

Brookline School Board
Wednesday, March 29, 2023
***Richard Maghakian Memorial School (RMMS)**

5:30 PM

All Times are estimates and subject to change without notice

***Location Change based on Town Meeting and providing Board Tour of RMMS
construction progress**

- 5:30 Call to Order – Superintendent Corey – School Board Reorganization
Election of a Board Chair, Vice Chair and Secretary – committee appointments will be
done at the April School Board meeting
- 5:40 Non-Public under RSA 91-A: 3II (a) compensation and/or reputation – Teacher
nomination discussions
- 6:00 Agenda adjustments
Correspondence/Resignations/Retirements/Nominations
- 6:05 Public Input
- 6:25 **Deliberations**
- To see what action the Board will take regarding the teacher nomination list
recommended by the Superintendent
 - To see what action the Board will take regarding the re-adoption of policy
BCA – Code of Ethics
 - To see what action the Board will take regarding the re-adoption of policy
DFA – Investments
- 6:35 **Informational**
- Fiscal 2023 Revenue and Expense update
 - 2023-2024 Draft School Calendar
- 6:40 Motion to adjourn

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.

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

Re-Adopted: March 27, 2019

Re-Adopted: September 23, 2020

Re-Adopted: April 21, 2021

Re-Adopted: March 23, 2022

Re-Adopted: March 29, 2023

Brookline School District

FY23

as of 3/13/2023

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,640,074	\$ 1,445,597	\$ 1,017,744	\$ 176,733
Special Education	\$ 2,038,891	\$ 1,196,596	\$ 1,016,405	\$ (174,110)
Student Support Services	\$ 738,021	\$ 369,314	\$ 247,527	\$ 121,179
Instructional Staff Support	\$ 251,174	\$ 110,301	\$ 58,912	\$ 81,961
School Board/SAU Assessment	\$ 448,943	\$ 351,660	\$ 115,327	\$ (18,044)
School Administration	\$ 540,247	\$ 410,410	\$ 153,399	\$ (23,563)
Facilities	\$ 670,797	\$ 507,676	\$ 190,393	\$ (27,272)
Transportation	\$ 695,592	\$ 459,140	\$ 311,239	\$ (74,787)
Benefits	\$ 2,480,618	\$ 1,448,408	\$ 1,008,887	\$ 23,323
ADA Projects/Temporary Storage	\$ -	\$ 106,134	\$ 3,539	\$ (109,673)
Debt Service	\$ 73,200	\$ 73,200	\$ -	\$ -
Transfers	\$ 455,000	\$ -	\$ 455,000	\$ -
TOTAL	\$ 11,032,556	\$ 6,478,437	\$ 4,578,371	\$ (24,252)
Plus FY22 Expense Carryover	\$ 84,895	\$ 12,433	\$ 15,504	\$ 56,957
TOTAL FY22 + FY23	\$ 11,117,451	\$ 6,490,870	\$ 4,593,875	\$ 32,705

Revenue				
Description	Budget	YTD Revenue	Expected	IN EXCESS OF BUDGET
Local Property Tax	\$ 6,962,965	\$ 5,200,000	\$ 1,762,965	\$ -
Adequacy Aid Grant/Tax	\$ 2,914,483	\$ 1,713,842	\$ 1,200,641	\$ -
State				
Special Education Aid	\$ 185,000	\$ 172,572		\$ (12,428)
Other - State Aid	\$ -	\$ 1,893		\$ 1,893
State Funding	\$ -	\$ 54,779		\$ 54,779
Food Service	\$ 2,100		\$ 3,265	\$ 1,165
Federal				
Grants	\$ 190,000	\$ 51,855	\$ 138,145	\$ (0)
Food Service	\$ 38,500	\$ 33,113	\$ 5,387	\$ 0
Medicaid	\$ 20,000	\$ 2,455	\$ 10,000	\$ (7,545)
Local				
Tuition	\$19,000	\$ 30,667	\$ 16,083	\$ 27,750
Impact Fees	\$ 20,000	\$ -	\$ 20,000	\$ -
Other	\$ 1,000	\$ 4,555		\$ 3,555
Food Service Sales	\$ 124,400	\$ 97,574	\$ 35,000	\$ 8,174
FY22 Expense Carryover	\$ 84,895	\$ 12,433	\$ 15,504	\$ (56,957)
Less: Facilities Maint. Fund	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes	\$ 595,269		\$ 595,269	\$ -
Retained Fund Balance	\$ (140,161)		\$ (140,161)	\$ -
TOTAL REVENUE	\$ 11,117,451	\$ 7,375,738	\$ 3,762,099	\$ 20,386

Total Expense Balance \$ 32,705

Total Revenue Balance \$ 20,386

Unreserved Fund Balance \$ 53,091

Anticipated Reductions to Unreserved Fund Balance

	Negative Balance-Proposed Solution	Anticipated Needs for FY24
Current Balance	\$ (141,909)	Maint. Trust \$ 55,000
Use of FY23 Retained Fund Balance for Required ADA Project	\$ 109,673	Spec Ed Trust \$ -
Use of Spec Ed Expendable Trust	\$ 32,237	Retained Fund Balance \$ 140,000
New Projected Fund Balance	\$ 0	Total Reductions \$ 195,000

Projected Fund Balance \$ (141,909)

Explanation of budget balances on current expense report

3/13/2023

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 176,733	Primarily Unfilled Regular Ed MTSS Positions
1200	Special Education	\$ (174,110)	Unexpected Spec Ed services needed
2100	Student Support Services	\$ 121,179	Primarily savings in Vision/Hearing/PT Services
2200	Instructional Staff Support	\$ 81,961	Savings in PD and Unfilled Positions
2300	School Board/SAU Assessment	\$ (18,044)	Unanticipated legal & advertising expense
2400	School Administration	\$ (23,563)	New PT Admin Support position created
2600	Facilities	\$ (27,272)	Significant increases in heating and electrical costs
2700	Transportation	\$ (74,787)	Increased fuel costs
2900	Benefits	\$ 23,323	Various small savings
4300	ADA Projects/Temp. Storage	\$ (109,673)	Required project
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ (24,252)	

General explanation of what is included in each account category

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
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, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	service expense

Brookline School District Calendar

2023-2024

Draft

AUGUST (1 day)

M	T	W	TH	F	
X	X	X	31		Prof staff return on Aug. 28
					Aug 29 - Para Educators return
					Aug 31 - School Begins

SEPTEMBER (20 days)

M	T	W	TH	F	
				1	
XX	5	6	7	8	Sept 4 - Labor Day
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

OCTOBER (21 days)

M	T	W	TH	F	
2	3	4	5	6	Oct 5 - Early Release/SPT
XX	10	11	12	13	Oct 9 - No School Columbus Day
16	17	18	19	20	
23	24	25	26	27	
30	31				

NOVEMBER (17 days)

M	T	W	TH	F	
		X	2	3	Nov 1 - Professional Day
6	7	8	9	XX	Nov 10 - No School Veterans Day
13	14	15	16	17	Nov 21 - Early Release
20	21	XX	XX	XX	Nov 22 - 24 Thanksgiving Recess
27	28	29	30		

DECEMBER (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	Dec 25 - Jan 1 Holiday Vacation
XX	XX	XX	XX	XX	

JANUARY (21 days)

M	T	W	TH	F	
XX	2	3	4	5	
8	9	10	11	12	
XX	16	17	18	19	Jan 15 - Martin Luther King Jr. Day
22	23	24	25	26	
29	30	31			Jan 29 - Early Release

FEBRUARY (17 days)

M	T	W	TH	F	
			1	2	
5	6	7	8	9	Feb 7 - Early Release
12	13	14	15	16	
19	20	21	22	23	
XX	XX	XX	XX		Feb 26 - Mar 1 Winter Vacation

MARCH (19 days)

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

APRIL (17 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
XX	XX	XX	XX	XX	Apr 22 - April 26 Spring Vacation
29	30				

MAY (22 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	28	29	30	31	May 27 - Memorial Day

JUNE (*7 days)

M	T	W	TH	F	
3	4	5	6	7	June 6- Last Day of Preschool
10	11	12	13	14	School
17	18	19	20	21	*June 19-Last Day for Teachers
24	25	26	27	28	

Legend:

X - No School for Students

XX - No School for Students & Staff

E - Early Release Day for Students

Total student days 178

*All last days include five snow days