

Hollis Brookline Cooperative School Board  
Wednesday, October 19, 2016  
Hollis Brookline Middle School Library  
6:00

All times 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 Principal Reports
- 6:45 Presentation(s)
- Krista Whalen – Start Time update
  - Kelly Seeley – CIP – Presentation
  - Kelly Seeley - Revenue and Expense update first quarter FY 17
  - Assistant Superintendent Bergskaug – Curriculum presentation
- 8:15 Deliberation
- To see what action the Board will take regarding policy GAA, Job Description – second and final reading
  - To see what action the Board will take regarding - policy GAA- P, Job Description procedures – second and final reading
  - To see what action the Board will take regarding – Policy IHBG, Access to Public School Programs – first reading
  - To see what action the Board will take regarding – policy EEA, Student Transportation – first reading
  - To see what action the Board will take regarding – Policy JRA, Student Records and Access – first reading
- 8:45 Discussion
- Update from Budcom meeting – Krista Whalen
  - FY 18 budget update – Superintendent Corey
  - Update on RSEC
- 8:50 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:55 Motion to Adjourn

To: Hollis Brookline Cooperative School Board  
From: Bob Thompson, Principal HBMS  
Re: Principal's Report  
Date: October 19, 2016 Scheduled Meeting

***INFORMATION ONLY***



**TechWomen Breakfast-** On October 12, 11 of our 8<sup>th</sup> grade students attended the TechWomen Power Breakfast Series at the Manchester Country Club. The breakfast is hosted by the New Hampshire High Technology Council. While in attendance our HBMS students were able to participate in a forum on technology with Senator Kelly Ayotte and Governor Maggie Hassan, both candidates for United States Senate, and Chris Sununu and Colin Van Ostern, Gubernatorial candidates. Our students will have two more opportunities this year to attend the TechWomen Power Breakfast Series. Our goal is to get as many of our female students to attend as possible. A big thank you is in order to 8<sup>th</sup> grade math teacher, Dr. Katrina Hall, for leading this initiative for HBMS.

**Main Street Crosswalk-** On September 28<sup>th</sup> a meeting regarding the feasibility of a sidewalk across Main Street was held which included member of the Coop School Board, SAU41, Hollis Public Works Department, Hollis Police Department, Hollis Board of Selectmen and The New Hampshire Department of Transportation. During this meeting it was discussed where the best placement of the sidewalk would be and what associated costs would result if we were to move forward with this project. The estimated costs for all required aspects of the project is approximately \$5,000 dollars. It is recommended that we consider additional signage including designating the area as a school zone. This could increase the cost of the project to \$40,000 dollars. At the last Hollis Board of Selectmen Meeting on October 10<sup>th</sup> the board agreed to hold a public hearing on November 7<sup>th</sup> at 7:00 p.m.

**8<sup>th</sup> Grade Washington, D.C Trip-** Once again this year 8<sup>th</sup> grade students will travel to Washington, D.C. The trip will run from March 28<sup>th</sup> to March 31<sup>st</sup>. Through a competitive bidding process we have decided to change tour companies this year. As a result, several

upgrades to the trip have been made including a day in Philadelphia visiting Independence Hall, the Liberty Bell and the Ben Franklin House. The cost of the trip will remain the same as last year at \$685.00. Parents are able to pay in installments and can pay via credit card through MySchoolBucks.

**Instructional Leadership Team-** The Instructional Leadership Team has held two meetings this year and is in the process of finalizing their goals. Our work this year will focus on meeting the needs of all students in our classroom. Being a school of inclusion committed to heterogeneity means we have students across a wide spectrum of skills and learning styles in our classrooms. Some of our students are ready for college level work while some of our students are still working to master basic skills. The instructional leadership team will focus on ensuring that teachers feel they have the latest strategies for reaching all learners.

**HBMS Safety Committee-** The HBMS Safety Committee has held two meetings this year. The safety committee is a joint collaboration between HBMS, Hollis Police and the Hollis Fire Department. The focus of their work this year is to review and update all of our safety procedures. This will include revising our evacuation plan procedures to significantly decrease the amount of time it takes for us to account for students after an evacuation. We are also in the discussion phase of performing a joint exercise in the spring with Homeland Security, the Hollis Police Department, Hollis Fire Department and HBMS.

**HBMS Greenhouse-** The HBMS Green House Project is progressing as planned. With a recent \$2,500 dollar grant award from Rotary International, we are ready to purchase the greenhouse. We will continue our fundraising campaign as additional funds of approximately \$2,500.00 will be required for the installation of the greenhouse, along with additional costs for materials and supplies needed to make it operational. At the November 8<sup>th</sup> Teacher Professional Development Day, The Hollis Brookline Rotary Club, the Hollis Department of Public Works, and HBMS staff will do a presentation for teachers on the project.

### **Important Dates:**

**October 31- November 4th-** HBMS Book Fair in the Library Media Center

**November 1-** Sports Recognition Night 6:30 p.m.

**November 4-** Quarter 1 ends.

**November 10-** Veterans Day Assembly 9:30 a.m. in the HBMS Gymnasium

**November 20** – HBMS Band and Chorus perform at the Monarchs Hockey Game

To: Andrew Corey, Superintendent  
From: Rick Barnes, Principal  
RE: October Board Report

**Action Item:**

**Overnight Field Trips:**

- HBHS Honors Choir, (Princeton, NJ) "*Sing 'N' Joy Choral Festival*" by Interkultur (Attached) February 16-20.
- HBHS Band *World Strides Heritage Festival* (Washington DC) April 6-9 2016 (Attached)

**PSAT-**We are set to test all juniors and a small number of sophomores on October 19<sup>th</sup>. The exam serves as excellent preparation for the SAT and as the National Merit Scholarship Qualifying Test. We are pleased to report that the class of 2017 produced a higher number of National Merit semifinalists and commended students as compared to more recent classes. This serves as evidence of their commitment to excellence in the classroom and that our instructional practices are aligned to the latest version of the exam.

**Donation:** We recently received a donation in the amount of \$3,000 from **DesignLinx Hardware Solutions**. Don and Patricia St. Pierre are the owners of the company and proud parents of students in the district. The St. Pierre family offered the donation to cover a portion of the 2016-17 expenses for Project Lead the Way. We are grateful for their continued support and this timely donation. We are excited by the prospect of creating additional partnerships with other businesses in the community.

**Update Concussion/Impact Testing:** As you know, fall athletes were tested before the start of the school year. We are planning on having approximately 100 additional students for winter sports. Testing will take place on a rotating schedule during the month of November in CavBlock. The numbers of students tested should decrease as we proceed through the year due to the fact that we have many students who play multiple sports.

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: UMSTEAD

Date Request Submitted: 10/7/16

Names of Trip Chaperones: TBA

*(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: \_\_\_\_\_

Chaperone Expectations Forms submitted prior to departure: \_\_\_\_\_

Proposed Destination: Washington DC

Dates of Proposed Travel: April 6-April 9 2017

Dates of School Days Included

Within Travel Dates: April 6 & 7, 2017

Estimated or Maximum Number of Student Travelers 55 (est) 72 (max)

*(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: 11/3 7:00 PM HBHS Auditorium

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

Will any other persons travel with the students? If so, who? No

Have monies been budgeted by the district for the

Proposed trip? If so, how? NO

Will funds be collected from or fundraised by students? Yes Cost per Student ~ \$850

Who is to be authorized to handle the Funds on the trip? Umstead / Bumpus

*(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? Bus (through travel company)  
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 \_\_\_\_\_ Parent \_\_\_\_\_ Air \_\_\_\_\_

TRAVEL RATIONALE:

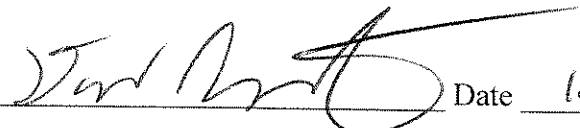
Students will experience participation/competition in a World Strides Heritage Festival. HBHS band students will also receive a clinic from Lt. Col. Jason Fettig, USMC, conductor of the "Presidents Own" United States Marine Band and observe the Marine Band in a rehearsal. Students will additionally experience other culturally significant sites and activities while improving the pride and bonds involved with being a member of the music department at HBHS.

DETAILED ITINERARY:

Attached.

CURRICULAR GOALS:

National Standards- Core Music Standards (Ensemble)  
Creating, Performing, Responding, Connecting

Department Head Signature:  Date 10/17/16

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

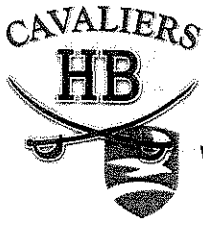
Approved:

Not approved:

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Submitted for School Board approval (date) \_\_\_\_\_

Approval of School Board \_\_\_\_\_ Date \_\_\_\_\_



# HOLLIS BROOKLINE HIGH SCHOOL

24 Cavalier Court Hollis, NH 03049

Richard D. Barnes, Principal  
 Robert F. Ouellette, Assistant Principal  
 Amanda C. Zeller, Assistant Principal

Ph 603.465.2269  
 Ex 603.465-2459



## Washington, D.C. Sample Itinerary

### 2017 Washington, D.C. Heritage Festival | Sample 3-Night Itinerary\*

**Hollis Brookline High School**  
**April 6th-9th, 2017**  
 Prepared by: Curtis Chadderdon

	Morning	Afternoon	Evening
<b>Day 1</b> <b>Thursday,</b> <b>April 6th, 2017</b>		Arrive in Washington, D.C.	Hotel Check-in Hard Rock Cafe Dinner Swingtime The Musical!
<b>Day 2</b> <b>Friday,</b> <b>April 7th, 2017</b>	Breakfast Workshop with D.C. Marine Band Director	Lunch Sightseeing in D.C. - Choose from Ford Theatre, Museum's, Smithsonian's, and famous landmarks	Amphora's Diner Deluxe For dinner D.C. Monument and Memorial Guided Tour Return to Hotel
<b>Day 3</b> <b>Saturday,</b> <b>April 8th, 2017</b>	Breakfast <b>Festival Performances and Adjudication</b>	Lunch Mount Vernon	<b>Gala Awards Ceremony and Dinner</b> Return to Hotel
<b>Day 4</b> <b>Sunday,</b> <b>April 9th, 2017</b>	Hotel Check-out Breakfast Changing of the Guard at Arlington National Cemetery	Depart for Home	Return home - memories to last a lifetime!

This is not your official itinerary. It is just a sample and subject to change. No reservations have been made at this time. Items listed in **Bold** are included in the cost of the package. Optional items can be added to your invoice based on availability. Your Destination Specialist will work on your specific itinerary with you once you register with

[worldstrides.com/onstage](http://worldstrides.com/onstage)

1-800-223-4367

**OnStage**

Performing arts journeys for students

We value:

- Integrity
- Intellectual Curiosity
- Innovation
- Individuality
- Involvement in HBHS Community

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: Matthew Barbosa

Date Request Submitted: 05/08/16

Names of Trip Chaperones: Matt Barbosa, David Umstead, Kristine Bumpus, Stacey Plummer  
(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: Matthew Barbosa

Chaperone Expectations Forms submitted prior to departure: \_\_\_\_\_

Proposed Destination: "Sing N' Joy Choral Festival" by INTERKULTUR at Westminster Choir College, Princeton, NJ

Dates of Proposed Travel: 02/15/17 - 02/20/17

Dates of School Days Included Within Travel Dates: ~~02/15/17 (Sat + PM)~~, 02/16/17, 02/17/17, 02/20/17

Estimated or Maximum Number of Student Travelers 24  
(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: TBD  
(An Informational Meeting must be conducted prior to any student commitment to travel.)

Will any other persons travel with the students? If so, who? Yes, two paying parents (approved District volunteers)

Have monies been budgeted by the district for the Proposed trip? If so, how? No

Will funds be collected from or fundraised by students? Yes Cost per Student \$900.00 (inclusive of: registration, hotel, travel, All Meats, such as tips for bus/hotel)

Who is to be authorized to handle the Funds on the trip? 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? Coach Bus via Fourwinds  
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  Parent \_\_\_\_\_ Air \_\_\_\_\_

**TRAVEL RATIONALE:**

This trip facilitates a very rare opportunity for our high-achieving Honors Choir students to learn from Pulitzer and Grammy winning choral composer Morten Lauridsen in addition to performing in an intensive weekend-long choral festival with choirs from New Zealand, Japan, Germany, Brazil, and other countries. The festival alone is an endeavor that will challenge and reward the dedication and work ethic of these students - however, the included collegiate tours and private work with a Broadway cast member adds another layer of rigor and transformative experience to the trip.

**DETAILED ITINERARY:**

- The HB Honors Choir will be participating in various competitive and non-competitive coachings, performances, and dialogues with renowned composer Morten Lauridsen and conductors from around the world.
- Other ventures included are guided tours of Westminster Choir College, Princeton University, Princeton Record Exchange, Melusina Theater, and a performance and cast dinner at a Broadway production. Itinerary is attached.

**CURRICULAR GOALS:**

The proposed trip aligns with all of our curricular goals, most blatantly its fulfillment of facilitating performance opportunities that highlight, challenge, and are appropriate for the high-caliber student in an honors ensemble.

Department Head Signature: [Signature] Date 6/8/16

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

Approved: [Signature]

Not approved: \_\_\_\_\_  
Signature of Principal [Signature] Date 6/22/16

Submitted for School Board approval (date) \_\_\_\_\_

Approval of School Board \_\_\_\_\_ Date \_\_\_\_\_

**Hollis Brookline Honors Choir Trip**  
**Princeton, NJ and NYC**  
**6 days 5 nights**

**Wednesday, February 15, 2017 – Day 1:**

- 3:00 p.m.** Depart from Hollis Brookline High School in Hollis, NH, for Princeton, New Jersey. Approx. 4.5 hours driving time depending on traffic.
- 8:00 p.m.** Arrive.  
Dinner at a local restaurant in the Westminster area, subject to availability.
- 7:30 p.m.** Depart for your Hotel in New Jersey – hotel to be arranged on your own.
- 8:15 p.m.** Arrive.

**Thursday, February 16, 2017- Day 2:**

- a.m.** Breakfast on your own – not included.  
Arrive at Westminster Choir College for “Inter Kultur”  
“Sing’ n’ Joy Princeton 2017”  
All day rehearsals, concerts and performances in Princeton and the surrounding area.  
\$10 cash out per person for lunch.  
Dinner at a local restaurant. (possible within walking distance from the hotel).
- 9:00 p.m.** Return to the hotel to enjoy the pool, subject to pool hours – the hotel is not included in the Four Winds Tours package. Check with your hotel.

**Friday, February 17, 2017-Day 3:**

- a.m.** Breakfast on your own – not included.  
Arrive at Westminster Choir College for “Inter Kultur”  
“Sing’ n’ Joy Princeton 2017”  
All day rehearsals, concerts and performances in Princeton and the surrounding area.  
\$10 cash out per person for lunch.  
Dinner at a local restaurant (possible within walking distance from the hotel).
- 9:00 p.m.** Depart for the Hotel. Pool time, subject to pool schedule. Check with your hotel.

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Email: [info@FourWindsTours.com](mailto:info@FourWindsTours.com) • Web: [www.FourWindsTours.com](http://www.FourWindsTours.com)

“THE STUDENT TRAVEL SPECIALISTS SINCE 1994”



**Saturday, February 18, 2017-Day 4:**

- Breakfast on your own – not included.*
- 10:00 a.m.** *Tour of Princeton University, subject to schedule and availability.  
Visit the “Princeton Record Exchange”  
\$10 cash out per person for lunch.  
Workshop at Mc Carter Theater – arranged on own  
Dinner at a local restaurant. (possible within walking distance from the Hotel).  
Evening show – arranged on own.*
- 10:00 p.m.** *Return to the hotel.*

**Sunday, February 19, 2017-Day 5:**

- Breakfast on your own – not included.*
- 9:00 a.m.** *Depart for New York City.*
- 10:00 a.m.** *Sightseeing and shopping on own.  
\$10 cash out per person for lunch.*
- p.m.** *Broadway Show and cast dinner – to be arranged on own.*
- 9:00 p.m.** *Return to the hotel in NJ.*

**Monday, February 20, 2017-Day 6:**

- Breakfast on your own – not included.*
- 10:00 a.m.** *Depart for your school.  
Approx. 4.5 hours driving time depending upon traffic.*
- 2:30 p.m.** *Approximate time of arrival at your school.*



**Optional STUDENT TRAVEL PROTECTION (INSURANCE) with minimum 10 students (under the age of 25 years) per policy:**

Four Winds Tours recommends that you purchase a travel protection plan to help protect you and your trip investment! Now more than ever it is important to think about the unexpected. Consider travel protection for Trip Cancellation, Cancel for Any Reason, Trip Interruption, Emergency Medical and Emergency Evacuation/Repatriation, Trip Delay, Baggage Delay and much more...

**360° Deluxe Travel Protection plan (cancel for ANY reason)**

Trips under \$500	\$29 per person.
Trips from \$501-\$1000	\$39 per person.
Trips from \$1001-\$1500	\$55 per person.
Trips from \$1501-\$2000	\$69 per person.

The Insurance premium is due with your deposit payment for your trip. Rates are subject to change. Please inquire for the cost of insurance for any adults.

**75-100% refund depending reason for cancellation, please check the link.**

<http://www.fourwindstours.com/sites/default/files/kcfinder/files/Delux-Insurance.pdf>

**SYTA CONSUMER PROTECTION:** As we are privileged to be a member of SYTA (Student & Youth Travel Association), founded in 1997 to protect travelers younger than 26 years of age, Four Winds Tours & Travel endorses and complies with SYTA's strict code of ethics. In addition, Four Winds Tours & Travel meets SYTA's requirement that members have tour protection coverage of \$200,000.

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The pricing is based on Wade Transportation, subject to early decision and coach availability at the time of booking. This bus company requires a deposit to guarantee the price and availability. Pricing for other bus companies vary and may be higher.

Price per person	Minimum number of students / paying adults	Complimentary chaperones
\$469	24 / 6	2
\$558	24 / 2	4

If you have less than 26 students / paying adults in a coach, the cost of the busing and the trip will go up.

Note: Due to the uncertainty in the fuel market, there may be an additional cost for fuel. Prices for Holiday weeks may vary slightly.

\* If you add any activities that require further driving, the price will go up.

**The tour includes:**

- 6 days Deluxe Motorcoach transportation
- 4 x \$10 cash out per person for lunches
- 4 dinners at local restaurants
- Tip for the driver
- Tip for the hotel staff

**The trip does not include:**

- Hotel accommodations
- Choir performance, etc.
- Meals unless specified; Personal expenses

Hollis Brookline Princeton NJ NYC 6 2017 ab/ea

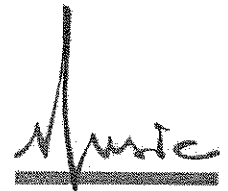
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“THE STUDENT TRAVEL SPECIALISTS SINCE 1994”



Sing'n`Joy Princeton 2017  
February 16-20, 2017



EVENT PACKAGE of M&C Music Contact GmbH  
- Official partner and authorised agency of INTERKULTUR-

Economy Class				
Accommodation in 2* Hotels				
All prices are <u>per person</u> in	In quad room (sharing 2 queen beds)	In triple room (sharing 2 queen beds)	Double room	Single room
Event package for 4 nights with all benefits as listed on page 2	236 \$	276 \$	360 \$	668 \$
Additional night with breakfast	34 \$ <i>students</i>	44 \$	67 \$ <i>adults</i>	147 \$

Standard Class				
Accommodation in 3* Hotels				
All prices are <u>per person</u> in	In quad room (sharing 2 queen beds)	In triple room (sharing 2 queen beds)	Double room	Single room
Event package for 4 nights with all benefits as listed on page 2	316 \$	380 \$	516 \$	996 \$
Additional night with breakfast	54 \$	71 \$	106 \$	234 \$

First Class				
Accommodation in 3*plus-4* Hotels				
All prices are <u>per person</u> in	In quad room (sharing 2 queen beds)	In triple room (sharing 2 queen beds)	Double room	Single room
Event package for 4 nights with all benefits as listed on page 2	384 \$	444 \$	564 \$	1140 \$
Additional night with breakfast	71 \$	87 \$	119 \$	271 \$

If a registration is received without specific information the down payment invoice will be made and sent on the basis of double rooms in Standard Class.

We cannot guarantee the availability of all accommodation categories for choirs registering after the official registration deadline, which is **September 19, 2016**.

Princeton, USA

M&C Music Contact GmbH  
Ruhberg 1  
35463 Fernwald / Germany  
Tel: +49 (0) 6404 / 697 49 10  
Fax: +49 (0) 6404 / 697 49 29

Email: mail@mc-musiccontact.com  
Website: www.mc-musiccontact.com

General Manager: Stefan Böhländer  
Amtsgericht Gießen: HRB 2657  
Ust. ID: DE 152 718 259

Sing`n`Joy Princeton 2017  
February 16-20, 2017



Package Benefits

**Performances and competitions:**

- Participation in the event as chosen from the different participation opportunities
- Scheduled stage rehearsal(s) for your choir
- Placement in additional rehearsal space "as available"
- Participation in at least one friendship concert with other participating choirs
- Complimentary copy of the official jurors evaluation documents (one per choir)
- Qualification certificate, indicating your choir - according to your results - to perform in future INTERKULTUR events (e.g. in The Champions Competition of the World Choir Games)
- Complimentary copies of the official program book (1 for 10 persons)

**Accommodation & services:**

- 4 x overnight stays in the requested hotel category (minimum stay length)
- 4 x breakfast
- All taxes included
- Support on-site from the INTERKULTUR international and local team
- Competent assistance at your performances
- Preparation of your choir's specific itinerary
- NOTE: Transfers from and to Airport, local transfers and sightseeing/excursions are **NOT included** and have to be booked separately

**Official Event Pass** with access to:

- Competition & Friendship concerts – seating as available
- Opening Ceremony and Closing Ceremony – seating as available
- Your Awards Ceremony – seating as available

Terms and Conditions

After receipt of your registration fee and registration forms, you will receive a **down payment invoice** by M&C Music Contact GmbH. You may adjust the number of participants. A new invoice will not be issued after each adjustment; however, all changes will be reflected in your final invoice. We will preliminarily reserve the hotel only after receipt of your down payment.

Your **final invoice** will show your payments and balance due. Full payment of the event package with optional additional services is due by **December 15, 2016** M&C will bindingly reserve your hotel upon receipt of full payment.

Schedules and travel documents will be available about 1 month before the event to choirs who have paid in full.

Approximately 4 weeks after the event, you will receive an **adjusted invoice** if any changes have been made to your event package during your stay.

**Cancellation terms:**

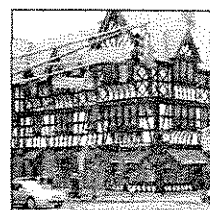
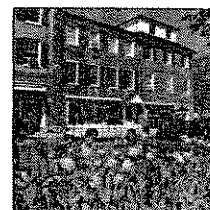
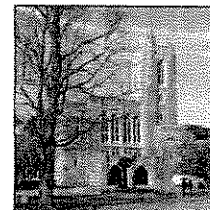
Cancellation of your booking or partial changes are only accepted in writing sent to M&C Music Contact GmbH. Changes require a processing time of three (3) working days. Cancellation fees will be calculated according to the M&C Music Contact GmbH General Travelling Terms and Conditions enclosed with the down payment invoice.

Early Bird Registration (see next page)

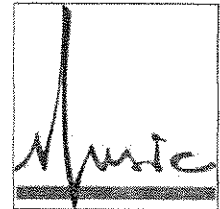
M&C Music Contact GmbH  
Ruhberg 1  
35463 Fernwald / Germany  
Tel: +49 (0) 6404 / 697 49 10  
Fax: +49 (0) 6404 / 697 49 29

Email: mail@mc-musiccontact.com  
Website: www.mc-musiccontact.com

General Manager: Stefan Bohländer  
AG Gießen: HRB 2657  
Ust. ID: DE 152 718 259



**Sing'n`Joy Princeton 2017**  
February 16-20, 2017



**Early Bird Registration**

The Early Bird Registration fee together with the registration documents must be received by **July 25, 2016** to secure the following:

- ✓ Reduction of the registration fee as written in the "Participant Information"
- ✓ Complimentary participant: For every 35 participants you register you will receive one (1) complimentary event package in double room

**Discount payment terms:**

**Option #1:** The down payment invoice must be paid **by August 31, 2016** and the second invoice (balance) must be paid in full **by November 10, 2016** to receive a 3% discount on the event package\*, to be deducted on final invoice.

**Option #2:** If the full payment is made **by August 31, 2016** you will receive a 5% discount on the event package\*.

\* *Early Bird discounts will be deducted from the standard 4-night-event package only (this does not include additional services such as transfers, excursions, additional nights, extra meals, etc.). Persons added after July 25, 2016 will not qualify any more to get the early bird discounts.*

**Example for Early Bird Registration SAVINGS!**

One time reduction off the registration fee: - 125 \$

Savings on the event package:

**1) Option #1 -> 3% discount** Total savings for the group: 1.244,72 \$  
(incl. the registration fee reduction)

Choir, 40 participants in double rooms	
Category Standard Class (40 PAX x 516 \$)	20.640,00 \$
Less 1 complimentary participant in double room	-516,00 \$
	<u>20.124,00 \$</u>

<b>50% Down payment</b> paid by August 31, 2016	<b>10.062,00 \$</b>
<b>AND final payment</b> paid in full by November 10, 2016	<b>9.458,28 \$</b>
entitles you to a 3% discount (603,72 \$)	<b>Total 19.520,28 \$</b>

**2) Option #2 -> 5% discount** Total savings for the group: 1.703,00 \$  
(incl. the registration fee reduction)

Choir, 40 participants in double rooms	
Category Standard Class (40 PAX x 516 \$)	20.640,00 \$
Less 1 complimentary participant in double room	-516,00 \$
	<u>20.124,00 \$</u>

<b>Full invoice</b> paid by August 31, 2016	
entitles you to a 5% discount (1.062,0 \$)	<b>Total 19.062,00 \$</b>

On behalf of your International M&C Music Contact Team, we are looking forward to welcoming you to **Sing'n`Joy Princeton 2017!**

Sincerely,

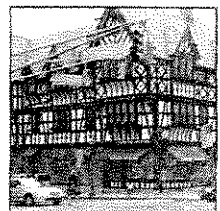
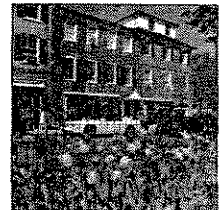
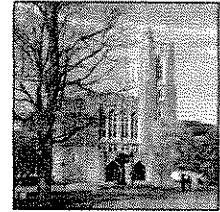
Stefan Bohländer, General Manager

Encl. Participant & Competition Information, registration forms and General Travelling Terms & Conditions (ARB) of M&C Music Contact GmbH

M&C Music Contact GmbH  
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35463 Fernwald / Germany  
Tel: +49 (0) 6404 / 697 49 10  
Fax: +49 (0) 6404 / 697 49 29

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General Manager: Stefan Bohländer  
AG Gießen: HRB 2657  
Ust. ID: DE 152 718 259



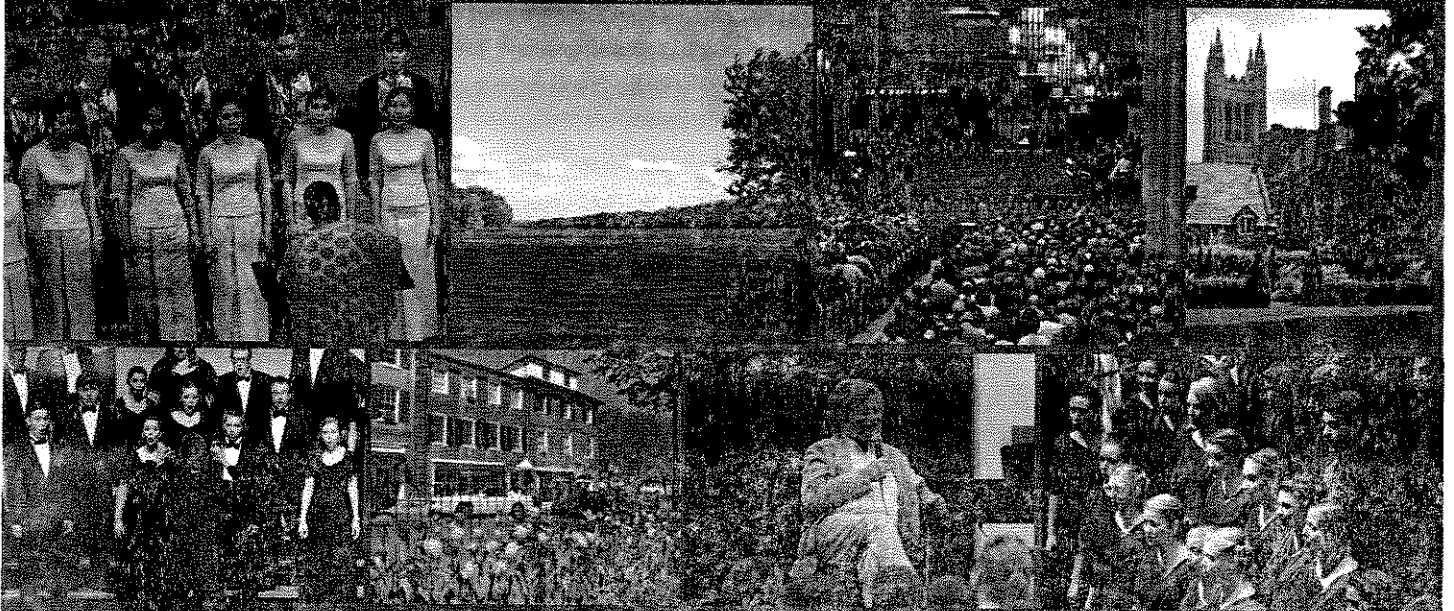


Princeton (NJ) • USA

February 16-20, 2017

# Sing'n'Joy Princeton 2017

## PARTICIPANT INFORMATION



**Organizer**  
INTERKULTUR

**In cooperation with**  
Westminster Choir College

**Supported by**  
American Choral Directors Association  
City of Princeton  
Princeton Regional Convention & Visitors Bureau

**President INTERKULTUR**  
Günter Titsch (Germany)

**Honorary Artistic President**  
Morten Lauridsen (USA)

**Artistic Committee**  
Prof. Dr. Ralf Eisenbeiß (Germany), Senior Artistic Director  
Prof. Dr. Joe Miller (USA)  
Assoc. Prof. Romāns Vanags (Latvia)  
Christian Ljunggren (Sweden)

**Organizing Committee**  
Thomas Schüle (Germany), Project Manager  
Anne Sears (USA)  
Iris Huting Byrd (China/Canada)

**INTERKULTUR Board**  
Günter Titsch (Germany)  
Wang Qin (China)  
Stefan Bohländer (Germany)  
Prof. Dr. Ralf Eisenbeiß (Germany)



**Cordial Invitation**

Dear singers,

In 2017 the choirs of the world will sing together in Princeton, New Jersey. INTERKULTUR, in cooperation with Westminster Choir College, cordially invites all choirs to Princeton in order to celebrate this great festival of choral music, Sing'n'Joy Princeton 2017!

Princeton - a small city with a big name. It has a worldwide reputation for being the location of Princeton University, one of the oldest, most historic universities in the United States. But the city is also well known in the choral world as the home of the Westminster Choir College, one of the world's leading schools of music. One of the highlights of Sing'n'Joy Princeton will be ensembles from Westminster Choir College presenting their highest quality of choral singing. You may also have the chance to scour their collection of choral music sheets, which is the largest in the world.

Princeton is a great place to stay! Enjoy the beauty of New Jersey, the so called "Garden State", with its long coastline on the Atlantic Ocean, hundreds of lakes and ponds, many state parks, and much more.

We look forward to welcoming you to Princeton!

Günter Titsch  
President INTERKULTUR

## EVENT SCHEDULE \*Subject to Change\*

Dates	THURSDAY FEB 16, 2017	FRIDAY FEB 17, 2017	SATURDAY FEB 18, 2017	SUNDAY FEB 19, 2017	MONDAY FEB 20, 2017
Arrival / Departure	Arrival				Departure
Rehearsals	Rehearsals and Stage rehearsals				
Evaluation		Evaluation Performances and Individual Coachings			
Sing'n'Joy		Rehearsals		Performance	
Friendship Concerts	Concerts and performances in Princeton and surroundings				
The Competitions		Afternoon	All day		
Official Events	Opening Event			Closing Event & Awards Ceremony	
Tourism activities	Sightseeing & excursions (depending on the choir's event schedule)				

## PARTICIPATION OPPORTUNITIES

INTERKULTUR events provide the opportunity to customize your event experience by mixing and matching competitive and non-competitive activities of participation. Choirs may choose from the following:

	1. Non-Competitive Participation	2. Competitive Participation
Competition categories*		X
Evaluation Performance*	X	
Individual Coaching*	X	X
Sing'n'Joy Festival Stage Choir	X	X
Non-competitive Festival Participation (Concert Performances only)	X	

\* Friendship Concert Performance included

## 1. Discover Westminster Choir College

Westminster Choir College - Visit the world's largest collection of sheet music for choral music!

Westminster Choir College is a residential conservatory of music in Princeton and is known as one of the leading schools for musical professions. It educates men and women at the undergraduate and graduate levels for musical careers in all fields of music. All students study with Westminster's acclaimed voice faculty, the largest voice faculty in the world.

Besides its educational mission the conservatory is also hosting the world's largest collection of sheet music for choral music. It began with the personal collection of John Finley Williamson, founder of Westminster Choir College. Nowadays it is a growing collection of approximately 80,000 shorter choral works, including anthems, madrigals, motets, part songs, and other choral genres. The collection continues to grow as publishers' new issues are added.

During our event, participants have the opportunity to join a guided tour by Prof. Joe Miller or on of his assistants. However, this tour can only be made available to a limited number of participants. Choirs will be informed before their arrival on how many participants can join this special tour.

## 2. Non-competitive elements

### Sing'n'Joy- Festival Stage Choir

<b>FSC</b>	Sing'n'Joy Festival Stage Choir	<p>As artistic highlight of „Sing'n'Joy Princeton“ all participating choirs have the possibility to take part in a joint performance of two pieces composed by Morten Lauridsen, that will be performed as part of the Closing Concert of the event:</p> <ol style="list-style-type: none"> <li>1) Dirait-on</li> <li>2) Sure on this Shining Night</li> </ol> <p>During your stay in Princeton obligatory rehearsal sessions will take place. If you are interested in participating in this concert you are invited to register for it. However, the artistic committee has final approval on selection of choirs and the pieces must be rehearsed independently before your arrival in Princeton.</p> <p>Choirs and Ensembles of equal voices are asked to study the respective voice parts of the above mentioned compositions.</p>
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### Friendship Concerts

<b>FC</b>	<b>Friendship Concerts</b>	<p>Participating choirs may register to perform together with other international choirs. Choirs must prepare 15-20 minutes of their own music pre-approved by the Artistic Committee. The concert should be preferably a cappella or with own instruments.</p> <p>Choirs can also take part in Friendship Concerts ONLY (Non-competitive Festival Participation).</p>
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### Evaluation Performance

<b>EP</b>	<b>Evaluation Performance</b> for non-competing choirs	<ul style="list-style-type: none"> <li>• three (3) pieces of the choir's choice</li> <li>• performance before a panel of qualified international jurors who provide immediate positive artistic and pedagogical advice for improvement</li> <li>• certificates of participation will be awarded, as well as evaluation ratings and recommendation letters for future INTERKULTUR competitions upon request</li> </ul>
	<ul style="list-style-type: none"> <li>• Number of singers: unlimited</li> <li>• Singing time: maximum 15 minutes</li> <li>• Accompaniment: unlimited</li> </ul>	

### Individual Coaching

<b>IC</b>	<b>Individual Coaching</b>	<ul style="list-style-type: none"> <li>• one piece of the choir's choice</li> <li>• an international choral expert gives new input for stimulating artistic ideas and interpretive guidance</li> <li>• for an effective rehearsal choirs must prepare the music piece in advance</li> </ul>
	<ul style="list-style-type: none"> <li>• Number of singers: unlimited</li> <li>• Singing time: 45 minutes rehearsal session</li> <li>• Accompaniment: possible</li> </ul>	

## 2. Competitive Participation

### 2.1 Categories of Competition

<b>A</b>	Difficulty level I	<p>A1- Mixed Choirs; A2- Male Choirs; A3- Female Choirs</p> <p>Four pieces have to be performed:</p> <ol style="list-style-type: none"> <li>1. A1: Morten Lauridsen: Nocturnes, No. 2 - Soneto de la Noche A2: Morten Lauridsen: O Magnum Mysterium A3: Randall Thompson: Alleluia</li> <li>2. One piece by a non US composer, born after 1950</li> <li>3. One piece of the choir's choice</li> <li>4. One piece of the choir's choice</li> </ol>
		<ul style="list-style-type: none"> <li>• Number of singers: A1 minimum 31; A2 &amp; A3 minimum 26</li> <li>• Singing time: The singing time should be at least 12 minutes and must not be longer than 20 minutes.</li> <li>• Accompaniment: Maximum one piece may be performed with instrumental accompaniment.</li> <li>• Only original compositions may be performed.</li> </ul>

<b>B</b>	Difficulty level II	<p>B1- Mixed Choirs; B2- Male Choirs; B3- Female Choirs</p> <p>Three pieces have to be performed:</p> <ol style="list-style-type: none"> <li>1. One piece by a US composer</li> <li>2. One piece of the choir's choice</li> <li>3. One piece of the choir's choice</li> </ol>
		<ul style="list-style-type: none"> <li>• Number of singers: No restrictions</li> <li>• Singing time: The singing time should be at least 8 minutes and must not be longer than 15 minutes.</li> <li>• Accompaniment: Maximum 1 Piece</li> </ul>

<b>C</b>	Chamber Choirs & Vocal Ensembles  a cappella	<p>C1- Mixed Voices; C2- Equal Voices</p> <p>Four pieces have to be performed:</p> <ol style="list-style-type: none"> <li>1. C1: Morten Lauridsen: Six Fire Songs on Italian Renaissance Poems - No. 1 Ov'e, Lass', Il bel Viso? C2 (TTBB): Morten Lauridsen: Ave Dulcissima Maria C2 (SSAA): David Conte: Hosanna</li> <li>2. One piece by a composer born before 1690</li> <li>3. One piece of the choir's choice after 1950</li> <li>4. One piece of the choir's choice</li> </ol>
		<ul style="list-style-type: none"> <li>• Number of singers: C1 minimum 6, maximum 30; C2 minimum 4, maximum 25</li> <li>• Singing time: The singing time should be at least 12 minutes and must not be longer than 20 minutes.</li> <li>• Accompaniment: Instrumental accompaniment is not permitted.</li> <li>• Only original compositions may be performed.</li> </ul>

<b>S</b>	<b>Sacred Choral Music</b>	<p>Three pieces with content that is based on Christian religions have to be performed:</p> <ol style="list-style-type: none"> <li>1. One piece by a composer born before 1809</li> <li>2. One piece by a composer born 1809 or later</li> <li>3. One piece of the choir's choice</li> </ol>
		<ul style="list-style-type: none"> <li>• Number of singers: unlimited</li> <li>• Singing time: The singing time should be at least 8 minutes and must not be longer than 15 minutes.</li> <li>• Accompaniment: Maximum one piece may be performed with instrumental accompaniment.</li> </ul>

<b>F</b>	<b>Folklore</b>	<p>The ensembles perform a folklore program typical for the choir's home country. Choreography is permitted</p>
		<ul style="list-style-type: none"> <li>• Number of singers: unlimited</li> <li>• Singing time: The singing time should be at least 8 minutes and must not be longer than 15 minutes.</li> <li>• Accompaniment: All pieces may be accompanied.</li> </ul>

## 2.2 Artistic Regulations

	A			B	C	S	F
	A1	A2	A3	B1-B3	C1 & C2		
Age Limit	16+					unlimited	
Minimum Number of Singers	31	26	26	unlimited	C1: min 6 C2: min 4	unlimited	
Maximum Number of Singers	unlimited				C1: max 30 C2: max 25	unlimited	
Number of Pieces	4			3	4	3	unlimited
Minimum singing time should be	12 minutes			8 minutes	12 minutes	8 minutes	
Maximum Actual Singing Time	20 minutes			15 minutes	20 minutes	15 minutes	
Maximum Pieces with accompaniment	1				-	1	all
Use of Amplification	Not permitted						

## GRAND PRIZE COMPETITION

The respective Category Winners can participate in the competition for the **Grand Prize - Sing'n'Joy Princeton 2017**. The jury reserves the right to nominate further choirs for participation.

**PROGRAM:** Two freely chosen a cappella pieces which may not be the ones the choir had already performed in their whole competition program. Those two pieces must be confirmed by the artistic committee.

**ACTUAL SINGING TIME:** The maximum actual singing time is 8 minutes.

The winner of this competition will receive the **Grand Prize - Sing'n'Joy Princeton 2017** endowed with USD 2,000.00.

## Special Prize

Among the choirs participating in categories A and C, the jury will award a **Special Prize** for the best interpretation of a **Morten Lauridsen composition**.

Morten Lauridsen will be actively involved in this decision and the winning choir will receive an autograph that INTERKULTUR has purchased by auction: Prior to their 2015 conference in Boston the Choral Association CHORUS AMERICA auctioned a handwritten page of a composition by Morten Lauridsen - four measures out of the opening of his famous "O Magnum Mysterium"! INTERKULTUR is now looking forward to donate this autograph and dedicate it to the winning choir of the "Special Prize" in Princeton. The composer will personally hand over his autograph to the winner!

## Competition Rules

### GENERAL RULES

- a) All non-professional choirs are welcome to compete in this event. With the exception of the conductors, its members must all be amateurs, e.g. they are not allowed to earn their livelihood by professional singing.
- b) In categories with age limits, a maximum of 20% of the members may exceed the age limit by 5 years. The organizers reserve the right to check the ages of the singers.
- c) The order of performances within a category is scheduled at random.
- d) **INDIVIDUAL CONCERTS AND PERFORMANCES:** During their stay the participating choirs are not allowed to give further concerts or performances without the organizer's approval in advance.

### MULTIPLE PARTICIPATION

- a) Individual choir members may participate in smaller ensembles formed out of their primary choir but may NOT sing in more than one primary choir.
- b) All choirs may participate in only one of A, B or C.
- c) In addition, mixed choirs can participate with their male or female voices in the same category (i.e. participation with the mixed choir in A1 and with the male voices in A2 or the female voices in A3. Choirs may additionally choose to participate in category S and/or F independent of their participation in A, B or C.
- d) Conductors are permitted to conduct only one choir per category, however conducting in different categories is allowed. A choir may also perform with several conductors.

### MUSIC

- a) Only ORIGINAL ACCOMPANIMENTS are permitted, which means that any reductions in orchestration or transcriptions of other instruments that were not planned by the composer and do not have an accepted performance tradition are excluded from the competition.
- b) ACCOMPANIMENT means that at least one pitched instrument is used. In categories requiring a cappella selections, a maximum of three instruments without definite pitch may be used (percussion instruments).
- c) The use of ORIGINAL COMPOSITIONS means that a piece must be performed in accordance with the composer's original score. Compositions prior-to and through the Baroque era may be performed in variations of scoring that correspond with the original musical material. The arrangement of a composition is permitted if it has led to a new composition. The Artistic committee reserves the right to reject compositions.
- d) **CHANGES OF KEY:** The compulsory piece must be sung in the original key. For other selections; if the choir wishes to change the key, the jury must be informed in writing if a choir wishes to change the key from what is written in the printed score prior to the competition.

- e) After APPROVAL OF PROPOSED PROGRAM by the artistic directors, it will be returned for final review and confirmation by the respective choir. The choir must respond within 14 days of delivery with any changes to the program. If there is no response within 14 days, the program will be considered final; therefore neither titles nor performance order may be changed. Changes made without informing the organizer will result in a disqualification. Choirs are responsible for possible performing rights of their program.
- f) ACTUAL SINGING TIME: Actual singing time is the duration of the performance time only. It excludes entrance, exit, and applause.
- g) It is NOT allowed to sing the same pieces in different categories. Separate repertoire pages should be filled out for each category of competition for registration

#### SHEET MUSIC

- a) 5 scores of every piece must be submitted with the registration forms.
- b) Scores submitted must conform to internationally recognized sheet music standards (five lines of notes).
- c) Scores that do not bear the titles, names of composers etc. printed in the Roman alphabet must bear a transcription into the Roman alphabet (clear handwritten notes suffice).
- d) One score remains with the organizer after the competition. Remaining scores may be collected from the organizer after the awards ceremony. Uncollected scores will not be sent by mail.
- e) No scores have to be submitted for celebration or friendship concerts.
- f) Please note that published choral compositions may only be sung using the original scores or authorized copies. The use of unauthorized copies or handwritten copies is not allowed! All scores must be sent by mail as hardcopy. Scores sent as files (PDF or similar) will not be accepted.
- g) If your scores are published as score book, please submit only one book but preferably authorized copies.

#### COMPULSORY PIECES

- a) The compulsory piece has to be sung as first piece of the competition program.
- b) Compulsory pieces have to be performed in the original key.
- c) Publishers:

All compositions by Morten Lauridsen can be obtained from Hal Leonard or peermusic.  
The compositions by Randall Thompson and David Conte can be obtained from ECS Publishing.

## MUSICA MUNDI® Evaluation System

- Choirs will be evaluated by international acknowledged choral experts in accordance with the general MUSICA MUNDI evaluation system (30 point system). The decision of the jury cannot be contested.

The performance of each choir will be evaluated according to the following:

- I) Technical Evaluation
  - a) *Intonation*
  - b) *Sound Quality*
- II) Artistic Evaluation
  - c) *Fidelity to the score*
  - d) *Overall Artistic Impression*

	a	b	c	d
Piece 1	25		22	
Piece 2	27		26	
Piece 3	23		25	
Piece 4	26		24	
Criteria a & c = average of 1 - 4				
Criteria b & d = points given for the overall performance	25.25	26	24.25	24
Total Score (average)	24.88			

- The jury decides first whether a choir may be qualified for a diploma or not. Choirs receiving no diploma will get a certificate of participation. Choirs that may qualify for a diploma will be given a score between 1 and 30 points.
- The final result is made up of the average of all given points or by the average of the intermediate results respectively.
- In categories for which the number of pieces is not determined, the jury will evaluate only the overall performance according to the above mentioned criteria.
- Category winner is the choir with the highest score above 20.50 points. In case of equal scores or if the difference between the scores of two choirs is less than 0.1 point, the jury will take a vote on the category winner. If no choir has achieved a score above 20.50 points (Gold I), there will be no category winner in that category.
- If a choir exceeds the maximum singing time, their final result will be reduced by jury decision.

## Diplomas & Awards

### Diplomas

According to the score, Bronze, Silver, and Golden Diplomas will be awarded. In the event the choir does not achieve a diploma, the choir will receive a certificate of participation. The choir with a golden diploma and the highest score in each category becomes the Category Winner. Special and Conductor's prizes may also be awarded.

Diploma	Level									
	I	II	III	IV	V	VI	VII	VIII	IX	X
Bronze 0.5 - 10.49	1-1.49	1.5- 2.49	2.5- 3.49	3.5- 4.49	4.5- 5.49	5.5- 6.49	6.5- 7.49	7.5- 8.49	8.5- 9.49	9.5- 10.49
Silver 10.5 - 20.49	10.5- 11.49	11.5- 12.49	12.5- 13.49	13.5- 14.49	14.5- 15.49	15.5- 16.49	16.5- 17.49	17.5- 18.49	18.5- 19.49	19.5- 20.49
Gold 20.5 - 30.00	20.5- 21.49	21.5- 22.49	22.5- 23.49	23.5- 24.49	24.5- 25.49	25.5- 26.49	26.5- 27.49	27.5- 28.49	28.5- 29.49	29.5- 30

### 3. TERMS & CONDITIONS OF PARTICIPATION

#### 3.1 Registration & Registration Deadline

The deadline for registration is **September 19, 2016**.  
*Early Bird deadline is July 25, 2016.*

#### 3.2 Registration Check list

The following documents must be provided together with the registration forms by deadline:

- REGISTRATION FORMS DULY FILLED IN
- REGISTRATION FEE (PLEASE ENCLOSE PROOF OF PAYMENT). The amount may also be paid with Visa or Mastercard (see registration forms).
- AUDIO RECORDING: Please send an .mp3, WAV, WMA, or CD with at least three (3) pieces (preferably a cappella) not older than two years. Please write the titles and composers of the pieces as well as the date of recording
- SHORT BIOGRAPHY OF CHOIR: Please send the biography in English as an editable text document (e.g. Word)
- PHOTOGRAPH OF CHOIR: Make sure that it is suitable for reproduction (landscape format, as a file jpg or bmp, no PDF format, min. 300 dpi, as original min. 12 x 7,5 cm). The picture should not be older than two years.
- MUSIC SCORES OF COMPETITION REPERTOIRE: Scores sent as PDF or similar files will not be accepted. [Five (5) copies for competition, three (3) for Evaluation Performance & one (1) for Individual Coaching].

#### 3.3 Costs

##### Registration Fee

To participate in the event the following registration fees have to be paid per choir/ensemble and category as follows:

	1. Non-Competitive Participation	2. Competitive Participation
1 competition category*		USD 250.00
Evaluation Performance*	USD 250.00	
Individual Coaching*	USD 250.00	USD 250.00
Sing'n'Joy - Festival Stage Choir	<i>free of charge</i>	<i>free of charge</i>
Non-competitive Festival Participation (Concert Performances only)	USD 250.00	

\*Friendship Concert Performance included.

The registration fee must be made payable to INTERKULTUR in full upon registration by bank transfer or by credit card (Visa or MasterCard). Any banking costs that arise must be paid by the registrant.

Once off discount of 50% for the first category of participation and further Early Bird discounts will be granted on the event package - if completed registration documents and fee have been received by deadline.

In case a choir cancels its participation the registration fee will not be refunded.

The bank details to pay the registration fee are as follows:

Account Holder: INTERKULTUR  
 Name of Bank: Deutsche Bank  
 Bank Code: 513 700 24  
 Account Number: 0152181  
 SWIFT-Code (BIC): DEUTDE DB 513  
 IBAN for EU countries: DE06 5137 0024 0015 2181 00  
 Purpose: US171 + name of choir (please state name in full)

### Event Packages

For organizational reasons and to ensure ideal conditions, a participation in the event is possible only if the event package including accommodation bookings are made through the agencies authorized by INTERKULTUR. For local choirs a special event package is available on request.

**The booking of the event package is an exclusive condition and integral part of the conditions for participation and there is no exception to this rule.**

All included services and rates of the event package are described in the travel agency offer enclosed to this participant information.

The purchase of an accommodation package is **four (4) nights minimum**.

If a registration is received without specific information the down payment invoice will be made and sent on the basis of double rooms in Standard Class.

Registration is binding for the choir, in regard to both participation in the festival and the travel services provided by the authorized agencies. Confirmation of the order (deposit invoice) through the authorized agencies constitutes a travel contract in the sense of § 651a BGB (German Civil Code). The General Conditions of Travel (*ARB Allgemeine Reisebedingungen, General Conditions of Travel*) of the authorized agencies shall apply. They are enclosed in each offer. Please read these conditions carefully. Ignorance of these legally valid conditions does not provide exemption from any resulting obligations. The costs due to the authorized agencies for the event package are due on the date indicated on the invoice. Banking information is also located on the invoice. We would like to draw your attention expressly to the fact that participation in the event is only possible if the costs due have been received net and by deadline. Delay in payments may affect the benefits of your participation. Any costs incurred due to such action are to be borne by the group.

### Travel Expenses

The journey to the event including the travel expenses is the sole responsibility of the choir members and additional persons. Sightseeing excursions aside from the event and airport transfers are not inclusive and must be booked separately.

### 3.4 Language of Correspondence

English is the sole language that is reflected on official documents. This includes, but is not limited to, the Official Participant Information, travel documents such as schedule and vouchers as well as invoices. These are all legally binding.

Verbal information is available in the following languages French, Italian, Russian, Spanish and Hungarian.

**Please make sure that your choir is accompanied by at least one English speaking person who can assist you with translation during the event.**

### 3.5 Organizer

Organizer is INTERKULTUR Management GmbH, Platz der Einheit 1/ 60327 Frankfurt / Germany.

### 3.6 Liability

INTERKULTUR is responsible for the artistic and musical design and the execution of the events. Its liability comprises of all organizational matters of the event. Any liability with regard to organizer's liability is expressly excluded. Any liability of such kind would be that of the authorized agencies and / or the management of the respective congress or concert halls, catering and transport companies. The authorized agencies accept liability as travel organizer in the sense of § 651a German Travel Law and on the basis of the "*Allgemeinen Reisebedingungen*" (ARB) mentioned above. With his / her signature on the registration form, the

signatory accepts the terms of the "Allgemeinen Reisebedingungen" ARB (*General Conditions of Travel*) and the organizer's liability for him / herself and for all persons registered.

### 3.7 Audio and Audiovisual Recordings

All rights regarding the audio and audio-visual recordings of the event ("Recordings") as well as their exploitation are herewith being granted exclusively to INTERKULTUR by the choir / artists. All rights granted to INTERKULTUR hereunder may be exploited by INTERKULTUR in perpetuity without any limitation as to time, territory and/or manner of exploitation free of any rights of third parties. Without limiting the generality of the foregoing, this includes in particular the following exclusive rights in the Recordings which can also be transferred by INTERKULTUR to a third party at INTERKULTUR'S discretion:

INTERKULTUR shall be exclusively entitled to reproduce the Recordings wholly or partly by way of producing vinyl discs, music cassettes, compact discs, DATs, Mini Discs, Digital Compact Cassettes or other sound carriers and by producing video cassettes, picture discs, compact disc videos, DVDs or other audio-visual carriers or other data carriers or by means of other technical devices and to sell or otherwise distribute these reproductions by retail, wholesale or other distribution channels such as clubs, mail order or TV-response. This also includes the right to exploit the Recordings in the context of online and especially internet applications of any kind and of any system, regardless of the way of transmission and business model, and to use, upload and distribute these Recordings in data bases, networks (e.g. internet and all its services) or anything similar of any kind and especially to disseminate and transmit these Recordings to users of databases / networks via cable or other ways of transmission for the purpose of perception and/ or reproduction and/ or distribution against payment or free of charge. This also includes the right to publicly perform or broadcast the Recordings by private or public broadcast stations, including digital radio services, via cable, satellite or other technical transmission services either against payment or free of charge (including the right to collect in INTERKULTUR'S own name broadcast fees accruing in connection with the public performance or broadcast of the Recordings). INTERKULTUR'S rights also include the right to edit and/or alter the Recordings (e.g. by producing mixes or remixes), to couple the Recordings with other recordings (e.g. with recordings of other artists) and the right to release and sell the Recordings on so-called "special product" audio- or audio-visual carriers. Furthermore, INTERKULTUR shall be entitled to grant synchronisation rights in the Recordings for movies, videos, TV and/or movie commercials, image films etc., to translate them into other languages, to use them for multimedia purposes of any kind or to rearrange them in any other way (e.g. to create remixes or do sampling). This also includes the exclusive right to use the Recordings in games / PC games as well as other and also interactive multimedia productions (incl. so called "websites") for goods, services and advertising purposes of any kind.

Finally, this includes the non-exclusive right to use the choir's /artist's name as well as images of the choir / artist in the context of the exploitation and the advertising and promotion measures mentioned above.

INTERKULTUR does not pay any money to the ARTIST for the exclusive grant of rights mentioned above. The ARTIST accepts explicitly that the positive promotion effect resulting from an exploitation of the Recordings by INTERKULTUR represents an adequate return service for this transfer of rights. In case of a commercial release of the Recordings on CD, the parties will negotiate separately in good faith about an adequate royalty to be payable to Artist according to standard business practice.

### 3.8 Changes

The organizer reserves the right to make changes and amendments to the existing information material and/or the announcement in the event of unforeseen technical, organizational or artistic circumstances or act(s) of God. The organizer also reserves the right to make changes to the program contents and schedule.

### 3.9 Imprint

Content: Prof. Dr. Ralf Eisenbeiß, Stefan Bohländer

Layout: Jelena Dannhauer

### 3.10 Photo credits

Front cover: top from left to right: © Kevin Husted, © visit.princeton, © visit.princeton, © visit.princeton, bottom from left to right: © Carlo Cruz, © visit.princeton, © INTERKULTUR, © Dennis Camp / Back cover: top from left to right: © studi43, © studi43, © studi43, © INTERKULTUR, bottom from left to right: © studi43, © studi43, © studi43

For any questions concerning the organization and registration, contact the following address. Please send your registration documents, enquiries, phone calls, facsimile messages and written correspondence exclusively to this address:

INTERKULTUR  
Sing'n'Joy Princeton 2017  
Ruhberg 1  
35463 Fernwald  
Germany  
Phone: +49 (0) 6404-69749-25  
Fax: +49 (0) 6404-69749-29  
Email: mail@interkultur.com  
Internet: www.interkultur.com

This Participant Information can also be obtained under [www.interkultur.com](http://www.interkultur.com) or requested as a print copy from the organizer. In case of any doubt, the printed German version is authentic and legally binding.



September 26, 2016

Mr. Richard Barnes  
Principal  
Hollis/Brookline High School  
24 Cavalier Ct  
Hollis, NH 03049

Dear Rick,

Congratulations on receiving *Project Lead the Way* (PLTW) certification!

**DesignLinx Hardware Solutions** is pleased to provide a donation in the amount of \$3,000, ear-marked for HB's new PLTW Program. We hope this donation will help HB meet the program's expectations in terms of fees, supplies and certifications / training.

We wish HB and its students great success with the new program.

Best Regards,

A handwritten signature in black ink that reads "Don St. Pierre". The signature is written in a cursive, flowing style.

Don St. Pierre  
Founder – Director, Engineering Solutions  
47 Technology Way  
Nashua, NH 03060  
Phone: 603-566-2158  
Email: [dstpierre@designlinxhs.com](mailto:dstpierre@designlinxhs.com)  
Web: [www.designlinxhs.com](http://www.designlinxhs.com)

DESIGNJNX HARDWARE SOLUTIONS, LLC  
47 TECHNOLOGY WAY  
NASHUA, NH 05060-3246

1704  
54-49/14 NH  
1610

PAY TO THE ORDER OF

*Hollis Brookline Cooperative School District* \$ 3000.00

DATE *9/26/16*

*Three Thousand + 00/100*

DOLLARS



Security  
Stamp  
MP

Bank of America



ACH R/T 011400495

FOR *PLTW Supplies*

*Antonio Davis*

⑆001704⑆ ⑆011400495⑆ 388000430554⑆

# Start Time Committee Report

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# Start Time Committee Members

Claire Actis - Coop Support Staff Representative

Andy Corey - Superintendent

Mary McGarry - Community Representative

Laurie Miller - Hollis School Board Representative

Maggie O'Hara - HBHS Student Representative

Claire Pare - Coop Staff Representative

Brian Rater - Coop Budget Committee Representative

Erin Sarris - Brookline School Board Representative

Maryanne Shanley - Community Representative

Grant Snyder - HBMS Student Representative

Bob Thompson - Coop Administration Representative

Cindy VanCoughnett - Coop Board Representative

Krista Whalen - Coop Board Representative

# Why Did We Form Committee Again?

**American Academy of Pediatrics recommends that teenagers start school later**

## *Two Principal Biological Factors*

- 1. During adolescence, melatonin is secreted later in evening which shifts circadian rhythm.*
- 2. During adolescence, the body needs longer to fall asleep after a 14.5-18.5 hour day.*

**CDC has stated that insufficient sleep is a public health problem.**

# What did we do and when did we meet?

Brainstormed, Developed, Distributed and Analyzed Survey, Met with Key Players on:

- March 1st
- March 25th
- April 8th
- April 18th
- June 17th
- July 15th
- August 26th
- September 23rd

# Survey

- Announced on Hollis Brookline Journal, on both town websites and SAU site
- Survey was available on SAU website and paper copies distributed to all schools, both town libraries as well as both town halls

## RESULTS

- 620 plus responses with majority in support of later start time even with financial impact

# Options Considered

- **Switch Elementary and Coop**
  - *Too dark for elementary students in winter*
- **Additional Busses for Coop**
  - *Cost Prohibitive (\$250,000/bus)*
- **Start a little later but keep same dismissal time**
  - *Not significant time change*
- **K-12 Busses**
  - *Cost Prohibitive*
  - *Age Range Concerns*

# Proposal

Push back start times for BOTH Elementary and Coop

COOP 8:00AM - 3:00PM (7 hours)

ELEMENTARY 9:00AM - 3:45PM (6.75 hours)

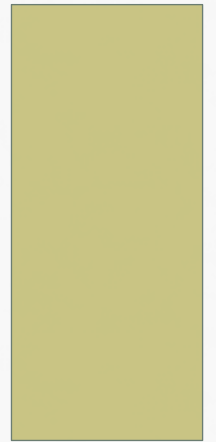
OR

ELEMENTARY 8:00AM - 2:30PM (6.5 hours)

COOP 8:45AM - 3:30PM (6.75 hours)

# STATUS REPORT

THE FACILITIES OF THE HOLLIS BROOKLINE  
COOPERATIVE SCHOOL DISTRICT



# EVALUATION METHODOLOGY

- Discussions with:
  - ✓ Building Administration
  - ✓ District Maintenance Supervisor
  - ✓ Superintendent
  - ✓ Outside Sources
- Use of the New Facility Audit Tool

# FACILITY AUDIT TOOL

- A Spreadsheet designed to capture the status of all the systems in each building
- The evaluator assigns points based on functional condition, safety/compliance, associated cost and annual savings
- When sorted the final totals bring the highest priorities to the top
- Audit tool will evolve to full usage – this year evaluating only the functional condition

# FACILITY AUDIT TOOL

**Hollis Brookline Cooperative School District**

**Facility Audit Tool**

**FY16 Review**

**Facility:** High School

Scoring System			
Poor=10	High=10	<\$10k=5	>\$5k=5
Avg=5	Med=5	<\$40k=2	>\$1k<\$5k=2
Good=0	Low=0	>\$40k=0	<1k=0

Item	System Type	Item to Inspect	Functional Condition	Safety/ Compliance Concern	Project Cost	Annual Savings	Total Points	Description of Issue
1	HVAC	Air Handling Equipment					0	
2	HVAC	Heating Equipment					0	
3	HVAC	HVAC Piping					0	
4	HVAC	HVAC Controls					0	
5	HVAC	HVAC Valves					0	
6	HVAC	HVAC Pipe Insulation					0	
7	HVAC	HVAC Fans					0	
8	HVAC	Cooling Equipment					0	
9	HVAC	Chilled Water Pumps					0	
10	HVAC	Hot Water Pumps					0	
11	Interior-Educational	Classroom Floors					0	
12	Interior-Educational	Classroom Cabinetry					0	
13	Interior-Educational	Classroom/Tables/Desks/Chairs					0	
14	Interior-Educational	Hallways					0	
15	Interior-Educational	Interior Doors					0	

# AREAS OF CONCERN

## **The Middle School**

**(not listed by priority)**

- Chorus room roof
- MPR floor crack
- Water tank replacement
- Computer room A/C
- HVAC computer upgrade
- Elevator
- Locker room roof
- Circulating pumps
- Library carpet
- Water system
- Fire alarms
- Security systems
- Parking lot
- Scrubbers

# AREAS OF CONCERN

## **The High School**

**(not listed by priority)**

- Door handles/locks
- Weight room renovation
- Security cameras
- Computer room A/C
- Mini gym relamp
- Parking lots
- Lighting relays
- Masonry work
- Storage
- Back lobby carpet
- Lower lot paving
- Bell system
- Window screens
- Student restroom partitions

# AREAS OF CONCERN

## **The High School**

(not listed by priority)

**Continued**

- Phone system
- Window ballasts
- Duct work cleaning
- Well tank cleaning
- Egress
- Energy efficiencies
- Scrubbers
- Blinds
- Plumbing fixtures
- Painting
- Science lab upgrades
- Athletic fields
- Tile flooring

# PLAN OF ATTACK

## THE FACILITY IMPROVEMENT PLAN

### **The Updated Capital Improvement Plan**

- Broken out into two categories:
  - ✓ Under \$20k
  - ✓ Over \$20k
- Updated annually using the same methodology
- Ballpark estimates refined annually as time permits

# CAPITAL IMPROVEMENT PLAN

## UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
HS Mini Gym Lamps	\$ 1,500					OP
Comp Rm A/C-Both	\$10,000					OP
MS Chorus Rm Roof	\$ 2,600					OP
MS MPR Flr Crack	\$ 1,600					OP
MS Water Tank Rpl	\$ 3,000					OP
MS HVAC Comp Rpl	\$17,000					OP
MS Elevator Svc	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	OP
MS Sink Faucets		\$ 1,100	\$ 1,100	\$ 1,100		
MS Locker Rm Roof		\$ 3,000				OP
MS Rebuild Pumps		\$ 3,000	\$ 3,000	\$ 3,000		OP

\*OP=Operating, TR=Expendable Trust, B=Bond, CR=Capital Reserve Fund

# CAPITAL IMPROVEMENT PLAN UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
MS/HS Scrubbers		\$ 4,000				OP
MS Library Carpet		\$ 4,500				OP
MS Sec. Cameras		\$ 2,000				OP
MS Security Alarms		\$ 3,000				OP
MS Fire Alarms		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	OP
HS Lighting Relays		\$10,000				OP
HS Student Restroom Partitions		\$10,000				OP
HS Carpet-Back Lby		\$ 3,000				OP
HS Bell System		\$ 2,000				OP

\*OP=Operating, TR=Expendable Trust, B=Bond, CR=Capital Reserve Fund

# CAPITAL IMPROVEMENT PLAN

## UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
HS Window Blinds		\$ 2,000				OP
HS Window Screens		\$ 2,000				OP
HS Sec. Cameras		\$ 8,000				OP
HS Door handles		\$17,500	\$17,500	\$17,500		OP
HS Window Ballasts		\$ 4,000	\$ 4,000	\$ 4,000		OP
HS Clean Well Tank		\$ 3,000				OP
HS Painting			\$10,000	\$10,000	\$10,000	OP
HS Tile Flooring			\$10,000			OP
HS Masonry Work				\$10,000		OP
HS Plumbing Fixtures				\$ 2,000	\$ 2,000	OP

# CAPITAL IMPROVEMENT PLAN OVER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source
Parking Lots-Reseal	\$35,000					OP
HS Science Lab	\$66,000					OP
Security Access	\$23,822					Grant
MS Water System		\$50-250k				OP/ET
HS Athletic Fields		\$50,000	\$50,000			OP/ET
HS Weight Room		\$300k				B
HS Phone System		\$35,000				OP
HS Storage			\$130k			OP/TR
HS Dirt Lot Paving			\$125k			OP/TR
HS Egress				\$50,000	\$500k	OP/CR
HS Energy Efficient					\$50,000	B

# THE ELEPHANT IN THE ROOM

## Where is the HBHS Roof?

June 2016 Evaluation

Two Vendors Used

- **The Questions Asked:**

1. How long will the roof last?
2. Can it be replaced in sections?
3. If so, how many?
4. What is the cost for each section?
5. What is the total replacement cost?

# HBHS ROOF ASSESSMENT

## Vendor Assessment #1:

- Replaced in Sections, How Many: **10**
- Remaining Life: **5 sections 5-7 years; 5 sections 8-10**
- Cost/Section: **Ranges from \$14,604 to \$160,777**
- Total Replacement Cost: **\$519,870**
- Replacement Type: **EDPM (which is current roof type)**
- Timeline: **One/yr – 2019-2028 (possible choice)**
- Notes: **This roof highly recommended by roofer that did the RMMS roof last summer**

# HBHS ROOF ASSESSMENT

## Vendor Assessment #2:

- Replaced in Sections, How Many: **3**
- Remaining Life: **Good to Fair**
- Cost/Section: **\$260k-\$315k to \$380k-\$460k**
- Total Replacement Cost: **\$925,000 - \$1,120,000**
- Replacement Type: **Coal tar (EDPM is current roof)**
- Timeline: **One/yr 2019-2021**
- Notes: **Roofer has done satisfactory work in Hollis**

# CAPITAL IMPROVEMENT PLAN

## VENDOR #1-REPLACEMENT SCHEDULE

Projects	2019	2020	2021	2022	2023	\$\$ Source*
HS Roof Section Rpl	\$25,901	\$28,764	\$33,012	\$48,342	\$29,016	OP/ET
5 Sections-Rated C						

Projects	2024	2025	2026	2027	2028	\$\$ Source*
HS Roof Section Rpl	\$14,604	\$53,838	\$161k	\$72,312	\$53,304	OP/ET
5 Sections-Rated B						

# CAPITAL IMPROVEMENT PLAN OVER \$20K - INCLUDES ROOF VENDOR #1

Projects	2018	2019	2020	2021	2022	\$\$ Source*
HS Roof Repairs	\$ 3,085					OP
HS Roof Section Rpl		\$25,901	\$28,764	\$33,012	\$48,342	OP/ET
MS Water System	\$50,000 -\$250k					OP/ET
HS Athletic Fields	\$50,000	\$50,000				OP/ET
HS Weight Room	\$300k					B
HS Phone System	\$35,000					OP
HS Storage		\$130k				OP/TR
HS Dirt Lot Paving		\$125k				OP/TR
HS Egress			\$50,000	\$500k		OP/CR
HS Energy Efficient				\$50,000		B

# TOTALS BY YEAR

(INCLUDING ROOF COSTS WITH VENDOR #1)

## 2017:

Under 20k - \$37,700

Over 20k - \$101,000

**Total - \$138,700**

## 2018:

Under 20k - \$86,100

Over 20k - \$438,085

**Total - \$524,185**

## 2019:

Under 20k - \$49,600

Over 20k - \$330,901

**Total - \$380,501**

## 2020:

Under 20k - \$51,600

Over 20k - \$78,764

**Total - \$130,364**

## 2021:

Under 20k - \$16,000

Over 20k - \$583,012

**Total - \$599,012**

# CAPITAL IMPROVEMENT PLAN OVER \$20K - INCLUDES ROOF VENDOR #2

Projects	2018	2019	2020	2021	2022	\$\$ Source*
HS Roof Repairs						OP
HS Roof Section Rpl		\$460k	\$345k	\$315k		OP
MS Water System	\$50,000 -\$250k					OP/ET
HS Athletic Fields	\$50,000	\$50,000				OP/ET
HS Weight Room	\$300k					B
HS Phone System	\$35,000					OP
HS Storage		\$130k				OP/TR
HS Dirt Lot Paving		\$125k				OP/TR
HS Egress			\$50,000	\$500k		OP/CR
HS Energy Efficient				\$50,000		B

# TOTALS BY YEAR

(INCLUDING ROOF COSTS WITH VENDOR #2)

## 2017:

Under 20k - \$37,700

Over 20k - \$101,000

**Total - \$138,700**

## 2018:

Under 20k - \$86,100

Over 20k - \$435,000

**Total - \$521,100**

## 2019:

Under 20k - \$49,600

Over 20k - \$765,000

**Total - \$814,600**

## 2020:

Under 20k - \$51,600

Over 20k - \$395,000

**Total - \$446,600**

## 2021:

Under 20k - \$16,000

Over 20k - \$865,000

**Total - \$881,000**

# THESE ARE THE QUESTION MARKS

## **FOCUS DISSUSION AREAS:**

- HBHS Weight Room Renovation
- HBHS Athletic Fields
- HBHS Storage
- HBMS Water Solution
- HBHS Roof
- HBHS Egress
- Energy Efficient Initiatives

**Hollis Brookline Cooperative School District  
FY17 Revenue and Expense Report**

as of 9/30/16				
<u>Expense</u>	YTD			
	Budget	Expense	Encumbered	Balance
<b>Function Description</b>				
1100 Regular Education	\$ 5,578,053	\$ 924,444	\$ 4,467,857	\$ 185,751
1200 Special Education	\$ 3,599,521	\$ 727,985	\$ 2,808,734	\$ 62,802
1300 Vocational Program	\$ 163,890	\$ -	\$ 163,000	\$ 890
1400 Co-curricular Program	\$ 644,676	\$ 111,766	\$ 337,540	\$ 195,370
2100 Student Support Services	\$ 1,412,321	\$ 231,891	\$ 1,109,507	\$ 70,922
2200 Instructional Staff Support	\$ 504,430	\$ 128,233	\$ 206,558	\$ 169,639
2300 School Board/SAU Assessment	\$ 897,171	\$ 266,280	\$ 528,381	\$ 102,510
2400 School Administration	\$ 921,007	\$ 296,942	\$ 620,991	\$ 3,074
2600 Facilities	\$ 1,140,793	\$ 325,146	\$ 718,872	\$ 96,775
2700 Transportation	\$ 1,009,826	\$ 195,080	\$ 774,981	\$ 39,765
2900 Benefits	\$ 4,160,875	\$ 768,410	\$ 3,220,851	\$ 171,614
4200 Site Improvements	\$ 109,181	\$ 99,520		\$ 9,661
5100 Bonds	\$ 1,506,084	\$ 1,397,022		\$ 109,063
5200 Transfers	\$ 800,000	\$ -	\$ 800,000	\$ -
	<b>\$22,447,828</b>	<b>\$ 5,472,718</b>	<b>\$ 15,757,274</b>	<b>\$ 1,217,836</b>

**Revenue**

	YTD			
	Budget	Revenue	Expected	Balance
<b>Local Property Tax</b>	\$17,022,710	\$ 5,250,000	\$ 11,772,710	\$ (0)
<b>Adequacy Aid Grant/Tax</b>	\$ 2,994,005	\$ 609,739	\$ 2,384,266	\$ 0
<b>Impact Fees</b>	\$ 15,000		\$ 15,000	\$ -
<b>State</b>				
Catastrophic Aid	\$ 580,000	\$ -	\$ 580,000	\$ -
Building Aid	\$ 341,984	\$ 170,992	\$ 170,992	\$ (0)
Food Service	\$ 3,738		\$ 3,738	\$ -
<b>Federal</b>				
Grants	\$ 233,000		\$ 233,000	\$ -
Food Service	\$ 38,615	\$ 3,605	\$ 35,010	\$ 0
Medicaid	\$ 191,000	\$ 30,030	\$ 160,970	\$ (0)
<b>Local</b>				
Tuition	\$ -			\$ -
Food Service Sales	\$ 437,647	\$ 24,399	\$ 413,248	\$ (0)
Other	\$ 50,350	\$ 24,320	\$ 26,030	\$ (0)
<b>Contingency &amp; Trusts</b>	\$ 187,000		\$ 187,000	\$ -
<b>Fund Balance to Reduce Taxes</b>	\$ 352,779		\$ 352,779	\$ -
	<b>\$22,447,828</b>	<b>\$ 6,113,086</b>	<b>\$ 16,334,743</b>	<b>\$ (1)</b>

Difference      \$ (1,217,837)

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# Curriculum Proposals

— Creating Pathways for  
Acceleration —

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# New Proposals

- **Tech-Rich Writing Experience**
- **Accelerated Biology option for Freshmen**
- **Tech-Rich Physics Experience**

# Tech-Rich Writing Experience



- Ensures uniform exposure to and instruction in more advanced Google Docs and Classroom
  - Reduces wait time for writing
  - Enhances the writing-feedback process
-

# Accelerated Biology option for freshmen



- Provides access to a greater number of higher-level courses in the field
  - Allows for a content-rich transcript for those interested in pursuing a career in the field
  - Opens up scheduling options for those in band and chorus
-

# Tech-Rich Physics Experience



- Ensures uniform exposure to and instruction in the latest data collection technology
  - Guarantees inquiry-based laboratory investigations
  - Increases familiarity with Graphical Analysis
  - Enhances the writing-feedback process for lab reports
  - Provides additional opportunities for research
-

## **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

**HOME EDUCATION INSTRUCTION AND ACCESS TO PUBLIC SCHOOL PROGRAMS by Nonpublic, Public Chartered Schools or Home Educated Pupils**

Parents who are residents of the Hollis Brookline Cooperative School District wishing to home educate their child(ren) shall conform to all applicable laws and rules of the State Board of Education regarding home education pursuant to RSA 193-A. All notification of intent to homeschool must be submitted in writing to the Superintendent of Schools consistent with district procedure with regard to notification requirements, timeliness of notification and reporting requirements.

Parents who are residents of the Hollis Brookline School District wishing to enroll their child in a non-public, or NH Public Charter School or Home Education program may attend curricular, co-curricular activities at the Hollis Brookline Cooperative School District subject to policy and procedures set forth for all students in the district. All notification of intent to participate in extra-curricular or co-curricular activities must be submitted in writing to the Superintendent's office or designee consistent with procedures with regard to notification requirements, timeliness of notification and reporting requirements. Pupils with home education programs may attend curricular activities at school subject to available space. Additionally, a request for a child being educated at home to participate in part of the Hollis Brookline Cooperative School District academic program and/or to participate in co-curricular activities will be determined on a case-by-case basis. All requests must be submitted in writing to the Superintendent of Schools.

**A. DEFINITIONS**

- a. "Home schooler" shall mean a "child as defined in RSA 193-A who is a resident of Hollis or Brookline and who is a participant in a bonafide home education program pursuant to RSA 193-A. "Home schooler" shall not include any pupil who has graduated from a high school level program of home education, or its equivalent, or has attained the age of 21.
- b. "Parent" shall mean the parent, guardian, or person having legal custody of a child.
- c. "Applicable school" shall mean the Hollis Brookline Cooperative School District which the home schooler, non-public school, or charter school student would be attending but for his or her participation in a home education program, non-public school, or NH charter school.
- d. "Applicable principal" shall mean the principal of the applicable school or his/her designee.
- e. "Educational program" shall mean a course, class, co-curricular activity, field trip, sports program, use of the information center, or other program or resource offered by or sponsored by the Hollis Brookline Cooperative School District.

- f. "The District" shall mean the Hollis Brookline Cooperative School District.
- g. "Town" shall mean the Town of Brookline or Hollis where a home schooler resides.
- h. "Board" shall mean the School Board for the Hollis Brookline Cooperative School District.
- i. "Superintendent" shall mean the Superintendent of SAU 41 or designee.
- j. "Extra-curricular" shall mean activities or clubs organized in the Hollis Brookline Cooperative School District that occur outside normal school hours.
- k. "Co-curricular" shall mean activities or clubs organized in the Hollis Brookline Cooperative School District, which occur during normal school hours. "Co-curricular" shall include those activities which are designed to supplement and enrich regular academic programs of study, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups, and service to school and community consistent with RSA Section 193:1-c
- l. Non-public school shall mean students who have been enrolled in a private educational program that is not home educated and is not approved by the NH Department of Education as a public, charter or special education approved program.
- m. Charter School student means a student who has enrolled in an approved NH Charter public school consistent with RSA 194-B.
- n. "Interscholastic activities" shall mean the competitive athletic teams organized at the Hollis Brookline Cooperative Middle and or Hollis Brookline Cooperative High School under the auspices of the New Hampshire Interscholastic Athletic Association and shall also be deemed to include the school sponsored clubs and other competitive activities which have games or contests with other schools not within the SAU 41 schools.

## **B. REQUEST FOR PARTICIPATION**

- a. All requests by a home schooler, charter or non-public school student to participate in an educational program or co-curricular activities shall be made in writing by the parent to the Superintendent of Schools or designee outlining the extend of the request to participate.
- b. After consulting with the Principal of the applicable school (who shall consult with appropriate staff), the Superintendent (or designee) shall grant or deny the request in writing, based upon the following criteria:
- \*i. Whether granting the request would involve any expenses (other than normal expenses) to the Hollis Brookline Cooperative School District.

\*ii. Whether granting the request would require a substantial administrative or staff burden.

\*iii. Whether granting the request is administratively and academically feasible.

\*iv. Availability of space in an educational program.

\*v. Whether there are any scheduling difficulties with the request.

\*vi. Whether the parent and home schooler agree to comply with the rules and regulations of the Hollis Brookline Cooperative School District, including those rules and regulations included herein.

\*vii. Whether or not the request for participation is academically appropriate for the home schooler as well as for other students who will also be participating in the educational activity.

\*viii. Whether the home schooler would require special services of any type.

\*ix. Whether the request for participation is so extensive that the home schooler should be enrolled as a full time student in the District.

\*x. The timeliness of the request.

\*xi. Whether any other factor exists why the request should be granted or denied.

c. The parent may appeal the decision of the Superintendent or designee, in writing, within ten days of the date of the Superintendent's decision. The Board shall, at its next regularly scheduled meeting, hear the appeal. In addition to relevant documentary materials, the only evidence permitted before the Board shall be the oral or written testimony of the parent and/or, if appropriate, the home schooler plus the oral or written testimony of the applicable Principal, or his/her designee and the Superintendent. The decision of the Hollis Brookline Cooperative School Board shall be final.

### **C. WAIVERS, PERMISSION, NOTICE AND RESPONSIBILITY**

a. All home schoolers, non-public, and charter schools, participating in an educational program, co-curricular or extra-curricular activities must follow all applicable rules, policies and procedures, specifically including requirements of immunization. During his or her period of participation in school activities, each home schooler shall abide by all rules of the school as the rules pertain to all students; and the parents of the home schooler shall execute standard waivers and permissions and shall be subject to the rules, regulations and notices as are in effect for all children and parents. Students must be enrolled in the attending Hollis Brookline Cooperative School with all required registration paperwork.

b. The Hollis Brookline Cooperative School District shall cause, at the request of a parent, the parent to be placed on the mailing list for any applicable school to receive such notices as are ordinarily distributed either by the mail or through students.

c. The Hollis Brookline Cooperative School District shall not be responsible for providing transportation for any home schooler, non-public school, and charter school student to participate in the requested curricular and co-curricular activities unless such can be done at no additional cost to the Hollis Brookline Cooperative School District and without undue administrative burden to the Hollis Brookline Cooperative School District.

d. The Hollis Brookline Cooperative School District shall not be responsible to investigate or to notify the parent in the event that a home schooler, nonpublic school student or charter school does not attend an educational program. It is the responsibility of the parents of the home schooler to assure the attendance of the home schooler at an educational program.

e. Hollis Brookline Cooperative School District is not responsible for the consequences, direct or indirect, of any home schooler's failure to attend or participate in an educational program.

#### **D. DISCIPLINE AND TERMINATION**

a. Home schoolers, charter school students and non-public school students participating in educational programs shall be subject to the same standards and code of conduct as any other participant in programs of the Hollis Brookline School District. The Hollis Brookline Cooperative School District reserves the right to terminate the participation in a program of a home schooler in educational programs at any time for the reasons set forth below. An appeal by a parent under this paragraph shall be handled in the same fashion as an original request for participation. As in that matter, the decision of the Hollis Brookline Cooperative School Board shall be final.

b. Failure of the home schooler, non-public school, or charter school to abide by all applicable rules and regulations, including all rules of student conduct.

c. Failure of the home schooler, non-public school, or charter school student to participate in scheduled activities, or violation of the District's attendance policy.

d. If an unforeseen significant expense occurs or comes to light related to the student's participation, non-pubic school, or charter school student ~~home schooler's participation~~.

e. Failure of the home schooler, non-public school, or charter school student to progress academically or to put forth reasonable effort in an academic program.

f. Failure of a home schooler, non-public school, or charter school student or parent to abide by the procedures set forth herein.

g. If the participation of a home schooler, [non-public school or charter school student](#) has significant detrimental impact on, or is disruptive to, other students.

h. Such other reason deemed sufficient by the Superintendent as occurs in the course of the home schooler's, [non-public school, or charter school student's](#) participation.

i. It is understood that the enrolled student must comply with all State of New Hampshire laws, and all Hollis Brookline Cooperative School District policies.

#### **E. SPECIAL RULES FOR PARTICIPATION IN Co-CURRICULAR ACTIVITIES & EXTRA-CURRICULAR and INTERSCHOLASTIC ACTIVITIES**

The following rules shall apply to a home schooler's, [non-public school, or charter school student's](#) request to participate in a co-curricular activity:

a. A home schooler, [non-public school, or charter school student](#) requesting to participate in a co-curricular activity or interscholastic activity shall be subject to the same standards of eligibility as a student in the Hollis Brookline Cooperative School District who wishes to participate, including health requirements, the requirements of physical examinations, and standards of ability as set by the applicable coach/advisor or other Hollis Brookline Cooperative School District agent or official.

b. A home schooler, [non-public school, or charter school student](#) shall be permitted to participate in any co-curricular/extra-curricular or interscholastic activity held on a school day, including practice or training, only if his or her parent executes a written statement on the day of each such event indicating that the home schooler has participated in their home education program on the day of the event. The appropriate coach or advisor shall not permit a student to participate unless this requirement is met. If the co-curricular activity is during the academic day or prior to the completion of a home education program of that day, the parent must certify that the child completed the home education program that occurred on the most recent instructional day.

c. A home schooler, [non-public school, or charter school student](#) shall be permitted to participate in interscholastic, co-curricular/extra-curricular activity only after the Superintendent or designee is provided with sufficient proof that the [home schooler student](#) has been and continues to make appropriate achievement in the home educational program. The Superintendent or designee shall determine and be the sole judge of what constitutes reasonable and acceptable proof of academic progress.

#### **F. SPECIFIC MATTERS**

a. Request for participation in specific academic programs shall generally be granted unless there is no regularly scheduled time for that activity.

b. The Superintendent or designee may request an appropriate academic assessment of the home schooler, [non-public school, or charter school student](#), at the parents' expense, prior to

granting or denying the request. The Superintendent or designee, in his/her sole discretion, shall determine placement within any academic program. (For example, a student would ordinarily not be allowed to participate in Spanish III until it is established that he/she has demonstrated sufficient proficiency in the Spanish language to do so.)

c. The decision of a coach/advisor or other school official as to whether or not a [student home schooler](#) is entitled to participate in a co-curricular/extra-curricular activity based upon ability or any other factor that the coach or other advisor deems appropriate for any participant shall be final and not subject to appeal.

d. Requests for counseling, psychological services, guidance services, [including career and college counseling](#), and the like shall generally be denied.

e. Requests for physical therapy, occupational therapy, speech therapy and other specialized and/or individualized shall be denied.

f. Requests to participate in interscholastic activities, intramural sports and games, and/or other co-curricular activities shall generally be granted. In activities where the number of interested students is greater than available positions, home-schooled, [non-public school, or charter school student](#) students shall be eligible to try out for a position.

g. Requests for participation in activities, which are purely social, such as school dances, will be determined in accordance with the school's guest policies or practices.

h. Requests for field trip attendance shall be determined based upon the student's participation in the curricular material connected with the field trip. Additionally, the Hollis Brookline Cooperative School District shall bear no cost for the child's attendance on such a trip.

## **G. ACCESS TO CURRICULUM**

a. Subject to availability, the Hollis Brookline Cooperative School District will provide access to curricular materials used by the Hollis Brookline Cooperative School District and will develop procedures regarding the home education student's ability to borrow such materials.

b. Access to individual teacher materials will not be granted.

c. Hollis Brookline Cooperative School District will make available, at cost, the purchase of Curricular Consumable materials if available.

[d. Charter School students who wish to enroll in one of the available Career Technical Education \(CTE\) programs available through the program of studies will be eligible to participate with the tuition being the responsibility of the Hollis Brookline Cooperative School District consistent with RSA 194-B:2. Transportation is the responsibility of the](#)

Hollis Brookline Cooperative School District to and from home and the charter school if necessary.

#### H. ASSESSMENT

a. Parent who wish for their student to participate in Districtwide assessment, not limited to, but including PSAT, SAT, Smarter Balance must notify the district of their intent to participate consistent with the procedure timelines.

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#### **Statutory & Regulatory References:**

*RSA 193:1*

*ED 315.19*

First Reading of Amendment: January 21, 2015

Second Reading of Amendment: February 18, 2015

Third Reading of Amendment: April 8, 2015

Adopted: April 8, 2015

See also [EEAE](#) & [JICC](#)

## STUDENT TRANSPORTATION SERVICES

### General Operating Policy

- A. Bus routes shall be established by the Superintendent, subject to review by the Board. Routes will be developed annually and posted.
- B. Private school transportation will be integrated where possible and when required by law.
- C. Bus stops shall be established under the direction of the Superintendent. Drivers may not load or unload pupils at other than authorized bus stops.
- D. Specialized transportation will be provided to special education students based only on their Individualized Education Programs.

E. Students who attend a NH charter school and are resident of Hollis Brookline may attend a Career Technical Program if enrolled and receive transportation to and from home and between the charter school and the CTE program pursuant to RSA 194-B:2

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### Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school principal will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to

the rules and regulations of the district. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified in writing that their children have lost school bus riding privileges in accordance with the student discipline code. Suspensions to continue beyond twenty (20) days must be approved by the Board.

### Legal References:

RSA [189:6](#), *Transportation of Pupils*

RSA [189:8](#), *Limitations and Additions*

*RSA [189](#):9, Pupils in Private schools*

*RSA [189](#):9-a, Pupils Prohibited for Disciplinary Reasons*

*RSA 200:40, Emergency Care*

*[RSA194-B:2](#)*

*Regulations for students riding school buses are available in the student handbooks.*

1st Reading: July 20, 2005

Adoption: May 21, 2008

Amended: October 19, 2011

See also [GBJ](#) & [EHB](#)

## STUDENT RECORDS AND ACCESS

The Superintendent shall develop such procedures as are necessary to comply with the federal Family Educational and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable statutes governing student records.

The Principal of each school will be the custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The education records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use, and which are not available to others, are exempt from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools, which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formally enrolled to ascertain safety issues in incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the

requesting district within five (5) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When the schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exception exists for material under court order. Parents must be notified of such order prior to release.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his/her designee in response to an ex parte order in the connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

### **Requests for Records**

REQUESTS FOR INSPECTION. To exercise their right to inspect and review educational records, parents and eligible students shall address a request to do so in writing to the principal or his/her designee in the school where the student attends or has last attended. Such inspection and review shall take place during regular school hours; or if during vacation periods, at reasonable times not including weekends or holidays within 14 (fourteen) days of the request for records.

NOTICE OF RIGHTS. Parents and eligible students shall be given annual notice of their rights by publishing a summary of them in a newspaper of general circulation during the month of August each year.

COPIES OF RECORDS.. Requested Copies will be provided at a cost of fifteen cents (\$.15) per page. The principal or his/her designee in the school where the student attends shall make a written list identifying the records of which copies have been provided, with dates, as well as the person to whom supplied, and shall place such list in the student's file.

### **Requests for Student Records From the School Board**

Requests for access to student records must come from the Board Chair and must have been voted upon by the Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest. "Legitimate educational interest" refers to any authorized interest or activity undertaken in the name of the school district. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

### **Military Recruiters and Institutions of Higher Learning**

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The district shall notify parents of the option to make such a request and shall comply with any requests received.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

### **Law Enforcement and Reporting Agencies**

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Consistent with RSA 193-D:7, it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 169-C.

### **Legal Reference**

*RSA [91-A:5](#), Access to Public Records*

*Public Law 90-247, Family Educational Right to Privacy Act of 1974*

*Public Law 104-191, Health Insurance Portability and Accountability Act of 1996*

1st Reading: October 17, 2007

Adopted: May 21, 2008