

Hollis Brookline Cooperative School Board

Wednesday, April 13, 2022

Hollis Brookline Middle School

6:00

All times are subject to change without notice

- 6:00 Call to Order – Superintendent Corey – Board reorganization – Elect a Chair, Vice Chair, Secretary and appoint the signers of the manifest(s)
- 6:15 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Student issue(s), teacher nomination
- 7:00 Appointment of a process observer  
Agenda Adjustments  
Nominations/Resignations and Correspondence
- 7:10 Approval of Minutes – February, March 2022
- 7:15 Public Input
- 7:30 Principal's/Athletics reports
- 7:50 Discussion
- Revenue and Expense report
  - Facilities update – summer projects
  - School Calendar 2022-2023
  - Strategic plan Update
  - Compliance position update
- 8:20 **Deliberations**
- To see what action the Board will take regarding the Superintendent's recommendation regarding teacher nominations
  - To see what action the Board will take regarding the Administration's recommendation regarding the School Calendar for 2022-2023
  - To see what action the Board will take regarding policy BCA – Board member code of ethics – roll call vote
  - To see what action the Board will take regarding policy DFA- Investments- reviewed annually at the reorganization meeting
  - To see what action the Board will take regarding policy ACE: Procedural Safeguards non-discrimination on the basis of handicap/disability, Second Reading
  - To see what action the Board will take regarding policy IHAM: Health Education and Exemption from Instruction, First Reading
  - To see what action the Board will take regarding policy KEC: Policy of Reconsideration of Instructional Materials, First Reading

- To see what action the Board will take regarding policy AC – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan – Third reading and adopt

9:15 Report out by the process observer

9:20 Motion to Adjourn

To: Hollis Brookline Cooperative School Board  
From: Patrick West, Principal HBMS  
Re: Principal's Report  
Date: April 7, 2022

## **Information Only**

### **Spirit Week**

HBMS hosted Spirit Week the week before February vacation which included dress up days and team-based competitions. The entire building had abuzz in the building all week which ended with a student vs. staff basketball game as well as our first ever HBMS Unified Basketball game on Friday, February 25<sup>th</sup>. The games and competitions were a huge success, and all students were positive, respectful, and so supportive of each other. A video will be shared to show the excitement that was in the gym during these events.

### **SeaPerch**

8<sup>th</sup> grade students have enjoyed being able to attend field trips again! The SeaPerch build was another great experience for our 8<sup>th</sup> grade students. Students worked hard and collaborated with each other during the build, but one of the best parts of the experience was seeing students test their ROV (underwater vehicle) in the UNH pool. Not only was the build and test portions of the experience a success, but students also enjoyed walking around UNH's campus, and the food offered at the dining hall.



### **Vertical Dreams**

8<sup>th</sup> grade students completed a physical education unit called Project Adventure, prior to this trip. This unit involved activities that provide physical challenges and require students to use appropriate decision making, cooperation, and communication skills to successfully complete the tasks. The field trip was an extension of this, where communication, risk taking, trust, cooperation, and self-esteem are further developed while students are exposed to a unique life-time physical activity.

### **Moana Jr.**

The HBMS Drama Club hosted its first in-person performance in over two years and it was incredible! Over 60 students were involved in this production and all students from the cast and crew to the lead roles played a huge part in making this a great success! Thank you to Nancy Spencer, Liz Nault and Sue Kinney for being the advisors and keeping all students involved.



### **MATHCOUNTS**

HBMS would like to recognize two 7<sup>th</sup> grade students, Benton Zhang and Arvind Venkatesh, for making it to the state competition for Mathcounts. The state competition was held remotely on March 31<sup>st</sup>. During the chapter competition back in February, Benton Zhang finished third overall which is seriously an impressive accomplishment according to the club advisor, Devin Fauteux.

### **Computer Science Stop Motion Animation**

8<sup>th</sup> grade students finished their Stop Motion Animation videos. Student made videos either digitally or by hand. Videos and descriptions can be found [here](#).

### **HBMS Career Fair**

The Hollis Brookline Middle School Guidance department is looking for speakers to be part of our Career Day. We are excited that our special guest for this event is Spot from Boston Dynamics. We will provide the questions and would love a few hours of your time for a rewarding experience discussing your career with middle school students. If you are interested to take part in our Career Day on Thursday, May 19th, please email Kerry Dod ([kerry.dod@sau41.org](mailto:kerry.dod@sau41.org)) or Kristine Turcotte ([kristine.turcotte@sau41.org](mailto:kristine.turcotte@sau41.org)).

### **Dodgeball Club**

We have about 40 students involved in our new afterschool dodgeball club!

### **Upcoming Dates**

April 11<sup>th</sup> – 20<sup>th</sup> – NH SAS Testing  
April 25<sup>th</sup> – April 30<sup>th</sup> - April Vacation (No School)  
May 6<sup>th</sup> – HBMS Spring Fling Dance  
May 19<sup>th</sup> – Career Fair  
May 27<sup>th</sup> - Early Release Dates (11:55am dismissal)

Respectfully Submitted,

Patrick West  
HBMS Principal

To: Hollis Brookline Cooperative School Board  
From: Tim Girzone, Principal HBHS  
Re: Principal's Report  
Date: April 13, 2022

## Information Only:

### HBHS Theater and Music Departments present “*Hello Dolly!*” the Musical

HBHS Performing Arts Dept presented two weekends of performances of the classic musical *Hello, Dolly!* on the weekends of March 25/26 and April 1/2, directed by HBHS alumni and Tech Club Advisor Mr. Dylan Silcox. The performances were outstanding and our talented students impressed, as always!



### SAT's

HBHS administered the School Day SAT exam on Thursday March 24th to all eligible juniors. This School Day SAT was a computer based exam and is scored on a 400-1600 point scale. Each section, math and evidenced-based reading and writing, is scored independently on a 200-800 point scale; the section scores are then combined for a total score. Students have the option to choose which scores, by date, to have submitted to colleges. The reporting process is done by the student/parent through the students' College Board account. Scores are not reported without the express permission of the student/parent. School guidance counselors can assist students in setting up a College Board account.

### Robotics Team 1073

Our Robotics team competed in the first District Qualifier and placed 8th out of 39 teams. They were the first pick of the 4th seeded alliance and earned the Engineering Excellence Award! The team will be taking part in the upcoming New England District Championships with a chance to qualify for the World Championships on 4/20-4/23 in Houston, TX.



### Instructional Practices Sub-Committee updates

The 'Weighted vs Unweighted' committee has made the recommendation to HBHS building administration to report on the student's transcript both the weighted and unweighted GPA. This committee work will be reviewed by administration and our recommendation will be brought forward to the Board for the upcoming May meeting.

The Advisory committee has also brought forward a recommendation to HBHS building administration to incorporate an additional Home Base Cav Block to the Monday schedule as an initial phase of implementing an Advisory here at HBHS. The committee is also working to develop a presentation for staff that would be presented prior to the end of the school year to include a pilot proposal of this recommendation.

**Important Dates:**

April Vacation 4/25-4/29

Walk for Change - 5/19 (school day event)

Portsmouth Naval Shipyard Career Day - 5/20 (school day event)

Guitar Nights - 5/20 & 21

'Senior Quest' Presentations - 5/25

Physics Day - 5/27 (school day event)

To: Andrew Corey, Superintendent  
From: Brian Bumpus, District Athletic Coordinator  
Re: April 2022 Board Report

**HBHS State Championships:** Congratulations to both the Girls Swim and Wrestling teams on their 2022 Division II State Championships! This marks the first swimming team championship in school history!



**HBHS Athletics Update:** Spring sports are off and running at the high school level, and we have been very fortunate to be out on the fields this early in the season. Girls and Boys Tennis kicked off the regular season with matches on Monday 4/4 and Tuesday 4/5, respectively. The rest of our teams begin regular season play during the week of April 11th, with Boys and Girls Lacrosse opening up at home on Tuesday 4/12, Boys Volleyball on Wednesday 4/13, and Baseball and Softball on Friday 4/15. Outdoor Track will host their regular season meet on Tuesday 5/10, with Unified Track hosting on Wednesday 5/18. Girls Lacrosse will also be hosting a 14-team preseason jamboree at HBHS on Sunday 4/10. Games will begin at 8:30 AM and will be played throughout the day on fields spread out over the HBHS campus.

**HBMS Athletics Update:** HBMS Sports started up their first regular season of Spring sports since the Spring of 2019 on Monday, March 28th, and seeing our middle school student-athletes out on the fields has been a welcome sight! We look forward to kicking off Tri-County competition during the week of April 11th, and are excited to be offering Unified programming for the spring season as well, piggybacking off of Unified Basketball during the month of February.

**Booster Club Update:** The HB Athletic Booster Club continues to be instrumental in support of our athletic programs. They will be hosting an HB Helps clean-up day on Saturday 4/16 to spruce up our grounds as we approach increased activity with regular season games and graduation on the horizon. They recently opened their latest school spirit store for anyone who is interested in purchasing school apparel, and they are currently running their annual graduation fundraisers: the parking spot raffle and graduation yard signs. The Booster Club Golf Tournament is also scheduled to take place on Friday, May 27th, at the Overlook Country Club. More information about all that the Booster Club has to offer can be found on their website: <https://hbabc.org/>.

**Participation Numbers:** The Athletic Department is excited to see that our HBMS numbers have seen a significant increase from our intramural season in 2021, with a large increase in our Outdoor Track numbers. The HBHS participation numbers are down slightly from 2021, but we anticipate those numbers to grow as our middle school student athletes rise into high school.

**Hollis Brookline High School**

Sport	19-20	20-21	21-22
Baseball	N/A	23	21
Boys Lacrosse	N/A	36	29
Boys Tennis	N/A	8	7
Boys Volleyball	N/A	26	35
Girls Lacrosse	N/A	30	29
Girls Tennis	N/A	13	12
Outdoor Track	N/A	54	48
Softball	N/A	15	17
Unified Track	N/A	15	18
<b>TOTAL</b>	<b>0</b>	<b>220</b>	<b>216</b>

**Hollis Brookline Middle School**

Sport	19-20	20-21	21-22
Baseball	N/A	16	16
Boys Lacrosse	N/A	12	23
Girls Lacrosse	N/A	17	16
Outdoor Track	N/A	37	68
Softball	N/A	19	13
<b>TOTAL</b>	<b>0</b>	<b>101</b>	<b>136</b>

**Recent Coaching Hires:**

- HS Boys Lacrosse JV Coach - Milton Robinson
- HS Girls Lacrosse JV Coach - Rieco Mello
- HS Boys Tennis Head Coach - Joe Vitulli
- HS Boys Outdoor Track Head Coach - Lance Flamino
- HS Boys Outdoor Track Asst. Coach - Shaun Hastings
- HS Girls Outdoor Track Head Coach - Carly Piterra
- HS Girls Outdoor Track Asst. Coach - Yolanda Flamino
- MS Softball Coach - Carrie Cormier
- MS Boys Lacrosse Coach - Jacob Torgersen
- MS Girls Lacrosse Coach - Allie Buschmann

**District Coaching Openings:** The HB Athletic Department is currently seeking qualified candidates for several positions at HBHS and HBMS.

**HBHS**

Boys Soccer Head Coach

**HBMS**

Outdoor Track Coach

Respectfully Submitted,



Brian Bumpus  
District Athletic Coordinator

# Hollis Brookline Cooperative School District

FY22

4/6/2022

<b>Expenses</b>					
<b>Function</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Expense</b>	<b>Encumbered</b>	<b>Balance</b>
1100	Regular Education	\$ 6,241,461	\$ 3,903,254	\$ 2,294,015	\$ 44,191
1200	Special Education	\$ 3,825,703	\$ 2,070,755	\$ 1,329,242	\$ 425,707
1300	Vocational Program	\$ 28,000	\$ 23,083	\$ 33,177	\$ (28,260)
1400	Co-curricular Program	\$ 899,273	\$ 548,047	\$ 302,100	\$ 49,127
2100	Student Support Services	\$ 1,674,457	\$ 987,513	\$ 695,814	\$ (8,870)
2200	Instructional Staff Support	\$ 730,501	\$ 492,553	\$ 254,473	\$ (16,525)
2300	School Board/SAU assessment	\$ 1,083,149	\$ 895,184	\$ 206,843	\$ (18,878)
2400	School Administration	\$ 1,113,678	\$ 782,140	\$ 315,143	\$ 16,395
2600	Facilities	\$ 1,481,326	\$ 1,032,047	\$ 528,606	\$ (79,328)
2700	Transportation	\$ 1,287,911	\$ 716,816	\$ 361,322	\$ 209,773
2900	Benefits	\$ 5,680,897	\$ 3,417,165	\$ 1,986,482	\$ 277,250
4200	Site Improvements	\$ -		\$ 65,000	\$ (65,000)
5100	Debt Service	\$ 797,300	\$ 797,300	\$ -	\$ -
5200	Transfers	\$ 825,000	\$ -	\$ 825,000	\$ -
<b>TOTAL FY22 EXPENSES</b>		<b>\$ 25,668,657</b>	<b>\$ 15,665,857</b>	<b>\$ 9,197,216</b>	<b>\$ 805,583</b>
Plus FY21 Expense Carryover		\$ 626,393	\$ 444,718	\$ 168,680	\$ 12,995
<b>TOTAL FY21 + FY22 EXPENSES</b>		<b>\$ 26,295,050</b>	<b>\$ 16,110,575</b>	<b>\$ 9,365,897</b>	<b>\$ 818,578</b>

# Revenue

	Description	Budget	YTD Revenue	Expected	In Excess of Budget
1111	Local Property Tax	\$ 16,839,881	\$ 14,250,000	\$ 2,589,881	\$ -
3111	Adequacy Aid Grant/Tax	\$ 5,353,535	\$ 3,287,543	\$ 2,065,992	\$ -
1119	Impact Fees	\$ 35,000	\$ 25,193	\$ -	\$ (9,807)
	<b>State</b>				
3230	Special Education Aid	\$ 390,000	\$ 512,190		\$ 122,190
3210	Building Aid	\$ 209,362	\$ 209,362		\$ -
21.3260.	Food Service	\$ 3,000	\$ 11,555		\$ 8,555
3240	Vocational Aid	\$ 5,000	\$ 5,981		\$ 981
	<b>Federal</b>				
fund 22	Grants	\$ 260,000	\$ 78,609	\$ 181,391	\$ -
21.4560.	Food Service	\$ 38,000	\$ 345,295	\$ 100,000	\$ 407,295
4580	Medicaid	\$ 31,500	\$ 19,740	\$ 11,760	\$ -
	<b>Local</b>				
1311	Tuition	\$ 25,000	\$ 25,702		\$ 702
1610/15	Food Service Sales	\$ 359,000	\$ 106,255	\$ 30,000	\$ (222,745)
	Other	\$ 44,500	\$ 193,670		\$ 149,170
	Plus FY21 Expense Carryover	626,393	\$ 444,718	\$ 168,680	\$ (12,995)
	Contingency & Trusts	\$ 165,000		\$ 165,000	\$ -
	Fund Balance/Audit Adjustments	\$ 2,090,639		\$ 2,090,639	\$ -
	Less Retained Fund Balance	\$ (180,760)		\$ (180,760)	\$ -
	<b>TOTAL REVENUE</b>	<b>\$ 26,295,050</b>	<b>\$ 19,515,813</b>	<b>\$ 7,222,583</b>	<b>\$ 443,346</b>

Total Expense Balance	\$ 818,578
To Food Service Fund Balance	\$ (193,105)
Total Revenue Balance	\$ 443,346
Unreserved Fund Balance	<u>\$1,068,819</u>

**Anticipated Reductions to Unreserved Fund Balance**

**[Estimated Needs for FY23]**

<div style="border: 1px solid black; padding: 5px; display: inline-block;">Funded in this order:</div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Maint. Trust</td> <td style="text-align: right;">\$ 200,000</td> </tr> <tr> <td style="padding-left: 20px;">Spec Ed Trust</td> <td style="text-align: right;">\$ 25,000</td> </tr> <tr> <td style="padding-left: 20px;">Retained Fund Balance</td> <td style="text-align: right;">\$ 188,559</td> </tr> <tr> <td style="padding-left: 20px;"><b>Total Reductions</b></td> <td style="text-align: right;"><u>\$ 413,559</u></td> </tr> </table>	Maint. Trust	\$ 200,000	Spec Ed Trust	\$ 25,000	Retained Fund Balance	\$ 188,559	<b>Total Reductions</b>	<u>\$ 413,559</u>
Maint. Trust	\$ 200,000								
Spec Ed Trust	\$ 25,000								
Retained Fund Balance	\$ 188,559								
<b>Total Reductions</b>	<u>\$ 413,559</u>								

<b>Projected Fund Balance</b>	<b>\$655,260</b>
-------------------------------	------------------

**Explanation of budget balances on current expense report**

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 44,191	Primarily staff coverage for leaves/substitutes
1200	Special Education	\$ 425,707	Unfilled para positions, savings in contracted services, program changes
1300	Vocational Program	\$ (28,260)	Unanticipated enrollment increase
1400	Co-curricular Program	\$ 49,127	Savings in athletic transportation and in extra-curricular activity stipends
2100	Student Support Services	\$ (8,870)	Early hiring of the Network Manager position
2200	Instructional Staff Support	\$ (16,525)	Purchase of interactive flat panels to replace aging Smartboards
2300	School Board/SAU Assessment	\$ (18,878)	Additional advertising and annual meeting audio equipment
2400	School Administration	\$ 16,395	Savings in new hire salaries
2600	Facilities	\$ (79,328)	Safety upgrades and bldging repairs
2700	Transportation	\$ 209,773	Savings due to program changes
2900	Benefits	\$ 277,250	Savings in Workers' Comp, Unemployment Insurance and hiring savings in health insurance, FICA and NHRS
4200		\$ (65,000)	Prep student lot for future paving
5100	Debt Service	\$ -	
5200	Transfers	\$ -	

**General explanation of what is included in each account category**

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus and transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line to make total expenses match total revenue, and match the budget.

<b>FY23 Summer Projects</b>		
<b>Project</b>	<b>Budget</b>	<b>Lead</b>
<b>Multiple Districts</b>		
<b>Gym Inspections</b>		
HUES	\$3,000	Ben
RMMS	\$3,000	Ben
CSDA	\$3,000	Ben
HBHS	\$3,000	Ben
HBMS	\$3,000	Ben
<b>Bollards</b>		
HUES	\$4,000	Ben
HPS	\$4,000	Ben
HBHS	\$4,000	Ben
HBMS	\$4,000	Ben
CSDA-Maybe	\$4,000	Ben
RMMS-Maybe	\$4,000	Ben
<b>HSD</b>		
<b>HSD-Bond Projects</b>		
Cladding-Gym		Lance
Interior Doors		Lance
Bathrooms		Lance
ASHP		Lance
Roofing		Lance
<b>HPS/HUES</b>		
No Touch Batteries	\$7,000	Ed/Chuck
<b>HPS</b>		
Door Hardware	\$2,000	Chuck
Window Shades	\$2,000	Chuck
Ceiling Tiles	\$5,000	Chuck
Classroom Flooring	\$33,455	Chuck
Asbestos-Window #1	\$14,000	Lance
<b>HUES</b>		
Skylight shades	\$7,325	Ed
Gym Floor Refinish	\$3,000	Ed
Diesel Pump Maintenance	\$2,000	Ed
Water Bottle Filling Station (3)	\$9,000	Ed
Cafeteria Tables	\$14,000	Ed
Swingset + installation	\$10,000	Ed
Annual Mulch	\$2,400	Ed
Benches	\$1,600	Ed
Picnic Tables	\$3,000	Ed
Sprinkler Tank Repair	\$20,000	Ed
Cafeteria Flooring	\$15,000	Lance
Classroom/Hallway Flooring	\$34,700	Lance
Carpet Extractor	\$2,000	Ed
White Board Paint	\$1,350	Ed
Library Bookcase Replacements	\$1,000	Ed

	Classroom Furniture	\$5,000	Ed
<b>BSD</b>			
<b>BSD-Bond projects</b>			Lance
	Elevator		
	Security Office		
	Library		
	Classrooms		
	2nd floor above security office		
<b>RMMS/CSDA</b>			
	Parking Lot Reseal		Lance
<b>RMMS</b>			
	Cafeteria Tables (3)	\$8,000	Ben
	Playground Mulch	\$3,200	James
	Trim Replacement	\$8,000	James
	Push-Bar Replacements	\$5,000	James
	Window Balance/Seals	\$5,000	James
	Gutter & Storm Drains	\$3,600	James
	Classroom Flooring	\$17,000	James
<b>CSDA</b>			
	Snowblower	\$3,000	Dawna
	Window Balance/Seals	\$5,000	Dawna
	Flooring-Specialists	\$17,000	Ben
	Gym Floor Refinishing	\$3,000	Dawna
	Exterior Doors (2)	\$6,700	Dawna
<b>Coop</b>			
<b>HBHS</b>			
	Coop-Lease HVAC Units		Lance
	Roof Section #1	\$70,000	Lance
	Truck w/trailer	\$37,250	Lance/Ben
	IT Storage unit	\$6,000	Lance/Ben
	Storage unit-tables and chairs	\$8,000	Ben
	Interior/Exterior Rekeying	\$5,000	Lance
	Paving from 122 to New	\$70,000	Lance
	Paving-turf field parking	\$90,000	Lance
	HVAC upgrades	\$12,000	Steve
	Interior Doors	\$3,000	Steve
	Exterior Doors	\$6,000	Steve
	FACS kitchen countertops	\$25,000	Steve
	A/C & Elec in Computer Science	\$10,000	Steve
	Window blinds	\$3,000	Steve
	Window screens	\$3,000	Steve
	Window seals	\$3,500	Steve
	Boiler Jacket Replacements	\$4,000	Steve
<b>HBMS</b>			
	HVAC Upgrades	\$60,000	Ben
	Window Replacements-Cambry	\$20,000	Lance
	Interior Lighting-High Rise	\$10,000	Mike
	Exterior Lighting	\$3,000	Mike

	Turcotte's Room Renovation	\$11,000	Team
	-Demo		
	-Flooring		
	-ASHP		
	-Electrical		
	-Tables		
	Diesel Pump Maintenance	\$2,000	Lance
	MPR Tables	\$6,000	Ben
	Driveway Paving	\$20,000	Lance
	Flooring-Room 220	\$2,250	Mike
	Retile at base of Library	\$8,000	Mike

**COOP School District Calendar  
2022-2023**

Draft

**AUGUST (0 days)**

M	T	W	TH	F	
22	23	24	25	26	All staff return on Aug. 29
X	X	X			Aug 31 - Grade 7 and 9 Orientation

**SEPTEMBER (21 days)**

M	T	W	TH	F	
			1	2	Sep 1 - School Begins 7-12
XX	6	7	8	9	Sept 5 - Labor Day
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

**OCTOBER (20 days)**

M	T	W	TH	F	
3	4	5	6	7	
XX	11	12	13	14	Oct 10 - No School Columbus Day
17	18	19	20	21	
24	25	26	27	28	
31					

**NOVEMBER (17 days)**

M	T	W	TH	F	
	1	2	3	4	Nov 8 - Professional Day
7	X	9	10	XX	Nov 11 - No School Veterans Day
14	15	16	17	18	Nov 22 - Early Release
21	E	XX	XX	XX	Nov 23 - 25 Thanksgiving Recess
28	29	30			

**DECEMBER (16 days)**

M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	Dec 23 - Professional Day
19	20	21	22	X	Dec 24 - Jan 1 Holiday Vacation
XX	XX	XX	XX	XX	

**JANUARY (21 days)**

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
XX	17	18	19	20	Jan 16 - Martin Luther King Jr. Day
23	24	25	26	27	
E	31				Jan 30 - Early Release

**FEBRUARY (18 days)**

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	Feb 27 - Mar 3 Winter Vacation
XX	XX				

**MARCH (20 days)**

M	T	W	TH	F	
		XX	XX	XX	
6	E	8	9	10	Mar 7 - Early Release
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

**APRIL (15 days)**

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
XX	XX	XX	XX	XX	Apr 24 - April 28 Spring Vacation

**MAY (22 days)**

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	E	26	May 25 - Early Release
XX	30	31			May 29 - Memorial Day

**JUNE (\*8 days)**

M	T	W	TH	F	
			1	2	
5	6	7	8	9	June 10-Proposed HS Graduation
12	13	14	15	16	*June 19 - Last Day of School
19	20	21	22	23	June 22 - Last Day for Teachers
26	27	28	29	30	

**Legend:**

X - No School for Students

XX - No School for Students & Staff

E - Early Release Day for Students

**Total student days 178**

\*All last days include five snow days

Present SAU GOAL 1- SAU 41 will strive to continuously improve each student's level of achievement and growth

Implementation Goal I -The Cooperative District will ensure that curriculum/instruction and assessment are designed and delivered to enable diverse learners to achieve or exceed Hollis Brookline grade level standards

Priority Area 1 - To clearly articulate, implement and assess a grade 7-12 curriculum both horizontally and vertically.

Objective 1 - Complete/refine/train/disseminate curriculum standards grades 7-12

Objective 2 - Ensure that the organization of learning is clearly defined across grade levels 7-12

Objective 3 - Monitor curriculum to ensure that all students have an opportunity to meet or exceed district benchmarks grades 7-12

3.1 Math Program 7-12

3.2 Complete Review of Reading/Language Arts Curriculum 7-12

3.3 Social Studies 7-12

3.4 Science 7-12

3.5 Health and Physical Education 7-12

3.6 Music/Art 7-12

3.7 Foreign Language 7-12

3.8 Technology Education 7-12

Present SAU Goal 4 recommend it becomes priority area 2 - To ensure curriculum is delivered in accordance with diverse needs of the learning community and to meet the standards for the 21st Century Learner

Objective 1 - Cooperative District initiatives grades 7-12

Objective 2 - Utilize the 21st Century learning frameworks to promote understanding of the core subject content at higher levels

Objective 3 - Provide Instructional tools/experiences in order for learners to develop/meet the standards for the 21st Century Learner

Priority Area 3 - To base curriculum development and instruction on best practice research

Objective 1 - Review research and data to ensure that curriculum, instruction and assessment are effectively helping all students achieve or exceed the grade level benchmarks/graduation standards

Priority Area 4 - To continuously raise the level of student achievement in meeting or exceeding Cooperative grade level benchmarks/SAU graduation standards

Objective 1 - Identify students that would benefit from enrichment activities or acceleration interventions to achieve or exceed grade level benchmarks (based on local and state assessments)

Priority Area 5 - To systematically evaluate the Cooperative Districts Pupil Services Department's organizational structure

Present SAU Goal 2 - SAU 41 will recruit, recognize, and develop the most effective personnel.

Implementation Goal II - To achieve and sustain the highest level of professional competency of all staff members consistent with the Cooperative District's strategic plan/Cooperative Master Professional Development plan

Priority Area 1 - To develop and implement competitive compensation packages to recruit and retain highly qualified professional and support staff

Priority Area 2 - To ensure that the teachers in the Cooperative District's schools, programs, and subject areas participate in professional development programs/activities that are designed to raise student achievement.

Objective 1 - Support Professional Learning Communities for educators to collaborate, share best practices, and integrate 21st Century skills into classroom practice resulting in increased student growth

Objective 2 - Revise and Implement the Cooperative District's Professional Development Plan.

Objective 3 - Develop and implement an SAU/Cooperative District New Teacher Institute program for teachers new to the District

Objective 4 - Establish policies and procedures addressing salaries, salary ranges, and hiring practices

Priority Area 3 - To evaluate, regularly and systematically, the performance of all instructional staff to ensure that high standards are maintained throughout the District.

Objective 1 - Continue teacher evaluation plan and process

Objective 2 - Continue to ensure the most effective observation and evaluation practices are utilized.

Priority Area 4 - Provide ongoing training to the professional staff to remain current with their subject matter and/or specialty area, inform their practice and most importantly, meet the learning needs of students

Objective 1 - Provide professional development opportunities that support the implementation of the Cooperative Districts curriculum grades 7-12

Objective 2 - Provide training and support that enables staff to use the technological infrastructure responsibly and develop the skills necessary to implement instruction and enhance student learning

Objective 3 - Expand collaborative Professional development grades 7-12

Objective 4 - Investigate the possibility to offer staff an on-site Master's level program designed around a profile developed by Cooperative District/SAU 41

Present SAU Goal 3- we will utilize appropriate technology to enhance student achievement and improve operational efficiency

Implementation Goal III - To create and maintain an efficient and effective organization which uses technology to enhance student achievement and improve operational efficiency that supports the Cooperative District

Priority Area 1 - Maintain and improve technologies to support increased operational efficiency

Priority Area 2 - Develop a framework for training in all programs and technology which supports the districts and maximizes efficiency across the SAU

Priority Area 3 - To provide easy access and the ability to effectively report information through the appropriate use of technology

Priority Area 4 - Increase Informational Technology Staff to support opportunities for learning, coordinate technologies, and support hardware which supports the district and maximizes efficiency across the SAU

Priority Area 5 - Support expanded opportunities for community and international learning both face-to-face and online.

NEW Goal 4 Community Relations Goal for SAU - SAU 41 will continue to foster a strong relationship with the community to foster support for school district programs, budgets and initiatives.

Implementation Goal IV - To create and maintain two-way communication among all stakeholders within the Cooperative District

Priority Area 1 - To provide and seek out clear and consistent information among stakeholders

Objective 1 - Develop and implement a communications system that is pervasive and embedded in all Cooperative activities

Objective 2 - Continue to communicate with parents and families to ensure articulation of programs and new initiatives

Objective 3 - Strengthen Board visibility and opportunities to gain first hand knowledge of staff, buildings and programs.

Present SAU 41 Goal 5 - SAU 41 will manage and keep in good repair its physical assets in order to optimize student learning

Implementation Goal IV- To provide adequate space in order to meet the educational needs of all students and the effective operations of all school facilities

Priority Area 1 - To update the space needs plan for the Cooperative District

Objective 1 - To create and articulate space needs for grades 7-12

Priority Area 2 - To ensure buildings and grounds are well maintained

Objective to establish a capital improvement plan to support instructional programming and academic achievement

Establish a systematic plan for maintenance which includes a management training program which allows the District to maintain safe and healthy facilities for staff and students

Priority Area 3 - Develop, implement and maintain a comprehensive security plan/system for all buildings which includes training

New SAU Goal 6 - To provide students with the opportunity to participate in a rich variety of co-curricular activities; to be mentored by knowledgeable individuals to learn the value of hard work, competition, team play/group work, individual effort, leadership; and to ensure each individual an enjoyable and rewarding educational experience.

Implementation Goal VI- To evaluate regularly and systematically, the performance of all our co-curricular programs to ensure that high standards are maintained that are consistent with the Cooperative District's standards

Objective 1 - To regularly review our co-curricular programs to determine if they consistently support the development of

students and their organizations to reach their potential

Objective 2 - To maintain a consistency of effort and expectation throughout the entire co-curricular program with regards to academic expectations, maintenance and future development of facilities, playgrounds and equipment

Objective 3 - To enhance the potential participation rate of our co-curricular participants

**BOARD MEMBER CODE OF ETHICS**

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Adopted: May 25, 2004

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

Re-Adopted: April 10,2019  
Re-Adopted: September 16, 2020  
Re-Adoption: May 19, 2021

**INVESTMENT****INVESTMENT**

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

**OBJECTIVES**

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA 366:57.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**STANDARDS OF CARE**

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the *GFOA Recommended Practices and Policy Statements Related to Cash Management* as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the school board and an independent auditor.

This investment policy shall be reviewed annually by the School Board.

**Legal References:**

*RSA 197:23-a, Treasurer's Duties*

*RSA 383:22, Public Deposit Investment Pool*

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

Re-Adoption: April 10, 2019

Re-Adoption: September 16, 2020

Re-Adoption: May 19, 2021

**PROCEDURAL SAFEGUARDS  
NON-DISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

**Category: Priority/Required By Law**

The school district ~~will ensure~~ shall comply with all procedural safeguards for handicapped and disabled students ~~that all students with a handicap or disability are provided all necessary procedural safeguards as~~ are required by law. Such procedural safeguards are found in pertinent federal and state laws and regulations. In addition, all staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

**Legal Reference:**

*34 CFR §§104.7, 104.8, 104.22 (4)(f), 104.36 of the Section 504 Regulations*

*NH Department of Education Administrative Rules, Ed 1120, Procedural Safeguards*

*Section 504 of The Rehabilitation Act of 1973*

*Adopted: May 24, 2004*

1<sup>st</sup> Reading: February 16, 2022

2<sup>nd</sup> Reading: April 13, 2022

## **HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION**

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians are afforded affirmative rights with respect to instruction of human sexuality or human sex education including the right to receive a minimum of 2 weeks advance notice of all materials to be used with respect to such instruction.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons must complete a Health or Physical Education Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

### **Legal References:**

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*

*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*

*RSA 186:11, IX-b, Health and Sex Education*

Adopted: February 18, 2009

1<sup>st</sup> Reading: April 13, 2022

## **KEC**

### **POLICY ON RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit in writing to the Principal a request for reconsideration of instructional materials. ~~"Request for Reconsideration of Instructional Materials." The request forms are available at the school office.~~

The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review Committee and schedule meetings necessary to review the complaint and to write a report.

The final report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the Hollis Brookline Cooperative School Board, whose decision will be final.

During the investigation the instructional material will remain in use unless a Selection Committee votes to remove or restrict the material until a final decision is made.

Adopted: May 21, 2008

1st Reading: April 13, 2022

## NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

*Category: Priority/Required by Law*

*Related Policies: ACE, GBAA, JBAA, JICK KED*

### **A. Prohibition Against Discrimination of Students in Educational Programs and Activities.**

No person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy [JICK](#) Pupil Safety and Violence Prevention.

### **B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

### **C. Policy Application.**

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy [JICK](#), Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

### **D. District Anti-Discrimination Plan.**

The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan, the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

**E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.**

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights Officer	Director of Student Services for Students
Human Rights Officer	HR Administrator for Employees
Title IX Coordinator	Director of Student Services
504 Coordinator	Director of Student Services

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

**F. Complaint and Reporting Procedures.**

Any person who believes that they have been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school District, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying,

should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy shall report such conduct to their immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy [GBAA](#);
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy [JBAA](#);
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy [ACE](#), except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy [KED](#); and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy [JICK](#).

#### **G. Alternative Complaint Procedures and Legal Remedies.**

An individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

*Note:* Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: [humanrights@nh.gov](mailto:humanrights@nh.gov)

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

## **H. Retaliation Prohibited.**

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

## **I. Administrative Procedures and Regulations.**

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

## **J. Notice of Compliance.**

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

### **Legal Reference:**

*RSA 186:11, XXXIII, Discrimination*

*RSA 193:38, Discrimination in Public Schools*

*RSA 193-F, Student Safety and Violence Protection Act*

*RSA 275:71, Prohibited Conduct by Employer*

*RSA 354-A, State Commission for Human Rights*

*The Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq.*

*Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.*

*Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c*

*Title VII of The Civil Rights Act of 1964 (15 or more employees), 42 U.S.C. 2000d, et seq.*

*Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq*

*NH Dept of Ed. Rule 303.01 (i), School Board Substantive Duties*

*Adoption: November 17, 2004*

*1st Reading: April 10, 2019 (as amended)*

*2nd Reading: May 15, 2019*

*3rd Reading: May 15, 2019 (Waived)*

*Adopted: May 15, 2019*

*1st Reading: January 19, 2022*

*2nd Reading: February 16, 2022*

*3rd Reading: April 13, 2022*