

Hollis Brookline Cooperative School Board

Wednesday, May 18, 2022

Hollis Brookline Middle School

6:00

All times are subject to change without notice

- 6:00 Call to order
- 6:05 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Administrative nomination/compensation
- 7:00 Appointment of a process observer  
Agenda Adjustments  
Nominations/Resignations and Correspondence
- 7:10 Approval of Minutes – April, 2022
- 7:15 Public Input
- 7:30 Principal's/Athletics reports
  - Class size numbers – Hollis Brookline High School
- 7:50 Discussion
  - Curriculum update
  - Strategic plan Update/Portrait of an SAU 41 Graduate
  - Parking at Hollis Brookline High School
- 8:40 **Deliberations**
  - To see what action the Board will take regarding the approval of the general assurances for grant submissions to the DOE
  - To see what action the Board will take regarding the Superintendent's recommendation for administrative compensation
  - To see what action the Board will take regarding the approval of the capital lease recommended by lease/bond counsel
  - 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
  - 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: Andrew Corey, Superintendent  
From: Brian Bumpus, District Athletic Coordinator  
Re: May 2022 Board Report

**HBHS Athletics Update:** We are just about at the midpoint of the spring season for HBHS Athletics and all of our teams are off to hot starts. The Baseball team remains unbeaten at this point in the season and sits atop the NHIAA Division II standings, with Girls Lacrosse, Softball, and Boys Volleyball all holding strong in the top 4 and poised for championship runs. The Boys and Girls Tennis teams have continued to improve match after match throughout the season, and the Outdoor Track teams have been very competitive in their meets to date. Our Unified Track team is also excited to host their first meet in almost 3 years on Wednesday 5/18 at 3:30 PM.

**HBMS Athletics Update:** The HBMS Spring sports season is off to a great start! With 148 athletes participating on 5 teams, it has been great to see so many student athletes playing this spring. Our baseball, softball, and lacrosse teams are competing against some very talented programs, and are looking to make a playoff push in these last few weeks. The track program has hosted one meet and participated in a number of away meets, taking first as a team in all of them.

**Alzheimer's Fundraiser:** The HB Boys Lacrosse program recently sponsored events, including a carwash and dedicated game, to raise over \$3,000 to be donated to the MA/NH Chapter of the Alzheimer's Association. Kudos to all of the players and parents on their efforts in support of a worthy cause!

**Booster Club Update:** The Booster Club recently purchased two 10' x 20' sideline tents that arrived and were assembled on our turf field for both the away and home benches. These tents will serve to protect teams from the elements during play and are a great addition to our field. We owe a huge thank you to the Booster Club for the continued support of our programs and student athletes. And as a reminder, 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/>.

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

**HBHS**

Boys Soccer Head Coach  
Field Hockey Head Coach

**HBMS**

No Current Openings

Respectfully Submitted,



Brian Bumpus  
District Athletic Coordinator

To: Hollis Brookline Cooperative School Board  
From: Patrick West, Principal HBMS  
Re: Principal's Report  
Date: May 18th, 2022

## Information Only

### End of Year Celebrations

Administration and staff are finalizing the end of the year celebrations and activities. We are excited to be bringing back the traditional "Step Up Day" on June 14th. Also, during the last week of school, HBMS be hosting the traditional 8<sup>th</sup> grade Luau Dance, sending the 8<sup>th</sup> grade to Canobie Lake Park, and hosting *The Outsiders* activities for 7<sup>th</sup> grade students. On the last day of school, HBMS will host 7<sup>th</sup> and 8<sup>th</sup> grade award ceremonies. The ceremonies will include academic awards but will be highlighted by the awarding of the annual 8th Grade Robert E. Kelly Character Award.

### Band and Chorus

We are excited to announce that we will be hosting our spring concerts in person this June. The spring Choral Concert is schedule for Tuesday, June 7 at 6:30pm and the spring band concert is schedule for Wednesday, June 8 at 6:30pm.

HBMS would like to congratulate the following music students for participating in the state District Music Festival at Manchester Central High School this past Saturday. The concerts were outstanding and showcased the many talents of our students.

- Band - Sarah Bauer, Elizabeth Fry
- Chorus - Mia Cardona, Jakob Kolb and Mary Robinson
- Strings - Arvind Venkatesh

### DAR Essay - State Winner

HBMS would like to recognize and congratulate Genevieve Scales for not only winning the local Daughters of the American Revolution Essay contest, but she has now won first place at the state level competition and will be moving on the regional level. Congratulations, Genevieve! HBMS is very proud of you!

### Garden Club Update

The Garden Club has been hard at work bringing back the green house thanks to our school nurse and Garden Club advisor, Danielle Berube. Pictured to the right are a few students along with a high school student from Troop 465 who is working in conjunction with the Garden Club to renovate the extreior to make way for a Mammoth Sunflower Patch.



**HBMS Average Enrollment Numbers**

Attached you will find the expected average enrollment numbers. These are estimates that will be finalized in the coming weeks.

**Upcoming Dates**

May 27<sup>th</sup> - Early Release Dates (11:55am dismissal)

May 30<sup>th</sup> – No School (Memorial Day)

June 14<sup>th</sup> – Step Up Day

June 15<sup>th</sup> – 8<sup>th</sup> Grade Luau Dance & FD/PD BBQ for 7<sup>th</sup> Grade

June 16<sup>th</sup> – 8<sup>th</sup> Grade to Canobie Lake Park

June 17<sup>th</sup> – Last Day of School & Awards Ceremony (10:30am dismissal)

Respectfully Submitted,

Patrick West  
HBMS Principal

Course Name	Requests	Sections	Avg Class Size
Band 7	29	2	15
Band 8	29	2	15
Chorus 7	52	2	26
Chorus 8	54	2	27
General Music 7	101	5	20
General Music 8	107	5	21
French 7	52	3	17
French 8	66	3	22
Spanish 7	105	5	21
Spanish 8	94	5	19
Math 7	78	6	13
Math 7 Algebra	21	1	21
Math 7 Pre-Algebra	83	4	21
Math 8	118	7	17
Math 8 Algebra	52	3	17
Geometry 8	23	1	23
IMP Math	9	3	3
Read 180	8	1	8
Reading 7	25	2	13
Reading 8	20	2	10
Reading Wilson	9	10	1
Individualized Reading	2	2	1
Physical Education 7	191	10	19
Physical Education 8	202	10	20
Grade 7 Social Studies	191	10	19
Grade 7 Science	191	10	19
Grade 7 English	191	10	19
Grade 7 Art	191	10	19
Grade 7 Technology Education	191	10	19
Grade 7 Computer Education	191	10	19
Grade 7 Health Education	191	10	19
Grade 8 Social Studies	202	10	20
Grade 8 Science	202	10	20
Grade 8 English	202	10	20
Grade 8 Art	202	10	20
Grade 8 Technology Education	202	10	20
Grade 8 Computer Education	202	10	20
Grade 8 Health Education	202	10	20

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\*Sections being determined based on student needs

To: Hollis Brookline Cooperative School Board  
From: Tim Girzone, Principal HBHS  
Re: Principal's Report  
Date: May 18, 2022

## **Information Only:**

### **Instructional practices Subcommittee updates**

The 'Weighted vs Unweighted' subcommittee has made the recommendation to HBHS building administration to report on the student's transcript both the weighted and unweighted GPA. In addition to being presented to the Instructional Practices Steering Committee, this recommendation has also been reviewed by building and SAU administration. As this recommendation would involve a change to the Program of Studies as it is currently written as well as impact the administration of course structure within our Student Information System (PowerSchool), this proposal will require further research by administration before potential implementation.

The Advisory subcommittee has made the recommendation to HBHS building administration and has also presented to the Instructional Practices Steering Committee a plan to incorporate an additional Home Base Cav Block to the Monday schedule as an initial phase of implementing an Advisory at HBHS. The IPC Steering Committee has made the recommendation that the Advisory Subcommittee present this plan to the staff to gain input for optimal timing of implementation.

### **All State Music Festival**

Congratulations to our 7 HBHS musicians (Emily Fox (Soprano Voice), Liam Sinclair (Bass Voice), Claudia Pack (Cello), Isabella Hu (Flute), Molly Peters (Flute), Sonja Colford (Trumpet), and Harry Surette (Trumpet)) for their excellent work at the NHMEA All State Festival on April 7th-9th, at the Performing Arts Center in Concord, NH. Our musicians rehearsed and performed alongside the highest scoring high school musicians in the state and under the baton of several incredible directors. Our students were also treated to a performance by the New Hampshire 39th Army Band Jazz Combo, featuring our very HB's own, Staff Sergeant Chazz Rogers on saxophone, bass, and guitar!

### **Performing Arts Field Trip Proposal May '23**

Our Performing Arts Department is proposing a 5 day Performance Trip for March 2023. This trip to New York City would be open to Honors Choir and Honors Jazz Band students and would include an opportunity to perform at Carnegie Hall with Rollo Dillworth, Andrea Ramsey, and Dr. Andre Thomas (invite only, choral), Heritage Festival (competition, Jazz Band only), work with Broadway cast members (both groups), and attend 1-2 live jazz performances (1 for both groups, 1 for band only). A detailed itinerary and rationale for the trip is included as an addendum to this report.

### **Challenge Day**

HBHS is once again looking to bring back Challenge Day for a Fall '22 workshop presentation. Challenge Day is a nonprofit organization committed to building empathy and compassion in our communities. The organization aims to help youth and adults unlearn harmful habits, experience vulnerability as a pillar to restore strength, and enable them to experience the freedom of full expression through the lens of compassion, connection, and diversity.

During a 'Challenge Day', students and staff participate in a series of activities designed by the Challenge Day staff to help break down social barriers in our school, promoting universal empathy and a sense of unity in our school.

HBHS has been fortunate enough to host Challenge Day twice in recent years and have had great success. Our hope in bringing Challenge Day back to our school is to provide another opportunity to grow as a community.

This would be an optional, one day in-school "field trip", with follow up to perpetuate the message learned throughout the day, and also to help any students who may need support following the day.

### **Class Size Estimates**

In accordance with HB Co-Op Policy IIB, please find course enrollment estimates for the upcoming '22-'23 school year included as an addendum to this report.

### **ISE Exchange Program**

HBHS has received a request (in addition to our local Rotary's Foreign Exchange Student program) for us to host a foreign exchange student for the 22-23 school year through The International Student Exchange (ISE) program. ISE, is a certified international student exchange program in partnership with the Council on Standards for International Education Travel (CSIET) and they sponsor approved students on J-1 Visas through their U.S. State Department designation as a sponsor organization. ISE has successfully placed students in other NH public schools, and although it has been some time, they have placed a student in HBHS in the past.

### **Brian Bumpus Named NHIAA DII President**

Congratulations to Brian Bumpus for being named the NHIAA DII President. Mr. Bumpus will be taking over for Kevin O'Brien from Merrimack Valley who has served in this role for the last 18 years. We are confident that Mr. Bumpus will represent DII Athletics with the same strong leadership skills he continues to display at HB.

### **Important Dates:**

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

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

Guitar Nights - 5/20 & 21

Physics Day - 5/27 (school day event)

Spring Fling Dance - 5/27



Will funds be collected from or fundraised by students? Students/families will pay our travel partners directly. The district will not manage payments for this trip. Cost per Student \$1,965

Who is to be authorized to handle the Funds on the trip? N/A. Students/families will pay our travel partners directly.

*(The designated person must follow school district policy regarding the receipt, deposit, and expenditure of cash payments for the trips.)*

*(Over)*

*(page 2)*

What are the transportation arrangements? Charter buses for all trip travel are included in the per student cost

If transportation is by private vehicle, original driver's license and proof of insurance must be submitted to the main office. Copies will be made and kept on file in the main office.

Transformation Information attached: Bus \_\_\_\_\_ Parent \_\_\_\_\_ Air \_\_\_\_\_

#### TRAVEL RATIONALE:

In February 2016, the HBHS Honors Choir took their first exclusive out of state performing trip to compete in WGBTV's *Sing That Thing!* television show. Since our appearance and performance of *The Lord Bless You and Keep You* on WGBTV, the choir has been privileged to represent our school and larger community in national and international music festivals from Disney to New Orleans, all while working with leading, multi-Grammy and Pulitzer Prize winning composers, performers, and conductors.

In the past few years, Dr. Rollo Dillworth has taken note of our Performing Arts department's continued successes. After our initial performance on *Sing That Thing*, Dr. Dillworth has kept tabs on our choral, instrumental, and theater programs at HBHS. He reached out to Mr. Barbosa every year since 2017, seeking an opportunity to work with the HBHS Performing Arts Department. Although this arrangement was unable to occur in the past few years, Dr. Dillworth has remained steadfast in his desire to work with our students and faculty. As such, our HBHS Honors Choir was invited to the invitation-only COA Nationals at Carnegie Hall to work with Dr. Dillworth, renowned composer/conductor Dr. Andre Thomas, and Andrea Ramsey (a composer with which our students are quite familiar).

Harmony Tours facilitates both the COA National event at Carnegie Hall as well as their own, simultaneous, proprietary instrumental competition in New York City. This arrangement empowers us to facilitate a transformative performance opportunity for both dynamic sides of our music program at HBHS, after the necessary several year interruption due to the pandemic, in one inclusive tour package.

These performance opportunities have been a core element to the musical, interpersonal, and intrapersonal growth of our program, and more essentially, our students.

Organizing, preparing, and performing a complete performance tour is the next logical step in our ensembles' trajectory as we continue to regain our normalized degree of excellence. The contentions of planning, rehearsing, editing, and performing a full touring program of honors+ level repertoire throughout the academic year for a singular performance is a shift in perception, focus, wellness, and artistry that will challenge our ensembles in a manner that is directly related to the professional experience within the field. In addition, the skills our participating students bring back to HBHS with them from these tours, both musical and interpersonal, have always benefited the overall progress and culture of support and excellence within our programs.

Performance tours facilitate a powerful opportunity for student empowerment. As diplomats of our school, community, and country, our choir will continue to progress their understanding of the onstage and offstage responsibilities of representative ensemble performance, professionalism, and conscious artistry outside of our own "world".

In addition, this prospective tour offers a wealth of cultural, historical, and creative development and enrichment through the opportunity to experience Broadway, Lincoln Center, NYU, Carnegie Hall, and more in a safe, direct, and educational paradigm.

As with our past successful Performing Arts trips to Montreal, Princeton/New York, New Orleans, and Disney, these performance tours facilitate both scaffolded opportunities for our current students as well as our future students, and act as a further separation between our excellent Performing Arts programs and that of our neighboring districts.

#### DETAILED ITINERARY:

Copies of our potential itinerary, inclusive of travel days, historical and cultural tours, and our planned performances are attached. These brochures also offer a more detailed review of the financial and insurance details for the potential trip. Highlights include:

- COA Nationals at Carnegie Hall for our Choir students, inclusive of:
  - 1 hour clinician work with our choice of award-winning, prolific professional composers/conductors, including Andrea Ramsey, Dr. Rollo Dillworth, and Dr. Andre Thomas
  - Rehearsals with the other invited choirs from around the U.S. on concert repertoire, including the world premiere of a new composition by Dr. Rollo Dillworth
  - Full Concert at Carnegie Hall under the batons of Andrea Ramsey, Dr. Andre Thomas, and Dr. Rollo Dillworth
- Harmony Festival Competition for our Jazz Band students, inclusive of:
  - Adjudicated performance
  - On-stage clinic with adjudicators
  - Video recordings of performance

- Private Clinic with Music Professors from NYU for Jazz Band Students
- Broadway Workshop with working professionals for Choir Students
- Evening tickets to a Broadway performance (both Jazz Band and Choir students)
- Evening tickets to a live performance at Dizzy Gillespie's Jazz Club at Lincoln Center (both Jazz Band and Choir students)
- Tickets for the COA Nationals Carnegie Hall concert for all chaperones and Jazz Band students
- Potential substitutions of the listed Statue of Liberty (Jazz Band students only) and Museum tours (Jazz Band and Choir students) with equivalently priced performances or workshops (Gospel brunch in Harlem, Broadway matinee, etc.)

Financially, the per student price point includes:

- Hotel room in New York City at quad occupancy (4 nights).
  - This pricing point does not change if numbers or room splits necessitate altered arrangements (i.e., 42 students attend, necessitating 1 double room)
- Charter bus for the entirety of our trip
- Harmony Tours tour guide
- All Harmony Festival and COA National fees, repertoire licensing and materials, etc.
- Broadway and NYU workshop costs
- Live jazz performance(s) costs
- All breakfasts (4) and dinners (4)
- Gratuities for hotel portage, bus driver, inclusive meals, and tour guides/booking fees
- CFAR (Cancel For Any Reason) insurance that covers 75% of all funds paid not refunded by Harmony Tours

## CURRICULAR GOALS:

This trip empowers both our choir and jazz band students to further develop the following curricular goals in a meaningful and personalized manner:

- Students will research, rehearse, and prepare a full program of honors or higher level a cappella choral and/or instrumental jazz repertoire throughout the 2022-2023 academic year in preparation of an appropriate collaborative concert set at an advanced level (Common Anchors 3.2, 4, 5, 6)
- Students will critique performances by others and self-assess at an advanced level (Common Anchors 7,8,9)
- Relate music with societal, cultural, and historical contexts at an advanced level both in preparation and in performance. (Common Anchors 10,11)

In addition, it is of import to clarify that this trip is not a mandatory aspect of participation or assessment of the Honors Choir or Honors Jazz Band courses. This trip is an optional expansion and co-curricular performance opportunity. Repertoire from this trip may be

used as part of the 2022-2023 repertoire selection in both classes, only in the case of preparing both for the trip as well as our own four, annual HBHS concerts.

If necessary for the success of the students opting to take part in this trip, the trip may be opened to Concert/Jazz Choir or Jazz Band students based on availability and instrumentation needs.

Department Head Signature: \_\_\_\_\_ Date \_\_\_\_\_

It is the responsibility of the lead chaperone to present the student roster to be reviewed by the principal.

Approved:

Not approved:

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Submitted for School Board approval (date) \_\_\_\_\_

Approval of School Board \_\_\_\_\_ Date \_\_\_\_\_

<b>Course Name</b>	<b>Requests</b>	<b>Max</b>	<b>S1</b>	<b>S2</b>	<b>Target Sections Offered</b>	<b>Class Size</b>
AP Computer Science	23	21	1	1	1	21.0
Computer Science Principles	17	20	0	1	1	17.0
Computers & Technology	21	20	1	0	1	21.0
Engineering Technologies Fall	24	20	1	0	1	24.0
Engineering Technologies Spring	16	20	0	1	1	16.0
PLTW Digital Electronics	23	20	1	1	1	23.0
PLTW Intro to Engineering Design	25	20	1	1	1	25.0
PLTW Principles of Engineering	27	20	2	2	2	13.5
Personal Finance	57	20	1	2	3	19.0
Video Game Design	32	20	2	0	2	16.0
Web Page Design	12	21	0	1	1	12.0

<b>Course Name</b>	<b>Requests</b>	<b>Max</b>	<b>S1</b>	<b>S2</b>	<b>Target Sections Offered</b>	<b>Class Size</b>
Accel English 10	69	20	4	4	4	17.3
Accel English 9	47	20	2	2	2	23.5
Advanced Writing	13	20	0	1	1	13.0
AP Eng Lit & Comp	16	20	1	1	1	16.0
AP English Language & Comp.	29	20	2	2	2	14.5
College Composition (Writing)	20	20	0	1	1	20.0
English 10	124	20	7	7	7	17.7
English 10 Read	13	15	1	1	1	13.0
English 9	105	20	6	6	6	17.5
English 9 Read	12	15	1	1	1	12.0
Film Studies	105	20	3	2	5	21.0
Fund English	12	15	1	1	1	12.0
Honors Literature Fall	66	20	3	0	3	22.0
Honors Literature Spring	48	20	0	2	2	24.0

Honors U.S. Literature	31	20	2	2	2	15.5
Journalism	34	20	1	1	2	17.0
Literacy	4	15	1	1	1	4.0
Memoirs & Biography Fall	34	20	2	0	2	17.0
Memoirs & Biography Spring	18	20	0	1	1	18.0
Poetry	24	20	0	1	1	24.0
Popular Reading Fall	9	15	1	0	1	9.0
Popular Reading Spring	9	15	0	1	1	9.0
Reading 180A	2	15	1	1	1	2.0
Reading 180B	4	15	1	1	1	4.0
Science Fiction	59	20	1	2	3	19.7
U.S. Literature	100	20	5	5	5	20.0
Writing	195	20	6	5	11	17.7
Yearbook	17	20	1	1	1	17.0

Course Name	Requests	Max	S1	S2	Target Sections Offered	Class Size
Fashion & Retail Merchandising	20	18	0	1	1.0	20.0
Foods & Nutri 1	183	16	4	2	5.0	16.0
Foods & Nutri 2	94	20	0	2	2.0	16.0
Human Relations	27	20	1	0	1.0	27.0
Interior Decorating	16	20	1	0	1.0	16.0

Course Name	Requests	Max	Target Sections Offered	Class Size
Accel Geometry	27	20	2	13.5
Accelerated Algebra 2	43	20	2	21.5
Algebra 1	87	20	5	17.4
Algebra 1A	16	15	2	8.0
Algebra 1B	35	15	3	11.7

Algebra 2	85	20	5	17.0		
AP Calculus	24	20	1	24.0		
AP Statistics	17	20	1	17.0		
Calculus	30	20	2	15.0		
Essentials for Algebra	17	12	3	5.7		
General Geometry	39	15	3	13.0		
Geometry	98	20	5	19.6		
Honors Pre-Calc	43	20	2	21.5		
Individual Math	4	8	1	4.0		
Pre-Calculus	83	20	4	20.8		
Running Start Alg 3/Trig	43	20	3	14.3		
Running Start Algebra 2	40	20	3	13.3		

<b>Course Name</b>	<b>Requests</b>	<b>Max</b>	<b>S1</b>	<b>S2</b>	<b>Target Sections Offered</b>	<b>Class Size</b>
Fitness	164	20	10	10	10.0	16.4
Outdoor Adventures	78	28	0	4	4.0	19.5
Personal Fitness Fall	39	28	2	0	2.0	19.5
Personal Fitness Spring	15	28	0	1	1.0	15.0
Team & Ind Sports	45	28	2	0	2.0	22.5
Unified PE	10	20	1	1	1.0	10.0
Wellness	164	20	10	10	10.0	16.4

<b>Course Name</b>	<b>Requests</b>	<b>Max</b>	<b>Target Sections Offered</b>	<b>Class Size</b>
Accel Biology	57	20	3	19.0
Anatomy & Physiology	25	20	2	12.5
AP Biology	23	20	1	23.0
AP Chemistry	15	20	1	15.0
AP Environmental Science	54	24	2	27.0

AP Physics I	32	20	2	16.0		
AP Physics II	13	20	1	13.0		
Biology	126	20	7	18.0		
Chemistry	81	20	5	16.2		
Chemistry and Society	43	20	3	14.3		
General Science with Earth Science	12	12	1	12.0		
Honors Anatomy & Physiology	21	20	1	21.0		
Honors Chemistry	60	20	3	20.0		
Honors Physics	21	20	1	21.0		
Life Science	11	15	1	11.0		
Physical Science with Earth Science	113	20	7	16.1		
Physics	41	20	2	20.5		
Senior Quest	20	20	1	20.0		

<b>Course Name</b>	<b>Requests</b>	<b>Max</b>	<b>S1</b>	<b>S2</b>	<b>Target Sections Offered</b>	<b>Class Size</b>
AP Psychology	38	20	2	2	2	19.0
AP U.S. History	32	20	2	2	2	16.0
AP US Gov Pol	33	20	2	2	2	16.5
AP World History	69	20	4	4	4	17.3
Civics	181	20	4	5	9	20.1
Contemporary Issues	11	20	1	0	1	11.0
Economics	176	20	5	4	9	19.6
Human Geography	26	20	0	1	1	26.0
Legal Studies	56	20	1	1	2	28.0
Psychology	61	20	3	3	3	20.3
Sociology	76	20	2	2	4	19.0
U.S. History	165	20	9	9	9	18.3
World Studies	136	20	8	8	8	17.0

Course Name	Requests	Max	S1	S2	Target Sections Offered	Class Size
3-D Design and Sculpture	8	18	0	1	1	8
Ceramics	122	18	3	3	6	20
Digital Photog 1	47	18	2	0	2	24
Digital Photog 2	14	15	0	1	1	14
Drawing 1/2 & AP Art & Design	32	18	1	1	2	16
Fundamentals of Art	83	20	3	3	6	14
Intro to Graphic Arts	25	20	0	1	1	25
Painting 1 & 2	18	18	1	0	1	18

Course Name	Requests	Max	Target Sections Offered	Class Size
AP French	7	20	1	7.0
AP Spanish	16	20	1	16.0
French I	35	20	2	17.5
French II	37	20	2	18.5
French III	44	20	2	22.0
French IV	11	20	1	11.0
Honors French IV	14	20	1	14.0
Honors Spanish IV	28	20	2	14.0
Intro to Modern Languages	13	20	1	13.0
Latin I	69	20	3	23.0
Latin II	26	20	1	26.0
Spanish I	54	20	3	18.0
Spanish II	111	20	5	22.2
Spanish III	72	20	4	18.0
Spanish IV	26	20	1	26.0

Course Name	Requests	Max	S1	S2	Target Sections Offered	Class Size
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Acting I & 2	13	25	1	0	1	14
Concert Band EOD	14	28	1	0	1	14
Concert Choir EOD	9	28	1	0	1	9
Dance, Movement & Music	22	25	0	1	1	22
Guitar	10	15	1	0	1	10
Guitar II	6	15	0	1	1	6
Honors Choir	25	28	1	1	1	25
Honors Jazz Band	15	28	1	1	1	15
Improv Theatre	18	25	1	0	1	18
Improv Theatre 2	9	25	0	1	1	9
Jazz Band EOD	8	28	0	1	1	8
Jazz Choir EOD	5	28	0	1	1	5
Unified Music	7	10	1	1	1	7

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

May 18, 2022

**MOTION:** I move that the Resolution entitled, “Resolution to Authorize \$2,886,491 Lease Purchase Financing of Energy Efficient Heating and Cooling Equipment at Hollis Brookline High School,” be approved in form presented to this meeting and that an attested copy of said Resolution be included with the minutes of this meeting.

**RESOLUTION TO AUTHORIZE \$2,886,491 LEASE PURCHASE FINANCING OF  
ENERGY EFFICIENT HEATING AND COOLING EQUIPMENT AT HOLLIS  
BROOKLINE HIGH SCHOOL**

The School Board of the Hollis/Brookline Cooperative School District (the “District”) hereby resolves as follows:

1. That, pursuant to RSA 33:7-e and all other applicable law and voter approval of Article 1 of the Hollis/Brookline Cooperative School District Warrant at the Annual Meeting held March 15, 2022, the Superintendent of Schools (the “Superintendent”) is authorized to enter into an agreement with Energy Efficient Investments, Inc., or one of its business units for the acquisition and installation of energy efficient heating and cooling equipment at Hollis Brookline High School (the “Equipment”) at a cost not to exceed \$2,886,491.00, and any such prior action is ratified and confirmed;
2. That the Superintendent and Business Administrator, acting singly, are authorized to execute and deliver an acceptance of a proposal by Banc of America Public Capital Corp, dated April 18, 2022, for Bank of America National Association or its affiliate or designee (“BANA”) to provide tax-exempt lease purchase financing in the estimated principal amount of \$2,886,491.00 (the “Bank Proposal”), which acceptance shall be on such terms, including amendments thereto, and in such form as the Superintendent or Business Administrator may approve, said approval to be conclusively evidenced by the execution and delivery thereof, and any such prior action by the Superintendent or Business Administrator is hereby ratified and confirmed;
3. That pursuant to RSA 33:7-e and all other applicable law and voter approval of Article 1 of the Hollis/Brookline Cooperative School District Warrant at the Annual Meeting held March 15, 2022, the Superintendent in the name and on behalf of the District (the “Lessee”) is authorized to execute and deliver a tax-exempt lease purchase agreement with BANA to provide lease purchase financing in a principal amount not to exceed \$2,886,491.00 to fund the Equipment, on such terms and in such form as the Superintendent may approve, such approval to be conclusively evidenced by the execution and delivery thereof, and which terms shall be substantially on the terms set forth in the Bank Proposal (the “Lease”);
4. That to the extent not inconsistent with this Resolution and the Bank Proposal, the Superintendent is authorized to select such date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s) and other details of the Lease as the

Superintendent may approve, said approval to be conclusively evidenced by the execution and delivery thereof;

5. That the Superintendent is authorized to covenant on behalf of the Lessee that (i) no part of the proceeds of the Lease shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Lease to be an “arbitrage bond” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the “Code”), and (ii) the proceeds of the Lease and the Equipment financed by the Lease shall not be used in a manner that would cause the Lease to be a “private activity bond” within the meaning of Section 141 of the Code;
6. That the Superintendent is authorized to covenant on behalf of the Lessee to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease;
7. That the Superintendent is authorized to execute and deliver such tax certificates, arbitrage and use of proceeds certificates, and other documents and certificates as may, in the Superintendent’s opinion, be necessary or convenient to effect the transactions herein authorized, to be in such form not inconsistent with this Resolution as the Superintendent may approve, said approval to be conclusively evidenced by the execution and delivery thereof;
8. That the Superintendent is authorized to designate the Lease as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Code;
9. That the Superintendent is authorized to execute and deliver escrow agreements with BANA or its nominee (the “Lessor”), and Webster Bank or other mutually acceptable escrow agent (the “Escrow Agent”) to hold funds in an escrow account (the “Escrow Account”) with the Escrow Agent pending disbursement for the Equipment (the “Escrow Agreement”), said Escrow Agreement to be on such terms not inconsistent with the Bank Proposal as the Superintendent may approve, including without limitation a provision granting the Lessor a security interest in the Escrow Account, said approval to be conclusively evidenced by the execution and delivery thereof;
10. That the Superintendent is authorized to covenant, certify and agree, on behalf of the Lessee, for the benefit of the Lessor, that the Lessee will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, to the extent applicable, are met;
11. That the Superintendent and other appropriate officials of the Lessee, acting singly, are authorized to execute and deliver on behalf of the Lessee such security agreements, UCC-1 financing statements, fixture filings, and other documents and certificates as may be required in connection with the Lease and the Escrow Agreement;

12. That the Superintendent and other proper officials of the Lessee, acting singly, are authorized and empowered in its name and on its behalf to do or cause to do all such other acts and things as may be necessary or desirable in order to effect the sale and delivery of the Lease and the Escrow Agreement in accordance herewith;
13. That if the Superintendent or any other officer or official of the Lessee is for any reason unavailable to, as applicable, approve, execute or attest the Lease and the Escrow Agreement, or any related financing documents, the person or persons acting in any such capacity, whether as an assistant, a deputy or otherwise, is authorized to act for such official with the same force and effect as if such official had herself/himself performed such act; and
14. That an attested copy of this Resolution be included with the minutes of this meeting.

\_\_\_\_\_  
Holly Deurloo Babcock

\_\_\_\_\_  
Elizabeth Brown

\_\_\_\_\_  
Tom Solon

\_\_\_\_\_  
Kate Stoll

\_\_\_\_\_  
Cindy VanCoughnett

\_\_\_\_\_  
Krista Whalen

\_\_\_\_\_  
Beth Williams

A majority of the School Board of Hollis/Brookline Cooperative School District

A true copy as adopted by the School Board of Hollis/Brookline Cooperative School District,  
attest:

\_\_\_\_\_  
Diane Leavitt, District Clerk

**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  
Re-Adoption: May 18, 2022

**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

Re-Adoption: May 18, 2022

**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: May 18, 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: May 18, 2022

**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: May 18, 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: May 18, 2022*