

Hollis School Board
Wednesday, April 5, 2017
Hollis Upper Elementary School
6:00 PM

All Times are estimates and subject to change without notice

6:00 Call to Order – Superintendent Corey

Hollis School Board Organizational Meeting
Election of Board Chair
Election of Vice Chair
Election of Secretary

6:15 Agenda Adjustments
Approve Meeting Minutes
Nominations/Resignations/Correspondence

6:25 Public Input
Principal's Report - Informational

6:35 Discussion

- Revenue and Expense Report
- Health Insurance Review
- Article 4 – 2016 – Energy Study Review

6:55 Deliberations

- To see what action the Board will take regarding the ESWG invoices
- To see what action the Board will take regarding re-adoption of Policy BCA – Board Ethics
- To see what action the Board will take regarding re-adoption of Policy DFA – Investments
- To see what action the Board will take regarding the proposed Hollis Schools Thermal Electric Project (STEP) Implementation Committee
- To see what action the Board will take Resolution to Authorize Execution and Delivery of a Lease Purchase Agreement
- To see what action the Board will take regarding the Policy Memo (March 27, 2017 – included in packets)
- To see what action the Board will take regarding the proposed School Calendar 2017-2018

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

8:15 Motion to adjourn

March, 2017

To: Hollis 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 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.

Hollis School District
Administrative Report
April 2017

Calendar, Events, Programs

- HPS/HUES - April 20 at 6:15 at HBMS - Parent Talk sponsored by the PTA
- HUES/HPS -April Vacation, week of the 24th

Enrollment for 2016/2017:

PK – 3's: 12 (+1)	
PK – 4's: 9	Grade 3: 98 (+1)
Grade K: 64 (+4)	Grade 4: 117
Grade 1: 81	Grade 5: 95
Grade 2: 85 (-1)	Grade 6: 106

Building & Grounds:

- HPS - Checking playground equipment after the snow melts for safety.
- HPS/HUES - Beginning planning stages for summer work.
- HPS/HUES - Vacation allowed for some extra cleaning and continued maintenance on each building.

Staffing & Students:

- HUES - We have completed our 4th grade Smarter Balanced ELA Assessments and are almost done with grade 4 Math assessments. Grades 5 and 6 will be during the month of April.
- HPS - 3rd Grade Smarter Balanced Testing will be the weeks of April 3rd and 10th.
- HPS - On March 23rd, teachers enjoyed in house PD on experiencing the Learning Commons. Each classroom teacher spent 1.5 hours exploring and discussing ways in which the learning commons would be valuable to their students.
- HUES - our staff enjoyed a writing PD with our artist in residence Marek Bennett on how to use pictures to convey meaning and story plot.
- HPS/HUES - both buildings continue to monitor academic growth through district common assessments and plan instructional lessons based on assessment data.
- HPS/HUES - student report cards were issued on 3/31 for Trimester 2.

Celebrations:

- HPS/HUES - The STEM Fair was a huge success!
- HPS - The all school Town Meeting for February included celebrating differences and the students watched a powerful video by flocabulary. The meeting was hosted by Mrs. Cornell-Smith's second grade class.
- HPS - The all school Town Meeting for March included celebrating Music in Schools and students created a video with Mrs. Lencsak showing how the digestive system works. The meeting was hosted by Mrs. Naber's 2nd grade class.
- HPS - Read Across America was a lot of fun and the book fair was successful! Thank you to the PTA who donated prizes and made popcorn for our afternoon movie, "Horton Hears a Who!"
- HUES - Read Across America was a huge success with activities happening each day of the week with a finale of our community readers reading to classrooms on Friday.

- HPS/HUES - Science Fair News - our students along with Brookline students collaborated in a joint Science and Engineering Fair at HBMS on March 30th!

Hollis School District
 Monthly Enrollment Breakout
 April 2017

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 16/17 SY	Number of students (3/31/2017)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	12	+1	12
Pre – K 4 year olds		1		9	0	9
Kindergarten		4	59	64	+4	16, 16, 16, 16
Grade 1	18	5	79	81	0	16, 16, 16, 16, 17
Grade 2	18	5	86	85	-1	16, 17, 17, 17, 18
Grade 3	20	5	95	98	+1	19, 19, 20, 20, 20
HPS Totals		21 classes		349		
Grade 4	23	6	117	117	+1	19, 19, 19, 20, 20, 20
Grade 5	23	5	94	95	0	18, 18, 19, 20, 20
Grade 6	23	5	106	106	-1	20, 21, 21, 22, 22
HUES Totals		16 classes		318		
HSD Totals		37 classes		667		

* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

Hollis School District
Revenue and Expense Report
as of 3/29/17

Expense

Function Description	Budget	YTD		Balance
		Expense	Encumbered	
1100 Regular Education	\$ 3,734,653	\$ 2,399,641	\$ 1,259,579	\$ 75,433
1200 Special Education	\$ 1,115,678	\$ 710,184	\$ 345,374	\$ 60,120
2100 Student Support Services	\$ 797,134	\$ 434,895	\$ 306,878	\$ 55,362
2200 Instructional Staff Support	\$ 386,578	\$ 171,103	\$ 151,831	\$ 63,644
2300 School Board/SAU Assessment	\$ 579,936	\$ 349,226	\$ 131,855	\$ 98,855
2400 School Administration	\$ 564,446	\$ 422,151	\$ 140,717	\$ 1,578
2600 Facilities	\$ 924,558	\$ 725,134	\$ 190,634	\$ 8,790
2700 Transportation	\$ 431,509	\$ 305,222	\$ 120,742	\$ 5,545
2900 Benefits	\$ 2,345,620	\$ 1,536,982	\$ 806,819	\$ 1,819
4600 FY17 Energy Study	\$ 100,000	\$ 92,704	\$ 302	\$ 6,995
4600 FY18 Energy Project		\$ 4,946	\$ 17,700	\$ (22,646)
5100 Bonds	\$ -	\$ -		\$ -
5200 Transfers	\$ 504,000		\$ 504,000	\$ -
	\$ 11,484,112	\$ 7,152,187	\$ 3,976,432	\$ 355,493

Revenue

	Budget	YTD		Balance
		Revenue	Expected	
Local Property Tax	\$ 9,631,911	\$ 7,550,000	\$ 2,081,911	\$ -
Adequacy Aid Grant/Tax State	\$ 904,001	\$ 641,196	\$ 262,805	\$ -
Catastrophic Aid	\$ 34,000	\$ 39,130		\$ (5,130)
Food Service	\$ 3,000	\$ -	\$ 3,000	\$ -
Federal				
Grants	\$ 230,000	\$ -	\$ 230,000	\$ -
Food Service	\$ 34,000	\$ 15,098	\$ 18,902	\$ -
Medicaid	\$ 8,000	\$ 21,627	\$ -	\$ (13,627)
Local				
Tuition	\$ 19,000	\$ 16,383	\$ 2,617	\$ -
Food Service Sales	\$ 174,000	\$ 125,810	\$ 48,190	\$ (0)
Other	\$ 9,600	\$ 9,455	\$ 145	\$ -
Contingency & Trusts	\$ 158,000		\$ 158,000	\$ -
Unreserved Fund Balance	\$ 430,387		\$ 430,387	\$ -
Less Retained Fund Balance	\$ (151,787)		\$ (151,787)	\$ -
	\$ 11,484,112	\$ 8,418,698	\$ 3,084,170	\$ (18,757)

Unreserved Fund Balance	\$ 374,250
Less HSD Exp Trust	\$ 66,000
Less SAU Exp Trust	\$ 13,000
Less Retained Fund Balance	\$ 151,787
Less Voted to Transfer to UFB	\$ 103,000
Fund Balance to Reduce Taxes	\$ 40,463

HealthTrust GMR vs Final Rates FY18 Cost Comparison

for

Hollis School District

Using Health Insurance Census as of 1/30/17

Employee Category	Monthly Cost						Annual Savings	
	HealthTrust-GMR		HealthTrust-Final		Monthly Savings			
	District Cost	EE Cost	District Cost	EE Cost	District Cost	EE Cost	District Cost	EE Cost
Non-Union Employees	\$10,851	\$2,967	\$10,045	\$2,746	\$806	\$221	\$9,667	\$2,653
Support	\$7,473	\$1,760	\$7,197	\$1,351	\$276	\$409	\$3,314	\$4,904
Teacher	\$57,605	\$21,021	\$56,309	\$16,486	\$1,296	\$4,536	\$15,550	\$54,430
Total	\$75,929	\$25,748	\$73,552	\$20,583	\$2,378	\$5,166	\$28,530	\$61,986

FY17 Energy Related Warrant Article Reconciliation

FY17 Warrant Article	\$100,000
INRS: June Invoice	\$2,500
INRS: Jul - April Invoices	\$88,603 *
Phase Change Invoice	<u>\$1,902</u>
Balance	<u>\$6,995</u>

INRS FY17 Budget	\$92,500
Invoices	
July	\$14,534
September	\$3,913
October	\$17,735
November	\$21,760
December	\$12,985
January	\$6,874
March	\$10,499
April	\$301
	<u>\$88,603 *</u>
Underbudget	<u>\$3,897</u>



Innovative Natural Resource Solutions LLC

37 Old Pound Road
Antrim, NH 03440
603-588-3272

www.inrsllc.com

Invoice submitted to:

Hollis School District
Attn: Andrew Corey
4 Lund Lane
Hollis NH 03049

Invoice # HSD-2017-04

April 1, 2017

In Reference to: Hollis Schools Energy Study Consulting

Professional Services

For completing consulting services related to Hollis schools energy project,
March 1 through March 7, 2017 (Itemized time and expense detail attached)

Charles R. Niebling, Innovative Natural Resource Solutions LLC	\$ 261.97
(NOTE: Actual time and expense for this period totaled \$1662.03 but invoice amount capped by not to exceed agreement on time, except for \$34.21)	
D. Dickinson Henry, Hot Zero (subcontractor)	\$ 39.28
(NOTE: Actual time and expense for this period totaled \$3290.00 but invoice amount capped by not to exceed agreement on time)	

TOTAL NOW DUE	\$ 301.25
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Hollis C. Niebling Time and Expense Report March 1-7, 2017

3/1/2017 (TIME) Billable Complete	C. Niebling Project Work Hollis	4.00 0:00:00 4:00:00	100.00 400.00 400.00
Admin tasks; work on PPT presentation and script			
3/3/2017 (TIME) Billable Complete	C. Niebling Project Work Hollis	3.62 0:00:00 3:37:13	100.00 362.03 362.03
Work on slide presentation, script and narration with D. Henry			
3/5/2017 (TIME) Billable Complete	C. Niebling Project Work Hollis	2.50 0:00:00 2:30:00	100.00 250.00 250.00
Prep for district mtg and work on presentation with D. Henry			
3/6/2017 (TIME) Billable Complete	C. Niebling Project Work Hollis	2.50 0:00:00 2:30:00	100.00 250.00 250.00
Prep for district mtg and work on presentation with D. Henry; phone conf with R. Mann, T. Fareed, A. Corey, M. St. John, D. Henry; pick up 4-pager			
3/7/2017 (TIME) Billable Complete	C. Niebling Project Work Hollis	3.17 0:00:00 3:10:00	100.00 316.67 316.67
Prep for, attend Hollis School District annual meeting.			
3/7/2017 (TIME) Billable Complete	C. Niebling Travel Hollis	1.67 0:00:00 1:40:00	50.00 83.33 83.33

Travel to, from Hollis			
3/7/2017 (EXPENSE) Billable Complete	C. Niebling \$mileage Hollis	94.00	0.54 50.76 50.76
Mileage to, from Hollis			
3/1/2017 (EXPENSE) Billable Complete	C. Niebling \$copies Hollis	1.00	177.00 177.00 177.00
Color printing of Hollis "At a Glance" at Capitol Copy, 150 copies, 4 pp.			
Subtotal for Hollis	Total Hours Unbillable Hours Billable Hours Total Expenses	17:27:13 0:00:00 17:27:13	1,662.03 0.00 1,662.03 227.76

Capitol Copy Inc. - Production

From: niebling@inrslc.com
Sent: Wednesday, March 01, 2017 4:23 PM
To: production@capitolcopy.com
Subject: Print job for Charlie Niebling
Attachments: Hollis Schools Energy Project At a Glance FINAL.pdf

Hi Guys:

Please print 150 copies of attached, full color, double sided on 11x17 32 lb stock, with fold on spine into 4 page booklet. Page 1 front, page 2 inside left, page 3 inside right, page 4 back.

Thank you.

Charlie Niebling
603 965 5434

desktop (.59 per side.)
1.18 X 150
\$ 177.00

**YOUR RECEIPT
THANK YOU**
03/04/2017 9:18PM 01
000000#1993 CLERK01
DEPT.01 T: \$177.00
ITEMS 1Q
CASH \$177.00
CAPITOL COPY INC
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CONCORD NH 03301

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YOUR COPY IS
THE BEST

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BATCH #: 362 AUTH #: 342666
AMOUNT \$177.00
APPROVED
603-226-2679
CUSTOMER COPY



Invoice

D. Dickinson Henry, Jr.
HotZero

Suite 5 2nd Floor
72 N Main St.
Concord, NH 03301

Date: #####

Invoice #: 13

Charles Levesque
INRS
37 Old Pound Road
Antrim, NH 03440

Qty	Description	Unit Price	Line Total
0.00	Mileage only for March 1 - March 8, 2017	\$ 100.00	
0.00	Travel Time	\$ 50.00	
81.00	Mileage	0.48	39.28
		Subtotal	\$ 39.28
		Sales Tax	
		Total	\$ 39.28

HotZero Unpaid Time on Hollis contract for March 1 - March 8, 2017

3/1/2017	Hollis	Hollis	Phone Calls - research	Pp prep	2.58
3/2/2017	Hollis	Hollis	Phone Calls - research	Work on pp slides	7.42
3/3/2017	Hollis	Hollis	Phone Calls - research	PP PREP	1.87
3/5/2017	Hollis	Hollis	Phone Calls - research	Final prep of PowerPoint Meeting prep slide deck	6.77
3/6/2017	Hollis	Hollis	Phone Calls - research	and narration	7.97
3/7/2017	Hollis	Hollis	Phone Calls - research		0.21
3/7/2017	Hollis	Hollis	Travel		1.33
3/7/2017	Hollis	Hollis	Meetings	Set up and meeting presentation at HSD	4.75
					32.9



Innovative Natural Resource Solutions LLC

37 Old Pound Road
Antrim, NH 03440
603-588-3272 www.inrslc.com

Invoice submitted to:

Hollis School District
Attn: Andrew Corey
4 Lund Lane
Hollis NH 03049

Invoice # HSD-2017-05

April 1, 2017

In Reference to: Hollis Schools Energy Study Consulting, supplemental contract for research on municipal lease purchase and electrical infrastructure

Professional Services

For completing consulting services related to Hollis schools energy project, supplemental contract for work related to research on municipal lease purchase and electrical infrastructure (Itemized time and expense detail attached) March 1-7, 2017

D. Dickinson Henry, Hot Zero (subcontractor)	\$ 328.00

TOTAL NOW DUE	\$ 328.00



Invoice

D. Dickinson Henry, Jr.
HotZero

Suite 5 2nd Floor
 72 N Main St.
 Concord, NH 03301

Charles Levesque
 INRS
 37 Old Pound Road
 Antrim, NH 03440

Qty	Description	Unit Price	Line Total
3.28	Electrical & Municipal Lease Purchase Contract: Consulting work for Hollis Project from Jan. 1, 2017 - Feb. 8 2017	\$ 100.00	\$ 328.00
0.00	Travel Time	\$ 50.00	
0.00	Mileage	0.48	
	This is the Separate MLP & Electrical Contract		

D. Henry Municipal Lease Purchase and Electrical work for March 1-7, 2017

3/1/2017	Hollis	Hollis	Municipal lease & electrical	Renee Pichee	1.25
3/2/2017	Hollis	Hollis	Municipal lease & electrical	Robin Pichee	1.7
3/6/2017	Hollis	Hollis	Municipal lease & electrical	Bob Kischko	0.33
					3.28

Hollis Budget Tracking

	Invoice #1 7/12/2016	Invoice #2 9/1/2016	Invoice #3 10/3/2016	Invoice #4 10/27/2016	Invoice #5 12/1/2016	Invoice #6 1/5/2017	Invoice #7 3/1/2017	Invoice #8 4/1/2017	Total To Date	Total Allocated	Total Remaining
INRS	\$5,231.90	\$1,818.20	\$2,090.19	\$4,151.20	\$2,044.98	\$518.33	\$4,944.32	\$34.21	\$20,833.33	\$62,500.00	\$0.00
Hotzero	\$9,201.00	\$2,095.00	\$5,442.50	\$11,424.50	\$8,303.50	\$2,386.00	\$2,814.17	\$0.00	\$41,666.67		
INRS/HZ Expenses	\$101.52		\$101.52	\$610.30	\$219.35	\$129.31	\$363.78	\$267.04	\$1,792.82	\$2,000.00	\$207.18
JFPCS			\$4,812.50	\$4,256.25	\$1,592.50	\$2,240.00	\$680.00	\$0.00	\$13,581.25	\$14,000.00	\$418.75
RBG			\$5,288.64	\$1,318.20	\$825.00	\$1,600.00	\$1,696.60	\$0.00	\$10,728.44	\$9,000.00	-\$1,728.44
BCS									\$0.00	\$5,000.00	\$5,000.00
Totals	\$14,534.42	\$3,913.20	\$17,735.35	\$21,760.45	\$12,985.33	\$6,873.64	\$10,498.87	\$301.25	\$88,602.51	\$92,500.00	\$3,897.49
PCM Trial									\$0.00	\$2,500.00	\$2,500.00
									Contract not to exceed	\$95,000.00	
									Remaining Budget	\$0.00	

As of 3/31/17

Category R

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.

Adoption: May 13, 2004

INVESTMENT

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative 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.

3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the school board and an independent auditor.

This investment policy shall be reviewed annually by the School Board.

Legal References:

RSA [197](#):23-a, Treasurer's Duties

RSA [383](#):22, Public Deposit Investment Pool

1st Reading: August 8, 2007

Adoption: May 21, 2008

Charter: Hollis Schools Thermal Electric Project (STEP) Implementation Committee

1. PURPOSE

The **Hollis School District (District)** is seeking improvements to the Hollis Upper Elementary School and the Hollis Primary School heat delivery and electric systems.

The **Hollis School Board's (Board)** 2016-17 Energy Study revealed that much of the current heating systems have reached or exceeded lifetime service. In addition, the school buildings lack major efficiencies which could significantly reduce operating costs while improving performance and comfort. Concluding that it would be prudent to undertake the recommendations of the Energy Study, the Board secured funding through Warrant Article 1 at the March 7, 2017 Hollis School District Annual Meeting, including:

1. Installing a propane boiler system at HUES and an air source heat pump system at HPS
2. Installing a Solar photovoltaic system on the roof of each school
3. Upgrading the electrical system at HPS
4. Repairing, upgrading, and adding new energy efficiency improvements at both schools

Attached: Energy Study recommendation and Article 1.

2. RESPONSIBILITIES

Article 1 makes the Board accountable for the implementation of the Hollis STEP. The Board is solely authorized to oversee the planning and management, to approve expenditures, and deliver the completed implementation to the public as defined in Article 1.

The Board has required the convening of a committee to act as its agent to engage in but not limited to:

1. RFP Development
2. Vendor selection recommendations
3. Day-to-day project management, operations and implementation
4. Managing project cost

3. **CHARTER**

Members of the Board, SAU 41 staff, and Hollis Budget Committee, will make up the committee's core. Paid consultants from INRS and HotZero work to advise the committee as non-voting members. Together, this collaborative group shall be referred to as the **Hollis STEP Implementation Committee** and will oversee the execution of the project. The STEP Implementation Committee is responsible for making recommendations and advising the Board on all steps necessary to fulfill the tenants of Article 1.

a. Hollis STEP Implementation Committee Lifespan:

The Committee commences work in April 2017, and expects to disband once the project is completed in the autumn of 2019.

b. Generally, the Committee is expected to perform the following on behalf of the Board:

- i. Oversight of Owner's Representative/Clerk of the Works and other contractors
- ii. Vetting of candidates for the Construction Manager position
- iii. Vetting of contracts
- iv. Oversight of project planning, design, schedule, and implementation
- v. Regular reporting to the Board on project progress and expenditures

4. **COMMITTEE STRUCTURE AND MEETINGS CADENCE**

The Hollis STEP Implementation Committee shall self-organize and select its office positions of Chair, Vice Chair and Secretary. The Committee shall meet regularly to oversee and drive project progress. Meeting minutes shall be kept and posted at an appropriate location selected by the Committee.

5. **MEMBERS**

Tammy Fareed, Hollis School Board

Michelle St. John, Hollis School Board

Andy Corey, Superintendent SAU 41

Kristen Maher, Business Administrator SAU 41

Mike Leavitt, Hollis Energy Committee, Hollis Budget Committee

Non-Voting Members:

Charlie Niebling, Owner's Representative for Hollis School District, Principle – INRS

Dick Henry, Owner's Representative for Hollis School District, Principle – HotZero

Hollis School District
 WARRANT ARTICLE 1
 As approved at District Annual Meeting
 March 7, 2017

2017 HOLLIS SCHOOL DISTRICT WARRANT
 The State of New Hampshire

To the inhabitants of the Hollis School District in the Town of Hollis in the County of Hillsborough, State of New Hampshire qualified to vote in District Affairs.

You are hereby notified to meet at the Hollis Brookline Middle School MPR in the town of Hollis on Tuesday, March 7, 2017 at 7:00 pm to act on the following subjects and, further, to meet at the Lawrence Barn Community Center on Tuesday, March 14, 2017 between the hours of 7:00 am and 7:00 pm, for the purpose of choosing district officers elected by an official ballot and other action required to be inserted on said official ballot.

Article I. To see if the school district will vote to authorize the School Board to enter into a ten year lease purchase agreement for \$2,800,000 for the purpose of financing energy conservation equipment and related improvements at Hollis Upper Elementary School and Hollis Primary School as recommended under the District Energy Study and Development Plan (the "Project"); and to raise and appropriate the sum of \$326,015 for the first year's payment on the lease purchase agreement. The lease purchase agreement will contain an escape (non-appropriation) clause. (Majority vote required). **The budget committee recommends the appropriation 6-0-0. The school board recommends the appropriation 5-0-0.**

FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	TOTAL
\$326,015	\$326,015	\$326,015	\$326,015	\$326,015	\$326,015	\$326,016	\$326,016	\$326,016	\$326,016	\$3,260,154

Hollis School District
 Energy Project Recommendations
 March 7, 2017

Hollis Schools Energy Recommendation <small>approved by Hollis</small>		
<small>School Board 1/4/2017, approved by Hollis Budget Committee 2/14/2017</small>		
	HPS	HUES
Heating	Air Source Heat Pumps, using oil backup from existing c. 2014 boiler piped to roof top air ventilation units	New Propane Boilers now, but building is ready for possible Air Source Heat Pump future installation
Building Performance	<ul style="list-style-type: none"> • Insulate shell • Reduce window area • All new windows • Heat recovery in new roof-top air ventilation units • Phase change materials • LED lighting • New control system 	<ul style="list-style-type: none"> • CO₂ demand control ventilation • Fine tune ventilation system and controls • Fix wall/roof gap in 1997 section • Phase change materials • LED lighting
Solar PV	100 kW roof mount	100 kW roof mount

The Hollis Schools Boards energy recommendation for **the Primary School:**

- a. install air source heat pumps and utilize the new existing oil boiler as peaking and backup heat through the new roof top air ventilation units designed with heat recovery.
 - b. Wrap the building from the outside with vapor permeable insulation and cladding, this will allow the walls to dry to the outside.
 - c. Reduce window area, and install all new windows. This will reduce energy demand, preserve the masonry walls and make the building much more comfortable.
 - d. Replace the current roof-top units with new heat recovery air handlers which will recycle air appropriately and conserve energy.
 - e. Install phase change materials in the ceilings of all the classrooms which will conserve energy and dampen thermal swings,
 - f. LED lighting will cut electric consumption for lighting by 50% and
 - g. a new control system will make the building much easier to manage.
 - h. Finally, rooftop installation of a 100 KW photovoltaic array will cover a large percentage of the building's electric needs.
 - i. **At the Upper Elementary School** we will replace the existing oil boilers with 2 new energy-efficient propane boilers;
 - j. install CO₂ demand control ventilation;
 - k. tune the ventilation system and controls;
 - l. insulate the roof gap in the 1997 sections of the building;
 - m. install phase change materials in each room;
 - n. replace the existing fluorescent lighting with LED lighting; and
- install another 100 KW photovoltaic array on the roof.

April 5, 2017

Motion: I move that the resolution entitled, “Resolution to Authorize Execution and Delivery of a Lease Purchase Agreement in Principal Amount of \$2,800,000 for Energy Related Improvements at District Schools,” be adopted in form presented to this meeting.

**RESOLUTION TO AUTHORIZE EXECUTION AND DELIVERY OF A LEASE
PURCHASE AGREEMENT IN PRINCIPAL AMOUNT OF \$2,800,000 FOR ENERGY
RELATED IMPROVEMENTS AT DISTRICT SCHOOLS**

WHEREAS, the Hollis School District (“Lessee”) is a political subdivision of the State of New Hampshire (the “State”) and is duly organized and existing pursuant to the Constitution and laws of the State;

WHEREAS, pursuant to applicable law, the School Board of the Lessee (“Governing Body”) is authorized to acquire and dispose of real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee;

WHEREAS, the Governing Body hereby finds and determines the execution of one or more lease-purchase agreements (“Equipment Leases”) in the principal amount not exceeding \$2,800,000.00 (“Principal Amount”) for the purpose of acquiring energy related equipment and improvements at Hollis Upper Elementary School and Hollis Primary School as recommended under the District Energy Study and Development Plan (the “Property”) and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee;

WHEREAS, a majority of the voters of the Hollis School District (the “Legislative Body”), at the Annual Meeting duly called and held on March 7, 2017, authorized the School Board to enter into the Equipment Leases;

WHEREAS, Municipal Leasing Consultants, or assignee or designee (“Lessor”) is expected to act as the Lessor under the Equipment Leases;

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Equipment Leases (“Lease Purchase Proceeds”) for such expenditures and such expenditures are not expected to exceed the Principal Amount; and

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds;

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee as follows:

Section 1. The Lessee hereby determines that it has critically evaluated the financing alternatives and that entering into the Equipment Leases with Lessor and financing the acquisition of the Property thereby in accordance with RSA 33:7-e is in the best interests of the Lessee. Such evaluation shall be available as a public record.

Section 2. The Lessee is hereby authorized to acquire and install the Property (the "Project") and is hereby authorized to finance the Project by entering into the Equipment Leases. Any action taken by the Lessee in connection therewith is hereby ratified and confirmed.

Section 3. Either one of the Superintendent of Schools or the School Board Chair (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in such form as the Authorized Representative in consultation with legal counsel may approve. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representative may approve, such approval to be conclusively evidenced by the execution and delivery thereof. All other related contracts and agreements necessary and incidental to the Equipment Leases are hereby authorized.

Section 4. The Authorized Representative and other proper officials of Lessee, acting singly, are authorized and empowered in its name and on its behalf to do or cause to do all such other acts and things as may be necessary or desirable in order to effect the execution and delivery of the Equipment Leases and in accordance herewith and any such prior action by them is hereby ratified and confirmed.

Section 5. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 6. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by Lessee's Legislative Body as set forth in each Equipment Lease and the Lessee's obligations under the Equipment Leases shall not constitute general obligations of the Lessee under the laws of the State.

Section 7. It is hereby determined that the purpose of the Project is an object or purpose permitted under the laws governing the Lessee.

Section 8. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds, not to exceed \$2,800,000, to reimburse its general fund for Property expenditures made prior to execution and delivery of the Equipment Leases. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

Section 9. As to each Equipment Lease, the Lessee reasonably anticipates to issue not more than \$10,000,000 of tax-exempt obligations (other than “private activity bonds” which are not “qualified 501(c)(3) bonds”) during the calendar year in which each such Equipment Lease is issued, and an Authorized Representative may designate each Equipment Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended (the “Code”).

Section 10. The Authorized Representative is further authorized to covenant on behalf of the Lessee that no part of the Lease Purchase Proceeds shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause the Equipment Leases to be “arbitrage bonds” or “private activity bonds” within the meaning of Sections 148 and 141 of the Code and to covenant on behalf of the Lessee to file any information report and pay any rebate due to the United States in connection with the issuance of the Equipment Leases, and take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the Equipment Leases authorized by this resolution as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Code.

Section 11. The Authorized Representative and other appropriate officials of the Lessee, acting singly, are authorized to execute and deliver on behalf of the Lessee such security agreements, UCC-1 financing statements, fixture filings, and other documents and certificates as may be required in connection with the Equipment Leases.

Section 12. The Authorized Representative in consultation with bond counsel is authorized to implement written procedures with respect to the Equipment Leases for the purpose of: (i) ensuring timely “remedial action” for any portion of the Equipment Leases that may become “non-qualified bonds,” as those terms are defined in the Code and regulations thereunder; and (ii) monitoring Lessee’s compliance following the execution and delivery of the Equipment Leases with the arbitrage, yield restriction and rebate requirements of the Code and regulations thereunder

Section 13. This Resolution shall take effect immediately upon its adoption and approval.

Section 14. The School Board Clerk shall file an attested copy of this Resolution with the minutes of this meeting.

A true copy as adopted by the School Board, attest:

School Board

HOLLIS SCHOOL BOARD POLICY COMMITTEE

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: March 27, 2017

The HSB Policy Committee makes the following recommendations for the April 5, 2017 School Board meeting:

Present for a Second Reading with major changes:

1. EBBB: Accident Reports

Present for a First Reading with no changes:

1. EEAE: School Bus Safety Program
2. IHAK: Character and Citizenship Education

Present for a First Reading with minor changes:

1. IIB: Class Size

Present for a First Reading with major changes:

1. JICL: (Replaces EGA) School District Internet Access for Students
2. FA: Facilities Development Objectives
3. JRA: Student Records and Access
4. IHBG: Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils

Present for a First Reading as a new policy:

1. GBEF: School District Internet Access for Staff
2. ILD: Student Surveys and Marketing Information
3. JLCJ: Concussion and Head Injuries

Category P

See also [EBBC](#) and [JLCE](#)

ACCIDENT REPORTS

Student Accidents

In case of an accident involving a student that could result in student injury, the district employee, volunteer, or others subject to district policies, must immediately notify the school nurse and/or building administrators or their designee.

The procedures for accident response and notification are to be reviewed each September by building administrators with the staffs at each school.

All accidents judged to be other than minor require an accident report to be filed with the Principal within 24 hours of the accident.

Staff Accidents

In case of an accident involving a staff member that could result in injury, the staff member must immediately notify the school nurse and/or building administrators or their designee.

The procedures for accident response and notification are to be reviewed each September by building administrators with the staffs at each school.

In the case of employee accident resulting in a medical referral by the school nurse, district administration, the SAU or if the employee chooses to seek medical attention, individuals must obtain medical clearance prior to returning to work.

~~In case of accident, the teacher to whom the student is assigned staff member who witnessed the accident must fill out an accident form the day of any accident involving the student.~~

~~The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.~~

~~All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal within 24 hours of the incident. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office and one copy to the Hollis School District's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.~~

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: October 5, 2016

2nd Reading: April 5, 2017

Category P

See also [EEA](#) and [JICC](#)

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.

The Hollis School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Legal Reference:

RSA [189:6a](#), School Bus Safety

RSA [200:40](#), Emergency Care

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

First Reading: April 5, 2017

*Category P***CHARACTER AND CITIZENSHIP EDUCATION**

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. Each individual has dignity and worth.
2. A free society requires respect for persons, property, and principles, and for self.
3. Each individual has a right to learn and freedom to achieve.
4. Each individual, regardless of race, creed, color, sex, ethnic background, or economic status, has the right to equal opportunity.
5. Each individual has the right to personal liberties.
6. Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate
7. Each individual has a responsibility to the group as well as to the total society.
8. A democratic government is established by majority vote.
9. Democratic societies are based on law.
10. Problems are solved through reason and orderly processes.
11. An individual should be tolerant of another's beliefs and should have freedom to express his/her own.
12. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-6 program.

Legal Reference:

RSA [186:13, II, Americanization](#)

NH Code of Administrative Rules, Section Ed. [306:04 \(a\) \(5\), Policy Development](#)

1st Reading: October 20, 2005

2nd Reading: February 14, 2006

Adoption: March 9, 2006

First Reading: April 5, 2017

*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.

no

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

The following guidelines should be utilized for class size:

K-1 no more than 18 students per class (NHDOE Target: 20; Max 25 per DOE 306.17)

2-3 no more than 20 students per class (NHDOE Target: 2nd Gr: 20; Max 25; 3rd Gr. 25; Max 30 per DOE 306.17)

4-6 no more than 23 students per class (NHDOE Target: 25; Max 30 per DOE 306.17)

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.

Legal References:

N.H. Code of Administrative Rules, Section Ed 306.17, Class Size

First Reading: 11/14/12

Second Reading: 12/12/12

Third Reading: waived

Adopted: 12/12/12

1st Reading: April 5, 2017

Category: Priority/Required by Law

See also EHAA, GBEF

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive training, lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for the purposes related to their educational duties. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. SAU 41 has installed technology to block access to those sites that are known to be counter-productive to the educational use of the Internet. The Superintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to such sites and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish social media and acceptable use administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of SAU #41 technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

This policy is referenced in all student handbooks. Each student and his/her Parent/Guardian shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Personally Owned Internet Devices in School

Students and staff members may bring their personal internet devices to school for appropriate educational uses. These devices must be registered and approved at the school level, must access the internet through our district computer network, and those wishing to bring personal internet devices must attend required training and obtain proper permissions. Not all devices will be permitted for use at school, and any misuse of internet devices may result in a suspension of internet access and/or personal internet device usage at school. Each school will develop and publish a list of approved devices for use in the school setting. The School District Superintendent will establish proper guidelines and protocols for the use of personally owned internet devices at school.

Student Email Accounts and Network Storage

Additionally, there will be email access available to students on the district computer network. This privilege will afford access to a school district email account that will be operational only within the SAU-41 domain (@sau41.org). In order to receive a school district email account, the parent/guardian and the student will be required to sign the permission slip for their grade level.

Legal References:

RSA [194](#):3-d, School District Computer Networks

47 U.S.C. §254, Requirements for Certain Schools - Internet Safety

20 U.S.C. §6777, Enhancing Education through Technology - Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix I & II

First Reading: April 5, 2017

*Category O***FACILITIES DEVELOPMENT OBJECTIVES**

As the Hollis School Board seeks to incorporate the most appropriate and cost-effective risk management techniques for loss prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

The Board aims specifically toward:

1. Facilities, including buildings, grounds, and playing fields, that will accommodate organization and instructional patterns that support the goals of the Hollis School District.
2. Meeting all safety requirements.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.
4. Building design, construction, and renovation that provide low maintenance costs and the conservation of energy.
5. Responsible stewardship of the District's property at 4 Lund Lane (currently leased to SAU 41 for administrative offices). This includes annual reviews of regular maintenance and long-term capital improvement requirements; regular evaluation of appropriate property usage; and, five-year reviews of comparable rental rates in the region.
6. Facilities that will also lend themselves to utilization by the community in ways consistent with the overall goals of the Hollis School district.
7. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.

The Hollis School Board will implement a capital improvements program showing population projections, needs for capital projects, and cost-benefit considerations. Use of a community-based advisory committee is encouraged to assist in the creation and review of this program.

Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community.

Construction plans, requests for bond money, and all other documents required to begin and/or complete needed school construction projects will be submitted to the appropriate local and state agencies in a timely manner.

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

First Reading: April 5, 2017

Category R

See also GBJ and EHB

STUDENT RECORDS AND ACCESS

The Superintendent or his/her designee shall develop such procedures and notifications as are necessary to comply with the federal Family Educational and Privacy Act (FERPA) and other applicable statutes governing student records, including but not limited to RSA 91-A:5.

The Principal of each school will be the custodian of all student records for that school.

Students and parents will have access to their school records consistent with FERPA and State law. The District will provide parents and adult students with annual notification of their rights under FERPA.

Directory Information

The School District designates the following student information as directory information:

- Name,
- Student address,
- Parent name and email address,
- Telephone,
- Participation and grade level of students in recognized activities and sports,
- Height and weight of student athletes,
- Years of attendance in the school district,
- Honors and awards received, and
- Videos and photographs of student participation in school activities open to the public.

The School District may disclose directory information if it has provided notice to parents and adult students and has not received timely written notice refusing permission to designate such information as directory information. Parents who do not want the School District to disclose the information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment whichever is later.

Directory information will not be distributed for commercial use and/or solicitation of students and families except when necessary to fulfill district contracts with vendors and organizations providing student services such as the yearbook, class photography, etc., and the PTA to compile a student directory.

Additionally, the district will notify parents annually of the district's policy (ILD) on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Inspection of Records

To exercise their right to inspect and review educational records, parents and eligible students shall address a request to do so in writing to the principal or his/her designee in the school where the student attends or has last attended. Such request must identify the records to be inspected. Such inspection and review shall take place during regular school hours; or if during vacation periods, at reasonable times not including weekends or

holidays within **14 (fourteen)** days of the request for records. In accord with 91-A:5, student records are exempt from disclosure under the Right to Know law, and access to records will be provided consistent with FERPA and State Law.

COPIES OF RECORDS. Requested Copies will be provided at a cost of fifteen cents (\$.15) per page. The principal or his/her designee in the school where the student attends shall make a written list identifying the records of which copies have been provided, with dates, as well as the person to whom supplied, and shall place such list in the student's file. Financial hardship or ability to review records will be consideration for fee waiver upon request.

Notification of Rights

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations.

Requests for Student Records From the School Board

Requests for access to student records must come from the Board Chair and must have been voted upon by the Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest as defined in the District's annual FERPA notification. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

Health or Safety Emergencies

In accordance with federal regulations, the District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Law Enforcement and Reporting Agencies

The Board hereby designates its School Resource offices and the Hollis Police Department as the School District law enforcement unit. *Legal Reference*

RSA [91-A:5](#), Access to Public Records

Public Law 90-247, Family Educational Right to Privacy Act of 1974

RSA 189:66.IV

1st Reading: April 5, 2017

Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils

Parents who are residents of the District wishing to home educate their child(ren) shall conform to all applicable laws and rules of the State Board of Education regarding home education. Pupils with home education programs, charter school and nonpublic school programs may attend curricular activities at school subject to available space. Additionally, a request for a child being educated at home to participate in part of the Hollis-Brookline Cooperative School District academic program and/or to participate in co-curricular activities will be determined on a case-by-case basis. All requests must be submitted in writing to the Superintendent of Schools.

A. DEFINITIONS

- a. "Home schooler" shall mean a child as defined in RSA 193-A who is a resident of Hollis or Brookline and who is a participant in a bonafide home education program pursuant to RSA 193-A. "Home schooler" shall not include any pupil who has graduated from a high school level program of home education, or its equivalent, or has attained the age of 21.
- b. "Parent" shall mean the parent, guardian, or person having legal custody of a child.
- c. "Applicable school" shall mean the Hollis Brookline Cooperative School District which the home schooler, non-public school, or charter school student would be attending but for his or her participation in a home education program, non-public school or NH charter school.
- d. "Applicable principal" shall mean the principal of the applicable school or his/her designee.
- e. "Educational program" shall mean a course, class, co-curricular activity, field trip, use of the information center, or other program or resource offered by or sponsored by the Hollis Brookline Cooperative School District.
- f. "District" shall mean the Hollis Brookline Cooperative School District.
- g. "Town" shall mean the Town of Brookline or Hollis where a home schooler resides.
- h. "Board" shall mean the School Board for the Hollis Brookline Cooperative School District.
- i. "Superintendent" shall mean the Superintendent of SAU 41 or designee.
- j. "Extracurricular" shall mean activities or clubs organized in the Hollis Brookline Cooperative School District that occur outside normal school hours.
- k. "Co-curricular" shall mean activities or clubs organized in the Hollis Brookline Cooperative School District, which occur during normal school hours. "Co-curricular" shall include those activities which are designed to supplement and enrich regular academic programs of study, provide opportunities for social development, and encourage participation in clubs, athletics, performing groups, and service to school and community consistent with RSA **Section 193:1-c**
- l. Non-public school students shall mean students who have been enrolled in a private educational program that is not home educated and is not approved by the NH Department of Education as a public, charter or special education approved program.

m. Charter School students means a student who has enrolled in an approved NH Charter public school.

l. "Interscholastic activities" shall mean the competitive athletic teams organized at the Hollis Brookline Cooperative Middle and or Hollis Brookline Cooperative High School under the auspices of the New Hampshire Interscholastic Athletic Association and shall also be deemed to include the school sponsored clubs and other competitive activities which have games or contests with other schools not within the SAU 41 schools.

B. REQUEST FOR PARTICIPATION

a. All requests by a home schooler, charter or non-public school students to participate in an educational program or co-curricular activities shall be made in writing by the parent to the Superintendent of Schools or designee outlining the extent of the request to participate.

b. The student shall be permitted to participate in the registered activity based upon the same criteria that applies to all enrolled students.

C. WAIVERS, PERMISSION, NOTICE AND RESPONSIBILITY

a. All home schoolers, non-public, and charter schools participating in an educational program, co-curricular extra-curricular or interscholastic activities must follow all applicable rules, policies and procedures, specifically including requirements of immunization. During his or her period of participation in school activities, each home schooler shall abide by all rules of the school as the rules pertain to all students; and the parents of the home schooler shall execute standard waivers and permissions and shall be subject to the rules, regulations and notices as are in effect for all children and parents. Parents and students must complete all required enrollment and registration paperwork.

b. The District shall cause, at the request of a parent, the parent to be placed on the mailing list for any applicable school to receive such notices as are ordinarily distributed either by the mail, email or through students.

c. The District shall not be responsible for providing transportation for any home schooler, non-public school, and charter school student unless such can be done at no additional cost to the District and without undue administrative burden to the Hollis Brookline Cooperative School District.

d. The School District shall not be responsible to investigate or to notify the parent in the event that a home schooler, non-public school student or charter school student does not attend an educational program. It is the responsibility of the parents of the home schooler to assure the attendance of the home schooler at an educational program. The District is not responsible for the consequences, direct or indirect, of any failure to attend or participate in an educational program.

D. DISCIPLINE AND TERMINATION

a. Home schoolers, charter school students and non-public school students participating in educational programs shall be subject to the same standards and code of conduct as any other participant in programs of the District. The District reserves the right to terminate the participation of a home schooler, charter school or non-public school program student in educational programs at any time for the reasons set forth below. An appeal by a parent under this paragraph shall be handled consistent with the district's code of conduct. As in that matter, the decision of the Hollis Brookline Cooperative School Board shall be final.

b. Failure of the home schooler, non-public school, or charter school student to abide by all applicable rules and regulations, including all rules of student conduct.

- c. Failure of the home schooler, non-public school, or charter school student to participate in scheduled activities, or violation of the District's attendance policy.
- d. Failure of the home schooler, non-public school, or charter school student to progress academically or to put forth reasonable effort in an academic program.
- e. Failure of a home schooler, non-public school, or charter school student or parent to abide by the procedures set forth herein.
- f. If the participation of a home schooler, non-public school, or charter school student has significant detrimental impact on, or is disruptive to, other students.
- g. Such other reason deemed sufficient by the Superintendent as occurs in the course of the home schooler, non-public school, or charter school student's participation.
- h. It is understood that the enrolled student must comply with all State of New Hampshire laws, and all District policies.

E. SPECIAL RULES FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES & EXTRA-CURRICULAR and INTERSCHOLASTIC ACTIVITIES

The following rules shall apply to a home schooler, non-public school, or charter school student's request to participate in a co-curricular activity:

- a. A home schooler, non-public school, or charter school student requesting to participate in a co-curricular activity or interscholastic activity shall be subject to the same standards of eligibility as a student in the District who wishes to participate, including health requirements, the requirements of physical examinations, and standards of ability as set by the applicable coach/advisor, or other District agent or official.
- b. A home schooler, non-public school, or charter school student shall be permitted to participate in any co-curricular/extra-curricular or interscholastic activity held on a school day, including practice or training after verifying written attendance in their educational program. The appropriate coach or advisor shall not permit a student to participate unless this requirement is met. If the co-curricular activity is during the academic day or prior to the completion of education program of that day, the attendance must be certified for the previous instructional day. In the case of home education programs, the parent may serve as the attendance provider and supply written verification of attendance.
- c. A home schooler, non-public school, or charter school student shall be permitted to participate in interscholastic, co-curricular/extra-curricular activity only after the Superintendent or designee is provided with sufficient proof that the student has been and continues to make appropriate achievement in the home educational program. Documentation must be provided to the District by the parent directly. The Superintendent or designee shall determine and be the sole judge of what constitutes reasonable and acceptable proof of academic progress.

F. SPECIFIC MATTERS

- a. Request for participation in specific academic programs shall generally be granted unless there is no regularly scheduled time for that activity.

b. The Superintendent or designee, in his/her sole discretion, shall determine placement within any academic program. (For example, a student would ordinarily not be allowed to participate in Spanish III until it is established that he/she has demonstrated sufficient proficiency in the Spanish language to do so.)

The Superintendent or designee may request evidence of completion of course proficiency and prior to enrolling in courses with prerequisite skills. The school district is not responsible for completing additional assessment to make this determination other than assessments completed for all students.

c. The decision of a coach/advisor or other school official as to whether or not a home schooler, charter school student or non-public school student program is entitled to participate in a co-curricular/extra-curricular activity based upon ability or any other factor that the coach or other advisor deems appropriate for any participant shall be final and not subject to appeal.

d. Requests for counseling, psychological services, guidance services, including career and college counseling, and the like shall generally be denied except when identified as part of FAPE for a charter school student.

e. Requests for physical therapy, occupational therapy, speech therapy and other specialized and/or individualized programs shall be denied except when identified as part of FAPE for a charter school student.

f. Requests to participate in interscholastic activities, intramural sports and games, and/or other co-curricular activities shall generally be granted. In activities where the number of interested students is greater than available positions, home-schooled, non-public school, or charter school student students shall be eligible to try out for a position.

g. Requests for participation in activities, which are purely social, such as school dances, will be determined in accordance with the school's guest policies or practices.

h. Requests for field trip attendance shall be determined based upon the student's participation in the curricular material connected with the field trip. Additionally, the District shall bear no cost for the child's attendance on such a trip consistent with all students.

G. ACCESS TO CURRICULUM

a. Subject to availability, the Hollis Brookline Cooperative School District will provide access to curricular materials used by the District and will develop procedures regarding the home education student's ability to borrow such materials.

b. Access to individual teacher materials will not be granted.

c. The District will make available, at cost, the purchase of Curricular Consumable materials if available.

d. Charter School students who wish to enroll in one of the available Career Technical Education (CTE) programs available through the program of studies will be eligible to participate with the tuition being the responsibility of the District consistent with RSA 188-E:6. The Hollis Brookline Cooperative School District shall be responsible for funding the transportation costs.

H. ASSESSMENT

a. Parents who wish for their student to participate in Districtwide assessment, not limited to, but including Smarter Balance must notify the District of their intent no later than September 15th of the school year or thirty days following enrollment whichever is later.

Statutory & Regulatory References:

RSA 193:1-C

RSA 188-E6, :8

First Reading: April 5, 2017

Category: Priority/Required by Law

See also EHAA, [JICL](#)

SCHOOL DISTRICT INTERNET ACCESS FOR STAFF

The Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for purposes related to their professional and educational duties. Staffs are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish social media and acceptable use administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of SAU #41 technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Any Association postings via email have to be authorized or originated by the Association president or other authorized person. All materials placed in email by the Association shall bear the name of the Association. A copy of the posting shall be provided to the building principal.

Legal References:

RSA [194](#):3-d, School District Computer Networks

47 U.S.C. §254, Requirements for Certain Schools - Internet Safety

20 U.S.C. §6777, Enhancing Education through Technology - Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix III

First Reading: April 5, 2017

EDUCATIONAL QUESTIONNAIRES, SURVEYS, AND RESEARCH***Category R*****Protection of Pupil Rights Amendment**

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and/or is funded in whole or in part by any program administered by State and Federal agencies, including the U.S. Department of Education, without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Other information that the Board determines is an inquiry relating to private practices, behavior, and/or actions within a student's home.

School District Approval

No third party surveys (Survey is any organized gathering of data or information intended for analysis and aggregation) will be administered without the prior approval of the School Board and Superintendent or his/her designee. Any survey created by a third party, defined as any organization and entity not directly employed by the Brookline School District or directly under the control of the Local Education Authority or funded, in whole or in part, by the State or U.S. Department of Education, that includes any of the nine categories listed above shall be subject to parental notification.

Parental Notification

Parents will be notified when the school intends on issuing a third party survey. Notice will be given as early as possible but no less than ten (10) business days prior to administration of the survey. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the School Administrative Office.

Parents/guardians will have the right to deny permission for their child to participate in the taking of the survey. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy.

School District Use of Data

Administrators, teachers, other staff members and the School Board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject that will be aggregated and/or shared outside of the school district. These are examples of surveys and not intended to be an all-inclusive listing. School Board approval is required for administration of surveys. Responses will not be used in any identifying manner or shared with an outside agencies or authorities, except as required by law.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board.

Any information or data obtained through survey that is aggregated and shared outside of the school district shall be noticed and available to parents prior to dissemination.

Surveys Requesting Sexual Information

No questionnaire or survey requesting sexual information will be administered to any student in the district unless required by federal or state law or regulation. In such circumstances as these, parents shall be notified of the intent and purpose of this survey and a copy of the specific questions to be asked will be provided in a period of no less than ten (10) working days prior to the issuance of the survey. Parents may refuse to allow their student to participate.

Use of Student Personal Information for Marketing Purposes

The District does not collect, use or disseminate personal information about students for marketing or commercial purposes.

This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions (including but not limited to tests and assessments, digital materials used for instruction, sale by students of products or services to raise funds for school-related purposes, student recognition programs and student book clubs or student magazines).

Protection of Student Privacy

The Superintendent shall be responsible for ensuring that appropriate measures are taken to ensure that student privacy is protected when surveys are administered or personal information about a student is collected, disclosed or used for marketing purposes.

Legal References:

*20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
Appendix ILD-R*

First Reading: April 5, 2017

CONCUSSIONS AND HEAD INJURIES

Category: Recommended

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. In order to ensure the safety of all District students, this policy will apply to all school events or while under the care and supervision of school staff.

Administrative Responsibilities: The Superintendent or designee will keep abreast of changes in standards regarding concussions, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

Protocol for Return To Play and School Activity

No district student shall participate in any school recreational activity the same day he or she is injured and:

1. Exhibits signs, symptoms or behaviors attributable to a concussion; or
2. Has been diagnosed with a concussion.

No district student shall return to participate in any school recreational activity on the days after he/she experiences a concussion unless all of the following conditions have been met:

1. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion, at rest or with exertion;
2. The student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
3. The student receives a written medical release from a licensed health care provider.

The District may limit a student's participation to "Graduated Return to Play" standards and protocol, as determined by the student's treating health care provider.

Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher

believes may be related to the concussion. The school nurse will notify the student's parents. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

Additional Resources:

<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>

<http://www.bianh.org/concussion.asp>

First Reading: April 5, 2017

**Hollis School District Calendar
2017-2018 Draft**
Before Labor Day Start

AUGUST (1 day)

M	T	W	TH	F	
					All staff return on Aug. 28
X	X	X	31		Student's First Day - Aug. 31

SEPTEMBER (20 days)

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

OCTOBER (21 days)

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

NOVEMBER (17 days)

M	T	W	TH	F	
		1	2	3	Nov 9 - Professional Day
6	7	8	X	XX	Nov. 10 - No School Veteran's Day
13	14	15	16	17	Nov. 22 - Teacher Professional Day
20	21	X	XX	XX	Nov. 23 - 24 Thanksgiving Recess
27	28	29	30		

DECEMBER (16 days)

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

JANUARY (21 days)

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

FEBRUARY (17 days)

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

MARCH (20 days)

M	T	W	TH	F	
			XX	XX	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

APRIL (16 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
XX	XX	XX	XX	XX	Apr. 23 - Apr. 27 Spring Vac.
30					

MAY (22 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
XX	29	30	31		May 28 - Memorial Day

JUNE (*7 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	June 8 - Last Day of Preschool
11	12	13	14	15	
18	19	20	21	22	*June 18- Last Day of School
25	26	27	28	29	*June 21 - 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

Dismissal:

HPS Carpool @ 2:55, Busses @ 3:05
HUES: Carpool @ 3:02, Busses @ 3:12

Marks Close:

Trimester 1:

Trimester 2:

Trimester 3:

Report Cards Issued: