

Hollis Brookline Cooperative School Board

Wednesday, October 20, 2021

Hollis Brookline Middle School

6:00

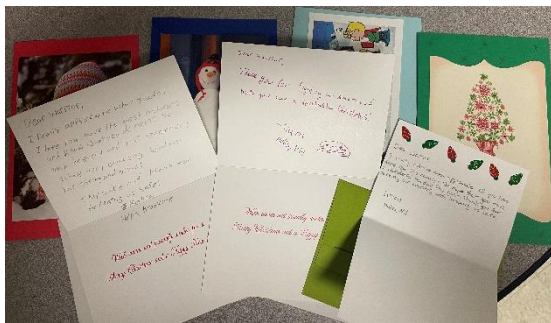
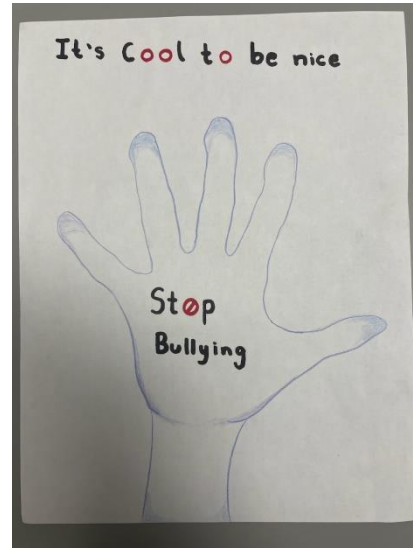
All times are subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer  
Agenda Adjustments  
Nominations/Resignations and Correspondence
- 6:10 Approval of Minutes – September, 2021
- 6:15 Public Input
- 6:30 Principal's/Athletics reports
- Class size numbers
  - Suicide Prevention Presentation
- 7:00 Discussion
- Fiscal Year 2023 budget discussion – Board input
  - Fiscal Year 2021 – Final Revenue and Expense report
  - Fiscal Year 2022 – First Quarter – Revenue and Expense Report
  - SAU 2023 draft budget
- 8:20 **Deliberations**
- To see what action the Board will take regarding policy JLDBB – Suicide Prevention – Second Reading
  - To see what action the Board will take regarding policy IMG – Animals in the Classroom – Second Reading
  - To see what action the Board will take regarding policy BEDH – Public Participation at Board Meetings – Second Reading
  - To see what action the Board will take regarding policy JICD – Student Discipline and Due Process – Third Reading
  - To see what action the Board will take regarding policy BCB: Board Member Conflict of Interest. – First Reading
  - To see what action the Board will take regarding policy IKFA - Early Graduation - First reading
- 8:50 Report out by the process observer
- 8:55 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 9:00 Motion to Adjourn

To: Hollis Brookline Cooperative School Board  
From: Patrick West, Principal HBMS  
Re: October Principal's Report  
Date: October 13<sup>th</sup>, 2021

### Information Only

**Kindness and Bullying Prevention Month Ending with Red Ribbon Week** – This month in ROCK, teachers have been talking to students about being a positive influence, thinking about others, sympathy, empathy, and other terms related to treating others with kindness. Students have the opportunity during the month of October to participate in a “Healthy Habits Bingo Game” to win a gift card to a local business. Students have been working on Anti-Bullying posters during ROCK and have had conversations around bullying prevention. We will finish the month with Red Ribbon Week which is dedicated to drug-use prevention and making healthy choices. This will include dress-up days for students and staff, along with other Red Ribbon Week activities.



### International Dot Day & Roman City Projects



International Dot Day was established to celebrate creativity, courage, and collaboration. Students and staff read Peter H Reynold's “The Dot” during ROCK and created dots that represented themselves. Below this report is a picture of a bulletin board displaying different student made Dots at HBMS.

← In 7<sup>th</sup> grade social studies, students have been researching and working on their Roman City Projects. Below this report are more pictures of some of the amazing student made projects.

### **8th Grade PSAT's**

On Wednesday, October 20<sup>th</sup>, HBMS 8th grade students will be administered the PSAT 8/9. The PSAT 8/9 is the first test in the SAT group of assessments. The PSAT 8/9 establishes a baseline for students and provides parents and teachers with early feedback on the skills and knowledge that matter most for college and career success. More information regarding PSAT 8/9 can be found at: <https://collegereadiness.collegeboard.org/psat-8-9>

### **Parent Teacher Conferences**

On November 9<sup>th</sup> and November 16<sup>th</sup>, HBMS will hold after school parent conferences via Zoom. Conferences will be conducted by team with off team teachers having individual times for parents. Similar in format to the high school, parents will be able to sign up via a Sign-Up Genius available on the HBMS website. Parents who are not able to schedule in one of the time slots can reach out to the team to schedule a time during the teachers Common Planning Time (CPT).

### **Veterans Day Assembly**

On November 9<sup>th</sup> beginning at 8:15am, HBMS will host its annual Veteran's Day Assembly. The HBMS Chorus will be singing, a couple of 8<sup>th</sup> grade students will share poems, and we will have a few keynote speakers. Any community members who may know of an area veteran that has not received an invitation should reach out to the HBMS main office. It would be great to see some new faces at this event.

### **Personnel**

HBMS is currently accepting applications for a long-term substitute position for Art. This will be until December 22<sup>nd</sup>, 2021.

### **Enrollment Numbers**

Please see the attached document regarding enrollment numbers.

### **Important Dates:**

- Red Ribbon Week (Substance Prevention & Awareness) – October 25<sup>th</sup> – October 29<sup>th</sup>
- End of Quarter 1 – November 5<sup>th</sup>
- PTSA Halloween Dance/Fun Night – Friday, October 29<sup>th</sup> - \*Chaperones are still needed
- Veteran's Day Assembly – November 9<sup>th</sup>
- Parent/Teacher Conferences (Virtual) – Tuesday, November 9<sup>th</sup>  
and Tuesday, November 16<sup>th</sup>

## International Dot Day Bulletin Board



## 7th Grade Social Studies Roman City Projects



<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>
Art 7*	22	
Art 7*	18	
Art 7*	18	
Art 7*	21	
Art 7*	18	
Art 7*	20	
Art 7*	19	
Art 7*	20	
Art 7*	21	
Art 7*	22	
Art 8*	17	
Art 8*	21	
Art 8*	16	
Art 8*	14	
Art 8*	16	
Art 8*	15	
Art 8*	20	
Art 8*	17	
Art 8*	15	
Art 8*	14	
Band 7	14	
Band 7	14	
Band 8	16	
Chorus 7	15	
Chorus 7	13	
Chorus 7	22	
Chorus 8	14	
Chorus 8	11	
Computer 7*	21	
Computer 7*	21	
Computer 7*	20	
Computer 7*	19	
Computer 7*	22	
Computer 7*	21	
Computer 7*	20	
Computer 7*	18	
Computer 7*	19	
Computer 7*	18	
Computer 8*	16	
Computer 8*	21	
Computer 8*	17	

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>
Computer 8*	17	
Computer 8*	12	
Computer 8*	16	
Computer 8*	20	
Computer 8*	16	
Computer 8*	16	
Computer 8*	14	
English 7	16	
English 7	20	
English 7	22	
English 7	16	
English 7	21	
English 7	22	
English 7	22	
English 7	20	
English 7	19	
English 7	21	
English 8	18	
English 8	16	
English 8	12	
English 8	14	
English 8	19	
English 8	18	
English 8	18	
English 8	16	
English 8	17	
English 8	16	
French 7	23	
French 7	21	
French 7	25	
French 8	15	
French 8	17	
French 8	15	
General Music 7	21	
General Music 7	23	
General Music 7	24	
General Music 7	21	
General Music 7	24	
General Music 8	9	
General Music 8	9	
General Music 8	23	

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>
General Music 8	20	
General Music 8	17	
General Music 8	17	
General Music 8	21	
Geometry 8	18	
Health 7*	20	
Health 7*	20	
Health 7*	20	
Health 7*	21	
Health 7*	22	
Health 7*	22	
Health 7*	20	
Health 7*	18	
Health 7*	17	
Health 7*	18	
Health 8*	15	
Health 8*	20	
Health 8*	17	
Health 8*	17	
Health 8*	12	
Health 8*	17	
Health 8*	21	
Health 8*	16	
Health 8*	16	
Health 8*	14	
IMP Math	3	
IMP Math	2	
Individualized Reading	2	
Individualized Reading	1	
Individualized Reading	2	
Individualized Reading	1	
Individualized Reading	3	
Individualized Reading	1	
Individualized Reading	3	
Individualized Reading	3	
Individualized Reading	2	
Individualized Reading	1	
Individualized Reading	3	
Math 7	16	
Math 7	15	
Math 7	17	

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>
Math 7	15	
Math 7	13	
Math 7	15	
Math 7	15	
Math 7 Algebra	22	
Math 7 Pre-Algebra	24	
Math 7 Pre-Algebra	20	
Math 7 Pre-Algebra	24	
Math 8	15	
Math 8	19	
Math 8	12	
Math 8	14	
Math 8	15	
Math 8	13	
Math 8	13	
Math 8 Algebra	15	
Math 8 Algebra	11	
Math 8 Algebra	16	
Physical Education 7	14	
Physical Education 7	21	
Physical Education 7	17	
Physical Education 7	24	
Physical Education 7	21	
Physical Education 7	14	
Physical Education 7	23	
Physical Education 7	16	
Physical Education 7	23	
Physical Education 7	24	
Physical Education 8	9	
Physical Education 8	9	
Physical Education 8	17	
Physical Education 8	17	
Physical Education 8	15	
Physical Education 8	23	
Physical Education 8	14	
Physical Education 8	24	
Physical Education 8	17	
Physical Education 8	21	
Read 180	5	
Reading 7	7	
Reading 7	11	

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>
Reading 8	7	
Reading 8	7	
Science 7	17	
Science 7	19	
Science 7	17	
Science 7	21	
Science 7	22	
Science 7	20	
Science 7	20	
Science 7	22	
Science 7	24	
Science 7	18	
Science 8	19	
Science 8	16	
Science 8	12	
Science 8	16	
Science 8	17	
Science 8	17	
Science 8	19	
Science 8	15	
Science 8	18	
Science 8	16	
Social Studies 7	21	
Social Studies 7	19	
Social Studies 7	18	
Social Studies 7	18	
Social Studies 7	19	
Social Studies 7	20	
Social Studies 7	18	
Social Studies 7	23	
Social Studies 7	22	
Social Studies 7	21	
Social Studies 8	19	
Social Studies 8	13	
Social Studies 8	18	
Social Studies 8	17	
Social Studies 8	18	
Social Studies 8	17	
Social Studies 8	16	
Social Studies 8	15	
Social Studies 8	17	

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>
Social Studies 8	14	
Spanish 7	18	
Spanish 7	20	
Spanish 7	19	
Spanish 7	20	
Spanish 7	18	
Spanish 8	15	
Spanish 8	18	
Spanish 8	18	
Spanish 8	18	
Spanish 8	15	
Tech Ed 7*	21	
Tech Ed 7*	17	
Tech Ed 7*	18	
Tech Ed 7*	22	
Tech Ed 7*	18	
Tech Ed 7*	22	
Tech Ed 7*	21	
Tech Ed 7*	20	
Tech Ed 7*	20	
Tech Ed 7*	21	
Tech Ed 8*	16	
Tech Ed 8*	21	
Tech Ed 8*	16	
Tech Ed 8*	14	
Tech Ed 8*	16	
Tech Ed 8*	16	
Tech Ed 8*	20	
Tech Ed 8*	17	
Tech Ed 8*	15	
Tech Ed 8*	14	
*Quarter Long Course		

To: Hollis Brookline Cooperative School Board  
From: Tim Girzone, Principal HBHS  
Re: Principal's Report  
Date: October 20, 2021

## **Information Only:**

### **National Merit Semifinalists and Commendations**

Every year, high school juniors enter the National Merit Scholarship Program by taking the PSAT/NMSQT test. HBHS is very proud to announce that we have three (3) National Merit Semifinalists this year along with two (2) students receiving Commendation status. Congratulations to our three (3) semifinalists Ashlesha Bhojane, Mia Karlsson and Emily Turnbull as they are among the top 16,000 students nationwide that are now eligible to advance to the Finalist level of competition which includes potential National Merit Scholarships. In addition, congratulations to Michael Bauer and John Wertz for being recognized as Commended students for their exceptional academic promise demonstrated by their outstanding performance on the qualifying test.

### **Guitar Night**

Guitar Night is back and scheduled to take place in our HB Auditorium on December 17th. The event will be open to family and friends of performers as well as HBHS students. Seating capacity will be managed to allow for social distancing.

### **Athletic Director of the Year**

Congratulations to Brian Bumpus for being named the Division II Athletic Director for the 2020-2021 school year. This award is voted on by the athletic directors in each division and is awarded annually at the NHIAA annual meeting.

### **PSAT Testing**

All Juniors took the PSAT during the school day on Wednesday, October 13th. Sophomores who registered in June at the end of last year will also take the PSAT on this date.

### **Red Ribbon Week**

HBHS is partnering with the Hollis Police Department as well as the Community Action for Safe Teens Coalition (CAST) to celebrate Red Ribbon Week (10/23-10/31) and bring awareness to the dangers associated with drug use. There will be a wrecked car that was a result of a DUI accident on display at the HS throughout this week. Students will be able to scan a QR code that will bring them to a webpage with facts about DUI.

### **Personnel updates:**

HBHS is currently in the process of interviewing candidates for the following positions:

- 1 Special Education Paraprofessionals

### **Important Dates:**

- 11/9 - Veterans Day Assembly
- 11/10 - Veterans Day Observance - No School
- 10/22 - Homecoming Carnival (rain date)
- 10/27 - National Honor Society Induction Ceremony
- 11/5 - Picture Retakes

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>			
AP Computer Science	17				
Computer Science Principles*	14				
Computers & Technology*	14				
Computers & Technology*	10				
Engineering Technologies*	19				
Engineering Technologies*	20				
PLTW Digital Electronics	18				
PLTW Intro to Engineering Design	15				
PLTW Principles of Engineering	20				
Personal Finance*	20				
Personal Finance*	21				
Personal Finance*	17				
Video Game Design*	13				
Web Page Design*	18				
Accel English 10	15				
Accel English 10	19				
Accel English 10	17				
Accel English 9	20				
Accel English 9	18				
Accel English 9	21				
Advanced Writing*	20				
AP Eng Lit & Comp	17				
AP English Language & Comp.	25				
AP English Language & Comp.	25				
College Composition (Writing)*	13				
College Composition (Writing)*	13				
English 10	16				
English 10	21				
English 10	16				
English 10	21				
English 10	17				
English 10	17				
English 10 Read	13				
English 9	21				
English 9	20				
English 9	17				
English 9	18				
English 9	11				
English 9	14				
English 9	20				
English 9	15				
English 9 Read	11				
FIEMUS English	**				
Film Studies*	25				
Film Studies*	22				

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>			
Film Studies*	25				
Film Studies*	25				
Fund English	8				
Honors Literature*	12				
Honors Literature*	23				
Honors Literature*	12				
Honors Literature*	14				
Honors Literature*	22				
Honors Literature*	13				
Honors U.S. Literature	21				
Honors U.S. Literature	22				
Journalism 1*	15				
Journalism 2*	6				
Literacy	4				
Memoirs & Biography*	24				
Memoirs & Biography*	24				
Memoirs & Biography*	16				
Memoirs & Biography II*	24				
Memoirs & Biography II*	12				
Poetry*	23				
Poetry*	24				
Popular Reading*	6				
Popular Reading*	8				
Reading 180A	4				
Reading 180B	3				
Science Fiction*	25				
Science Fiction*	26				
U.S. Literature	16				
U.S. Literature	25				
U.S. Literature	16				
U.S. Literature	25				
U.S. Literature	24				
Writing*	22				
Writing*	12				
Writing*	20				
Writing*	20				
Writing*	21				
Writing*	15				
Writing*	22				
Writing*	21				
Fashion & Retail Merchandising*	18				
Foods & Nutri 1*	16				
Foods & Nutri 1*	16				
Foods & Nutri 1*	16				

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>			
Foods & Nutri 1*	15				
Foods & Nutri 1*	16				
Foods & Nutri 2*	16				
Foods & Nutri 2*	16				
Human Relations*	21				
Interior Decorating*	13				
Accel Geometry	16				
Accel Geometry	15				
Accelerated Algebra 2	27				
Accelerated Algebra 2	25				
Algebra 1	18				
Algebra 1	18				
Algebra 1	18				
Algebra 1	19				
Algebra 1	20				
Algebra 1A	13				
Algebra 1A	10				
Algebra 1A	10				
Algebra 1B	15				
Algebra 1B	16				
Algebra 2	18				
Algebra 2	19				
Algebra 2	16				
Algebra 2	21				
Algebra 2	21				
Algebra 2	16				
AP Calculus	15				
AP Statistics	17				
Calculus	15				
Calculus	16				
Calculus	15				
Essentials for Algebra	7				
Essentials for Algebra	7				
FIEMUS Math**	**				
General Geometry	13				
General Geometry	8				
General Geometry	7				
Geometry	19				
Geometry	21				
Geometry	24				
Geometry	23				
Geometry	19				
Honors Pre-Calc	17				
Honors Pre-Calc	13				

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>			
Individual Math	7				
Pre-Calculus	18				
Pre-Calculus	20				
Pre-Calculus	14				
Pre-Calculus	19				
Pre-Calculus	19				
Running Start Alg 3/Trig	17				
Running Start Alg 3/Trig	13				
Running Start Algebra 2	9				
Running Start Algebra 3	16				
Running Start Algebra 4	9				
Specialized Math	1				
Fitness	21				
Fitness	22				
Fitness	18				
Fitness	21				
Fitness	21				
Fitness	22				
Fitness	21				
Fitness	16				
Fitness	23				
Fitness	18				
Outdoor Adventures*	28				
Personal Fitness*	22				
Personal Fitness*	23				
Team & Ind Sports*	16				
Unified PE	7				
Wellness	22				
Wellness	21				
Wellness	17				
Wellness	23				
Wellness	18				
Wellness	23				
Wellness	22				
Wellness	18				
Wellness	20				
Wellness	21				
Accel Biology	21				
Accel Biology	23				
Accel Biology	23				
Anatomy & Physiology	20				
Anatomy & Physiology	16				
AP Biology	15				
AP Chemistry	19				

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>			
AP Environmental Science	13				
AP Environmental Science	20				
AP Environmental Science	15				
AP Physics I	16				
AP Physics I	15				
AP Physics II	14				
Biology	17				
Biology	18				
Biology	18				
Biology	17				
Biology	16				
Biology	24				
Chemistry	20				
Chemistry	19				
Chemistry	20				
Chemistry	17				
Chemistry and Society	17				
Chemistry and Society	10				
Chemistry and Society	11				
Chemistry Essentials					
FIEMUS Science**	**				
General Science with Earth Science	12				
Honors Anatomy & Physiology	14				
Honors Anatomy & Physiology	18				
Honors Chemistry	18				
Honors Chemistry	17				
Honors Chemistry	24				
Honors Physics	20				
Honors Physics	22				
Life Science	6				
Physical Science with Earth Science	12				
Physical Science with Earth Science	16				
Physical Science with Earth Science	18				
Physical Science with Earth Science	18				
Physical Science with Earth Science	18				
Physical Science with Earth Science	17				
Physical Science with Earth Science	16				
Physical Science with Earth Science	17				
Physical Science with Earth Science	16				
Physics	16				
Physics	20				
Physics	13				
Senior Quest	10				
AP Psychology	23				

<b>Course Name</b>	<b>actual class size by section</b>	<b>notes</b>			
AP Psychology	19				
AP Psychology	20				
AP Psychology	23				
AP U.S. History	17				
AP US Gov Pol	11				
AP US Gov Pol	12				
AP World History	22				
AP World History	19				
Civics*	17				
Civics*	25				
Civics*	21				
Civics*	22				
Civics*	24				
Civics*	19				
Civics*	16				
Civics*	24				
Civics*	18				
Civics*	20				
Contemporary Issues*	13				
Economics*	25				
Economics*	25				
Economics*	20				
Economics*	22				
Economics*	20				
Economics*	22				
Economics*	22				
Economics*	13				
Economics*	18				
Economics*	25				
FIEMUS Social Studies**	**				
Human Geography*	16				
Legal Studies*	25				
Legal Studies*	24				
Psychology	18				
Psychology	24				
Psychology	25				
Sociology*	25				
Sociology*	25				
U.S. History	19				
U.S. History	21				
U.S. History	21				
U.S. History	24				
U.S. History	22				
U.S. History	18				

Course Name	actual class size by section	notes
U.S. History	14	
U.S. History	16	
U.S. History	15	
U.S. History	22	
U.S. History	23	
World Studies	19	
World Studies	18	
World Studies	18	
World Studies	16	
World Studies	21	
World Studies	18	
World Studies	18	
AP Art & Design	4	students combined with Drawing, Drawing 2 or Painting, Painting 2
Ceramics*	18	
Ceramics*	18	
Ceramics*	17	
Ceramics*	18	
Digital Photog 1*	20	
Digital Photog 1*	19	
Digital Photog 1*	20	
Digital Photog 2*	10	
Drawing*	15	
Drawing 2*	5	run with AP art
Fundamentals of Art*	22	
Fundamentals of Art*	21	
Fundamentals of Art*	19	
Fundamentals of Art*	18	
Fundamentals of Art*	22	
Fundamentals of Art*	21	
Intro to Graphic Arts*	20	
Intro to Graphic Arts*	13	
Painting*	12	Combo Class (with painting 2 & AP Art & Design)
Painting*	6	
Painting 2*	6	Combo Class (with painting 1)
Acting I	7	
Acting II		combine with acting 1 if schedule for student permits
Concert Band EOD	15	
Concert Band EOD	9	
Concert Choir EOD	19	
Dance, Movement & Music*	17	
Guitar*	20	
Guitar II*	5	tends to gain students after guitar is concluded
Honors Choir	22	
Honors Jazz Band	16	

Course Name	actual class size by section	notes			
Improv Theatre	23	COMBINE WITH IMPROV 2 Same semester			
Improv Theatre 2	5	tends to gain students after Improv is concluded			
Jazz Band EOD	8				
Jazz Band EOD	3				
Jazz Choir EOD	8				
Unified Music	*	populated after schedules created			
AP French	7	not offered last year			
AP Spanish	14				
French I	24				
French II	18				
French II	19				
French II	22				
French III	17				
French III	17				
French IV	15				
Honors French IV	20				
Honors Spanish IV	20				
Honors Spanish IV	19				
Intro to Modern Languages	16				
Latin I	24				
Latin I	23				
Latin II	9				
Latin II	15				
Spanish I	23				
Spanish I	20				
Spanish I	19				
Spanish I	17				
Spanish II	22				
Spanish II	22				
Spanish II	23				
Spanish II	22				
Spanish III	15				
Spanish III	15				
Spanish III	16				
Spanish III	23				
Spanish IV	29				
* semester class					
**program contained class					

To: Andrew Corey, Superintendent  
From: Brian Bumpus, District Athletic Coordinator  
Re: October 2021 Board Report

**HBHS Athletics Update:** The fall season at HBHS has been one of great success as we head into the last weeks of regular season play, and tournaments are just around the corner. The Boys and Girls Soccer and Girls Volleyball teams have all posted impressive records so far, and look to host at least 1 tournament game a piece, with the potential to make deep play-off runs. The Field Hockey team will make the tournament for the first time in many years, and have played all of the top Division II teams in close games. The Cross Country teams have been hard at work preparing for the state championships on October 30th, and had the top finishers in both the girls and boys races at the Southern Cluster Meet (Amy Pattelena and Ryan Burgher). Fall Cheerleading kicks off their competition season this Sunday 10/17 as they host their first of two Hannah Bazemore Memorial events this year. And it has been great to see our Football, Bass Fishing, Golf, and Unified Soccer teams back to normalcy this Fall!

**HBMS Athletics Update:** Much like our high school teams, our middle school teams have fully embraced being back to normal this fall! Our Cross Country team hosted two meets on their new course that starts and ends on the HBHS Softball fields, behind the turf. They will compete in their League meet at Mines Falls this Saturday 10/16. Our Boys and Girls Soccer and Field Hockey teams are all set up nicely to make the play-offs this fall, with Girls Soccer sitting atop their standings with an 8-0 record, and the Boys Soccer and Field Hockey teams with only 1 loss a piece. The Girls Volleyball team has also had a great season as they continue to build and improve their skills.

**HB Tackles Hunger:** HBHS participated in the WMUR-sponsored NH Tackles Hunger program again this year. During homecoming week, we collected canned and non-perishable items, as well as at the gate during the Saturday night football game against Milford. We are proud to say that we were able to donate about 800 pounds of food to the SHARE pantry in Milford, and want to thank all of those that donated.

**SALC:** We are excited to announce that HBHS is in the process of developing and forming a Student-Athlete Leadership Council. It is our hope that this group will serve as a platform to connect our athletic programs with the community at large, to implement initiatives that promote our teams and events, and to allow administration and our student-athlete leaders to join together and tackle issues that are important to both.

**Winter Sports:** It's hard to believe, but as the fall season is coming to a close, we are preparing for winter sports to begin in just a few short weeks. HBMS sports will start on Monday 11/8, while HBHS has a handful of teams getting underway on 11/15. Winter sports registrations will open to all students beginning on Monday 10/18.

**District Coaching Openings:** The HB Athletic Department is currently seeking qualified candidates for several positions at HBHS and HBMS. Several positions are also currently in the interview process.

**HBHS**

Girls Basketball Assistant  
Swimming Assistant Coach  
Indoor Track Assistant Coach  
Boys Lacrosse JV Coach  
Girls Lacrosse JV Coach  
Softball JV Coach  
Boys Tennis Assistant Coach  
Girls Tennis Assistant Coach  
Outdoor Track Boys Head Coach  
Outdoor Track Associate Coach

**HBMS**

Outdoor Track Coach  
Boys Lacrosse Head Coach

Respectfully Submitted,



Brian Bumpus  
District Athletic Coordinator



Hollis-Brookline Cooperative School District

# Suicide Prevention and Response

An Overview of Prevention, Intervention, and Postvention  
Practices



# The Need

Guided by **RSA 193-J** and District policy, HBHS and HBMS provide a variety of education and support services for its staff and students to address suicide prevention in our schools and community. Elements of suicide prevention addressed, as directed by the RSA include:

- **Annual training** for faculty, staff, and volunteers
- **Education for students** focused on safe and healthy choice making, coping strategies, identification of risk factors, recognition of signs of mental illness and suicide in self and others, and accessing resources at school and in the community
- **Crisis prevention resources** available for students, families, faculty, and staff
- **Partnerships** with community suicide prevention personnel

# Suicide Prevention

Positive relationships with students will increase the likelihood that we can recognize and respond to youth at risk.

- Student Intervention Team (SIT) meetings occur at HBHS monthly to identify students who are struggling to provide a wrap around approach.
- At the middle school, MTSS weekly meetings are held to identify struggling students. Counselors attend weekly common planning time with both teams for early interventions.

# Suicide Prevention

- At the August full staff meeting, counselors review the building Suicide Protocol with staff.
  - Should intent to harm oneself or others be expressed, even in a joking manner, the protocol must be followed
  - Teachers should always notify the school counselor if anything is ever “off” with a student
- Staff members are trained annually in suicide prevention as required by RSA 193-J. HBHS currently uses the NAMI Connect Program meeting criteria of the RSA.
- All staff have a Suicide Protocol Chart in an easily accessible place within their classroom.

# Suicide Prevention

Counselors meet with students each year to build rapport, connection and relationship.

- At the high school: Grade 9 Meet & Greet, Grade 10 Naviance, Grade 11 Spring Meeting, and Grade 12 Fall Meeting
- At the middle school: mini-meetings with 7th grade students, school counselor classroom presentations regarding bullying/suicide prevention, Naviance, and presence at lunches
- Freshman and New Student Orientation and 8th grade step up days
- 7th Grade Orientation and two day open house for incoming 7th and 8th grade students

# Suicide Prevention

- Counselors presentations are provided throughout the school year focusing on the effects of bullying and mindfulness. This is addressed in the grade 9 Wellness course and in grade 7 and 8 Health classes.
- School Counselor Week includes events that focus on what the role of the school counselor and provides awareness to students about when to seek out supports.
- A variety of community resources are provided to students and their families to access from the School Counseling webpage (these are currently being updated).

# Suicide Prevention

Building-wide social/ emotional learning (SEL) initiatives are part of our regular practice.

At the high school:

- Weekly lunch groups to address student concerns at the high school
- Individual and group meetings with students, as well as self-care for staff.
- In the planning stages: anxiety skills coping group, with others to be considered as needs arise

At the middle school:

- SEL biweekly team meetings comprised of administration, counseling staff, and teachers
- School counselors provide individual and group meetings with students, community-wide SEL assemblies, field day and various SEL related skill groups by identified need.

# Suicide Prevention

- Staff members work together to create a positive school climate that welcomes diversity of ethnic, social, LGBTQ, gender and other cultural aspects. Professional development is provided to address these topics.
- At the high school, the LGBTQ Club meets regularly to provide support and understanding. Club members have provided training to staff on professional development days.
- School Counselors will be trained by GLSEN.

# Suicide Prevention

- At HBMS, ROCK is a school-wide initiative focused on student and staff connections. ROCK includes daily meetings and themed monthly curriculum.
- Fun Fridays are themed community building days at the middle school, Knight games (two week long activities to build community/relationships with staff/students), UKA United for All Anti-Bullying Club

# Suicide Prevention

## Community Wellness Ambassadors at HBHS

- First piloted in 2020-21 in response to the increasing mental health concerns among our student population
- CWA is made up of high school teachers and students who are tasked with destigmatizing mental health needs and promoting general wellness through connection

## Tier 2 Prevention

- Student Intervention Team (SIT/MTSS)
- Weekly/ biweekly scheduled counseling check-ins
- Quiet lunch options
- Choices program



## Tier 3 Prevention

- School psychology services
- Section 504 or IEP supports/ programming

## Tier 1 Prevention

- Positive relationships
- School culture and climate
- After school activities - UKA
- Counseling presentations and events
- Homebase CavBlock/ROCK
- New student orientation, Student Open House Days
- Transfer mentor group, monthly meetings
- Community Wellness Ambassadors (CWA)
- Annual training for staff
- SEL Committee

Multi-tiered Systems of Support: Suicide Prevention Practices

# Intervention



1. If a student expresses intent to harm self or others the student's counselor and an administrator meet with the student and conduct a safety assessment
2. If risk is determined, the suicide prevention protocol is followed
  - a. Parent is called-- safety risk summary is completed
  - b. Student must be seen by a licensed mental health practitioner before returning to school
3. Upon the student being found safe, a re-entry meeting occurs to develop a safety support plan
  - a. The student, family, counselor, and an administrator develop this plan with input, as needed, by the licensed mental health practitioner

		On site	Off site	What this looks like
1	Private mental health practitioner	X	✓	<ul style="list-style-type: none"> <li>• Same day appointment</li> <li>• In-person or telehealth</li> <li>• With a practitioner familiar to the individual and their needs</li> </ul>
2	Mobile crisis response team	✓	X	<p>Greater Nashua Mental Health (GNMH)</p> <ul style="list-style-type: none"> <li>• A team will arrive within an hour to the caller's location and will conduct a comprehensive assessment</li> </ul>
3	Walk-in and Urgent Care clinics, Emergency room	X	✓	<ul style="list-style-type: none"> <li>• Within the local community</li> <li>• May make referrals to other practitioners</li> <li>• Highly stimulating environment</li> </ul>

Obtaining a risk assessment

# Postvention

- Regular counselor/student check-ins are scheduled
- The counselor works with the family to make sure outside therapeutic sessions are in place
- Counselor provides a release of information form so allowing collaboration between outside mental health practitioner and school
- If appropriate, a disabilities services referral may be made to determine whether a formal plan is necessary
  - Students who may already have a 504 plan or IEP in place, a progress meeting may be scheduled to carryover student needs and services into the student's formal plan

# SAU 41 Budget Subcommittee

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## ❖ SAU:

- ❖ Andy Corey, Superintendent
- ❖ Gina Bergskaug, Assistant Superintendent
- ❖ Kelly Seeley, Business Administrator
- ❖ Linda Sherwood, Senior Assistant Business Administrator

## ❖ BROOKLINE:

- ❖ Karen Jew, Brookline School Board
- ❖ Brian Rater, Brookline Finance Committee

## ❖ HOLLIS:

- ❖ Carryl Roy, Hollis School Board
- ❖ Michael Harris, Hollis Budget Committee

## ❖ COOP:

- ❖ Krista Whalen, Coop School Board
- ❖ Darlene Mann, Coop Budget Committee

# SAU #41 PROPOSED COMMUNICATIONS SPECIALIST

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The Communications Specialist is needed to manage the influx of legal requirements related to both district-wide communications and citizens' requests for information. This will assist the SAU in providing a more transparent environment which our citizens are requesting.

The Communications Specialist would manage tasks such as:

- Coordinate crisis communications for the District
- Support leadership in responses to inquiries, complaints, and requests received from citizens, news media, and school district personnel
- Coordinate information distribution between the school community and the community at large
- Assist, create, and maintain the District website and social media platforms while providing guidance and insight for the same at the building level
- Write communication policies and procedures for handling sensitive information
- Develop, implement, and evaluate a comprehensive communication plan
- Organize, assimilate, and disseminate facts about schools to the public through media
- Solicit feedback through formal and informal means
- Other duties as assigned

# Hollis Brookline Cooperative School District

FY21

YEAR END 6/30/2021

<b>Expenses</b>					
<b>Function</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Expense</b>	<b>Encumbered</b>	<b>Balance</b>
1100	Regular Education	\$ 6,277,212	\$ 5,972,526		\$ 304,685
1200	Special Education	\$ 3,701,352	\$ 3,177,979		\$ 523,372
1300	Vocational Program	\$ 30,000	\$ 24,112		\$ 5,888
1400	Co-curricular Program	\$ 866,805	\$ 654,442		\$ 212,362
2100	Student Support Services	\$ 1,458,617	\$ 1,319,684		\$ 138,932
2200	Instructional Staff Support	\$ 791,481	\$ 590,465		\$ 201,016
* 2300	*School Board/SAU Assessment	\$ 1,076,555	\$ 994,623		\$ 81,932
2400	School Administration	\$ 1,096,586	\$ 1,014,146		\$ 82,441
2500	Food Service Bad Debt	\$ -	\$ 125		\$ (125)
2600	Facilities	\$ 1,551,511	\$ 1,437,754		\$ 113,758
2700	Transportation	\$ 1,117,327	\$ 797,723		\$ 319,604
2900	Benefits	\$ 5,152,792	\$ 5,004,040		\$ 148,752
5100	Debt Service	\$ 810,228	\$ 796,568		\$ 13,660
5200	Transfers	\$ 952,000	\$ 984,589		\$ (32,589)
<b>TOTAL FY21</b>		<b>\$ 24,882,466</b>	<b>\$ 22,768,778</b>	<b>\$ -</b>	<b>\$ 2,113,688</b>
Plus FY20 Expense Carryover		\$ 226,253	\$ 52,445		\$ 173,808
<b>TOTAL FY20 + FY21 Expense</b>		<b>\$ 25,108,719</b>	<b>\$ 22,821,223</b>	<b>\$ -</b>	<b>\$ 2,287,496</b>

## Revenue

Description		Budget	YTD Revenue	Expected	In Excess of Budget
1111	Local Property Tax	\$ 16,027,029	\$ 16,027,029		\$ -
3111	Adequacy Aid Grant/Tax	\$ 5,988,348	\$ 5,990,574		\$ 2,226
1119	Impact Fees	\$ 20,000	\$ 47,927		\$ 27,927
<b>State</b>					
3230	Special Education Aid	\$ 371,639	\$ 476,185		\$ 104,546
3210	Building Aid	\$ 199,362	\$ 199,362		\$ -
21.3260.	Food Service	\$ 3,000	\$ 4,281		\$ 1,281
3240	Vocational Aid	\$ 5,000	\$ 2,818		\$ (2,182)
<b>Federal</b>					
fund 22	Grants	\$ 260,000	\$ 387,154		\$ 127,154
21.4560.	Food Service	\$ 38,000	\$ 291,874		\$ 253,874
4580	Medicaid	\$ -	\$ 107,059		\$ 107,059
<b>Local</b>					
1311	Tuition	\$ 24,000	\$ 40,391		\$ 16,391
1610/15	Food Service Sales	\$ 359,000	\$ 35,890		\$ (323,110)
	Other	\$ 70,000	\$ 156,205		\$ 86,205
	Plus FY20 Expense Carryover	226,253	\$ 52,445		\$ (173,808)
	Contingency & Trusts	\$ 392,000	\$ 365,390		\$ (26,610)
	Fund Balance/Audit Adjustments	\$ 1,314,088	\$ 1,144,992		\$ (169,096)
	Less Retained Fund Balance	\$ (189,000)	\$ (189,000)		\$ -
<b>TOTAL REVENUE</b>		<b>\$ 25,108,719</b>	<b>\$ 25,140,575</b>	<b>\$ -</b>	<b>\$ 31,856</b>

	Actual	Original (MS27)
Unreserved Fund Balance	\$ 2,255,639	\$ 645,760
Athletic Trust	\$ 50,000	\$ 50,000
Maint. Trust	\$ 115,000	\$ 115,000
Spec Ed Trust	\$ -	
Contingency	\$ -	\$ 100,000
Retained Fund Balance	\$ 180,760	\$ 180,760
	<b>\$ 1,909,879</b>	<b>\$ 200,000</b>

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

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 304,685	Hiring savings and Covid-19 caused salary adjustments
1200	Special Education	\$ 523,372	Savings in tuition and out-of-district services
1300	Vocational Program	\$ 5,888	
1400	Co-curricular Program	\$ 212,362	Covid-19 caused savings in athletics and extra-curricular activities
2100	Student Support Services	\$ 138,932	Savings in contracted services (speech and OT)
2200	Instructional Staff Support	\$ 201,016	Savings in teacher duties, salaries and professional development
* 2300	*School Board/SAU Assessment	\$ 81,932	\$100,000 contingency fund; legal fees higher than expected
2400	School Administration	\$ 82,441	Savings in consulting services, telephone expense and hosted software
2500	Bad Debt	\$ (125)	
2600	Facilities	\$ 113,758	Savings in unfilled positions, OT, utilities and snow removal
2700	Transportation	\$ 319,604	Special Ed transportation savings
2900	Benefits	\$ 148,752	Savings in insurance, taxes, and retirement due to hiring savings
5100	Debt Service	\$ 13,660	Re-financing Turf bond
5200	Transfers	\$ (32,589)	Transferred fewer athletic fee dollars than anticipated; food service transfers lower

**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.

# Hollis Brookline Cooperative School District

FY22

As of 10/6/2021

Expenses					
Function	Description	Budget	YTD Expense	Encumbered	Balance
1100	Regular Education	\$ 6,280,921	\$ 784,863	\$ 5,480,731	\$ 15,327
1200	Special Education	\$ 3,788,080	\$ 622,816	\$ 3,079,352	\$ 85,912
1300	Vocational Program	\$ 28,000	\$ -	\$ 28,000	\$ -
1400	Co-curricular Program	\$ 899,273	\$ 111,506	\$ 733,320	\$ 54,448
2100	Student Support Services	\$ 1,672,839	\$ 168,347	\$ 1,496,759	\$ 7,733
2200	Instructional Staff Support	\$ 730,212	\$ 280,303	\$ 450,069	\$ (160)
2300	School Board/SAU Assessment	\$ 1,083,149	\$ 360,097	\$ 726,214	\$ (3,162)
2400	School Administration	\$ 1,111,498	\$ 335,245	\$ 750,010	\$ 26,244
2600	Facilities	\$ 1,481,326	\$ 322,454	\$ 1,149,183	\$ 9,689
2700	Transportation	\$ 1,290,161	\$ 172,067	\$ 1,118,079	\$ 15
2900	Benefits	\$ 5,680,897	\$ 710,296	\$ 4,832,075	\$ 138,525
5100	Debt Service	\$ 797,300	\$ 755,050	\$ 42,250	\$ -
5200	Transfers	\$ 825,000	\$ -	\$ 825,000	\$ -
<b>TOTAL FY22</b>		<b>\$ 25,668,657</b>	<b>\$ 4,623,044</b>	<b>\$ 20,711,042</b>	<b>\$ 334,571</b>
Plus FY21 Expense Carryover		\$ 626,393	\$ 429,913	\$ 196,480	\$ -
<b>TOTAL FY21 + FY22 Expense</b>		<b>\$ 26,295,050</b>	<b>\$ 5,052,957</b>	<b>\$ 20,907,521</b>	<b>\$ 334,571</b>

## Revenue

	Description	Budget	YTD Revenue	Expected	In Excess of Budget
1111	Local Property Tax	\$ 16,839,881	\$ 5,200,000	\$ 11,639,881	\$ -
3111	Adequacy Aid Grant/Tax	\$ 5,353,535	\$ 657,508	\$ 4,696,027	\$ -
1119	Impact Fees	\$ 35,000	\$ -	\$ 35,000	\$ -
<b>State</b>					
3230	Special Education Aid	\$ 390,000	\$ -	\$ 390,000	\$ -
3210	Building Aid	\$ 209,362	\$ -	\$ 209,362	\$ -
21.3260.	Food Service	\$ 3,000	\$ -	\$ 3,000	\$ -
3240	Vocational Aid	\$ 5,000	\$ -	\$ 5,000	\$ -
<b>Federal</b>					
fund 22	Grants	\$ 260,000	\$ -	\$ 260,000	\$ -
21.4560.	Food Service	\$ 38,000	\$ -	\$ 38,000	\$ -
4580	Medicaid	\$ 31,500	\$ 5,779	\$ 25,721	\$ -
<b>Local</b>					
1311	Tuition	\$ 25,000	\$ 17,411	\$ 7,589	\$ -
1610/15	Food Service Sales	\$ 359,000	\$ -	\$ 359,000	\$ -
	Other	\$ 44,500	\$ 2,319	\$ 42,181	\$ -
	Plus FY20 Expense Carryover	626,393	\$ 429,913	\$ 196,480	\$ -
	Contingency & Trusts	\$ 165,000	\$ -	\$ 165,000	\$ -
	Fund Balance/Audit Adjustments	\$ 2,090,639	\$ -	\$ 2,090,639	\$ -
	Less Retained Fund Balance	\$ (180,760)	\$ -	\$ (180,760)	\$ -
	<b>TOTAL REVENUE</b>	<b>\$ 26,295,050</b>	<b>\$ 6,312,930</b>	<b>\$ 19,982,120</b>	<b>\$ -</b>

<b>Total Expense Balance</b>	<b>\$ 334,571</b>
<b>Total Revenue Balance</b>	<b>\$ -</b>
<b>Unreserved Fund Balance</b>	<b>\$334,571</b>

**Anticipated Reductions to Unreserved Fund Balance**

**Estimated Needs for FY23-Not yet determined**

Funded in this order:			
	Maint. Trust	\$	115,000
	Spec Ed Trust	\$	-
	Retained Fund Balance	\$	180,760
	<b>Total Reductions</b>	<b>\$</b>	<b>295,760</b>

<b>Projected Fund Balance</b>	<b>\$38,811</b>
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**Explanation of budget balances on current expense report**

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 15,327	New hire salaries
1200	Special Education	\$ 85,912	Savings in contracted and out-of-district services
1300	Vocational Program	\$ -	
1400	Co-curricular Program	\$ 54,448	Savings in athletic and extra-curricular activities that are not running this year
2100	Student Support Services	\$ 7,733	Savings in contracted services
2200	Instructional Staff Support	\$ (160)	
2300	School Board/SAU Assessment	\$ (3,162)	Extra advertising and school board expenses
2400	School Administration	\$ 26,244	Savings in new hire salaries
2600	Facilities	\$ 9,689	Primarily savings in liability insurance
2700	Transportation	\$ 15	
2900	Benefits	\$ 138,525	Primarily savings in health insurance due to Actual vs GMR rates
5100	Debt Service	\$ -	
5200	Transfers	\$ -	

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

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

# SAU #41 FY23 Budget Proposal

Draft #4c - SAU Governing Board 10/14/2021

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
<b>Superintendent</b>											
1	10.2320.111.f	Salary	\$149,331	\$154,550	\$159,187	\$162,689	\$167,570	\$4,881	3.0%	\$167,570	
2	10.2320.243	Conferences	\$125	\$214	\$0	\$250	\$250	\$0	0.0%	\$250	
3	10.2320.531.f	Telephone, Contract	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500	
4	10.2320.580.f	Travel, Contract	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$3,000	
5	10.2320.583	Travel -Conferences	\$386	\$494	\$0	\$600	\$600	\$0	0.0%	\$600	
6	10.2320.584	Travel-Out of District	\$1,268	\$448	\$0	\$1,000	\$1,000	\$0	0.0%	\$1,000	
7	10.2320.810.f	Dues	\$5,796	\$5,919	\$6,054	\$6,350	\$6,450	\$100	1.6%	\$6,450	
8	<b>TOTAL SUPERINTENDENT</b>		<b>\$161,406</b>	<b>\$166,125</b>	<b>\$169,741</b>	<b>\$175,389</b>	<b>\$180,370</b>	<b>\$4,981</b>	<b>2.8%</b>	<b>\$180,370</b>	
<b>Asst Superintendent of Curriculum</b>											
9	10.2210.115.f	Salary	\$116,000	\$122,212	\$125,878	\$131,000	\$134,930	\$3,930	3.0%	\$134,930	
10	10.2210.243	Conferences	\$742	\$219	\$51	\$500	\$500	\$0	0.0%	\$500	
11	10.2210.531.f	Telephone-Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800	
12	10.2210.580.f	Travel -Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800	
13	10.2210.583.f	Travel -Conferences	\$2,248	\$117	\$0	\$500	\$500	\$0	0.0%	\$500	
14	10.2210.584.f	Travel- Out of District	\$220	\$133	\$0	\$250	\$250	\$0	0.0%	\$250	
15	10.2210.810.f	Dues	\$2,608	\$2,859	\$2,776	\$2,950	\$3,000	\$50	1.7%	\$3,000	
16	<b>TOTAL ASST. SUPERINTENDENT</b>		<b>\$125,417</b>	<b>\$129,140</b>	<b>\$132,306</b>	<b>\$138,800</b>	<b>\$142,780</b>	<b>\$3,980</b>	<b>2.9%</b>	<b>\$142,780</b>	
<b>Governing Board</b>											
17	10.2312.310.f	School Board Secretary Stipend	\$920	\$645	\$545	\$920	\$920	\$0	0.0%	\$920	
18	10.2313.110.f	District Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
19	<b>TOTAL GOV. BOARD</b>		<b>\$1,520</b>	<b>\$1,245</b>	<b>\$1,145</b>	<b>\$1,520</b>	<b>\$1,520</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$1,520</b>	
20	<b>new Communications Specialist</b>						<b>\$45,000</b>	<b>\$45,000</b>	<b>-</b>	<b>\$0 *</b>	
21	<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>-</b>	<b>\$0</b>	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
25	<b>Student Services</b>										
26	10.2329.111.1	Salary, Director of Student Services	\$108,405	\$114,338	\$133,298	\$108,000	\$111,240	\$3,240	3.0%	\$111,240	
27	10.2329.111	Salary, Transition Coordinator	\$0	\$54,202	\$0	\$0	\$0	\$0	-	\$0	
28	10.2329.112	Salary, Asst. Director of Student Services	\$74,885	\$50,700	\$80,700	\$83,121	\$82,750	-\$371	-0.4%	\$82,750	
29	10.2329.115.1	Salary, Student Services Admin Asst.	\$44,948	\$46,747	\$48,023	\$47,959	\$49,407	\$1,448	3.0%	\$49,407	
30	10.2329.240.1	Course Reimbursement	\$130	\$6,515	\$0	\$0	\$0	\$0	-	\$0	
31	10.2329.243.1	Conferences	\$775	\$846	\$0	\$1,000	\$525	-\$475	-47.5%	\$525	
32	10.2329.531.1	Telephone-Contract	\$1,800	\$2,500	\$2,400	\$2,400	\$2,400	\$0	0.0%	\$2,400	
33	10.2329.580.1	Travel- In District- contract	\$900	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800	
34	10.2329.582	Travel- ADSS Out of District	\$1,816	\$348	\$211	\$500	\$500	\$0	0.0%	\$500	
35	10.2329.583.1	Travel- Conferences	\$457	\$88	\$0	\$500	\$250	-\$250	-50.0%	\$250	
36	10.2329.584	Travel- DSS- Out of District	\$1,154	\$796	\$0	\$2,000	\$1,000	-\$1,000	-50.0%	\$1,000	
37	10.2329.585	Travel- Professional Development	\$519	\$0	\$0	\$500	\$500	\$0	0.0%	\$500	
38	10.2329.810.1	Dues	\$1,510	\$1,710	\$250	\$1,800	\$1,900	\$100	5.6%	\$1,900	
39	<b>TOTAL STUDENT SERVICES</b>		<b>\$237,299</b>	<b>\$280,590</b>	<b>\$266,682</b>	<b>\$249,580</b>	<b>\$252,273</b>	<b>\$2,692</b>	<b>1.1%</b>	<b>\$252,273</b>	
40	<b>Director of Technology</b>										
41	10.2840.112.1	Salary	\$80,445	\$83,019	\$85,510	\$89,460	\$97,144	\$7,684	8.6%	\$97,144	
42	10.2840.243	Conferences	\$0	\$0	\$0	\$0	\$1,000	\$1,000	-	\$0 *	
43	10.2840.531.1	Telephone-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
44		Travel- Contract					\$600	\$600	-	\$0 *	
45	10.2840.580.1	Travel	\$24	\$0	\$0	\$500	\$500	\$0	0.0%	\$500	
46	10.2840.583	Travel- Conferences	\$89	\$0	\$0	\$250	\$1,000	\$750	300.0%	\$250 *	
47		Dues					\$340	\$340	-	*	
48	<b>TOTAL DIRECTOR OF TECHNOLOGY</b>		<b>\$81,157</b>	<b>\$83,619</b>	<b>\$86,110</b>	<b>\$90,810</b>	<b>\$101,184</b>	<b>\$10,034</b>	<b>11.0%</b>	<b>\$98,494</b>	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change			
								FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
49	<b>Technology</b>										
50	10.2840.340.i	Contracted Scvs-Tyler Technologies	\$500	\$0	\$0	\$0	\$0	\$0	-	\$0	
51	10.2840.434	Computer Repairs	\$402	\$0	\$0	\$0	\$400	\$400	-	\$0 *	
52	10.2840.614.i	Technology Supplies	\$40	\$0	\$78	\$300	\$300	\$0	0.0%	\$300	
53	10.2840.650.i	Support Contracts/Hosted Services	\$0	\$1,837	\$0	\$0	\$0	\$0	-	\$0	
54	10.2840.658.i	Site Licenses	\$0	\$551	\$0	\$550	\$550	\$0	0.0%	\$550	
55	10.2840.734.i	Additional Equipment	\$817	\$0	\$713	\$0	\$750	\$750	-	\$0 *	
56	10.2840.738.i	Replacement Computers	\$689	\$1,213	\$511	\$1,900	\$4,475	\$2,575	135.5%	\$1,900 *	
57		<b>TOTAL TECHNOLOGY</b>	<b>\$2,448</b>	<b>\$3,600</b>	<b>\$1,302</b>	<b>\$2,750</b>	<b>\$6,475</b>	<b>\$3,725</b>	<b>135.5%</b>	<b>\$2,750</b>	
58	<b>Business Office</b>										
59	10.2510.111.i	Salary, Business Administrator	\$105,378	\$111,250	\$114,588	\$118,026	\$121,567	\$3,541	3.0%	\$121,567	
60	10.2510.112.i	Salary, Asst. Business Administrators	\$110,472	\$137,589	\$130,000	\$143,150	\$147,445	\$4,295	3.0%	\$147,445	
61	discontinued	Contract End Stipend	\$1,110	\$0	\$0	\$0	\$0	\$0	-	\$0	
62	10.2510.115.i	Salary, Business Office Staff	\$187,342	\$217,575	\$221,528	\$232,425	\$231,719	-\$706	-0.3%	\$231,719	
63	10.2510.240.i	Course Reimbursement	\$550	\$0	\$25	\$250	\$500	\$250	100.0%	\$250 *	
64	10.2510.243.i	Conferences	\$80	\$0	\$0	\$250	\$250	\$0	0.0%	\$250	
65	10.2510.301.i	Professional Services- Training	\$0	\$0	\$1,595	\$1,100	\$1,800	\$700	63.6%	\$1,100 *	
66	10.2510.330.i	Audit	\$4,600	\$4,600	\$4,600	\$4,750	\$4,750	\$0	0.0%	\$4,750	
67	10.2510.331.i	Other Professional Services	\$145	\$0	\$48	\$0	\$0	\$0	-	\$0	
68	10.2510.335	Temp Agency	\$30,310	\$0	\$0	\$0	\$0	\$0	-	\$0	
69	10.2510.531.i	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
70	10.2510.580.i	Travel-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
71	10.2510.583.i	Travel- Conferences	\$0	\$0	\$0	\$200	\$200	\$0	0.0%	\$200	
72	10.2510.584	Travel- ABA/Bus Office	\$916	\$523	\$63	\$1,200	\$1,200	\$0	0.0%	\$1,200	
73	10.2580.110	Covid Related Payroll	\$0	\$0	\$1,662	\$0	\$0	\$0	-	\$0	
74	10.2510.810.i	Dues-BA	\$1,795	\$1,876	\$2,005	\$2,000	\$2,500	\$500	25.0%	\$2,500	
75		<b>TOTAL BUSINESS OFFICE</b>	<b>\$443,898</b>	<b>\$474,615</b>	<b>\$477,314</b>	<b>\$504,551</b>	<b>\$513,131</b>	<b>\$8,580</b>	<b>1.7%</b>	<b>\$512,181</b>	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance	
76	<b>Facilities Director</b>											
77	10.2620.112	Salary			\$61,569	\$76,070	\$78,352	\$2,282	3.0%	\$78,352		
78	10.2620.240	Course Reimbursement				\$800	\$800	\$0	0.0%	\$800		
79	10.2620.531	Telephone-contract			\$500	\$1,200	\$1,200	\$0	0.0%	\$1,200		
80	10.2620.580	Travel- Contract			\$500	\$1,200	\$1,200	\$0	0.0%	\$1,200		
81	<b>TOTAL FACILITIES DIRECTOR</b>		<b>\$0</b>	<b>\$0</b>	<b>\$62,569</b>	<b>\$79,270</b>	<b>\$81,552</b>	<b>\$2,282</b>	<b>2.9%</b>	<b>\$81,552</b>		
82	<b>Maintenance</b>											
83	10.2620.117.1	PT Custodian	\$4,642	\$889	\$0	\$0	\$0	\$0	-	\$0		
84	10.2620.118.1	Maintenance Work	\$1,500	\$1,500	\$250	\$0	\$0	\$0	-	\$0		
85	10.2620.330	Custodial Services	\$0	\$6,255	\$7,645	\$8,500	\$9,000	\$500	5.9%	\$9,000		
86	10.2620.391	Inspections	\$700	\$587	\$393	\$800	\$800	\$0	0.0%	\$800		
87	10.2620.411.1	Septic	\$600	\$600	\$640	\$700	\$700	\$0	0.0%	\$700		
88	10.2620.412.1	Furnace	\$0	\$0	\$0	\$500	\$500	\$0	0.0%	\$500		
89	10.2620.422.1	Snow Removal	\$4,161	\$7,985	\$9,755	\$8,500	\$10,000	\$1,500	17.6%	\$10,000		
90	10.2620.424.1	Mowing/ Landscaping	\$0	\$0	\$0	\$1,500	\$1,000	-\$500	-33.3%	\$1,000		
91	10.2620.430.1	General Maintenance	\$2,385	\$1,832	\$1,638	\$2,650	\$3,000	\$350	13.2%	\$2,650 *		
92	10.2620.441.1	Rent	\$18,970	\$23,970	\$23,970	\$23,970	\$23,970	\$0	0.0%	\$23,970		
93	10.2620.442	Eagle Leasing portable unit	\$0	\$0	\$9,432	\$3,588	\$3,720	\$132	3.7%	\$3,720		
94	10.2620.490	Maintenance Service Contracts	\$1,018	\$998	\$876	\$1,100	\$1,100	\$0	0.0%	\$1,100		
95	10.2620.520	Property Liability Insurance	\$2,970	\$2,761	\$2,972	\$3,000	\$3,000	\$0	0.0%	\$3,000		
96	10.2620.600	Custodial Supplies	\$0	\$0	\$76	\$0	\$500	\$500	-	\$0 *		
97	10.2620.619	Supplies- Response to Covid	\$0	\$0	\$988	\$0	\$0	\$0	-	\$0		
98	10.2620.622.1	Utilities	\$5,792	\$5,869	\$6,302	\$6,500	\$7,000	\$500	7.7%	\$7,000		
99	10.2620.624.1	Heating Oil	\$2,153	\$2,548	\$1,582	\$3,000	\$3,000	\$0	0.0%	\$3,000		
100	<b>TOTAL MAINTENANCE</b>		<b>\$44,891</b>	<b>\$55,794</b>	<b>\$66,520</b>	<b>\$64,308</b>	<b>\$67,290</b>	<b>\$2,982</b>	<b>4.6%</b>	<b>\$66,440</b>		

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23	\$ Change		FY23 Adjusted	adj variance
							Proposed Budget	FY23 less FY22	% change over FY22		
101		<b>General</b>									
102	10.2320.116.1	Salary, Administrative Asst	\$26,286	\$33,730	\$34,364	\$34,628	\$32,299	-\$2,329	-6.7%	\$32,299	
103	2320.117	Office Substitutes	\$0	\$0	\$85	\$0	\$0	\$0	-	\$0	
104	10.2320.244	Summer Leadership Planning Session	\$557	\$1,810	\$1,399	\$1,200	\$1,500	\$300	25.0%	\$1,200 *	
105	10.2320.330.1	Legal Services	\$2,002	\$3,044	\$855	\$3,000	\$3,000	\$0	0.0%	\$3,000	
106	10.2320.331.1	Contracted Services	\$544	\$639	\$479	\$750	\$700	-\$50	-6.7%	\$700	
107	10.2320.340	Print management	\$1,391	\$1,573	\$1,848	\$1,700	\$2,000	\$300	17.6%	\$2,000	
108	10.2320.442.1	Copier Service/ Leases	\$4,081	\$3,981	\$3,932	\$4,500	\$4,500	\$0	0.0%	\$4,500	
109	10.2320.532.1	Internet-eRate Funded	\$0	\$0	-\$238	\$0	\$0	\$0	-	\$0	
110	10.2320.533.1	Telephone	\$5,820	\$6,602	\$6,662	\$6,400	\$6,900	\$500	7.8%	\$6,900	
111	10.2320.534.1	Postage	\$4,576	\$4,236	\$3,855	\$5,000	\$5,000	\$0	0.0%	\$5,000	
112	10.2320.540.1	Advertising	\$892	\$328	\$3,719	\$1,000	\$1,000	\$0	0.0%	\$1,000	
113	10.2320.550.1	Printing supplies	\$19	\$100	\$758	\$150	\$800	\$650	433.3%	\$800	
114	10.2320.581.1	Travel, Clerical Staff	\$67	\$112	\$61	\$150	\$150	\$0	0.0%	\$150	
115	10.2320.590.1	Office Hospitality	\$532	\$378	\$195	\$700	\$500	-\$200	-28.6%	\$500	
116	10.2320.614.1	Expendable Supplies	\$5,080	\$5,003	\$6,096	\$5,500	\$6,500	\$1,000	18.2%	\$5,500 *	
117	10.2320.616.1	Annual Start of Year Assembly	\$1,701	\$2,135	\$1,179	\$2,200	\$2,200	\$0	0.0%	\$2,200	
118	10.2320.617.1	New Hire Orientation	\$763	\$0	\$918	\$1,200	\$1,500	\$300	25.0%	\$1,200 *	
119	10.2320.730	Office Equipment Repair/Replacement	\$625	\$1,951	\$1,996	\$2,000	\$2,000	\$0	0.0%	\$2,000	
120	10.2320.733	Office Equipment	\$299	\$1,334	\$2,166	\$1,500	\$1,500	\$0	0.0%	\$1,500	
121	10.2900.242.1	NHSAA Admin Membership	\$1,950	\$1,995	\$1,995	\$2,250	\$2,250	\$0	0.0%	\$2,250	
122		<b>TOTAL GENERAL</b>	<b>\$57,186</b>	<b>\$68,950</b>	<b>\$72,322</b>	<b>\$73,828</b>	<b>\$74,299</b>	<b>\$471</b>	<b>0.6%</b>	<b>\$72,699</b>	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
123		<b>Benefits</b>									
124	10.2900.200.0	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$5,108	\$7,621	\$2,513	49.2%	\$5,108 *	
125		Board approved salary adjustments	\$0	\$0	\$0	\$16,000	\$16,000	\$0	0.0%	\$16,000	
126		FY22 Hiring Savings				\$1,704	\$0	-\$1,704	-100.0%	\$0 *	
127	10.2900.118	Year End Merit Pool	\$11,000	\$20,000	\$21,179	\$15,000	\$15,000	\$0	0.0%	\$15,000	
128	10.2900.119.0	Admin Vacation Benefit	\$15,407	\$20,472	\$20,209	\$25,790	\$21,794	-\$3,996	-15.5%	\$21,794	
129	10.2900.211.0	Health Insurance	\$118,131	\$150,113	\$147,305	\$175,277	\$223,541	\$48,264	27.5%	\$202,610 *	
130	10.2900.212.0	Dental Insurance	\$12,847	\$14,346	\$14,646	\$16,390	\$15,710	-\$680	-4.1%	\$14,772 *	
131	10.2900.213.0	Life, LTD, and ADD insurance	\$6,591	\$7,011	\$7,560	\$8,000	\$8,600	\$600	7.5%	\$8,600	
132	10.2900.215.0	Flex Benefit Spending	-\$383	-\$202	\$27	\$0	\$0	\$0	-	\$0	
133	10.2900.216.0	403b Employer Contribution	\$5,000	\$11,000	\$10,949	\$11,000	\$11,000	\$0	0.0%	\$11,000	
134	10.2900.220.0	FICA/Medicare	\$76,034	\$86,510	\$91,873	\$99,612	\$103,645	\$4,033	4.0%	\$100,203 *	
135	10.2900.231.0	NH Retirement	\$113,419	\$131,004	\$141,856	\$191,821	\$207,593	\$15,772	8.2%	\$201,266 *	
136	10.2900.250.0	Unemployment Compensation	\$555	\$829	\$829	\$850	\$900	\$50	5.9%	\$900	
137	10.2900.260.0	Workers' Compensation	\$3,163	\$3,069	\$2,660	\$3,400	\$3,400	\$0	0.0%	\$3,400	
138	10.2900.330.0	Contracted Services-GASB 75	\$15,000	\$15,000	\$2,500	\$6,500	\$6,500	\$0	0.0%	\$6,500	
139	10.2900.610	ADA-Accomodations	\$0	\$0		\$0	\$0	\$0	-	\$0	
140		<b>TOTAL BENEFITS</b>	<b>\$376,764</b>	<b>\$459,153</b>	<b>\$461,592</b>	<b>\$576,451</b>	<b>\$641,304</b>	<b>\$64,853</b>	<b>11.3%</b>	<b>\$607,153</b>	
141											

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
142	<b>Total Expenses</b>		<b>\$1,531,987</b>	<b>\$1,722,832</b>	<b>\$1,797,603</b>	<b>\$1,957,257</b>	<b>\$2,107,176</b>	<b>\$149,579</b>	<b>7.6%</b>	<b>\$2,018,210</b>	<b>3.1%</b>

3 OPTIONS		Budget	% Change
<b>OPTION A</b>			
*Remove Communications Specialist and Board Approved Salaries	\$	2,014,538	2.9%
**Add Back in Communications Specialist	\$	<u>76,638</u>	
<b>OPTION B</b>	\$	2,091,176	6.8%
*** Add Back in Board Approved Salaries	\$	<u>16,000</u>	
<b>OPTION C</b>	\$	2,107,176	7.6%

SUMMARY	FY22	FY23	
<b>Total Expenses</b>	\$ 1,957,257	\$ 2,107,176	
<i>Less Revenue</i>	\$ 4,000	\$ 4,000	
<i>Less Use of Fund Balance</i>	\$ -	\$ -	
<b>Total Budget (on warrant article)</b>	\$ 1,953,257	\$ 2,103,176	7.7%

Comparison to Adjusted	FY23
<b>Total Expenses</b>	\$ 2,107,176
<b>Adjusted</b>	\$ 2,018,210
<b>Difference</b>	\$ 88,966

The FY23 SAU Adjusted Budget is the FY22 approved budget plus any increases due to debt service, contracts or other obligations previously incurred or mandated, minus any one time expenditures in FY22.

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
162											
163		<b>FUND BALANCE PROJECTION</b>									
164		Beginning Balance	\$ 163,022	\$ 163,022							
165		Anticipated Use	\$ -	\$ -							
166		Ending Balance	\$ 163,022	\$ 163,022							
167		As % of Budget (Target 7 to 10%)	8.3%	7.7%							

## **JLDBB - SUICIDE PREVENTION AND RESPONSE**

Category: Priority/Required by Law

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

### **I. District Suicide Prevention Plan and Biennial Review.**

- A. **Plan**: The Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. This coordinated plan shall conform to the components required of public schools by RSA 193-J:2.
- B. **Biennial Review**: No less than once every two years, the Superintendent, or their designee, in consultation with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

### **II. Suicide Prevention Coordinator and Liasons**

- A. District Suicide Prevention Coordinator. The Superintendent shall appoint a District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:
  - i) Developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
  - ii) Annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
  - iii) Developing - or assisting individual teachers with the development - of age-appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
  - iv) Developing or assisting in the development of the annual staff training required under section III of this policy;

v) Such other duties as referenced in this Policy or as assigned by the Superintendent.

B. **Building Suicide Prevention Liaison.** A school counselor, or, in their absence, the building principal, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in-building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

**III. Annual Staff Training.** The Superintendent shall assure that all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

**IV. Dissemination.** Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

District Policy History:

First reading: September 15<sup>th</sup> 2021

Second reading: October 20<sup>th</sup>, 2021

Legal References:

RSA 193-J: Suicide Prevention Education

Other Resources:

- The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see: [www.nhstudentwellness.org](http://www.nhstudentwellness.org)
- American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>
- Suicide Prevention Resource Center - <http://www.sprc.org>
- The National Suicide Prevention Lifeline - <https://www.suicidepreventionlifeline.org>
- The Trevor Project - <https://www.thetrevorproject.org>

## **ANIMALS IN THE CLASSROOM**

The Hollis Brookline Cooperative School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the superintendent or designee shall establish guidelines for authorized animals to be on school grounds that address the following issues:

1. The bringing of animals into the classroom must not violate city/state/federal ordinances.
2. Animals allowed in a classroom must be for a specific and appropriate educational purpose.
3. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination.
4. Special consideration should be given to the effect of animals on allergic children.
5. The effective protection of children may include keeping the animal leashed, ~~in an appropriate caged~~, or container~~d~~, and fecal material will be handled in a sanitary manner.
6. Wild or exotic animals are not permitted in classrooms, unless under the control of a professional animal holder.
7. The principal must approve in writing ~~shall be advised of~~ any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied.

### **Animals on School Grounds**

Children, parents, ~~and staff, and members of the public~~ will be instructed to keep ~~their own~~ animals off the school grounds during school hours. After school hours, Any animal brought onto school grounds must be leashed or properly contained. Owners are responsible for the appropriate behavior of their pet and for the cleanup and removal of any animal waste. If asked by school officials ~~Owners asked to remove their animal, owners~~ must do so promptly. Otherwise, the appropriate town official will be called and requested to take suitable action. All owners must comply with posted signage. No animals are permitted on the turf field, the track or any ~~playing~~ designated surfaces.

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amendment First Reading: ~~August 18~~ September 15, 2021

Second Reading: October 20, 2021

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The Board will set aside 15 minutes on the agenda for citizens to address the Board. This period may be extended by a majority vote of the Board
2. In order to comply with minute requirements of RSA 91-A:2, speakers must provide their name and address.
3. Individual speakers will be allotted 3 minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the board may at the outset of the public comment period increase or decrease the individual time limit for all speakers.
4. Consistent with RSA 91-A:3, Policy **BEDB**, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
5. The Board reserves the right to limit public discussion at Board meetings to agenda items only. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Board Chair prior to the Board meeting. Members of the public wishing to suggest an item of business should do so according to Policy **BEDH-BEDB**
6. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Questions shall be directed to the Board Chair.

**Legal Reference:**

*RSA 91-A:2, Meetings Open to Public*

*RSA 91-A:3, Non-Public Sessions*

Adopted: May 3, 2004

Amended: October 19, 2011

Amendment First Reading: ~~August 18, 2021~~ September 15, 2021

Second Reading: October 20, 2021

DRAFT

## STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

### Safe School Zone

The Hollis Brookline Cooperative School Board endorses the following principles of student conduct:

- I. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to School Board policies, school rules, and applicable state and federal laws.
- II. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
- III. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
- IV. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The Board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA [193:13](#) and RSA 193-D through the development of administrative procedures which are approved by the Superintendent or their designee.

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in the student handbook and all other applicable Board policies and all District or school rules. Failure to comply can lead to disciplinary consequences as set forth in this policy and applicable law. Due process shall be afforded to any student involved in a proceeding which may result in suspension, or expulsion. Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language or presented orally upon request.

- I. **Disciplinary Measures – "Definitions"**. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, and expulsion.
  - A. "Removal from the classroom" means a student is sent to the building administration's office. It is within the discretion of the person in charge of the classroom to remove the student.
  - B. "Detention" means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed educator disciplining the student or the building Principal.
  - C. "Saturday detention" means a student serves a detention at school between 8 AM until 12:00 PM on Saturday as assigned by administration. Examples of infractions that may merit a Saturday detention include but are not limited to failure to report to regular detention, verbally

aggressive, inappropriate or hostile behavior, bullying/harassment, and any other offense that requires administrative action and a consequence greater than a detention. The building Principal or designee has the authority to assign a student to a Saturday morning detention.

D. "In-school suspension" means the student will attend school but will be temporarily removed from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days.

E. "Out-of-school suspension" means the temporary denial of a student's attendance at school for a specific period of time.

F. "Short-term suspension" means a suspension of ten (10) consecutive school days or less under RSA 193:13, I(a).

G. "Long-term suspension" means an extension of a short-term suspension for up to ten (10) additional consecutive school days under RSA 193:13, I (b)-(c).

H. "Restriction from school activities" means a student will attend school, classes, and practice but will not participate in other school extra-curricular activities, including competitions.

I. "Expulsion" means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II.

## **II. Standards for Removal from Classroom and Detention.**

A. Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

B. Classroom teachers may assign students to detention for conduct outlined in Paragraph IIA.

C. The building Principal or designee may assign students to detention, including Saturday detention for conduct outlined in Paragraph IIA.

## **III. Standards for In-School Suspension and Restriction of Activities.**

The building Principal or designee is authorized to issue in-school suspensions or restrictions of activities for any failure to conform to school or School District policies or rules, or for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

Restriction of activities may also be issued pursuant to rules or policies pertaining to specific clubs or teams.

## **IV. Process for Out-of-School Suspension.**

The building Principal or designee is authorized to issue short-term suspensions. The Superintendent is authorized to issue long-term suspensions.

A. Short-term Suspensions. The building Principal or designee (as designee of the Superintendent) is authorized to suspend a student for ten (10) consecutive school days or less. A suspension may be imposed for:

- Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel; or
- Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions.

1. During a short-term suspension, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

2. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

3. A student who is subject to a short-term suspension (ten school days or fewer) is entitled to the following due process:

- a. The student will meet with the building principal or assistant principal to discuss the charges and the evidence against the student. The principal or assistant principal will inform the student of the possibility of a short-term suspension.
  - b. The student will be given an opportunity to present his or her side of the story at this meeting.
  - c. The student and at least one of the student's parents/guardians will receive a written statement explaining any disciplinary action taken against the student.
4. Depending on the severity of the student's conduct, the building Principal or designee may recommend the student to the Superintendent or to the School Board for further disciplinary consequences.

B. Long-term Suspensions. The Superintendent is authorized to continue the suspension and issue a long-term suspension up to an additional ten (10) consecutive school days. If the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension for up to an additional ten (10) consecutive school days.

A long-term out-of-school suspension may be imposed for:

- An act of theft, destruction, or violence as defined in RSA 193-D;
- Bullying pursuant to school district policy, (JICK) when the student has not responded to targeted interventions and poses an ongoing threat to the safety or welfare of another student; or
- Possession of a firearm, BB gun, or paintball gun.

1. During a long-term suspension, unless otherwise stipulated in writing, a suspended student is not permitted to attend school classes or activities, school sponsored events, or be on school property for the duration of the suspension.

2. Prior to a long-term suspension, the student is entitled to the following due process:

a. Prior to any hearing, there shall be a written communication to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the charges and an explanation of the evidence against the student.

b. A hearing that meets the requirements of Ed 317.04(f)(3)(g).

1. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.

2. During the hearing, the student, parent/guardian shall have the right to examine any witnesses presented by school officials.

3. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Superintendent or School Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.

4. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.

- c. The student is entitled to a written decision which includes the legal and factual basis for the conclusion that the student should be suspended.
  - d. The written decision shall include notice to the student that the decision may be appealed.
3. For a long term suspension issued by Superintendent, the decision must be appealed in writing to the School Board within ten days after the issuance of the decision. The School Board will hold a hearing on the appeal but has the discretion to hear evidence or to rely upon the hearing conducted by the Superintendent.
  4. For a long term suspension issued by the School Board, the decision must be appealed to the New Hampshire State Board of Education within 20 days after receipt of the decision.
  5. The long-term suspension shall remain in effect while an appeal is pending unless the School Board stays the suspension.
  6. Depending on the severity of the student's conduct, the Superintendent may recommend the student to the School Board for further disciplinary consequences.

## **V. Process for Expulsion.**

A. Any pupil may be expelled by the School Board for an act that poses an ongoing threat to the safety of students or school personnel and that constitutes:

- A repeated act that would permit a long term suspension;
- Any act of physical or sexual assault that would be a felony if committed by an adult;
- Any act of violence that constitutes a "violent crime" pursuant to RSA 651:5, XIII; or
- Criminal threatening that constitutes a class B felony pursuant to RSA 631:4, II(a).

During an expulsion, unless otherwise stipulated in writing, a student is not permitted to attend school classes or activities, school sponsored events, or occasion school property.

B. Prior to any expulsion, the District will ensure that the due process standards set forth in RSA 193:13 and Ed 317.04(f)(3) are followed. Specifically, students are entitled to the following due process:

1. There shall be a written notice to the student and at least one of the student's parents or guardians, delivered in person or by mail to the student's last known address, which states the date, time, and place for a hearing before the School Board. The notice shall be delivered to the student and at least one of the student's parents/guardians at least five calendar days prior to the hearing.
2. The School Board shall conduct the hearing in accordance with New Hampshire Administrative Rule Ed 317.04(f)(3)(g).
  - a. The school officials shall present evidence in support of the charges and the student (or the student's parent/guardian) shall have an opportunity to present any defense or reply.
  - b. During the hearing, the student, or the parent/guardian shall have the right to examine any witnesses presented by school officials.
  - c. The hearing shall be either public or private and the choice shall be that of the student or the parent/guardian. Provided, nevertheless, that if the nature of the evidence will violate the privacy of other students or if the Board determines that substantial harm to the pupil could result from an ill-conceived decision to hold the hearing in public, then the Board reserves the right and obligation to insist upon a private hearing.
  - d. The student may, together with a parent/guardian, waive the right to a hearing and admit to the charges.

3. Before expelling a pupil under this section the School Board shall consider each of the following factors:

- a. The student's age;
- b. The student's disciplinary history;
- c. Whether the student has a disability;
- d. The seriousness of the violation or behavior committed by the student;
- e. Whether the school district has implemented positive behavioral interventions;
- f. Whether a lesser intervention would properly address the violation or behavior committed by the student.

4. The School Board shall issue a written decision stating whether the student is expelled and, if so, the length of the expulsion. If the decision is to expel, the decision must include the legal and factual basis for the decision including the specific statutory reference prohibiting the act for which the student is expelled.

C. An expulsion under this paragraph will run until the School Board reviews it and restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent which details the basis for the request prior to the start of each school year. The Board will determine whether and in what manner it will consider any such request.

D. Any decision by the Board to expel a student may be appealed to the State Board of Education at any time while the expulsion remains in effect.

E. The Superintendent of Schools is authorized to modify the expulsion or suspension requirements of Section IV.B. and Section V above on a case-by-case basis.

## **VI. Possession of a Firearm**

Pursuant to RSA 193:13, IV, any student who brings or possesses a firearm (as defined in 18 U.S.C. § 921) in a safe school zone, as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the Board for a period of not less than 12 months.

Pursuant to RSA 193:13, VI, a student who is expelled from school in another state under the provisions of the Gun Free School Zones Act of 1994 shall not be eligible to enroll in the Hollis Brookline Cooperative School District during such expulsion. If the out of state expulsion is for an indefinite period of time, the student may petition the School Board for enrollment upon establishing residency.

As provided in RSA 193:13, VII, both of the above expulsions may be modified by the Superintendent upon review of the specific case in accordance with other applicable law. The expelled student must submit a written application to the Superintendent requesting modification of the expulsion, and the student will be required to submit sufficient evidence in the form of letters, work history, or other documents that it is in the school's best interest and the student's best interest to allow a modification.

## **VII. Alternative Educational Services**

The school district will provide alternative educational services to a student whenever the student is suspended in excess of twenty (20) cumulative days within any school year. Such alternative educational services will be determined by the school Principal or Assistant Principal and shall be designed to enable the student to advance from grade to grade.

No student shall be penalized academically solely by virtue of missing class due to suspension.

## **VIII. Behavior Intervention Plans**

The student's school will develop an intervention plan for any student who has been suspended more than ten (10) cumulative school days in any school year. The intervention plan will be designed to proactively address the student's problematic behaviors.

**IX. Sub-committee of Board.** For purposes of sections IV and V of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

## **X. Code of Conduct**

The School Board authorizes the Superintendent to establish a Code of Conduct which will contain a system of supports and consequences designed to correct student misconduct and promote behavior within acceptable norms. The Code of Conduct will include a graduated set of age appropriate responses to misconduct and will set forth standards for short term suspensions up to five (5) school days, short term suspensions up to ten (10) school days, long-term suspensions up to 20 school days, and expulsion. Such standards will make reference to the nature and degree of disruption caused to the school environment, the threat to the health and safety of pupils and school personnel, and the isolated or repeated nature of incidents forming the basis of disciplinary action.

## **XI. Disciplinary Removal of Students with Disabilities.**

Discipline of students with identified or suspected disabilities will be in accordance with the Individuals with Disabilities Education Act of 2004, New Hampshire State Law on Special Education (RSA 186-C), New Hampshire Standards for the Education of Children with Disabilities (Ed 1100), and Section 504 of the Rehabilitation Act of 1973.

## **XII. Notice and Dissemination.**

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians at the beginning of the school year. The Principal or designee shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements.

### Legal References:

RSA 189:15, Regulations

RSA 193:13, Suspension & Expulsion of Pupils

RSA Chapter 193-D, Safe Schools Zones

RSA 193-F, Pupil Safety and Violence Prevention

NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline

NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline Policy

NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

*In re Keelin B.*, 162 N.H. 38, 27 A.3d 689 (2011)

See Appendix: [JICD-R](#)

First Reading: May 19, 2021

Second Reading: September 15, 2021 (as amended)

**BOARD MEMBER CONFLICT OF INTEREST**

Board members are expected to be familiar with and observe the National School Boards Association guidelines for ethics, and be familiar with and adhere to those provisions of New Hampshire and federal law which define school board authority and govern conflict of interest. The Board requires its members not only to adhere to all laws regarding conflict of interest, but also to be alert to situations which may have the appearance of a conflict of interest and to avoid actions that might compromise themselves or the Board. Four areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing, hiring of personnel, employment of Board members, and promoting a particular position on matters before the Board. Therefore:

1. No member of the Board will have any direct pecuniary interest in a contract with the school district or in the purchase or sale of any school property or equipment of the schools. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member has an association with the firm.
2. Once appointed to the Board, a Board member must abstain from any discussion or vote regarding immediate family members employed by the Board in any capacity.
3. No member of the Board may be employed by the Board in any capacity for which a salary compensation is paid during the term for which he or she was elected, ~~or for six months after the expiration of the term~~. It is not the intent of this policy to prevent any Board member from volunteering his/her services within the school community.
4. No member of the Board will accept any favor, service or object of value or derive any form of personal gain in return for promoting a particular position or using personal influence on matters before the Board.

In any instance where there is actual conflict or the appearance of conflict of interest, the Board member will be expected to declare that a conflict exists, or may exist, and refrain from debating or voting on the issue.

Adoption: February 15, 2005

1<sup>st</sup> Reading: October 20, 2021

**EARLY GRADUATION**

It is the policy of the Hollis Brookline Cooperative School Board that students may accelerate their academic program in order to graduate in less than four years if they meet all other requirements for graduation.

A student under eighteen must receive parental permission and approval of the high school principal. A student over age eighteen must have the principal's approval only.

The principal may approve such requests if it is determined that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making said request.

Students in this program will be eligible for ~~Valedictorian and Salutatorian~~ academic achievement recognitions in the year of graduation.

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 306.27(s), Early Graduation*

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amended First Reading: October 20, 2021

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