

Hollis Brookline Cooperative School Board  
Wednesday, April 19, 2017  
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  
Nomination/ resignations/correspondence
- 6:15 Public Input
- 6:25 Discussion
- o Health insurance update
  - o Athletic trust follow up from March
  - o Expense and revenue report
  - o Potential May purchases from FY 17 budget surplus
- 6:45 Principal Reports
- 7:10 Deliberations
- o To see what action the Board will take regarding policy JRA - Third reading
  - o To see what action the Board will take regarding policy IHBG - Third reading
  - o To see what action the Board will take regarding policy ILD - Second Reading
  - o To see what action the Board will take regarding the purchases outlined in the Business Administrators memo from March
- 8:15 **Discussion**
- o Facilities Committee update
- 8:50 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 9:15 Motion to Adjourn

# HealthTrust GMR vs Final Rates FY18 Cost Comparison

for

Hollis Brookline Cooperative School District

Using Health Insurance Census as of 2/7/17

Employee Category	Monthly Cost						Annual Savings	
	HealthTrust-GMR		HealthTrust-Final		Monthly Savings			
	District Cost	Emp Cost	District Cost	Emp Cost	District Cost	Emp Cost	District Cost	Emp Cost
Non-Union Employees	\$21,611	\$5,651	\$20,008	\$5,232	\$1,604	\$419	\$19,243	\$5,031
Support	\$30,850	\$6,456	\$30,396	\$4,141	\$454	\$2,314	\$5,446	\$27,771
Teacher	\$97,918	\$9,068	\$90,662	\$8,395	\$7,256	\$673	\$87,069	\$8,078
<b>Total</b>	<b>\$150,379</b>	<b>\$21,174</b>	<b>\$141,066</b>	<b>\$17,768</b>	<b>\$9,313</b>	<b>\$3,407</b>	<b>\$111,758</b>	<b>\$40,880</b>

## FY17 Athletic Trust Request

School	Description	Estimated Cost	Totals
HBMS	Replacement padding on the stage and back wall of the gym	\$5,000	
HBMS	Replacement of field hockey goals	\$3,800	<b>\$8,800</b>
HBHS	Lacrosse helmets (already purchased due to need)	\$3,000	
HBHS	Soccer nets	\$4,000	
HBHS	Wrestling mats	\$13,000	
HBHS	Fertilizing athletic fields-chemical application certification	\$2,500	<b>\$22,500</b>

**Total \$31,300** Maximum

Beginning Balance	\$4,500
FY16 Athletic Fees	\$59,875
Balance	<b>\$64,375</b>
FY17 Trainer-Estimated	-\$32,000
<b>FY17 Available Balance</b>	<b>\$32,375</b>

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

		Expenses as of 3/30/2017			
Function	Description	YTD			Balance
		Budget	Expense	Encumbered	
1100	Regular Education	\$5,509,162	\$3,384,729	\$1,982,803	\$141,630
1200	Special Education	\$3,507,079	\$2,139,139	\$1,125,675	\$242,265
1300	Vocational Program	\$50,890	\$11,196	\$31,149	\$8,545
1400	Co-curricular Program	\$670,681	\$441,994	\$210,769	\$17,917
2100	Student Support Services	\$1,384,680	\$820,735	\$530,480	\$33,465
2200	Instructional Staff Support	\$586,222	\$319,730	\$254,277	\$12,215
2300	School Board/SAU Assessment	\$916,708	\$592,844	\$224,805	\$99,059
2400	School Administration	\$904,174	\$650,354	\$227,677	\$26,143
2600	Facilities	\$1,158,356	\$852,280	\$294,531	\$11,546
2700	Transportation	\$1,162,422	\$766,369	\$381,661	\$14,393
2900	Benefits	\$4,198,116	\$2,613,040	\$1,471,841	\$113,234
4200	Site Improvements	\$103,254	\$103,254	\$0	\$0
5100	Bonds	\$1,496,084	\$1,496,084	\$0	\$0
5200	Transfers	\$800,000	\$0	\$800,000	\$0
	<b>TOTAL EXPENSES</b>	<b>\$22,447,828</b>	<b>\$14,191,750</b>	<b>\$7,535,667</b>	<b>\$720,411</b>

		Revenue as of 3/30/2017			
Description	Budget	YTD		Balance	
		Revenue	Expected		
<b>Local Property Tax</b>	\$ 17,022,710	\$ 13,400,000	\$ 3,622,710	(0)	
<b>Adequacy Aid Grant/Tax</b>	\$ 2,994,005	\$ 2,106,741	\$ 887,264	0	
<b>Impact Fees</b>	\$ 15,000		\$ 15,000	0	
<b>State</b>					
Catastrophic Aid	\$ 580,000	\$ 671,604		(91,604)	
Building Aid	\$ 341,984	\$ 170,992	\$ 170,992	(0)	
Food Service	\$ 3,738		\$ 3,738	0	
<b>Federal</b>					
Grants	\$ 233,000	\$ 154,905	\$ 78,095	(0)	
Food Service	\$ 38,615	\$ 20,076	\$ 18,539	(0)	
Medicaid	\$ 191,000	\$ 115,537	\$ 75,463	0	
<b>Local</b>					
Tuition	\$ -			0	
Food Service Sales	\$ 437,647	\$ 214,614	\$ 223,033	0	
Other	\$ 50,350	\$ 48,273	\$ 2,077	(0)	
<b>Contingency &amp; Trusts</b>	\$ 187,000	\$ 187,000		0	
<b>Unreserved Fund Balance</b>	\$ 494,541	\$ 494,541		0	
<b>Less Retained Fund Balance</b>	\$ (141,762)	\$ (141,762)		0	
<b>TOTAL REVENUE</b>	<b>\$ 22,447,828</b>	<b>\$ 17,442,522</b>	<b>\$ 5,096,911</b>	<b>\$ (91,605)</b>	

<b>Unreserved Fund Balance</b>	<b>\$ 812,015</b>
Less FY18 Contingency	\$ (100,000)
Less FY18 Athletic Trust	\$ (67,000)
Less FY18 Maint. Trust	\$ (20,000)
Less FY18 Spec Ed Trust	\$ (100,000)
Less Retained Fund Balance	\$ (141,762)
<b>Balance</b>	<b>\$ 383,253</b>
Potential FY17 Purchases-Phase I and II	\$ (108,475)
<b>Fund Balance to Reduce Taxes</b>	<b>\$ 274,778</b>

### 3-30-2017 Additional Expense Information

<i>Explanation of what is included in each account category</i>		
Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocation program and transportation
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janatorial supplies, property/liability insurance
2700	Transportation	Regular and special ed buses, fuel
2900	Benefits	Health and dental insurance, FICA, NHRS, Life/LTD, workers comp & unemployment
5100	Bonds	
5200	Transfers	Food service, grants, expendable

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

Function	Description	Current Balance	Notes
1100	Regular Education	\$141,630	Hiring savings/savings due to lack of subs
1200	Special Education	\$242,265	Contracted and out of district SPED costs were less than anticipated
1300	Vocational Program	\$8,545	Tuition costs less than expected
1400	Co-curricular Program	\$17,917	Transportation costs and performing art stipends less than expected
2100	Student Support Services	\$33,465	Contracted services costs less than expected
2200	Instructional Staff Support	\$12,215	
2300	School Board/Assessment	\$99,059	Contingency
2400	School Administration	\$26,143	Support Contracts/Hosting Fees less than expected
2600	Facilities	\$11,546	
2700	Transportation	\$14,393	Special Ed transportation costs less than expected, van is encumbered
2900	Benefits	\$113,234	All benefits less than expected; primarily health insurance
5100	Bonds	\$0	
5200	Transfers	\$0	
	<b>Total Expenses</b>	<b>\$ 720,411</b>	

# Hollis Brookline Cooperative School District

## FY17 Surplus Management

### Suggested Expenditures

#### Phase I

- \$ 9,500 HBMS Well Identification
- \$ 2,550 New Projectors - HBMS Spec Ed (3)
- \$ 4,500 Student Laptop Replacements (ARRA) - Chromebooks 9 in each school
- \$ 5,525 13 Replacement Projectors - HBHS 8; HBMS 5
- \$ 7,100 HBMS Chromebook (24 (\$250) + cart (\$1,100))
- \$ 9,250 HBHS Floor Scrubber
- \$ 2,000 Live Streaming Equipment

**\$ 40,425**

# Hollis Brookline Cooperative School District

## FY17 Surplus Management

### Suggested Expenditures

#### Phase II

\$ 6,000	HBHS Library Desktop Replacements
\$ 3,200	HBHS POE Switch Upgrades-needed to accommodate FY18 computers
\$ 17,500	HBHS Door Locks
\$ 9,250	HBMS Floor Scrubber
\$ 4,000	HBHS Window Ballasts
\$ 3,000	HBMS Security Alarm Updates
\$ 2,000	HBMS Fire Alarm Upgrade
\$ 3,000	HBMS Rebuild Pumps
\$ 5,000	HBHS Clean Well Tank
\$ 4,500	HBHS Security Cameras
\$ 2,900	HBMS Security Cameras
\$ 1,600	HBMS Locker Repairs
\$ 3,000	HBHS Back Lobby Rugs
\$ 3,100	MS/HS Internal Sprinkler System Piping Inspection

**\$ 68,050**

To: Andrew Corey, Superintendent

Re: April Board Report

From: Rick Barnes, Principal

Action Item:

- None

**Washington DC Band Trip:** In addition to visiting numerous museums and sights in Washington, DC, HBHS band students collaborated with the "President's Own" United States Marine Band and went to the Kennedy Center for the Performing Arts to see the musical *Chicago* (headlined by Grammy Award winner and pop diva, Brandy). The Concert and Honors Jazz Bands also competed in the World Strides Heritage Festival. The festival included 40 musical ensembles from as far away as Florida and California. Both bands took 1<sup>st</sup> place (Gold Rating) and also won the Adjudicators Award for earning a specific Gold Rating scores. Both bands also won the Instrumental Sweepstakes Award for by earning a specific Gold Rating score. The Honors Jazz Band took home the Outstanding Band Award. This award is given to the highest scoring ensemble in the entire festival across ALL categories- jazz, concert, orchestra, marching, etc. We continue to take great pride in our student's individual and collective efforts as led by Mr. Umstead as they continue to perform at incredibly high levels.

**First Robotics:** The program continues to have an amazing year. The HBHS FIRST Robotics Team 1073 was ranked 23 out of the top 64 teams entering the New England District Championship, and throughout the first day of matches the ranking of the teams was very volatile. Team 1073 did a great job! The Finals were particularly exciting as the team scored 517 points in one match - tying the American record for highest match score. Click [here](#) to watch that match. The team faced tough competition from Team 125 mentored by Northeastern University. Team 1074 beat Team 125 in two out of 3 matches, advancing to win the event! As winners of the New England District - we will compete at the **World Championship in St. Louis on April 26-29**

**Science NECAP Testing:** All Juniors will participate in the Science NECAP after AP testing in May. We will be announcing the dates soon but anticipate that they will fall in the mid to late May time frame.

**SAT School Day Exam:** The exam was successfully administered on April 5<sup>th</sup>. This year we piloted something to make the day more productive for all students. The freshman class went to Wolfboro to visit the World War II museum while the sophomore class went to a stage production of Shakespeare's *The Tempest*. Our goal for next year would be to do field trips for freshman and sophomores while having the senior class participate in some level of community service in the towns of Hollis and Brookline.

**Athletics Participation Numbers:** See attached.

**AP Pre Registration-** Cav Block has been utilized to pre-register students for the many AP exams that we will be proctoring in May. The use of this time has served to alleviate some test anxiety on the day of the exam as it removes the 30+ minutes of housekeeping items students use to wade through on the day of the exam.

Respectfully Submitted,

Rick Barnes

Principal

PARTICIPATION NUMBERS						
GENDER	SEASON	SPORT	2016-2017	2015-2016	2014-2015	2013-2014
Boys	Fall	Bass Fishing	10	N/A	N/A	N/A
Boys	Fall	Cross Country	24	23	24	30
Boys	Fall	Football	42	41	44	54
Boys	Fall	Golf	14	11	12	10
Boys	Fall	Soccer	44	46	45	39
Boys	Fall	Unified Soccer	18	14	9	N/A
Boys	Spring	Baseball	32	30	34	36
Boys	Spring	Lacrosse	47	50	39	40
Boys	Spring	Outdoor Track	25	23	22	36
Boys	Spring	Tennis	13	10	13	12
Boys	Spring	Unified Track	TBA	11	12	8
Boys	Spring	Volleyball	25	23	22	25
Boys	Winter	Basketball	34	28	27	38
Boys	Winter	Bowling	13	17	17	19
Boys	Winter	Ice Hockey	15	7	10	14
Boys	Winter	Indoor Track	15	19	24	20
Boys	Winter	Skiing	6	13	13	7
Boys	Winter	Swimming	9	8	5	8
Boys	Winter	Unified Basketball	15	12	12	N/A
Boys	Winter	Wrestling	14	21	20	31
Girls	Fall	Bass Fishing	0	N/A	N/A	N/A
Girls	Fall	Cross Country	21	29	25	29
Girls	Fall	Fall Spirit	13	14	8	16
Girls	Fall	Field Hockey	40	47	44	44
Girls	Fall	Soccer	40	39	33	36
Girls	Fall	Unified Soccer	8	5	4	N/A
Girls	Fall	Volleyball	44	40	43	39
Girls	Spring	Lacrosse	39	39	37	53
Girls	Spring	Outdoor Track	42	26	26	29
Girls	Spring	Softball	27	25	25	23
Girls	Spring	Tennis	8	10	13	13
Girls	Spring	Unified Track	TBA	7	5	3
Girls	Winter	Basketball	19	17	20	30
Girls	Winter	Bowling	12	8	15	13
Girls	Winter	Gymnastics	12	6	8	7
Girls	Winter	Ice Hockey	0	0	0	0
Girls	Winter	Indoor Track	18	21	16	13
Girls	Winter	Skiing	10	12	14	11
Girls	Winter	Swimming	17	20	13	12
Girls	Winter	Unified Basketball	26	14	13	N/A
Girls	Winter	Winter Spirit	8	11	8	11
Girls	Winter	Wrestling	0	1	2	0
<b>YEAR TOTALS</b>			<b>819</b>	<b>798</b>	<b>776</b>	<b>809</b>
<b>BOYS TOTALS</b>			<b>415</b>	<b>407</b>	<b>404</b>	<b>427</b>
<b>GIRLS TOTALS</b>			<b>404</b>	<b>391</b>	<b>372</b>	<b>382</b>

OVERALL	TOTAL	3-SPORT	2-SPORT	1-SPORT
MALE	245	45	80	120
FEMALE	244	35	83	126
<b>TOTAL</b>	<b>489</b>	<b>80</b>	<b>163</b>	<b>246</b>

CLASS OF '17	TOTAL	3-SPORT	2-SPORT	1-SPORT
MALE	66	14	16	36
FEMALE	56	7	12	37
<b>TOTAL</b>	<b>122</b>	<b>21</b>	<b>28</b>	<b>73</b>

CLASS OF '18	TOTAL	3-SPORT	2-SPORT	1-SPORT
MALE	52	5	16	31
FEMALE	40	4	14	22
<b>TOTAL</b>	<b>92</b>	<b>9</b>	<b>30</b>	<b>53</b>

CLASS OF '19	TOTAL	3-SPORT	2-SPORT	1-SPORT
MALE	66	11	25	30
FEMALE	79	10	37	32
<b>TOTAL</b>	<b>145</b>	<b>21</b>	<b>62</b>	<b>62</b>

CLASS OF '20	TOTAL	3-SPORT	2-SPORT	1-SPORT
MALE	61	15	23	23
FEMALE	69	14	20	35
<b>TOTAL</b>	<b>130</b>	<b>29</b>	<b>43</b>	<b>58</b>

To: Hollis Brookline Cooperative School Board  
From: Bob Thompson, Principal HBMS  
Re: Principal's Report  
Date: April 19, 2017



### ***INFORMATION ONLY***

***Washington, D.C. Trip-*** On Tuesday morning, March 28, 187 8<sup>th</sup> graders from Hollis Brookline Middle School departed for Washington, D.C. While in Washington, D.C. students visited such places as the Lincoln Memorial, Arlington National Cemetery, the Tomb of the Unknown Soldier, and The Air and Space Museum. We are proud to report that every student with a financial need was able to attend the trip this year due to the generosity of our community. It was a successful and rewarding trip!

***6<sup>th</sup> Grade Transition-*** This past week Ms. Flynn and I traveled with a group of students to visit both CSDA and HUES to meet with 6<sup>th</sup> grade students to share information about the middle school experience. We discussed course offerings, extracurricular activities, and answered a whole host of questions that students had. On April 6<sup>th</sup>, we hosted an informational night for 6<sup>th</sup> grade parents. Parents had the opportunity to tour the school, meet teachers, and get information about the various programs offered at Hollis Brookline Middle School. We are excited to welcome next year's 7<sup>th</sup> graders.

***Greenhouse Update-*** The HBMS Community Greenhouse has arrived. The installers will be onsite beginning Friday, April 14<sup>th</sup>. The work is expected to be completed by Monday, April 15<sup>th</sup>. The next phase of the project is to build raised beds within the structure.

***2<sup>nd</sup> Shift Custodial Supervisor-*** HBMS welcomes Dave Stanwood who joined our night time custodial crew as the shift supervisor. Dave has decades of experience in the

custodial and maintenance fields. This is his first time working in a school setting. All indications are that he is off to a great start.

**Follow us on Twitter:** @HBmiddleschool

**Important Dates:**

April 14 - Romeo & Juliet performance by Shakespeare NOW Theatre Company - Team daVinci

April 20 - Coffee with Admin at HBMS - 6th grade parents

May 2-9 - SBAC Testing - 8th grade

May 6 – HBMS Chorus performs the National Anthem at the FisherCats at 5:00 pm

May 10-17 - SBAC Testing - 7th grade

May 1 - Honors Chorus performs at Nashua South

May 16, 17, 18 – 8<sup>th</sup> Grade Science NECAP testing

See also GBJ & EHB, ILD

## STUDENT RECORDS AND ACCESS

The Superintendent or his/her designee shall develop such procedures and notifications as are necessary to comply with the federal Family Educational and Privacy Act (FERPA), and other applicable statutes governing student records, including but not limited to RSA 91-A:5.

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 consistent with FERPA and State law. The District will provide parents and adult students with annual notification of their rights under FERPA.

### Directory Information

The School District designates the following student information as directory information:

- name,
- Student address,
- Parent name and email address,
- Telephone,
- Participation and grade level of students in recognized activities and sports,
- Height and weight of student athletes,
- Years of attendance in the school district,
- Honors and awards received, and
- Videos and photographs of student participation in school activities open to the public.

The School District may disclose directory information if it has provided notice to parents and adult students and has not received timely written notice refusing permission to designate such information as directory information.

Distribution of Directory information will not be distributed for commercial use and/or solicitation of students and families except when necessary to fulfill contracts with vendors and organizations providing student services such as the yearbook, class photography, school rings, etc. and the PTSA to compile a student directory.

Additionally, the district will notify parents annually of the district's policy (ILD) 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.

## **Inspection of Records**

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 request must identify the records to be inspected. 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. In accord with 91-A: 5, student records are exempt from disclosure under the Right to Know law, and access to records will be provided consistent with FERPA and State Law.

## **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. Financial hardship or ability to review records will be consideration for fee waiver upon request.

## **Notification of Rights**

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations.

## **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 as defined in the District's annual FERPA notification. 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.

## **Health or Safety Emergencies**

In accordance with federal regulations, the District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## **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 an adult student or the parent of a minor

student requests that such information not be released without prior written consent. Parents who do not want the School District to disclose the information without their prior written consent must notify the Superintendent in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment whichever is later.

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**

The Board hereby designates its School Resource officer and the Hollis Police Department as the School District law enforcement unit.

### **Legal Reference**

*RSA 91-A:5, Access to Public Records*

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

*RSA 189:66.IV*

Adopted: May 21, 2008

1<sup>st</sup> Reading: October 19, 2016 (as amended)

2<sup>nd</sup> Reading: February 15, 2017 (as amended)

## **Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils**

Parents who are residents of the 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. Pupils with home education programs, charter school and nonpublic school 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, 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. "Extracurricular" 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 students 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 students means a student who has enrolled in an approved NH Charter public school.
- 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 students 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 extent of the request to participate.
- b. The student shall be permitted to participate in the registered activity based upon the same criteria that applies to all enrolled students.

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

- a. All home schoolers, non-public, and charter schools participating in an educational program, co-curricular extra-curricular or interscholastic 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. Parents and students must complete all required enrollment and 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, email 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 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, non-public school student or charter school student 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. Hollis Brookline Cooperative School District is not responsible for the consequences, direct or indirect, of any 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 of a home schooler, charter school or non-public school program student in educational programs at any time for the reasons set forth below. An appeal by a parent under this paragraph shall be handled consistent with the district's code of conduct. 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 student 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. 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.
- e. Failure of a home schooler, non-public school, or charter school student or parent to abide by the procedures set forth herein.
- f. 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.
- g. Such other reason deemed sufficient by the Superintendent as occurs in the course of the home schooler, non-public school, or charter school student's participation.
- h. 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, 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, NHIAA 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 after verifying written attendance in their educational program. 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 education program of that day, the attendance must be certified for the previous instructional day. In the case of home education programs, the parent may serve as the attendance provider and supply written verification of attendance.
- 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 student has been and continues to make appropriate achievement in the home educational program. Documentation must be provided to the District by the parent directly. 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, 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.)

The Superintendent or designee may request evidence of completion of course proficiency and prior to enrolling in courses with prerequisite skills. The school district is not responsible for completing additional assessment to make this determination other than assessments completed for all students.

- c. The decision of a coach/advisor or other school official as to whether or not a home schooler, charter school student or non-public school student program 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 except when identified as part of FAPE for a charter school student.
- e. Requests for physical therapy, occupational therapy, speech therapy and other specialized and/or individualized programs shall be denied except when identified as part of FAPE for a charter school student.
- 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 consistent with all students.

## **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 188-E:6. The Hollis Brookline Cooperative School District shall be responsible for funding the transportation costs.

## H. ASSESSMENT

- a. Parents 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 no later than September 15<sup>th</sup> of the school year or thirty days following enrollment whichever is later.

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

*RSA 193:1-C*

*RSA 188-E6, :8*

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

1<sup>st</sup> Reading: October 19, 2016 (as amended)

2<sup>nd</sup> Reading: February 15, 2017

See also JRA

## **STUDENT SURVEYS AND MARKETING INFORMATION**

From time to time, the Hollis Brookline Cooperative School District may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The school unit will comply with the federal Protection of Pupil Rights Act, state law, and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

### **A. U.S. Department of Education Surveys**

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs that reveals the following information without prior notice to and the written consent of parents/guardians:

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

### **B. Student Surveys**

In the case of surveys not funded under U.S. Department of Education programs, parents/guardians will receive prior notice of the survey and its purpose.

This includes "non-academic surveys", which are defined as surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to the student's academics.

All surveys will be made available at the local school where the survey will be administered and on the school district's website at least 10 days prior to distribution to students.

Parents/guardians may opt out of a survey and request that their child not participate in a particular survey by submitting a written request to the Superintendent *or his/her designee* within ten days of receiving the notice. The written opt out request can be submitted in hard copy or electronically.

### **C. Notice to Parents Regarding Surveys**

Parents/guardians will be provided with a copy of this policy at the beginning of each school year, and within a reasonable time if substantive changes are made to the policy by the Board. If actual or expected dates of surveys have been scheduled when the policy is distributed, parents/guardians of affected students will be notified at that time. If surveys are scheduled after the start of the school year, parents/guardians will be provided with reasonable notice, but no less than 10 days, before the survey is administered.

### **D. Procedure for Inspection of Surveys/Instructional Materials**

Parents/guardians have the right to inspect any survey created by a third party before it is distributed or administered to students. Parents may also inspect any instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey.

For any materials not located on the school district's website, parents/guardians may request to inspect surveys or related instructional materials by submitting a request in writing to the Superintendent or his/her designee within ten days of receiving notice that a survey is to be administered. The Superintendent *or his/her designee* shall make arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date for the survey.

### **E. Authorization for Surveys Conducted by School-Affiliated Organizations or Outside Groups**

Any school-affiliated organization (such as a PTSA or booster club) or community organization that wishes to survey students and/or parents is required to obtain prior written authorization from the Superintendent. The Superintendent shall review the rationale and purpose of the survey; the survey instrument; the procedure for administering the survey; how the survey results will be used; confidentiality requirements; and how the surveys will be retained in making his/her decision. The Superintendent's decision about whether to authorize a particular survey is final.

### **F. Use of Student Personal Information for Marketing Purposes**

The District does not collect, use or disseminate personal information about students for marketing or commercial purposes.

This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions (including but not limited to tests and assessments, digital materials used for instruction, sale by students of products or services to raise funds for school-related purposes, student recognition programs and student book clubs or student magazines).

## **G. Protection of Student Privacy**

The Superintendent shall be responsible for ensuring that appropriate measures are taken to ensure that student privacy is protected when surveys are administered or personal information about student is collected, disclosed or used for marketing purposes.

### **Complaints**

The United States Department of Education maintains an office that handles complaints about alleged violations of the Protection of Pupil Rights Amendment by local school units. Complaints regarding violations may be submitted in writing to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Legal References: 20 U.S.C. § 6361 (No Child Left Behind Act)  
20 U.S.C. § 1232h; 34 C.F.R. Part 98 (Protection of Pupil Rights Amendment)  
20 U.S.C. § 1232g; 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)  
RSA 186:11.

Cross References: JRA – Student Education Records and Information

1<sup>st</sup> Reading: February 15, 2017 (as amended)

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**To: Hollis Brookline Cooperative School Board**  
**From: Andy Corey, Superintendent**  
**Gina Bergskaug, Assistant Superintendent**  
**Re: Memo, Facilities Study Group**

At the November 2016 meeting of the Hollis Brookline Cooperative School Board, the Facilities Study Group was formed. The group was composed of:

- Superintendent, Andrew Corey
- Assistant Superintendent, Gina Bergskaug
- Business Administrator, Kelly Seeley
- COOP School Board Member, Cindy Van Coughnett
- COOP School Board Member, Holly Deurloo-Babcock
- Parent, Athletic Booster Club member, Tom Whalen
- Community member, Robotics mentor, Ken St. Hilaire
- Faculty member, Greg Parker

The group met in January to determine their charge and refine their purpose. The purpose of the group is to examine the HBHS weight room facility to determine if the existing space can be renovated to accommodate additional needs of the school community. All committee members toured the current weight room, storage area, and third floor space to better understand the scope of the work. The Facilities Study Group broke up into sub-committees to complete focused work.

The Athletics Sub-Committee focused on how to make the weight room a more universal and inviting space for all of our student athletes. For any given season, the student athlete population makes up roughly 30%-40% of the total student body; yet, only a fraction of those athletes make use of the current facility. The group sought out more useful storage space for items such as uniforms and helmets; a new space for the athletic office; a private space for the athletic trainer, and locker rooms that were more efficiently designed. The group reached out to every high school coach to inquire about what features they were searching for in an improved, more functional facility that best prepared their athletes.

The Academic Sub-Committee focused on the needs of the actual curricular requirements for the robotics program. Both Ms. Hay and Mr. Clark were interviewed to determine the needs of the space and the possibility of converting the existing classroom into a 21st Century STEM learning environment. The group toured three diverse Robotics facilities, including Windham High School, Bedford High School, and St. Paul's School. The group was quite pleased to see a similarly sized space at St. Paul's divided appropriately into functional classroom space, work space, and "dirty" space.

The Drama Sub-Committee focused on visiting other highly respected performing arts programs to critically examine their storage space and needs. All programs reported a lack of usable storage with a variety of creative solutions. The sub-committee also determined that HBHS has a need for a new sound system.

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The Facilities Study Group identified some needs that spanned all of the individual needs. The wi-fi will need to be upgraded in the theater, gym, and current weight room space. This will benefit both the students and the community members when they are present for district meetings.

By moving the robotics program from the middle school to the high school, the current robotics space will become available to the two robotics middle school teams currently in existence. This is the logical progression after completing a careful vertical examination of the STEM curriculum K-12 in SAU 41. Students begin coding as early as Kindergarten. Elementary students are expanding their skills in the Engineering Design Process both in classrooms and in the Maker Spaces. Students are programming throughout their elementary experience. It is imperative to continue to move the district forward.

The formation of a non-profit group through NH non-profit will allow the project to receive outside funding. This might be a viable pathway as there is a community interest in donations that might have a company-matching feature.

The Facilities Study Group is recommending the approval of funds in FY17 to hire an architect firm. The goal would be to have the firm work meticulously to create well-developed plans between July and December. This timeline will allow for the dissemination of information at public hearings and through school newsletters to best inform the constituents prior to the March COOP District Meeting..

Respectfully Submitted,

**Andy Corey**

**Gina Bergskaug**