

Hollis Brookline Cooperative School Board
Wednesday, September 21, 2016
Hollis Brookline Middle School Library
6:00

All time are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer
Agenda adjustments
- 6:10 Approve meeting minutes
- 6:15 Nomination/resignations/correspondence
- 6:20 Public Input
- 6:30 Presentation Cop Sync
Non-Meeting
- 6:40 Presentations(s)
 - Principal report/presentation – Goals and Objectives 2017-2018
- 7:45 Deliberation
 - To see what action the Board will take regarding Smarter Balanced Assessment tests
 - To see what action the Board will take regarding adopting the Coop Sync program discussed tonight
 - To see what action the Board will take regarding the appointment to the Hollis Brookline Cooperative District's Treasurer Position
 - To see what action the Board will take regarding the PRIMEX insurance resolutions
 - To see what action the Board will take regarding the FY 16 fund balance
 - To see what action the Board will take regarding the policy GAA Job Description and Job Description procedures GAA-P – First Reading
 - To see what action the Board will take regarding the Director of Guidance proposal put forth by Principal Barnes
- 8:40 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:45 Motion to Adjourn

September 14, 2016

To: Coop School Board
From: Andy Corey, Superintendent
Re: Cop Sync

Tonight, you will receive a presentation on Cop Sync 911. Cop Sync immediately opens a live connection between a building dealing with an emergency situation and the five closest law enforcement officers using Cop Sync and their dispatch center. Cop Sync provides a map view of the threat location while also providing a chat room among the building, police officers and dispatch. This instantaneous connection allows the response time to a crisis to be reduced. The system aligns itself with the most up to date protocols with regards to responding to a school emergency.

Chief Quigley, Brookline and Chief Sartell, Hollis support the program. The cost of the program for the first year would be covered by a Home Land Security Grant. The on-going costs to the Coop District would be \$1200/per building. We believe that incorporating Cop Sync will provide the SAU with an additional layer of security. It is our recommendation that we support the grant application for funding of the initial year of Cop Sync.

The Hollis Board has already voted to support Cop Sync and Brookline has it as an action item on their agenda for September 27th.

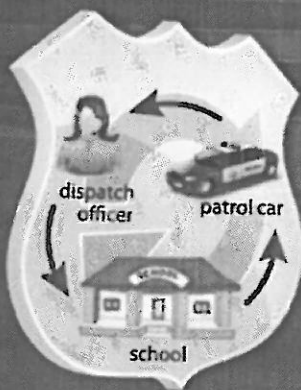
Real-time Threat Alert System



COPsync911™

Threat? Alert!

www.bacopsync.com



COPsync911 immediately opens a live connection between a building under threat and the five closest law enforcement officers using COPsync and their dispatch center.



Every Second Counts!

Law Enforcement



- Get a live connection with threat location
- See where the threatened building is on a local map
- Download a diagram of the building under threat

Building Under Threat



- Alert sent to the five closest officers
- Officers arrive on scene 5 to 7 minutes sooner
- Real-time response by armed and trained peace keeping officers

Real-time Link to COPsync911



Local
Police



County
Sheriff



State
Patrol

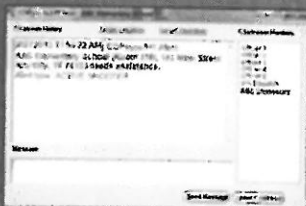


Responder™

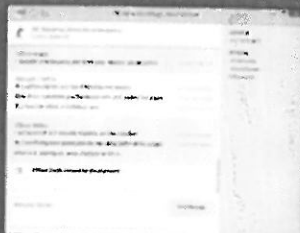
Every Second Counts

www.bacopsync.com

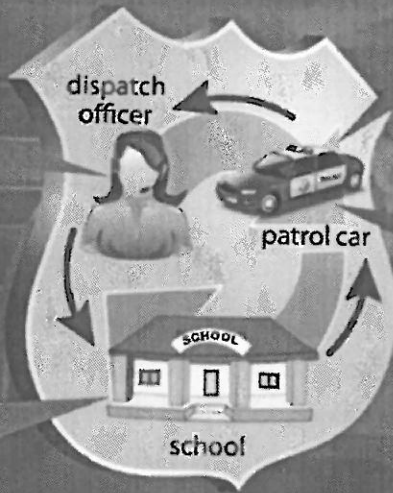
COPsyncResponder receives alerts from COPsync911 and opens a live connection between a building under threat, law enforcement and dispatch.



live connection with building and low enforcement.

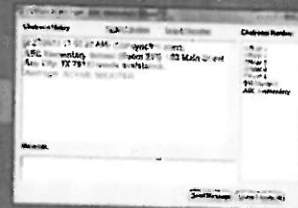


Communicate silently with officers and dispatch.



Text notification of alert.

Communication link with building and dispatch.



See map of building location.



Access building diagram.

Your tactical advantage!

- Local map view of threat location
- Local map view of officer locations
- COPsync911 alerts received by the closest officers in their patrol cars
- COPsync911 alerts received by 9-1-1 dispatch

- Live chat room among threat location, officers and dispatch
- Downloadable diagram of building under threat
- Alert notification sent to the closest officers' mobile devices

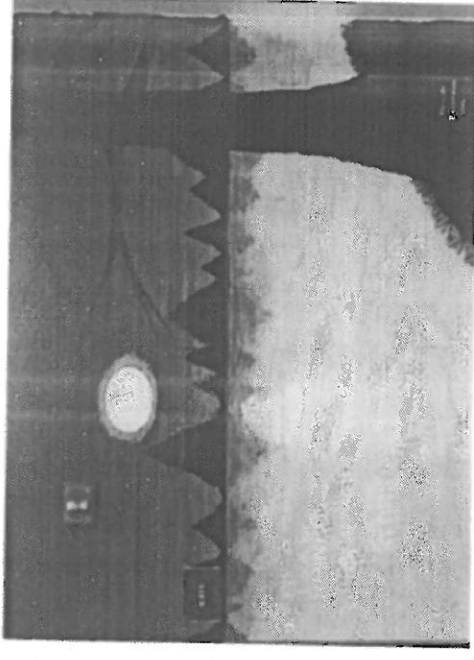
Hollis Brookline Cooperative School District



Goals 2016-2017

HBHS

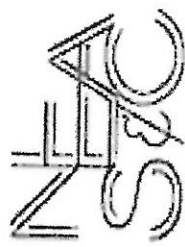
- NEASC Recommendations for Two Year Report
- Climate and Community
- Curriculum
- Facilities & Maintenance



HBMS

- Build and support an HBMS Community Greenhouse
- Support for 21st Century Teaching and Learning
- Curriculum
- Program development for students with social, emotional and behavioral needs

NEASC Recommendations



HBHS

- Rubric/Metrics for Core Values
- Continued Implementation of 21st Century Learning 4Cs
- CavBlock & Advisory
- Tech Usage & Need
- Storage

Strategy 4.1 – Research best practices surrounding 21st Century learning skills

HBHS Climate & Community

- Mental Health Awareness
- Life of a Cavalier
- CAST
- HB The Change
- Veterans in the Classroom
- National Honor Society
- Athletics
- CHOICES



Strategy 1.4 – Provide a socially, emotionally, intellectually and physically safe school climate for all school members

HBHS Curriculum

- Pathways for Acceleration
- District Curriculum Committee Work
 - Math
- Curriculum Completion
 - Unified Arts
 - World Language



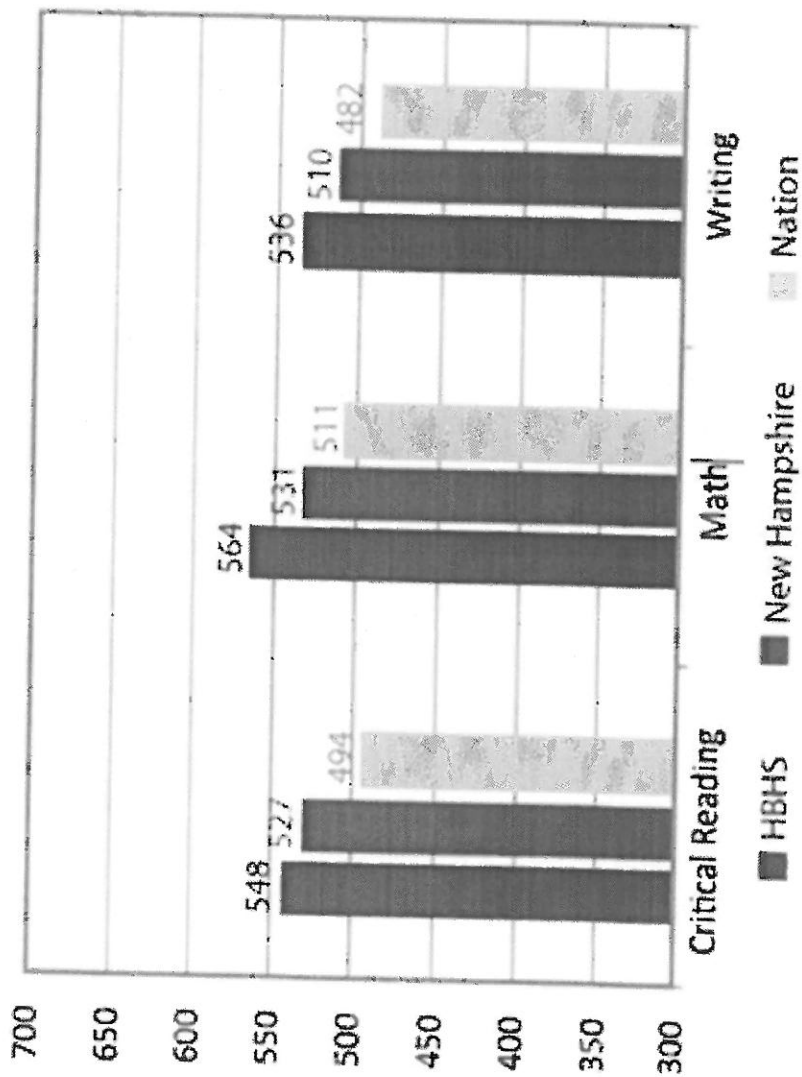
Strategy 1.1 – Create a cohesive comprehensive curriculum, instruction, and assessment system aligned to SAU 41 standards

Strategy 1.2 – Ensure that all students meet or exceed benchmark criteria.

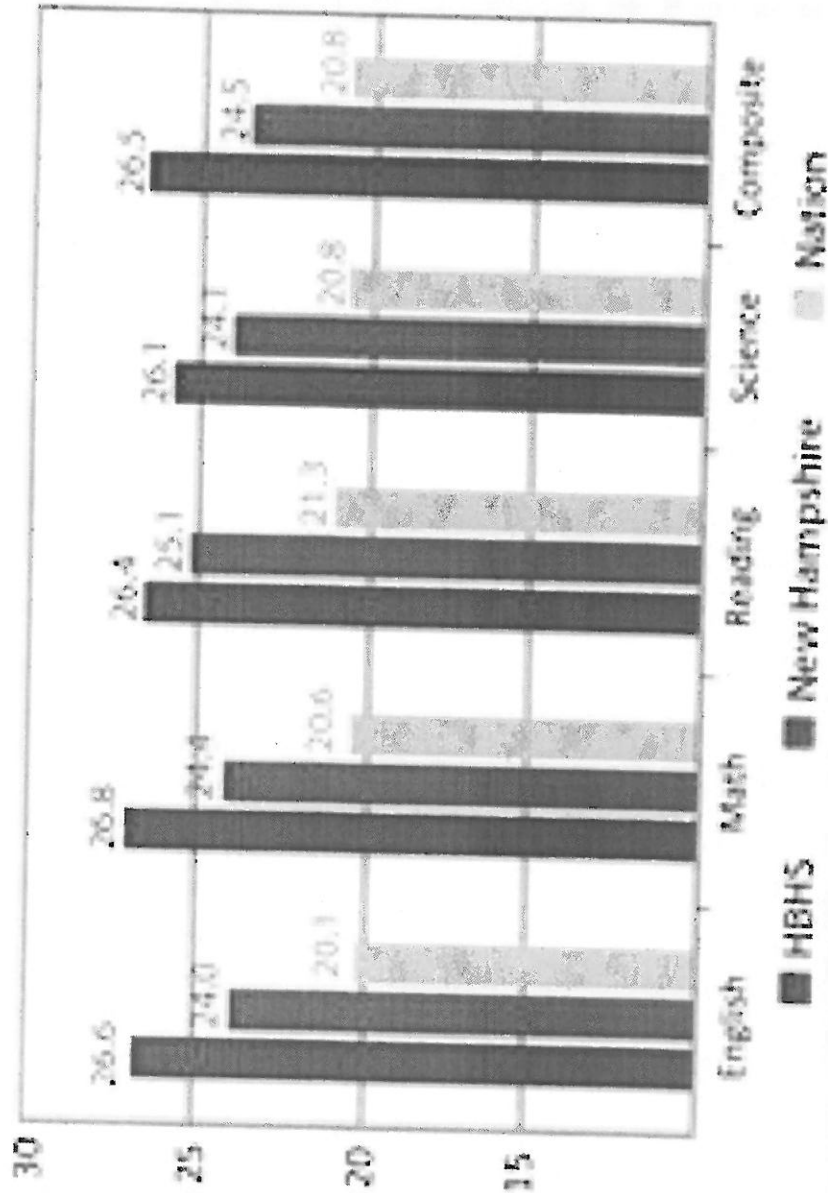
School Profile Preview

- SAT
- ACT
- 94% Post-Secondary

Class of 2016 Mean SAT Scores



Class of 2016 Mean ACT Scores



Strategy 5.7 – Develop a financial plan to secure funding for needs identified.

Facilities & Maintenance at HBHS

- Continued Focus on Upgrading Maintenance and Grounds Position
- Projects
 - Robotics Back to HBHS
 - Further Opportunities for Donations & Partnerships
 - Location for New Field
- Stretch Goal: Pave Lower Lot Currently Used for Parking



HBMS Community Greenhouse



- Developed partnerships with the Hollis Brookline Rotary, UNH Cooperative Extension, New England Grassroots Environmental Fund, Hollis Department of Public Works, Hollis Energy Commission and several area businesses
- HBMS has currently raised approximately \$4,000 dollars through grants and donations. Our goal is \$12,000
- Continue to develop curriculum that is linked to Science, Technology Engineering and Mathematics standards (STEM).
- Satisfies state requirements for Family and Consumer Science Standards

21st Century Teaching and Learning



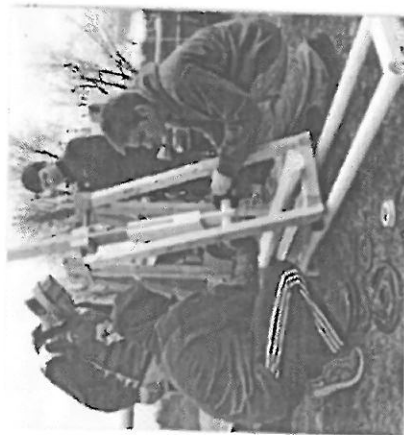
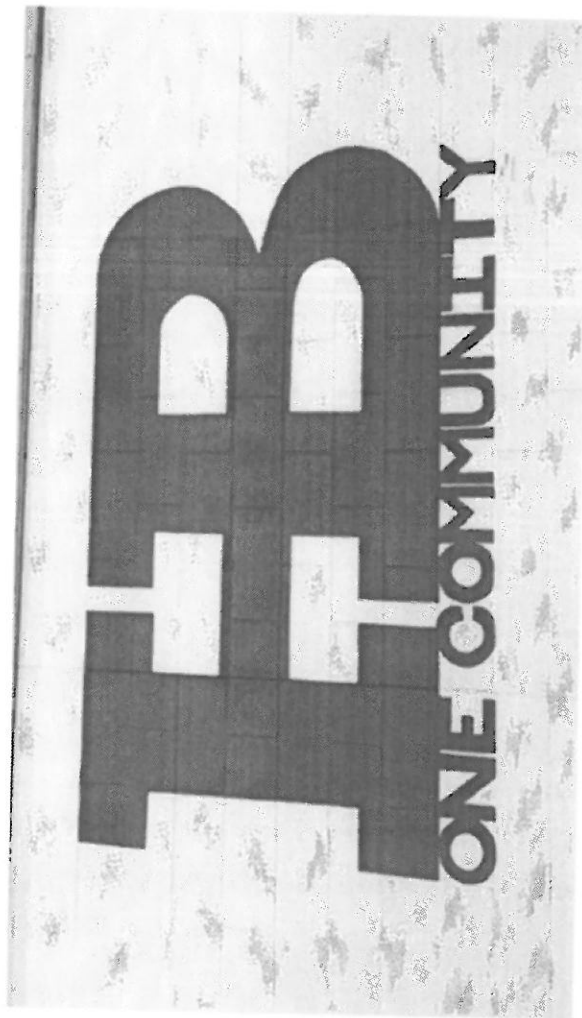
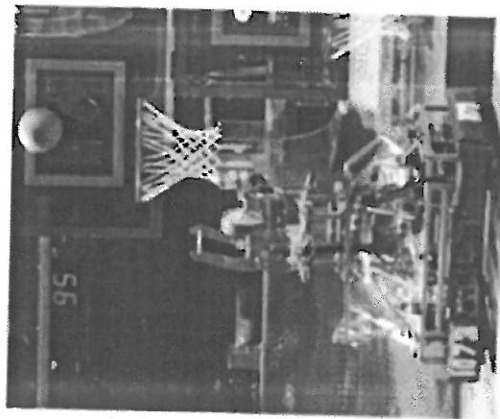
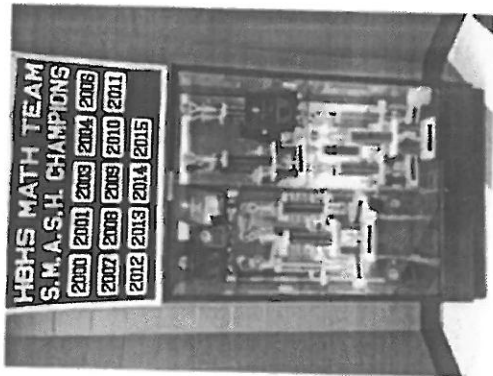
- Formation of the HBMS Technology Integration Committee.
- Utilization of PLC Friday to develop performance tasks that are aligned to the 4Cs of 21st Century Learning.
- Expansion of the HBMS Robotics Program for 2016-2017

HBMS Curriculum

- Review of Science Curriculum and its alignment to the Next Generation Science Standards
- Creating multiple pathways for acceleration in math
- Teachers trained in Number Worlds and ALEKS, which are researched-based and data-driven programs.
- Review of Computer/Programming Curriculum
- Increase in the number of students accessing online learning options

HBMS Special Education Program Development

- Developing a systematic response to school refusal and chronic absenteeism.
- Developing off site experiential learning opportunities for students.
- Improving the coordination and delivery of supports for students.



To: Andy Corey, Superintendent of Schools
Hollis Brookline Cooperative School Board Members
From: Gina Bergskaug, Assistant Superintendent of Schools
Re: Smarter Balanced Assessment
For: September 21, 2016 Board Meeting

School Board Members,

Prior to the 2014-2015 school year, schools in SAU 41 requested permission from the NH DOE to administer the Smarter Balanced Assessment in the paper and pencil version rather than utilizing the computer adaptive assessment. Permission was granted for two years. It is quite cumbersome to score the paper and pencil test, so this delays receiving the results for quite some time. While some districts are able to access the tests results in a few weeks, our district must wait until the fall of the next school year. This delay prevents our teachers from making necessary instructional shifts to best meet the needs of the students in their classrooms.

For the 2016-2017 school year, I am requesting that the Hollis Brookline Cooperative School Board grant permission to utilize the computer-adaptive edition for grades 7-8. There is an eight week window in which we can administer the test to all of our students in grades 7-8. This allows us to make use of computers that are hard-wired to minimize potential problems related to a weak wireless connection. Both the bandwidth and hardware we have available more than surpass the minimum recommendations provided by the state assessment portal. The assessment portal also provides practice assessments that are available prior to the testing window so that students may become familiar with the online tools available to them. Finally, a secure browser is installed on each of the machines to ensure a fair assessment and avoid distractions from competing programs.

Because the test was designed to be adaptive, the results collected from our district's paper and pencil version are not comparable to other districts. Therefore, we are not maximizing our ability to learn from the data and truly understand how our instruction measures up to instruction in other regions in the state.



Business Office Memo

To: Superintendent Andy Corey
From: Kelly Seeley
Date: 9/14/2016
Re: Hollis Brookline Cooperative School District's Treasurer Position

It is my recommendation that the School Board appoint Robert (Bob) Rochford as the new Treasurer effective immediately. He would replace Ditmar Kopf who has recently resigned due to his relocation to another state.

Mr. Rochford is starting his seventh year as the Brookline School District Treasurer and comes with high praise from all of us in the Business Office that work with him.

I saw nothing in the RSA that would prevent Mr. Rochford from being the Treasurer of more than one school district.



Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 9/14/2016

Re: Retained Fund Balance – Hollis Brookline Cooperative (RSA 198:4-b.II)

It is my recommendation that the retained fund balance be maintained at its present funding level of \$141,762 for the following reasons:

- a) Ensures the retained fund balance is tax neutral as compared to last year's tax rate
- b) The school district's budget already contains a contingency fund of \$100,000
- c) The district has a maintenance trust fund if urgent repairs are required which can be used to supplement the retained fund balance with proper approvals

Please request the following motion be made at the September board meeting to define this year's retention amount:

MOTION BY MEMBER _____ TO RETAIN THE SUM OF ONE HUNDRED FORTY ONE THOUSAND SEVEN HUNDRED SIXTY TWO DOLLARS (\$141,762) OF SCHOOL FUND BALANCE FROM THE FY16 SCHOOL YEAR.



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 _____.

Hollis Brookline
Board: Cooperative School Board
Title of 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 **two (2) 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 two-year commitment to participation in the Primex³ Workers' Compensation Program.

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

FY 2018 July 1, 2017 to June 30, 2018
(maximum 10% increase over July 1, 2016 to June 30, 2017 contribution)

FY 2019 July 1, 2018 to June 30, 2019
(maximum 10% increase over July 1, 2017 to June 30, 2018 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 two coverage period years, through **June 30, 2019**. 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 two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

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 Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the Member 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 Member 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 Member 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 Member, 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 Member 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 Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

Hollis Brookline Cooperative School District
August 11, 2016
WC-2019-10-2



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 _____.

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

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 **two (2) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed nine percent (9%) 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 two-year commitment to participation in the Primex³ Property & Liability Program.

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

FY 2018 July 1, 2017 to June 30, 2018

(maximum 9% increase over July 1, 2016 to June 30, 2017 contribution)

FY 2019 July 1, 2018 to June 30, 2019

(maximum 9% increase over July 1, 2017 to June 30, 2018 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 two coverage period years, through June 30, 2019. 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 nine percent (9%) 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 two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

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 Member 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 Member 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 Member 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 Member, 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 Member 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

Job Descriptions

Requirements

A written job description shall be prepared for each position to ensure that every employee has a clear and concise explanation of the tasks that the employer is expecting him/her to perform.

Job descriptions will be developed by the supervisor with input from the employee. The format of all job descriptions will be determined by the Human Resources Coordinator and all job descriptions will be maintained by the Human Resources office. All job descriptions will be reviewed periodically in accordance with GAA-P, Job Description Procedures.

The goal of each job description is to provide clear and easily understood requirements of the position. If there is a duty or responsibility in the job description the employee does not understand, it is the employee's responsibility to seek clarification from the supervisor.

Every job description should include the essential duties and responsibilities that an employee is expected to perform, the skills, competencies and physical/cognitive abilities needed to do the work and the conditions and term of employment.

Approvals

Final approval of all new and revised job descriptions resides with the Superintendent. Job description content will not be part of the negotiations for collective bargaining agreements.

Procedures

GAA-P, Job Description Procedures, as developed and maintained by the Superintendent, describes the creation, revision, approval and distribution of all job descriptions.

Job Description Procedures

These procedures were developed in accordance with Policy GAA.

New Job Description Creation and Approval Procedures

1. A new job description will be created by the position's supervisor with input from other employees as needed possibly including, but not limited to, employees in the position, the human resources coordinator, the building administrator, SAU administration and, for positions within a collective bargaining agreement, the union president.
2. The job description will conform to a format determined by the human resources coordinator.
3. Drafts will be distributed to the appropriate persons by the human resources coordinator for comments and suggested changes.
4. Once all applicable feedback has been captured and the appropriate changes have been made, the final draft will be submitted to the superintendent for his/her review.
5. Following any changes requested by the superintendent, the final, original job description will be signed and dated by the superintendent and filed in the business office with the other official current job descriptions.

Current Job Description Revision and Approval Procedures

1. All job descriptions will be reviewed by the appropriate supervisors 5 years after their latest approval or review dates. If it is determined that revisions are needed, the revisions will be documented and used to create a new draft of the job description.
2. Drafts will be distributed to the appropriate persons by the human resources coordinator for comments and suggested changes.
3. The final draft will be submitted to the superintendent and, if approved, the superintendent will sign and date the final revision which will be filed in the human resources office along with the documentation supporting the revision. The revision shall capture all previous revision dates.
4. If no revisions are made based on the review process, the date of the review will be noted on the current official job description as maintained in the business office.
5. If the need for a revision arises outside the review process, a written request, in the form determined by the human resources coordinator, will be submitted to the human resources coordinator documenting the desired revisions.
6. If the human resources coordinator accepts the revision request, a new draft will be created and the process, as described in #2 and #3 above, will be followed to completion.

Job Description Distribution Procedures

1. All newly created or revised job descriptions shall be filed with the others in the human resources office and distributed to the affected employee(s), supervisor(s) and building administrator(s). A copy of each newly created or revised job description, signed by each employee to indicate receipt, shall be retained in each affected employee's personnel file.
2. The most current job description for each position under the SAU umbrella will be on the SAU website.
3. All individuals interviewing for a job under the SAU umbrella will receive the most current job description prior to their interview.

First Reading: September 21, 2016