

Hollis Brookline Cooperative School Board
Wednesday, June 15, 2022
Hollis Brookline Middle School
6:00
All times are subject to change without notice

- 6:00 Call to order
- 6:05 Appointment of a process observer
Agenda Adjustments
Nominations/Resignations and Correspondence
- 6:15 Approval of Minutes – May, 2022
- 6:20 **Public Hearing – Maintenance Trust Fund**
➤ This Public Hearing is being held in accordance with RSA 198:20-c to expend funds from the Maintenance Trust Fund.
- 6:45 Public Input
- 7:00 Principals'/Athletics reports
➤ Stipends
- 7:15 Discussion
➤ Revenue/Expense Report
➤ Facilities Update – Summer Projects
- 7:30 **Deliberations**
➤ To see what action the Board will take regarding the Maintenance Trust Fund
➤ To see what action the Board will take regarding the requested field trip for the Performing Arts Department (discussed at May meeting)
➤ To see what action the Board will take regarding authorizing the Superintendent to hire, accept resignations, or terminate staff during the summer months
➤ To see what action the Board will take regarding the Superintendent's recommendation to select Thomas Closson, NH Labor Law
➤ 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 IHAM: Health Education and Exemption from Instruction, Second Reading
➤ To see what action the Board will take regarding policy KEC: Policy of Reconsideration of Instructional Materials, Second Reading and adopt
➤ To see what action the Board will take regarding policy JF: Enrollment Policy, First reading and adopt

- To see what action the Board will take regarding policy IMBC: Alternative Credit Options, First reading and adopt
- To see what action the Board will take regarding policy GBCD: Criminal History Records Check/Background Investigation, First reading and adopt
- To see what action the Board will take regarding policy KHB: Advertising in Schools, First reading and adopt

8:00 Report out by the process observer

8:10 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation

8:40 Motion to Adjourn

Hollis Brookline Cooperative School District

Expendable Trust: Public Hearing

June 15, 2022

Maintenance Expendable Trust

Background

Principals Tim Girzone and Patrick West identified several needed repairs/improvements for their respective buildings during the budget process. At the Budget Hearing for FY23, the Hollis Brookline Budget Committee recommended along with the Hollis Brookline School Board that the funding source for these particular items be the Hollis Brookline Maintenance Expendable Trust.

FY23 Requested Items/Estimated Cost

HBHS	Roof Section	\$ 70,000 (Phase 7 of 10; Section 1)
	HBMS HVAC Upgrades	\$ 60,000
	Road Paving	\$ 70,000 (Road 122 to newer pavement on Cavalier Ct.)

Total Requested	\$200,000
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Maintenance Expendable Trust Status

Current Balance:	\$ 165,766
To be added in FY23:	\$ 200,000
FY23 Expenditures:	<u>\$ (200,000)</u>
Being Held	<u>(43,000)</u> Towards future HBMS elevator expense
FY23 Available Balance:	\$ 122,766 (Anticipated)

Special Education Expendable Trust

There are no plans at this time to use any of these funds in FY23.

Special Education Expendable Trust Status

Current Balance:	\$ 205,403
To be added in FY23:	\$ 25,000
FY23 Expenditures:	<u>\$ 0</u>
FY23 Ending Balance:	\$ 230,403 (Anticipated)

To: Hollis Brookline Cooperative School Board
From: Patrick West, Principal HBMS
Re: Principal's Report
Date: June 15th, 2022

Information Only

End of Year Celebrations

HBMS is very excited for the end of the year events, activities, and celebrations during the last week of school. 8th grade students will be celebrated with the end of the year Luau Dance on June 15th from 6:00 – 8:00pm. There will be a presentation involving pictures from current 8th grade student's years leading up to 8th grade as well as pictures from this school year. We will also be hosting the end of the year awards ceremony on the last day of school, June 17th from 7:45am – 9:00am. Parents/guardians of students are welcome to attend. Parents/guardians of students who will be receiving awards have been notified. We will also be live streaming the event for any family members that are unable to attend. The ceremonies will include academic awards but will be highlighted by the awarding of the annual 8th Grade Robert E. Kelly Character Award.

8th Grade Field Trips

On May 27th, Team Bartlett split into 6 groups based on their comfort level with hiking. The six groups on a self-guided geocache adventure accompanied by a chaperone, maps of Beaver Brook, a passport book, 1 cell phone containing the compass app and the location of their first geocache. The chaperone only provided support if the group got far off the course. Students had to work together as a group to find as many of the 8 hidden boxes (geocaches). Once the geocache was located, students would take out the stamp located inside the geocache and stamp the appropriate page of their passport book. Engraved on the inside of the geocache was the longitude/ latitude coordinates for the next geocache along with its trail location and a clue. For this activity, students had to be able to read a map (cardinal locations as well as topography) in conjunction with a compass to orienteer through Beaver Brook. They also had to work together, as they were limited in tools to assist them, but had many decisions to make as a group. Team Bartlett will be taking the students for a more advanced hike to Mt. Monadnock on June 13th.



On June 3rd, Team da Vinci went to Boston, Massachusetts to explore the Freedom Trails. Students were tasked with researching a location on the Freedom Trail and presenting to classmates about their respective location (see image to the left). Students were given opportunities to explore Faneuil Hall and other locations in Boston outside of the Freedom Trails.

Both trips were huge successes, and everyone was thrilled to be attending field trips again.

Teacher of the Year Nomination

Congratulations to Ms. Jennifer MacLeod (8th grade English teacher) for making it to the semi-final round for NH Teacher of the Year! The NHDOE selects one exceptionally skilled and dedicated teacher to serve as an ambassador for teachers in the state. The purpose of the program is to select a teacher who can speak for and energize the teaching profession and represent the positive contributions of all teachers statewide. The Teacher of the Year Program does not attempt to single out any individual as the best teacher in New Hampshire, but instead looks to honor one teacher who represents all educators in the state. The finalist will be announced at the beginning of next school year.

Staff Update

HBMS is happy to announce that Colleen Hoffman will be teaching 7th grade PE at HBMS next year.

Clubs/Extracurricular Activity Enrollment Numbers

Clubs	
Climbing	21
Mt. Biking	24
Garden Club	12
GSA	4
National History Day	4
Math Counts	4
Debate Club	10
French Club	15
Game Club	5
Drama Club	65
District Music Festival	3
Video Game Club	10
Robotics	22
Ski & Snowboard Club	55
Woodworking Club	25
TOTAL	279

Upcoming Dates

June 13th – Team Bartlett to Mt. Monadnock

June 14th – Step Up Day

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

June 16th – 8th Grade to Canobie Lake Park & 7th Grade *The Outsiders* day

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

Respectfully Submitted,

Patrick West
HBMS Principal

To: Hollis Brookline Cooperative School Board
From: Tim Girzone, Principal HBHS
Re: Principal's Report
Date: June 15, 2022

Information Only:

Guitar Night

For the first time since Fall '19 Guitar Night took place in front of a full capacity audience on Friday 5/20 and Saturday 5/21. The evening included students from all grades and was highlighted by musical performances across a variety of musical genres.



Veterans in the Classroom

For the first Memorial Day since 2019, Mr. Duval and our Social Studies Department once again welcomed US Military Veterans into our classroom for a student Q & A opportunity with some of our local heroes.



Senior Quest

Congratulations to Mr. Perry and all of the students enrolled in our Senior Quest course for the tremendous presentations put on Wednesday 5/25 highlighting student research projects completed throughout the year. Our senior presentations included an impressive degree of professionalism and depth of knowledge across a variety of research topics.



Pride and Prejudice

Congratulations to Matt Barbosa and the entire Performing Arts department for their recent performance of *Pride and Prejudice* earlier this month. Everything from the costumes, the set and of course our students were outstanding in every way!



Important Dates:

End of 4th Qtr - Monday 6/13

Final Exams - 6/14-6/17

Staff Professional Development Days - 6/20-6/22

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

HBMS State Champions: Congratulations to our HBMS Boys and Girls Track Teams, and our HBMS Boys Lacrosse team on their recent Tri-County League Championships!

HBHS Athletics Update: Tournament season is upon us at HBHS and we have several teams still in contention. Our Baseball team will be competing in the Division II Championship game at Northeast Delta Dental Stadium at 7:00 PM on Saturday 6/11, while our Boys Volleyball team plays Coe Brown in the Division I Semi-Finals on Thursday 6/9 at Nashua North at 6:00 PM. The Outdoor Track team is still competing as well, as Ryan Burgher and John Kotelly qualified for the New England Championships in their respective events. John Kotelly earned Division II State Championship honors in the Triple Jump. The Girls Lacrosse team recently capped off a tremendous season with a State Runner-up finish to a strong Portsmouth team. The Unified Track team wrapped up their season at the State Championships at Alvirne High School with several placewinners. Our Softball team earned the #6 seed in their respective tournament, before falling in a 1-0 game against #3 John Stark. Boys Lacrosse fell in a hard fought battle to a tough Timberlane team, and the Girls Tennis team fell in the quarter-finals after upsetting Bow in the preliminary round.

HBMS Athletics Update: The HBMS Spring sports season is wrapped up, and all of our teams have had great success on the field and track this year! The Baseball and Softball teams each wrapped up their seasons with quarter-final losses in their respective Tri-County tournaments, while both the Boys and Girls Track and Boys Lacrosse teams took home their respective Tri-County Championships. Congratulations to all of our student-athletes on another great season of HBMS sports!

NHIAA/NHADA Scholar Athletes: Each year, the NHIAA and NHADA recognize student-athletes as Scholar Athletes. These individuals have maintained a B+ average or better, participated in community service, and participated in at least 2 sports during their senior year. This year, we are proud to announce that HBHS is home to 26 NHIAA/NHADA Scholar Athletes, who will be recognized at our Year-End Sports Awards on Monday, June 13th at 6:00 PM in the HBHS Auditorium. Congratulations to all that have achieved this impressive honor!

Participation Numbers (See Attached): Our participation numbers are starting to trend upwards following the 2019-2020 school year, where we did not have a spring season at either HBMS or HBHS, and the 2020-2021 season where we only held varsity sports at the high school level. The large jump in middle school participation numbers is a strong indicator that our high school numbers will increase in the coming years as well.

District Coaching Openings: The HB Athletic Department is currently seeking qualified candidates for several positions at HBHS and HBMS for the 2022-2023 school year.

HBHS

Cross Country Assistant Coach
Field Hockey Head Coach
Field Hockey JV Coach
Girls Lacrosse JV Coach
Girls Lacrosse Assistant Coach
Boys Soccer Head Coach
Ski Team Head Coach
Softball JV Coach
Fall Cheer Head Coach
Winter Cheer Head Coach
Boys Tennis Head Coach
Boys Tennis Assistant Coach
Girls Tennis Assistant Coach
Indoor Track Head Coach
Indoor Track Assistant Coach

HBMS

Field Hockey Coach
Girls Lacrosse Coach
Boys Soccer Coach
Girls Volleyball Coach

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Bumpus". The signature is fluid and cursive, with the first name "Brian" and last name "Bumpus" clearly distinguishable.

Brian Bumpus
District Athletic Coordinator

COOP Athletics Participation Numbers - 5 Years

HBHS FALL SPORTS					
SPORT	17-18	18-19	19-20	20-21	21-22
Bass Fishing	8	10	4	3	4
Boys Soccer	40	41	50	45	46
Cross Country	32	32	26	25	21
Fall Cheerleading	20	16	17	24	29
Field Hockey	36	39	33	33	42
Football	42	43	41	42	41
Girls Soccer	33	35	33	30	35
Girls Volleyball	39	37	38	34	35
Golf	16	14	16	19	14
Unified Soccer	18	25	22	4	11
TOTAL	284	292	280	259	278

HBHS WINTER SPORTS					
SPORT	17-18	18-19	19-20	20-21	21-22
Bowling	36	30	23	13	15
Boys Basketball	40	37	38	27	30
Girls Basketball	17	21	17	18	22
Gymnastics	4	5	9	6	12
Ice Hockey	13	18	21	18	17
Indoor Track	18	22	17	14	22
Skiing	13	13	13	16	14
Swimming	31	36	24	13	20
Unified Basketball	16	28	29	N/A	23
Winter Cheerleading	14	14	8	14	14
Wrestling	18	26	28	18	21
TOTAL	220	250	227	157	210

HBHS SPRING SPORTS					
SPORT	17-18	18-19	19-20	20-21	21-22
Baseball	32	27	N/A	23	21
Boys Lacrosse	38	32	N/A	36	29
Boys Tennis	9	13	N/A	8	7
Boys Volleyball	29	32	N/A	26	35
Girls Lacrosse	37	40	N/A	30	29
Girls Tennis	11	13	N/A	13	12
Outdoor Track	53	51	N/A	54	48
Softball	28	28	N/A	15	17
Unified Track	31	21	N/A	15	18
TOTAL	268	257	0	220	216

HBMS FALL SPORTS					
SPORT	17-18	18-19	19-20	20-21	21-22
Boys Soccer	23	22	22	25	22
Cross Country	50	40	39	31	50
Field Hockey	19	15	19	18	17
Girls Soccer	23	17	19	20	21
Girls Volleyball	14	14	14	18	19
TOTAL	129	108	113	112	129

HBMS WINTER SPORTS					
SPORT	17-18	18-19	19-20	20-21	21-22
Boys Basketball	12	13	13	30	13
Girls Basketball	14	12	14	28	12
Wrestling	29	18	15	N/A	23
TOTAL	55	43	42	58	48

HBMS SPRING SPORTS					
SPORT	17-18	18-19	19-20	20-21	21-22
Baseball	18	17	N/A	16	16
Boys Lacrosse	N/A	21	N/A	12	23
Girls Lacrosse	N/A	21	N/A	17	16
Outdoor Track	72	60	N/A	37	68
Softball	15	15	N/A	19	13
TOTAL	105	134	0	101	136

YEARLY TOTALS					
SCHOOL	17-18	18-19	19-20	20-21	21-22
HBHS	772	799	507	636	704
HBMS	289	285	155	271	313

HOLLIS BROOKLINE MIDDLE SCHOOL - ATHLETICS STIPEND TABLE 2022-2023

TIER 1 \$500	TIER 2 \$2,500	TIER 3 \$2,900	TIER 4 \$3,000
Track Stats	Baseball Cross Country 1 of 2 Cross Country 2 of 2 Field Hockey Lax - Boys Lax - Girls Play-offs TOTAL Soccer - Boys Soccer - Girls Softball - Girls Track and Field 1 of 3 Track and Field 2 of 3 Track and Field 3 of 3 Volleyball	Basketball - Boys Basketball - Girls Wrestling	Athletic Director Fall Athletic Director Spring

HOLLIS BROOKLINE HIGH SCHOOL - ATHLETICS STIPEND TABLE 2022-2023

TIER 1 \$900	TIER 2 \$1,200	TIER 3 \$1,900	TIER 4 \$2,600
Bass Fishing Asst.	Golf Asst. Unified Basketball - Asst. Unified Soccer - Asst. Unified Track - Asst.	Baseball - Asst. Basketball - Girls Asst. Basketball - Boys FR Bass Fishing Head Bowling - Asst. Cross Country - Asst. 1 of 2 Cross Country - Asst. 2 of 2 Field Hockey Asst. Gymnastics - Head Ski Team - Asst. Softball- Assistant Spirit- Fall - Asst. Spirit- Winter- Asst. Swimming Asst. Track - Spring Boys Asst. Track - Spring Girls Asst. Unified Basketball - Head Unified Soccer - Head Unified Track - Head Volleyball - Girls FR Wrestling - Asst.	Baseball - JV Bowling - Head Faculty Manager Football - Asst. 1 of 3 Football - Asst. 2 of 3 Lacrosse - Boys JV Lacrosse - Girls JV Spirit, Fall - Head Track - Indoor Asst. Volleyball - Boys JV
\$450			
Ski Team Bus Chaperone			
TIER 5 \$2,950	TIER 6 \$3,750	TIER 7 \$4,125	TIER 8 \$4,700
Basketball - Boys JV Basketball - Girls JV Field Hockey - JV Golf - Head Ski Team - Head Soccer - Boys JV Soccer - Girls JV Swimming - Head Tennis - Boys Head Tennis - Girls Head Track - Spring Associate Volleyball - Girls JV	Baseball - V Football - JV Lacrosse - Boys V Lacrosse - Girls V Softball - Varsity Spirit, Winter - Head Track - Indoor Head Track - Spring Boys Head Track - Spring Girls Head Volleyball - Boys V	Cross Country - Head Field Hockey - V Ice Hockey - Head Soccer - Boys V Soccer - Girls V Volleyball - Girls V	Basketball - Boys V Basketball - Girls V Football - V Wrestling - Head

HOLLIS BROOKLINE MIDDLE SCHOOL - EXTRACURRICULAR STIPEND TABLE 2022-2023

TIER 1 \$400	TIER 2 \$600	TIER 3 \$1,000	TIER 4 \$1,600
Costume/Makeup/Drama Game Club Gay Straight Alliance Mountain Biking Sound/Stage/Drama	Video Game Club Nat'l History Day Club Props/Drama Debate Yearbook Climbing Club Math Counts	Building Safety Cmte. Jazz Band Student Council 1 of 2 Student Council 2 of 2	Ski Club
TIER 5 \$2,350	TIER 6 \$2,700	TIER 7 \$3,875	
Garden Club After School Study Summer Math Coach	Robotics	Drama Club	

HOLLIS BROOKLINE HIGH SCHOOL - EXTRACURRICULAR STIPEND TABLE 2022-2023

TIER 1 \$400	TIER 2 \$600	TIER 3 \$900	TIER 4 \$1,200
Choreographer Climbing Club Gay Straight Alliance Her Story Latin Club Tri-M Young Writer's Club	Spanish Club Science Olympiad French Club	Class Advisor Fresh. 1 Class Advisor Fresh. 2 Class Advisor Soph. 1 Class Advisor Soph. 2 Community of Caring Graduation Stipend 1 Graduation Stipend 2 Ski & Snowboard Club	Building Safety Cmte. Class Advisor Jr. 1 Class Advisor Jr. 2 Guitar Night 1 Guitar Night 2 Red Cross Theater Tech Crew Advisor Thespian Society
TIER 5 \$1,600	TIER 6 \$2,350	TIER 8 \$3,500	TIER 10 \$4,250
Choral Director Class Advisor Sr. 1 Class Advisor Sr. 2 HB the Change 1 HB the Change 2 Math Team National Honor Society Student Council	Musical: Musical Director Newspaper Cav Chron Play - Fall Play - Spring	Musical Director Robotics	Band Director

Hollis Brookline Cooperative School District

FY22

as of 6/7/2022

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 6,242,016	\$ 5,088,830	\$ 1,110,909	\$ 42,276
Special Education	\$ 3,825,703	\$ 2,645,467	\$ 437,135	\$ 743,101
Vocational Program	\$ 28,000	\$ 25,777	\$ 30,483	\$ (28,260)
Co-curricular Program	\$ 899,273	\$ 715,561	\$ 138,095	\$ 45,618
Student Support Services	\$ 1,673,902	\$ 1,264,287	\$ 405,907	\$ 3,708
Instructional Staff Support	\$ 764,345	\$ 570,754	\$ 337,635	\$ (144,044)
School Board/SAU assessment	\$ 1,083,149	\$ 996,636	\$ 122,017	\$ (35,504)
School Administration	\$ 1,113,678	\$ 938,367	\$ 172,970	\$ 2,342
Food Service Bad Debt	\$ -	\$ -	\$ -	\$ -
Facilities	\$ 1,481,326	\$ 1,251,203	\$ 335,216	\$ (105,094)
Transportation	\$ 1,287,911	\$ 821,805	\$ 144,724	\$ 321,383
Benefits	\$ 5,680,897	\$ 4,432,964	\$ 965,040	\$ 282,893
Site Improvements	\$ -	\$ 262	\$ -	\$ (94,262)
Debt Service	\$ 797,300	\$ 797,300	\$ -	\$ -
Transfers	\$ 825,000	\$ 35,806	\$ 784,000	\$ 5,194
TOTAL FY22 EXPENSES	\$ 25,702,500	\$ 19,585,019	\$ 4,984,131	\$ 1,039,350
Plus FY21 Expense Carryover	\$ 626,393	\$ 554,521	\$ 46,318	\$ 25,554
TOTAL FY21 + FY22 EXPENSES	\$ 26,328,893	\$ 20,139,540	\$ 5,030,449	\$ 1,064,904

Revenue

Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 16,839,881	\$ 15,284,008	\$ 1,555,873	\$ -
Adequacy Aid Grant/Tax	\$ 5,353,535	\$ 5,353,535		\$ -
Impact Fees	\$ 35,000	\$ 25,944	\$ -	\$ (9,056)
State				
Special Education Aid	\$ 390,000	\$ 512,190		\$ 122,190
Building Aid	\$ 209,362	\$ 209,362		\$ -
Food Service	\$ 3,000	\$ 34,828		\$ 31,828
Vocational Aid	\$ 5,000	\$ 5,981		\$ 981
Federal				
Grants	\$ 260,000	\$ 206,801	\$ 53,199	\$ -
Food Service	\$ 38,000	\$ 472,823	\$ 40,000	\$ 474,823
Medicaid	\$ 31,500	\$ 61,111	\$ 10,000	\$ 39,610.96
Local				
Tuition	\$ 25,000	\$ 31,105		\$ 6,105
Food Service Sales	\$ 359,000	\$ 147,279	\$ 6,000	\$ (205,721)
Other	\$ 44,500	\$ 195,359		\$ 150,859
Plus FY21 Expense Carryover	626,393	\$ 554,521	\$ 46,318	\$ (25,554)
Contingency & Trusts	\$ 165,000		\$ 165,000	\$ -
Fund Balance/Audit Adjustments	\$ 2,090,639		\$ 2,090,639	\$ -
Less Retained Fund Balance	\$ (180,760)		\$ (180,760)	\$ -
TOTAL REVENUE	\$ 26,295,050	\$ 23,094,847	\$ 3,786,269	\$ 586,065

Total Expense Balance	\$	1,064,904
Txfr to Food Service Fund Balance	\$	(277,657)
Total Revenue Balance	\$	586,065
Unreserved Fund Balance	\$	1,373,313

Anticipated Reductions to Unreserved Fund Balance

[Estimated Needs for FY23]

Funded in this order:

Maint. Trust	\$	200,000
Spec Ed Trust	\$	25,000
Retained Fund Balance	\$	188,559
Total Reductions	\$	413,559

Projected Fund Balance	\$	959,754
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Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 42,276	Teachers on extended unpaid leave; lane changes not happening
1200	Special Education	\$ 743,101	Students moving out; program changes; unfilled para positions; hiring savings
1300	Vocational Program	\$ (28,260)	Significant enrollment increase
1400	Co-curricular Program	\$ 45,618	Unfilled extra curricular advisors stipends
2100	Student Support Services	\$ 3,708	
2200	Instructional Staff Support	\$ (144,044)	Interactive Flat Panels; camera installations and network changes
2300	School Board/SAU Assessment	\$ (35,504)	Streaming equipment upgrades, advertising, legal
2400	School Administration	\$ 2,342	
2600	Facilities	\$ (105,094)	Safety and lighting upgrades; increase in electrical costs
2700	Transportation	\$ 321,383	Students moving out of district
2900	Benefits	\$ 282,893	Benefit related hiring savings, plan enrollment changes
4200		\$ (94,262)	Paving projects
5100	Debt Service	\$ -	
5200	Transfers	\$ 5,194	

\$ 1,039,350

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.

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

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

1st Reading: May 18, 2022

2nd Reading: June 15, 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.

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

2nd Reading: June 15, 2022

See also: [IMBC](#)

ENROLLMENT POLICY

Just as it is the District's responsibility to provide an education to all resident pupils between the ages of six years and eighteen years, it is the responsibility of resident parents to enroll their children in school, consistent with this policy and with all applicable state laws.

It is the policy of the Hollis Brookline Cooperative School Board that all students enrolling in school must do so on a full-time basis. For the purposes of ensuring appropriate pace and progress toward earning the 23 credit Hollis Brookline High School Diploma, "Full-time basis" shall be defined as attending actively enrolled in a minimum of 6 approved (in accordance with Policy IMBC: Alternative Credit Options) courses and/or credits classes for the full instructional day within the public school system or in conjunction with another state-accredited institution such as a vocational-technical school or a college or university for concurrent enrollment. The only exception to this policy shall be for fifth-year seniors and ~~special education~~ students whose ~~IEPs~~ specialized plan requires variations of student schedules. In the event the State Department of Education advises that part-time students can be counted for state aid purposes, the Board will reconsider this policy.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 193:1, Duty of Parent; Compulsory Attendance of Pupil

RSA 193:1-a, Dual Enrollment

1st Reading: November 3, 2005

Adopted: May 21, 2008

1st Reading: June 15, 2022

ALTERNATIVE CREDIT OPTIONS

The Hollis Brookline Cooperative School Board recognizes that alternative credit options are important to address the diverse instructional needs of all students. The Board's intent is to improve student achievement by allowing students to engage in educational experiences that allow for differential instruction and/or increased rigor outside of the high school classroom.

Approved alternative credit options are consistent with all policies of the Bboard.

Alternative credit options may receive credit to be applied toward high school graduation. Credit and the numerical value will be pre-determined by the high school principal or their designee. The granting of credit may be based upon the following criteria: the course, the program, the activity in which the student wishes to participate, seat time, the level of instructional rigor, and/or the details of the option.

Students must complete an ~~Alternative Credit Application~~ Alternative Enrollment Form to receive credit or recognition in any form prior to participation in the alternative option. The written approval of the principal or their designee is also required before participating in an alternative credit option.

Students taking approved alternative credit options must be enrolled in the district. ~~Students may take classes during the regular school day with pre-approval by the principal or their designee. Administration may grant approval for outside of school learning based on special circumstances. A reduced day form shall accompany this request if the student falls below the 6.0 credit requirement.~~

The ~~Alternative Credit Application~~ Enrollment Form request should include a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

The plan shall include clear expectations for performance.

The plan shall include clearly defined methods and expectations for assessment.

It is the responsibility of the student to furnish this information with the application. Verification of the plan's merit can be evaluated in a timely fashion and should not cause unnecessary burden on the resources of the administration.

Appeals can be brought to an Academic Review Committee as referenced in the student handbook.

Alternative credit options may be taken in the summer under the same conditions as during the school year.

Students who are permitted to take alternative credit options during the school day may be assigned a teacher to monitor student progress, ~~grade assignments, and supervise testing.~~ This provision will reflect special circumstances, and require supporting documentation and principal (or their designee) pre-approval. ~~A teacher may supervise no more than ten students participating in online/internet-based courses.~~

The Board will support educational options for atypical students for whom regular classrooms are not practical or effective. Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy [IHBH](#)
- Online/internet-based opportunities under the provisions of Policy [IMBA](#)
- College Credit/~~Dual Credit~~
- ~~Early Graduation~~

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(6, 12, 14), Policy Development

NH Code of Administrative Rules, Section Ed. 306.26, Kindergarten - Grade 8 School Curriculum

NH Code of Administrative Rules, Section Ed. 306.27(c), High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program

NH Code of Administrative Rules, Section Ed. 306.27(d), High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program

RSA 193-A, Home Education

RSA 193-E:3-f, Approval of Courses and Programs

N.H. Dept. of Education Administrative Rules:

Ed 306.04(a)(13), Alternative Means of Earning Credit

Ed 306.14(a)(14), Alternative Means Of Demonstrating Achievement Of Graduation Competencies

Ed 306.21, Alternative Programs

Ed 306.26(f), Credit for 7th & 8th Grade Course Work

Ed 306.27(ad), Early Graduation

Ed 315, Home Education Programs

1st Reading: August 8, 2007

Adopted: May 21, 2008

Amended/Re-adopted: February 15, 2012

Amended: May 21, 2014

Amended/1st Reading: October 16, 2019

Amended/2nd Reading: November 13, 2019

Amended/3rd Reading: December 11, 2019

Adopted: December 11, 2019

1st Reading: June 15, 2022

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

A. Background Investigation

The Superintendent, or ~~his/her~~ their designee, shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background, of any person considered for employment with the Hollis Brookline Cooperative School District. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or “designated volunteer”

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired.

Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District’s Record Retention Schedule

B. False Information

The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

C. “Covered Person” and “Applicant” Defined

Except as otherwise provided in this Policy, the term “Covered Person” shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.

The term “applicant” as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling with the term “covered person” as defined above.

D. Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils As part of the District’s background check, each covered person/applicant must submit to a State and FBI Criminal Records Check per RSA [189:13-a](#).

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

No covered person shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute. The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as

any charges pending disposition for any crimes listed in the then current paragraph V of RSA 189:13-a (“Section V Offenses”). Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the criminal history records check will result in immediate disqualification of the applicant and no further consideration for the position.

E. Volunteers

Volunteers may be subject to a background investigation/criminal records check, as designated in Policy IJOC, Paragraph B.

Any person for whom the Board requires a Criminal Records Checks shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Checks, unless otherwise determined by the Board.

F. Exceptions for, Substitute Teachers, Bus Drivers & Bus Monitors.

The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

- 1. Substitute Teachers and Other Non-“Applicant” Educational Staff.** Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of “applicant” above, may initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
- 2. Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

G. Results of Criminal History Records Check.

The results of the criminal history records check shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality.

As used in this Section G, a “designee” of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.

Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.

Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to

light during the background check, the presumption of innocence shall apply, however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.

H. Conditional Employment

Persons who have been selected for employment may be ~~hired on a conditional basis~~ given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State Police and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions, ~~pending a successful completion of the State and FBI Criminal Records Check.~~

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the results completion of a Criminal Records Check and background check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

I. Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

A person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Board, on a case by case basis.

No applicant shall be extended a final offer of employment or be allowed to serve in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check and background check.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the state police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four hours (24) of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

J. Fees for Criminal History Records Check.

Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

K. Administrative Protocols/Procedures.

The Superintendent is authorized to establish written protocols for background investigations, which protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional disqualifying misdemeanor or felony convictions or charges in addition to the Section V Offenses.

L. Contractor and Vendor Provisions.

The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete criminal history records checks as required under this policy, as well as training and information required under policy **GBCE**.

M. Additional Criminal Records Checks

The Board Superintendent may require a state criminal history Criminal Records Check of any employee at any time to the extent permitted by law.

N. Reports of Post-Employment/Service Section V Offenses.

When the District receives a notification of a covered person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall make report to the Department of Education pursuant to section 510.05 of the Code and Board policy **GBEAB**.

Legal Reference:

RSA [189](#):13-a, School Employee and Volunteer Background Investigations

RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check

Code of Conduct for New Hampshire Educators

Appendix GBCE-R, Technical Advisory, School Employee Background Investigation, Including A Criminal History Records Check, NH Department of Education, November 27, 2000

1st Reading: August 17, 2005

Adopted: May 21, 2008

1st Reading: June 15, 2022

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools;

The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm;

The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools;

The Superintendent may, at his or her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit;

The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promotion activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils;

School publications may accept and publish paid advertising under established procedures;

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Nothing herein shall be construed to preclude the School Board from providing attribution to entities or individuals that contribute, financially or otherwise, to the School District, or from naming educational facilities after corporations or individuals who have made extraordinary contributions to the school community. ~~Such determinations~~ Naming educational facilities shall be within the School Board's sole discretion, but shall require consultation with the Superintendent and shall reflect the educational mission and shared community values of the School District.

1st Reading: January 17, 2018

2nd Reading: February 21, 2018

3rd Reading: February 21, 2018 (Waived)

Adopted: February 21, 2018

1st Reading: June 15, 2022