

Brookline School Board  
Tuesday, September 27, 2016  
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  
Nominations/Resignations/Correspondence

6:10 Bus Stop Issue

6:25 Public Input

6:40 Principals presentation – Goals and objectives for 2016-2017

7:10 Informational

To update the Board regarding the memorandum of understanding between the Brookline School District and the Brookline Before and After –School Program

Standards Based Report Card Update

7:15 **Deliberations**

- To see what action the Board will take regarding Smarter Balanced Assessment tests for the 2016-2017 school year
- To see what action the Board will take regarding the Cop Sync program presented last month
- To see what action the Board will take regarding the PRIMEX insurance resolutions
- To see what action the Board will take regarding the Job description policy GAA – second reading
- To see what action the Board will take regarding the Class size policy IIB – second reading

7:50 Approval of minutes  
Agenda Building

8:00 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:10 Adjourn

# Brookline School Administrator's Report

September 27, 2016

## Calendar, Events, Programs

September 1	Students Return!
September 2	Flag Pole Ceremony / Entrance Way Opening Ceremony
September 5	School Closed (Labor Day Holiday)
September 8	RMMS Fall Open House (6:30-8:00)
September 13	RMMS Going for the Gold Assembly
September 14	CSDA Fall Open House (6:30-8:00)
September 21	School Pictures
September 26	RMMS NWEA begins for Gr. 2 and new students
October 5	PTO Meeting at RMMS
October 7	Family Astronomy Night (7:30-9:00)
October 7	RMMS Progress Reports Go Home
October 10	School Closed (Columbus Day Holiday)
October 12	RMMS Evacuation Drill
October 12	BSD Joint Staff Meeting
October 12	RMMS Reading Night
October 24-28	Red Ribbon Week

### I. RMMS

- Opening month update

### II. CSDA

- Opening month update

### III. Brookline School District

- Mission & Vision, Goals for 2016-2017
- Staffing
- Facility update

## BSD Enrollment Summary

Pre- 3	Pre-4	K	1	2	3	4	5	6
11 RE - 5 SE - 6	13 RE - 5 SE - 8	78 45 full 33 half  [4 Classes, 19.5 Pupils per Class]	66  [4 Classes, 16.75 Pupils per Class]	69  [3 Classes, 23 Pupils per Class]	73  [4 Classes, 18.25 Pupils per Class]	73  [3 Classes, 24.33 Pupils per Class]	67  [3 Classes, 22.33 Pupils per Class]	102  [4 Classes, 25.5 Pupils per Class]

RMMS: 310

CSDA: 242

# **Brookline School District**

**September School Board Meeting**

**District SMART Goals & School  
Opening, 2016-2017**

# Presentation Overview

- Mission/Vision Statement
- 16-17 SMART Goals
- Facility / Security upgrades
- Opening activities
- Grade level configurations / class size
  - New staff
- Budgetary considerations



**Brookline School District:**  
***Charting a Pathway for All Learners***

***Mission***

Consistent with the mission of SAU 41, we will ensure a strong, supportive learning environment focused on academic excellence.

***Vision Statement***

*"With our focus on the Whole Child, we foster capable, confident, life-long learners who will serve as productive citizens in a global society. We are passionate about creating an environment that supports a love of learning, embraces active intellectual engagement and promotes high expectations for all."*

# Brookline SMART Goals

- District-wide
- 3 Focus Areas
  - Academics
  - STEM Leadership/Collaboration
  - Collaboration

# Academic Goal

## SMART Goal:

During the 2016-2017 school year, Brookline will increase the percentage of students who meet or exceed projected growth targets to 75% 'Proficient' or better in Reading and 55% 'Proficient or better in Math, as evidenced by Spring 2017 NWEA results for students in grades 2-6 and performance on grade level benchmark assessments for students below grade 2.

## Action Steps:

- Assure consistency and fidelity in the implementation of new district math program (enVisionmath 2.0)
- Development of common summative and formative assessments.
- Increase opportunities for personalized learning (supports and extensions).
- Informed instruction based on NWEA and locally generated assessment data
- Revise and align district curriculum; horizontally and vertically



# Current Work on Academic Goal

- Teacher trainings: Read 180, System 44, SKILLS, TLA
- Increased attention to 'the workshop model' in both ELA and mathematics
- Increased academic performance through integration of the 4-Cs into everyday learning activities.
- Professional development on research-based best instructional practices (workshop model, word study)
- Focus on implementation of enVisionmath 2.0 with fidelity with necessary staff training in place
- Establish class sizes optimal for student learning

# STEM Goal

## SMART Goal:

By the end of the 2016-2017 school year, all teachers will implement at least five STEM lessons over the course of the year, as evidenced by any of the following: Rubrics, lesson plans, actual student products, photographs, and videos. The focus of these lessons will emphasize Critical Thinking.

## Action Steps:

- Development of STEM Labs
- Development of Science units based on new district science standards
- Application of the 4 C's in all content areas
- Increase Blended Learning opportunities for students
- Continue whole school and family STEM activities



## Current Work STEM Goal

- Science Resources Inventory and Budget
- Creating STEM classrooms at both schools
- Continue Science curriculum review process
- Grade level and multi-grade level projects and initiatives
- Professional Development Teams

# Collaborative Partnership Goal

## Collaborative Partnership Goal:

During the 2016-2017 school year, we will continue the partnership between district schools for staff, families, and the community. This will result in district-wide events and learning opportunities that establish a cohesive learning continuum for all students.

## Action Steps:

- Common district PD opportunities
- Joint staff meetings
- District wide /community events
- Vertical team meetings
- Vertical curriculum projects
- Implement consistent instructional practices across grade levels
- Stakeholders participate as a high - functioning multi-disciplinary team

## Current Work on Collaborative Partnership

- Joint Student Services Department Meetings
- Combined opening week activities and professional development opportunities
- Joint RMMS and CSDA staff meetings
- Math Workshop Book Study
- Monthly Reading Specialist collaboration
- Develop joint district programming for ELA
- District evening event quarterly



# Facility and Security Upgrades

## CSDA:

- Vestibule Carpeting
- Gym Floor Resurfacing
- Gym Projection Screen
- Playground Improvements
- Electronic Door Locks
- Security Cameras
- Fencing Gates

## RMMS:

- Hallway Floors
- Security Locks
- Entrance Way
- Classroom Painting
- Milford Light
- Gym Mats
- Window repairs

# Opening Activities

- New Staff Orientation
- New Student Orientation
- Staff enVisions Training
- Opening Week Staff Meeting
- School Board Luncheon, Thank you!
- 'Meet & Greet's'
- Kindergarten Bus Run
- Flag Pole Ceremony/Entrance Way
- Fall Open House



# Staffing Configuration & New Staff

## Grade Level Teachers

## New Staff:

K - 4

Jessica Visinski (Guidance)

1st - 4

Hannah LaRochelle (6th)

2nd - 3

Brittany Hicks (6th)

3rd - 4

Amanda Morin (Psychologist)

4th - 3

Kimberly Frye (ESOL)

5th - 3

Allie Hills Everett (3rd)

6th - 4

# Budgetary Considerations

- Equipping STEM Labs
- Maintaining Optimal Class Sizes
- Parallel Facilities within District
- Three-Year Subscription to enVisionmath 2.0
- REAP Funding for TLA Training Across District
- Parallel Software Programs Across District
- Make all Curriculum Area Specialists Full-Time
- Increase Technology Access Across District (network & hardware)

**Memorandum of Understanding  
for BROOKLINE Before and After-School Program**

**1.0 Overview Relationship**

1.1 Brookline School District (the "District") and the Brookline Before and After School Program ("BASP") agree to collaborate in a partnership to provide age appropriate opportunities for youth enrolled in the District. The "BASP" staff will deliver educational before/after-school and summer enrichment programming for the students of the District.

1.2 The "BASP" will be responsible for all funding of programming.

1.3 The "BASP" will be responsible to provide any accommodations required for ADA compliance.

1.4 Students who are enrolled in the before/after-school or summer programming must be registered in the Brookline School District for grades K-6. Middle School and High School students are allowed as Counselor-in-Training/volunteers with required paperwork secured (See "BASP" Regulations).

1.5 The "BASP" will provide the staff and programming for the partnership, while the District will provide the facilities space and access to "BASP" at a rate defined in this memorandum.

**2.0 Program Term and Continuation:**

2.1 The Memorandum of Understanding Agreement will continue to be in effect from September \_\_\_\_, 2016 through June 30, 2018.

**3.0 Contact Sheet Staffing and Management Structure:**

3.1 In the event that program or management staff needs to be contacted for routine or emergency needs, the following individuals should be contacted.

Building Principal RMMS  
Building Principal CSDA

3.2 The "BASP" Program Contacts for building and maintenance issues/concerns:

Maintenance Supervisor at RMMS  
Maintenance Supervisor at CSDA

3.3 The "BASP" Director will contact the building principal for all issues/concerns and the s/he will take appropriate action to rectify the issue/concern.

**4.0 Program Personnel and Students**

4.1 The "BASP" shall provide the building administrators with a list of program staff and enrolled students. Any changes to the list shall be communicated within six (6) calendar days.

4.2 Building administrators shall be notified of any off-grounds activities and provided with a contact number.

**5.0 Facilities**

5.1 The District is pleased to offer space on a scheduled basis. Procedures around District facility use will be governed by policy KF.

5.2 Building access will be provided to the "BASP" Program Coordinator at the discretion of the principal. Lost keys/FOBs will be billed to the "BASP".

5.3 The District will provide minor repairs, but will bill participants for damages beyond the normal wear and tear. "BASP" staff will communicate repairs to the building principal and s/he will initiate work orders when appropriate.

5.4 At RMMS, outdoor facility use is limited to the area between the school and the fence/rock wall. The district does not allow children to play in the trees on the other side of the fence. BASP recognizes that the area on the other side of the rock wall and fence

is not maintained. As such, acceptance of this MOU indicates understanding that the District has advised the BASP that this area is not recommended for activities.

5.5 "BASP" will have access to the gym, cafeteria, rest rooms, storage space, refrigeration and outdoor playground. Computer access and access to the library will be at the discretion of the principal and will be scheduled through the principal. At RMMS, "BASP" will have access to two classrooms.

5.6 All medications will be stored in a locked location and the "BASP" Director shall be responsible to ensure that all medications are only accessible to the Director or his/her designee.

## **6.0 Rules**

6.1 The "BASP" and the District are committed to maintaining the comfort and safety of all users of District facilities. As part of the commitment, the "BASP" agrees to abide by the rules, codes of conduct or employee rules established by the District. The "BASP" agrees to support the enforcement of the rules by agency staff persons. The "BASP" Regulations will be adhered to. All users of district technology shall have completed an Acceptable Use Policy release.

6.2 Employees of the "BASP" shall be familiar with the following building handbooks:

- Staff Policy Book/Manual/Staff Handbook
- Substitute Handbook

## **7.0 Public Relations**

7.1 The District shall be provided advance review of all communications provided to students' parents regarding activities that are being held in District facilities. Both parties must review and approve final marketing information before it is printed and distributed.

7.2 The "BASP", its agents, and its staff, agree that they will not make any derogatory statements or engage in any conduct which disparages the District's conduct, character, or reputation. In the event that "BASP", its agents, and its staff has asserted, lodged, or posted or caused to be asserted, lodged, or posted any complaints or commentaries in any forum, including but not limited to, the Internet, regarding or relating to the District, its agents and its staff, "BASP", its agents, and its staff shall remove, retract or dismiss such posting(s), complaint(s) or commentaries within thirty (30) days of executing this Memorandum of Understanding.

## **8.0 Fees**

8.1 The "BASP" shall compensate the District \$ 5.00 per day/per school to operate the Brookline Before and After School Program and the Brookline Summer School Program. If the said fees will change, the Brookline School Board shall established the new fee no later than June 1. Payment will be due on the 30<sup>th</sup> of each month for each building used.

8.2 The program tuition schedule must be clearly communicated and adhered to. This is important to ensure equitable tuition for all families.

## **9.0 Insurance Requirements**

*"Insurance: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, its School Board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including but not limited, to reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.*

*The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District as an Additional Insured will be provided before any use of the facility."*

## **10.0 Injury Reporting**

10.1 The "BASP" is required to follow their internal reporting policies and procedures regarding injuries to a child. Copies of injury reports should be forwarded to the Human Resources Coordinator. The program shall comply with all requirements of RSA 169-C:29.

## **11.0 Background Checks**

11.1 The "BASP" shall complete a background check, pursuant to applicable state law (RSA 189:13-a), on all program staff (members, Counselors-in-Training and volunteers). A complete listing of program staff shall be provided to the District's primary point of contact within six calendar days of their hire date. The "BASP" will be in compliance with all NH Licensing regulations regarding background checks.

11.2 The "BASP" commits to screen and qualify paid staff, volunteers and Counselors-in-Training. The "BASP" is prohibited from offering employment or volunteer opportunities to people who have been arrested or convicted of crimes against children.

## **12.0 General Communications**

12.1 Active communication is essential to ensure a positive building environment for the "BASP". The parties will adhere to the following schedule for baseline levels of communication:

- Weekly meetings during the startup phase to address any issues
- Weekly informal meetings with the "BASP" Director and each school principal
- Monthly meetings with a chosen "BASP" Board member, the "BASP" and School Administration
- Telephone and email communications as needed

12.2 If the primary contact of either partnering agency will be on leave or absent an interim contact name shall be provided.

## **13.0 Waivers**

13.1 The "BASP" shall collect and retain emergency contact and liability release forms for each of the minor children program participants.

## **14.0 Memorandum Review**

14.1 Both parties agree to review this Memorandum of Understanding after six months of operation (October, 2014) and make necessary amendments in writing when both parties agree on such amendments.

## **15.0 Termination**

15.1 Either party reserves the right to terminate this Memorandum of Understanding by giving the other party at least 90 days written notice.



## **Signature Page**

Brookline Before and After School Program  
Effective from September \_\_\_\_, 2016 to June 30, 2018

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Andrew Corey,  
Superintendent SAU41

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Dan Molinari, Principal  
Richard Maghakian Memorial School

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Dennis Dobe, Principal  
Captain Samuel Douglass Academy

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Dawn Shebak  
Brookline Before and After School Board of Director Chairperson

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Sylvia Mansfield, Brookline Before and After School Program  
Director

## CURRICULUM OFFICE MEMO

TO: SUPERINTENDENT ANDY COREY  
FROM: GINA BERGSKAUG  
DATE: 9/22/2016  
RE: STANDARDS BASED REPORT CARD COMMITTEE UPDATE



### STANDARDS BASED REPORT CARD COMMITTEE

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The Standards Based Report Card Committee met on 8/31 to kick off the school year and to determine the appropriate next steps. After working through a calibration exercise, the committee felt they needed to have a common professional development experience from which they will build their work. Moreover, they determined that the committee needs to begin with a conversation about grading practices prior to fully developing the method by which student work is reported. The committee will also tie the report card more closely with the written curriculum to better showcase student performance. Updates will be provided to the board throughout the year.

To: Andy Corey, Superintendent of Schools  
Brookline School Board Members  
From: Gina Bergskaug, Assistant Superintendent of Schools  
Re: Smarter Balanced Assessment

School Board Members,

Prior to the 2014-2015 school year, schools in SAU 41 requested permission from the NH DOE to administer the Smarter Balanced Assessment in the paper and pencil version rather than utilizing the computer adaptive assessment. Permission was granted for two years. It is quite cumbersome to score the paper and pencil test, so this delays receiving the results for quite some time. While some districts are able to access the tests results in a few weeks, our district must wait until the fall of the next school year. This delay prevents our teachers from making necessary instructional shifts to best meet the needs of the students in their classrooms.

For the 2016-2017 school year, I am requesting that the Brookline School Board grant permission to utilize the computer-adaptive edition for grades 3-6. There is a seven week window in which we can administer the test to all of our students in grades 3-6. This allows us to make use of computers that are hard-wired to minimize potential problems related to a weak wireless connection. Both the bandwidth and hardware we have available more than surpass the minimum recommendations provided by the state assessment portal. The assessment portal also provides practice assessments that are available prior to the testing window so that students may become familiar with the online tools available to them. Finally, a secure browser is installed on each of the machines to ensure a fair assessment and avoid distractions from competing programs.

Because the test was designed to be adaptive, the results collected from our district's paper and pencil version are not comparable to other districts. Therefore, we are not maximizing our ability to learn from the data.

September 27, 2016

To: Brookline School Board  
From: Andy Corey, Superintendent  
Re: Cop Sync

Last meeting, you received a presentation on Cop Sync 911. Cop Sync immediately opens a live connection between a building dealing with an emergency situation and the five closest law enforcement officers using Cop Sync and their dispatch center. Cop Sync provides a map view of the threat location while also providing a chat room among the building, police officers and dispatch. This instantaneous connection allows the response time to a crisis to be reduced. The system aligns itself with the most up to date protocols with regards to responding to a school emergency.

Chief Quigley, Brookline and Chief Sartell, Hollis support the program. The cost of the program for the first year would be covered by a Home Land Security Grant. The on-going costs to the Brookline District would be \$1200/per building. We believe that incorporating Cop Sync will provide the SAU with an additional layer of security. It is our recommendation that we support the grant application for funding of the initial year of Cop Sync.

The Hollis and Cooperative Boards have already voted to support Cop Sync.

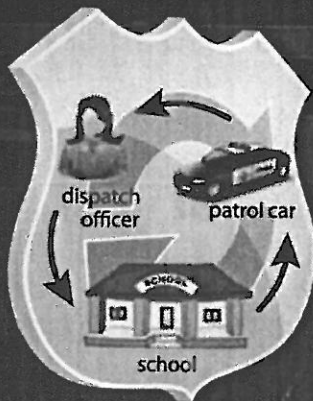
**Real-time Threat Alert System**



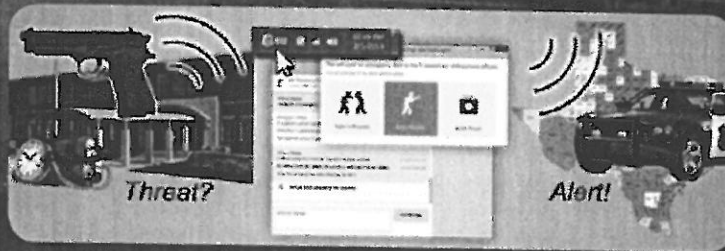
# **COPsync911™**

*Threat? Alert!*

[www.bacopsync.com](http://www.bacopsync.com)



COPsync911 immediately opens a live connection between a building under threat and the five closest law enforcement officers using COPsync and their dispatch center.



## **Every Second Counts!**

### **Law Enforcement**



- Get a live connection with threat location
- See where the threatened building is on a local map
- Download a diagram of the building under threat

### **Building Under Threat**



- Alert sent to the five closest officers
- Officers arrive on scene 5 to 7 minutes sooner
- Real-time response by armed and trained peace keeping officers



Real-time Link to COPsync911



Local  
Police



County  
Sheriff



State  
Patrol

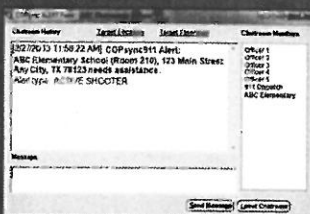


# Responder™

## Every Second Counts

[www.bacopsync.com](http://www.bacopsync.com)

COPsyncResponder receives alerts from COPsync911 and opens a live connection between a building under threat, law enforcement and dispatch.



Live connection with building and law enforcement.

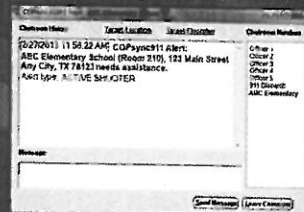


Communicate silently with officers and dispatch.



Text notification of alert.

Communication link with building and dispatch.



See map of building location.



Access building diagram.

### Your tactical advantage!

- Local map view of threat location
- Local map view of officer locations
- COPsync911 alerts received by the closest officers in their patrol cars
- COPsync911 alerts received by 9-1-1 dispatch
- Live chat room among threat location, officers and dispatch
- Downloadable diagram of building under threat
- Alert notification sent to the closest officers' mobile devices

**RESOLUTION TO ENTER PRIMEX<sup>3</sup>**  
**Workers' Compensation Contribution Assurance Program (CAP)**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Brookline School District adopted on \_\_\_\_\_.

Board: Brookline School Board

Title of Board

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ duly authorized

Date: \_\_\_\_\_

**Workers' Compensation Program  
Contribution Assurance Program (CAP) Agreement  
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT  
PLEASE READ CAREFULLY**

Primex<sup>3</sup> is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex<sup>3</sup> agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex<sup>3</sup>, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex<sup>3</sup> Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex<sup>3</sup> programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a two-year commitment to participation in the Primex<sup>3</sup> Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

**FY 2018 July 1, 2017 to June 30, 2018**

(maximum 10% increase over July 1, 2016 to June 30, 2017 contribution)

**FY 2019 July 1, 2018 to June 30, 2019**

(maximum 10% increase over July 1, 2017 to June 30, 2018 contribution)

By signing this Agreement, the **Brookline School District** agrees to extend its risk pool membership and participation in the Primex<sup>3</sup> **Workers' Compensation Program** for two coverage period years, through **June 30, 2019**. The Brookline School District agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Brookline School District** agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex<sup>3</sup> **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Brookline School District** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).



The **Brookline School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex<sup>3</sup> Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex<sup>3</sup> acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the Member by notice to Primex<sup>3</sup> made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the Brookline School District with legal authority to contractually bind the **Brookline School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex<sup>3</sup> risk management pool and participation in the Workers' Compensation Program.

\_\_\_\_\_  
Authorized Representative  
of the Governing Body

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**RESOLUTION TO ENTER PRIMEX<sup>3</sup>**  
**Property & Liability Contribution Assurance Program (CAP)**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Brookline School District** adopted on \_\_\_\_\_.

Board: Brookline School Board  
Title of Board

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ duly authorized

Date: \_\_\_\_\_

**Property & Liability Program**  
**Contribution Assurance Program (CAP) Agreement**  
**THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT**  
**PLEASE READ CAREFULLY**

Primex<sup>3</sup> is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex<sup>3</sup> agrees to guarantee that your annual contribution increase will not exceed nine percent (9%) of the prior year's contribution. Because performance matters with Primex<sup>3</sup>, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex<sup>3</sup> Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex<sup>3</sup> programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a two-year commitment to participation in the Primex<sup>3</sup> Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

**FY 2018 July 1, 2017 to June 30, 2018**

(maximum 9% increase over July 1, 2016 to June 30, 2017 contribution)

**FY 2019 July 1, 2018 to June 30, 2019**

(maximum 9% increase over July 1, 2017 to June 30, 2018 contribution)

By signing this Agreement, the **Brookline School District** agrees to extend its risk pool membership and participation in the Primex<sup>3</sup> **Property & Liability Program** for two coverage period years, through **June 30, 2019**. The **Brookline School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Brookline School District** agrees that the nine percent (9%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex<sup>3</sup> **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Brookline School District** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

The **Brookline School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex<sup>3</sup> Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex<sup>3</sup> acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the Member by notice to Primex<sup>3</sup> made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Brookline School District** with legal authority to contractually bind the **Brookline School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex<sup>3</sup> risk management pool and participation in the Property & Liability Program.

\_\_\_\_\_  
Authorized Representative  
of the Governing Body

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **Job Descriptions**

### **Requirements**

A written job description shall be prepared for each position to ensure that every employee has a clear and concise explanation of the tasks that the school board is expecting him/her to perform.

Job descriptions will be developed by the business administrator and the supervisor and/or the building administrator. The format of all job descriptions will be determined by the business administrator and all job descriptions will be maintained by the business office. All job descriptions should be reviewed on a regular basis as determined by the Superintendent.

The goal of each job description is to provide clear and easily understood requirements of the position. If there is a duty or responsibility in the job description the employee does not understand, it is the employee's responsibility to seek clarification from the building administrator.

Every job description should include the essential duties and responsibilities that an employee is expected to perform, the skills, competencies and physical/cognitive abilities needed to do the work and the conditions and term of employment.

### **Approvals**

All new and revised job descriptions will go through an approval process developed by the Superintendent that will include gathering union feedback for union job descriptions. Job description content will not be part of the negotiations for collective bargaining agreements. Final approval of all new and revised job descriptions resides with the Superintendent.

### **Procedures**

Please see the detailed procedures, as developed and maintained by the Superintendent, that describes the creation, revision, approval and distribution of all job descriptions.



## **Job Description Procedures**

These procedures were developed in accordance with Policy GAA.

### **New Job Description Creation and Approval Procedures**

1. New job descriptions will be created by the business administrator with input from other employees as needed to include, but not limited to, the human resources coordinator, the supervisor, the building administrator, SAU administration and the union president.
2. The job description will conform to the format as determined by the business administrator.
3. Drafts will be distributed to the appropriate supervisors, administrators and to the union president for their comments and suggested changes.
4. Once all applicable feedback has been captured and the appropriate changes have been made, the final draft will be submitted to the superintendent for his/her review.
5. Following any changes requested by the superintendent, the final, original job description will be signed and dated by the superintendent and filed in the business office with the other official current job descriptions.

### **Current Job Description Revision and Approval Procedures**

1. All job descriptions will be reviewed by the business office every 3-5 years. If it is determined that revisions need to be made, the needed revisions will be documented and used to create a new final draft of the job description.
2. Drafts will be distributed to the appropriate supervisors, administrators and to the union president for their comments and suggested changes.
3. The final draft will be submitted to the superintendent and if approved, the superintendent will sign and date the final revision which will be filed in the business office along with the documentation originating the revision. The revision should capture all previous revision dates.
4. If no revisions are made based on the review process, the date of the review will be noted on the current official job description as maintained in the business office.
5. If the need for a revision arises outside the review process, a written request, in the form determined by the business administrator, will be submitted to the business administrator documenting the desired revisions.
6. If the business administrator accepts the revision, a new final draft is created and the process, as described in #2 and #3 above, is followed to completion.

### **Job Description Distribution Procedures**

1. All newly created job descriptions are filed with the other official descriptions maintained in the business office.
2. All revised job descriptions are also filed with the others in the business office and distributed to the affected employee(s), supervisor and building administrator. The revised description is also incorporated into each affected employee(s) personnel file.
3. The most current job description for each position under the SAU umbrella will be on the SAU website.
4. All individuals interviewing for a job under the SAU umbrella will receive the most current job description prior to their interview.

## IIB

### Category R

#### CLASS SIZE

Class size will be defined as the maximum number of students under the supervision of a teacher, at any one time, for the purpose of instruction and learning.

The Board establishes the Brookline Educational Specification for class size as follows:

In determining the sections at each grade level, the Board and the administration will consider the needs of learners at each grade level, current best practices, and the demands of the programs and standards at each grade level. If the class exceeds the recommended maximum size of a particular grade level outlined in this policy, the Superintendent shall consult with the appropriate Principal and review the situation before deciding whether to take such steps as hiring additional personnel or using other resources.

The following guidelines should be utilized for class size:

Grades K-1: no more than 17 students per class

Grades 2--3: no more than 20 students per class

Grades 4--6: no more than 23 students per class

1. Principal notifies Superintendent of class size concern no later than December 1st based upon the class size guideline aforementioned.
2. Superintendent elects to notify school board by the December School Board meeting of a need to hire.
3. At the December meeting, the School Board will approve or disapprove of placing an additional teacher in the upcoming year's budget.
  - It is understood that if extenuating circumstances arise, the above process will be followed out of the budget cycle.

#### Legal References:

N.H. Code of Administrative Rules, Section Ed 306.17, Class Size  
(NH DOE Adopted: 3-26-14):

K – 2    25 students or fewer per educator, strive to class size of 20 or fewer  
3 – 5    30 students or fewer per educator, strive to achieve class size of 25 or fewer  
6 – 12   30 students per educator

First Reading:            August 23, 2016  
Second Reading:  
Third Reading:  
Adopted: