

Brookline School Board
Tuesday, March 27, 2018
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey
Annual 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
- 7:00 Principal’s report
- 7:20 Discussion
- Election results
 - Revenue and Expense Report
 - Recommendation(s) for policies to be referred to committee
- 7:40 **Deliberations**
- To see what action the Board will take regarding extension of our insurance programs with the PRIMEX group
 - To see what action the Board will take regarding the administrations recommendations for teacher nominations
 - To see what action the Board will take regarding the 2018-2019 School Calendar
 - To see what action the Board will take regarding Policy [BCA](#) – Board Member Code of Ethics
 - To see what action the Board will take regarding Policy [DFA](#) – Investment.
- 7:50 Approval of Minutes
- December 19, 2017
 - January 9, 2018 Special Meeting
 - January 11, 2018 Regular Meeting
 - January 11, 2018 Public Hearing
 - February 5, 2018 Deliberative Session
 - February 5, 2018 Meeting
 -
- Note: Board members will need to sign the MS 22 – required State Form**
- 8:00 Motion to adjourn

Brookline School Administrator's Report

March 27, 2018

Calendar, Events, Programs

January 1st - Winter Holiday Vacation ends	March 5th - 9th Read Across America Week
January 8th - NWEA Testing window opens (RMMS)	March 13th - Town Voting
January 15th - No School - MLK Jr. Day	March 14th - Kids Vote
January 19th - Trimester 2 Progress Reports	March 21st - PTO Meeting at CSDA
January 23rd - Brookline School Board Meeting	March 23rd - Trimester 2 Report Cards Posted
January 25th - BSD STEM Night @ RMMS	March 28th - SAU 41 STEM EXPO @ HBMS
February 6th - PTO Meeting @ CSDA	April 3rd - PTO Meeting @ RMMS
February 6-16th - NWEA Testing (CSDA)	April 6th - CSDA Theater Performance
February 16th - 18th - Brookline Winter Festival	April 9th - RMMS NH Statewide Assessment System
February 21st - CSDA Art Show	April 11th - RMMS Kindergarten Info Night
February 26th - March 2nd - February Vacation	April 12th - RMMS Spring Concert at HBHS
	April 17th - Brookline School Board Meeting

Brookline Administrator's Report

BSD:

- Problem-Based Learning Initiative: Update
- Winter NWEA Administration
- Public School Infrastructure Fund Grant Applications
- Kids Vote results

RMMS:

- Read Across America Week
- 5 Year Master Plan update
- Kindergarten enrollment update

CSDA:

- Weather & Facility/Grounds Update
- 'Captain's Wood' Trail Enhancement Project

BSD Enrollment Summary

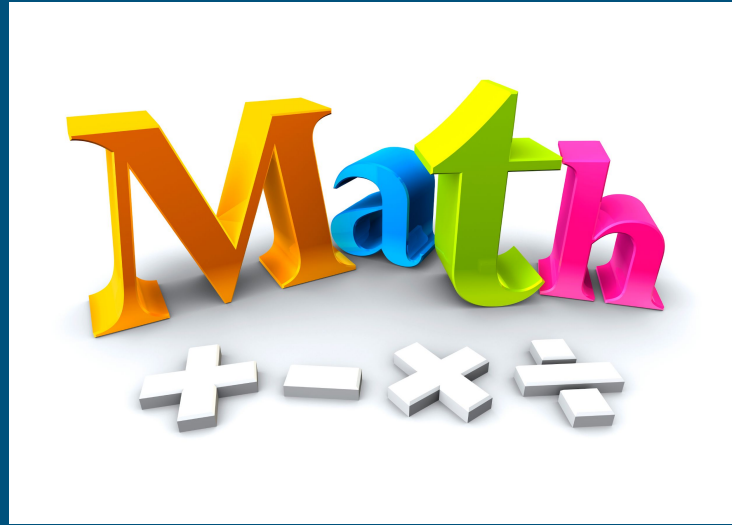
Pre 3	Pre 4	K	1	2	3	4	5	6
20	19	73	78	65	80	78	73	67
Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size
9, 11	11, 8	18,18, 19 Full (55)	15,15,16, 16,16	20, 22, 23	19, 20, 20, 21	19,19, 20, 20	17,18, 19,19	21, 23, 23
		18 - Half						

RMMS: 335

CSDA: 218

Brookline School District - 5 year Maintenance Plan								
Item	System Type	Inspect	FY 18	FY 19	FY 20	FY 21	FY 22	Description of Issue
1	HVAC	Air Handling Equipment		\$7,550		\$6,000		FY 19 - \$7,500 - Duct cleaning and support all diffusers. FY 21 - \$6,000 - Replace air handler \$10,840 pending grant money & \$2,710 from district
2	HVAC	Heating Equipment		\$8,550		\$8,550		FY 19 - FY 20 - Boiler Gr. 2/3 wing. FY 21 - Boiler Gr. 1 \$13,680 pending grant & \$3,420 from district
3	HVAC	HVAC Piping						In house - Removed tree along control cage.
4	HVAC	HVAC Controls						In house
5	HVAC	HVAC Valves						In house - seal vents above grade 1 wing, replace bathroom fans, replace fan cover in OT, Nurse and Office.
6	HVAC	HVAC Pipe Insulation		1,000				
7	HVAC	HVAC Fans			\$1,500			
8	HVAC	Cooling Equipment						
9	HVAC	Chilled Water Pumps						
10	HVAC	Hot Water Pumps						
11	Interior-Ed	Classroom Floors						
			\$3,571.98		\$6,500		\$3,825	FY 17 - \$3,071.98 - Entryway carpet, FY 17 - Tile Repair, \$3,071.98; FY 20 - \$6,500 - STEM; FY 22 - \$3,825 - Library
12	Interior-Ed	Classroom Cabinetry		\$13,800			\$5,000	\$4,475.3 - Grade 1 \$3,707.10 - Grade 2 \$3,015.90 - Preschool wing class 12 sink countertops need replacing in grade 2/3 wing and 1 in the grade 1 wing. All delaminated, with mold growing behind. FY22 - \$5,000 FY 1/K wing. \$11,040 pending grant money & \$2,760 from district
13	Interior-Ed	Classroom/Tables/Decks/Chairs			\$10,000			We have plenty of desks that we would be willing to donate. FY 20 - \$10,000 Kin room
14	Interior-Ed	Hallways	\$12,724.80			\$15,000		FY 18 - \$3,071.98 - Entry carpets; FY 18 - \$8,700 stripping machine; FY 18 - \$502.82 Logo Mat, \$450 paint; FY 21 - Phase 2
15	Interior-Ed	Interior Doors	\$1,806					KM 10 & 11 door replacement. Pending Security Grant - Door replacement/repair
16	Interior-Ed	Ceilings						
17	Interior-Ed	Handrails						
18	Grounds	Parking Lots	\$12,098			\$15,000		Reseal again 3-5 years
19	Grounds	Fencing						
20	Grounds	Playground	\$6,013	\$12,500	\$12,500	\$12,500	\$12,500	FY 18 - \$6,013 - Rubber mulch, FY 19 - \$10,000 Playground Phase 1, FY 20 - \$10,000 - Phase 2; FY 21 - \$10,000 - Phase 3; FY 22 - \$10,000 - Phase 4. \$40,000 pending grant money & \$10,000 from district
21	Exterior	Roof		\$45,000	\$30,000	\$30,000	\$30,000	FY 20 - \$45,000 - Gymnasium Roof, FY 21 - \$30,000 - Gr.2/Gr. 3 roof; FY 22 - \$30,000 - Gr. 2/Gr. 3 roof
22	Exterior	Windows	\$4,216	\$11,011				FY 17 - completed. Pending Security Grant - Laminated security film
23	Exterior	Walls	\$1,505.41			\$45,000	\$2,100	FY 18 - \$1,505.41 FY 21 - \$45,000 - Office / Nurse Renovation
					\$6,724			Gym door needs replacement; Classroom door replacement; Gr.2/Gr. 3 playground exit. Pending Security Grant - Door replacement/repair
24	Exterior	Exterior Doors						
25	Exterior	Wells						
26	Exterior	Exterior Lighting						
27	Exterior	Sealants						
28	Exterior	Softs		\$4,000				FY 20 - \$4,000 - Sliding 300" 5.5x3/4 for K gym wing base trim. = \$1200, 11'x10" for above gym door \$120, 150 ft of downspouts
29	Exterior	Underground Tanks						
30	Electrical	Panels						Two rooms are not working
31	Electrical	Intercom						
32	Electrical	Interior Lighting						
33	Electrical	Phone	\$50,000	\$3,730	\$25,500	\$25,000		FY 21 - \$25,000 new phone system, Pending Security Grant - All page phone feature
								FY 18 - Cat 5 upgrade to Cat 6, 15-20 Sheet rock 5/8" - Sheetrock computer room server, Ektis, Basement, grade 1 wing. 1 box metal screws, (8) 10 steel studs, fire rated door, (30) 10 steel studs, tape, sheet rock screws, screw system setter, mud, hilti nails and loads, ceiling, 1 wall molding, drywall anchor,
34	Electrical	Computer Server Room			\$2,500			
35	Interior-Support	Student Restrooms			\$6,000		\$6,000	FY 20 - \$6,000 - boys bathrooms; FY 21 - \$6,000 girls bathrooms
36	Interior-Support	Staff Restrooms						
37	Interior-Support	Gym(s)						
38	Interior-Support	Cafeteria						
39	Interior-Support	Kitchen Equipment						
40	Interior-Support	Elevators						
								Discussion
41	Plumbing	Domestic Water	\$3,978					FY 18 - \$4,160 - 3 Water Fountains; \$3,978 - Water Filtration System
42	Plumbing	Plumbing Fixtures						We are in need of school wide filtration system.
43	Plumbing	Sanitary Sewers			\$4,000			
44	Plumbing	Storm Water						
45	Security	Security Systems						FY 20 - \$4,000 - Septic Repairs
46	Security	Security Cameras	\$6,434	\$2,750				Gutter work
47	Security	Burglar Alarms						
48	Security	Fire Alarms	\$2,750	\$6,287				

Kindergarten Projections	
2016-2017	
- Area schools called = 19 - Parents calling in = 1 - RMMS preschool 4 class = 17 - Birth Records = 20 February 2016 Preliminary Total = 57	As of 10/1/16 - Actual Total = 80
2017-2018	
- Area schools called = 30 - RMMS preschool 4 class = 13 - Preschool wait list = 10 - Birth Records = 22 February 2017 Preliminary Total = 51	As of 10/1/16 Actual Total = 45 As of 1/25/17 Total = 47 (30 full, 7 half, 10 undecided) As of 3/23 - 57 Actual Total (1/23/18): 73
2018-2019	
- Area schools called = 33 schools - RMMS preschool 4 class = 19 - Preschool wait list = 11 - Birth Records = 19 February 2018 Preliminary Total = 52	As of 1/29/18 Total = 50 As of 2/6/18 Total = 52 As of 3/22/18 = 56 total (35 Full Day, 18 Half Day, 3 undecided)



Update on Changes to Come

Refining our Approach



Math Placement Test Revision

- Original Test:
 - Focus on ability to recall or replicate discrete skills
 - All students
- Revised Test:
 - Focus on logic and reasoning skills
 - “opt -in”
 - Very difficult!

Are we capturing all students who might be successful?

Time of Transition



- Spring 2018
 - Placement test for grade 6 into Compacted Grade 7
 - Placement test for grade 5 into Accelerated Grade 6
- Spring 2019
 - Placement test for Grade 5 into Accelerated Grade 6
 - Recommendation for Grade 6 into Compacted Grade 7
- New resources to support transition to enter the FY20 Budget Plan



New Math Placement Test

Five Sections: 15 minutes per section, given in same order

1. Quantitative Reasoning
 2. Number Sense & Equation Building
 3. Spatial Reasoning
 4. Problem Solving
 5. Reasoning with Venn Diagrams
- Intended to test “math ability” rather than prior exposure to specific content
 - Minimum required score determines entry rather than a percent of the class

New Math Placement Test

Quantitative Reasoning

- Select the option that makes this statement true

$$5 + 10 = \boxed{?} \times 3$$

- | | | | | |
|----|---|---|---|---|
| 12 | 3 | 7 | 9 | 5 |
| A | B | C | D | E |

New Math Placement Test

Number Sense & Equation Building

- Select the fraction that comes next.

$\frac{6}{3}$ | $\frac{5}{4}$ | $\frac{4}{5}$ | $\frac{3}{6}$ | $\frac{2}{7}$ | ?

$\frac{1}{2}$

$\frac{1}{3}$

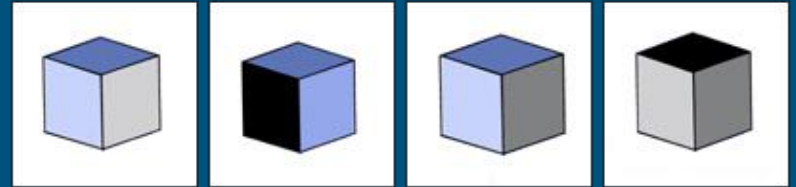
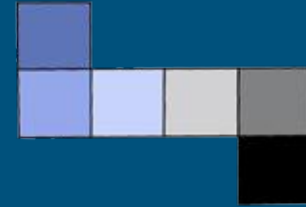
$\frac{3}{9}$

$\frac{1}{8}$ ✓

New Math Placement Test

Spatial Reasoning

- If the paper on top is folded into a cube, which cube would it form?



New Math Placement Test

Reasoning with Venn Diagrams

- Select the best response

Numbers divisible by 3

Product of 2 single-digit numbers

Odd numbers

46) In which region would you find the number 15?

A) A
B) B
C) C
D) D
E) None of the above

Continue Conversations...

- Revise and reinvent “*Compacted Grade 7 Math*”
- Revise and refine Algebra 1 in consult with Algebra 2 team
- Continue to reflect and refine

We do not learn from
experience... we learn
from reflecting on
experience.

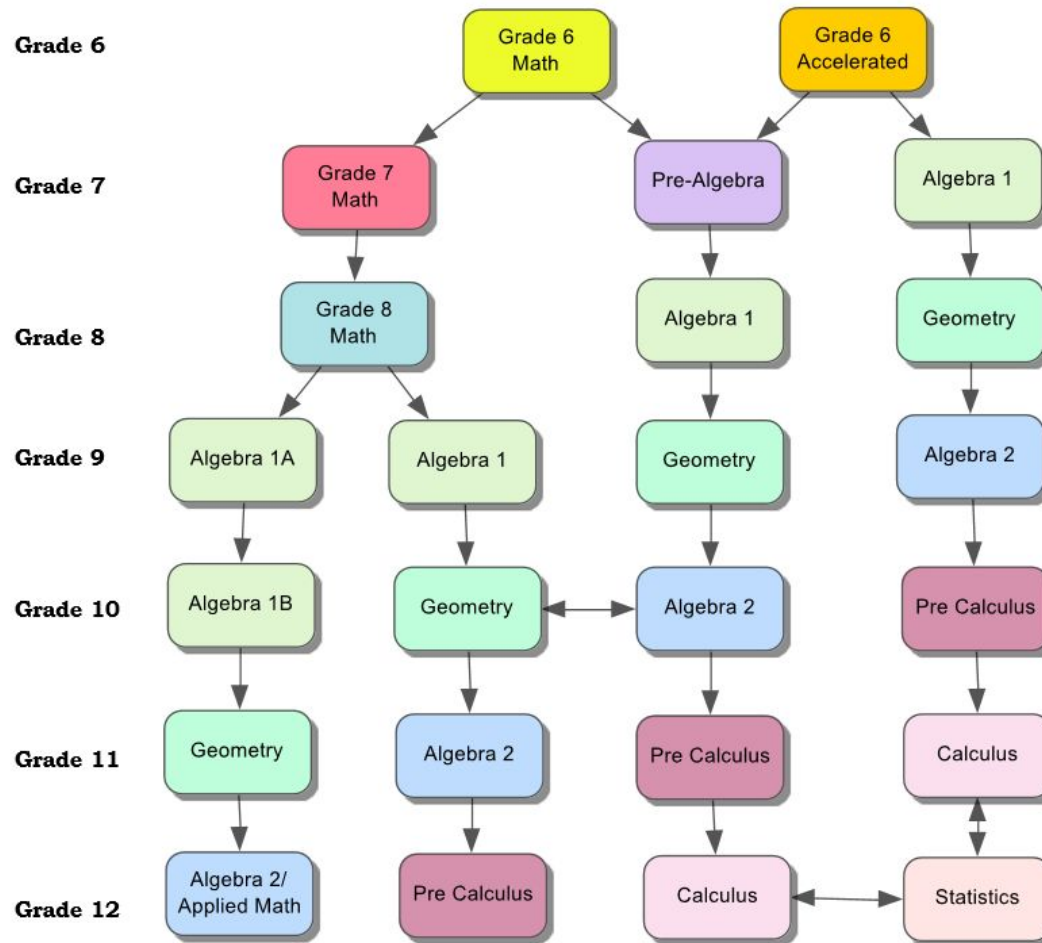
- John Dewey

More to Develop...

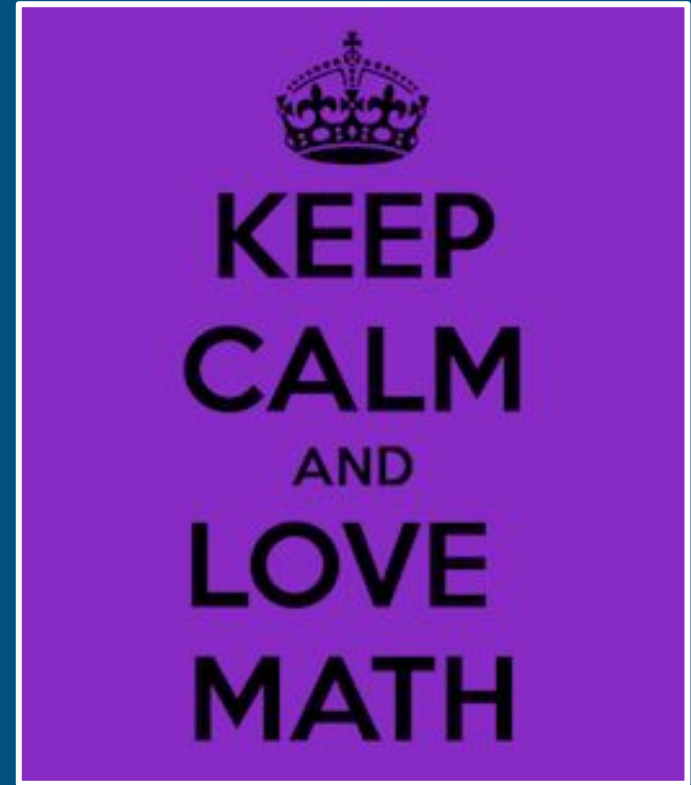
- Finalize Grade 6 Accelerated Math Curriculum
- Purchase resources for new course
- Draft curriculum for additional options for HBMS students
- Refine summer offerings
- Share with Grade 6 Parent Night and Boards
- Make the Math Placement Page live
 - FAQ's
 - Flow chart
 - "Opt-in" permission slip



Grade 6-12 Math Flow Chart



The key is continuing the conversation based on data to support student needs.



Brookline School District Expense Revenue Report

Brookline

		THRU 03/19			Q3 Balance	REASON
Expense Function	Description	Annual Budget	YTD Expense	Encumbered		
1100	Regular Education	2,540,593.97	1,471,045.57	1,012,299.89	57,248.51	\$22K in Substitute budget not being used as expected due to lack of Subs
1200	Special Education	1,043,216.22	678,015.89	440,565.34	(75,365.01)	
2100	Student Support Services	621,921.19	290,596.49	221,693.54	109,631.16	Unexpected SPED Child
2200	Instructional Staff Support	230,485.45	111,607.21	107,182.73	11,695.51	Grant funding for positions
2300	School Board/SAU Assessment	306,176.00	239,041.42	77,055.98	(9,921.40)	PD is on going
2400	School Administration	436,759.29	301,382.40	117,270.77	18,106.12	Negotiation costs higher than expected
2600	Facilities	598,272.03	393,207.81	191,954.66	13,109.56	Service Agreements lower than expected
2700	Transportation	416,847.38	274,232.81	130,253.77	12,360.80	General Maint. Costs are down
2900	Benefits	2,065,452.47	1,306,488.10	850,671.31	(91,706.94)	Gasoline costs are down
5100	Bonds	480,325.00	480,325.00	-	-	New Hires: More Family Plans and Higher NHRS Costs
5200	Transfers	505,000.00	140,000.00	365,000.00	-	
		9,245,049.00	5,685,942.70	3,513,947.99	45,158.31	
	FY17 Expense CarryOver	31,715.89	31,715.89		-	
		9,276,764.89	5,717,658.59	3,513,947.99	45,158.31	

Revenue

		YTD		Q3 Balance	
		Budget	Revenue		
1100, 1111	Local Property Tax	6,434,018.50	5,350,000.00	1,084,018.50	-
1112, 1500, 1900	Local Impact Fees	10,000.00	-	10,000.00	-
3110	Adequacy Aid Grant/Tax State	1,822,440.50	1,263,640.00	558,800.50	-
3230	Catastrophic Aid	-	16,774.00	-	(16,774.00) Unexpected
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	85,868.34	114,131.66	-
21.4560	Food Service	40,867.00	16,515.62	24,351.38	-
4580	Medicaid	23,000.00	10,205.37	12,794.63	-
	Local				
1317, 1322, 1990.01	Tuition	160,000.00	178,369.86	74,607.00	(92,976.86) More students than expected - Will have actuals for meeting
1510, 1910, 1990	Other	3,600.00	3,295.17	304.83	-
21.1600-1699	Food Service Sales	122,000.00	77,926.43	44,073.57	-
	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	7,027,419.54	2,327,380.32	(109,750.86)
	Unreserved Fund Balance		\$	154,909	
	Less Contingency Fund (FY19)		\$	50,000	
	Less Facilities Maintenance Fund (FY19)		\$	50,000	
	Less Special Education Fund (FY19)		\$	25,000	
	Fund Balance to Reduce Taxes		\$	29,909	

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) 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 Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

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**

Primex³ 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 **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, 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 Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

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

FY 2020 July 1, 2019 through June 30, 2020
(maximum 10% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021
(maximum 10% increase over July 1, 2019 through June 30, 2020 contribution)

FY 2022 July 1, 2021 through June 30, 2022
(maximum 10% increase over July 1, 2020 through June 30, 2021 contribution)

By signing this Agreement, the **Brookline School District** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **June 30, 2022**. 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 Primex³ **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 three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

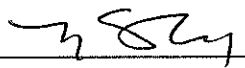
Brookline School District
December 1, 2017
WC-2022-10-3

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 Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Brookline School District** 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 **Brookline School District** 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 **Brookline School District** by notice to Primex³ 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 **Brookline School District**, 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 **Brookline School District** 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 Primex³ risk management pool and participation in the Workers' Compensation Program.



Authorized Representative
of the Governing Body

Business Administrator

Title

12/27/17

Date

Kelly Seelay

Print Name

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) 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 Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

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

Primex³ 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 **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed seven percent (7%) of the prior year's contribution. Because performance matters with Primex³, 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 Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

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

FY 2020 July 1, 2019 through June 30, 2020

(maximum 7% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 7% increase over July 1, 2019 through June 30, 2020 contribution)

FY 2022 July 1, 2021 through June 30, 2022

(maximum 7% increase over July 1, 2020 through June 30, 2021 contribution)

By signing this Agreement, the **Brookline School District** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **June 30, 2022**. 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 seven percent (7%) 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 Primex³ **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 three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the

Brookline School District
December 1, 2017
PL-2022-07-3

three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

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 Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Brookline School District** 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 **Brookline School District** 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 **Brookline School District** by notice to Primex³ 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 **Brookline School District**, 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 **Brookline School District** 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 Primex³ risk management pool and participation in the Property & Liability Program.



Authorized Representative
of the Governing Body

Business Administrator
Title

12/27/17
Date

Kelly Seelary
Print Name

March, 2018

To: Brookline School Board
From: Andrew Corey, Superintendent
Re: Board Reorganization

At the reorganization meeting, the Superintendent/Assistant Superintendent conducts the meeting until a new Chairperson is elected.

As per previous conversations with our attorney, the following process will be utilized for the nomination and election of a Chairperson:

- Open the floor for nomination(s) of Chairperson
- Accept a nomination and ask for a second for each individual put forth
- Call for discussion – discuss each candidate
- Call for a vote
- If nomination fails to achieve a required majority, I will open the floor again and repeat the process.

We have been advised to handle one nomination at a time. During the discussion phase, a Board member is free to speak for or against the nomination and indicate if the nomination fails, they would nominate another specific individual. Once the Chairperson is elected, the Chairperson will take over the meeting and conduct the election of the Vice-Chairperson in the same manner.

**Brookline School District Calendar
2018-2019 DRAFT**

AUGUST (2 days)				
M	T	W	TH	F
X	X	X	30	31

Professional staff return on Aug. 27
Para-Educators return on Aug. 29
Aug 30 - First Day for Students

SEPTEMBER (19 days)				
M	T	W	TH	F
XX	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Sept 3 - Labor Day

OCTOBER (22 days)				
M	T	W	TH	F
1	2	3	4	5
XX	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct 8 - No School Columbus Day

NOVEMBER (17 days)				
M	T	W	TH	F
			1	2
5	X	7	8	9
XX	13	14	15	16
19	20	XX	XX	XX
26	27	28	29	30

Nov 6 - Professional Day
Nov 12 - No School Veterans Day
Nov 21 - 23 Thanksgiving Recess

DECEMBER (15 days)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
XX	XX	XX	XX	XX
XX				

Dec 24 - Jan 1 Holiday Vacation

JANUARY (21 days)				
M	T	W	TH	F
	XX	2	3	4
7	8	9	10	11
15	15	16	17	18
XX	22	23	24	25
28	29	30	31	

Jan 21 - Martin Luther King Jr. Day

FEBRUARY (16 days)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
XX	XX	XX	XX	

Feb 25 - Mar 1 Winter Vacation

MARCH (19 days)				
M	T	W	TH	F
				XX
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	X

Mar 29 - Professional Day

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
29	30			

Apr 22 - Apr 26 Spring Vacation

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 (*8 days)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 7 - Last Day of Preschool
*June 19 - Last Day of School
June 20 - Last Day for Teachers

Legend:

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

Total student days 178

*All last days include five snow days

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

Policy DFA - INVESTMENT

The Brookline School Board authorizes the Brookline 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.

Legal References:

RSA 197:23-a, Treasurer's Duties
RSA 383:22, Public Deposit Investment Pool
Adopted: June 26, 2012
Re-Adopted: April 17, 2015
Re-Adopted: March 22, 2016
Re-Adopted: March 28, 2017

BROOKLINE SCHOOL DISTRICT
ANNUAL MEETING
FIRST SESSION (DELIBERATIVE)
FEBRUARY 5, 2018
MEETING MINUTES

The First Session (Deliberative) of the Annual Meeting of the Brookline School District was conducted on Monday, February 5, 2018 at 7:00 p.m. at the Captain Samuel Douglass Academy Library.

Moderator Peter Webb presided.

Members of the School Board Present: Matthew Maguire, Chairman
Lauren DiGennaro, Vice Chairman
Alison Marsano, Secretary
Kenneth Haag
Erin Sarris

Members of the School Board Absent:

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Kelly Seeley, Business Administrator
Kristen Maher, Assistant Business Administrator
Amy Rowe, Director of Student Services
Anne Elser, Assistant Director of Student Services
Dennis Dobe, Principal, Captain Samuel Douglass Academy
Daniel Molinari, Principal, Richard Maghakian Memorial School
Karen Kulick, Special Education Administrator
Linda Chomiak, Brookline Finance Committee
Brian Rater, Brookline Finance Committee
William Phillips, Esq., School District Attorney

Moderator Webb led in the Pledge of Allegiance.

Moderator Webb noted an error in the handout titled "2018 Overview of Brookline Annual Meetings", which indicates the Hollis Brookline School District meeting is March 12, 2018. The meeting is scheduled for March 15, 2018.

Moderator Webb noted this to be an SB2 meeting under RSA 40:13 also known as the Official Ballot Referendum System. The School Board has created a Warrant having 10 Articles. Under SB2, the Warrant is effectively the Ballot. Before the voters was the opportunity to discuss each of the Warrant Articles and to consider any amendments. Although the Ballot could be changed, it could not be approved until before the voters on Tuesday, March 13, 2018.

Moderator Webb introduced members of the Brookline School Board and SAU 41 Administration. Although members of the Administration are not members of the Town, and, therefore, technically not permitted to participate, given what they could add to the discussion, he suggested they be allowed to speak.

A show of hands indicated voters wished to allow members of the Administration to participate in the discussion.

Article 1

Election of Officers. To elect all necessary School District officers for the ensuing terms by official ballot vote on March 13, 2018, Captain Samuel Douglass Academy, 7:00 a.m. to 7:30 p.m.:

- To choose a Moderator for the ensuing year.
- To choose a Clerk for the ensuing year.
- To choose a Treasurer for the ensuing year.
- To choose two (2) members of the School Board for the ensuing three (3) years.

Moderator Webb noted the voters would vote on the article on March 13, 2018.

Article 2

To see if the Brookline School District will vote to approve the cost of items for the first of a two-year collective bargaining agreement reached between the Brookline School Board and the Brookline Teachers Association for the 2018-2019 and 2019-2020 school years, which calls for the following increase in professional staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2018-19	\$154,095

and further to raise and appropriate a sum of **\$154,095** for the first fiscal year (2018-2019 school year), such sum representing the additional costs attributable to the increase in professional staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. This is the first fiscal year of a two-year agreement. Negotiated cost item increases for the next fiscal year (2019-2020) will require approval of a specific warrant article on the 2019 ballot. **The School Board recommends this article 4-0-0.**

Matthew Maguire, Chairman, Brookline School Board, explained the Article represents the Collective Bargaining Agreement reached between the Brookline School Board and the Brookline Teachers Association. Teachers are working without a contract in the current school year.

The salary table consists of a series of steps, each with an identified/associated salary. Employees move along the salary table in steps, e.g., year 1 is step 1, year 2 step 2, etc. What is meant by a table increase is an increase to the identified salary amount for a step on the table, e.g., year 1, 1.5% increase, year 2, .75% increase. Off-step is for those employees who have exceeded the number of steps (years) on the table.

This year's cost is \$154,095. Salaries in 2018/2019 represent a 1.5% table increase plus step movement and 2.25% for off-step employees.

In 2019-2020, it is .75% table increase plus step, and 2.25% for off-step employees.

In the first year of the contract, the District pays 100% of the lowest cost health insurance plan, and caps are applied to remaining plans. In the second year of the contract caps are applied to all three plans.

A Flexible Spending Account plan was added for teachers for the upcoming school year.

Eric Pauer, 12 Westview Road

Questioned if teachers working without a contract in the current year were compensated under the terms of the previous salary table. Mr. Maguire responded they were. Mr. Pauer questioned if teachers received a step increase in the current year and was told they did not. In the absence of a contract, there is no movement on the salary table. When asked if teachers who received additional educational training had movement based on that, Mr. Maguire stated they did.

Mr. Pauer commented a teacher on the salary table, based on the proposed contract and having had no movement on the table in the previous year, would receive an approx. 7.7% increase over the life of the proposed contract (2 years). Mr. Maguire stated agreement.

Mr. Pauer commented the contributions to the New Hampshire Retirement System (NHRS) have been increasing exponentially. In FY17, it was 15.67% and FY18 and FY19 it is 17.36%. He questioned if it is truly an 11% increase and was informed it is. He spoke of the percentage being contributed by the teachers (7%), which is the same percentage they contributed in the previous year, and commented, as a result, they are gaining more. He stated his hope the article will be reconsidered.

Brian Rater, Brookline Finance Committee

Stated the Finance Committee is in favor of all the Warrant Articles. By way of providing historical information on the NHRS, he stated it was regulated by State law, which artificially placed a cap on the amount of money going into the system. It was not keeping up with where it should have been, which was addressed by the Legislature a few years ago. They are now playing catchup by requiring employers to contribute larger amounts. That is the situation for all employees across the State, not just the schools.

Eric Pauer

Stated the NHRS is what they call a defined benefit plan. They're guaranteed to get a minimum return of 8.25% or 8.5%. When it is below that, the employer must pay to get to that level. If the market does better, they get all the upside. He stated his displeasure with the way the system works.

No further discussion was offered on Article 2.

Article 3

To see if the Brookline School District will vote to approve the cost of items included in a four-year collective bargaining agreement reached between the Brookline School Board and the Brookline Education Support Staff Association for the 2018-2019 through 2021-2022 school years, which calls for the following increase in support staff salaries and benefits at the current staffing levels:

<u>Fiscal Year</u>	<u>Estimated Increase</u>
2018-2019	\$40,467
2019-2020	\$32,542
2020-2021	\$35,544
2021-2022	\$31,754

and further to raise and appropriate a sum of **\$40,467** for the first fiscal year (2018-2019 school year), such sum representing the additional costs attributable to the increase in support staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. **The School Board recommends this article 4-0-0.**

Kenneth Haag, Brookline School Board, stated salaries in 2018/2019 represent a 2% table increase plus step movement. Off-step employees receive a 3% increase. On average, it will be a 3% for every employee under this agreement. It is a four-year agreement. The first year is a little higher than the rest; as part of the agreement, the Para-professionals have been asked to work an additional day at the beginning of the school year. Included in the first-year cost is the \$2,300 to cover the cost of that 1 additional day. In the three years following, it is a 2.25% table increase plus step movement, and 3% for off-step employees.

Mr. Haag spoke of language gained in terms of management rights. The agreement would provide the District with a 90-day probationary period for all support staff employees. The insurance language is similar to that discussed under Article 2.

The salary table has had a large adjustment from the previous language, and is now more standardized with the language of other contracts within the SAU. It is more manageable for the Business Office.

The contract would allow the SAU to designate a skeleton crew day, which would trigger custodial staff to come in with the sole goal of cleaning the buildings.

No further discussion was offered on Article 3.

Article 4

To see if the Brookline School District will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$9,080,562**. Should this article be defeated, the default budget shall be **\$8,939,050**, which is the same as last year, with certain adjustments required by previous action of the school district or by law or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Majority vote required to pass. **The School Board recommends this article 4-0-0.**

Superintendent Corey explained the major change is personnel related. A classroom teacher position has been added to decrease class size. Also proposed is moving the Science Specialist position from part-time (0.7) to full-time (1.0) to enhance and continue efforts in the area of science. In the area of academics, there is an increase in the amount of \$7,250 for new software that brings additional math and science learning opportunities to students at both ends of the spectrum. Taken into consideration is the need to continue to address building maintenance needs.

On the revenue side, increases are seen through the Retained Education Tax (\$17,120) and in special education aid (\$29,000) (formerly known as catastrophic aid). Decreases are in Medicaid (\$16,500), Adequate Aide Grant (\$59,590), and other revenues (approx. \$22,000). Superintendent Corey stressed, at this time, the figures are estimates.

The major changes in the budget include a reduction in the cost of health insurance (GMR of -1%) resulting in a decrease of \$24,367. Special education transportation costs have increased by \$41,875.

There are no retirements planned for FY19. There is a contractual obligation associated with retirements (last year the cost was \$53,885 (shows as a reduction in FY19)).

If the proposed budget is adopted, a decrease in class sizes would result leading to the following ratios for next year: Grade one 18.25/1, grade two 19.5/1, grade three 17/1, grade four 18/1, grade five 20/1, and grade six 18/1. The District would be able to provide continued improvements into the science curriculum. The District would be able to address needed improvements to the buildings.

If the default budget is adopted class sizes would remain above the Board policy for educational specifications, planned science improvements would be reduced, and the District would have to revisit the building maintenance items to determine which could be deferred for a year.

Superintendent Corey stated a default budget (\$8,939,050) is the amount of the same appropriations as contained in the operating budget authorized for the previous year (\$8,833,998), reduced and increased (\$214,600), as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenses (\$109,548) contained in the operating budget.

Diane Pauer, 12 Westview Road

Requested additional information on the building maintenance needs. Superintendent Corey stated there to be a series of projects planned for FY19, and provided examples; at RMMS, classroom sink and countertop replacements, Phase I of the playground project, carpeting in a number of classrooms, and boiler replacement (\$7,600). At CSDA, carpeting, hallway repairs (tile), window replacements, and resurfacing and painting in the gym.

Brendan Denehy, 31 Mason Road

Commented being considered is a \$9 million budget; however, at this Deliberative Session, there are no copies of the budget made available. Superintendent Corey stated copies could be made available. He spoke of past practice of having paper copies available, which have historically gone unused. The budget has been discussed since June of last year. Those discussions have included the Finance Committee and have been open to the public. Intended for this meeting was an overview of the Warrant Articles.

Eric Pauer

Questioned the language of the Article that reads in part "the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only." He stated he has not seen that language in the past, and would like to know how that works, and why it is included.

William Phillips, Esq., School District Attorney, stated the language is part of the SB2 budget approval process. This Article comes directly from State Statute. In the Statute, it states if the proposed operating budget fails it is within the purview of the governing body to reassess, and if determining it could not manage the school district with the default budget, the governing body has the ability to propose another budget and conduct a special meeting. It was noted the language was included in last year's Warrant Article.

Eric Pauer

Questioned if the special meeting would be comprised of a Deliberative Session and then 30 days later a ballot vote under SB2. Attorney Phillips stated that to be correct.

Roger Ogden, 13 Potanipo Hill Road

Stated he was confused by maintenance being a part of the operating budget when Article 6 addresses the Capital Improvement Plan (CIP) for maintenance issues.

Superintendent Corey stated there are maintenance items identified within the operating budget and maintenance items identified within the CIP, which are intended to be funded through the School Facilities Maintenance Fund. The contingency in the operating budget is intended to address unanticipated expenses, e.g., this year preschool enrollment grew unexpectedly. The District was required, by law, to provide another teacher for the 3 and 4-year-old students. That was at a cost of approx. \$39,000 which was not budgeted for. When instances such as that occur, the only funding source that can be looked to is the operating budget. In the absence of a contingency, funds allocated to other educational items must be utilized.

Although not a requirement, it has been, and will continue to be, the practice of the School Board to conduct a Public Hearing prior to voting to expend funds from the Maintenance Fund.

Ms. Sarris remarked there are maintenance items identified within the operating budget and larger/more costly maintenance items for which long-term planning/savings occurs. The CIP identifies planned future expenses, and the amount of the yearly requested allocation/savings needed to cover the anticipated costs.

Roger Ogden

Spoke of the CIP included with Article 6, which identifies Phase I of the playground, and questioned if the playground is part of Article 4 or the CIP.

Superintendent Corey stated as we progress further into the year the School Board will determine which items will be addressed through the operating budget and which will be addressed utilizing the Maintenance Trust Fund. He provided the example of the boilers stating were there funds in the operating budget, he would recommend the boilers be purchased with those funds rather than utilizing the Maintenance Trust Fund.

Eric Pauer

Questioned where within the budget the cost of dues to the New Hampshire School Board Association (NHSBA) is identified, and was informed the portion of that cost attributed to the Brookline School District is within the operating budget. Kelly Seeley, Business Administrator, stated the cost to be approx. \$4,000.

Mr. Pauer questioned if he could zero out that line, thereby prohibiting funds from being utilized for that purpose. Moderator Webb stated that could not be done. Mr. Pauer indicated that has been done in the past. Moderator Webb noted it is a bottom line budget. Attorney Phillips stated the only thing that could be amended is the total amount of the Article. The governing body has the discretion to expend the funds provided there are funds in the line item in the budget. Mr. Pauer stated his intent would be to reduce the budget by \$4,000 so that there would not be funds available to pay the dues to the NHSBA.

MOTION BY ERIC PAUER TO AMEND ARTICLE 4 BY REDUCING THE TOTAL AMOUNT OF THE PROPOSED FY19 OPERATING BUDGET BY FOUR THOUSAND DOLLARS (\$4,000) RESULTING IN A REVISED TOTAL OF NINE MILLION SEVENTY SIX THOUSAND FIVE HUNDRED SIXTY TWO DOLLARS (\$9,076,562)
MOTION SECONDED

ON THE QUESTION

Eric Pauer

Stated the NHSBA does do some things for the District, but it is also a lobbying organization that takes on positions that are counter to those of a number of parents. He personally disagrees with almost every position they take. Some of the funds gained through dues are expended for lobbying reasons. For that reason, he does not wish to continue that participation.

Jessica Hartman, 51 Mountain Road

Remarked she trusts what the School Board has put forth for a budget, and stated her opposition to the proposed amendment.

Diane Pauer

Stated her support of the proposed amendment, and remarked she does not believe taxpayer dollars should go towards a lobbying group.

Tom Solon, 2 Shady Rock Road

Stated the NHSBA provides a lot of services to the school boards and community. It provides education for new and existing school board members and includes legal guidance that results in a significant savings in the amount of funds that would otherwise be spent through hourly contracted services. The NHSBA does do lobbying at the State level.

The NHSBA's policy positions are determined by its members at its annual Delegate Assembly. These Resolutions are adopted by NHSBA members and guide the positions NHSBA takes at the Legislature.

Mr. Solon stated reducing the budget by \$4,000 will have no impact on whether the District participates in the NHSBA. Membership is at the SAU level, and that cost is split between the districts. Although passage of the amendment may be a gesture, it will not have the intended affect. It will have harmful effects is you believe the budget is appropriate otherwise.

1 ***Moderator Webb called for the vote.***

2
3 **MOTION FAILED**

4
5 ***No further discussion was offered on Article 4.***

6
7 **Article 5**

8
9 To see if the school district will vote to establish a contingency fund for the current year for unanticipated
10 expenses that may arise and further to raise and appropriate a sum of up to **\$50,000** to go into fund. This sum to
11 come from the unassigned fund balance (surplus) available for transfer on July 1, 2018. **The School Board**
12 **recommends this article 4-0-0.**

13
14 Lauren DiGennaro, Vice Chairman, Brookline School Board, stated the purpose of the contingency fund is to
15 cover unanticipated expenses. Examples were provided of bursting pipes, roof leaks, summer move-ins. She
16 remarked, although not required, it has been the practice of the SAU to conduct a Public Hearing prior to voting
17 on expenditures from the fund, and the intent would be to follow that practice.

18
19 Roger Ogden

20
21 Questioned if the Town must set aside funds for such unexpected expenditures. Moderator Webb responded the
22 Town has a different governing body. One does not fund the other, and they cannot comingle. Yes, the Town
23 has its own contingency funds; it is a creation of Statute that entitles the Town to do that and the School Board
24 to do that, and they have chosen to.

25
26 Mr. Ogden commented when he asked the Selectmen why the number was so large the answer he received was
27 the State recommended 5%, and they were putting in 17% because they have to do it for the schools as well. He
28 stated his belief those monies are accessible to the school.

29
30 Moderator Webb stated that to be incorrect.

31
32 Diane Pauer

33
34 Questioned how many contingency funds the Brookline School District has, what their names are, and what
35 they are intended for.

36
37 Ms. DiGennaro stated there to be a single contingency fund. She noted each warrant has a different title and
38 purpose. Article 5, is intended to fund the unexpected expenses that arise during the year. If expenses can be
39 covered by the operating budget they are.

40
41 Diane Pauer

42
43 Stated her question to have been very specific; how many contingency funds does the Brookline School District
44 have?

45
46 Ms. DiGennaro stated there to be a single contingency fund, which is addressed in this Article. Warrant Article
47 6 is for the School Facilities Maintenance Fund and Article 7 the Special Education Expendable Trust Fund.

1 Attorney Phillips stated there to be trust funds, which can only be used for the purpose for which they were
2 established. He stated his belief this year is the first time the District has put forth a Warrant Article for a
3 contingency fund. It is essentially monies put aside to strip down other budget line items.

4
5 Tom Solon

6
7 Questioned if there is a target the District would like to achieve in terms of a balance in the contingency fund,
8 e.g., is this request the first towards a goal of a larger amount.

9
10 Ms. DiGennaro stated her belief, particularly with this being the first year a contingency fund is proposed, that
11 the balance will have to be considered on a yearly basis.

12
13 Mr. Maguire spoke to the example provided of utilizing a contingency fund in the instance of unanticipated
14 move-ins over the summer months resulting in the need to hire an additional teacher. Utilizing the contingency
15 fund would allow the District to fund the position without having to take monies away from other planned
16 expenses within the operating budget.

17
18 Mr. Haag commented monies in contingency, if not used, are returned to the Town's general fund. Monies in
19 trust funds are not.

20
21 Eric Pauer

22
23 Questioned, if at the end of FY18 there is a surplus, could the Board simply choose not to return the monies to
24 the Town's general fund or is it required, in the absence of the Article, to return the funds.

25
26 Attorney Phillips stated the surplus is returned to the general fund except to the extent that in the prior year
27 there were articles where there may have been approval to move monies from the surplus to one of the trust
28 funds, etc. There is a small period where there are encumbered funds that can be set aside, e.g., an expense
29 occurred in June and is not paid out until July.

30
31 Mr. Pauer questioned, if the article is passed, and the entirety of the fund is not expended prior to the end of
32 FY19, does another warrant article have to be put forth for the following year. Attorney Phillips stated that to
33 be the case.

34
35 Roger Ogden

36
37 Questioned the amount of the anticipated surplus, and was informed, if the proposed warrant articles pass, the
38 remaining balance to be returned to the general fund is approx. \$35,000.

39
40 Webb Scales, 49 Dupaw Gould Road

41
42 Questioned if this is any more complicated than the Board asking permission to add \$50,000 to the budget.

43
44 Crystal Cheyne, Taylor Drive

45
46 Stated her concern with the \$50,000 number being sufficient should there be a need to fund an additional
47 teaching position. She questioned if the allocation should be more in the area of \$68,000.

Ms. DiGennaro stated the number can vary. There is the need to look at what can be utilized from the operating budget, and what would be needed from contingency. This is a number the Board wished to start with.

MOTION BY CRYSTAL CHEYNE TO AMEND ARTICLE 5 BY INCREASING THE AMOUNT TO SIXTY EIGHT THOUSAND DOLLARS (\$68,000)

MOTION SECONDED

ON THE QUESTION

Mr. Maguire remarked \$50,000 was requested with the belief should a need arise that required \$68,000, an \$18,000 expense against the operating budget would be far easier to absorb than a \$68,000 expense.

Brian Rater

Questioned, and was informed the articles are funded in the order in which they appear.

Webb Scales

Questioned if the voters, at the Deliberative Session, have the power to re-order the articles. Attorney Phillips responded they do not. Mr. Scales commented, now that the voters have adopted SB2, they have lost the ability to reorder the order in which these articles are funded. Attorney Phillips stated that to be correct.

Drew Kellner, 7 Yankee Way

Stated his preference would be to have the trust funds that were established be funded prior to contingency funds.

Moderator Webb called for the vote.

MOTION FAILED

Webb Scales

Questioned, and was informed, in the event the amount of surplus is not sufficient to fund all the articles, they are funded in the order written until surplus is depleted.

Moderator Webb noted the posted Warrant Article begins: "To see if a school district"

MOTION BY TOM SOLON TO AMEND ARTICLE 5, IN THE FIRST SENTENCE, BY REPLACING "A SCHOOL DISTRICT" WITH "THE SCHOOL DISTRICT"

MOTION SECONDED

Moderator Webb called for the vote.

MOTION CARRIED

No further discussion was offered on Article 5.

Article 6

To see if the school district will vote to raise and appropriate a sum of up to **\$50,000** from the June 30 unassigned fund balance (surplus) available for transfer on July 1 of this year to be added to the previously established SCHOOL FACILITIES MAINTENANCE FUND. **The School Board recommends this article 4-0-0.**

Alison Marsano, Brookline School Board, explained the School Facilities Maintenance Fund is a mechanism to save for long-term/CIP projects. She provided the example of the projected \$41,250 in capital expenditures planned for FY19. She spoke of the aging infrastructure, and the ability to avoid fluctuations in the tax rate by planning/saving for anticipated expenditures over a period. The current balance is \$72,000.

Brendan Denehy

Noted Articles 5 and 7 refer to July 1, 2018. Article 6 reads “July 1 of this year”.

MOTION BY BRENDAN DENEHY TO AMEND ARTICLE 6 BY REPLACING “JULY 1 OF THIS YEAR” WITH “JULY 1, 2018”
MOTION SECONDED

Moderator Webb called for the vote.

MOTION CARRIED

Roger Ogden

Questioned what would be included in Phase I of the playground project, and was informed currently the playground has several deficiencies. A portion must be removed for safety reasons. Phase II would include replacement of the equipment.

Mr. Ogden commented it does not sound as if it is maintenance work.

Daniel Molinari, Principal, Richard Maghakian Memorial School, stated maintenance would address the audit from the insurance company. Part of the cost is associated with moving some pieces of the structure that are not in compliance with playground restrictions. There is the need to update some bolts, add mulch, fill in cracks, replace structures, etc.

Mr. Ogden spoke of a committee that is discussing a new playground, seeking funding, etc. Principal Molinari stated that to be a Town playground committee, and not related to the school’s playground.

Principal Molinari noted the preschool playground is made up of residential equipment, which must be removed.

No further discussion was offered on Article 6.

1 **Article 7**

2
3 To see if the school district will vote to to raise and appropriate a sum of up to **\$25,000** from the June 30
4 unassigned fund balance (surplus) available for transfer on July 1 of this year to be added to the previously
5 established SPECIAL EDUCATION EXPENDABLE TRUST FUND. No amount to be raised from taxation.
6 **The School Board recommends this article 4-0-0.**

7
8 Eris Sarris, Brookline School Board, remarked special education is an area where there do tend to be
9 unanticipated expenses. The District is required to pay the cost of identified needs for students whenever they
10 arise. The purpose of the fund would be to help defray costs of those unanticipated expenses.

11
12 The fund was established last year (\$100,000 allocation) and remains at that level. However, it is believed at
13 least a portion of that will be expended in the current school year.

14
15 Moderator Webb noted a difference between the language stated and that which was posted, although not a
16 substantive difference.

17
18 **Webb Scales**

19
20 Remarked Article 9 is related to accessing future year state and federal special education aid funds, and stated
21 his understanding those funds would be accepted to cover an expense of the prior year. The District ends up
22 with a 2-year lag between when the expenses are incurred and when they are reimbursed.

23
24 Amy Rowe, Director, Student Services, responded special education aid (previously catastrophic aid) is based
25 on an individual expense for a district on an individual student that exceeds approx. \$54,000. The District must
26 expend \$54,000 before being reimbursed any funds, and it is a year later.

27
28 The trust is based on the occurrence of an unanticipated expense. She provided an example of what Brookline
29 had to face this year; there was such an unanticipated flux of students in the preschool that a separate section
30 had to be opened. There were 7 additional preschool students. The cost of those individual programs will not
31 reach the level of reimbursement.

32
33 Director Rowe stated there to be a large number of students that have moved into the District having Individual
34 Education Plans (IEPs) who have had unanticipated costs associated with those IEPs. The expectation is that
35 the District will need to look to the trust to fund some of those expenses.

36
37 Mr. Scales commented if looking to receive \$29,000 in special education aid, and given the likelihood the
38 District will look to this fund to cover costs in the current year, a \$25,000 allocation does not seem to be
39 enough. He questioned if the Board could offer a more realistic figure to keep the fund at the level it needs to
40 be should something truly catastrophic come about.

41
42 Director Rowe stated revenue from special education aid is estimated based upon known and anticipated
43 program expenses. Application is made in July, and the funds are received in the January timeframe.

44
45 Mr. Scales questioned the amount believed to be needed from the fund in the current school year. Ms. Sarris
46 stated the District does not anticipate depleting the existing balance. What is known is there is a likelihood a
47 portion of the balance will have to be utilized. Director Rowe added just in the past week in both Hollis and

1 Brookline she has been made aware of families moving in with students having IEPs. She is unaware of what
2 those needed services will be. Those costs were not anticipated when the proposed budget was created.

3
4 Mr. Scales commented this trust was funded last year with the idea of costs associated with an out-of-district
5 placement, which could be \$100,000± for a single student. If the balance of the fund is reduced during this
6 school year, that leaves the District vulnerable to that 1 student coming in. Director Rowe stated that to be
7 correct. Mr. Scales questioned if the proposed allocation of \$25,000 is sufficient to cover what may be needed
8 for the current year. Director Rowe stated she feels comfortable the \$25,000 requested will cover what the
9 District will expend in the current school year.

10
11 ***No further discussion was offered on Article 7.***

12
13 **Article 8**

14
15 Shall the voters of the Brookline School District adopt a school administrative unit budget of \$1,577,723 for the
16 forthcoming fiscal year in which **\$279,152** is assigned to the school budget of this school district? This year's
17 adjusted budget of \$1,543,057 with \$274,158 assigned to the school budget of this school district will be
18 adopted if the article does not receive a majority vote of all the school district voters voting in this school
19 administrative unit. **The School Board recommends this article 4-0-0.**

20
21 Eric Pauer

22
23 Questioned if additional personnel mentioned were hired this year or would be hired next year, and, if so, how
24 that works with a default budget.

25
26 The School Administrative Unit is the business and administrative offices. The proposed budget encompasses
27 14 individuals. There are four individuals that run the H.R. and all the business functions. Between the four
28 entities, SAU 41 is a \$50 million corporation with six buildings, which is overseen by 4 individuals.
29 Superintendent Corey stated the request to be for an additional position.

30
31 It was noted the language refers to an adjusted budget not a default budget. The SAU falls under a different
32 category of an adjusted budget, which would include the position.

33
34 The Hollis School District owns the building the SAU operates out of. The building is approx. 110 years of
35 age, and is adequate at best (2 bathrooms serving 14 people). Increases have been requested to cover the
36 increase in rental rates as well as an increase in the current 6 hours/week for custodial services.

37
38 Mr. Pauer stated with the adjusted budget the requested additional personnel would be added unlike what occurs
39 with a default budget. Superintendent Corey stated that to be correct.

40
41 Superintendent Corey reiterated, for the article to pass, it requires a majority of the collective votes of all three
42 school districts.

43
44 ***No further discussion was offered on Article 8.***

Article 9

To see if the school district voters will authorize the Brookline School District to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations.

Mr. Maguire stated passage would allow the district to access special education aid funds.

No further discussion was offered on Article 9.

Article 10

To transact any other business which may legally come before said meeting.

Jill Aitken, 10 Potanipo Hill Road

Commented when voting on all the Warrant Articles it is important to understand the work that the School Board and Administration has put in. They try to walk that fine line of being frugal with taxpayer money while trying to anticipate some of the unexpected things that may arise as well as maintenance issues that can be planned for, etc.

Roger Ogden

Asked for confirmation the wording changes that were approved for some of the Articles would be made prior to consideration of a vote.

Moderator Webb stated the amended language would appear on the ballot. He questioned if the amended versions would be available for review elsewhere. It was stated the amended language would appear in the Town Report.

Mr. Ogden noted the Warrant Articles indicate the School Board's support, but do not identify the Finance Committee's position.

No further discussion was offered on Article 10.

ADJOURNMENT

**MOTION BY ERIC PAUER TO ADJOURN
MOTION CARRIED**

The February 5, 2018 first session (Deliberative) of the Annual Meeting of the Brookline School District was adjourned at 8:29 p.m.

Date _____ Signed _____



Report of Appropriations as Voted
Brookline Local School

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2018 and ending June 30, 2019

Form Due Date: **20 Days after the Annual Meeting**

SCHOOL BOARD CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Andrew Corey	Superintendent	
N/A	School District Clerk	
Matthew Maguire	Chair	
Lauren DiGennaro	Vice Chair	
Alison Marsano	Secretary	
Kenneth Haag	Member	
Erin Sarris	Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



New Hampshire
Department of
Revenue Administration

2018
MS-22

Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Instruction						
1100-1199	Regular Programs	02,03,04	\$2,639,272	\$2,639,272	\$0	\$0
1200-1299	Special Programs	02,03,04	\$1,157,824	\$1,157,824	\$0	\$0
1300-1399	Vocational Programs		\$0	\$0	\$0	\$0
1400-1499	Other Programs		\$0	\$0	\$0	\$0
1500-1599	Non-Public Programs		\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs		\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0
Instruction Subtotal			\$3,797,096	\$3,797,096	\$0	\$0
Support Services						
2000-2199	Student Support Services	02,04	\$602,545	\$602,545	\$0	\$0
2200-2299	Instructional Staff Services	02,04	\$223,028	\$223,028	\$0	\$0
Support Services Subtotal			\$825,573	\$825,573	\$0	\$0
General Administration						
2310 (840)	School Board Contingency	05	\$50,000	\$0	\$0	\$0
2310-2319	Other School Board	04	\$35,525	\$35,525	\$0	\$0
General Administration Subtotal			\$85,525	\$35,525	\$0	\$0
Executive Administration						
2320 (310)	SAU Management Services	08	\$279,152	\$279,152	\$0	\$0
2320-2399	All Other Administration		\$0	\$0	\$0	\$0
2400-2499	School Administration Service	03,04	\$582,913	\$582,913	\$0	\$0
2500-2599	Business		\$0	\$0	\$0	\$0
2600-2699	Plant Operations and Maintenance	03,04	\$578,604	\$578,604	\$0	\$0
2700-2799	Student Transportation	04	\$443,000	\$443,000	\$0	\$0
2800-2999	Support Service, Central and Other	02,03,04	\$2,186,406	\$2,186,406	\$0	\$0
Executive Administration Subtotal			\$4,070,075	\$4,070,075	\$0	\$0
Non-Instructional Services						
3100	Food Service Operations	03	\$2,357	\$2,357	\$0	\$0
3200	Enterprise Operations		\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal			\$2,357	\$2,357	\$0	\$0



New Hampshire
Department of
Revenue Administration

2018
MS-22

Appropriations

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Facilities Acquisition and Construction						
4100	Site Acquisition		\$0	\$0	\$0	\$0
4200	Site Improvement		\$0	\$0	\$0	\$0
4300	Architectural/Engineering		\$0	\$0	\$0	\$0
4400	Educational Specification Development		\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction		\$0	\$0	\$0	\$0
4600	Building Improvement Services		\$0	\$0	\$0	\$0
4900	Other Facilities Acquisition and Construction		\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal			\$0	\$0	\$0	\$0
Other Outlays						
5110	Debt Service - Principal	04	\$196,526	\$0	\$0	\$0
5120	Debt Service - Interest	04	\$282,124	\$0	\$0	\$0
Other Outlays Subtotal			\$478,650	\$0	\$0	\$0
Fund Transfers						
5220-5221	To Food Service	04	\$165,000	\$0	\$0	\$0
5222-5229	To Other Special Revenue	04	\$180,000	\$0	\$0	\$0
5230-5239	To Capital Projects		\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund		\$0	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	06,07	\$75,000	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
5254	To Agency Funds		\$0	\$0	\$0	\$0
5310	To Charter Schools		\$0	\$0	\$0	\$0
5390	To Other Agencies		\$0	\$0	\$0	\$0
9990	Supplemental Appropriation		\$0	\$0	\$0	\$0
9992	Deficit Appropriation		\$0	\$0	\$0	\$0
Fund Transfers Subtotal			\$420,000	\$0	\$0	\$0
Total Voted Appropriations			\$9,679,276	\$8,730,626	\$0	\$0



Supplementary Information

Description	Function	Object	Elementary	Middle/Jr.	High	Total
Tuition to NH LEA's	All	561	\$31,532	\$0	\$0	\$31,532
Other Tuition	All	562-569	\$0	\$0	\$0	\$0
Land & Improvements	All*	710				\$0
Buildings	All*	720				\$0
Additional Equipment	All*	730	\$23,976	\$0	\$0	\$23,976
Summer School	1430		\$0	\$0	\$0	\$0

* includes all functions except 4100