

Posted: 02.15.18

At: All Hudson schools, SAU building, district website

**HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
February 19, 2018
Hills Memorial Library – 18 Library Street**

**6:30 pm Public Session
followed by Non-public Session**

AGENDA

- A. **Call to Order:** Lee Lavoie, Chair, will call the meeting to order.
- Pledge of Allegiance
- B. **Public Input**
- C. **Presentations to the Board**
1. Hudson Memorial School Student Leadership
 2. Alvirne High School Alumni Dinner
- D. **Requests of the Board**
1. Cooperative Ice Hockey Team (LR): Attachment # 1
- E. **Reports to the Board**
1. Superintendent's Report
 2. Assistant Superintendent's Report
 3. Director of Special Services' Report
 4. Business Administrator's Report
- F. **Committee Reports**
- G. **Correspondence**
1. Technology Integration Specialist Report (MW): Attachment # 2
 2. National Merit Finalist (MW): Attachment # 3
 3. Maine Thespians Thank You (LR): Attachment # 4
- H. **Recommended Action**
1. Manifests – Recommended action: Make necessary corrections and sign.
 2. Minutes – Recommended action: Review and approve.
 - a) 02.05.18 Draft Minutes (LR): Attachment # 5
- I. **Old Business**
1. Nomination of Mr. Lavoie to represent Hudson School Board at the Town Deliberative Session

Posted: 02.15.18

At: All Hudson schools, SAU building, district website

J. **New Business**

1. Policy IJ Instructional Resources – Procedures (revision 1st reading, LR): Attachment # 6
2. Policy IJL Library Media Services Collection Development - Procedures (revision 1st reading, LR): Attachment # 7

K. **Board Member Comments**

L. **Upcoming Meetings**

Meeting	Date	Time	Location	Purpose
Policy Committee	02.27.18	2:45 pm	SAU Building	Regular Meeting
School Board	03.05.18	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	03.13.18	2:45 pm	SAU Building	Regular Meeting
School Board	03.19.18	6:30 pm	Hills Memorial Library	Regular Meeting

M. **Non-Public Session**

RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session.

These conditions are:

- (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.*
- (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.*

N. **Adjourn**

Gabriel A. Falzarano
Associate Principal

Jodi C. Hallas
Associate Principal

Christopher P. Blair
Associate Principal

Karen A. Worthen
Career & Technical
Education Director

ALVIRNE HIGH SCHOOL

Home of the Broncos

200 Derry Road

Hudson, NH 03051

Steven J. Beals, Principal

Phone: (603) 886-1260 Fax: (603) 595-1525

William R. Hughen
District Director
of School Counseling

Karen E. Bonney
Director of Athletics

Susan E. Bureau
Dean of Academics

Sherri L. Lavoie
Assistant Principal for
Special Services

February 15, 2018

To Superintendent Larry Russell:

Alvirne High School is seeking School Board approval to form a cooperative ice hockey team with Milford High School. Alvirne High School and Milford High School would like to form a cooperative boy's hockey team starting in the 2018-2019 school year. Alvirne currently has an ice hockey program and could possibly sustain one for the next season, but our ability to do so in the second year of the next cycle is in certain jeopardy.

Milford High School does not have an ice hockey program and approached us with the aspect of joining our school to allow their student athletes to participate in hockey as well. Milford's numbers will not support a hockey team on their own. Both Alvirne High School and Milford High School feel that forming a cooperative team will allow both schools the opportunity to continue to offer ice hockey.

If the cooperative team is approved, both schools would divide the expense based upon the number of participants each school has participating on the team. Ice time has been and will continue to be paid by player families.

The team will skate out of Skate 3, in Tyngsborough, MA. The bus will pick the players up at Skate 3 on away trips. Players are responsible for getting themselves to the rink. At Skate 3, a locker room would be available for the cooperative team. School Board approval from both communities will be supplied to the NHIAA in meeting minutes. Alvirne High School will act as the program administrator and will certify all coaches.

The ice hockey program has previously struggled in Division II and as result, we petitioned and were approved for Division III as a standalone team in the next classification cycle. As a cooperative team, we understand based on the enrollments of both schools, that the team would be placed in Division I. However, both Alvirne and Milford feel that it would be in the best interest of the new cooperative team to petition down to Division II, which we will do following the approved NHIAA petitioning process.

Sincerely,

Karen Bonney
Athletic Director
Alvirne High School

		Alvirne	Milford
1	Enrollment breakdown between grades (9-12) for the current year		
	9th	267	203
	10th	322	221
	11th	312	206
	12th	282	225
		Alvirne	Milford
2	Does your school have a sub-varsity program? (Yes or No)	No	No
3	Historical data (past three years minimum enrollment data)	Alvirne	Milford
	2016-17	1214	855
	2015-16	1280	854
	2014-15	1271	857
4	Projected Enrollment (for the next three years)	Alvirne	Milford
	2017-18	1183	855
	2018-19	1169	830
	2019-20	1124	760
5	How many athletes from each school, for this sport?	16	8

Alvirne numbers:
2017-2018- 17 athletes
2018-2019- 16 athletes
2019-2020- 14 athletes
2020-2021- 16 athletes

Technology Integration Status Report

January 2018

District-wide

- Delivered 30 lessons and training sessions across 18 different classrooms. The focus for January was research skills for grade 4 and 5, and the State-wide Assessment (SAS) training for teachers.
- Coordinated professional development for all grade 3, 4, and 5 teachers to take one math and one writing SAS benchmark exam. Teachers were able to start benchmark test sessions, complete exams, and view computerized grading results.

ELC

- Coordinating Smartboard training for Pre-K teachers.
- Supported Kindergarten and Grade 1 teachers with typing for students.

Hills-Garrison

- Coordinated a Skype virtual field trip for all second-grade students at Hills Garrison. Students met researcher Jean Pennycook who was working in a penguin breeding ground in Antarctica. Two calls were scheduled to accommodate all students.
- Introduced grade 2 students and teachers to an interactive quiz game, Kahoot!, where students competed by responding to math fact questions from their desktop computers.
- Provided a Research Skills lesson for Judy Borick's grade 5 students. Students were able to access the paid subscriptions for World Book Online and EBSCO Explora for Primary Schools. This lesson also included the topics of plagiarism and citing sources.
- Assisted Grade 3 teacher, Linda Shunaman, to begin SAS review with her students. Students logged into a session for Math Base 10 review.

Nottingham West

- Provided Google Classroom training to grade 2 teachers Amanda Fredette, Elissa Plant, and Raelynn Martin. Supported teachers with having students join the Google Classroom, complete an assignment in Google Docs, and turn the assignment in using Classroom.
- Provided a Research Skills lesson for all grade 5 classrooms (Crivac, Dillion, Saunders, Reynolds, Vessey, Mahoney). Students were able to access the paid subscriptions for World Book Online and EBSCO Explora for Primary Schools. This lesson also included the topics of plagiarism and citing sources.

- Worked with Samantha Demers Grade 2 students to introduce World Book Online for Arctic Region Research Project.
- Worked with Library Media Specialist Kristi LeShane to deliver research skills lesson to grade 3 classrooms (Sewade & Armstrong). Students are researching animals as part of an ELA project.
- Delivered a lesson on the Internet and Search for grade 2 Raelynn Martin's class.

From: Steven Beals
Sent: Friday, February 9, 2018 1:38 PM
Subject: National Merit Finalist

Good news on a Friday afternoon,

Please join me in congratulating Adam Banatwala for being named a National Merit Finalist. This is a wonderful accomplishment for Adam and our school.

Enjoy the weekend,

Steve

Steve Beals, Principal
Alvirne High School
Office 886-1260 x 75001
Cell 809-7998



1/24/18

Mr. Steve Beals
Alvirne High School
200 Derry Road
Hudson, NH 3054

Dear Mr. Beals,

This past weekend, Jennifer LaFrance and Lauren Denis, teachers and theatre advisors from your school, helped to organize and run the Northeast Educational Theatre Festival at the University of Southern Maine in Gorham. Students attended workshops and performances led by university academics and professionals from the local area to learn about theatre, improve their skills and share their love for theatre with about 250 participants from across New England, NY & NJ. The festival was a tremendous success, in large part due to the high energy, excellent behavior and initiative shown by your students.

Over the past several years school districts across the country have been focusing on integrating 21st Century Skills into curriculums at all levels to prepare students for life in a digital world, with skills focusing on Critical Thinking, Communication, Collaboration, and Creativity. There is no better place than in theatre activities for students to learn these skills, where they have the opportunity to work together to solve problems in creative ways to create innovative and meaningful performances for your community.

The organization of a trip across state takes a tremendous amount of time and planning to ensure the safety of your students. The Maine Educational Theatre Association would like to thank Jen and Lauren for their hard work and dedication, and especially would like to thank you for the support you give to the theatre program at your high school and the students involved.

Thank you again for your support.

Rick Osann

State Director, Maine EdTA
Bonny Eagle High School
700 Saco Rd.
Standish, ME 04084

February 5, 2018
Hills Memorial Library

Hudson School Board
Public Session 6:30

**HUDSON SCHOOL DISTRICT
Hudson School Board Meeting
February 5, 2018
Draft Minutes**

Present

Mr. Lee Lavoie, Chair
Mrs. Patty Langlais, Vice Chair
Ms. Stacy Milbouer
Mr. Malcolm Price
Ms. Darcy Orellana
Mr. Lawrence Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Rachel Borge, Director of Special Services
Ms. Karen Burnell, Business Administrator
Mr. Dillon Pinard, AHS Student Rep.

- A. Call to Order:** Mr. Lavoie, Board Chairman, called the meeting to order and led the audience in the Pledge of Allegiance at 6:30 pm.
Moment of silence for Ben Nadeau, who passed last week.
- B. Public Input**
There was no public input.
- C. Presentations to the Board**
There were no Presentations to the Board.
- D. Requests of the Board**
Conference Attendance Request
Kyle Hancock would like to attend annual IT conference (Consortium for School Networking March 12-15) to be held in Washington DC at a cost of \$2,461.18. There is money in his budget to cover this trip request.
Mrs. Langlais moved to approve Kyle Hancock's trip request to attend Consortium for School Networking Conference March 12-15 \$2,461.18 and return to the board, second by Mr. Price. Motion passes 5-0.
- Field Trip Request
Key Club (April 6-8) and Model UN (March 9-11) Annual Conferences.
The board discussed whether the district is covering transportation costs for these conferences. Want equity among all co-curricular activities.
Mr. Russell will look into this and report back. Students are responsible for the cost of the conference.
Ms. Milbouer moved to approve the overnight field trip requests for Key Club and Model UN and return to the board; and look into the district covering all transportation costs, second by Mrs. Langlais. Motion passes 4-1. Mr. Price voted no.

E. Reports to the Board

Superintendent's Report

Mr. Lawrence Russell addressed the board.

Attended a legislative briefing today. HB193 (Voucher Bill) Lots of conditions on this bill – neediest first. This bill is a big concern, please call your legislatures.

Will be attending Robotic State Championship at Southern NH University Arena on Feb. 10 at 9:30 am.

Assistant Superintendent

Ms. Mary Wilson

HB1749 will allow guns and knives on school campuses. Call you legislatures against this bill.

Attended geography bee with Larry at HMS. (1st and 2nd place went to sixth graders).

Honorable mention for writing for two 8th graders at HMS.

Information on the winners will be on our website.

Collecting responses on recent professional development; keynote speaker was outstanding.

Director of Special Services' Report

Ms. Rachel Borge addressed the board.

Attended Safe School (Bullying)

Will be tracking data (consistency and tracking activity) and providing School Board members with a monthly report.

Tier 1 – General class instruction

Tier 2 – Behavior, minor intervention

Tier 3 – Intense behavior needs

Met with South Central Directors – potential professional development opportunity (6 full-day sessions). Still in planning stages.

House Bill regarding records retention – looking at amending how long records need to be held. Currently until age 65.

Business Administrator's Report

Ms. Karen Burnell addressed the board.

Regarding comments made at the Deliberative Session: I have 30 years' experience. Audits are done annually. Fund balance is returned to tax payers. I am dedicated to this district and to our community. We need to set an example for our students and our community.

Mr. Lavoie stated if anyone has a problem with a district employee they should contact the Superintendent or himself.

Ms. Milbouer stated the person who made those comments is a bully. Karen is a great resource.

F. Committee Reports

There were no Committee Reports

G. Correspondence

Retirement Letter – Feb. 28, 2018

Patricia Gross has been in the district for 12 years and will be a great loss; good luck.

Mrs. Langlais moved to accept the retirement of Patricia Gross, second by Mr. Price. Good Luck. Motion passes 5-0.

At-Risk Coordinator report

For your information.

One addition to this report – Will be starting a grandparent support group.

Dan Pooler Update

For your information.

“Giving Gorillas”

At Hills Garrison School; for fifth graders. Similar leadership program to Nottingham West. Students will be coming to the board in March.

Mrs. Langlais suggested having Jen and Meg alternate schools periodically so the program is equitable at both schools.

Mary stated the two have been talking about their programs but will suggest they alternate schools so all students have the same experience. Want consistency among the schools.

Financial report

Ms. Burnell addressed the Board.

General Fund Balance \$502,084

Special Education Savings \$152,000

Doing ok on utilities despite the cold temperatures recently.

Budget Transfer Report

July 2017-January 2018

Ms. Burnell addressed the Board.

Have done \$400,000 in transfers July through January.

Student Activity Report

Ms. Burnell addressed the Board.

For your information; July through January.

Hand-carried

Hills Garrison Advisor Nominations

Mrs. Langlais moved to approve the Hills Garrison Advisor nominations, second by Ms. Milbouer. Motion passes 5-0.

H. Recommended Action

1. Manifests- Recommended Action:

Manifests are available to be signed. Make necessary corrections.

2. Business Affairs - Draft Minutes – Recommended Action:

Make necessary correction and approve.

January 22, 2018 Draft Minutes

Mr. Price moved to approve the January 22, 2018 minutes as presented, second by Mrs. Langlais. Motion passes 5-0.

I. **Old Business**

There was no Old Business.

J. **New Business**

Default Budget

\$53,197,224 New Default Budget figure.

Mrs. Langlais moved to approve the new Default Budget figure of \$53,197,224, second by Mr. Price. Motion passes 5-0.

Attendance

Mrs. Langlais addressed the Board.

Regarding student attendance – what can/can't we do?

“Child in Need of Services” (CHINS)

Student must be out consecutive days for a CHINS; can be filled out by the district or by parent/guardian. JPPO follows School District Policy regarding CHINS.

Mary is currently collecting data on absences district-wide.

Truancy is ten half days of school missed.

There is no accountability for students that are homeschooled.

There is a problem with 8th graders attending school at HMS - Social Promotion from grade 8 to 9. Need a policy change. State law reads students must be 18 to stop attending school. Need creative programming to keep students engaged.

Derry has a Charter School for their students at risk.

The Board will look into alternative programming.

Middle school is a difficult time for some students.

Chris Blair (Assistant Principal) has experience on this subject.

K. **Board Member Comments:**

Dillon: Congrats to All-State Students

Truancy- need to analyze data to see how it has changed and create a policy.

Ms. Orellana: Will watch the rest of the Deliberative Session on HCTV.

Mr. Price: I was on Budget Committee for two years and one year on School Board. Now see that the district is not doing anything wrong. Come to a meeting and see what we do; please don't speak untruths.

Do we do Black History Month? Larry will look into this and return to the board.

Ms. Milbouer- Thanks to all that attended the Deliberative; democracy in action. Please vote on March 13. Congrats to ROTC, HMS Choir, Geography Bee and writing student winners. Karen, you are the bomb.

Mrs. Langlais: Town and Schools should work together. Currently Recreation programs use our schools and fields. We have never billed the town if something was broken and needed repair. That is why we did not give the town money for plowing.

Mr. Lavoie: Thanks School Board Members for attending Safe Schools program; learned a lot.

Attended CTE Open House last week. Didn't know we had a Gaming Class.
Congrats HMS Choir, ROTC and thanks to Paul Inderbitzen.

L. Non-Public Session:

Mrs. Langlais moved to enter Non-Public session at 8:10 pm under RSA 91-A:3 II (C) second by Ms. Milbouer. Chairman called for a roll call vote. Ms. Milbouer-yes, Mrs. Langlais – yes, Mr. Price – yes, Ms. Orellana – yes Mr. Lavoie – yes. Motion passes 5-0.

Enter Non-Public at 8:10pm.

The board discussed snow removal. No action taken.

The board discussed the Deliberative Session. No action taken.

Mr. Price motioned to exit non-public session and adjourn, second by Ms. Milbouer. Motion passes 5-0.

M. Adjourn:

Meeting adjourned at 8:40 pm.

Respectfully submitted,

Dotty Murray (public)

Mary Wilson (non-public)

HUDSON SCHOOL DISTRICT

POLICY NUMBER: IJ Instructional Resources Page 1 of 1	ADOPTED: 9/11/2017 First Reading: 9/11/2017 Second Reading: waived
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SELECTION OF INSTRUCTIONAL RESOURCES**Selection of Resources Policy**

The Superintendent, in consultation with administrators and professional staff, is responsible for selecting appropriate educational resources (including instructional and library-media resources). The Superintendent is responsible for developing any administrative procedures necessary to guide the review and selection of educational resources, and may delegate specific responsibilities to staff as he/she deems appropriate. All administrative procedures must be consistent with this policy and the requirements of Ed 306.08. The Superintendent is expected to keep the Board informed about educational resources for the school district.

The Superintendent is responsible for any and all procedures set forth by this policy. The District will have a procedure for dealing with challenged resources.

Definitions

Ed 306.08 of the New Hampshire Department of Education defines “instructional resources” to include “a developmentally appropriate collection of instructional resources, including online and print materials, equipment, and instructional technologies that shall be current, comprehensive, and necessary to support the curriculum as well as the instructional needs of the total school population.”

HUDSON SCHOOL DISTRICT

PROCEDURES FOR POLICY NUMBER: IJ <i>formerly 3.1(m)</i> Page #1 of 2 Pages	REVISED: Revision 1 st reading: 02.19.18 Revision 2 nd reading: <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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INSTRUCTIONAL RESOURCES PROCEDURES

Selection Procedure

The highest priority shall be meeting the instructional needs of the individual schools. In meeting this priority, preference shall be given to basic learning materials, i.e., those that are the predominant instructional materials used at particular grade levels or courses and/or are essential to student achievement of the content standards.

Before selecting/recommending materials for purchase, professional staff should evaluate the existing collection, consult with staff from appropriate departments and/or grade levels, personally review the material and obtain recommendations/reviews regarding the material from appropriate reputable sources.

Multiple copies of materials should be purchased as needed and within budgetary constraints. Worn or missing materials should be replaced as needed. Outdated materials or materials that are no longer in demand should be withdrawn from the collection and/or circulation.

Criteria for Selection

Quality educational materials and resources are essential to student learning and supporting the school unit's educational goals and objectives.

Instructional materials selected should:

1. Support student achievement of the content standards;
2. Support the goals and objectives of the District's educational programs;
3. Enrich and support the curriculum;
4. Take into consideration the varied interests, abilities and maturity levels of the students served;
5. Foster respect and appreciation for cultural diversity and varied opinions;
6. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, ethical standards, and critical analysis;
7. Provide information that will enable students to make informed decisions in their daily lives;
8. Be accurate and current;
9. Reflect high quality scholarship and presentation;
10. Represent significant authors/composers and works; and
11. Be affordable.
12. Be rigorous and highly challenging

Donated Materials

Gift materials are judged by the same criteria as materials selected by the school staff and in accordance with any applicable Board policies or procedures on gifts and donations.

Inspection of Materials by Parents and Opt-Out Requests

A student's parent/guardian may inspect, upon request, any instructional or library-media materials used as part of the curriculum. Such requests shall be made to the appropriate teacher or the library-media specialist. Access

HUDSON SCHOOL DISTRICT

PROCEDURES FOR POLICY NUMBER: IJ <i>formerly 3.1(m)</i> Page #2 of 2 Pages	REVISED: Revision 1 st reading: 02.19.18 Revision 2 nd reading: <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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to the materials shall be provided within a reasonable time after such a request is made. The Superintendent may develop any administrative procedures necessary to implement this policy.

If a parent/guardian wishes to restrict their child's access to particular instructional materials, the procedure shall be followed.

Challenged Materials Procedure

This procedure applies only to requests to remove materials from the school's collection or curriculum. Individual exemption requests are subject to building level procedure. In the event that a student, parent of a current student, or a staff ~~or community~~ member has a concern regarding particular materials or requests removal of particular material from the curriculum or collection, the following procedure will be followed:

- A. The complainant must discuss their concern first with the person providing the material in question. Individual staff members may discuss concerns, but do not have the authority to remove materials from the curriculum or library collection.
- B. If the complainant is not satisfied, he/she shall be referred to the building administrator and requested to fill out the "Citizen's Challenge to Educational Media" form. A copy of the form will be forwarded to the Superintendent.
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one administrator at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; and one community member.
- D. The review committee shall read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh the values and faults of the material. Committee members are expected to form opinions based on the material as a whole and not on passages or portions pulled out of context. The Committee should generally be neutral toward viewpoints expressed in materials, and shall ask the Superintendent to consult legal counsel for advice concerning any questions involving freedom of speech or expression. The committee shall meet to discuss the material and prepare a written report with their recommendations.
- E. The committee shall provide the final report to the Superintendent, who will inform the School Board and the complainant of the results.
- F. No material shall be removed from use until the review committee has made a final decision.
- G. The review committee's decision may be appealed to the Board. The material in question shall be:
 1. Reviewed objectively and in its full content;
 2. Evaluated in terms of the needs and interests of students, school, curriculum and community;
 3. Considered in the light of differing opinions; and
 4. Reviewed in light of the criteria set forth in this policy.

The Board will make a final decision and inform all interested parties.

POLICY NUMBER: IJL Library Materials Selection and Adoption	ADOPTED: 3/19/2007
Page 1 of 1	First Reading: 3/7/2007 Second Reading: 3/19/2007

**LIBRARY MEDIA SERVICES
COLLECTION DEVELOPMENT POLICY**

The Hudson School District believes that each Library Media Center in the Hudson School District is a vital place of learning, exploring, reading, and accessing various forms of media materials. The primary objective of the school library/media centers is to implement, enrich and support the educational program of the schools. It is the duty of the school library/media centers to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. The centers have the responsibility to provide these materials for pupils, teachers, and administrators alike.

While the legal responsibility for the purchase of all instructional material is vested in the School Board, the procedure for the selection of library materials is delegated to the administration. In order to maintain open lines of communication with all groups affected by the services of the school library/media centers, it is considered essential that the selection and acquisition of library materials reflect the thought and consideration of these various groups. Therefore, the library staff, in cooperation and consultation with the administration, faculty, student body, shall select materials considered valuable in meeting the curriculum and personal needs of its users.

All materials selected shall be consistent with the State principles of selection, which apply to all instructional and library materials. The District will have an established procedure for dealing with challenged materials.

Further the District believes that the staff of the Library Media Center plays a leadership role in the collaborative learning process with students and faculty. The Library Media Specialist and staff will utilize sources outside the collection to expand available resources.

HUDSON SCHOOL DISTRICT

PROCEDURES FOR POLICY NUMBER: IJL <i>formerly 3.1(f)</i> Page #1 of 6 Pages	REVISION ADOPTED: Revision 1st reading: 02.19.18 Revision 2nd reading: <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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**LIBRARY MEDIA SERVICES COLLECTION DEVELOPMENT
PROCEDURES**

Principles of Selection

All materials selected shall be consistent with the stated principles of selection which apply to all library materials. Additionally, in maintaining and augmenting school library media collections, persons responsible for selection of materials shall strive to meet the needs of users based on knowledge of the curriculum and to provide a wide range of materials with diversity of appeal and different points of view.

In order to maintain a current and highly usable collection of materials, library media specialists shall provide for continuing renewal of the collection and technologies, not only by addition of up-to-date materials, but by the judicious elimination of materials which no longer meet needs or serve a useful purpose.

A. Acquisitions

Curriculum needs and user interests govern the acquisition of resources. The primary purpose of acquisitions is to meet user needs and interests in the most timely and cost-effective way. Both print and non-print materials will be considered in the process of selection. Printed materials shall include books, both hardbound and paperback, periodical and serial titles, pamphlets, and newspapers. Non-print materials shall include (but not be limited to) various audiovisual formats (videocassettes, laser disks, DVD's transparencies, etc.), computer software, electronic databases, web-based resources, CD-ROMs, cable/broadcast programming, maps, globes, and realia. In addition to traditional print and non-print resources, consideration for acquisitions will include audiovisual equipment, network or database membership fees, online costs, site licenses, document delivery, and telecommunications charges.

Whenever possible, resources are previewed and evaluated before acquisition. However, the nature of some resources precludes the opportunity of preview, i.e., live teleconferencing, real time television, certain online services, web-based resources, etc. The acquisition of resources is a collaborative effort involving all of those responsible for student learning as well as the students themselves.

B. Criteria for Selection

Materials should support and be consistent with the District's general educational goals and the educational goals and objectives of the individual schools and specific courses.

Materials should be selected to enrich and support both the curriculum and the personal needs of the students and faculty, taking into consideration diverse interests, abilities, socioeconomic backgrounds, maturity levels, and students' extracurricular interests. Materials selected should encourage an appreciation for both informational and recreational reading, viewing, or listening.

HUDSON SCHOOL DISTRICT

PROCEDURES FOR POLICY NUMBER: IJL <i>formerly 3.1(f)</i> Page #2 of 6 Pages	REVISION ADOPTED: Revision 1st reading: 02.19.18 Revision 2nd reading: <i>ADOPTED: 3/19/07</i> <i>First Reading: 3/5/07</i> <i>Second Reading: 3/19/07</i>
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Care will be taken to select materials of educational significance meeting standards of high quality in presentation, aesthetic character, artistic quality, literary style, factual content, authenticity, readability, accuracy, durability, and technical production.

Materials should reflect the basic humanity of all people and should therefore strive to be free of stereotypes, and other offensive characteristics, except within a literary context.

Materials should be considered relating to their overall purpose and their relationship to instructional objectives and/or the curriculum. Selected materials should support needs in the content areas and be appropriate to the variety of ages, developmental stages, ability levels, and learning styles represented by the particular facility for which they are chosen.

Materials should be selected representing opposing points of view in a balanced manner, to encourage individual analysis. Library materials concerning controversial political, social, and religious issues should inform rather than indoctrinate.

The literary style of a work should be appropriate and effective for the subject matter and its intended readers or viewers.

The value of any work must be examined as a whole. The impact of an entire work will be considered, transcending individual words, phrases, and incidents.

Resource sharing will be considered in purchasing decisions. Materials may be purchased or not purchased based on networking and collaborative relationships with other area collections and depending upon extent of need.

Materials will be purchased in a variety of formats with efforts made to incorporate emergent technology when they meet the criteria outlined above.

Gift materials will be evaluated by the criteria outlined above and shall be accepted or rejected in accordance with those criteria.

C. Resources/Procedures for Selection

The library media specialist, in conjunction with teachers and administrators, will be responsible for the selection of materials. In coordinating this process, the library media specialist will do the following:

1. Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible.
2. Strongly consider the recommendations of faculty, students, and parents.
3. Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
4. Purchase duplicates of extensively used material.
5. Purchase replacements for worn, damaged, or missing materials basic to the collection.

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Special Selection Considerations

The Alvirne High School Library Media Center will be a place to catalog and hold materials of historical interest to the schools, the community and to the student population. These materials will include, but will not be limited to, print materials such as yearbooks and newspaper articles and clippings, photographs, awards and trophies, maps, special videos, DVDs and CDs and school or library ephemera. The library media specialist will store these historical documents in a safe and secure environment and catalog them accordingly.

Maintenance/Deselection

- A. The collection of the library information center will be continually reevaluated in relation to evolving curriculum, new material formats, new instructional methods, and the current needs and recreational interests of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced.

Maintenance/deselection is essential to maintaining a relevant, attractive collection. Materials considered for withdrawal should include items:

- In poor physical condition;
- Containing obsolete subject matter;
- No longer needed to support the curriculum or student/faculty interests;
- Superseded by more current information; and
- Containing inaccurate information.

Copyright

It is the policy of the Hudson School Media Centers to adhere to existing copyright laws and maintain ethical standards in the use of copyrighted materials for instructional purposes. The laws are supported as defined by the courts and the New Hampshire Board of Education.

Material Resource Sharing

The School Media Centers and the Hills Memorial Library work together to support each other through a variety of material resource sharing means and methods. Material resource sharing occurs with all libraries in the District.

Challenged Materials

This procedure applies only to requests to remove materials from the library media collection. In the event that a student, parent of a current student, or a staff ~~or community~~ member has a concern regarding particular materials or who requests removal of particular material from the collection, the following procedure will be followed:

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- A. The complainant must discuss their concern first with the person providing the material in question. Individual staff members may discuss concerns, however do not have the authority to remove materials from the library media collection, solely based upon a challenge.
- B. If the complainant is not satisfied, he/she shall be asked to fill out the "Request for Reconsideration of Library Resources" form. A copy of the form will be returned to the librarian who will then forward it to the building administrator. The building administrator will review the form and meet with the complainant to discuss the material in question. If unable to resolve the matter at this level, a copy of the "Request for Reconsideration of Library Resources" will be forwarded to the Superintendent.
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one administrator, one library media specialist, one classroom teacher, the reading specialist or the department head in the subject area of the challenged material, (all at the appropriate grade level), and one community member.
- D. The review committee shall read and examine the material referred to them; check general acceptance of materials by reading reviews; weigh the values and faults of the material. Committee members are expected to form opinions based on the material as a whole and not on passages or portions pulled out of context. The committee should generally be neutral toward viewpoints expressed in materials, and shall ask the Superintendent to consult legal counsel for advice concerning any questions involving freedom of speech or expression. The committee shall meet to discuss the material and prepare a written report with their recommendations.
- E. The committee shall provide the final report to the Superintendent, who will inform the complainant of the results.
- F. No materials shall be removed from use until the review committee has made a final decision.
- G. The review committee's decision may be appealed to the Board. The material in question shall be:
 - 1. Reviewed objectively and in its full content;
 - 2. Evaluated in terms of the needs and interests of students, school, curriculum, and community;
 - 3. Considered in the light of differing opinions; and
 - 4. Reviewed in light of the criteria set forth in this policy.

The Board will make a final decision and inform all interested parties.

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Request for Reconsideration of Library Resources

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone (day) _____ (evening) _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

_____ Book _____ Video _____ Display _____ Magazine _____ Newspaper

_____ Library Program _____ Audio Recording _____ DVD

Electronic information/network (please specify)

_____ Other _____

Is the resource () Fiction? or () Nonfiction?

Title _____

Author/Producer _____

2. Did you read, view, or listen to the material in its entirety?

3. What brought this resource to your attention?

4. What concerns you about the resource? (use other side or additional pages if necessary)
Please be specific, cite pages, frames, film sequence, etc.

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5. Have you been able to discuss this work with the librarian who ordered it or who used it?

6. What would you like your school to do about this work?

7. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

8. Have you read the attached School Library Bill of Rights, the Freedom to Read Statement, and the School Library Standards of the New Hampshire State Department of Education?
