

Brookline School Board
Tuesday, September 26, 2017
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:10 Public Input
- 6:15 Principal's report
 - Annual goals presentation
- 7:00 Discussion
Fiscal Year 2019 – preliminary budget discussions
- 7:15 **Deliberations**
 - To see what action the Board will take regarding Policy EFAA – Meal Payment Policy – second reading
 - To see what action the Board will take regarding Policy ACA – Freedom from Sexual Harassment - second reading
- 7:30 Approval of minutes – August meeting
- 7:35 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 7:55 Motion to adjourn

Brookline School Administrator's Report

September 26, 2017

Calendar, Events, Programs

September 1st - RMMS Flag Pole Ceremony September 4th - School Closed (Labor Day) September 7th - RMMS Open House September 13th - Instrument Petting Zoo September 13th - RMMS visit from BP Library September 21st - Gr.2 Conservation Field Trip September 27th - CSDA Open House September 27th - School Picture Day September 28th - SAU-41 5K Road Race	October 2nd - RMMS Reading Night October 4th - Grade 6 FT (Miller St. Park) October 9th - School Closed (Columbus) October 12th - Ice Cream Social October 13th - Progress Reports October 24th - Grade 4 FT (NH State House) October 24th - School Board Meeting
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Brookline Administrator's Report

BSD:

- Annual School Goals Presentation
- FY 19 Budget Update
- PGM Update
- Assessment Update
- Enrichment Programming
- Open House Update
- Parent Conferences Update

RMMS:

- Morning Recess Update
- Positive Behavior Program - Blue Jay Feather

CSDA:

- BYOD Program Update
- POG Project Update

BSD Enrollment Summary

Pre 3	Pre 4	K	1	2	3	4	5	6
18	19	73	77	67	78	78	72	68
Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size	Class Size
8, 10	11, 8	18,19,19 Full (55)	15,15,15, 16,16	22, 22, 23	18, 20, 20, 20	19,19, 20, 20	17,18, 18,19	21 , 23, 24
18	19	17 - Half						

RMMS: 332

CSDA: 218

Brookline School District

September School Board Meeting:
September 26th, 2017

District SMART Goals & School
Opening, 2017-2018

Presentation Overview

- New Staff!
- Mission/Vision Statement
- Theme for 2017-2018
- 17-18 SMART Goals
- Looking Ahead ...
- Grade Level Configurations / Class Sizes
- Facility / Security Upgrades
- Budgetary Objectives for FY19

BSD New Staff!

RMMS: ____

- Lisa Manzo - Prek
- Shawna Cutler - PreK
- Nicole Machado - K
- Karen Oppelaar -CM Gr.2
- Karen Laplante - Reading
- Colleen Ciccariello - Speech
- Amanda Coffey - STEP
- Jeannine Phalon - para
- Suzanne Randlett - para

CSDA:

- Lauren Melia -- Reading
- Shelley Kosek -- Grade 4
- Lynn Angove -- SPED Para.
- Chris Spader -- RTI Para.

Brookline School District:
Charting a Pathway for All Learners

Mission

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

Vision Statement

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

BSD Theme for 2017-2018:



Brookline SMART Goals [DRAFT]:

- District-wide
- 3 Focus Areas
 - Increased Academic Achievement for All Students, with Emphasis on High Achievers at RMMS, and Lower-Performing Students at CSDA.
 - Introduction of Problem-Based Learning.
 - Begin to develop a formalized program to promote greater Socio-emotional Learning.

Academic Goal

SMART Goal > The BSD will further support students at the performance margins such that:

85% of students in the Brookline School District will maintain or improve performance by one level as demonstrated on the Smarter Balanced Assessment. In addition, there will be added emphasis on improving achievement for students who have scored outside of the proficient range.

Action Steps:

- Development of common summative and formative assessments in collaboration with our SAU 41 grade level counterparts.
- Increase opportunities for personalized learning supports and extensions.
- Informed instruction based on PLC data analysis and collaboration (SBAC, NWEA, other measures).
- Expand CSI, and safeguard RTI processes.
- Canis Lupus & Cyanocitta Cristata
- Revise and align district curriculum; horizontally and vertically
- Title 1 support and related services supports

Current Work on Academic Goal

- Full Program Implementation: Read 180, System 44, SKILLS, TLA, enVision math 2.0.
- Increased attention to ‘the workshop model’ in both ELA and mathematics.
- Increased academic performance through integration of the 4-Cs, STEM, and Problem-based learning into everyday learning activities.
- Professional development on research-based best instructional and differentiated practices.
- Maintain class sizes optimal for student learning.

Problem-Based Learning Goal

SMART Goal:

During the the 2017-2018 school year, the goal will be to implement at least one problem-based learning task into the classroom over the course of the year, as evidenced by any of the following: Rubrics, lesson plans, actual student products, videos, and photographs. The focus of these lessons will encompass components of content-specific skills, STEM, and the 4C's.

Action Steps:

- Development of common science and social studies units based on new district curriculum standards.
- Integrate the 4 C's in all areas.
- Continue whole school and family STEM activities.
- PBL professional development and related book study.
- SAU-41 Grade Level PLC Teams

Current Work PBL Goal

- Science and Social Studies Resources Inventory, Budget Allocations, and Curriculum Review (Integrate PBL)
- Grade level and multi-grade level inquiry based lessons.
- SAU-41 Professional Collaboration and Training Teams

Socio-Emotional Learning Goal

SMART Goal:

During the 2017-2018 school year, we will continue to expand our building level supports and capacities to students related to social and emotional learning where 95% of our students are on-time and in attendance at school, habitually truant students are reduced by 50%, and where behavior referrals are reduced by 20%.

Action Steps:

- Participate in NHDOE and SAU-41 SEL Audit and Action Teams
- Form School and BSD SEL committees
- Create school-wide Character Development Programs
- Promote healthy lifestyles, diet, and physical activity
- Regular Analysis of Attendance, Truancy, and Behavioral data
- Provide SEL PD for Staff
- Create Advisory Programs

Current Work on SEL Goal

- School Counselor Weekly Lessons
- Monthly Student Recognition Assemblies and other recognition/celebration programs
- School Climate/Spirit Projects
- Student Code of Conduct / Behavior Matrix
- Pro-social Messaging and Displays
- RMMS Behavior Committee / CSDA-CSI
- BSD Portrait of a Graduate Project

Looking Ahead ...

RMMS: _____

- School of the Future
- Grade 2 Google Classroom

CSDA:

- Implement SEL Program in Conjunction with POG Project
- Developing new teaming models

District-wide:

- Move to Trimester Marking Terms
- Online Grade Reporting

Teams & Class Size ...

- Pre-K - 2 Classes at 15-16
- Kindergarten - 4 Classes at 17-19
- Grade 1 - 5 Classes at 15-16
- Grade 2 - 3 Classes at 22-23
- Grade 3 - 4 Classes at 19-20
- Grade 4 - 4 Classes at 19-20
- Grade 5 - 4 Classes at 17-19
- Grade 6 - 3 Classes at 21-24

Facility and Security Upgrades

CSDA:

- Erosion Control Project
- Gym Floor Resurfacing
- Gym Projection Screen
- Playground mulch/pea stone
- Painting Projects
- Exterior Security Cameras
- Pavement Sealing/Lining
- Pruning / Landscaping

RMMS:

- Water Stations
- Filtration System
- Tree cutting
- Trim work
- Entrance Way Rugs
- Classroom Painting
- Hallway Painting
- Learning Commons
- Playground rubber mulch

Budgetary Objectives for FY19

- **Maintaining Optimal Class Sizes:** - Goal 1 of Strategic Plan
 - Additional classroom teacher (Grade 6)
 - Additional classroom teacher (Grade 2)
 - Increase 0.5 kindergarten teacher to 1.0
 - 0.5 Math Interventionist -RMMS
- **District Wide:**
 - Teacher Contract
 - Extend Science Specialist to 1.0 FTE
 - Review and analyze STEP Program as students age
 - Restore Curriculum Administrator Position

Category R

BROOKLINE SCHOOL DISTRICT
SCHOOL LUNCH MEAL PAYMENT POLICY

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

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

Free and Reduced Meals.

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

Pre-payment is required for all student purchases.

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

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

Negative Balances

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

Parents will be notified when a student's meal account balance falls below \$10.00, and again if the balance falls below zero. Parents will be asked to pay the account in full immediately.

When forwarding notices to parents regarding low or negative balances, staff are to assure that the communications are discreet, and confidential.

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

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

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

Communication

This policy shall be communicated to:

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

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

Policy ACA - FREEDOM FROM SEXUAL HARASSMENT

POLICY:

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

PROCEDURE:

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

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

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

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

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

Sanctions:

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

Appeal Board

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

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

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

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

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

Director of Student Services or his/her designee

SAU #41

4 Lund Lane; Hollis, NH 03049

(603) 324-5999

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

Superintendent of Schools

SAU #41

4 Lund Lane

Hollis, NH 03049 (465-7118)

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

Adopted: November 23, 2004

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