

Hollis Brookline Cooperative School Board
Wednesday, February 21, 2018
Hollis Brookline Middle School Library
6:00

All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:10 Appointment of a process observer
Agenda adjustments
Approve meeting minutes
Nomination/resignations/correspondence
- 6:15 Public Input
- 6:30 Public Hearing - The purpose of this Public Hearing is to gather public input on the following petition warrant article that will appear on this year's ballot:
- "Shall the Hollis Brookline Cooperative School District adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the Hollis Brookline Cooperative School District on the second Tuesday of March?"
- 6:45 Principal Reports
- Student Board Representative – Mary Martin
 - Principal Thompson
 - Principal Barnes – Administrative Proposal
- 7:30 Discussion
- Facilities update
 - Mathematics update
 - Review of the warrant articles for annual meeting
- 8:30 Deliberations
- **To see what action the Board will take regarding the PRIMEX insurance resolutions**
 - **To see what action the Board will take regarding the citizens petition**
 - **To see what action the Board will take regarding policy KHB, Advertising in the Schools, Second Reading**
 - **To see what action the Board will take regarding policy BEDB, Agenda Preparation and Dissemination, Third Reading**
 - **To see what action the Board will take regarding policy BEDG, Minutes, Third Reading**
 - **To see what action the Board will take regarding policy BEDG-R, Access to Minutes and Public Records, Third Reading**
 - **To see what action the Board will take regarding policy IGE, Parental Objections to Specific Course Material, Third Reading**
 - **To see what action the Board will take regarding policy JICFA, Hazing, Third Reading**
 - **To see what action the Board will take regarding IHAM, Health Education and Exemption from Instruction, Second Reading**
- 9:00 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 9:15 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Principal's Report
Date: February 21, 2018 Scheduled Meeting

INFORMATION ONLY



SeaPerch Program- It has been a busy couple of days here at HBMS. Our 8th grade students have been partnering with engineers from the Portsmouth Naval Shipyard (PNS) and research scientists from the University of New Hampshire to design and build remotely operated vehicles (ROVs) as part of the SeaPerch Program.

The final phase of the program is a visit to UNH Durham on February 21st and 22nd where students will test their SeaPerches in the UNH pool and tour the Ocean Engineering Laboratory. Thank you to Mrs. Pat Marquette, Dr. Katrina Hall, the PNS engineers and staff for organizing and supporting this amazing STEM opportunity for our students.

New Hampshire Music Educators Association- On Saturday, March 10th, 90 HBMS Band students will be traveling to Goffstown High School to compete in the NH-MEA Large Group Festival. This annual event brings band students and band teachers together from across the state.

FIRST Robotics – On February 10th, FIRST Robotics of New Hampshire hosted the 2018 State Championship Tournament at SNHU. HBMS Team Gigabyte was awarded the Control Award for outstanding engineering practices and team collaboration. HBMS Team Voltage was selected by one of the Finals team to join their Alliance in a run for the final championship. Congratulations to our students for an outstanding showing!

HBMS Geography Bee- Congratulations to 8th grader Will Oehler who emerged as our school-wide champion. Will is slated to take a qualifying test for a spot at the state competition. Every student at HBMS participated in the Geography Bee through ROCK.

HBMS Drama Club- The HBMS Drama Club will be performing *Alice @ Wonderland* on Friday, March 9th and Saturday, March 10th. We encourage all to attend. Show starts at 7:00 p.m.

Important Dates:

February 20th- High school counselor's visit 8th grade classes to begin the 9th grade course selection process.

February 21st and 22nd -8th Graders visit UNH

February 23rd- Student vs Staff Basketball Game

March 8th – Washington D.C. Parent Information Night

March 12th – Veterans Visit 8th Grade

To: Andrew Corey, Superintendent

From: Rick Barnes, Principal

RE: February Board Report

Action Items:

- New Orleans Trip (See Attached)

The second half of the year is off to a tremendous start. Our student athletes continue to shine. In particular, congratulations are order for **Maddie Norris '19 for winning Gatorade Player of the Year** honors as a *junior*. With this award, Maddie joins an elite group of athletes on the national and regional level. Additionally, Maddie is the fourth athlete in HBHS history to win this impressive award. No other school in the state of NH can boast as many finalists. Congratulations to Maddie for earning this award through her commitment to excellence on the court and in the classroom. If you missed Maddie's performances on the Volleyball court, feel free to [click here](#) for an impressive highlight reel.

Summit for Suicide Prevention: English Teacher Mrs. Melim invites you to support her annual ascent of Mt. Washington, which this year will benefit The American Foundation for Suicide Prevention. This cause is dear to her heart. If you would like to make a donation, you can do so by clicking on this link: www.gofundme.com/abmelim Thank you to Mrs. Melim for her efforts to support this important cause.

Aquaponic Garden: Thank you to the PTSA for donating \$600 dollars to support **Jack Aldana-Proulx's** Senior Quest Project to build a sustainable aquaponic garden in the HBMS Greenhouse. The project has involved collaboration across both schools with students and staff. Wondering what an aquaponic garden is? Here it is in Jack's own words:

As part of the High School's Senior Quest (capstone project) course, an aquaponic garden will be built in the Middle School's greenhouse. Permission to use the greenhouse space has already been granted by Mr. Thompson and Ms. White, the greenhouse coordinator. An aquaponic garden is a symbiotic system between fish and plants that efficiently uses available nutrients to expedite growth and productivity. It can be run through the year, and moves plants from seeds to produce in as little as six weeks.... This garden will serve as a tool to model sustainability on the community level. Many years of students will benefit from this garden.

With this project, Jack joins a growing group of innovators at HBHS who are using the Senior Quest project as an opportunity to apply their knowledge in a creative manner to demonstrate how they can make their community and world a better place. I urge current juniors to consider participating in this program next year. More information can be found in the latest Program of Studies.

Proposed High School Reorganization: (See Attachments)

National Merit Finalists: We are pleased to announce that four HBHS students have been named as National Merit *Finalists*! They are: **Jonathan Aldana-Proulx, Katherine Cerato, Ryugo Okada, and Emily Spooner.** To put the significance of this achievement into perspective, it is important to note that these students were among the 1.6 million juniors in more than 22,000 high schools who entered the 2018 National Merit Scholarship Program by taking the 2017 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), which served as an initial screen of program entrants. The nationwide pool of Semifinalists, representing less than one percent of U.S. high school seniors, includes the highest scoring entrants in each state. We commend these students for their commitment to the highest level of excellence.

Respectfully Submitted,

Rick Barnes

Principal

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
TYPE II OVERNIGHT OR TYPE III FOREIGN TRAVEL REQUEST**

All overnight travel must be pre-approved by the Cooperative School Board. Requests for overnight travel should be submitted at least three months prior to travel to allow for the approval process and appropriate time to follow field trip procedures.

Name of Lead Chaperone: Matt Barbosa and Dave Umstead

Date Request Submitted: Original Submission 12/20/17, Updated Submission 01/31/2018

Names of Trip Chaperones: Kathleen Pugh, Fred Shea, and John Wertz

(One qualified employee chaperone is required for every six student travelers for foreign travel. Each chaperone must sign a Chaperone Expectations Form prior to approval.)

Chaperone CPR/First Aid Certified: Dave Umstead and Matt Barbosa (in process)

Chaperone Expectations Forms submitted prior to departure: Yes

Proposed Destination: New Orleans, LA (See attached Itinerary)

Dates of Proposed Travel: Tuesday, April 24th, 2018 – Saturday, April 28th, 2018

Dates of School Days Included

Within Travel Dates: N/A, Trip is during April Vacation

Estimated or Maximum Number of Student Travelers 23

(Each student and parent must sign a Student Expectations Form prior to any commitment to travel.)

Date, time, and location of Student and Parent

Informational Meeting: 1st Meeting was 10/17/2018. E-mail correspondence has been set, and there is a final meeting set for 04/17/2018

(An Informational Meeting must be conducted prior to any student commitment to travel.)

Will any other persons travel with the students? If so, who? Approved Chaperones detailed above

Have monies been budgeted by the district for the
Proposed trip? If so, how? N/A

Will funds be collected from or fundraised by students? Yes Cost per Student \$1,500.00

Who is to be authorized to handle the Funds on the trip? Dave Umstead and Matt Barbosa

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

(Over)

(page 2)

What are the transportation arrangements? District Bus to/from Logan Intl., Flight via Jetblue, Shuttle Transport via specific venues

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

Transformation Information attached: Bus Requested Parent _____ Air Attached

TRAVEL RATIONALE:

Our proposed trip to New Orleans facilitates a primary experience for our students in the home of jazz through cultural-historical exhibits, professional clinics, and multiple live performances from contemporary jazz artists as well as legends of the genre. As this tour is non-performative, it allows a rare chance for our students to explore and expand their musicianship within the heartland of one of America's "first original music" genres, without the pressure of competition and musical preparation. The combination of performances and clinics we have secured for the trip well represent our 2017-2018 goal of increasing the opportunity for our students to work with leading professionals.

DETAILED ITINERARY:

Attached. Potential highlights include:

- One full day at the 2018 New Orleans Jazz and Heritage Festival, including performances by Jon Batiste, Leslie Odom Jr., Sturgill Simpson, Sting, The Dirty Dozen Brass Band, and 80 more jazz and jazz adjacent artists.
- Private clinic and performance from the Preservation Hall Jazz Band at historic Preservation Hall
- Performance by trombonist Delfeayo Marsalis and his Uptown Swing Orchestra, who performed at HBHS earlier this year.
- Steamboat Dinner Cruise with the Grammy winning Dukes of Dixieland
- National World War II Museum
- New Orleans Jazz Museum
- Stop at Louis Armstrong Park and Congo Square, "Where Jazz Began"
- Brunch with live jazz trios and ensembles at Court of Two Daughters
- Beignets at Café du Monde

- Bayou Swampboat Tour

CURRICULAR GOALS:

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

- Students will critique performances by others and self-assess (Common Anchors 7,8,9)
- Relate music with societal, cultural, and historical contexts. (Common Anchors 10,11)

Department Head Signature: _____ Date _____

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

Approved:

Not approved:

Signature of Principal  Date 2/1/18

Submitted for School Board approval (date) 2/21/18

Approval of School Board _____ Date _____

New Orleans Itinerary

Music Department 4/24- 4/28

Tuesday, April 24, 2018

7:00 AM ?? Depart for Logan International Airport, Boston, MA from HBHS
10:20 AM Flight 401 departure
1:10 PM Arrive at Louis Armstrong New Orleans International Airport
Check-in at New Orleans Marriott (555 Canal Street)
New Orleans Jazz Museum at the Old U.S. Mint
Dinner Jazz Cruise on the Steamboat Natchez w/ Dukes of Dixieland

Wednesday, April 25, 2018

10:00 AM Preservation Hall Clinic and Performance
National WWII Museum
Group Dinner @ Snug Harbor
Delfeayo Marsalis and his Uptown Swing Orchestra at Snug Harbor

Thursday, April 26, 2018

Jazz Brunch at Court of Two Daughters
Alligator/Swamp Tour w/ Cajun Encounters Tour Co. (2 groups)
Group Dinner at Deanie's

Friday, April 27, 2018

10:30 AM Depart Hotel to NOLA Jazz & Heritage Festival
11:00 AM - 7 PM NOLA Jazz & Heritage Festival

Saturday, April 28 2018

Depart for Louis Armstrong New Orleans International Airport
1:51 PM Flight 400 departure
6:06 PM Arrival at Logan International Airport
Bus to Hollis

Potential Additions:

Cafe Du Monde (Cost: Individual)
Louis Armstrong Park/Congo Square (Cost: Free)
Charles Street Streetcar (Cost: \$2-\$5 per person)
Walking Guided Tour (Cost: TBD)
Mardi Gras World (Cost: \$25 per person)

Item/Service	Total Cost	Per Student Cost
Round Trip Airfare JetBlue (with Tax and Fees)	\$12,360	\$450
Hotel (5 Nights with Tax and Fees)	\$7,280	\$260
New Orleans Heritage and Jazz Fest. Tickets, Transport, and Fees	\$2,818.25	\$100.66
Preservation Hall Clinic and Performance	\$280	\$11
Delfeayo Marsalis Performance Tickets	\$840	\$33
Steamboat Natchez Dinner Cruise/Tour and Performance	\$2,660	\$103
Cajun Encounters Swampboat Tour Tickets and Transport	\$1,570	\$61
National WWII Museum Tickets	\$560	\$25
Group Dinner at Deanie's (Estimate, inc. Tax/Tip)	\$840	\$35
Group Dinner at Snug's Harbor (Marsalis venue, Estimate, inc. Tax/Tip)	\$840	\$35
Hotel Breakfasts (Estimate, 4)	\$3,500	\$135
Bus Transport to and from Logan Intl to HBHS	TBD	\$10
Tips for Hotel Staff	\$560	\$20
Total Cost (sans TBD Bus Transport Cost):	34,108.25	\$1,300.00
Estimated Cost (inc. additional fees, tips, suggested spending monies)	\$40,000	\$1,500

HOLLIS BROOKLINE HIGH SCHOOL
BUS REQUEST FORM
(Hollis Transportation, PO Box 837, Hollis, NH 03049)
HBHS Buses hold 47

Date 1/31/17

Please schedule the following transportation for Hollis Brookline High School.

Date of trip: 04/24/18 Pick Up Time: ~~04/~~ 7:00 AM

Destination: Logan Intl Airport

Pick up location: (indicate front or back building) Back of building

Estimated mileage per Map Quest 106.4

(Estimate total roundtrip mileage. The Bus company would like you to have directions to your destination when you board the bus.)

Indicate estimated transportation cost (see below for pricing information) - \$ 280

Departure time from Field Trip Area 04/28/18, 6:00 PM.

(If a number of stops are to be made, i.e. lunch or several destinations, please list these and indicate the final departure time for the day.)

Special permission requested for food on the bus: (Please explain)

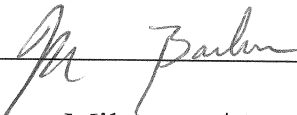
N/A

Arrival time back at school _____

Number of Students 23 Number of Chaperones 5

(The bus holds 47 people, which includes students and chaperones.)

Number of Buses Requested 1

Teacher Signature 

Field Trip costs per bus: Mileage - \$1.80 per mile in state, \$2.04 per mile out of state, Driver - \$20.00 per hour in state and \$21.00 per hour out of state. (Please estimate generously).

Revised: September 2017

Mileage \$: \$217.05
Driver \$: 63.00
280.05

YOUR TRIP TO:

Logan International Airport (BOS)

**1 HR 29 MIN | 53.2 MI** **Est. fuel cost: \$3.99**

Trip time based on traffic conditions as of 9:12 AM on January 31, 2018. Current Traffic: Heavy



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501

1. Start out going **south** toward Cavalier Rd.

Then 0.09 miles 0.09 total miles

2. Turn **left** onto Cavalier Rd.

Then 0.07 miles 0.16 total miles



3. Cavalier Rd becomes Cavalier Ct.

Then 0.23 miles 0.39 total miles

4. Turn **left** onto Main St/NH-122.

Then 0.47 miles 0.85 total miles

5. Take the 3rd **right** onto Ash St/NH-130.*Dunkin Donuts is on the right.**If you are on Silver Lake Rd and reach Pound Rd you've gone about 0.2 miles too far.*

Then 0.42 miles 1.28 total miles

6. Turn **left** onto Broad St/NH-130. Pass through 1 roundabout.

Then 5.33 miles 6.60 total miles

7. Merge onto US-3 S toward **Boston** (Crossing into **Massachusetts**).

Then 26.45 miles 33.05 total miles

8. Merge onto I-95 N/MA-128 N/Yankee Division Hwy N via EXIT 25A on the **left** toward **Boston/Peabody**.

Then 6.14 miles 39.19 total miles

9. Merge onto I-93 S via EXIT 37A toward **Boston**.

Then 10.80 miles 49.99 total miles

10. Merge onto MA-1A N/William F McClellan Hwy N via EXIT 24B toward **Airport** (Portions toll).

Then 1.61 miles 51.60 total miles

11. Take the exit toward **Logan Airport**.

Then 0.66 miles 52.26 total miles



12. Turn **slight left** onto Transportation Way.

Then 0.40 miles

52.66 total miles



13. Transportation Way becomes Harborside Dr.

Then 0.51 miles

53.17 total miles



14. Make a **U-turn** onto Harborside Dr.

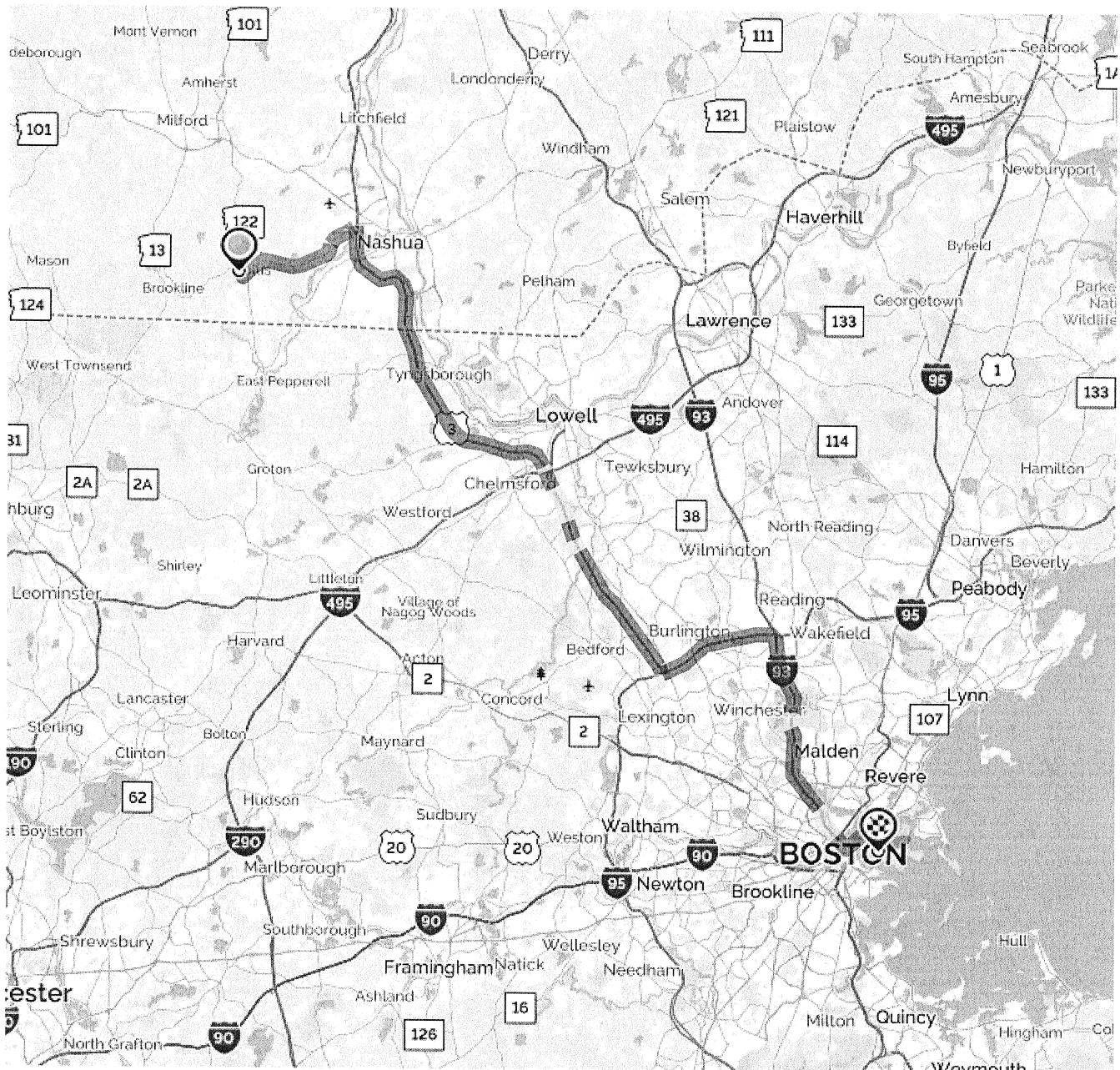
Then 0.03 miles

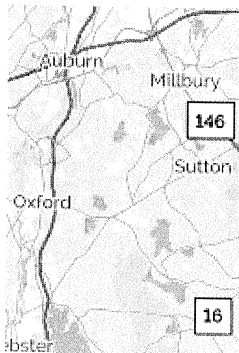
53.21 total miles



15. Logan International Airport (BOS), 122 Harborside Dr, East Boston, MA, 122
HARBORSIDE DR.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.





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(1-877-577-5766)



**Car trouble mid-trip?
MapQuest Roadside
Assistance is here:**
(1-888-461-3625)

12/27/2017

Gmail - Fwd: JetBlue Groups Updated Itinerary JCQPUR: HBHS MUSIC GROUP



Monica Nowik <awesomewriter328@gmail.com>

Fwd: JetBlue Groups Updated Itinerary JCQPUR: HBHS MUSIC GROUP

Barbosa, Matthew <matthew.barbosa@sau41.org>
To: awesomewriter328@gmail.com

Wed, Dec 27, 2017 at 4:03 PM

Thanks Monica!

Matt

----- Forwarded message -----

From: **JetBlueGroups** <jetbluegroups@jetblue.com>
Date: Tue, Dec 26, 2017 at 9:59 AM
Subject: JetBlue Groups Updated Itinerary JCQPUR: HBHS MUSIC GROUP
To: matthew.barbosa@sau41.org

Hello Matt,

We have reduced your group and included an updated contract below as per your request. Please let us know if there is anything else we may assist you with. Happy holidays!

Thank you for choosing JetBlue for your group travel! We look forward to welcoming your group onboard. Below you will find the JetBlue Group Terms along with your confirmation number(s) and due dates for payment and names. Please review, sign, and fax the executed contract to JetBlue Groups at 801-449-2571 and/or email the signed copy of these Terms to jetbluegroups@jetblue.com (where these Terms and JetBlue's Contract of Carriage conflict, these Terms take precedence).

WE MUST RECEIVE THESE SIGNED TERMS PRIOR TO PAYMENT OF DEPOSIT. DEPOSIT DUE DATE IS SHOWN BELOW.

JetBlue will not ticket your group for travel until receiving signed Terms. Please note, these Group Terms take precedence over the general Payment/Purchase, Change, and Cancellation sections of the JetBlue Contract of Carriage, which otherwise applies to your booking. Please read JetBlue's Contract of Carriage and these Group Terms carefully before agreeing to these Terms. Group bookings may not be made over the Internet.

Below is a recap of your booking including the itinerary and due dates. This booking will remain subject to these Terms thru Customer-requested itinerary changes and/or JetBlue schedule changes.

JetBlue Groups Itinerary JCQPUR: HBHS MUSIC GROUP

Group Name: HBHS MUSIC GROUP
Confirmation: JCQPUR
Number of Seats: 28
Date Booked: Thursday, 21 December 2017

Outbound Travel: Boston, MA (BOS) - New Orleans, LA (MSY)
Date: Tuesday, 24 April 2018
Flight: 401
Depart: 10:20 am
Arrive: 01:10 pm
Stops: 0

Return Travel: New Orleans, LA (MSY) - Boston, MA (BOS)
Date: Saturday, 28 April 2018
Flight: 400
Depart: 01:51 pm

- Overweight Bag 51-99 pounds \$100 per bag
- Bags over 99 pounds will NOT be accepted
- Oversized Bag 63-80 inches \$100 per bag
- Bags over 80" are NOT accepted
- JetBlue is not liable for damage, loss or spoilage to musical instruments, electronics and fragile or perishable goods
- International destinations have additional restrictions. For a complete list of our baggage guidelines, including our liability limitations, please see JetBlue Airways' Contract of Carriage.

16. Disclosures: JetBlue reserves the right to change equipment or schedules without notice. JetBlue assumes no responsibility or liability for delay, cancellations or diversions due to an Uncontrollable Irregularity that is caused by a Force Majeure Event. Examples of a Force Majeure Event include things such as weather, a runway closure, ATC delays, airport construction.

Please sign the following, stating that you have read, understand and agree to the contract. Then please return the signed contract by email, fax or mail.

I, the undersigned, do hereby certify that I have read, understand, and agree to comply with the above Terms and JetBlue's Contract of Carriage.

Group Name: HBHS MUSIC GROUP
Confirmation: JCQPUR
Number of Seats: 28
Date Booked: Thursday, 21 December 2017

Outbound Travel: Boston, MA (BOS) - New Orleans, LA (MSY)

Date: Tuesday, 24 April 2018

Flight: 401

Depart: 10:20 am

Arrive: 01:10 pm

Stops: 0

Return Travel: New Orleans, LA (MSY) - Boston, MA (BOS)

Date: Saturday, 28 April 2018

Flight: 400

Depart: 01:51 pm

Arrive: 06:06 pm

Stops: 0

Base Fare (per seat without taxes*): USD \$384.18

Total Fare Estimate (per seat with taxes at time of booking*): USD \$441.39

Group Total Estimate (with taxes at time of booking*): USD \$12,358.92

*Taxes and fees are subject to change until time of ticketing.

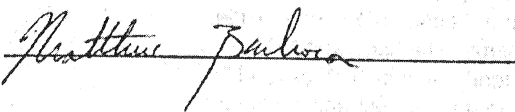
Nonrefundable Deposit due on: Thursday, 28 December 2017

Nonrefundable Deposit Amount: USD \$1,400.00

Final Payment due on: Monday, 26 March 2018

Group Names List and date of birth due on: Monday, 26 March 2018

Group Leader/Travel Agent Signature



Group Leader/Travel Agent Printed Name

12/27/2017

Gmail - Fwd: JetBlue Groups Updated Itinerary JCQPUR: HBHS MUSIC GROUP

Arrive: 06:06 pm

Stops: 0

Base Fare (per seat without taxes*): USD \$384.18

Total Fare Estimate (per seat with taxes at time of booking*): USD \$441.39

Group Total Estimate (with taxes at time of booking*): USD \$12,358.92

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Group Names List and date of birth due on: Monday, 26 March 2018

JetBlue Domestic Group Terms

1. Group Size: In order to qualify as a group, 10 or more customers must be booked together on the same flight and on the same date by the JetBlue Groups Desk. Customers traveling/booked separately from the group are considered individual bookings and JetBlue's Contract of Carriage and regular fare rules and restrictions apply. The group organizer will be responsible for all communication between the group and the JetBlue Groups Desk and will be the only person authorized to make changes to the group reservation. If your group drops below 10 customers prior to making full payment, the reservation(s) will be canceled and rebooked at current published fares with the deposit forfeited. The JetBlue general fare rules and restrictions will apply to the new reservation(s).

2. Fare Quote: JetBlue Group fares are the product of a customized group fare quote process and are not impacted by published fares available at jetblue.com. Sales and lower fares available at jetblue.com or other booking channels are not honored for JetBlue group bookings. Once a group reservation has been quoted and booked, subsequent lower available fares will not be honored.

3. Deposit: A nonrefundable deposit of \$50 per person is required within 14 days of the date of booking when booking at least 90 days or more prior to the date of travel. If your group is traveling during a blackout period (peak travel season) and it's at least 90 days or more prior to the date of travel, then your deposit is due within 7 days of the booking date. For any bookings made inside 90 days of travel, exact hold dates will be quoted by a Groups Desk agent at the time of booking. All bookings 30 days or less prior to the date of travel, are instant purchase with full payment due at the time of booking. The deposit payment is applied toward final payment of each seat. If your deposit is not received by the due date, JetBlue Groups may cancel the reservation(s) without notice. You may rebook your group at the current fare and other restrictions may apply, including payment of deposit within 48 hours of the new fare quote. The deposit is nonrefundable and is forfeited upon change or cancellation of your group booking. All payments are nonrefundable.

4. Final Payment: Final payment is due 30 days prior to departure. Please note that all government-imposed taxes and fees are subject to change until time of ticketing and the group is responsible for any increase in taxes or fees. If your final payment is not received by the due date noted above, JetBlue may cancel the reservation(s) without notice and all monies paid, including the deposit, are forfeited. All payments are nonrefundable.

5. Types of Payments: We accept major credit cards, U.S. personal checks, U.S. agency checks, U.S. money orders and wire transfers. All check payments originating from banks outside the U.S.A. or Canada must be certified funds in US Dollars, no international personal or agency checks will be accepted. We are unable to accept TrueBlue points or service credits held by individual travelers as forms of payment towards group bookings. Payments must be in our office on or before the payment due date. We allow up to 4 payment transactions per group. Other payment restrictions may apply depending on your dates of travel or departure city. If mailing payment, please make payable to JetBlue and send with delivery tracking to 6322 South 3000 East, Level 2 Suite 210, Attn: Groups Desk, Salt Lake City, UT 84121. All payments are nonrefundable.

6. Names: Full names, gender and the dates of birth of each person traveling are due 30 days prior to departure. Names must be typed and submitted on the name list spreadsheet provided by JetBlue Groups via email to jetbluegroups@jetblue.com. All names must reflect the full legal name of each

individual and as it appears on their government issued identification. Names for minors under the age of 18 shall reflect their legal given names, no nicknames. Please identify all lap infants (under 2 years of age). If names are not received by the due date, JetBlue may cancel the reservation(s) without notice and all monies paid are forfeited. Submit names lists (including full name, gender and birthdates) via email to: jetbluegroups@jetblue.com. Please include your Group name and confirmation number(s) when submitting name lists.

7. Name Changes: Name changes are allowed for a fee of \$100 per name plus any increases in taxes and fees. Name changes must be submitted at least 72 hours prior to departure.

8. Itinerary Changes (Entire Group): Changes for an entire group are only allowed at least 30 days prior to departure. Changes are based on seat availability and cannot be guaranteed. Any group itinerary that is changed after deposit is paid is subject to a \$135 change fee per seat plus any increase in airfare. All change fees are due at time of making change. If a change results in a lower fare, the fare difference is forfeited. No refunds will be given for changes or cancellations. All changes must be made by calling the JetBlue Groups Desk.

9. Deviations (Individual): After ticketing (which requires final payment and traveler names), up to 20% of the total group may deviate from the primary group itinerary. Such deviations are permitted for travel up to 2 weeks prior to or after the group's original flights. All deviations are subject to a \$135 change fee plus any increase in airfare. If a deviation/change results in a lower fare, difference will be forfeited. The group organizer is responsible for making deviations; individual travelers will not be allowed to make their own deviations. All deviations must be made by calling into the JetBlue Groups Desk and must be made prior to the initial group departure.

10. Cancellations: JetBlue group reservations are nonrefundable. Any group that cancels after deposit is paid, but prior to making full payment, forfeits the full deposit of \$50 per seat. Any cancellation within 30 days of departure will result in complete forfeiture of all monies paid. Any group that cancels after full payment has been made (and at least 30 days prior to travel) will be charged a \$135 cancellation fee with remaining amounts to be placed in a JetBlue service credit good for booking up to one year from the date of issue. Service credits may only be used toward JetBlue air-only purchases. All cancellations must be made by calling the JetBlue Group Desk. All payments are nonrefundable.

11. FORFEITURE: Any cancellation within 30 days of departure will result in complete forfeiture of all monies paid. Any persons that fail to take their scheduled flight ("no show") will forfeit all monies paid. All payments are nonrefundable.

12. Additional Seats/Internet Bookings: Any seats added after original group reservation is made will be booked at the current fare and full payment may be required at time of booking. Such added group seats will also be subject to these Terms. Any seats booked on the internet will not be considered part of the group, and cannot be added to the group. Internet bookings are subject to JetBlue general fare rules and restrictions.

13. Seat Assignments: Seats can be assigned after deposit/payment has been made. We will do our best to seat your group together based on seat availability. Seat assignments are not guaranteed and subject to change.

14. Even More Space Seating: After final payment and traveler names have been received and the seats ticketed, you may purchase Even More Space seating. Payment for purchase of Even More Space seating is due at the time of selecting such seating and cannot be added to the final balance due. Even More Space seating cannot be held at the time of booking the group and is subject to availability.

15. Baggage: Group customers are subject to JetBlue general guidelines regarding checked and carry-on baggage which are noted in JetBlue Airways' Contract of Carriage. Those guidelines provide, in part, that each person traveling may bring one checked bag free of charge. The bag must NOT exceed 62 inches (157.48cm) in overall dimensions (length + width + height) and can NOT exceed 50 pounds (22.73 kilos). A second bag may be checked for a \$35 fee per bag. Overweight and oversized bags may be checked on a load availability basis per the following guidelines:

12/27/2017

Gmail - Fwd: JetBlue Groups Updated Itinerary JCQPUR: HBHS MUSIC GROUP

Matthew Barbosa

Date: 12/27/17

If you're mailing your payment, please send to:

JetBlue Airways Corporation
Attention: Groups Desk
6322 South 3000 East
Salt Lake City, UT 84121
Fax: 801-449-2571

Kind regards,

Joanne
Groups Desk
JetBlue
1-888-538-2583 Opt 2
Monday - Friday 6:00 am - 5:30 pm (MST)

Original Message Follows: _____

From: "Barbosa, Matthew" <matthew.barbosa@sau41.org>
To: JetBlueGroups <jetbluegroups@jetblue.com>
Subject: Re: JetBlue Groups Itinerary JCQPUR: HBHS MUSIC GROUP
Date: December 22, 2017 10:14:24 AM MST

Hello,

We have one change to our group. We need 28 seats, not 29. Can this be updated on a new contract for us to review and sign please?

Thank you,

Matt Barbosa

Matthew Barbosa
Teacher of Music/Drama
Hollis Brookline High School
matthew.barbosa@sau41.org
603-465-2269 Ext. 360



Megan Mitchell / Phone: 678- 695-9152 / Fax: 678-695-9191 / Email: Megan.Mitchell@Marriott.com

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between: **New Orleans Marriott**, 555 Canal Street, New Orleans, LA, 70130-2349, (504) 581-1000 and Hollis-Brookline High School Band Room Block and outlines specific conditions and services to be provided.

ORGANIZATION: Hollis-Brookline High School Band Room Block
CONTACT:

Name: Dave Umstead
Street Address: 24 Cavalier Court
City, State/Province: Hollis, New Hampshire
Postal Code: 03049
Country: USA
Phone Number: (603) 315-4900
E-mail Address: david.umstead@sau41.org

NAME OF EVENT: Hollis-Brookline High School Band Room Block
REFERENCE #: M-B2IGZA6
OFFICIAL PROGRAM DATES: Tuesday, 04/24/2018 - Saturday, 04/28/2018

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Hollis-Brookline High School Band Room Block agrees that it will be responsible for utilizing, 44 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Date	Day	Deluxe Double Room	Deluxe Room	Total Rooms
04/24/2018	Tue	6	5	11
04/25/2018	Wed	6	5	11
04/26/2018	Thu	6	5	11
04/27/2018	Fri	6	5	11

Start Date	End Date	Room Type	Rate
04/24/2018	04/27/2018	Deluxe Double Room	\$199.00
04/24/2018	04/27/2018	Deluxe Room	\$199.00

GROUP ROOM RATES

Hotel confirms the above non-commissionable group rates plus applicable taxes (currently **14%** plus **\$3.00** per room, per night, city occupancy fee) in effect at the time of check in, as well as a New Orleans Convention & Visitors' Bureau assessment of **1.75%** of each room rate, per room per night.

COMMISSION

The group room rates listed above are net non-commissionable. Hollis-Brookline High School Band Room Block will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

METHOD OF RESERVATIONS

Hotel is pleased to offer the use of our online group reservations system powered by Passkey. A room list is to be provided by the meeting planner or designate, by the cutoff date of Tuesday, April 3, 2018 in the Hotel room list format for automatic upload into Passkey. The planner will be given access to make, modify or cancel reservations after the first list is uploaded and/or Hotel will publish a website for attendees to access to manage their modifications or changes themselves. Reservations must be made on or before the cutoff date of Tuesday, April 3, 2018 in order to be eligible for

the group rate. Any reservations made after the Cutoff Date shall be at the Hotel's then current available rate. Hotel will supply a username and password to provide you with 24/7 online access to your group's information and reports.

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Hollis-Brookline High School Band Room Block. Hotel will not hold any reservations unless secured by one of the above methods.

CUTOFF DATE

Reservations by attendees must be received on or before **5:00 PM EST, Tuesday, April 3, 2018** (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Hollis-Brookline High School Band Room Block group rate after this date.

Release of rooms for general sale following the Cutoff Date does not affect Hollis-Brookline High School Band Room Block's obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.

NO ROOM TRANSFER BY GUEST

Hollis-Brookline High School Band Room Block agrees that neither Hollis-Brookline High School Band Room Block nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with Hollis-Brookline High School Band Room Block reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

MASTER ACCOUNT

Hotel must be notified in writing at least 7 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

PAYMENT BY CREDIT CARD OR COMPANY CHECK

If Hollis-Brookline High School Band Room Block wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online web-site.

Prior to the execution of this agreement Hollis-Brookline High School Band Room Block shall provide hotel with credit card authorization information. A Credit Card Information Request e-mail will be sent to the e-mail address provided by Hollis-Brookline High School Band Room Block.

This process must also be followed if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

Hollis-Brookline High School Band Room Block agrees that the Hotel may charge to this credit card any payment as required under this Group Sales Agreement.

BILLING ARRANGEMENTS

The following billing arrangements apply: All Charges to Master Account. Individuals are responsible for incidental charges.

ROOMS ATTRITION

Hotel is relying upon Hollis-Brookline High School Band Room Block's use of the Room Night Commitment. Hollis-Brookline High School Band Room Block agrees that a loss will be incurred by Hotel if Hollis-Brookline High School Band Room Block's actual usage is less than **90%** of the Room Night Commitment.

If Hollis-Brookline High School Band Room Block's actual usage is less than **90%** of the Room Night Commitment, Hollis-Brookline High School Band Room Block agrees to pay, as liquidated damages and not as a penalty, the difference between **90%** of the Room Night Commitment and Hollis-Brookline High School Band Room Block's actual usage, multiplied by the average group room rate, plus applicable taxes.

ADJUSTMENTS TO CONCESSIONS

In the event of reductions in the Room Night Commitment of more than 10%, the Hotel may adjust any concessions previously offered in this Agreement, including those concessions offered on a complimentary basis, and may also adjust

the Function Space in direct proportion to the reduction in the Room Night Commitment.

CANCELLATION

Hollis-Brookline High School Band Room Block agrees that if it cancels the meeting it will pay Hotel **100% of total room revenue**, plus applicable taxes, within 30 days after cancellation as a reasonable estimate of the harm the cancellation will cause the Hotel. Hotel agrees that after receiving this payment, it will not seek additional damages.

PARKING

Valet Only:

0-2 hours: \$10.00 USD Daily (plus tax)

2-6 hours: \$15.00 USD Daily (plus tax)

6-10 hours: \$20.00 USD Daily (plus tax)

10+ hours: \$42.00 USD Daily (plus tax)

****All rates are subject to change without notice.**

AFFILIATE CLAUSE

It is understood that Hollis-Brookline High School Band Room Block is not in any way associated with, attending, or will compete with or attract participants of any other meeting or convention that the New Orleans Marriott may have contracted with. Should we find that Hollis-Brookline High School Band Room Block is affiliated with any meeting or convention, we reserve the right to release meeting space and/or sleeping rooms, and all arrangements will be subject to termination.

GUEST ENJOYMENT

Hotel strives to provide Hollis-Brookline High School Band Room Block with the best possible experience and service as we keep all our guests' best interest in mind. Guidelines are listed below in an effort to create a safe and pleasant stay for all of our guests:

- We will only offer keys to registered guest age 18 or older upon verification of a picture ID; we prefer to have all the guests occupying the room added to your reservation
 - This is a smoke-free facility; to ensure fresh air quality, a \$250.00 cleaning fee will be charged if there has been smoking in your guestroom.
 - Quiet hours begin at 10:00pm; at this time, Noise Policy will be enforced; please keep voices and noise levels to a minimum; to ensure the respect and enjoyment of all guests, this policy is strictly enforced
 - A 'one warning' policy for noise complaints will be strictly enforced; a courtesy warning will be given; a second complaint will result in eviction of all occupants of the room; **NO REFUNDS WILL BE GIVEN**
 - We ask that guests do not use the hallways as a gathering area in order to keep noise levels at minimum
 - Our facility will not tolerate anyone providing alcohol to anyone under the age of 21 years on any of the hotel premises
 - Public display of intoxication that infringes on the experience of our guests or in any way puts our facility, it's associates, or any of our guests in a dangerous or lewd environment, will immediately be reported to the local police for further action, as well as force an immediate eviction; **NO REFUNDS WILL BE GIVEN**
 - All guest room furnishings are the responsibility of the registered guest; all rooms are thoroughly inspected and found to be free of damage before being occupied by you; any damages discovered prior to or after check-out will be charged to the credit card on file
 - Anyone tampering with or vandalizing hotel property will be prosecuted to the fullest extent of the law
- Failure to comply with these guidelines will result in one warning given by the manager on duty. If the warning is not adhered to, it will result in eviction. **NO REFUNDS WILL BE GIVEN.**

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Hollis-Brookline High School Band Room Block agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Hollis-Brookline High School Band Room Block will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

LIQUOR LICENSE

Hollis-Brookline High School Band Room Block understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section does not apply to customers that are not part of the U.S. federal government. This section describes the Hotel's obligations as a federal contractor.

Hotel shall comply with all applicable laws, statutes, rules, ordinances, codes, orders, and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Hotel (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity national origin, protected veteran status or disability.**

Hotel also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Hotel shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

REWARDS PROGRAM – QUALIFIED FOR REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Hollis-Brookline High School Band Room Block has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below:

The Rewarding Events program is only available to qualified Marriott Rewards Program members. Rewarding Events **is not** available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or non-U.S. SOE.

In addition, Rewarding Events is available only if Hollis-Brookline High School Band Room Block's own policies permit

the Member identified below to receive Rewarding Events points or airline miles for the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at marriottrewards.com, and may be changed at the sole discretion of the Rewards Program at any time and without notice. The Member identified below to receive either Points or airline miles may not be changed without such Member's prior written consent. By inserting the airline mileage account information, the Member elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) certifies that she/he is qualified to participate in the Rewarding Events program for the Event.

Member Name _____
Marriott Rewards Program Member Number _____

*If airline miles are desired instead of Rewarding Events Points, please also provide:

Frequent flier airline miles account number _____
Airline Name _____

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not qualified to receive Rewarding Events Points or airline miles, and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

*Electronic selection – This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking "Insert." Alternatively, one can use the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."

ACCEPTANCE

When presented by the Hotel to Hollis-Brookline High School Band Room Block, this document is an invitation by the Hotel to Hollis-Brookline High School Band Room Block to make an offer. Upon signature by Hollis-Brookline High School Band Room Block, this document will be an offer by Hollis-Brookline High School Band Room Block. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Hollis-Brookline High School Band Room Block at any time prior to Hollis-Brookline High School Band Room Block's execution of this document, the outlined format and dates will be held by the Hotel for Hollis-Brookline High School Band Room Block on a first-option basis until **Wednesday, January 10, 2018**. If Hollis-Brookline High School Band Room Block cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Hollis-Brookline High School Band Room Block and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

ELECTRONIC SIGNATURES

In accordance with federal law, the parties shall execute this Agreement electronically – binding the parties to the same degree as a handwritten signature – by using the following process to create an electronic symbol signifying an intent to be legally bound. Each party must fill in the name, title, and date below, and insert a blackened box (“■”) at the end of the line marked “Electronic Signature (***Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation***)*.”

This Agreement shall not be binding on either party until both parties have electronically executed versions of the Agreement that are identical (apart from the electronic execution) and delivered the same to the other party by electronic mail as an attachment. Each party shall retain a paper copy of the electronic mail and attached executed Agreement received from the other party.

Approved and authorized by Hollis-Brookline High School Band Room Block:

Name: (Print) _____

Signature: (Sign) _____

Title: (Print) _____

Date: _____

Electronic Signature

(***Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation***): ☐

Approved and authorized by Hotel:

Name: (Print) Megan Mitchell

Title: (Print) Sales Manager

Date: _____

Electronic Signature

(***Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation***): ☐

*This may be done in Microsoft Word using the commands “Insert” and “Symbol,” choose the blackened box, and then click “Insert.”

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.

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.

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.

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.



Delivery of Student Services

February 21, 2018

Overview

- Increase the ability to deliver more personalized services.
- Current Needs vs. Traditional Model
- 21st Century Vision



Leadership



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

Personnel

- What we have
 - Cav Block
 - FIEMUS
 - CHOICE
 - 504 Coordinator
 - SAP Counselor
- What We Need
 - Increased opportunities for personalization of services
 - Continued Program Innovation

Personnel Recommendations

- SAP Position

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

- The HS school counseling personnel in collaboration with the School/SAU Administration will develop a criteria a metric based on factors such as attendance, academic performance, ability to access curriculum, behavior, and risk factors will be utilized to determine the caseload to identify individuals who would benefit from working with the At-Risk Counselor.

- 504 Coordinator Position

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

- All plans would go back to the counselors. Those plans that are more Intensive, would go to the department head.

School Counselor Caseload Comparison

Expected 18-19		
Counselor 1	210	
Counselor 2	209	
Counselor 3	209	
Counselor 4	209	
		99+
504 Coordinator .80	0	504
SAP .75	0	50+
	837	



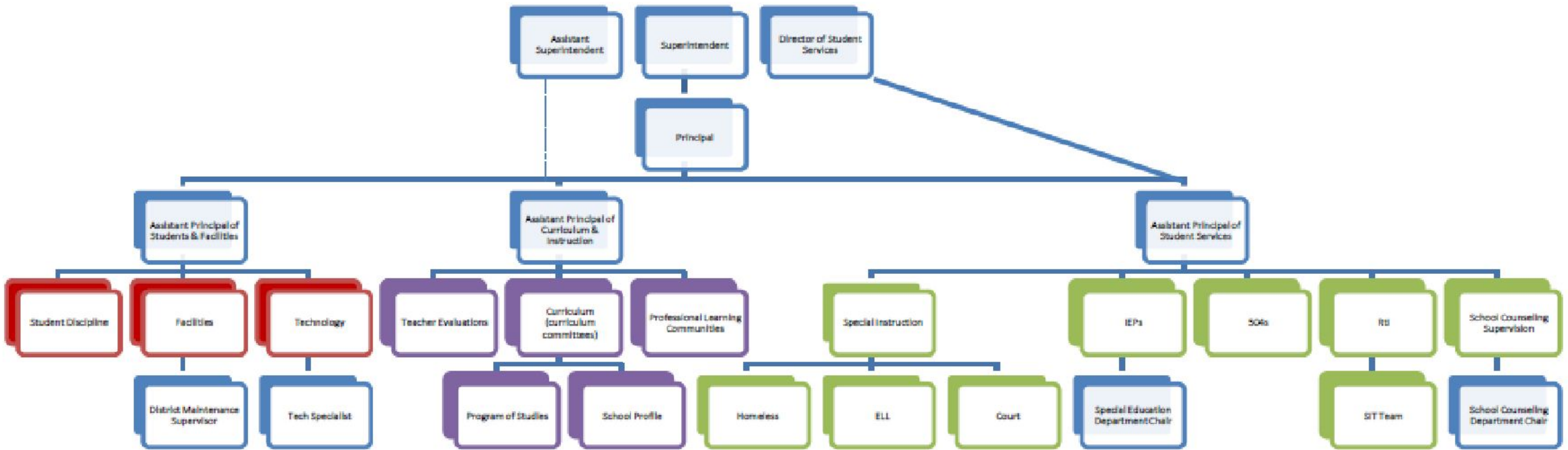
Proposed	
Dept Head/Counselor 1	110
Counselor 2	178
Counselor 3	178
Counselor 4	178
Counselor 5 .80	
8:30-2:30	150
At Risk 1.0	43
	837



- .80 FTE Special Ed Coordinator to 1.0 AP of Student Services
- .75 SAP Position to 1.0 FTE At-Risk Counselor
- Special Education Department Chair
- School Counseling Department Chair

Savings from staff turnover will be utilized to offset these expenses.

Proposed High School Administration Organization



Blue: Personnel

Red: Responsibilities assigned to the Assistant Principal of Students and Facilities

Purple: Responsibilities assigned to the Assistant Principal of Curriculum & Instruction

Green: Responsibilities assigned to the Assistant Principal of Student Services

Questions

Photo Credits

- <http://blog.marwadiuniversity.ac.in/wp-content/uploads/2017/04/blog-banner9-min-1.jpg>
- <https://www.hallco.org/boe/site/wp-content/uploads/2013/10/HallcoServices.jpg>
- <https://www.todaysgeneralcounsel.com/federal-caseload-bogged-patent-litigation-survey-finds/>
- <http://theinfluence.org/wp-content/uploads/2017/11/funding-1100x733.jpg>
- https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcS27L0zMf2Enmsmm9_ikzsSIOZnZiZgNnDfxntxoW-z9-JCf7s0Ew

POSITION: ASSISTANT PRINCIPAL OF STUDENT SERVICES (HBHS)

WORKING YEAR: 12 MONTHS [260 Days]*

QUALIFICATIONS: Candidates must have appropriate New Hampshire certification as either School Counseling Director or Special Education Administrator and a Master's degree in related field. Experience at the high school level is required. All candidates must have five years of relevant experience. Duties include, but are not limited to: Overseeing support services related to students including Special Education, 504 programs, RTI, Guidance, and Special Instruction. The Assistant Principal of Student Services shall also direct, implement, supervise and evaluate a comprehensive secondary school guidance and counseling programs. The Assistant Principal of Student Services will facilitate communications between staff, parents, and outside agencies; anticipate student needs for programming and coordinates program impact on budgets and personnel; communicate with Building Administrators and SAU Administrators regarding program recommendations as LEA; assist and coordinate ESY programs; supervise and evaluate special education support staff and assist Building Administrators with evaluation of special education professional staff; facilitate transitions between grade levels and buildings for special education students; direct, section 504 program, special education program, utilizing the skills of leadership and supervision and all available resources to achieve and maintain the standards of excellence established by the Hollis Brookline Cooperative School District; other duties as assigned

REPORTS TO: HIGH SCHOOL PRINCIPAL & SAU DIRECTOR OF STUDENT SERVICES

SUPERVISES: Department Heads for School Counseling and Special Education, Special Education Case Managers School Counselors, Nurses, and Support Staff.

COORDINATES WITH: School Counseling Secretary, Special Education Secretary, SAU Database Manager, SAU Director of Student Services, Building Administration including Principal and Assistant Principals.

RESPONSIBILITIES:

- ♦ Supervise and evaluate all aspects of guidance, counseling, special education, section 504, RTI, and related services.
- ♦ Direct student registration and enrollment
- ♦ Oversee management of student grades, transcripts and records
- ♦ Collaborate with school and community specialized services to students
- ♦ Collaborate with Building Administration on Crisis Plan & Protocol
- ♦ Ensure compliance with regulations from the DCYF
- ♦ Ensure appropriate delivery of both special education instruction and related services as stipulated on IEP's/504 Plans
- ♦ Ensure IEP's/504 plans are developmentally appropriate, curriculum/standards-based, and relevant to individual students, and ensure all documents are completed in a timely manner (according to state, local, and school policies and procedures).
- ♦ Gather and report data for all reporting requirements concerning students with IEPs/504 plans and other required reports (to the State, Department of Education, census, grant applications, annual report, etc.)
- ♦ Coordinate ESY program.

- ♦ Maintain confidentiality of student records and student information.
- ♦ Facilitate transitions between grade levels and buildings for special education students.
- ♦ Supervise the implementation and assessment of an approved curriculum in grades 9-12.
- ♦ Oversee the SIT Team and RTI process
- ♦ Review of student needs and program monitoring
- ♦ Facilitate homeless and ELL services as needed
- ♦ Perform other duties as requested by the Principal

DRAFT

**DEPARTMENT CHAIR
SCHOOL COUNSELING
Job Description**

I. General Description

The Primary responsibility of the School Counseling Department Chair is to serve as a liaison between the School Counseling Department and the Administration of Hollis Brookline High School. Administration is inclusive of the Principal and Assistant Principals.

II. Qualifications:

- a. Candidate should hold a New Hampshire School Counselor Certification.
- b. Three years' experience as a school counselor.
- c. Master's Degree.

III. Duties and Responsibilities

The duties and responsibilities of the Department Chair will be carried out with the advice and consent of the building administrators. The department chair shall:

- a. Work with the Assistant Principal of Student Services to facilitate the purchase and appropriate use of resources for the school counseling curriculum, i.e. teaching materials, digital resources, etc.
- b. Be responsible for the implementation and assessment of an approved school counseling curriculum in grades 9-12.
- c. Present the budget requests for grades 9-12 to the Assistant Principal of Student Services.
- d. Be responsible for ordering all materials as approved by the administration.
- e. Assist the administration in decision making relative to counselor assignments.
- f. Inform administration of departmental concerns as well as notable achievements and honors
- g. Prepare and submit the yearly inventory of all instructional supplies related to the curriculum.
- a. Attend School Board meetings upon request.
- h. Prepare department reports for the administration as requested.
- i. Assist the building administrator in the implementation of school policy and procedure, encourage, and assist members of their departments in carrying out school policy and procedure.
 - j. Implement a written plan for coordinating the writing and annual updating of school counseling curriculum guides.
- k. Assist the administration with student matters within their departments.
- l. Participate in monthly Building Leadership Team meetings and assist in disseminating materials to departments.
- m. Meet with administration and establish written department goals, including projected evidence of goals, no later than September 30 of each school year.
- n. Submit a progress report by December 31 each year and a self-assessment of your year as department chair by May 31 of each year (in addition to personal evaluation requirements).
- o. Maintain strong lines of communication with the Assistant Principal of Student Services and the Special Education Department Chair.
- p. Direct student registration and enrollment for CTE programs.

- q. Supervise creation and implementation of department presentations i.e. alcohol/drug, mental health, bullying presentations, course selection, etc.
- r. Oversee revision of the College Handbook annually.
- s. Act as the lead point of contact for Naviance software.
- t. Act as the lead point of contact for NH Scholars.
- u. Organize regular PLC meetings.
- v. Maintain a caseload of section 504 plans that are more intensive.
- w. Co-Facilitate in regular Student Intervention Team Meetings.
- x. Assist administration in all aspects of the hiring process.
- y. Performs other duties as assigned by building administration.

IV. General Information

- a. Reports to:
 - i. Assistant Principal of Student Services
- b. Stipends and Caseload
 - i. Yearly Stipend Based on Department Chair Stipend Schedule
 - ii. A reduced caseload.
- c. Evaluation
 - i. Performance of this job will be evaluated annually in accordance with the provisions of the Professional Growth Model
 - ii. Submit annual progress report by December 31st and Submit annual self-assessment by May 31st (in addition to evaluation requirements)

**DEPARTMENT CHAIR
SPECIAL EDUCATION
Job Description**

I. General Description

The Primary responsibility of the Special Education Department Chair is to serve as a liaison between the Special Education Department and the Administration of Hollis Brookline High School. Administration is inclusive of the Principal and Assistant Principals.

II. Qualifications:

- a. Candidate should hold New Hampshire Special Education Teacher Endorsement.
- b. Three years' experience as a special education teacher and case manager.
- c. Master's Degree.

III. Duties and Responsibilities

The duties and responsibilities of the Department Chair will be carried out with the advice and consent of the building administrators. The department chair shall:

- a. Facilitate special education meetings and act as LEA as requested by Assistant Principal of Student Services.
- b. Co-Facilitate the Student Intervention Team
- c. Organize para-educators, including coverage; collaborating with case managers for such things as para-educator evaluations and possible training needs;
- d. Collaborate with the Assistant Principal of Student Services on the purchase and appropriate use of resources for the department
- e. Present the special education budget requests to the Assistant Principal of Student Services;
- f. Responsible for ordering all materials as approved by the administration.
- g. Organize and facilitate department meetings and PLCs.
- h. Participate in Building Leadership Team meetings and assist in disseminating information and materials to the department;
- i. Provide input to the administration relative to program and student needs.
- j. Inform administration of departmental concerns as well as notable achievements and honors
- k. Prepare and submit the yearly inventory of all instructional supplies related to the curriculum.
- l. Attend School Board meetings upon request;
- m. Prepare department reports for administration as requested;
- n. Assist the building administrator in the implementation of school policy and procedure and encourage and assist members of their departments in carrying out school policy and procedure;
- o. Assist the administration with student matters within their departments;
- p. Maintain strong lines of communication with the Assistant Principal of Student Services and the School Counseling Department Chair.
- q. Assist administration in all aspects of the hiring process.
- r. Meet with administration and establish written department goals, including projected evidence of goals, no later than September 30th of each school year;
- s. Submit a progress report by December 31 each year and a self-assessment of your year as department chair by May 31 of each year (in addition to

personal evaluation requirements).

- t. Perform other duties as assigned by building administration.

IV. General Information

- a. Reports to:
 - i. Assistant Principal of Student Services
- b. Stipends and Caseload
 - i. Yearly Stipend Based on Department Chair Stipend Schedule
 - ii. A reduced caseload.
- c. Evaluation
 - i. Performance of this job will be evaluated annually in accordance with the provisions of the Professional Growth Model
 - ii. Submit annual progress report by December 31st and Submit annual self-assessment by May 31st (in addition to evaluation requirements)

**DEPARTMENT CHAIR
SCHOOL COUNSELING
Job Description**

I. General Description

The Primary responsibility of the School Counseling Department Chair is to serve as a liaison between the School Counseling Department and the Administration of Hollis Brookline High School. Administration is inclusive of the Principal and Assistant Principals.

II. Qualifications:

- a. Candidate should hold a New Hampshire School Counselor Certification.
- b. Three years' experience as a school counselor.
- c. Master's Degree.

III. Duties and Responsibilities

The duties and responsibilities of the Department Chair will be carried out with the advice and consent of the building administrators. The department chair shall:

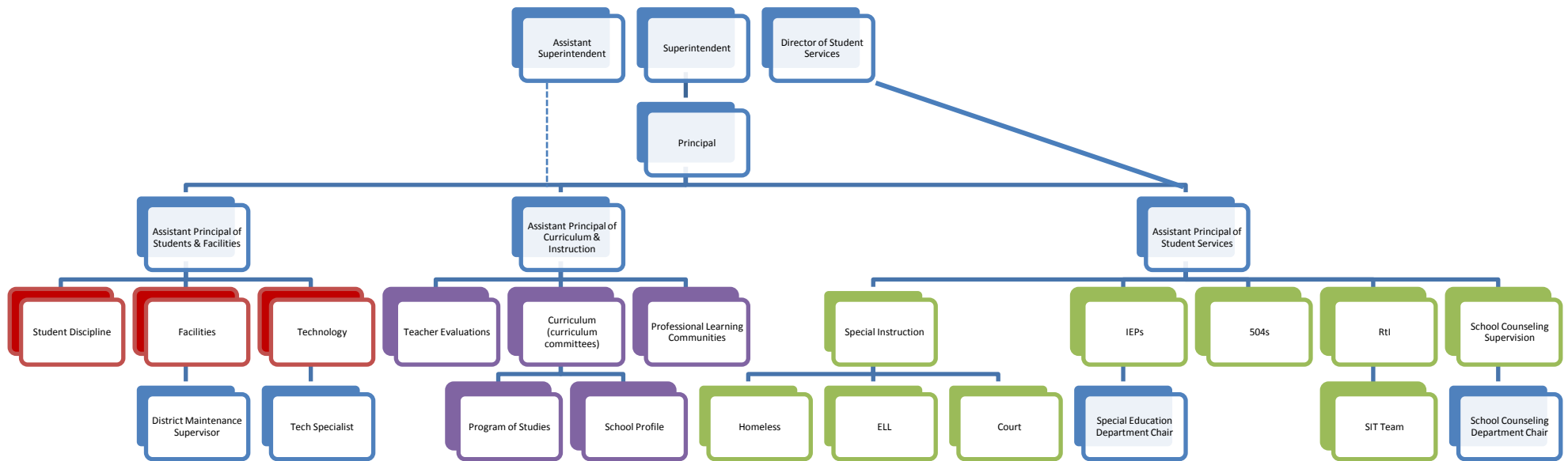
- a. Work with the Assistant Principal of Student Services to facilitate the purchase and appropriate use of resources for the school counseling curriculum, i.e. teaching materials, digital resources, etc.
- b. Be responsible for the implementation and assessment of an approved school counseling curriculum in grades 9-12.
- c. Present the budget requests for grades 9-12 to the Assistant Principal of Student Services.
- d. Be responsible for ordering all materials as approved by the administration.
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- a. Attend School Board meetings upon request.
- h. Prepare department reports for the administration as requested.
- i. Assist the building administrator in the implementation of school policy and procedure, encourage, and assist members of their departments in carrying out school policy and procedure.
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- l. Participate in monthly Building Leadership Team meetings and assist in disseminating materials to departments.
- m. Meet with administration and establish written department goals, including projected evidence of goals, no later than September 30 of each school year.
- n. Submit a progress report by December 31 each year and a self-assessment of your year as department chair by May 31 of each year (in addition to personal evaluation requirements).
- o. Maintain strong lines of communication with the Assistant Principal of Student Services and the Special Education Department Chair.
- p. Direct student registration and enrollment for CTE programs.

- q. Supervise creation and implementation of department presentations i.e. alcohol/drug, mental health, bullying presentations, course selection, etc.
- r. Oversee revision of the College Handbook annually.
- s. Act as the lead point of contact for Naviance software.
- t. Act as the lead point of contact for NH Scholars.
- u. Organize regular PLC meetings.
- v. Maintain a caseload of section 504 plans that are more intensive.
- w. Co-Facilitate in regular Student Intervention Team Meetings.
- x. Assist administration in all aspects of the hiring process.
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IV. General Information

- a. Reports to:
 - i. Assistant Principal of Student Services
- b. Stipends and Caseload
 - i. Yearly Stipend Based on Department Chair Stipend Schedule
 - ii. A reduced caseload.
- c. Evaluation
 - i. Performance of this job will be evaluated annually in accordance with the provisions of the Professional Growth Model
 - ii. Submit annual progress report by December 31st and Submit annual self-assessment by May 31st (in addition to evaluation requirements)

Hollis Brookline High School Administration Organization Chart



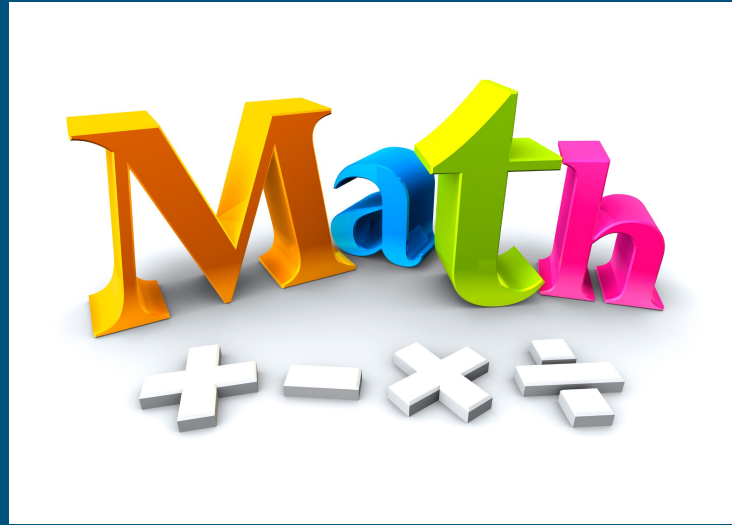
Color Key:

Blue: Personnel

Red: Responsibilities assigned to the Assistant Principal of Students & Facilities

Purple: Responsibilities assigned to the Assistant Principal of Curriculum & Instruction

Green: Responsibilities assigned to the Assistant Principal of Student Services



Update on Changes to Come

Refining our Approach



Math Placement Test Revision

- Original Test:
 - Focus on ability to recall or replicate discrete skills
 - All students
- Revised Test:
 - Focus on logic and reasoning skills
 - “opt -in”
 - Very difficult!

Are we capturing all students who might be successful?

Time of Transition



- Spring 2018
 - Placement test for grade 6 into Compacted Grade 7
 - Placement test for grade 5 into Accelerated Grade 6
- Spring 2019
 - Placement test for Grade 5 into Accelerated Grade 6
 - Recommendation for Grade 6 into Compacted Grade 7
- New resources to support transition to enter the FY20 Budget Plan



New Math Placement Test

Five Sections: 15 minutes per section, given in same order

1. Quantitative Reasoning
 2. Number Sense & Equation Building
 3. Spatial Reasoning
 4. Problem Solving
 5. Reasoning with Venn Diagrams
- Intended to test “math ability” rather than prior exposure to specific content
 - Minimum required score determines entry rather than a percent of the class

New Math Placement Test

Quantitative Reasoning

- Select the option that makes this statement true

$$5 + 10 = \boxed{?} \times 3$$

- | | | | | |
|----|---|---|---|---|
| 12 | 3 | 7 | 9 | 5 |
| A | B | C | D | E |

New Math Placement Test

Number Sense & Equation Building

- Select the fraction that comes next.

$\frac{6}{3}$ | $\frac{5}{4}$ | $\frac{4}{5}$ | $\frac{3}{6}$ | $\frac{2}{7}$ | ?

$\frac{1}{2}$

$\frac{1}{3}$

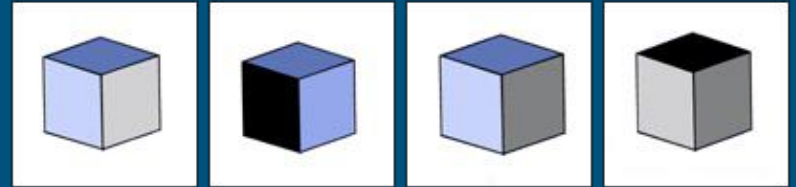
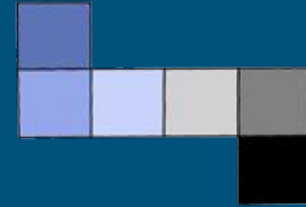
$\frac{3}{9}$

$\frac{1}{8}$ ✓

New Math Placement Test

Spatial Reasoning

- If the paper on top is folded into a cube, which cube would it form?



New Math Placement Test

Reasoning with Venn Diagrams

- Select the best response

Numbers divisible by 3

Product of 2 single-digit numbers

Odd numbers

46) In which region would you find the number 15?

A) A
B) B
C) C
D) D
E) None of the above

Continue Conversations...

- Revise and reinvent “*Compacted Grade 7 Math*”
- Revise and refine Algebra 1 in consult with Algebra 2 team
- Continue to reflect and refine

We do not learn from
experience... we learn
from reflecting on
experience.

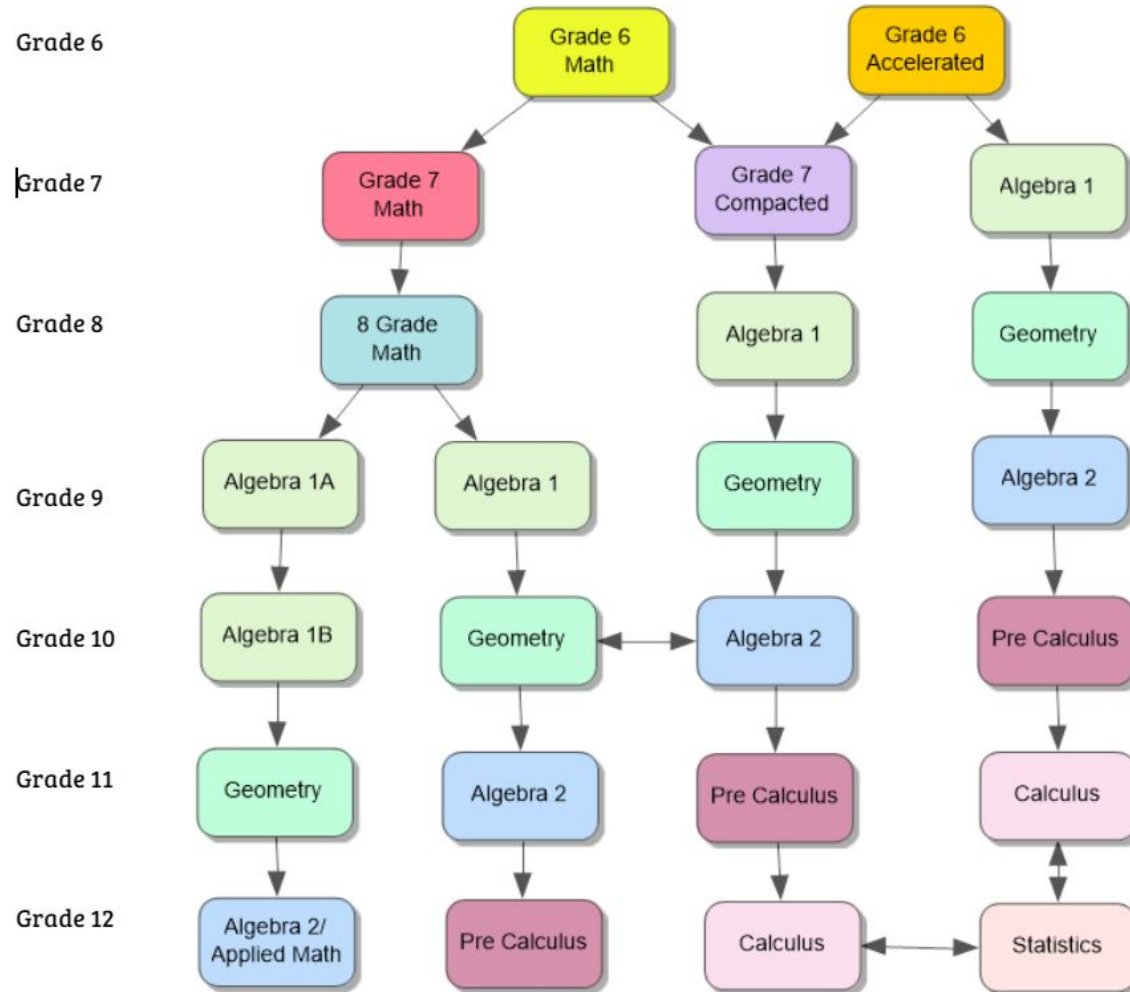
- John Dewey

More to Develop...

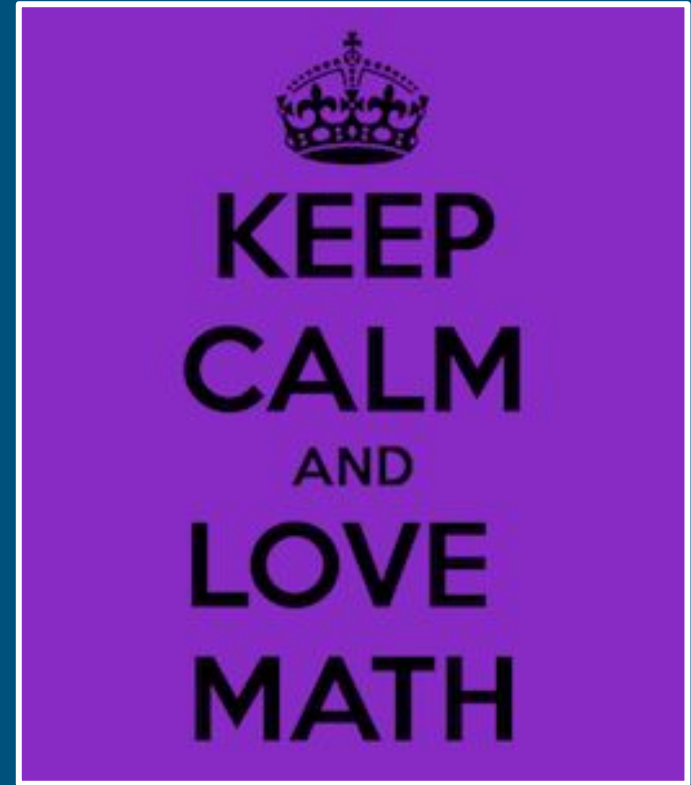
- Finalize Grade 6 Accelerated Math Curriculum
- Purchase resources for new course
- Draft curriculum for additional options for HBMS students
- Refine summer offerings
- Share with Grade 6 Parent Night and Boards
- Make the Math Placement Page live
 - FAQ's
 - Flow chart
 - "Opt-in" permission slip



Hollis Brookline Cooperative Math Flow Chart



The key is continuing the conversation based on data to support student needs.



HOLLIS/BROOKLINE COOPERATIVE SCHOOL DISTRICT WARRANT
The State of New Hampshire

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline in the County of Hillsborough, State of New Hampshire qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE HOLLIS BROOKLINE HIGH SCHOOL GYMNASIUM IN SAID DISTRICT ON THE **FIFTEENTH DAY OF MARCH, 2018** AT SEVEN O'CLOCK IN THE EVENING TO ACT UPON THE FOLLOWING SUBJECTS.

Article 1. To see if the District will vote to raise and appropriate the sum of \$1,660,000 (gross budget) for installation of an artificial turf athletic field at the Hollis Brookline High School (the "Project"); and to authorize the issuance of \$1,660,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of \$24,324 for the first year's principal and interest payment on the bonds or notes issued. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-2-0).

Article 2. To see if the District will vote to raise and appropriate the sum of \$1,980,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a new fitness center and STEM lab (the "Project"); and to authorize the issuance of \$1,980,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project and to use such funds to reduce the amount of bonds or notes issued for the Project and/or offset future debt service costs; and to raise and appropriate the sum of \$29,013 for the first year's principal and interest payment on the bonds or notes issued. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 3. Shall the District vote to raise and appropriate the sum of **\$806,808** as the Hollis Brookline Cooperative School District's portion of the SAU budget of **\$1,577,723** for the forthcoming fiscal year? This year's adjusted budget of **\$1,543,057** with **\$792,386** assigned to the school budget of this school district will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-2-0).

Article 4. To see if the Hollis Brookline Cooperative School District will vote to approve the cost of items included in the three-year collective bargaining agreement reached between the Hollis Brookline Cooperative School Board and the Hollis Education Association for the 2018-2019, 2019-2020 and 2020-2021 school years, which calls for the following increase in professional staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>	<u>Fiscal Year</u>	<u>Estimated Increase</u>	<u>Fiscal Year</u>	<u>Estimated Increase</u>
2018-19	\$302,962	2019-20	\$342,447	2020-21	\$359,464

and further to raise and appropriate a sum of **\$302,962** for the first fiscal year (2018-2019 school year), such sum representing the additional costs attributable to the increase in professional staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. The school board

recommends this appropriation (6-0-0). The budget committee does not recommend this appropriation (2-4-0).

Article 5. Shall the District, if Article 4 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 4 cost items only? (Majority vote). The school board recommends this appropriation (6-0-0).

Article 6. To see if the school district will vote to approve the cost items for the first year of a three-year collective bargaining agreement reached between the Hollis Brookline Cooperative School Board and the Hollis Education Support Staff Association for the 2018-19, 2019-20 and 2020-21 school years, which calls for the following increases in support staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2018-19	\$78,813

and further to raise and appropriate a sum of \$78,813 for the first fiscal year (2018-19 school year), such sum representing the additional costs attributable to the increase in support staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. This is the first year of a three year agreement. Negotiated cost item increases for the next fiscal year (2019-20) will require approval of a specific warrant article at the 2019 annual meeting. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-1-1).

Article 7. Shall the District, if Article 6 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 6 cost items only? (Majority vote). The school board recommends this appropriation (6-0-0).

Article 8. To see if the school district will vote to raise and appropriate a sum of \$21,294,000 for the support of schools, for the payment of salaries for the school district officials and agents and for the payment of statutory obligations of the district. This appropriation does not include appropriations voted in other warrant articles. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (4-2-0).

Article 9. To see if the school district will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate up to \$100,000 to go into the fund. This sum to come from the unassigned fund balance available on July 1, 2018, and no amount to be raised from taxation. Any appropriation left at the end of the year will lapse to the general fund. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 10. To see if the school district will vote to raise and appropriate up to the sum of \$70,000 to be added to the previously established Athletic Program and Services Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2018 unassigned fund balance, available on July 1, 2018. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 11. To see if the school district will vote to raise and appropriate up to the sum of \$40,000 to be added to the previously established School Building and Facilities Maintenance Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2018 unassigned fund balance, available on July 1, 2018. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 12. To see if the Hollis Brookline Cooperative School District will vote to raise and appropriate up to \$25,000 the June 30 unassigned fund balance available for transfer on July 1, 2018 to be added to the

previously established Special Education Expendable Trust Fund. No amount to be raised from taxation. The school board recommends this appropriation (6-0-0). The budget committee recommends this appropriation (5-1-0).

Article 13. To see if the school district will authorize the Hollis Brookline Cooperative School Board to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations. The school board recommends this article (6-0-0).

Article 14. To transact any other business which may legally come before said meeting.

Given under our hands and seals at said Hollis, New Hampshire on this **21st day of February, 2018.**

Elizabeth Brown, Chair

John Cross

Holly Deurloo Babcock

Melanie Levesque

Tom Solon

Cindy VanCoughnett

Krista Whalen

School Board Members

A true copy of the Warrant attests:

Elizabeth Brown, Chair

John Cross

Holly Deurloo Babcock

Melanie Levesque

Tom Solon

Cindy VanCoughnett

Krista Whalen

School Board Members

SCHOOL WARRANT
The State of New Hampshire

Polls Open at 7:00 AM - Will not close before 7:00 PM (HOLLIS)
Polls Open at 7:00 AM - Will not close before 7:30 PM (BROOKLINE)

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE LAWRENCE BARN (HOLLIS) AND CAPT. SAMUEL DOUGLASS ACADEMY (BROOKLINE) IN SAID DISTRICT ON THE THIRTEENTH DAY OF MARCH 2018, AT SEVEN O'CLOCK IN THE MORNING, RESPECTIVELY, TO ACT UPON THE FOLLOWING SUBJECTS.

1. To choose one member of the School Board from Hollis for the ensuing three years.
2. To choose one member of the School Board from Brookline for the ensuing three years.
3. To choose one member of the School Board from Brookline for the ensuing one year.
4. To choose one member of the Budget Committee from Hollis for the ensuing three years.
5. To choose one member of the Budget Committee from Brookline for the ensuing three years.

Given under our hands and seals at said Hollis, New Hampshire on this 21st day of, February, 2018.

Elizabeth Brown, Chair

Krista Whalen

Thomas Solon

Cindy VanCoughnett

Holly Deurloo Babcock

Melanie Levesque

John Cross

SCHOOL BOARD MEMBERS

A true copy of the Warrant attests:

Elizabeth Brown, Chair

Krista Whalen

Thomas Solon

Cindy VanCoughnett

Holly Deurloo Babcock

Melanie Levesque

John Cross

SCHOOL BOARD MEMBERS

SCHOOL WARRANT
The State of New Hampshire

Polls Open at 7:00 AM - Will not close before 7:00 PM (HOLLIS)
Polls Open at 7:00 AM - Will not close before 7:30 PM (BROOKLINE)

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE LAWRENCE BARN (HOLLIS) AND CAPT. SAMUEL DOUGLASS ACADEMY (BROOKLINE) IN SAID DISTRICT ON THE THIRTEENTH DAY OF MARCH 2018, AT SEVEN O'CLOCK IN THE MORNING, RESPECTIVELY, TO ACT UPON THE FOLLOWING SUBJECTS.

By Petition: Shall the school district adopt the provision of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the Hollis Brookline Cooperative School District on the second Tuesday of March?

Given under our hands and seals at said Hollis, New Hampshire on this 9th day of, February, 2018.

Elizabeth Brown, Chair

Krista Whalen

Thomas Solon

Cindy VanCoughnett

Holly Deurloo Babcock

Melanie Levesque

John Cross

SCHOOL BOARD MEMBERS

A true copy of the Warrant attests:

Elizabeth Brown, Chair

Krista Whalen

Thomas Solon

Cindy VanCoughnett

Holly Deurloo Babcock

Melanie Levesque

John Cross

SCHOOL BOARD MEMBERS

Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed seven percent (7%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2020 July 1, 2019 through June 30, 2020

(maximum 7% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 7% increase over July 1, 2019 through June 30, 2020 contribution)

FY 2022 July 1, 2021 through June 30, 2022

(maximum 7% increase over July 1, 2020 through June 30, 2021 contribution)

By signing this Agreement, the **Hollis Brookline Cooperative School District** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **June 30, 2022**. The **Hollis Brookline Cooperative School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Hollis Brookline Cooperative School District** agrees that the seven percent (7%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Hollis Brookline Cooperative School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2)

Hollis Brookline Cooperative School District

December 1, 2017

PL-2022-07-3

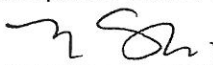
of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Hollis Brookline Cooperative School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Hollis Brookline Cooperative School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Hollis Brookline Cooperative School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Hollis Brookline Cooperative School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Hollis Brookline Cooperative School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Hollis Brookline Cooperative School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

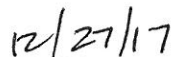
By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Hollis Brookline Cooperative School District** with legal authority to contractually bind the **Hollis Brookline Cooperative School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.



Authorized Representative
of the Governing Body



Title



Date



Print Name

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Hollis Brookline Cooperative School District** adopted on _____.

Board: Hollis Brookline Cooperative
Title of Board School Board
Signature: _____
Name: _____
Title: _____ duly authorized
Date: _____

Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2020 July 1, 2019 through June 30, 2020

(maximum 10% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 10% increase over July 1, 2019 through June 30, 2020 contribution)

FY 2022 July 1, 2021 through June 30, 2022

(maximum 10% increase over July 1, 2020 through June 30, 2021 contribution)

By signing this Agreement, the **Hollis Brookline Cooperative School District** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **June 30, 2022**. The **Hollis Brookline Cooperative School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Hollis Brookline Cooperative School District** agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Hollis Brookline Cooperative School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

Hollis Brookline Cooperative School District

December 1, 2017

WC-2022-10-3

Primex³ acknowledges that the **Hollis Brookline Cooperative School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Hollis Brookline Cooperative School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Hollis Brookline Cooperative School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Hollis Brookline Cooperative School District** with legal authority to contractually bind the **Hollis Brookline Cooperative School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Kelly Sealey
Print Name

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Hollis Brookline Cooperative School District** adopted on _____.

Board: Hollis Brookline Cooperative
Title of Board School Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

KHB – ADVERTISING IN THE SCHOOLS

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

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

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

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

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

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

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

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

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

First Reading: January 17, 2018
Second Reading: February 21, 2018

BEDB – AGENDA PREPARATION AND DISSEMINATION

Category: Recommended

See Also BEDA, BEDH

The Board Chairperson in consultation with the Superintendent (or designee) shall prepare all agendas and Board packets for meetings of the Board.

Items to be placed on the agenda should be received by the Board Chair and/or the Superintendent at least ten days prior to the meeting. Every Board member has the right to ~~request items to be placed~~ ~~place~~ items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item. Inclusion of items in the Board Packet will be at the discretion of the Board Chairperson in consultation with the Superintendent.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials (Board Packets) should be distributed if possible to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Board Chair to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. Board Packets shall not include materials presented to the Board by any Board member, staff member, student, or any other person unless approved by the Board Chairperson. Board Packets shall not be supplemented during or after the Board meeting except by vote of the majority of Board members present.

When the final agenda has been established, it will be made available to the public, upon request. 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. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

Adopted: June 15, 2016

1st Reading: October 18, 2017

2nd Reading: November 15, 2017

3rd Reading: [February 21, 2018](#)

Formatted: Superscript

BEDG - MINUTES

The Board will maintain a record of the actions taken at Board meetings. The Board may provide a paid transcribing secretary to record minutes of meetings. The minutes of the Board shall be kept in an official minute book and shall include the names of members participating, persons appearing before the School Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the Chair, the minutes will record how each board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft Minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2, II-a,

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

*RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records available
for Public Inspection*

1st Reading: October 18, 2017

2nd Reading: January 17, 2018 (as amended)

3rd Reading: February 21, 2018

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.
2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
3. All requests for public records must be made through the SAU/Superintendent's office.

If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.

4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.
5. The School District will charge a fee of \$0.15 per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.

6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

1st Reading: October 18, 2017

2nd Reading: January 17, 2018

3rd Reading: February 21, 2018

IGE – PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC or IHAM.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Legal References:

*RSA 186:11, IX-c & IX-e State Board of Education; Duties.
20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights*

Adopted: February 15, 2012

1st Reading: October 18, 2017

2nd Reading: January 17, 2018 (as amended)

3rd Reading: February 21, 2018

JICFA - HAZING

It is the policy of the Hollis Brookline Cooperative School District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the District shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the District.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the District is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

1st Reading: October 17, 2007

Adopted: May 21, 2008

Policy Amended

1st Reading: October 18, 2017

2nd Reading: January 17, 2018 (as amended)

3rd Reading: February 21, 2018

HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material. The health and physical instruction materials will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons must complete a Health or Physical Education Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Legal References:

NH Code of Administrative Rules, Section Ed 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program

RSA [186](#): 11, IX-b, Health and Sex Education

Adopted: February 18, 2009

1st Reading: January 17, 2018 (as amended)

2nd Reading: February 21, 2018