

Brookline School Board
Tuesday, October 24th, 2017
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:10 Public Input
- 6:15 Principal's report
 - Class size
 - STEP program presentation
- 7:00 Discussion
 - Fiscal Year 2019 – SAU budget information, Brookline staffing and special education, FY 2018 final, FY 2019 first quarter update
 - A cooperative district
 - Transportation
- 7:30 **Deliberations**
 - To see what action the Board will take regarding Policy EFAA - Meal Payment Policy - third reading
 - To see what action the Board will take regarding Policy ACA - Freedom from Sexual Harassment - third reading
- 7:35 Approval of minutes – September meeting
- 7:45 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:05 Motion to adjourn
- 8:10 Non-meeting
 - BTA contract

Brookline School Administrator's Report

October 24, 2017

Calendar, Events, Programs

October 2nd - Reading Night/Costume exchange	October 27th - Trebuchet Day
October 3rd - PTO meeting @ CSDA	October 31st - RMMS Halloween Parade
October 4th - Grade 6 FT (Miller St. Park)	November 1st - RMMS Book Fair Family Night
October 9th - School Closed (Columbus)	November 6 - BPTO Staff Luncheon
October 12th - PTO Ice Cream Social	November 9th - PD Day - No school
October 12th - RMMS Fire Prevention	November 10th - Veterans Day - No school
October 12th, 19th, 26th - Gr. 3 visit to BPL	November 14th - PTO meeting @ RMMS
October 13th - Progress Reports	November 20th - Gr. 3 Museum of Science Pres.
October 23-27 Red Ribbon Week	November 21st - Picture Retake Day (20th-CSDA)
October 24th - Grade 4 (State House)	November 22nd - PD Day - No school
October 24th - School Board Meeting	November 23rd - Thanksgiving Break
October 27th - Astronomy Night	November 28th - School Board Meeting

Brookline Administrator's Report

BSD:

- FIRST Lego League
- FY 19 Budget Update
- Anticipated Class Size

RMMS:

- STEP Program Presentation

CSDA:

- Fall NWEA Testing
- Fall STEM-PBL Project
- Canis Lupus Update & v2.0

BSD Enrollment Summary

Pre 3	Pre 4	K	1	2	3	4	5	6
18	19	73	78	67	78	78	73	69
Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size
8, 10	11, 8	18,19,19	15,15,16, 16,16	22, 22, 23	18, 20, 20, 20	19,19, 20, 20	18,18, 18,19	22 , 23, 24
18	19	Full (55) 17 - Half						

RMMS: 333

CSDA: 220

Projections for School year 18-19										
	PreK-3	Pre-4	K	1	2	3	4	5	6	
	22	18	75	73	78	67	78	78	72	
Divisor according to Policy IIB			17	17	20	20	23	23	23	
			4.41 sections	4.29 sections	3.9 sections	3.35 sections	3.4 sections	3.4 sections	3.13 sections	
Current Staffing w/next year's enrollment (29 teachers) = avg. class size	2 teachers = 11	2 teachers = 9	4 teachers = 18.75	5 teachers = 14.6	3 teachers = 26	4 teachers = 16.75	4 teachers = 19.5	4 teachers = 19.5	3 teachers = 24	
FY19 Budget Proposal: (31 teachers)			4 teachers = 18.75 or 5 teachers = 15	4 teachers = 18.25 or 5 teachers = 14.6	4 teachers = 19.5	4 teachers = 16.75	4 teachers = 19.5	4 teachers = 19.5	4 teachers = 18	

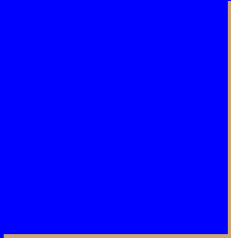


STEP Program



Success Through Engaging Partnership

October 24, 2017



Mission Statement

Students learn skills to be fully integrated into the general classroom setting.

Staff members utilize reinforcement-based procedures that align with the building expectations so the student can be successful in all environments and be an active participant in the school community.

Program Description

- 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 collaboration by the TEAM members.
- The foundations for learning are key factors which TEAM members consider when developing and implementing programs.

These foundational-building blocks include the development of:

- Sensory-motor skills
- Self-regulation skills which underlie communication and cognition
- Social-emotional development
- Behavior

Programming recommendations are made based on objective information, data collection, and knowledge of research-based best practices.

Program Entrance Criteria

Considerations: Academic, Behavior, and Social Emotional needs

- IEP
- Social Skills Deficits
- Language Deficits
- Processing Deficits (functional and receptive)
- Sensory Regulation Deficits
- Significant behavioral issues that have been unable to be safely and successfully managed in a less restrictive environment (History of unsuccessful implementation of strategies)
- Functional Behavior Assessment / Functional Analysis
- Student requires constant, proximate adult supervision and interventions
- Requires the detail of a significant behavior/response plan

Program Exit Criteria

- IEP team decision based on student progress toward IEP goals and demonstration of more independent, appropriate behaviors.
- Upon intake, the IEP team will establish individualized criteria that trigger convening of a team meeting to discuss lessening or increasing the placement restrictions.
- Provide the student with skills and abilities to access the educational setting independently; so that the level of supports within the program are no longer necessary.

Brookline School District Expense Revenue Report

2016-2017 Final

Expense

Function	Description	Annual Budget	Expense	Encumbered	Balance
1100	Regular Education	2,383,689.80	2,351,268.78		32,421.02
1200	Special Education	1,044,289.29	981,795.80		62,493.49
2100	Student Support Services	601,021.19	593,163.69		7,857.50
2200	Instructional Staff Support	253,210.67	211,619.88		41,590.79
2300	School Board/SAU Assessment	310,245.00	317,657.26		(7,412.26)
2400	School Administration	435,202.57	404,829.04		30,373.53
2600	Facilities	605,106.36	607,293.21		(2,186.85)
2700	Transportation	361,693.44	325,813.17		35,880.27
2900	Benefits	1,964,419.68	1,867,884.02		96,535.66
4500	Building Improvements	-	-		-
5100	Bonds	480,750.00	480,750.00		-
5200	Transfers	453,987.00	358,133.00		95,854.00
		8,893,615.00	8,500,207.85	-	393,407.15

Revenue

		Budget	Revenue	Expected	Balance
1111	Local Property Tax	5,447,638.00	5,447,638.00	-	-
1112, 1500, 1900	Local Impact Fees	8,600.00	15,706.45	-	(7,106.45)
3110	Adequacy Aid Grant/Tax State	2,373,730.24	2,373,730.24		-
3230	Catastrophic Aid	4,000.00	4,000.00	-	-
3210	Building Aid	51,566.00	51,566.00	-	-
21.3260	Food Service	2,133.00	2,368.00	-	(235.00)
	Federal				-
4100-4539, 4570	Grants	278,987.00	182,188.00		96,799.00
21.4560	Food Service	40,867.00	43,030.00		(2,163.00)
4580	Medicaid	18,000.00	21,729.41		(3,729.41)
	Local				-
1317, 1990.00	Tuition	140,000.00	182,435.04		(42,435.04)
1510, 1910, 1990.01	Other	5,000.00	4,229.11		770.89
21.1600-1699	Food Service Sales	122,000.00	120,547.00		1,453.00
	Maintenance Trust	10,000.00	10,000.00		-
	Audit Adjustment		27,287.00		(27,287.00)
	Fund Balance to Reduce Taxes	391,093.76	391,093.76		(0.00)
		8,893,615.00	8,877,548.01	-	16,066.99

Unreserved Fund Balance	\$ 377,340
Less Special Education Fund (FY 18)	\$ 100,000
Less Facilities Maintenance Fund (FY 18)	\$ 40,000
Fund Balance to Reduce Taxes (FY 18)	\$ 237,340

Brookline School District Expense Revenue Report

Brookline

THRU 10/17/17

<u>Expense</u>		<u>Annual</u>			
Function	Description	Budget	Expense	Encumbered	Balance
1100	Regular Education	2,540,593.97	418,913.21	2,155,057.15	(33,376.39)
1200	Special Education	1,043,216.22	217,607.63	829,834.30	(4,225.71)
2100	Student Support Services	621,921.19	93,359.28	508,630.00	19,931.91
2200	Instructional Staff Support	230,485.45	49,025.32	167,872.66	13,587.47
2300	School Board/SAU Assessment	306,176.00	101,882.81	203,434.85	858.34
2400	School Administration	436,759.29	109,757.74	310,026.21	16,975.34
2600	Facilities	598,272.03	169,095.61	405,698.78	23,477.64
2700	Transportation	416,847.38	82,324.74	302,196.56	32,326.08
2900	Benefits	2,065,452.47	618,100.45	1,439,521.03	7,830.99
4500	Building Improvements	-	-	-	-
4600	Construction Services	-	-	-	-
5100	Bonds	480,325.00	455,350.00	24,975.00	-
5200	Transfers	505,000.00	-	505,000.00	-
		9,245,049.00	2,315,416.79	6,852,246.54	77,385.67
	FY17 Expense Carryover	35,035.00	31,715.89	3,319.11	-
		9,280,084.00	2,347,132.68	6,855,565.65	77,385.67

Revenue

		<u>Budget</u>	<u>Revenue</u>	<u>Expected</u>	<u>Balance</u>
1111	Local Property Tax	7,904,039.00	2,450,000.00	5,454,039.00	-
1112, 1500, 1900	Local Impact Fees	-	-	-	-
3110	Adequacy Aid Grant/Tax State	352,420.00	352,420.00		-
3230	Catastrophic Aid	-	-	-	-
3210	Building Aid	49,650.00	24,824.75	24,825.25	-
21.3260	Food Service	2,133.00	-	2,133.00	-
	Federal				
22.4300-4570	Grants	200,000.00	-	200,000.00	-
21.4560	Food Service	40,867.00	90.18	40,686.64	-
4580	Medicaid	23,000.00	759.59	21,512.02	-
	Local				
1317, 1322, 1990.01	Tuition	160,000.00	49,245.61	67,705.22	-
1510, 1910, 1990	Other	13,600.00	977.87	11,268.96	-
21.1600-1699	Food Service Sales	122,000.00	16,646.34	88,571.82	-
	Maintenance Trust (FY18)	40,000.00	-	40,000.00	-
	Spec Ed Trust (FY18)	100,000.00	-	100,000.00	-
	Fund Balance to Reduce Taxes (FY 18)	237,340.00	-	237,340.00	-
		9,245,049.00	2,894,964.34	6,288,081.91	-

Unreserved Fund Balance \$ 77,386

Estimates:

Less Special Education Fund (FY19)	\$ 25,000
Less Facilities Maintenance Fund (FY19)	\$ 40,000
Fund Balance to Reduce Taxes (FY 19)	\$ 12,386

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.

1st Reading: August 22, 2017

2nd Reading: September 26, 2017

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 inquiries regarding Title IX.

Director of Student Services or his/her designee

SAU #41

4 Lund Lane; Hollis, NH 03049

(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

1st Reading: August 22, 2017 (as amended)

2nd Reading: September 26, 2017