

Brookline School Board
Wednesday, March 27, 2019
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order - Superintendent Corey
- 6:05 School Board Reorganization
- 6:15 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:20 Public Input
- 6:30 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Superintendent’s
Evaluation discussion – Brookline Teacher nominations
- 6:55 Principal Report
- 7:10 Discussion
- Election results
 - Revenue and Expense Report
 - NHSBA Delegate meeting
 - Potential invitation for our State representatives to attend a Board meeting
- 7:30 **Deliberations**
- To see what action the Board will take regarding the School Calendar 2019-2020
 - To see what action the Board will take regarding the Re-adoption of policy BCA – Board Member Code of Ethics
 - To see what action the Board will take regarding the Re-adoption of policy DFA – Investments
 - To see what action the Board will take regarding policy JLJ – Life Threatening Allergies – fourth reading
 - To see what action the Board will take regarding the JH – Attendance, Absenteeism and Truancy – First Reading
 - To see what action the Board will take regarding the Administrations recommendations regarding teacher nominations
- 8:05 Approval of Minutes – February, 2019
- 8:15 Motion to adjourn

Brookline Administrator's Report

March 27, 2019

Calendar, Events, Programs

March 4th - 8th	Read Across America Week	March 28th	Kaleidoscope Music in Schools
March 5th	PTO Meeting	March 30th	Stringfest! (CSDA Orchestra)
March 6th	Grade 4 NAEP Testing	April 2nd	PTO Meeting @ RMMS
March 8th	Grade K – Discovery	April 3rd	Grade 6 Science Fair Parent Info. Night
March 12th	Brookline Town Voting	April 4th	HBMS Incoming Grade 7 Parent Night
March 12th	SAU-41 In-Service PD Day	April 10th	Kindergarten Information Night
March 19	Grade 1 Eyes on Owls	April 12th	PTO Family Dance @RMMS (K-3 only)
March 21st	SAU-41 Elementary STEM Expo	April 12th & 13th	CSDA Theater Club Production
March 22nd	Trimester #2 Report Cards Posted	April 17 th	Grade 1 Capital Center for the Arts @
March 27th	School Board Meeting	April 22nd - 26th	Spring Vacation

CSDA:

- **Canis Lupus 3.0 - Supporting All Students ('All CSDA Wolves Run with the Pack')**

BSD:

Policy Review

- **JLJ - Life-Threatening Allergies**
- **JH - Attendance, Absenteeism and Truancy**

BSD Enrollment Summary

Pre - 3	Pre-4	K	1	2	3	4	5	6
18	24	66 40 full 26 half [Full- Day classes 13, 13, 14, 2 half - day 13,13	76 16, 15, 15, 15, 15	77 18,19, 20, 20	71 23, 24, 24	86 21, 21, 22, 22	79 19, 19, 20, 21	78 19, 19, 19, 20

RMMS: 332

CSDA: 242

Canis Lupus 3.0 > 'All CSDA Wolves Run with the Pack!'

(Summarized Action Plan – March 2019)

The Problem: Some students in our school do not possess grade level content knowledge or skills in core academic subjects (English Language Arts, Mathematics), scoring in the 'partially proficient' or 'not proficient' ranges as demonstrated on standardized tests.

The Solution: Our process of continuous improvement in this area of our collective practice will require both short-term and long-term actions.

A.] Short-Term Action > Trimester II & III, 2018-2019

- 1. Professional Learning Community Teams** – Institute standard schedule.
- 2. Child Study & Intervention Team** – Restructured and refocused.
- 3. Leadership Team** – More systematic and connected to learning outcomes.
- 4. Response to Instruction-Tier I** – Quality 'Core' and 'Differentiated' instruction by Teacher.
- 5. Response to Instruction -Tier II** – Targeted 'FLEX' & 'Center' time instruction in small groups.
- 6. Response to Instruction -Tier III** – Intensive interventions by Specialists in small groups or 1:1.
- 7. Special Education** – Long-term, research-based supplemental instruction, related directly to student IEP goals, implemented by Special Education staff.
- 8. Master Schedule** – Small adjustments in response to new model for service delivery.

B.] Long-Term Action > Trimester III (2018-2019) and Trimester I & II (2019-2020)

Continued reflection, refinement, and improvement.

Brookline School District
Expense Revenue Report

Brookline FY19

THRU 03/18/19

Expense Function	Description	Annual Budget	YTD Expense	Encumbered	Q3 Balance	REASON
1100	Regular Education	2,703,240.87	1,548,402.23	1,145,712.45	9,126.19	Lane changes less than expected
1200	Special Education	1,152,429.55	665,351.67	496,280.27	(9,202.39)	Unexpected SPED students
2100	Student Support Services	608,418.48	415,715.36	197,740.74	(5,037.62)	Unexpected SPED students
2200	Instructional Staff Support	222,891.18	121,998.26	81,504.09	19,388.83	<PD not yet assigned
2300	School Board/SAU Assessment	364,677.00	231,244.47	81,451.58	51,980.95	<Includes \$50K for Contingency
2400	School Administration	460,399.16	319,588.32	138,619.19	2,191.65	
2600	Facilities	604,743.09	442,534.51	179,324.03	(17,115.45)	EE OT To Cover for Leave
2700	Transportation	443,000.00	284,496.97	172,908.95	(14,405.92)	Unexpected spec ed costs
2900	Benefits	2,220,826.67	1,290,175.84	869,789.24	60,861.59	Use of contractors saves on benefits
5100	Bonds	478,650.00	478,650.00		-	
5200	Transfers	420,000.00	-	420,000.00	-	
		9,679,276.00	5,798,157.63	3,783,330.54	97,787.83	
FY18 Expense CarryOver		33,965.60	24,652.64	9,312.96	-	
		9,713,241.60	5,822,810.27	3,792,643.50	97,787.83	

Revenue		Budget	YTD Revenue	Expected	Q3 Balance	
1111	Local Property Tax	6,549,282.49	5,650,000.00	899,282.49	-	
1100, 1112, 1500, 1900	Local Impact Fees	5,000.00	17,034.16		(12,034.16)	Impact Fees
3110	Adequacy Aid Grant/Tax State	2,245,489.65	1,195,800.00	1,049,689.65	-	
3230	Catastrophic Aid	53,878.00	52,005.85		1,872.15	
3210	Building Aid	46,987.00	23,493.29	23,493.71	-	
21.3260	Food Service	2,100.00	2,077.23		22.77	
Federal						
22.4300-4570	Grants	180,000.00	89,317.39	90,682.61	-	
21.4560	Food Service	40,500.00	18,463.31	22,036.69	-	
4570	Disabilities Program	-	-		-	
4580	Medicaid	19,025.00	15,670.64	3,354.36	-	
Local						
314, 1317, 1322, 1990.01	Tuition	153,715.00	161,424.14		(7,709.14)	Higher kindergarten enrollment
1510, 1910, 1990, 3220	Other	65,182.00	50,669.29	19,512.71	(5,000.00)	
21.1600-1699	Food Service Sales	122,400.00	91,330.28	31,069.72	-	
	Less Contingency Fund (FY19)	50,000.00	-	50,000.00	-	
	Less Facilities Maintenance Fund (FY19)	50,000.00	-	50,000.00	-	
	Less Special Education Fund (FY19)	25,000.00	-	25,000.00	-	
	Fund Balance to Reduce Taxes (FY19)	70,716.86	-	70,716.86	-	
		9,679,276.00	7,367,285.58	2,334,838.80	(22,848.38)	

Unreserved Fund Balance	\$ 120,636	
Less Special Education Fund (FY20)	\$ 50,000	
Less Facilities Maintenance Fund (FY20)	\$ 50,000	
Less Contingency Fund (FY20)	\$ 25,000	
Fund Balance to Reduce Taxes	\$ (4,364)	
Use of Special Ed Trust	\$ 39,364	
Fund Balance to Reduce Taxes	\$ 35,000	Matches estimate for FY20

**Brookline School District Calendar
2019-2020 Tentative**

AUGUST (2 days)

M	T	W	TH	F	
					Professional staff return on Aug. 26
					Para-Educators return on Aug. 28
X	X	X	29	30	Aug 29 - First Day for Students

SEPTEMBER (20 days)

M	T	W	TH	F	
XX	3	4	5	6	Sept 2 - Labor Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER (22 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
XX	15	16	17	18	Oct 14 - No School Columbus Day
21	22	23	24	25	
28	29	30	31		

NOVEMBER (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	X	Nov 8 - Professional Day
XX	12	13	14	15	Nov 11 - No School Veterans Day
18	19	20	21	22	
25	26	XX	XX	XX	Nov 27- 29 Thanksgiving Recess

DECEMBER (15 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
XX	XX	XX	XX	XX	Dec 23 - Jan 1 Holiday Vacation
XX	XX				

JANUARY (21 days)

M	T	W	TH	F	
		XX	2	3	
6	7	8	9	10	
13	14	15	16	17	
XX	21	22	23	24	Jan 20 - Martin Luther King Jr. Day
27	28	29	30	31	

FEBRUARY (14 days)

M	T	W	TH	F	
3	4	5	6	7	
10	X**	12	13	14	Feb 11 - Professional Day
17	18	19	20	21	
XX	XX	XX	XX	XX	Feb 24 - Feb 28 Winter Vacation

MARCH (22 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

APRIL (18 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
XX	XX	XX	XX		Apr 27 - May 1 Spring Vacation

MAY (19 days)

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

JUNE (*9 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	June 12 - Last Day of Preschool
15	16	17	18	19	*June 18 - Last Day of School
22	23	24	25	26	June 19 - Last Day for Teachers
29	30				

Legend:

X - No School for Students
XX - No School for Students & Staff

Total student days 178

*All last days include five snow days
**Date subject to change based on primary election

Arrival:

RMMS - 8:25am
CSDA - 8:35am

Progress Reports:

Marks Close:

Trimester 1
Trimester 2
Trimester 3

Report Cards Issued:

Dismissal:

RMMS - 3:00pm
CSDA - 3:10pm

Policy BCA - BOARD MEMBER CODE OF ETHICS

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Adopted: May 25, 2004

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

INVESTMENT

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA [197:23-a](#) to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA [366:57](#).
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the *GFOA Recommended Practices and Policy Statements Related to Cash Management* as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the school board and an independent auditor.

This investment policy shall be reviewed annually by the School Board.

Legal References:

RSA [197](#):23-a, *Treasurer's Duties*

RSA [383](#):22, *Public Deposit Investment Pool*

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

Category R

LIFE-THREATENING ALLERGIES

The Brookline School District is committed to ensuring that all parties to the education process work together collaboratively and respectfully to maintain the health and safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.

During school district hours all employees, students, and parents of the Brookline Public School District will follow the Life -Threatening Allergy Procedures for dealing with life-threatening allergies in the school setting. Outside of school hours all others using district facilities will be informed of and are expected to abide by these procedures. The principal of each school is responsible for sharing the Nut Safe School Acknowledgement with those using the building after hours. The Life-Threatening Allergies Procedures will be reviewed annually and modified when/if necessary to continue to maintain a safe and adequate education in the least-restrictive environment for all students within the district.

~~Recognizing epinephrine as the first line of treatment for anaphylaxis, Brookline School District will maintain an emergency supply of epinephrine to be used for anyone experiencing anaphylaxis in the school setting as recommended by the federal School Access to Emergency Epinephrine Act and New Hampshire Senate Bill 25-FN signed into law May 3, 2016.~~

~~The health, social normalcy and safety needs of student(s) will be balanced along with the education, health and safety needs of all students.~~

To minimize the risk of exposure to allergens that pose a threat to Brookline students and to educate the Brookline School Community about life-threatening allergies, please reference the student-parent handbook on our school district webpage.

Legal Reference:

RSA [200:29](#) School Health Services

RSA [318:42](#) Regulation of Pharmacies

RSA [200:45](#) Pupil Use of Epinephrine Auto-Injectors

1st Reading: October 24, 2018

2nd Reading: November 28, 2018

3rd Reading: December 19, 2018

4th Reading:

JH - ATTENDANCE, ABSENTEEISM AND TRUANCY

Category: Priority/Required by Law

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

~~Any absence that has not been excused for any of these reasons will be considered an unexcused absence.~~

Any absence that has not been excused for any of these reasons will be considered an unexcused absence / truancy. More than 10 half days of unexcused absence per school year is considered habitual truancy.

Please note the following important attendance related procedural requirements:

- In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance. A note from a medical provider is required when a student is absent for **5 or more** consecutive days due to illness. The note must contain the specific dates to be excused. These absences are unexcused until an excusal note is received.
- Up to **6 days** of vacation or educational opportunity may be considered excused each school year. In accordance with school board policy, a letter from parents in advance is required for approval.
- Student attendance records are reviewed regularly. In situations where students are experiencing multiple absences, intervention plans are put in place. Strategies to assist students with improving their attendance may include, but are not limited to: attendance alert letter, parent phone call and/or conference, request for documentation, consideration of the need for additional/alternate services, and a home visit, among other interventions.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The

Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
- ~~5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.~~

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

~~Prior to adopting this policy, the Board will place the item on the agenda of a public school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.~~

~~Additionally, The Superintendent shall also ensure that this policy is included in or referenced in the student handbook. and is mailed to parents annually at the beginning of each school year.~~

~~NHSBA Note, September 2013: Due to legislative amendments to RSA 189:34, effective September 1, 2013, the only amendment to this Sample Policy is in Section "Intervention Process to Address Truancy", Paragraph #5.~~

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Reviewed: September 2013

Revised: July 1998, November 1999, February 2006, May 2008, September 2010

First Review: November 23, 2010

Second Review: December 21, 2010

Third Review: February 22, 2011

Adopted: December, 2011

First Review: