

Hollis Brookline Cooperative School Board  
Wednesday, April 11, 2018  
Hollis Brookline Middle School Library  
6:00

All times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey  
Annual Board Reorganization
- 6:20 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation – Teacher Nominations
- 7:00 Non-meeting
- 7:15 Appointment of a process observer  
Agenda adjustments  
Approve meeting minutes  
Nomination/retirements/resignations/correspondence
- 7:25 Public Input
- 7:45 Principal Reports
  - Student Board Representative – Mary Martin
  - Principal Thompson
  - Principal Barnes – Guidance proposal
- 8:25 Discussion
  - Revenue and Expense report
- 8:40 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 administration’s proposal to restructure the Guidance Department**
  - **To see what action the Board will take regarding the 2018-2019 school calendar**
  - **To see what action the Board will take regarding policy BCA – Board Member Code of Ethics**
  - **To see what action the Board will take regarding policy DFA – Investments**
- Report out by the process observer
- 9:00 Motion to Adjourn

April, 2018

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.

## Student Life Update--March and April

### **Student Council**

- *March 15-* First Draft of Gym Credit Proposal Complete
  - Next steps:
    - Speak with Department Head and address any issues/concerns
    - Meet with administration to review
    - Edit the language of the document
- *March 29-* Family Feud Fundraiser
  - In an event put on by the Student Activities Committee, teachers and Students competed in front of an audience in the style of the hit game show.

### **Athletics**

- *February 17-* Clement Sherwood declared the New Hampshire Division II wrestling champion
- *March 9-* Girls Division II Basketball Championship
  - Hollis-Brookline defeated John Stark in the Division II State Finals at SNHU.
- *March 17-* Boys Division II Basketball Championship
  - Hollis-Brookline defeated Oyster River in the Division II State Finals at UNH.
- *March 19-* Winter Sports Awards
  - Winter sport athletes gathered in the HBHS auditorium to celebrate the end of another great season.

### **Arts**

- *March 10-* UNH Jazz Festival
  - The Honors Jazz Band travelled to UNH to participate in the Clark Terry Jazz Festival, where they received Honorable Mention for their performance in their room.
- *March 16, 17, 24, and 25-* Winter Musical
  - After weeks of rehearsal, the cast of All Shook Up performed the hit musical two weekends in a row.

### **Student Life**

- *March 14-* Solidarity and Safety March
  - To stand in solidarity with the victims of gun violence in schools, roughly 350 students marched

outside during CavBlock. The march was followed by a gathering in the auditorium, where the Honors Choir sang a song of peace, and a moment of silence was held to honor the fallen.

# HOLLIS BROOKLINE MIDDLE SCHOOL

Robert Thompson  
Principal

Patti Flynn  
Assistant Principal

Jennifer Campbell  
Student Services Coord.

Sheila Mandragouras  
School Nurse

Christy Grieff  
Guidance

Kristine Turcotte  
Guidance

To: Hollis Brookline Cooperative School Board  
From: Bob Thompson, Principal HBMS  
Re: Principal's Report  
Date: April 11, 2018 Scheduled Meeting

## INFORMATION ONLY



**School Safety and Preparedness Taskforce-** HBMS teacher Laura DeRosa has been appointed by Governor Chris Sununu to the newly formed School Safety and Preparedness Taskforce. A link to the Governor Sununu's press release can be found at:  
<https://www.governor.nh.gov/news-media/press-2018/20180313-school-safety.htm>

**Alice @ Wonderland-** Congratulations to Nancy Spencer and HBMS Drama Club for their hard work with this year's drama production of Alice @ Wonderland. We have some very talented kids in our drama program.

**Washington, D.C. Trip-** Despite the weather being a little uncooperative, this year's Washington, D.C. trip was a huge success. A thank you is in order to all of the chaperones that took time away from their families to provide our students with an experience of a lifetime.

**6th Grade Transition-** On May 1st, the Middle School will welcome the 6th grade parents of Brookline and Hollis to an informational session titled, "Successfully Navigating the Middle School Years." Topics will include time management for students, homework, social media and technology and encouraging healthy habits. This session will be led by HBMS staff and administration. We look forward to welcoming the 6th grade families to our school community.

**9th Grade Transition-** Last month counselors from the high school visited the middle school to review high school course offerings with 8th grade students. All of our 8th grade students have signed up for their 9th grade classes. We are in the process of scheduling dates and times for our 8th grade students to visit the high school.

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**Veteran's Visit-** On Monday, March 12th HBMS hosted a visit with local veterans. The purpose of the visit was for students to get some background and context for many of the memorials we will visit in Washington, D.C. Our students asked very insightful and heartfelt questions.

**DAR Essay Contest** – Congratulations to 8<sup>th</sup> grader Constance Mulligan, who has been recognized as a winner in the annual Daughters of the American Revolution Essay Contest. This essay contest was established to encourage students to think creatively about our nation's history.

**Letters About Literature** – Congratulations to 8<sup>th</sup> grade students Elisabeth Stapelfeld and Alex Shutt for their winning entries in this year's Letters About Literature contest. Letters About Literature is a reflective writing competition sponsored by the Library of Congress Center for the Book. Students reflect on a piece of literature that has meaning for them and write an essay conveying their thoughts.

Follow us on Twitter: @HBmiddleschool

Important Dates:

April 19<sup>th</sup> – Parent Coffee at HBMS for 6<sup>th</sup> Grade Parents

April 23<sup>rd</sup>-27<sup>th</sup> – Spring Vacation

May 5<sup>th</sup> – South Central District Music Festival

## High School Reorganization Proposal

### I) Overview

- The intent of this proposal is to address how to increase the level of services offered under the umbrella of Student Services at HBHS. Traditionally, high schools have been separated into departments in an effort to focus staff based on their areas of expertise. At HBHS, the departments of Guidance and Special Education have operated under this paradigm since the school was founded over twenty years ago. A more modern approach includes the recognition that the mission of both of these departments is interdependent on one another and as such, it makes sense to create a structure allowing for supervision and evaluation by one administrator. Additionally, the caseloads of School Counselors need to be realigned to allow for increased opportunities for personalization of services.

### II) Rationale

Leadership: An increased level of supervision and expertise is needed to meet these current needs while increasing the level of service to all students. This expertise should include the creation of a sustainable vision that is capable of meeting these needs as they evolve over time. In particular, issues regarding mental health continue to manifest themselves at increasing levels both nationally and here at HBHS. This has significantly affected the ability of school counselors and special education staff in the delivery of traditional services.

The recent vacancy in the SAP (.75 FTE) position and the anticipated departure at the end of this year of the Special Education Coordinator (.80 FTE) at the high school has created an opportunity to meet and get ahead of this growing trend.

***Recommendation:*** Increase the current Coordinator of Special Education position from .80 FTE to 1.0 FTE and retitle it to Assistant Principal of Student Services.

Staff who works closest with students in both departments require further supports. These supports include the facilitation of any number of meetings that vary in purpose, expertise in IDEA and School Counseling Curriculum, adherence to the latest change in laws and accompanying procedures etc. Additionally, the department head model in place in every other department has been a critical in relating the voice of their peers to building administration.

*Recommendation:* Add a Department Head of Special Education. While it is currently unfilled, the current Department Head of School Counseling should remain.



**Question: What has been removed from Guidance/School Counseling Department Chair?**

**Response:**

- **Master Schedule**
- **School Profile**
- **Program of Studies**
- **20- 30 less Students**
- **PSAT Testing**
- **SAT Testing**

These critical positions would serve to support the Dean of Student Services by running much of the day-to-day operations of their respective departments. They would also be an immediate resource for staff who work closest with students when issues arise.

### **Professional Staff**

In an effort to further support students, reclassification of existing professional staff positions are also needed. While the new programs have been developed and offered over the last five years such as CavBlock, FIEMUS, and CHOICE have proven to be effective, more is needed.

*Recommendation:* RIF the current SAP position (.75 FTE) and replace it with an At-Risk Counselor (1.0 FTE) and retitle it as At-Risk Counselor.



**Question: Should we stay with the SAP designation because it allows for a higher degree of confidentiality than another counselor position?**

**Response: Upon our review of the plan in the winter of '19, we would explore, create, and implement solutions to address any emerging needs.**

Currently, students would choose to see the SAP counselor and their school counselor, which sometimes results in the duplication of services. The SAP position's primary role has been to serve as a resource for students regarding substance abuse.

A review of the data indicated that students were accessing this resource for reasons well beyond substance abuse to include mental health issues. A review of the most recent YRBS reflects areas where substance use is beginning to decline. The decline in drug use in combined with the rise in mental health issues is the primary driver for increasing and reclassifying this position to an At-Risk Counselor.

This new position would have a defined caseload of approximately 40 of our most at-risk students. The HS school counseling personnel in collaboration with the School/SAU Administration will develop a metric based on factors such as attendance, academic performance, ability to access curriculum, behavior, and other risk factors. This information will be utilized to identify individuals who would benefit from working with the At-Risk Counselor. The counselor would handle all aspects of the students' experience including social emotional, career planning, college, etc. thus negating the need to see a separate school counselor as well.

The current 504 Coordinator position oversees the design and implementation of 99 plans. While the position goes beyond meeting the needs of students identified under section 504, the position often only focuses on that particular aspect of the student's education. Students

on a 504 are also assigned to a school counselor. School counselors are also involved in the meetings that are a part of the development and implementation of these plans.

***Recommendation:*** RIF the current 504 Coordinator (.80 FTE) position and replace it with a School Counselor (.80 FTE) position.

**Question:** Should this be increased from .80 to 1.0 as well?

**Response:** If we determined more resources were needed upon our review of the plan in the winter of '19, we would look to either increase this position or use that funding to provide supports for any emerging needs.

This would serve to reduce the caseloads of all school counselors. School counselors would be expected to manage section 504 plans for their own students. Those section 504 plans that are more intensive would become the responsibility of the School Counseling Department Head whose reduced overall caseload would enable them to meet these needs while fulfilling the quasi-administrative duties described in an earlier recommendation and attached job description.

**Expected Outcomes:**

- Increase the level of service for all students in particular, those who are neither identified as high achieving or in need of remediation; which is the vast majority of students at HBHS.
- Enhance the delivery of curriculum in a proactive vs reactive manner.

A regular meeting structure would be added for the groups below to increase communication and collaboration within the building and the SAU:

- HBHS Principal, SAU Director of Student Services, and Assistant Principal of Student Services will meet weekly to begin with to ensure fluid communication regarding essential issues.
- The Assistant Principal of Student Services, Department Chair of Special Education and School Counseling Department Chair would participate in the bi-monthly Building Leadership Team meetings.

We believe that a single point of supervision would also better identify additional efficiencies, which may result in resources that can be invested in existing or new programs and initiatives to meet future needs with minimal budgetary impact.

To: Andrew Corey, Superintendent

From Rick Barnes, Principal

RE: April Board Report

#### Action Items

- Guidance Proposal Q & A from February Meeting (Attached)
- Parent Request

#### Informational

- HB The Change Stipend- \$400 to be split among two advisors.

**Librarian Award-** Congratulations to Mrs. Christine Heaton for winning the 2018 Outstanding Library Program of the Year award for the state of NH! She will be recognized for this award at the 25<sup>th</sup> Annual NH Excellence in Education Awards Celebration, also known as the “ED”ies in June. We are grateful for Mrs. Heaton’s many outstanding contributions to our school community.

**Summit for Suicide Prevention:** Thank you to everyone who supported Mrs. Melims in her annual ascent of Mt. Washington. Mrs. Melim raised over \$6,000 in donations for the American Foundation for Suicide Prevention.

**Testing Season:** Our juniors and staff put in a tremendous effort into the SAT exam in March. Veteran proctors said this was the best effort they had ever seen on behalf of our students. Our juniors are also doing a wonderful job in finishing the state mandated NHSAS science testing this week

**Family Feud:** This first annual junior fundraiser was held in March in lieu of MR. HBHS and was a huge hit. Congratulations to those students on student council for their creativity in putting this event together. We are already looking forward to it next year.

**State Champs x2:** I had the honor of hoisting not one but two championship trophies during our Winter Athletics Award Ceremony in March. Congratulations to the Girls’ Basketball team for winning their first state title in the history of the program. Congratulations to our Boys’ Basketball team for winning their second state title in the history of the program. Both teams showed tremendous grit and perseverance on the court throughout the season and particularly in the playoffs. HB is quickly becoming the place where champions are made.

**Robotics Advances:** The Force Team ended the qualifications ranked 10<sup>th</sup> this past weekend at the competition held at UNH, competed as the first pick of the fifth alliance into semifinals, and were awarded the Innovation in Control Award sponsored by Rockwell Automation. The team is now preparing for the regional competition, which will be held this weekend in Boston.

**Honors Jazz Band All State:** On Saturday March 10, the HBHS Honors Jazz Band joined nearly fifty of New England’s finest public and private school jazz bands at the UNH Jazz Festival. For the fourth consecutive year, we were recognized during the awards portion of the day. Only one other NH school was acknowledged (Timberlane) for big band performance. Six HB students received Outstanding Musicianship Awards for their exceptional performances. Congratulations to the following students for admirably representing HB at this regional event.

Julia Wertz (Outstanding Musicianship Award)

Dhruv Miglani  
Connor Shea  
Jamison Muckstadt  
Emily Dahlstrom  
Jack Sinclair (Outstanding Musicianship Award)  
Caroline Pack  
Dan Aulbach  
Caleb Clark  
Julia Pepin  
Amy Norton  
Justin Surette  
Nick Shepard (Outstanding Musicianship Award)  
Tim Sulin  
Joey Schunemann  
Nick Franzini (Outstanding Musicianship Award)  
Mary Martin  
Steven Szczeszynski (Outstanding Musicianship Award)  
Peter Szczeszynski (Outstanding Musicianship Award)  
Alyssa Williams

Respectfully Submitted,

Rick Barnes  
Principal

# Hollis Brookline Cooperative School District

## FY18 Revenue and Expense Report

<b>Expenses as of 3/22/18</b>				
<b>Description</b>	<b>Budget</b>	<b>YTD Expense</b>	<b>Encumbered</b>	<b>Balance</b>
Regular Education	\$5,754,185	\$3,298,512	\$2,235,163	\$220,511
Special Education	\$3,576,125	\$2,185,104	\$1,321,922	\$69,098
Vocational Program	\$35,840	\$375	\$32,461	\$3,003
Co-curricular Program	\$692,329	\$446,451	\$242,987	\$2,891
Student Support Services	\$1,365,060	\$782,050	\$553,677	\$29,333
Instructional Staff Support	\$655,225	\$313,350	\$274,958	\$66,918
School Board/SAU Assessment	\$933,532	\$701,470	\$247,178	(\$15,116)
School Administration	\$938,661	\$680,281	\$240,286	\$18,094
Facilities	\$1,176,041	\$861,593	\$299,499	\$14,948
Transportation	\$1,245,354	\$724,677	\$485,227	\$35,450
Benefits	\$4,518,467	\$2,709,164	\$1,786,387	\$22,916
Bonds	\$597,367	\$597,367	\$0	\$0
Transfers	\$848,000	\$0	\$848,000	\$0
<b>TOTAL FY18 EXPENSES</b>	<b>\$22,336,186</b>	<b>\$13,300,395</b>	<b>\$8,567,745</b>	<b>\$468,046</b>
<b>FY17 Expense Carryover</b>	<b>\$155,833</b>	<b>\$129,016</b>	<b>\$7,690</b>	<b>\$19,127</b>
<b>TOTAL FY18 + FY17 Expenses</b>	<b>\$22,492,019</b>	<b>\$13,429,411</b>	<b>\$8,575,435</b>	<b>\$487,173</b>

## Revenue as of 3/22/18

Description	Budget	YTD Revenue	Expected	Balance
Local Property Tax	\$ 16,427,665	\$ 13,000,000	\$ 3,427,665	\$ -
Adequacy Aid Grant/Tax	\$ 3,168,920	\$ 2,212,357	\$ 956,563	\$ -
Impact Fees			\$ -	\$ -
State				
Special Education Aid	\$ 580,387	\$ 577,615	\$ -	\$ (2,772)
Building Aid	\$ 173,362	\$ 86,681	\$ 86,681	\$ -
Food Service	\$ 3,700		\$ 3,700	\$ -
Other State Aid		\$ 1,916	\$ -	\$ 1,916
Federal				
Grants	\$ 245,000	\$ 106,464	\$ 138,536	\$ -
Food Service	\$ 38,000	\$ 20,287	\$ 17,713	\$ -
Medicaid	\$ 202,000	\$ 122,052	\$ 79,948	\$ -
Local				
Tuition	\$ -	\$ -	\$ -	\$ -
Food Service Sales	\$ 374,300	\$ 245,888	\$ 128,412	\$ -
Other	\$ 77,600	\$ 63,164	\$ 14,436	\$ -
Contingency & Trusts	\$ 287,000		\$ 287,000	\$ -
Unreserved Fund Balance	\$ 900,252		\$ 900,252	\$ -
Less Retained Fund Balance	\$ (142,000)		\$ (142,000)	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 22,336,186</b>	<b>\$ 16,436,424</b>	<b>\$ 5,898,906</b>	<b>\$ (856)</b>

<b>Total Expense Balance</b>	<b>\$487,173</b>
<b>Total Revenue Balance</b>	<b>(\$856)</b>
<b>Unreserved Fund Balance</b>	<b>\$486,317</b>

### Anticipated Reductions to Unreserved Fund Balance

Contingency	\$ (100,000)
Athletic Trust	\$ (67,000)
Maint. Trust	\$ (20,000)
Spec Ed Trust	\$ (25,000)
Retained Fund Balance	\$ (142,000)
<b>Total</b>	<b>\$ (354,000)</b>

<b>Unreserved Fund Balance After Reductions</b>	<b>\$132,317</b>
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### Potential Expenses: Repairs/Replacements

HBHS Fire Panel Replacement	\$ (70,000)
Public School Infrastructure Grant - Our Portion	\$ (7,500)
HBMS Underground Tank Repair	\$ (20,000)
HBMS Leaking Pipe Repair	\$ (10,000)
<b>Total</b>	<b>\$ (107,500)</b>

<b>Unreserved Fund Balance after Reductions and Expenses</b>	<b>\$24,817</b>
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3/22/2018

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

Function	Description	Current Balance	Notes
1100	Regular Education	\$220,511	Hiring savings; Pro-rated lane changes happening later in year
1200	Special Education	\$69,098	Para-educator unfilled positions; contracted services savings
1300	Vocational Program	\$3,003	Lower tuition
1400	Co-curricular Program	\$2,891	
2100	Student Support Services	\$29,333	PT and consulting services lower than expected
2200	Instructional Staff Support	\$66,918	Professional staff development lower than expected
2300	School Board/Assessment	(\$15,116)	Legal fees higher than expected
2400	School Administration	\$18,094	Support contracts lower than expected
2600	Facilities	\$14,948	Hiring savings/turnover in maintenance
2700	Transportation	\$35,450	Vocational educ. Transportation savings; lower gas/fuel costs
2900	Benefits	\$22,916	Final health rates less than GMR
5100	Bonds	\$0	
5200	Transfers	\$0	
	<b>Total Expenses</b>	<b>\$468,046</b>	

**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
5100	Bonds	
5200	Transfers	

**Coop School District Calendar  
2018-2019 DRAFT**

**AUGUST (2 days)**

M	T	W	TH	F	
					All staff return on Aug. 27
					Aug 29 - Grade 7 and 9 Orientation
X	X	29	30	31	Aug 30 - School Begins 7-12

**SEPTEMBER (19 days)**

M	T	W	TH	F	
XX	4	5	6	7	Sept 3 - Labor Day
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

**OCTOBER (22 days)**

M	T	W	TH	F	
1	2	3	4	5	
XX	9	10	11	12	Oct 8 - No School Columbus Day
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

**NOVEMBER (17 days)**

M	T	W	TH	F	
			1	2	Nov 6 - Professional Day
5	X	7	8	9	Nov 12 - No School Veterans Day
XX	13	14	15	16	
19	20	XX	XX	XX	Nov 21 - 23 Thanksgiving Recess
26	27	28	29	30	

**DECEMBER (15 days)**

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
XX	XX	XX	XX	XX	Dec 24 - Jan 1 Holiday Vacation
XX					

**JANUARY (21 days)**

M	T	W	TH	F	
	XX	2	3	4	
7	8	9	10	11	
15	15	16	17	18	
XX	22	23	24	25	Jan 21 - Martin Luther King Jr. Day
28	29	30	31		

**FEBRUARY (16 days)**

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	XX	XX	XX		Feb 25 - Mar 1 Winter Vacation

**MARCH (19 days)**

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

**APRIL (17 days)**

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
XX	XX	XX	XX	XX	Apr 22 - Apr 26 Spring Vacation
29	30				

**MAY (22 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	28	29	30	31	May 27 - Memorial Day

**JUNE (\*9 days)**

M	T	W	TH	F	
3	4	5	6	7	June 8-Proposed HS Graduation
10	11	12	13	14	
17	18	19	20	21	*June 20- Last Day of School
24	25	26	27	28	*June 24 - Last Day for Teachers

**Legend:**

X - No School for Students

XX - No School for Students & Staff

**Total student days 179**

\*All last days include five snow days

**Dismissal:**

**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.

Adoption: May 25, 2004

First Reading: June 20, 2013

Second Reading: July 23, 2013

Third Reading: August 27, 2013

Approved: August 27, 2013

Readopted: March 2016

## 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*

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