

Hollis Brookline Cooperative School Board
Wednesday, April 10, 2019
Hollis Brookline Middle School Library
All times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey
Board Organizational Meeting
Committee Appointments: BudCom, Policy, SAU Policy,
Signing manifests, Facilities
- 6:25 Appointment of a process observer
Agenda adjustments
Approve meeting minutes
Nomination/ resignations/retirements/correspondence
- 6:35 Public Input
- 6:50 Non – Public Session under RSA 91-A: 3II (a) Compensation and/or (c) reputation
➤ Teacher nominations
- 7:50 Principal Reports/Athletic Report
- 8:05 Discussion
➤ Facilities Committee update – Robotics warrant article – Board Building Tour
○ Field update
➤ Election results
➤ Revenue and Expense Update
➤ Transportation
➤ School Calendar for 2019-2020
- 8:45 **Deliberations**
➤ To see what action the Board will take regarding the administrations
recommendations for teacher nominations
➤ To see what action the Board will take regarding the School Calendar for 2019-2020
➤ To see what action the Board will take regarding the Re-adoption of policy BCA –
Board Member Code of Ethics
➤ To see what action the Board will take regarding the Re-adoption of policy DFA –
Investments
➤ To see what action the Board will take regarding tuition student(s) for 2019-2020
(policy JFAB)
➤ To see what action the Board will take regarding - policy IJOC - Volunteers - second
reading.
➤ To see what action the Board will take regarding - policy AC - Non-discrimination -
first reading.
➤ To see what action the Board will take regarding - policy ADC-Tobacco Products Ban
- first reading.
➤ To see what action the Board will take regarding - policy ILD -Educational
Questionnaires, Surveys and Research - first reading.

- To see what action the Board will take regarding the HBCSB Policy recommendation the re-establishment of an "Instructional Best Practices" committee to address Policy IMBC- Alternative Credit Options other topics related such as master schedule, curriculum, graduation requirements, etc.

9:30 Motion to Adjourn

April, 2019

To: Coop School Board
From: Andrew Corey, Superintendent
Re: Board Reorganization

At the reorganization meeting, the Superintendent/Assistant Superintendent conducts the meeting until a new Chairperson is elected.

As per previous conversations with our attorney, the following process will be utilized for the nomination and election of a Chairperson:

- Open the floor for nomination(s) of Chairperson
- Accept a nomination and ask for a second for each individual put forth
- Call for discussion – discuss each candidate
- Call for a vote
- If nomination fails to achieve a required majority I will open the floor again and repeat the process.

We have been advised to handle one nomination at a time. During the discussion phase, a Board member is free to speak for or against the nomination and indicate if the nomination fails, they would nominate another specific individual. Once the Chairperson is elected, the Chairperson will take over the meeting and conduct the election of the Vice-Chairperson in the same manner.

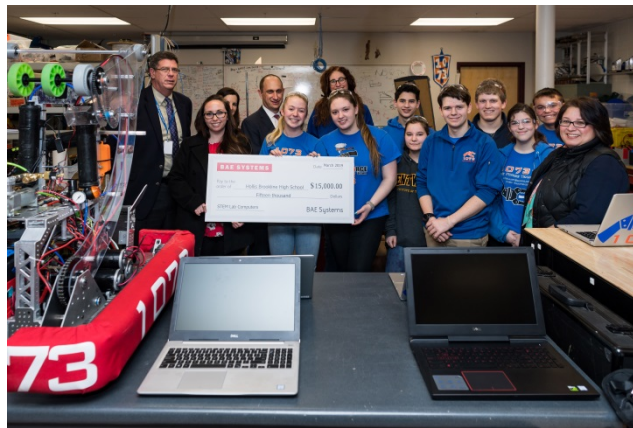
To: Andrew Core, Superintendent
From: Rick Barnes, Principal
RE: April Board Report

Action Items:

- None

Informational

BAE Donation: Thank you to BAE Systems for their generous \$15,000 donation that was used towards the purchase of laptops for the HBHS First Robotics team. Diana Martin, Vice President of Communications at BAE Systems, visited the school on March 26 to meet with staff and students from the team. We are grateful for their support.



First Robotics Update: The team had a successful weekend at UNH as they once again qualified for the District Championships. For the first time since 2010, Team 1073 was selected to be an Alliance Captain. Team 1073 once again won the Safety Award. Additionally, they also won the Engineering Inspiration award, which is the second highest award for the event. This was the first time in the team's history that they have won the Engineering Inspiration Award. **Cam Hallett** was one of two finalists from the event to compete for the Dean's List Award and Scholarship. We are incredibly proud of the teams' continued success.

Senior Awards Night: This evening event is typically held on the Thursday before graduation. We are pleased to announce that we will be holding this year's event on Wednesday, June 5th. This assists our partners at the Hollis-Brookline Rotary with their annual Fast 5k race. The additional time between awards night and graduation will be extremely helpful in planning the ceremony for the following Saturday.

UNH Regional NCWIT Award for Aspirations in Computing:

Hollis Brookline High School students **Megan Strecker, Maria Toupin, Vanessa Thomas** and **Erin**

MacDonald have been titled “Rising Stars”, and **Lily Jackson** a “Winner” of the UNH Regional NCWIT Award for Aspirations in Computing. The awards, sponsored by the National Center for Women & Information Technology (NCWIT) of New Hampshire, recognize high school women for their computing-related achievements and interests as part of an effort to encourage more young women to choose careers in technology. 41 award recipients were selected from high schools across New Hampshire for their outstanding aptitude and interest in information technology and computing, solid leadership ability, good academic history, and plans for post-secondary education. Each award recipient will receive two engraved awards, one for the student and one for her school’s trophy case. Congratulations to all of these students! We are proud of their efforts.

SAT Day: Along with spring, testing season has sprung! The administration of this year’s SAT School Day test was successful. As always, our students and staff were highly focused and professional in their approach as they tackled this year’s exam. This year’s effort is perhaps more impressive as the exam was longer due to the writing portion being mandatory.

Master Schedule Update: Last year’s administrative reorganization has allowed us to be ahead of the process as compared to previous years. Some of the early decisions that have been made include eliminating AP French for 2019-20 due to under enrollment, elimination of sophomore PE that will increase PE class sizes, and a reduction in class sizes in both math and science.

Respectfully Submitted,

Rick Barnes
Principal

Student Life Report

Student Council

- ❖ On March 15, the Class of 2020 hosted the Spring Semi-Formal Dance with the assistance of the Student Activities Committee. The event brought in money that will help pay for things like prom and graduation as well as raised school spirit.
- ❖ Policy Committee is still discussing a few ideas that we could begin working on before the end of the school year. While we are still in the brainstorming phase, we hope to get the ball rolling so we can dive right in at the start of the school 2019-2020 year.

Music and Arts

- ❖ For two consecutive weekends, the HBHS Theatre Department put on a fantastic production of Mama Mia. The musical was such a hit that it set some HB records!

Athletics

- ❖ On April 2, a group of seniors were recognized in Concord by the NHIAA for being Scholar Athletes--students who play two seasons at a Varsity level and maintain a certain GPA.

Clubs and Activities

- ❖ Five HB students travelled to Concord to participate in the annual Youth and Government conference. At the event, students write bills and serve as state legislators to further their understanding of the law making process as well as to practice communication and debate skills.
- ❖ The Robotics Team competed in Reading, MA and at UNH at two competitions the past few weekends, earning the Safety Award at both events. At the UNH competition, the team won the Engineering and Inspiration award.

To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Principal's Report
Date: April 10, 2019



INFORMATION ONLY

Washington, D.C. Trip. On Tuesday morning, March 26, 195 8th graders from Hollis Brookline Middle School departed for Washington, D.C. While in Washington, D.C. students visited the Lincoln Memorial, Arlington National Cemetery, The Tomb of the Unknown Soldier, The Air and Space Museum and many other places. The trip was a tremendous success. We would like to thank the army of chaperones that made this trip a huge success.

This year we had a significant number of students with a financial need. Members of the community stepped up and donated over \$10,000 dollars to help fund every child attending the trip. This included an anonymous donation from a family for \$4,200. We are so grateful for the generous support of the community.

Master Schedule. The Instructional Leadership Team at HBMS has been working for several months on the creation of a new Master Schedule. Final touches are being put on a draft schedule that aligns to the current high school schedule, allows greater access to the general education curriculum for all students and does not compromise instructional time.

Emergency Preparedness Conference. HBMS has been selected to present at the Department Of Safety and Homeland Security's Emergency Preparedness Conference on June 4th in Manchester. HBMS teachers will host a session entitled, "Teachers are First Responders, too: One Schools Journey to Create a Culture of Safety and Security for All." A member of the Department of Homeland Security had originally reached out to HBMS to ask them to submit a presentation proposal. More information regarding the conference can be found at: <http://www.nhemergencypreconference.com/home.html>

Important Dates:

April 4: 6th Grade Parent Night

April 12: Student Council Dance

April 18: 6th Grade Parent Coffee in HBMS Library Media Center 8:30 a.m.

April 30 – May 15: NH SAS State Testing

To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: April 2019 Board Report

HBHS Winter Season Wrap-up: The winter season came to a close with another exciting series of post-season events for the Cavaliers. Both the Boys and Girls Basketball teams closed out their seasons with quarter-final losses in the NHIAA tournament, with the Boys upsetting #4 seeded Pelham in dramatic fashion and falling to #5 seeded Merrimack Valley by only 1-point. The HBDS Ice Hockey team made the play-offs for the first time in 6 years, before falling to Belmont-Gilford in double overtime of their quarter-final match-up. The Boys and Girls Alpine Ski Teams closed out their seasons with 7th and 6th place finishes, respectively. Stephanie Menard was the DII State Champion in the Slalom for the 3rd straight year. The Bowling team lost in the first round of tournament play, but qualified 7 athletes for the Individual State Tournament, which is the most that HB has ever had qualify. The Winter Cheer team also earned a 7th place finish in their DII tournament. The Unified Basketball team closed out the season at 4-4, with their final victory of the year being their win over a Principal Barnes-led faculty team during Spirit Week.

The HBHS Wrestling team brought home the 3rd state championship on the year for HB Athletics this winter, with their 5th Division II title in program history, and 4th in the past 8 years. Leading the charge for the Cavaliers were individual state champions: Troy Moscatelli, Daniel DeLong, Scott Anneser, Zack Brickner, and Owen MacMillan.



Winter Sportsmanship: Hollis Brookline High School finished at the top of the standings for NHIAA Sportsmanship ratings out of all Division II schools for the winter season, and is currently in 3rd place overall. Both the Girls Basketball and Wrestling teams finished as the top rated team in sportsmanship out of all teams in their respective divisions as well.

Scholar Athletes: Hollis Brookline High School was represented well with 39 NHIAA Scholar Athletes on Tuesday 4/2 at the Capitol Center for the Arts in Concord. These are student-athletes who have maintained a B+ average or better, have participated in community service, and be playing 2 or more sports in their senior year.

Participation Numbers: Participation numbers for winter athletics have grown by approximately 6% across both the high school and middle school for the 2018-2019 school year.

SCHOOL	SPORT	18-19	17-18
HS	Bowling	30	36
HS	Boys Basketball	37	40
HS	Girls Basketball	21	17
HS	Gymnastics	5	4
HS	Ice Hockey	18	13
HS	Indoor Track	22	18
HS	Skiing	13	13
HS	Swimming	36	31
HS	Unified Basketball	28	16
HS	Winter Cheerleading	14	14
HS	Wrestling	26	18
MS	Boys Basketball	13	12
MS	Girls Basketball	12	14
MS	Wrestling	18	29
	TOTAL	293	275

Spring Sports: Spring sports are well underway at both schools, with the majority of teams already outside on the fields. Regular season competition kicks off this week, with both Tennis teams making their debuts, and the rest of our teams opening up the week of 4/8 at both HBHS and HBMS.

Recent Coaching Hires: The Athletic Department has made the following coaching hires during the month of January:

Girl JV Lacrosse Coach (HBHS): Emma Maxwell

Outdoor Track Asst. Coach (HBHS): Jenn MacLeod

Boys Lacrosse Coach (HBMS): Tom Hurley

Outdoor Track Coach (HBMS): Colin Loftus

Outdoor Track Coach (HBMS): Sue Connelly

District Coaching Openings: The HB Athletic Department is currently looking for qualified candidates to fill the following coaching vacancies.

Golf Head Coach (HBHS)

Cross Country Asst. Coach (HBHS)

Bass Fishing Head Coach (HBHS)

Skiing Head Coach (HBHS)

Skiing Asst. Coach (HBHS)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Bumpus". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Bumpus
District Athletic Coordinator

Hollis Brookline Middle School Tech Center

Article 13. Because there is the possibility that Article 1 will be defeated, or that other considerations will result in the space created by Article 1 not being adequate or available for the HBHS Robotics Team, to see if the school district will vote to raise and appropriate the sum of ~~\$550,000~~ **\$98,311** for the purpose of funding a facility for the HBHS and HBMS robotics teams. ~~Funds to be transferred to the HB Robotics Boosters for this purpose~~ (Majority vote required). Submitted by Citizen Petition. The school board does not recommend this appropriation (0-6-0).

Room 103

- Current robotics room, ~1100 ft², 96 ft² storage room, door to Rm 104 (current science classroom)
- Return to science
 - Facilitate communication and collaboration with science teacher in Rm 104
 - Facilitate sharing of resources with Rm 104
- Will need:
 - New flooring
 - Furniture and equipment moved from current science classroom
 - SMART Board or additional whiteboard space

Rooms 105/106

- Current woodshop and Tech Ed classroom space, ~1250 ft² shop, 750 ft² classroom, 216 ft² storage
- Create shared space
- Will need:
 - Old tools removed/sold
 - Divider to separate teacher/robotics tools from general access
 - Student tool upgrade
 - Robotics tool upgrade
 - New door access between storage and shop
 - New door access between Rm 107 and shop
 - New key fob entrance
 - Storage units for shop and storage room
- Allows the curriculum to move forward
- Allows the space to be upgraded for safety and relevance

Room 107

- Current science classroom, 1152 ft², 56.25 ft² storage closet
- Create new robotics assembly space
- Will need:
 - New door access to shop (see above)
 - Cap gas lines
 - Pull down electric
 - Flexible tables/work spaces
 - Removal of cabinetry

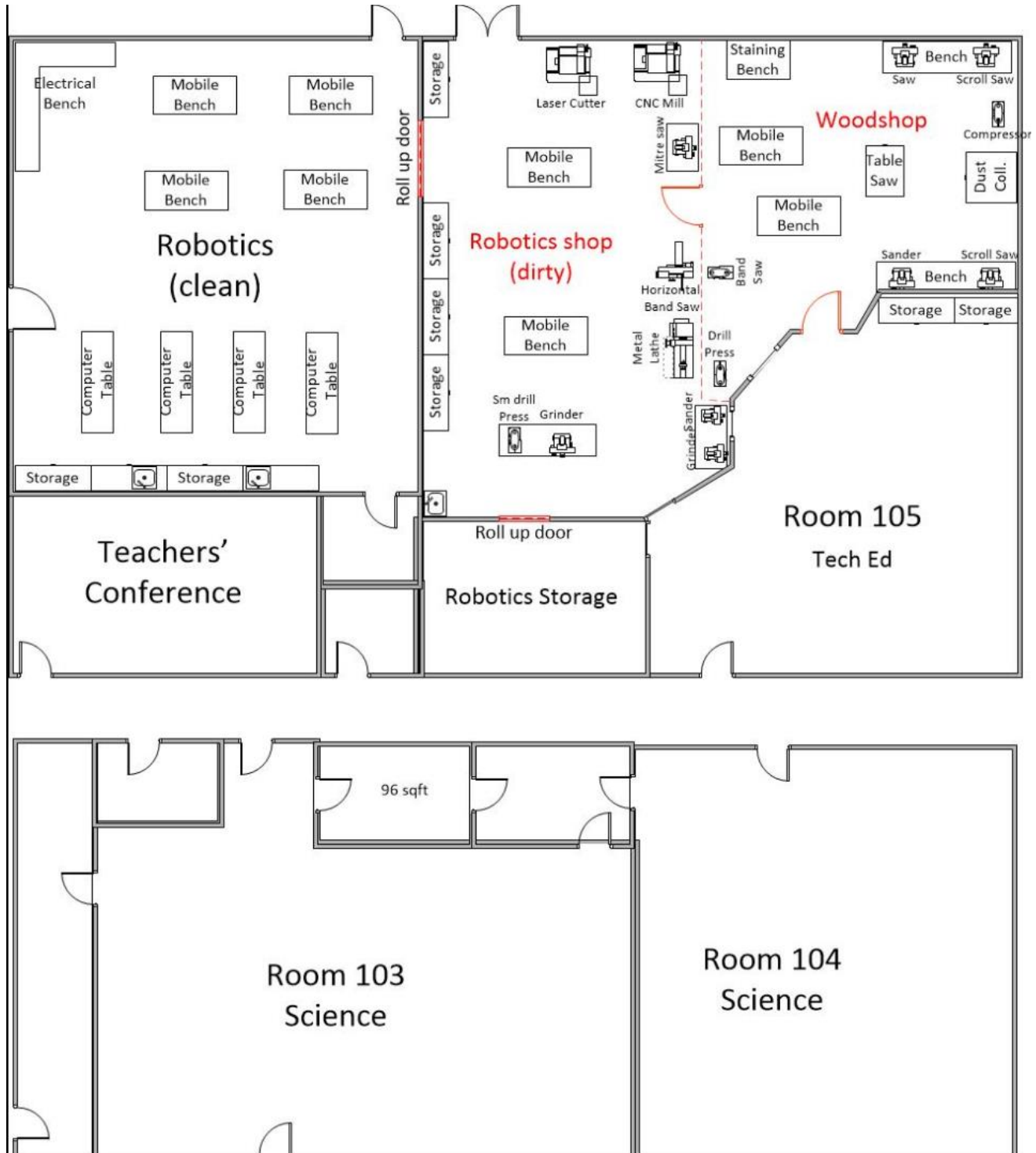
No Changes

- No changes proposed to North Conference room
- No changes to classrooms 109 and 110
- All three spaces to continue as shared spaces

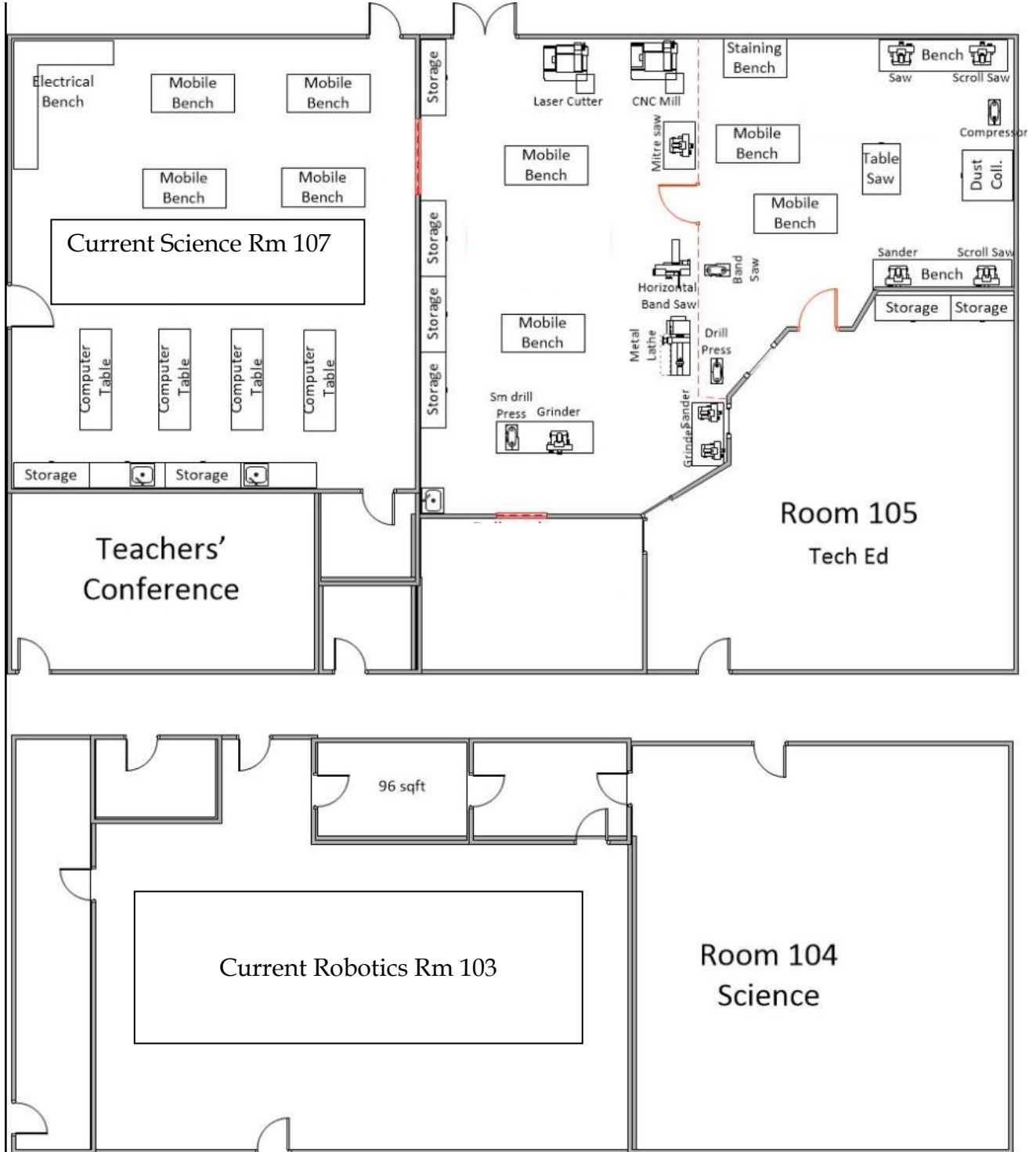
Curriculum

- Tech Ed Curriculum update in progress—bring new teacher and new principal into the mix
- Maintain wood shop & build aspect of tech ed
- Add additional technology to the design portion of the curriculum
- Potentially add features of Green Architecture
- Over time, ideally run the course with student choice for final outcome

Proposal



Current State



Hollis Brookline Cooperative School District

FY19 YTD Expense and Revenue Report

Expenses as of 3/26/2019				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 5,700,076	\$ 3,571,540	\$ 2,068,951	\$ 59,584
Special Education	\$ 3,474,453	\$ 2,297,846	\$ 1,050,349	\$ 126,258
Vocational Program	\$ 40,840	\$ 16,305	\$ 17,808	\$ 6,727
Co-curricular Program	\$ 748,177	\$ 491,902	\$ 246,678	\$ 9,597
Student Support Services	\$ 1,389,141	\$ 798,767	\$ 564,132	\$ 26,242
Instructional Staff Support	\$ 703,406	\$ 394,285	\$ 286,995	\$ 22,126
*School Board/SAU Assessment	\$ 977,608	\$ 706,892	\$ 178,937	\$ 91,780
School Administration	\$ 1,074,141	\$ 811,573	\$ 250,054	\$ 12,514
Facilities	\$ 1,274,582	\$ 928,327	\$ 342,609	\$ 3,646
Transportation	\$ 1,133,877	\$ 816,602	\$ 317,000	\$ 275
Benefits	\$ 4,740,915	\$ 3,065,447	\$ 1,686,229	\$ (10,760)
Site improvements	\$ 75,500	\$ 69,791	\$ 997	\$ 4,712
Debt Service	\$ 620,191	\$ 595,867	\$ -	\$ 24,324
Transfers	\$ 2,474,000	\$ 1,660,000	\$ 814,000	\$ -
TOTAL	\$ 24,426,907	\$ 16,225,143	\$ 7,824,741	\$ 377,023

FY18 Expense Carryover	<u>\$152,203</u>	<u>\$119,101</u>	<u>\$21,773</u>	<u>\$11,329</u>
TOTAL FY18 + FY19	\$ 24,579,110	\$ 16,344,244	\$ 7,846,514	\$ 388,352

* Please note that the \$100,000 Contingency fund is not encumbered; no planned use at this time.

Revenue as of 3/26/19

Description	Budget	YTD Revenue	Expected	Balance
Local Property Tax	\$ 15,295,661	\$ 13,400,000	\$ 1,895,661	\$ -
Adequacy Aid Grant/Tax	\$ 5,157,701	\$ 2,123,441	\$ 3,034,260	\$ -
Impact Fees	\$ 5,000	\$ 20,374		\$ 15,374
State				\$ -
Special Education Aid	\$ 594,000	\$ 586,177	\$ -	\$ (7,823)
Building Aid	\$ 181,362	\$ 90,681	\$ 90,681	\$ -
Food Service	\$ 3,000	\$ 3,334		\$ 334
Federal				\$ -
Grants	\$ 260,000	\$ 19,137	\$ 240,863	\$ -
Food Service	\$ 38,000	\$ 25,965	\$ 12,035	\$ -
Medicaid	\$ 146,457	\$ 52,945	\$ 93,512	\$ -
Local				\$ -
Tuition	\$ 5,000	\$ 7,353		\$ 2,353
Food Service Sales	\$ 353,000	\$ 283,556	\$ 69,444	\$ -
Other	\$ 5,000	\$ 65,460		\$ 60,460
Contingency & Trusts	\$ 260,000	\$ 260,000		\$ -
Capital Projects	\$ 1,660,000	\$ 1,660,000		\$ -
Unreserved Fund Balance	\$ 604,726		\$ 604,726	\$ -
Less Retained Fund Balance	\$ (142,000)		\$ (142,000)	\$ -
TOTAL REVENUE	\$ 24,426,907	\$ 18,598,423	\$ 5,899,182	\$ 70,698

Total Expense Balance	\$388,352
Total Revenue Balance	\$70,698
Unreserved Fund Balance	\$459,050

Anticipated Reductions to Unreserved Fund Balance

can fund all items

Contingency	\$ 100,000
Athletic Trust	\$ 67,000
Maint. Trust	\$ 75,000
Spec Ed Trust	\$ 25,000
Retained Fund Balance	\$ 142,000
Total Reductions	\$ 409,000

Fund Balance Returned to Taxpayers

\$50,050

3/26/2019

Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 59,584	Staffing changes; fewer lane changes than expected.
1200	Special Education	\$ 126,258	Savings in salaries, OOD tuition, tutoring, and services
1300	Vocational Program	\$ 6,727	Lower # of voc ed students than budgeted
1400	Co-curricular Program	\$ 9,597	Some athletic assistant stipends not filled.
2100	Student Support Services	\$ 26,242	Savings in consultations
2200	Instructional Staff Support	\$ 22,126	Teacher professional development lower than expected
2300	School Board/SAU Assessment	\$ 91,780	\$100K contingency fund
2400	School Administration	\$ 12,514	Savings in service agreements.
2600	Facilities	\$ 3,646	Savings in custodial salaries due to unfilled positions
2700	Transportation	\$ 275	
2900	Benefits	\$ (10,760)	Higher health and dental insurance due to open enrollment choices
4000	Site improvement	\$ 4,712	
5100	Bonds	\$ 24,324	Turf field bond interest not due until fy20
5200	Transfers	\$ -	
	TOTAL FY18 EXPENSES	\$ 377,023	

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 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	

**COOP School District Calendar
2019-2020 Tentative**

AUGUST (2 days)

M	T	W	TH	F	
					All staff return on Aug. 26
					Aug 28 - Grade 7 and 9 Orientation
X	X	X	29	30	Aug 29 - School Begins 7-12

SEPTEMBER (20 days)

M	T	W	TH	F	
XX	3	4	5	6	Sept 2 - Labor Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER (22 days)

M	T	W	TH	F	
	1	2	3	4	
	7	8	9	10	11
XX	15	16	17	18	Oct 14 - No School Columbus Day
21	22	23	24	25	
28	29	30	31		

NOVEMBER (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	X	Nov 8 - Professional Day
XX	12	13	14	15	Nov 11 - No School Veterans Day
18	19	20	21	22	
25	26	XX	XX	XX	Nov 27- 29 Thanksgiving Recess

DECEMBER (15 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
XX	XX	XX	XX	XX	Dec 23 - Jan 1 Holiday Vacation
XX	XX				

JANUARY (21 days)

M	T	W	TH	F	
		XX	2	3	
6	7	8	9	10	
13	14	15	16	17	
XX	21	22	23	24	Jan 20 - Martin Luther King Jr. Day
27	28	29	30	31	

FEBRUARY (15 days)

M	T	W	TH	F	
3	4	5	6	7	
10	X**	12	13	14	Feb 11 - Professional Day
17	18	19	20	21	
XX	XX	XX	XX		Feb 24 - Feb 28 Winter Vacation

MARCH (21 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

APRIL (18 days)

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

MAY (19 days)

M	T	W	TH	F	
				XX	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	26	27	28	29	May 25 - Memorial Day

JUNE (*9 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	June 13-Proposed HS Graduation
15	16	17	18	19	*June 18 - Last Day of School
22	23	24	25	26	June 23 - Last Day for Teachers
29	30				

Legend:

X - No School for Students
XX - No School for Students & Staff

Dismissal:

Total student days 178

*All last days include five snow days
**Date subject to change based on primary election

Marks Close:

- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

Report Cards Issued:

Policy BCA - BOARD MEMBER CODE OF ETHICS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: May 25, 2004

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

INVESTMENT

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

OBJECTIVES

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

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

STANDARDS OF CARE

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

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

Legal References:

RSA [197](#):23-a, *Treasurer's Duties*

RSA [383](#):22, *Public Deposit Investment Pool*

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

See also [GBCD](#)

VOLUNTEERS

The Hollis Brookline Cooperative School Board recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff member shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures in accordance with RSA [189:13-a](#) for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent. It is the responsibility of school administration to ensure that all volunteers are approved prior to allowing services to be rendered.

Designated Volunteers

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check and will be required to undergo a background investigation and a criminal records check. “Designated volunteer” means any volunteer who:

1. Comes in direct contact with students. 2Chaperones field trips, dances, athletics or activities as defined by the Superintendent;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.

Supervised Volunteers

1. Are never left alone in the building;
2. Do not have regular, direct contact with children;
3. May not perform duties of designated volunteers.

Volunteer Requirements

- A. Complete an application.
- B. Complete annual training as defined by the Superintendent.
- C. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- D. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.

- E. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- F. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) expected relationship to regular staff.
- G. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.
- H. The school district employee with whom the volunteer is working should have assignments and activities clearly defined and in writing.
- H. Volunteers may be terminated when:
1. Program and/or duties are no longer needed;
 2. They are replaced by paid staff; or
 3. In the sole judgment of the administration, their conduct does not meet the standards of the District.
 4. The Superintendent reserves the right to sever the volunteer relationship at any time with or without cause.
- J. Adhere to all district policies and procedures.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties, supervision, and evaluation of volunteers.

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA, Tri-County or as defined by SAU 41 Administration.

http://66.223.48.174/PDFs/515/Memo_Explaining_Interim.pdf

Volunteers should only function under direct supervision of a school employee. Employees of SAU 41 and its member districts wishing to volunteer in any capacity are subject to the same requirements as non-employee volunteers.

Legal Reference:

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

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amended: February 18, 2009

1st Reading: February 13, 2019

2nd Reading: April 10, 2019

NON-DISCRIMINATION

POLICY: The Hollis-Brookline Cooperative School District shall not discriminate in its education programs, activities, or employment practices on the basis of gender, sexual orientation, gender identity, race, color, religion, nationality origin, ethnic origin, age, marital status, sex, sexual orientation, religion or handicap disability under the provisions of Title VI of the Civil Rights Act of 1964, Age Discrimination Act of 1967, and Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

The District will not discriminate against an employee who is the victim of domestic violence, harassment, sexual assault, or stalking.

~~PROCEDURE: The Coordinator for 504 activities, Title VI and IX and the Individuals with Disabilities Education Act is the Superintendent of Schools, 4 Lund Lane, Hollis, New Hampshire 03049; Telephone (603) 465-7118. The Coordinator for Title IX is the Building Principal, Hollis-Brookline High School, 24 Cavalier Court, Hollis, NH 03049, (603) 465-2269.~~

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination. The Coordinator for Title IX is the building Principal or a designee as determined by the Superintendent of Schools.

Inquiries may be directed to the coordinators listed herein or to the Regional Office for Civil Rights, US Dept. of HHS, Government Center, JFK Federal Building, Room 1875, Boston, MA 02203 or the NH Human Rights Commission, 2 Chennel Drive, Concord, NH 03301 or the Special Education Bureau, NH Department of Education, 101 Pleasant Street, Concord, NH 03301.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations to Titles VI and IX, Section 504, and the Individuals with Disabilities Education Act of 1990. Grievance procedures may be obtained at the office of the Coordinators listed herein.

Legal Reference:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA [354-A:7](#), Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)

RSA 186:11, XXXIII, Discrimination

RSA 275:71, Prohibited Conduct by Employer

ED 306

Adoption: November 17, 2004

First Reading: April 10, 2019 (as amended)

TOBACCO PRODUCTS BAN**(USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS)****USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS**

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, chewing tobacco, E cigarettes, vaporizers, liquid nicotine, related liquid non-nicotine products and products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, athletic fields, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed

appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Legal References:

RSA [155](#): 64 - 77, Indoor Smoking Act

~~RSA [Error! Hyperlink reference not valid.](#) RSA 126-K:6, Possession and Use of Tobacco Products by Minors~~

RSA 126 - K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: May 24, 2004

First Reading: April 10, 2019 (as amended)

EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

Protection of Pupil Rights Amendment

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian. ~~that reveals information concerning the following:~~ **Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:**

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

School District Approval

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. ~~Parents/guardians will have the right to deny permission for their child to participate in taking the survey.~~ The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Appendix **ILD-R**

First Reading: May 15, 2013

Second Reading: June 19, 2013

Approved: July 17, 2013