superintendent Signature: _____ Date: _____

IX.A.

AUBURN SCHOOL BOARD

August 10, 2021

Superintendent's Nomination

Lindsay Hallenbeck
Teacher (Special Education)

IX.B.**AUBURN SCHOOL DISTRICT
2021-2022****CO-CURRICULAR ASSIGNMENT NOMINATIONS**

LAST NAME	FIRST NAME	ACTIVITY	Compensation
Boles	Kerry	Boys Basketball Coach	\$ 1,500.00
Huston	Kevin	Boys Soccer Coach	\$ 1,200.00
Ashness	Danika	Cross Country Coach	\$ 1,000.00
Jerome	Meghan	Cross Country Assistant Coach	\$ 1,000.00

X.

**AUBURN SCHOOL BOARD MEETINGS
2021/2022**

The Auburn School Board Meetings are held the 2nd Tuesday of each month beginning in August. Meetings are held at the Auburn Village School Media Center beginning at 6:00 p.m., unless otherwise posted. Special and/or rescheduled meetings are appropriately posted as needed.

2021

**August 10
September 14
October 12
November 9
December 14**

2022

**January 11
February 8
March 8
April 12
May 10
June 14**

**Deliberative Session #1: February 5, 2022 at 9:00 a.m.
Snow date: TBD**

(Note: Deliberative Session #1 - between the first and second Saturday after the last Monday of January, inclusive of those Saturdays. Snow date must be scheduled within 72 hours of original date.

**AUBURN SCHOOL BOARD
STANDING COMMITTEES 2021/2022**

CHAIR: Alan Villeneuve Vice-Chair: Janice Baker Clerk: Jason Tyburski

COMMITTEE

Budget	Member: <u>Janice Baker</u> Alternate: <u>Alan Villeneuve</u>
NHSBA Delegate	Member: <u>Derek Berger</u> Alternate: <u>Adrian Newton</u>
Policy*	<u>Derek Berger</u>
Building*	<u>Janice Baker</u>
Sick Leave Bank	Member: <u>Jason Tyburski</u> Alternate: <u>Alan Villeneuve</u>
Technology*	<u>Jason Tyburski</u>
PTA	Member: <u>Adrian Newton</u> Alternate: <u>Derek Berger</u>
AEA Negotiations	Member: <u>Janice Baker</u> Alternate: <u>Alan Villeneuve</u>
Transportation*	<u>Derek Berger</u>
Manifest	<u>Alan Villeneuve</u>

****Must have postings, agendas and minutes for each meeting***