

Brookline School Board
Tuesday, August 22, 2017
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Non-Meeting – Contract discussions with school attorney
- 6:30 Call to Order
- 6:35 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:40 Public Input
- 6:50 Principal's report
- 7:00 Discussion
 - Cable Project Update
- 7:10 Deliberations
 - To see what action the Board will take regarding Policy Meal Payment Policy– first reading
 - To see what action the Board will take regarding Policy ACA – Freedom from Sexual Harassment, First Reading
- 7:15 Approval of minutes – June meeting
- 7:20 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 7:25 Motion to adjourn

Brookline School District

School Lunch Meal Payment Policy

It is the goal of the District to provide students with healthy meals each day. However, unpaid charges place a large financial burden upon the residents of the District. The purpose of this policy is to establish meal payment and "negative balance" guidelines which:

- Treat all students with dignity regarding meal accounts
- Help maintain the financial integrity of District food services
- Encourage parents/guardians to assume the responsibility of meal payments
- Establish consistency regarding charges and collection of balances
- Establish a framework for communicating this policy and District procedures to families and staff

Free and Reduced Meals.

All families are encouraged to apply for the Free/Reduced Breakfast and Lunch Program. Application forms are available through the annual registration process, at the main office of each school and on the SAU 41 website. Applications may be made at any time during the school year.

Pre-payment is required for all student purchases.

All schools in the Hollis Brookline School System [SAU41] utilize a computerized program that assigns an account number to each student. Parents/guardians are expected to maintain enough money in their children's meal accounts to cover the costs of meals, ala carte and snack purchases. The payment program tracks each student's deposits and purchases. This can be done in two ways:

1. By cash or check following the established procedures in your child(ren)'s school(s) OR
2. By credit card through the school's online electronic payment service. Transaction fees may apply.

Negative Balances

Student meal account balances will be monitored on an ongoing basis.

Parents will be notified when a student's meal account balance falls below \$10.00, and again if the balance falls below zero. Parents will be asked to pay the account in full immediately. When forwarding notices to parents regarding low or negative balances, staff are to assure that the communications are discreet, and confidential.

If any student's account falls into the negative, a standard "reimbursable" meal will be provided and charged to the student's account. (A reimbursable meal is defined as a meal consisting of: meat/meat alternative, grains, fruits, vegetables and milk and as further defined by the National School Lunch Program requirements.) Staff must take all reasonable steps to minimize statements or actions that may overtly identify children eligible for free meals. Ala carte and snack purchases are not permitted for any student that has a negative balance. The student's account balance must have sufficient funds for these types of purchases. This policy, and this paragraph specifically, shall apply equally to all students, whether free/reduced/or full pay.

If a student meal account consistently has a negative balance, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child if applicable. When appropriate, the District may enter into a payment arrangement to bring student accounts current.

Negative balances which continue for more than **two months** or exceed **\$150**, may result in formal collection activities, such as small claims court.

Communication

This policy shall be communicated to:

- Families
 - At the start of the school year
 - Upon enrollment of students who transfer mid-year
 - In Student handbooks
 - On the School websites
- Staff who are charged with:
 - Collecting payments
 - Notifying families of low/negative balances
 - Enforcing the policy (e.g., food service managers and cashiers)

The District will document and maintain a history of the communications made pursuant to this section.

Policy ACA - FREEDOM FROM SEXUAL HARASSMENT

POLICY:

It is the policy of the Brookline School Board that all employees and students in the School District should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

PROCEDURE:

Procedures for prompt corrective action through mediation and persuasion and, when necessary, through discipline consistent with due process are considered to be an essential part of the District's effort to eliminate sexual harassment in all educational environments.

Building Principals, Assistant Principals and Supervisors are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. Any employee or student having a complaint of sexual harassment should notify the Building Principal.

At any time, an employee or student and/or his representative may contact the Building Principal, Superintendent of Schools or a School Board member for counseling or advice.

Individuals shall not be reprimanded or discriminated against in any way for initiating an inquiry or complaint. The rights of an individual against whom a complaint is brought will also be protected.

The Freedom from Sexual Harassment Policy, formal and informal complaint procedures and names of complaint manager(s) shall be widely disseminated throughout the District's schools.

Sanctions:

Sexual harassment will be treated as a major disciplinary offense so that, depending upon the circumstances and the degree of harassment, the offender(s) might be disciplined with a suspension subject to discharge.

Appeal Board

The Brookline School Board, upon receipt of notification of the grievance officer or complaint manager, shall appoint a five-member appeal board. One member shall be a parent or guardian of a student of the district; one member shall be a teacher employed by the District; one member shall be selected from the School Board; one member shall be selected from the public; and one member shall be a principal from a District school. In the event any member would be disqualified to act as a juror in any matter referred to it the Board shall appoint an alternate from the same category as the disqualified member.

The Appeal Board shall hold an informal hearing to hear the complaint within 30 days of the receipt of the matter. Within 10 days after the hearing, the Appeal Board shall make its recommendations to the School Board. Such recommendations shall be in writing with copies provided to all parties involved in the appeal procedure.

The School Board may affirm, modify or reject the report of the Appeal Board no later than its second regular meeting after the receipt of the Appeal Board's report. The School Board's determination shall be final.

Any inquiries, complaints, grievances, and other communication relative to the policy and to Title IX and the applicable federal regulations are to be made to the Title IX Coordinator and/or the Superintendent of Schools.

The following person has been designated to handle ~~inquires~~ inquiries regarding Title IX.

~~Building Principal~~ Director of Student Services or his/her designee

~~Richard Maghakian Memorial School~~ SAU #41

~~22 Milford Street~~ 4 Lund Lane; Hollis, NH 03049

~~Brookline, NH 03033 (603) 673-4640~~ (603) 324-5999

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools

SAU #41

4 Lund Lane

Hollis, NH 03049 (465-7118)

Students and Employees May Use the District's Internal Grievance Procedure, or May Report Their Grievances Directly to the Director of the Regional Office for Civil Rights, U.S. Dept. HHS, Govt. Center, JFK Federal Building, Room 1875, Boston, MA 02203 or to the NH Commission for Human Rights, 2 Chennel Drive, Concord, NH 03301.

Adopted: November 23, 2004

Brookline School Administrator's Report

August 21, 2017

Calendar, Events, Programs

| | |
|--|---|
| August 22nd - New Hire Orientation | September 1st - RMMS Flag Pole Ceremony |
| August 23rd - New Hire Orientation | September 4th - School Closed (Labor Day) |
| August 24th - New Student Orientation | September 7th - RMMS Open House |
| August 28th - Teachers Return | September 13th - Instrument Petting Zoo |
| August 29th - Grade 4 Meet & Greet | September 27th - CSDA Open House |
| August 30th - Kindergarten Orientation | September 27th - School Picture Day |
| August 31st - 1st Day of School | September 28th - SAU-41 5K Road Race |

Brookline Administrator's Report

- Facility Update Presentation
- Enrollment Numbers
- School Opening Activities

BSD Enrollment Summary

| Pre 3 | Pre 4 | K | 1 | 2 | 3 | 4 | 5 | 6 |
|----------|----------|------------|------------|------------|------------|------------|------------|-------------|
| 15 | 16 | 72 | 77 | 67 | 79 | 78 | 75 | 69 |
| | | Class Size | | | | | | |
| | | 18,18,19 | Class Size | Class Size | Class Size | Class Size | Class Size | Class Size |
| | | Full (55) | 15,15,15, | 22, 22, 23 | 19, 20, | 19,19, | 18,19, | 22 , 23, 24 |
| | | 17 - Half | 16,16 | | 20, 20 | 20, 20 | 19,19 | |

RMMS: 326

CSDA: 222

Brookline School District Staff

Administration

Daniel Molinari
Principal, RMMS

Karen Kulick
Special Education Coordinator

Dennis W. Dobe
Principal, CSDA

Professional Staff

Richard Maghakian Memorial School Homeroom Teachers

Pre-K

Lisa Manzo

Grade 1

Lisa Boucher
Nichole DeDecker
Sacha Doucet
Jill Robinson
Patricia Waller

Grade 2

Kristin Trent
Shannon Dwyer
Kathleen Milewski

Grade 3

Jessica Laflamme
Lisa Talcott
Heidi Williams
Allie Hills Everett

Kindergarten

Virginia Commisso
Lauren Arruda
Emily Ekis
Nicole Machado

Captain Samuel Douglass Academy Homeroom Teachers

Grade 4

Debbie Calkin
Shelley Kosek
Lisa Lindsay
Joseph Vitulli

Grade 5

Melissa Leafe
Jane Gauthier
Tim Putnam
Renelle Stone

Grade 6

Brittany Hicks
Hannah LaRochelle
Greg Snoke

Brookline School District Specialists

CSDA

Betsy Black- Reading Specialist
Lauren Melia, Reading Specialist
Karin Pillion- Math Specialist
Christina Catino- Music/Chorus
Adam Wallis - Band
Megan Gagne - Art
Tammy Van Dyke- Phys. Ed./ Health
Pamela Shaw- Computer Specialist
Barbara Sobol- Library .
Jessica Visinski - Guidance/504 Coord
Beth Penney – Science Education (RMMS/CSDA)

RMMS

Jenny Lynch - Computer
Kimberly Beaudette- Reading Specialist
Karen Laplante- Reading Specialist
Shannon Sinclair- Music
Monica Boisvert- Art
Steven Martus - Phys. Ed./ Health
Cathy Burbee, Nurse
Deborah Bowry- Guidance/ 504 Coord.
Kristine Murray- Library
Lisa Winters - Math Specialist
Mary Albina- Computer Technician
(RMMS/CSDA)

Special Education Staff

CSDA

Brittany Curtis, Occupational Therapist (RMMS/CSDA)
Colleen Ciccariello, Speech Pathologist (RMMS/CSDA)
Sarah Griffin, Case Manager
Andrea Martel, Case Manager
Jaime Matylewski, Case Manager
Sandy Yaffe, Physical Therapist (RMMS/CSDA)
Amanda Morin, School Psychologist, (RMMS/CSDA)

RMMS

Lea Kamen- Speech Pathologist
Karen Antonellis, Case Manager
Amanda Bent, Case Manager
Amanda Coffey, Case Manager
Stephanie Rogers, Case Manager
Kimberly Frye, ESOL

Secretaries

RMMS

Charlene Lavey
Kimberly Kapala
Cindy Ullrich (RMMS/CSDA)

CSDA

Lissa Farbotko
Mary-Lou Gilbert

Support Staff

RMMS

Cindy Cadario
Angela Craggy
Kimberly Curtis
Lisa Curtis
Sarah Kelly
Elizabeth Kellner
Allison May
Sarah McCaigue
Kathleen Naun
Jeannine Phalon
Chris St. George

CSDA

Lynn Angove
Kelly Byrne
Elizabeth DiPrizio
Amy Fessenden
Kim Lavine
Christine Spader
Debra Pioli
Brenda Ross

Custodial Staff

RMMS

James Beach
Anna Dube
Joseph Dube

CSDA

Dawna Bosquet
Andrew Dubray
Wayne Gauthier

Kitchen Staff

RMMS

Lisa Haight, RMMS
Kiki Lanzone, RMMS
Inger Walega, RMMS

CSDA

AnneMarie Conners
Lori Koch
Mary Harms



Brookline School District Facility Improvements

Summer 2017



Overview

CSDA:

Hallway Painting

Bathroom Painting

Gym Painting

Security Cameras

Erosion Control

RMMS:

Water Stations (3)

Water Bag Filtration system

Cat 5 to Cat 6 Cabling

Painting - 5 classrooms

Painting - Main and gym hallway

Wall repairs - over 200 holes

Entrance carpets

Lost and Found / Newsroom

STEP Program

Parking Lot reseal

Trim work

Tree cutting

Security Cameras

CSDA Parking Lots



CSDA Security Cameras



CSDA Hallway, Bathroom and Gymnasium Painting



CSDA Erosion Control



RMMS Wall repair



RMMS Entrance Carpets



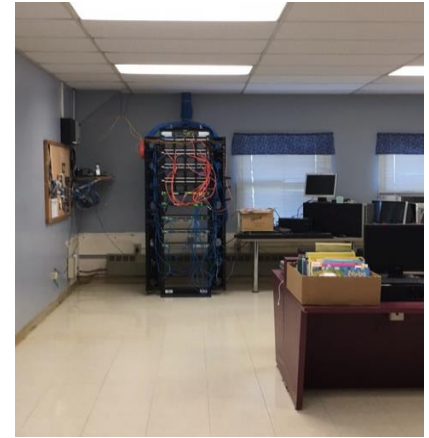
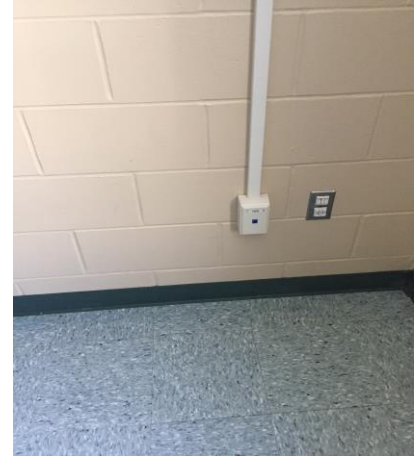
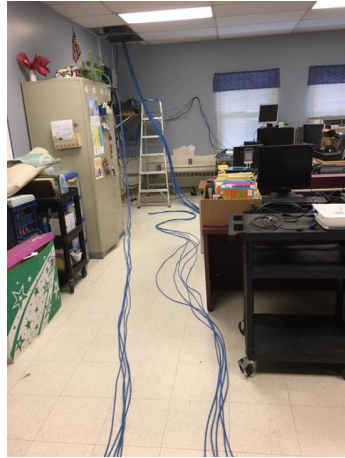
RMMS Painting Projects



RMMS Painting



RMMS Cat. 5 to Cat. 6 Cabling



Water Filtration System



RMMS Parking Lot - Reseal



RMMS Trim work



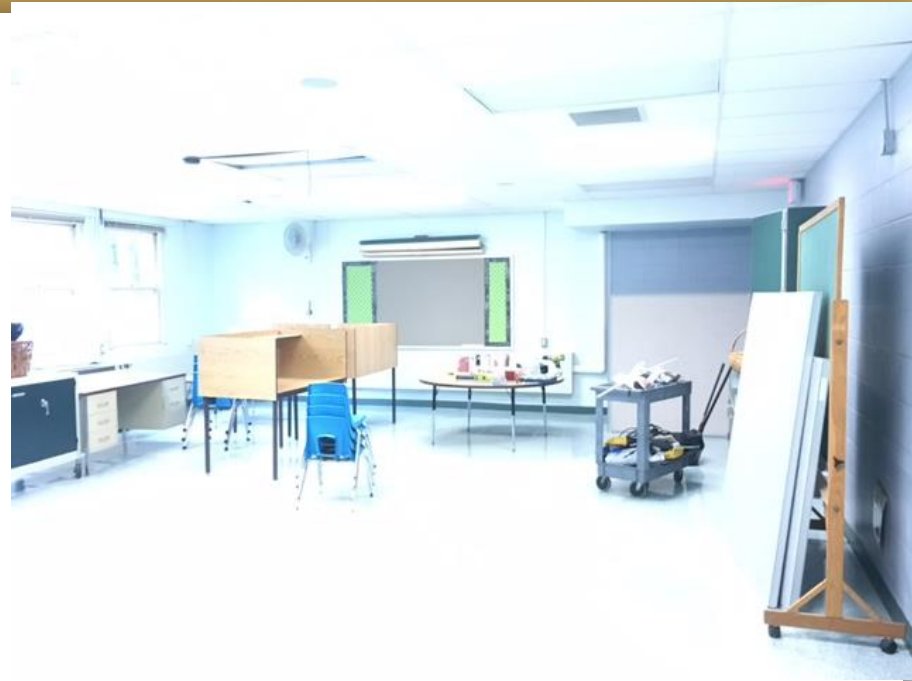
RMMS Water Stations & Filtration System



RMM SSTEP Program

Success Through Engaging Partnerships

A program which provides instruction, supports, and related services, using a TEAM approach, for our students with intensive special needs. Each child's program is individually developed and implemented with collaboratively by the TEAM members. The foundations for learning are key factors which TEAM members consider when developing and implementing programs.



RMMS Safety Officials Training

