

Hollis Brookline Cooperative School Board

Wednesday, January 17, 2018

Hollis Brookline Middle School Library

5:30

All times are estimates and subject to change without notice

5:30 Non-Meeting to discuss contract negotiations

The public session will begin at the conclusion of the non-meeting

6:00 Call to Order

6:10 Appointment of a process observer

Agenda adjustments

Approve meeting minutes

Nomination/Resignations/Correspondence

6:25 Public Input

6:30 Principal's Report

➤ Principal Thompson

➤ Principal Barnes

➤ Student Board Representative – Mary Martin

6:50 Discussion

➤ Facilities update

➤ Revenue and Expense update

➤ Hollis Brookline Coop - HESSA contract update

7:30 Deliberations

➤ **To see what action the Board will take regarding the Hollis Brookline Cooperative support staff tentative agreement**

➤ **To see what action the Board will take regarding the recommendation from the Facilities Committee**

➤ **To see what action the Board will take regarding the nomination of a Coop Board member to the SAU Study Committee**

➤ **To see what action the Board will take regarding policy KHB, Advertising in the Schools, First Reading**

➤ **To see what action the Board will take regarding policy BEDB, Agenda Preparation and Dissemination, Second Reading**

➤ **To see what action the Board will take regarding policy BEDG, Minutes, Second Reading**

➤ **To see what action the Board will take regarding policy BEDG-R, Access to Minutes and Public Records, Second Reading**

➤ **To see what action the Board will take regarding policy IGE, Parental Objections to Specific Course Material, Second Reading**

➤ **To see what action the Board will take regarding policy JICFA, Hazing, Second Reading**

➤ **To see what action the Board will take regarding IHAM, Health Education, First Reading**

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

8:45 Motion to Adjourn

To: Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Principal's Report
Date: January 17, 2018 Board Meeting



Hollis Police November Fundraiser- During the month of November The Hollis Police Department participated in No Shave November or Movember. The Hollis Police Department relaxed its facial hair policy for a charitable cause. Officers were allowed to wear professional facial hair for the month of November and in return help raise money for a charitable cause or organization. This year the Hollis Police chose the Washington, D.C. Scholarship Fund as its charity. On December 20th HBMS was presented with a check for \$2,591 dollars. Thank you to the Hollis Police Department for partnering with HBMS to ensure that every child who wants to the D.C. trip is able to.

REDBIRD Math Intervention- Under the leadership of Dot Ball and Gina Bergskaug, HBMS is implementing an intervention program for non-identified students in mathematics using the REDBIRD math program. REDBIRD math is a program developed by Stanford University. It personalizes the program based on student needs. Students are required to commit 1 hour/week to using the program. They can complete the requirement at home, during skills or after school on Thursdays when the math specialist is available to help with the program and/or to reteach basic skills.

Coaches vs. Cancer- On January 8th the HBMS Girls' and Boys' Basketball Team held a fundraising event for the American Cancer Society. The event included games, raffles and food. A "Hope Wall" was created in honor of friends and family who have battled cancer. The event ended up raising \$2,300 for the American Cancer Society. The American Cancer Society will be in attendance at the HBMS Winter Sports Recognition Night for us to present them with a check. Thank you to parents Heidi Laborde and Joelle Ford for organizing this great event.

Wrestling for Change- On January 25th HMBS will hold its Third Annual Wrestling for Change event. Three years ago, the HBMS wrestling team and U-Knighted For All (HBMS's anti-bullying club) joined forces to raise money to support suicide awareness and prevention. This fundraising cause was chosen at the request of a UKA member who in 7th grade lost a friend to suicide due to bullying. UKA members, grades 7-12, participate by hosting the last HBMS wrestling meet of the season. They sell specially designed t-shirts, handmade buttons and food to support the causes of anti-bullying and suicide prevention. The entire wrestling team shows support by purchasing and wearing the t-shirts along with U-Knighted For All, staff and families. Student members and/or guest speakers open the wrestling meet with a presentation to the audience regarding bullying and suicide. Proceeds are donated to the Suicide Hotline.

Important Dates:

January 12- Team 3 field trip to the Museum of Fine Arts in Boston

January 19-Quarter 2 Grades Close

January 25-Wrestling for Change

February 13 – Winter Sports Recognition Night @ 6:30

February 13, 14 & 15 – Portsmouth Naval Shipyard visit to HBMS.

February 21 & 22 - 8th grade team to UNH (SeaPerch)

March 20-23 - 8th grade DC trip and alternate trips

To: Andrew Corey, Superintendent
From: Rick Barnes, Principal
RE: January Board Report

Action Items:

- 2019 Field Trip to (Attached)

2018-19 Program of Studies: The program has been posted and discussions are already underway with our colleagues at the middle school regarding the course selection process.

NEASC: Attached you will find the Committee's response to our Two-Year Progress Report regarding our continued accreditation. While it highlighted some areas that we are continuing to work on, we were pleased with the report as a whole. The committee indicated that they were pleased with many aspects of our progress to include:

- The work of the assistant superintendent, middle school assistant principal, and high school math department to formally align the written and taught curricula, and provide accountability for its implementation.
- The efforts of the realigned administration and the addition of the full time grounds maintenance position to address the needs and upkeep of fields and outdoor facilities.

We look forward to submitting our five-year progress report, which will be here sooner than we think.

Mid-Term Exams: In yet another sign that time is going by much too quickly, it is already time for Mid-Year Exams. These exams have been a valuable source of summative data that is reviewed during PLC time to inform instruction. As we continue to evaluate our programs and make adjustments, the building leadership team will be collecting survey feedback from staff, students, and parents regarding how the exam week is utilized as well as the value of a mid-year exam as a whole. This and other data will be reviewed in an effort to determine whether we want to recommend making changes to our process going forward.

Teacher of the Year: It gives me great pleasure to inform you that our very own Candice Hancock is the New Hampshire Family and Consumer Science Teacher of the Year for 2018! Her application will be forwarded on for consideration at the national level. While we are incredibly proud, this honor comes as no surprise. Mrs. Hancock has put in an incredible amount of time and effort to grow her programs year over year. Candice's programs are exemplars for heterogeneity and her classroom has become a preferred gathering place any number of students who enjoy working with her.

Respectfully Submitted,

Rick Barnes
Principal



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COMMISSION ON PUBLIC SCHOOLS

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November 7, 2017

Richard D. Barnes
Principal
Hollis Brookline High School
24 Cavalier Court
Hollis, NH 03049

Dear Mr. Barnes:

The Committee on Public Secondary Schools, at its October 23-24, 2017 meeting, reviewed the Two-Year Progress Report of Hollis Brookline High School and continued the school's accreditation.

The Committee was pleased to learn of the school's progress, specifically citing the following:

- the use of the Student Intervention Team and Building Leadership Team to review and use student achievement data to improve instructional strategies for all students
- the modifications to the CavBlock to increase instructional time and the Choices program for targeted intervention
- the implementation of weekly Professional Learning Committees for staff to engage in regular professional discourse focused on best instructional practices that includes a focus on the unique academic needs of all students
- the creation of content- and course-specific rubrics to demonstrate communicate to students the school's applicable 21st century learning expectations and related unit specific learning goals to be assessed prior to each unit of study
- the efforts of the realigned administration and the addition of a full time grounds maintenance position to address the needs and upkeep of fields and outdoor facilities
- the improvements to existing storage and the addition of storage units to store athletic equipment that ensures security and supports the high quality of programs and services the school offers

As well, the Committee was pleased to note the following:

- the development of school wide rubrics for the 21st century learning expectations and including them as part of the documented curricula
- the work of the assistant superintendent, middle school assistant principal, and high school math department head to formally align the written and taught curricula, and provide accountability for its implementation
- the more efficient and effective use of PLC opportunities, as evidenced by the implementation of weekly PLC time, to analyze student achievement data in order to improve instructional practice
- the establishment of a formal process for the development of curriculum and instruction that aligns with the school's core values, beliefs, and 21st century learning expectations
- the examination of the technology needs of guidance counselors and subsequent changes made to improve access

All accredited schools are asked to submit a required Five-Year Progress Report, which in the case of Hollis Brookline High School is due on March 1, 2020. The report should provide detailed responses to the following highlighted recommendations:

- provide an update on the implementation of the collaborative curriculum review cycle that includes clear vertical alignment with district sending schools
- provide an update on additional opportunities for heterogeneous grouping of students
- provide an update on how the formal program or process to ensure each student has an adult in the school, beyond the school counselor, assists the student in achieving the school's 21st century learning expectations

The school is reminded that information about the proper preparation of the Five-Year Progress Report which can be found at <http://cpss.neasc.org> under the "Ongoing Accreditation" tab, *Five-Year Progress Report*. In that report school officials are required to respond to two types of recommendations: Section I, highlighted recommendations from notification letter(s) and Section II, general report recommendations not classified as Completed from Section II in the school's Two-Year Progress Report, as well as the requested information in Sections III-IX.

Additionally, one of the required components of the Five-Year Progress Report is the submission of the school's current core values, beliefs, and learning expectations to reflect the 2011 Standard. Information related to the development/revision of the school's document is available at <http://cpss.neasc.org> under the "Getting Started" tab, *Developing Core Values/Beliefs*.

School officials are reminded that all valid recommendations in the evaluation report should have been completed or be in the final stages of implementation when the school submits its Five-Year Progress Report. Inadequate progress to complete valid recommendations could result in a request for additional Progress Reports or a downgrading of the school's accredited status. The Committee requests that it be kept apprised of any substantive changes in the school before that date. For your convenience, we have enclosed a copy of the Substantive Change Policy. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org.

Richard D. Barnes
November 7, 2017
Page Three

The Committee will review the school's accreditation status when it considers the Five-Year Progress Report. The school's Five-Year Progress Report should be submitted only by the principal through the Accreditation Portal by clicking on the green "mark progress report complete" button. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org.

Sincerely,



Edward J. Gallagher, III

EJG/mv
Enclosure

cc: Andrew Corey, Superintendent, Hollis Brookline Cooperative School District SAU 41
Elizabeth Brown, Chair, Hollis/Brookline Cooperative School Board
Marjorie L. Schoonmaker, Facility Management School Building Aid,
New Hampshire Department of Education
Francis T. Kennedy, Jr., Chair, Committee on Public Secondary Schools



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Sightseeing: Budapest; Vienna; Prague

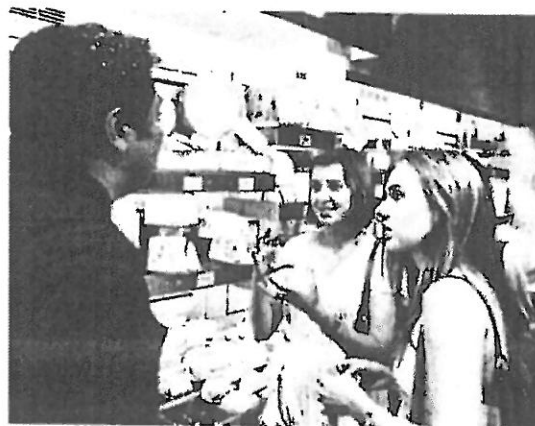
Entrances: Matthias Church; Danube River cruise; House of Terror Museum; Strudel making demonstration; Gellert Baths; Scavenger hunt; Schönbrunn Palace; Sedlec Ossuary; St. Vitus Cathedral; Golden Lane; Chocolate Museum; KGB Museum; Theresienstadt; Czech folklore evening

Overnight stays:

Budapest (3)

Vienna (2)

Prague (3)



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Your itinerary

Day 1: Fly to Hungary

Board your overnight flight to Budapest!

Day 2: Budapest

Arrive in Budapest

In 1873, a city was formed from the union of two towns either side of the Danube River. Traditionally, Buda has been the civic center of the city, with government buildings and palatial homes for the gentry. In Pest, one finds the city's industrial, business and commercial element. Budapest has long been known for its musical, theatrical and literary character, and attracts many tourists to its mineral springs and parks.

Walking tour of Budapest

Your Tour Director introduces you to the city of Budapest. Walk past the Parliament and to the Fishermen's Bastion for a wonderful panoramic view of Hungary's capital.

Day 3: Budapest

Guided sightseeing of Budapest

Begin your sightseeing at Heroes' Square, where you will see the Millennium Monument and statues of famous Hungarian personalities. Drive down Andrássy Boulevard, past the State Opera House to the Hungarian Parliament, modeled on London's Houses of Parliament. Journey up Castle Hill for a look at the Royal Palace, former home of the Hungarian monarchs. The castle has witnessed several invasions—the most recent occurred during WWII. Look for bullet holes in the outer walls, blasted by Russian tanks during the 1956 uprising. Visit the 13th-century Matthias Church, famous as the site of several coronations and for its colorful tiled roof. Your tour ends with a stop on Gellért Hill, from where you can take in some of the best views of the city.

Visit the Gellért Baths

Located near the Gellért hill on the bank of the Danube, Gellért bath is one of the oldest and most luxurious baths in Budapest. It contains a total of 13 units, with two different bath sections. Enjoy the quiet and relaxing ambiance as you reflect on your experiences in Budapest.

Enjoy a Danube River cruise

Enjoy a relaxing cruise down the beautiful Danube River this evening in Budapest. The Danube splits the city into its two halves, Buda, the older, more mountainous side, and Pest, the city's flatter, newer and more commercial side.

Day 4: Budapest

Visit the House of Terror Museum

Visit one of the most powerful museums in all of Europe: The House of Terror. This museum displays exhibits related to the fascist and communist regimes in Hungary.

Participate in a strudel making demonstration

Today, take a hand at making this famous Hungarian dessert, strudel!

Day 5: Budapest | Vienna

Travel to Vienna

Vienna has long played a central role in the changing face of Europe and has adapted many times to war, revolution, siege and the rise and fall of empire. Filled with buildings of imposing elegance and beauty, the capital of Austria also doubles as the capital of Classical music. Mozart, Beethoven, Haydn, Strauss, Brahms, and Schubert are just some of the musical geniuses that resided, composed and performed in Vienna.

Scavenger hunt in Vienna

Get to know Vienna on teams competing in a scavenger hunt across the city!

Wiener schnitzel dinner

Tonight, enjoy the authentic Austrian dish of wiener schnitzel, made with boneless meat thinned with a mallet (escalope-style preparation), coated in bread crumbs and fried.

Day 6: Vienna

Guided sightseeing of Vienna

The residence of the imperial court for six centuries, Vienna is marked with the seal of the Habsburgs, a family who once ruled over half of Europe. In-depth sightseeing takes you down the Ringstrasse, a series of wide boulevards commissioned by Emperor Franz Josef in 1857. Ride past the Parliament, the flower-adorned Rathaus (Town Hall), and the Hofburg, where the powerful Habsburg dynasty ruled until 1918.

Visit the Schönbrunn Palace

You'll also visit the beautiful Schönbrunn Palace, where Marie Antoinette (the most famous of Empress Maria Theresa's 16 children) spent her childhood. When the six-year-old Mozart played for the empress inside the palace, he told Marie Antoinette, "I'll marry you when I'm grown up!" After viewing the elegant interior, stroll through the palace's beautifully landscaped gardens.

Day 7: Vienna | Prague

Travel via guided sightseeing of the Sedlec Ossuary to Prague

Visit Kostnice, the "Bone Church" which looks like most other Gothic churches but once you enter you know that this is no ordinary church. The church's interior is decorated with human bones from crosses of bone to columns of bone, even chalices of bone. The bones came from victims of the 14th-century plague and the 15th-century Hussite wars which left thousands dead. They were buried in mass graves on the church's site and as the area developed, the bones were uncovered, and the local monks came up with this idea of how to put the bones to use.

Arrive in Prague

Encounter the legendary beauty of Prague, former capital of the Holy Roman Empire. Dubbed the City of One Hundred Spires, the city boasts an enchanting mix of diverse architecture, Bohemian culture, and storied history. Despite many recent changes, the undeniable charm of centuries past still permeates from the cobblestone streets and countless gothic spires piercing the skies.

Day 8: Prague

Guided sightseeing of Prague

Your sightseeing begins at the celebrated Prague Castle (Hradcany). In the castle's courtyard, you'll visit the magnificent St. Vitus Cathedral, which took over 300 years to complete. On the nearby Golden Lane, royal alchemists once labored (unsuccessfully) to turn lead into gold. More recently, on the same street, Franz Kafka turned his angst into some of the century's finest fiction. You'll also stroll through the quaint, cobbled streets of the Mala Strana, the backdrop for Milos Forman's *Amadeus*. Cross the Charles Bridge, adorned with 30 beautiful baroque statues, to the 13th-century Old Town (Staré Mesto). Here you'll see Market Square, famous for its 15th-century astronomical clock. You'll also wander through Josefov, the traditional Jewish Quarter, home to the oldest synagogue in Europe (built in 1270).

Visit the Chocolate Museum

Today, visit the Chocolate Museum where you will learn about the chocolate making process and even get to try your hand at making either a bar, karax, or truffle! Then, enjoy samples of the chocolate you made.

Day 9: Prague

Visit the KGB Museum

This museum houses a unique collection of artefacts from the time when what is now the Czech Republic was under Soviet and communist rule from 1948-1989. The KGB or the Soviet secret police were much feared by any citizen who was unfortunate enough to cross their path. Get a better sense of how this recent history affected everyday life and ultimately came to an end with the Velvet Revolution.

Excursion to Theresienstadt

Travel to the fortress town of Terezin, or Theresienstadt. During World War II, the entire population was evacuated and this quaint medieval town was used as a concentration camp for some 140,000 Jewish detainees. Theresienstadt was twice beautified for visits by the Red Cross, who were wholly fooled by the town's true purpose. Visit the Ghetto Museum, which displays artifacts and artwork by the Theresienstadt's prisoners, and documentary films depicting this dark chapter in the town's history.

Czech Folklore Evening

Experience a lively night of Bohemian spirit that will leave your hands clapping, your feet tapping and your face smiling. Enjoy an authentic Czech dinner as you are entertained by a folklore ensemble playing the country's best-known songs and performing traditional Czech and Moravian dances. Be sure to note the performers' traditional folk dress, or kroje. It showed which village you were from and if you were single or married.

Day 10: Depart for home

Transfer to the airport for your return flight

Your Tour Director assists with your transfer to the airport, where you'll check in for your return flight home.

Itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.celtichours.com/terms.

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**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
TYPE II OVERNIGHT OR TYPE III FOREIGN TRAVEL REQUEST**

All overnight travel must be pre-approved by the Cooperative School Board. Requests for overnight travel should be submitted at least three months prior to travel to allow for the approval process and appropriate time to follow field trip procedures.

Name of Lead Chaperone: Christina Ellis

Date Request Submitted:

Names of Trip Chaperones: Jennifer Given, Christina Ellis

(One qualified employee chaperone is required for every six student travelers for foreign travel. Each chaperone must sign a Chaperone Expectations Form prior to approval.)

Chaperone CPR/First Aid Certified: yes

Chaperone Expectations Forms submitted prior to departure: yes

Proposed Destination: Budapest, Hungary; Vienna, Austria; Prague, Czech Republic

Dates of Proposed Travel: June, 2019

Dates of School Days Included Within Travel Dates: To be determined based on the school calendar, but the intention is to depart immediately after final exams.

Estimated or Maximum Number of Student Travelers: 30

(Each student and parent must sign a Student Expectations Form prior to any commitment to travel.)

Date, time, and location of Student and Parent Informational Meeting: To be determined based on School Board approval. Will happen no later than spring of 2018.

(An Informational Meeting must be conducted prior to any student commitment to travel.)

Will any other persons travel with the students? If so, who? Parents may attend if they choose to participate. Chaperones to be determined based on the number of students attending.

Have monies been budgeted by the district for the proposed trip? If so, how? No, this will be funded by those choosing to travel.

Will funds be collected from or fundraised by students? Yes, through online payments and tips will be collected prior to departure. Cost per Student. \$

Who is to be authorized to handle the Funds on the trip?: Christina Ellis, Jennifer Given

(The designated person must follow school district policy regarding the receipt, deposit, and expenditure of cash payments for the trips.)

(Over)

(page 2)

What are the transportation arrangements? To be arranged in consultation with EF Tours. If transportation is by private vehicle, original driver's license and proof of insurance must be submitted to the main office. Copies will be made and kept on file in the main office.

Transformation Information attached: Bus ☐ x ☐ Parent ☐ Air ☐ x ☐

TRAVEL RATIONALE:

- Promote understanding of eras in history from Renaissance to the modern age.
- Promote understanding of culture in Central Europe.
- Provide opportunities for students to experience original Renaissance art and architecture.
- Provide context to modern global issues and hone 21st century skills; critical thinking, collaboration, creativity, communication
- Build global citizenship and build HB character on the international stage.

DETAILED ITINERARY:

Please see attached.

CURRICULAR GOALS:

The itinerary of this trip will deepen student knowledge and understanding of the following standards/concepts:

World Studies:

- Analyze civilizations and empires in terms of their development, growth and lasting impact.
- Understand how conflict and innovation influenced political, religious, economic and social changes in medieval civilizations.
- Apply chronological thinking, historical comprehension, historical analysis and historical research skills to understand the creation and development of societies/civilizations/nations over time.

AP World History: (aligned with the AP World History Curriculum Framework)

- 2.1: The development and codification of religious and cultural traditions
- 2.2 The development of states and empires
- 3.1: Expansion and intensification of communications and exchange networks.
- 3.2: Continuity and innovation of state forms and their interactions.
- 4.1: Globalizing networks of communication and exchange

- 5.1: Industrialization and Global Integration
- 6.2: Global Conflicts and Their Consequences

Students will view sites from curriculum such as:

- Feudal Europe: Prague Old Town, Prague Castle
- Early Modern Europe: Neuschwanstein Castle, Schonbrunn Castle
- World War I/II Era and Monuments: Theresienstadt Concentration Camp, Shoes on Danube Bank, Former Nazi headquarters in various cities
- Soviet Occupation Era: House of Terror- Budapest. Various Soviet monuments.
- Monumental Architecture: Hungarian Parliament, Liberty Statue, Heroes Square, Maria Theresa Statue, Charles Bridge, Prague Old Town Hall

Department Head Signature:  Date 1-5-18

It is the responsibility of the lead chaperone to present the student roster to be reviewed by the principal.

Approved:

Not approved:

Signature of Principal  Date 1/5/18

Submitted for School Board approval (date) _____

Approval of School Board _____ Date _____

	A	B
1	Facilities funding discussion	
2	Project 1	
3		
4	STEM Lab/Fitness Center \$1,980,000	
5	Breakdown STEM/Fitness Center	
6	Funding Breakdown	
7	Taxpayer funded	Private donations
8	70% = \$1,386,000	30% = \$594,000
9	75% = \$ 1,485,000	25% = \$513,000
10	80% = \$ 1,584,000	20% = \$396,000
11	85% = \$1,683,000	15% = \$297,000
12	90% = \$ 1,782,000	10% = \$198,000
13		
14		Further private donations
15		Stem Equipment estimated \$100,000
16		Fitness Equipment estimated \$75,000
17		
18		
19		
20		
21		
22		

	A	B
23	Facilities funding discussion	
24	Project 2	
25		
26	Synthetic multi-purpose field \$1,660,000	
27		
28	Breakdown Multi-purpose field	
29	Funding Breakdown	
30	Taxpayer funded	Private donations
31	70% = \$1,162,000	30% = \$498,000
32	75% = \$1,245,000	25% = \$415,000
33	80% = \$1,328,000	20% = \$332,000
34	85% = \$1,411,000	15% = \$249,000
35	90% = \$1,494,000	10% = \$166,000
36		
37		Further private donations
38		Field Lights estimated \$300,000

Hollis-Brookline Coop School District – Timeline for bond approval at Annual Budget Meeting

Steps for Bond Approval	Proposed Dates	Required Documentation
Prepare annual school budget and MS-26. Draft Special Warrant Article for bonds.		
Notice of the budget hearing must be given 7 days in advance. RSA 32:5(I). Notice of time, place and subject of bond hearing must be published in the newspaper at least 7 days prior to hearing. RSA 33:8-a(I).	By Jan. 31, 2018	Proof of newspaper ad with bond hearing notice. Proof of posting of budget hearing notice.
Public Hearing on the bond must be held before the School Board at least 15 days, but not more than 60 days, prior to the Meeting. RSA 33:8-a(I). (Jan 15-Feb 27, 2018) Public Hearing on the budget and special warrant articles must be held not later than 25 days before the Meeting. RSA 32:5(I). (By Feb 16, 2018) If hearing on bond question and budget are on same date, then hearing should be held between 60 and 25 days prior to the meeting. (Jan 15–Feb 16, 2018)	Feb. 8, 2018 (snow date Feb 9) Feb. 8, 2018 (snow date Feb 9)	Minutes of bond hearing. Minutes of budget hearing.
School Board meets to approve and sign Warrants for annual budget meeting including Special Warrant Article for bonds and Notice of Public Hearing.	Feb ____, 2018	Signed, attested copy of Warrant
Warrant for Meeting must be posted at place of meeting and at least 1 other public place at least 14 clear days prior to Meeting. RSA 33:8 and 197:7.	By Feb. 28, 2018	Signed Certificate of Posting of Warrant. District Budget with Certificate of Posting.
All appropriations must be at an Annual or Special Budget Meeting. RSA 32:6. The Annual Budget Meeting must be held between March 1 and March 25. RSA 197:1.	Mar. 15, 2018	Minutes of meeting. Report of Appropriations Actually Voted

<p>>\$100K Bond approval (and appropriation of expenditure) should be in a Special Warrant Article that precedes other business except election of official and zoning matters. RSA 33:8-a(II).</p> <p>Bond issue requires 2/3 majority of those present and voting (by ballot). RSA 33:8.</p>		
If using the Bond Bank:		
Applications due to Bond Bank	April 13, 2018	
Due diligence call with bond counsel, Business Administrator, and/or Superintendent.	Week of April 30, 2018	
<p>School Board approves Bond Bank loan agreement and adopts bond resolution (prepared by bond counsel).</p> <p>Loan Agreements signed and returned to bond counsel</p>	May 1 – 11, 2018	Attested copy of Bond Resolution
<p>Bond documents signed by Clerk, Treasurer, and majority of School Board.</p> <p>Bond documents returned to bond counsel.</p>	Week of June 11, 2018	Signed, sealed bond documents
Closing. Bond funds available.	July 13, 2018	

Form of articles to use donations **to reduce borrowed amounts:**

Article 1: Special Warrant Article – Long Term Borrowing

To see if the District will vote to raise and appropriate the sum of \$1,980,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a new fitness center and STEM lab (the “Project”); and to authorize the issuance of \$1,980,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project **and to use such funds to reduce the amount of bonds or notes issued for the Project**; and to raise and appropriate the sum of \$ _____ for the first year’s principal and interest payment on the bonds or notes issued.

The School Board recommends this article (___ yes; ___ no; ___ abstain).

The Budget Committee recommends this article (___ yes; ___ no; ___ abstain).
(2/3 ballot vote required)

Comment [G11]: This assumes that donations will be available before bonds are issued.

Article ##: Equipment Lease with Fiscal Funding Clause (Escape Clause)

To see if the District will vote to authorize the School Board to enter into a [NUMBER OF YEARS] lease purchase agreement in the amount of \$1,660,000 to provide funding for the acquisition and installation of an artificial turf athletic field at the Hollis Brookline High School (the “Equipment”) in accordance with RSA 33:7-3 of the Municipal Finance Act; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Equipment **and to use such funds to reduce the amount of such lease purchase agreement**; and to raise and appropriate the sum of \$ _____ for the first year’s lease payment. This lease purchase agreement contains an escape clause, and annual lease payments are to be made from the District’s approved operating budget.

The School Board recommends this article (___ yes; ___ no; ___ abstain).

The Budget Committee recommends this article (___ yes; ___ no; ___ abstain).
(2/3 ballot vote required)

Comment [G12]: This assumes that donations will be available before execution of the lease purchase agreement.

Form of articles if project/borrowing is **contingent on fundraising**:

Article 1: Special Warrant Article – Long Term Borrowing

To see if the District will vote to raise and appropriate the sum of \$1,980,000 (gross budget) for renovations at the Hollis Brookline High School to create and equip a new fitness center and STEM lab (the “Project”); and to authorize the issuance of \$1,683,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33); and to authorize the School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and to authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available for any part of the Project; and to raise and appropriate the sum of \$_____ for the first year’s principal and interest payment on the bonds or notes issued. **This Article is contingent upon the District receiving \$297,000 of private donations for the Project.** The School Board recommends this article (___ yes; ___ no; ___ abstain). The Budget Committee recommends this article (___ yes; ___ no; ___ abstain). (2/3 ballot vote required)

Article ##: Equipment Lease with Fiscal Funding Clause (Escape Clause)

To see if the District will vote to authorize the School Board to enter into a [NUMBER OF YEARS] lease purchase agreement in the amount of \$1,411,000 to provide funding for the acquisition and installation of a **\$1,660,000** artificial turf athletic field at the Hollis Brookline High School (the “Equipment”) in accordance with RSA 33:7-3 of the Municipal Finance Act; and to raise and appropriate the sum of \$_____ for the first year’s lease payment. This lease purchase agreement contains an escape clause, and annual lease payments are to be made from the District’s approved operating budget. **This Article is contingent upon the District receiving \$249,000 of private donations for the Equipment.** The School Board recommends this article (___ yes; ___ no; ___ abstain). The Budget Committee recommends this article (___ yes; ___ no; ___ abstain). (2/3 ballot vote required)

Comment [G13]: This clarifies that the \$249,000 will not reduce the \$1,411,000.

Hollis Brookline Cooperative School District

FY18 Revenue and Expense Report

		Expenses as of 1/9/2018			
		YTD			
Function	Description	Budget	Expense	Encumbered	Balance
1100	Regular Education	\$5,785,520	\$2,251,710	\$3,346,248	\$187,562
1200	Special Education	\$3,545,040	\$1,446,474	\$2,039,208	\$59,357
1300	Vocational Program	\$35,840	\$0	\$31,791	\$4,049
1400	Co-curricular Program	\$685,837	\$337,963	\$348,446	(\$571)
2100	Student Support Services	\$1,394,038	\$541,673	\$840,096	\$12,269
2200	Instructional Staff Support	\$655,225	\$247,908	\$391,011	\$16,307
2300	School Board/SAU Assessment	\$925,105	\$424,969	\$411,279	\$88,857
2400	School Administration	\$937,945	\$532,408	\$401,176	\$4,360
2600	Facilities	\$1,176,586	\$515,413	\$644,656	\$16,517
2700	Transportation	\$1,250,216	\$482,682	\$770,084	(\$2,550)
2900	Benefits	\$4,499,467	\$1,862,096	\$2,572,684	\$64,687
5100	Bonds	\$597,367	\$597,367	\$0	\$0
5200	Transfers	\$848,000	\$0	\$848,000	\$0
	TOTAL FY18 EXPENSES	\$22,336,186	\$9,240,663	\$12,644,679	\$450,843
	FY17 Expense Carryover	\$155,833	\$105,657	\$29,857	\$20,319
	TOTAL EXPENSE	\$22,492,019	\$9,346,320	\$12,674,536	\$471,162

		Revenue as of 1/9/2018			
		YTD			
	Description	Budget	Revenue	Expected	Balance
	Local Property Tax	\$ 16,427,665	\$ 9,400,000	\$ 7,027,665	\$ -
	Adequacy Aid Grant/Tax State	\$ 3,168,920	\$ 2,212,357	\$ 956,563	\$ -
	Special Education Aid	\$ 580,387	\$ 577,614	\$ -	
	Building Aid	\$ 173,362	\$ 86,681	\$ 86,681	\$ -
	Food Service	\$ 3,700	\$ -	\$ 3,700	\$ -
	Other State Aid	\$ -	\$ 1,915	\$ -	\$ 1,915
	Federal				
	Grants	\$ 245,000	\$ 9,117	\$ 235,883	\$ -
	Food Service	\$ 38,000	\$ 14,127	\$ 23,873	\$ -
	Medicaid	\$ 202,000	\$ 106,482	\$ 95,518	\$ -
	Local				
	Tuition				\$ -
	Food Service Sales	\$ 374,300	\$ 144,234	\$ 230,066	\$ -
	Other	\$ 77,600	\$ 57,823	\$ 19,777	\$ -
	Contingency & Trusts	\$ 287,000	\$ -	\$ 287,000	\$ -
	Unreserved Fund Balance	\$ 900,252	\$ -	\$ 900,252	\$ -
	Less Retained Fund Balance	\$ (142,000)	\$ -	\$ (142,000)	\$ -
	TOTAL REVENUE	\$ 22,336,186	\$ 12,610,350	\$ 9,724,978	\$ 1,915

Total Expense Balance	\$471,162
Total Revenue Balance	\$1,915
Unreserved Fund Balance	\$473,077

Anticipated Reductions to Unreserved Fund Balance

Less Contingency	\$ (100,000)
Less Athletic Trust	\$ (67,000)
Less Maint. Trust	\$ (20,000)
Less Spec Ed Trust	\$ (25,000)
Less Retained Fund Balance	\$ (142,000)

Unreserved Fund Balance after Reductions **\$119,077**

Potential Expenses: Repairs/Replacements

HBHS Fire Panel Replacement	\$ 50,000
HBMS Underground Tank Repair	\$ 20,000
HBMS Leaking Pipe Repair	\$ 10,000
Total	\$ 80,000

Unreserved Fund Balance after Reductions and Expenses **\$39,077**

1/9/2018

Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$187,562	Hiring savings; Pro-rated lane changes happening later in year
1200	Special Education	\$59,357	Para-educator unfilled positions
1300	Vocational Program	\$4,049	Lower tuition
1400	Co-curricular Program	(\$571)	
2100	Student Support Services	\$12,269	Testing materials; PT and consulting lower than expected
2200	Instructional Staff Support	\$16,307	Professional staff development lower than expected
2300	School Board/Assessment	\$88,857	\$100k contingency fund; legal fees higher than expected
2400	School Administration	\$4,360	
2600	Facilities	\$16,517	Utilities, heating, water system; maint salaries OT
2700	Transportation	(\$2,550)	Vocational Ed. Transportation higher than expected
2900	Benefits	\$64,687	Health insurance savings actual vs. GMR
5100	Bonds	\$0	
5200	Transfers	\$0	
	Total Expenses	\$450,843	

General explanation of what is included in each account category

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Regular and special ed buses, fuel
2900	Benefits	Health and dental insurance, FICA, NHRS, Life/LTD, workers comp & unemployment
5100	Bonds	
5200	Transfers	Food service, grants, expendable

AGREEMENT BETWEEN
THE HOLLIS BROOKLINE COOPERATIVE
SCHOOL BOARD
and
THE HOLLIS EDUCATION SUPPORT STAFF
ASSOCIATION/NEA-NH

2018-2021

July 1, 2018 to June 30, 2021

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ARTICLE I RECOGNITION

1.1 The Hollis Brookline Cooperative School Board (hereafter referred to as "the Board" or "the Administration") recognizes the Hollis Education Support Staff Association, NEA/NEA-NH/HESSA (hereafter referred to as "the Support Staff Association" or "the Association") as the exclusive representative of all full-time and part-time secretaries, para-educators, special education para-educators, 504 para-educators, receptionists, office/clerical assistants, library/media assistants, instructional assistants, custodians, food service workers, grounds maintenance personnel, audio-visual technicians and registrars. (hereinafter referred to as "Staff Member(s)" or "Staff") employed in the Hollis Brookline Cooperative School District (hereafter referred to as the "District").

1.2 The Association agrees to represent all included personnel in the unit designated above without discrimination and without regard to membership in the Association.

DEFINITIONS

(a) "Full-time": employees are those Staff Members whose normal work week consists of thirty-one (31) hours or more.

(b) "Part-time": employees are those Staff Members whose normal work week consists of less than thirty-one (31) hours.

(c) "Week": *for purposes of this Agreement, "week" is defined as being Thursday through Wednesday.*

(d) "Day": is the normal work day as specified for each position in the **Notice of Employment.**

(e) "Year": is the normal work year as specified for each position in the **Notice of Employment.**

(f) "Full Year": employees are those Staff Members whose normal work year consists of 52 weeks inclusive of vacation and holidays.

(g) "School Year": employees are those Staff Members whose normal work year

ADD (h) Probationary Period shall be defined as the first 90 calendar days of employment or in a newly obtained position within the bargaining unit. **A position will be considered newly obtained if an existing employee is required to apply for and is hired into the position. This clause will not apply to employees who are transferred to a different position outside the hiring process.**

ARTICLE II NEGOTIATIONS PROCEDURE

2.1 Negotiations shall be in accordance with the procedures set forth in RSA 273-A.

2.2 During negotiations, the committee of the Board and the committee of the Association will present relevant data, exchange points of view, and make proposals and counter-proposals.

2.3 The costs for the services of the mediator and/or fact finder, including per diem expenses if any, will be shared equally by the Board and the Association.

2.4 Both parties recognize that any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters of the District. The Board recognizes that it must make a good-faith effort to secure the funds necessary to implement the agreement. If such funds are not forthcoming, the Board and the Association shall resume negotiations as provided in RSA 273-A.

ARTICLE III PEACEFUL RESOLUTION OF DIFFERENCES

3.1 In consideration of this Agreement and its terms and conditions, the Association, its officers, representatives, and members shall not, during the term of this Agreement, engage in or condone a strike, slowdown, work stoppage, or other concerted refusal to perform any appropriate assignment on the part of the Staff Member or Members represented under the terms of this Agreement.

3.2 Neither the Association nor its members shall take part in or condone "sanctions" against the Board or the District, nor shall the Association, or any Staff Member engage in any activity contrary to RSA 273-A.

ARTICLE IV GRIEVANCE PROCEDURE

4.1 Definition: A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a Staff Member or group of Staff Members based upon the interpretation, application or violation of any of the provisions of this Agreement. An "aggrieved party" is the person or persons or the Association making the claim. All time limits specified in Article IV shall mean school days, except under Section 4.8 of Article IV.

4.2 Purpose: The parties acknowledge that it is more desirable for a Staff Member and his/her immediately involved supervisor to resolve problems through free and informal communications. Grievances which are not satisfactorily settled in an informal way shall be reduced to writing (see Appendix B attached hereto) and referred to the following formal grievance procedure.

4.3 Right of Representation: A Staff Member covered by this Agreement shall, under Article IV, have the right to have an Association representative present at any time subject to his/her requesting such representation.

4.4 Time Limit: A grievance to be considered under this procedure must be initiated in writing within twenty (20) school days of its occurrence, or within twenty (20) school days of when the party should have known of its occurrence.

4.5 Formal Procedure: The grievance shall state the specific alleged violation or condition and relief sought with proper reference to the Agreement.

LEVEL A. Within three (3) days of receipt of a formal grievance, the building principal shall meet with the aggrieved Staff Member. Within two (2) days following any such meeting, the principal shall give his/her answer in writing. If the grievance is not settled at this level, then it may be referred to Level B within five (5) days of the receipt of any answer given at this level.

LEVEL B. Within five (5) days of a grievance being referred to this level, the Superintendent will meet with the participants of Level A and examine the facts of the grievance. The Superintendent shall give his/her answer within five (5) days of any such meeting. If the grievance is not settled at this level, then within five (5) days from receipt of the answer rendered at this level, the grievance may be referred to Level C, the School Board.

LEVEL C. Within thirty (30) days of a grievance being referred to this level, the Board will hold a hearing with the participants of Levels A and B, examine the facts of the grievance and render a decision. If the grievance is still not settled at this level, then within thirty (30) days from receipt of the answer rendered at this level, the matter may be referred to arbitration as set forth in Level D of this procedure.

LEVEL D. If the matter is referred to arbitration, the parties shall first attempt to agree on a mutually acceptable arbitrator. If they are unable to do so within ten (10) days of the Association's request for arbitration, then either party shall apply to the American Arbitration Association to name an arbitrator under the rules and procedures of the service. The arbitrator shall use his/her best efforts to arbitrate the grievance, but he/she shall have no power or authority to do other than interpret and apply the provisions of this Agreement and he/she shall have no power to add to or subtract from, alter, or modify any of the said provisions. The arbitrator shall thereafter submit

a decision to both parties. The arbitrator's decision shall be binding on both parties. The parties agree to share equally in the compensation and expenses of the arbitrator.

4.6 Time periods specified in this procedure may be extended by mutual agreement.

4.7 Grievance(s) of a general nature, or involving the Superintendent may be submitted by the Association to Level B.

4.8 In the event a grievance is filed on or after June 1, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable. During the summer recess, all time limits shall refer to normal business days (Monday through Friday, except legal holidays).

4.9 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits (unless extended by mutual agreement) shall permit the aggrieved person to proceed to the next level.

4.10 The parties agree that employees covered by the Agreement shall enjoy freedom from restraint, interference, coercion, discrimination, or reprisal in presenting or appealing any grievance(s).

4.11 The following matters are excluded from the arbitration provisions of this Agreement.

A. Management prerogatives as set forth in this Agreement and as provided and interpreted under RSA-273;

B. School Board Policies, except for Reduction-in-Force, as approved by the parties on January 20, 2010 and referenced herein in Article X, Section 10.4.

4.12 Grievances shall not be made a part of any employee's personnel file or used in making employment references.

ARTICLE V STAFF EVALUATION

5.1 The Board recognizes that the responsibility for staff evaluation rests with the Administration and that such evaluation should be done on an ongoing basis.

5.2 A written evaluation following existing Board policies will be reviewed with the Staff Member and signed by both the Staff Member and the evaluator. The signature of the Staff Member will indicate only that the Staff Member has seen and reviewed the document and will not necessarily indicate agreement with it. A Staff Member who disagrees with an evaluation or any document contained in his or her personnel file will

be given the opportunity to submit a rebuttal, in writing, to be attached to the document in question.

5.3 (moved to 6.6) ~~Other than the statutory guarantee of a Staff Member's own right to review the content of his or her personnel file, access to material contained therein will be limited to supervisory personnel within the District.~~

ARTICLE VI EMPLOYEE RIGHTS

6.1 The Board and the Administration shall not discriminate against any person in accordance with Federal and State laws and regulations.

6.2 Full-time employees are entitled to a thirty (30) minute duty-free lunch. Work days and hours shall be explicit in each employee's **Notice of Employment.**

6.3 The degree of discipline administered in any particular case shall be reasonably related to (a) the seriousness of the employee's proven offense, and (b) the employee's record of service.

6.4 A Staff Member shall have the right to request that a local Association representative be called during a meeting called for disciplinary purposes or for other than disciplinary purposes which becomes disciplinary during the course of the meeting. **Evaluations, meetings to discuss the quality of work, student's needs and discussions related to areas of needed improvement shall not be considered disciplinary and will not require representation.**

6.5 ~~A Staff Member who has been employed more than 120 days and who is discharged by the District shall be given written notice of the reason for the termination.~~ **end of the probationary period.** A Staff Member who has been employed more than 120 days and who is discharged by the District shall be given written notice of the reason for the termination.

ADD: Article 6.6 (Moved from 5.3) – Staff Members have the right, upon **2 business days**, to review and make copies of any information in their personnel file, except confidential pre-employment references. Any Staff Member shall have the right to be accompanied by an Association Representative when inspecting the personnel file.

ADD - Article 6.7 **Access to staff members personnel files will be limited to administrators within the District (including such persons employed or engaged by the District to carry out necessary or appropriate District functions), or as may be required by law.**

ARTICLE VII ASSOCIATION RIGHTS

7.1 As both parties acknowledge that it is desirable for issues and/or problems to be resolved through informal discussions and that the input of the Staff is important in the decision-making process of the Board and the District's Administration, all parties shall have the right to contact the other(s) to arrange meetings to discuss matters of mutual interest at times and locations mutually convenient to both. It is clearly understood that the Association shall seek to discuss and resolve such issues with the Administration before approaching the Board.

7.2 The Association shall have the right to post notices on Staff concerns on appropriate bulletin boards. Notices for posting shall be provided to the designated Administrator and shall not contain material which is detrimental to Association-District relations. The Association shall also have the right to use the school mail boxes to distribute Association materials.

7.3 The Association shall have the right to use school buildings at reasonable times for meetings when such use would not interfere with the operation of school programs nor services or rental obligations made to other organizations. Reasonable notification of use shall be given to the District.

7.4 Upon notification and the provisions of Section 3, of this Article, duly authorized representatives of the local, state and national levels of the Association shall be permitted to transact Association business on school property. It is clearly understood that the intent of this Section is to allow the Association to conduct its local business.

7.5 A Staff Member who is an officer of the Association and finds it necessary to exercise his/her responsibilities to represent another Staff Member(s) covered by this Agreement, such as in grievance hearings, including arbitration, mediation, fact-finding, labor board hearings, etc. shall not receive any reduction in pay for such activity. Such time off shall be reasonable and shall require notification to the appropriate supervisor. Except for lower level grievance hearings, such notification shall be given at least twenty-four (24) hours in advance. Such time off will be limited to the actual attendance at meetings or hearings and shall not be deemed to include preparation time.

7.6 Each officer of the Association shall be permitted to use his/her personal days to attend official conventions and meetings. Notification shall be required in accordance with Article XVI, Section (1).

7.7 An employee designated as an "Official Delegate" to the NEA/NH Assembly of Delegates shall be granted one (1) day paid leave to attend such assembly. The name of the designee and the date of the assembly shall be submitted in writing to the building

principal at least forty-eight (48) hours in advance in order for the employee to be eligible for payment.

ARTICLE VIII MANAGEMENT RIGHTS

8.1 Except as specifically limited by expressed provisions of this Agreement, the School Board reserves the right to exercise management prerogatives to include, but not be limited to: unilaterally determine the standards of service to be offered by it; set the standards of selection of employees; select employees; direct and assign its employees; take disciplinary action; relieve its employees from duties because of lack of work or other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which its operations are to be conducted; determine the content of job classifications; allocate and reorganize positions and staffing; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the facilities, methods, means and technology of performing its work.

8.2 Nothing in this Agreement shall require the District to keep offices open in the event of inclement weather, an emergency, or when otherwise prevented by an act of God. When the schools are closed to students due to the above conditions, Staff Members shall not be required to report to their job assignments. However, if a Staff Member is part of a skeleton staff, *as defined by the Superintendent or designee and the Association*, which is required to work on those days, and does not report for work, they shall suffer loss of salary for actual hours missed.

8.3 CHANGE- Article 8.3 When the schools are closed to students due to inclement weather, *all eligible* Staff Members ~~working 30 hours or more per week~~ may use up to 2 personal days or *pre-scheduled sick days* accruing under section 16.1 to receive pay for up to 2 inclement weather days. Application for such personal days must be made in writing within one week after school opens again. An absence will not be considered pre-scheduled if it is submitted less than 24 hours prior to the Superintendent closing the buildings. Staff members not reporting for work and not part of the skeleton staff will be required to make up the time when the student's calendar is adjusted, and they will be required to work the number of days and hours specified in each contract. *The superintendent may waive this requirement on a case by case basis.*

ADD – Article 8.4 The Superintendent will notify building administration if members of the skeleton crew are not required to report to work on an inclement weather or other emergency day. *Communication with employee will be determined at the building level in conjunction with the association.* Such days will be paid at the employee's hourly rate for regular number of scheduled hours.

ADD- Article 8.5 For the purposes of this article, Category Coverage (or Differentials) as defined by Article X will not apply to days when the skeleton crew is expected to work or days when students are *expected but not present*.

ADD - Article 8.6 (formally 8.3) A Staff Member commencing work prior to February 1 of the school year and working to the end of the school year shall receive a step increase for the following year. A Staff Member commencing work on February 1 or later in the school year shall not receive a step increase for the following year, shall remain at his/her *current step in accordance with the Salary Schedule in Appendix A*, and shall not receive a decrease in pay the following year.

ARTICLE IX DUES DEDUCTIONS

9.1 The Board agrees that upon receipt of written authorization thereof, signed by a Staff Member covered by this Agreement, the Board will deduct from the regular salary check of such Staff Member an amount specified by the Staff Member to provide payment of dues for membership and assessments in the Hollis Education Support Staff Association (HESSA), National Education Association of New Hampshire (NEA/NH) and/or the National Education Association (NEA). Such deductions will be forwarded to the Association treasurer monthly. Dues deductions will commence as of the second payroll cycle of the new school year.

9.2 Deductions for tax deferred annuities shall be transmitted to the appropriate vendor within one month of the deduction.

ARTICLE X WORKING CONDITIONS

10.1 1 Job descriptions which reflect the appropriate duties and *responsibilities of each position shall be provided to the employee at the time of hire or upon offer of a new position. A copy signed by the employee will be placed in the personnel File. When a Job Description is revised and approved by the Superintendent, the employee will be provided with an updated version to be signed and placed in the personnel file. Failure to obtain maintain federal, state or student specific mandated certifications required within the job description will result in termination of employment.* No Staff Member shall be regularly asked to perform work or be rated on responsibilities which are not part of his/her description.

10.2 In the event that a Staff Member is duly required to perform, in excess of one (1) hour in his/her regular work day, job duties and responsibilities for work of another classification within the bargaining unit which is compensated at a higher level, s/he shall receive the higher salary for the time period in which s/he performed the work. For the purposes of this Section, hours worked in such other classifications shall, after the first full hour, be calculated in increments of one-half hour rounded to the nearest half-hour. *A mutually acceptable Support Staff Coverage Log shall be kept by each individual Staff Member. Coverage will be defined as only the hours performing the actual work of the higher category position and not only when pre-approved by the*

Building Administrator. Staff Members will not be automatically paid at the higher category for a full shift. Coverage logs shall be submitted and or approved by the Building Administrator each pay period in order to be paid the wage differentials (dollar amount which is added to an employee's regular rate of compensation). Any Staff Member who must provide additional coverage when other Staff Members in the same job category are absent and not replaced, shall be paid a wage differential of ~~\$2.00~~ **\$3.00** per hour above their regular rate of compensation for each full day of additional coverage.

10.3 Any staff member who substitutes for a teacher or librarian will be paid a sum equal to ~~50~~ **75** percent of the current daily teacher substitute pay per day above their regular rate for each full day of substitution in 30 minute increments with prior approval from administration. *Any special education para-educator or para-educator who substitutes for a para-educator performing personal care duties will be paid the per diem personal care stipend rate above his/her regular rate of pay for each full day of substitution.* ~~Any special education program para-educator or special education classroom para-educator who substitutes for a special education personal care para-educator will be paid the per diem stipend rate of the absent special education personal care para-educator above the para-educator's regular rate of pay for each full day of substitution.~~

A substitute log shall be kept by each individual staff member. When the total reaches one full day, the staff member shall receive the above-mentioned ~~50~~ **75** percent per diem of the current substitute rate.

10.4 Hollis Brookline Cooperative School Board Policy GDQA Reduction in Force, as amended January 20, 2010 to become effective July 1, 2010 will remain in effect, unchanged, during the term of this agreement. This policy will be grievable and arbitrable notwithstanding the exclusion in Article IV, Section 4.11.

10.5 In the event that the administration elects to require any staff member to perform any hazardous duties which necessitate the staff member use safety goggles, gloves, or other similar protective and/or safety devices, the administration shall provide same at no cost to the staff member. A shoe allowance of \$100 every 2 years will be allowed if the assigned work warrants safety shoes. *In order to receive reimbursement, the employee must follow the established SAU process for requesting reimbursement. For the purposes of this article, employee will not be entitled to a pre-pay option for the purchase.*

Also, three uniform shirts will be provided annually to all custodial and maintenance staff members. Custodial and maintenance staff members shall be required to wear these shirts during public events as directed by administration. The purpose of this directive is to provide identification of staff members during certain after-school activities. This provision shall not be construed to imply any obligation for the administration to supply any uniforms or other routine clothing for staff members.

ARTICLE XI OVERTIME

11.1 For all hours actually worked over eight (8) hours in one (1) day or forty (40) hours in one (1) week, the Staff Member shall be compensated at the rate of one and one-half (1.5) times his/her regular hourly rate. For all hours actually worked over eight (8) hours in one (1) day or thirty-two (32) hours in one (1) week that contains a holiday, the Staff Member shall be compensated at the rate of one and one-half (1.5) times his/her regular hourly rate.

11.2 In the event that a Staff Member is called out to the school(s) when s/he is not normally scheduled to work s/he shall receive compensation of two (2) hours pay, at his or her normal rate of pay, in addition to the actual time spent at the school(s) including travel to and from the school(s) at straight time.

11.3 Staff Members required to work holidays shall be paid at the regular hourly rate for all hours actually worked in addition to their holiday pay if that Staff Member were eligible for holiday pay on that day.

11.4 Regularly scheduled overtime work shall be offered on a rotating basis by seniority among all Staff Members in a particular category. If a Staff Member declines an offer of overtime, his/her name shall drop to the bottom of the list as if s/he had worked the assignment. Where an emergency exists, the District may bypass the overtime list.

ADD- Article 11.5 *Except in the cases of emergency, following the notification to the Building Administrator, staff members shall not work overtime without approval of Administration or Supervisor.*

ARTICLE XII HOLIDAYS

12.1 All full-time, school year Staff Members shall receive the same holidays scheduled by the School Board as school holidays. Holiday pay will be paid on a pro-rated basis for part-time employees. Such time off shall be paid at the regular rate, provided that the Staff Member would have been scheduled to work for that day if it had not been a holiday.

12.2 Full-time, full-year Staff Members shall receive twelve (12) holidays with pay at the regular rate. School year Staff Members shall receive no less than nine (9) paid holidays.

12.3 In order to qualify for holiday pay, the Staff Member must have worked the last scheduled work day before the holiday and the first scheduled work day after the holiday unless these days were a bonafide sick or vacation day.

ARTICLE XIII VACATIONS

13.1 Full-time, full-year Staff Members shall be eligible for vacation time as follows.

Years of Service	Days	Earned per Month
0-5	10	0.83
6-7	12	1.00
8-9	15	1.25
10-14	18	1.50
15 plus	20	1.67

Effective July 1, 2016, each part-time, full-year Staff Member shall be eligible for vacation time as follows:

<i>Years of Service</i>	<i>Days</i>
<i>0-5</i>	<i>Equivalent of 1 week for that individual</i>
<i>6-10</i>	<i>Equivalent of 2 weeks for that individual</i>
<i>11+</i>	<i>Equivalent of 3 weeks for that individual</i>

13.2 Vacation time shall be computed as of each Staff Member's anniversary date and Staff Members shall be entitled to apply for accumulated vacation as it is earned. Vacation time may be anticipated with approval by the appropriate supervisor. If an employee has anticipated vacation and leaves before the vacation would have been earned, the District shall be entitled to deduct the amount equivalent to the pay for anticipated vacation from the employee's last salary check at the present rate of pay being received by the employee at the time of separation. Should the amount of pay due for anticipated vacation taken exceed the amount due in the last salary check, the employee will remit the amount due the District.

13.3 Vacation time may be taken at times requested by the Staff Member, subject to the supervisor's need to maintain efficient operations. The District reserves the right to limit the number of Staff Members who may be on vacation at any one time and establish procedures for selecting vacations. Actions by the District shall not be arbitrary.

13.4 Earned vacation shall be paid in full at the current rate of pay to the beneficiary at death or to Staff Member at retirement or termination.

13.5 Up to one week of vacation may be carried over from one year to the next. Such carry-over shall not be cumulative and must be used by June 30 of the next fiscal year.

ARTICLE XIV COMPENSATION

14.1 The basic hourly salaries of Staff Members covered by this Agreement are determined from the enclosed Salary Schedule, subject to approval of necessary appropriations by the voters of the District. Staff Members shall be divided into the appropriate pay categories as shown on the Salary Schedule. Should it be required, and upon prior approval, any instructional hours worked outside the school day, during the school year, shall be compensated at the employee's current rate. For the purpose of this article "hours worked outside the school day" include when school is not normally in session. *The rate for Summer work (ESY, RTI or other programs outside the regular school year) will be determined by the Director of Student Services each year. Personal Care rates will apply, if applicable, based on student needs.*

14.2 Placement on the Salary Schedule at the time of initial hiring shall be based on years of school work experience and/or other relevant experience and the needs or shortages of the school district and shall be negotiated with each prospective employee at time of employment. ~~Newly hired Staff Members may receive one half (0.5) year credit for each year of relevant experience as determined by the Superintendent of Schools.~~ *In no event will a newly hired employee be placed above the top step in their category.* Subsequent movement on the schedule shall reflect additional years with the District.

Changes in pay as a result of degree or certification must be made in writing to the Superintendent and shall include copies of valid certification or original (sealed, official) transcripts. Changes will be made effective in the pay period following the receipt of request, provided the sufficient documentation is included.

14.3 Individual employees covered by this agreement will be eligible for reimbursement or prepayment for pre-approved job related courses, workshops, or conferences and in any one year will be reimbursed to a maximum of \$800, except for para-educators who will be eligible for reimbursement or prepayment to a maximum of \$1,000 of which no more than \$120 can be used for travel. *Additional funds may be available based upon prior approval and specific requests.* Approval for courses, workshops, or conferences will be made by the building principal or designee. No more than ninety (\$90) dollars may be used for travel related expenses. Courses, workshops, or conferences must be successfully completed with a passing grade *of B- or better*, certificate of completion, or attendance certificate, as appropriate, in order to qualify for reimbursement or prepayment. Approval by the principal or designee must be a minimum of 30 calendar days prior to the issuance and release of a check by the

district to the appropriate vendor for any prepayment. Within fifteen days of completion of the course, workshop, or conference the employee shall provide documentation of successful completion to the principal. If the employee does not pass or attend the course, workshop, or conference, or provide documentation of successful completion, the district shall recover all of the prepayment through payroll deduction. Para-educators may attend pertinent teacher workshops to a maximum of three per year, at the discretion of the principal. Para-educators will be paid for hours in attendance at their regular hourly rate. Hours in attendance at workshops will not count toward the total number of contract days. **Staff members shall use the electronic professional development management system (PDMS) to accumulate and track their professional development and/or recertification hours.**

14.4 The District will provide a savings and/or checking direct deposit program for Staff Members. ~~Staff Members shall have a choice of two ways to receive their pay: direct deposit or paycheck.~~ **All Staff Members shall be entitled to receive pay via direct deposit.** They will receive a biweekly paycheck unless the Staff Member chooses direct deposit. There will be no more than ~~two (2)~~ **three (3)** accounts for any employee. If the Staff Member chooses to start or stop direct deposit service, they may obtain the appropriate forms from the District anytime during the year. When completed, the forms will be sent to the SAU 41 Office for processing. There is a thirty (30) day period to terminate or implement the service. ~~All new employees and employees currently using direct deposit will be required to use the direct deposit option.~~ **In order to qualify for direct deposit, Staff Members must follow the established SAU process and changes are subject to payroll processing deadlines.**

14.5 Any para-educator who receives State Certification Para-educator I shall be entitled to an added hourly wage adjustment of *thirty* cents (**\$0.30**) per hour to the Appendix A rate, subject to prior approval by the Superintendent.

Any para-educator who receives State Certification Para-educator II shall be entitled to an added hourly wage adjustment of *sixty* cents (**\$.60**) per hour to the Appendix A rate, subject to prior approval by the Superintendent.

Any para educator who holds or receives a BA or BS from an accredited university shall be entitled to an added hourly wage adjustment of one dollar (\$1.00) per hour to the Appendix A rate, subject to prior approval of Superintendent.

Any para-educator who holds or receives a MS, MA or MBA from an accredited university shall be entitled to an added hourly wage adjustment of two dollars (\$2.00) per hour to the Appendix A rate, subject to prior approval of Superintendent.

14.6 A Para-educator who is CPI certified or ABA trained and maintaining ongoing training, and whose assignment to a student requires that Para-educator to perform certain medically related tasks, or restraints ("Specified Personal Care Duties/Restraints"), all as anticipated and provided for in that student's IEP, BIP and/or 504 plan (collectively referred to in this section as "Student Plan"), will be entitled to receive an hourly differential added to his or her hourly wage, for time that the Para-educator is attending to that student, **except in cases of direct instruction which is outlined in the student's plan.** There shall be ~~three~~ **four** differential rates, according to the level, nature, and frequency of the Specified Personal Care Duties/Restraints, according to a rubric established and modified under then current District policy. The ~~three~~ **four** hourly differential rates will be based upon annualized levels of \$1,000, \$3,000, \$5,000 and **\$6,500** for a 6.75 hour work day for the school year.

14.6a Prior to the start of each school year, the Superintendent and the Director of Student Services will determine the differential rates appropriate for each existing Student Plan, and notify the respective Para-educator of the differential level.

14.6b Differential rates relating to specific students will be reviewed, and rates adjusted prospectively as Student Plans are developed and or modified over the course of the school year.

14.6c Any Special Education ~~Classroom~~ Para-educator or ~~Special Education Program~~ Para-educator who substitutes for a Para-educator during time that the Para-educator is regularly assigned Specified Personal Care Duties/Restraints, will receive the differential during that time.

14.6d The differential is paid only for time the Para-educator (or substitute) is assigned to a student under the Student Plan, and the student and Para-educator are in attendance. Such time will be indicated on the Para-educator's time card.

14.7 Employees may be assigned by the Administration to attend up to three additional in-service days per year subject to budget limitations.

ARTICLE XV INSURANCE BENEFITS

15.1 Health Insurance: Full-time Staff Members may participate in the Anthem ABSOS20/40 1KDED-RX10/20/45 health plan. The district shall contribute toward the monthly premium for any single plan chosen by an employee up to **\$710 for fiscal year 2018-2020 and up to \$760 for fiscal year 2020-2021.** The district shall contribute toward the monthly premium for any two person plan chosen by an employee up to **\$1,160 for fiscal year 2018-2020 and up to \$1,210 for fiscal year 2020-2021.** The district shall contribute toward the monthly premium for any family plan chosen by an employee up to **\$1,210 for fiscal year 2018-2020 and up to \$1,260 for fiscal year 2020-2021.**

15.2 Dental Insurance: Full-time Staff Members will be provided with payment toward either Northeast Delta Dental Health Care Coverages A, B, C and D, or some other plan with a comparable schedule of benefits, as follows:

100 percent of Coverage A; and 80 percent of Coverage B; and 50 percent of Coverage C (no deductible, with **\$1,500** maximum per person per year); and 50 percent of Coverage D (with \$1000 lifetime maximum per person for orthodontia age 19 and under). For the term of this Agreement the District will contribute 100 percent of the cost for single person membership. For two person membership, the District shall pay up to **\$100** per month. For a family membership, the District shall pay up to **\$125** per month.

15.3 Intermediate Term Income Protection: A full-time Staff Member who has exhausted his or her accumulated sick leave and becomes or remains ill or disabled **for reasons consistent with the Family and Medical Leave Act**, will be paid for such continued absence, **provided the employee provides a physician certification**, at the rate of 60 percent of his or her normal daily rate of pay until such time as long term disability commences or the cessation of the illness or disability, whichever occurs first. The combination of paid sick leave days and intermediate term disability days will not exceed ninety (90) for a single disability. This benefit plan shall apply to the illness and/or disability of a Staff Member only, and does not cover absences related to illness and/or disability of a member of his/her immediate family. **Intermediate Term Income Protection shall not be applied on an intermittent basis.** The District will maintain **employer portion** payment of the Staff Member's medical insurance during this period.

15.4 Long-Term Disability (LTD): The District will purchase Long-Term Disability Insurance to cover all full-time Staff Members. The policy/policies will provide for income at sixty-six and two-thirds (66 2/3) percent of the Staff Member's salary commencing after ninety (90) calendar days of disability, continuing until age seventy (70) or the cessation of disability, whichever occurs first. A Staff Member on Long-Term Disability who recovers from said disability will have the right to return to his or her position for up to two (2) years from the date on which Long-Term Disability payments began. The District will maintain payment of the Staff Member's medical insurance premiums from the commencement of Long-Term Disability until the Staff Member is eligible for health care under Medicare but in no case for a period of more than three (3) years. **At the commencement of LTD, if an employee is eligible for Medicare, their insurance coverage under the district shall be terminated and the District shall not provide compensation for previously covered employer responsibility portion.** If a Staff Member is disabled for part of a school year, s/he will receive credit for that year for computing years of service.

15.5 Commencement of Benefits: An employee who begins work prior to the fifteenth (15th) day of the month shall have his/her benefits paperwork processed in time for submission on the first day of the next month. An employee who begins work on or after the fifteenth (15th) day of the month shall have his/her benefits paperwork

processed in time for submission on the first day of the second full month of employment.

ARTICLE XVI LEAVE BENEFITS

16.1 **Personal Leave:** A full-time Staff Member will be granted "personal days" by the Principal or Superintendent to enable him or her to attend to personal affairs which, because of their nature, must be attended to at a time when the Staff Member would normally be required to work. Application for personal day(s) in half or full day increments *hourly increments*, must be made, in writing, *utilizing the established SAU 41 electronic absence management system, but no later than 5 business days prior to date(s) of request. Only in cases of emergency shall a request be made less than 5 business days from the date(s) request.* ~~as far in advance as is possible.~~ In cases of emergency, the request may be made by telephone, followed as soon as possible by the required written application. If the reason for personal day(s) is, in the Staff Member's judgment, of an extremely personal nature, and he or she does not wish to share any information connected with the personal day(s) request, he or she will not be required to state the reason. However, it is not intended that a Staff Member will use the language of this section to refuse to give reasons for request that are not of an extremely personal nature. No full-time Staff Member should expect to be granted more than three (3) personal days per school year, and no part-time Staff Member more than two (2) personal days per school year. Personal leave under this Article may not be used to extend a holiday, a vacation, or a long weekend. Therefore, Staff Members requesting personal leave before or after a holiday, a vacation, or a long weekend will be required to give specific reasons for their requests. *The district reserves the right to limit the number of employees out at any given time. Denied personal day requests shall be considered unpaid for the purposes of payroll and shall be subject to disciplinary action for failure to follow established procedure.*

16.2 **Professional:** Each Staff Member may be granted one (1) day per year as a professional day upon approval of their appropriate supervisor *utilizing PDMS (Professional Day Management System)* Additional professional days may be granted at the discretion of the ~~School District~~ *Superintendent or designee.*

16.3 **Sick Leave:** Each full-time Staff Member will be granted two (2) sick days at the beginning of the year and will also be entitled to one (1) day of sick leave per month. Such sick time may accumulate to a maximum of 90 days for full-time employees. Sick leave will be pro-rated for part-time employees. *Newly hired employees will automatically be granted 2 sick days and will earn an additional day for each full month of employment beginning with the 1st of the month following the date of hire.*

Sick leave may be used for the Staff Member's own illness, disability, or essential treatments related to the Staff Member's health. Current years sick leave (maximum 14

days) and not accrued sick leave may also be used when the staff member's absence is required due to like conditions or illness of a member of his or her immediate family, excepting only unusual, adverse health circumstances as determined by the Superintendent. "Immediate family," as used here, shall be interpreted to include husband, wife, son, daughter, father, mother, brother, sister *or step-family* of the Staff Member, or any relative living in the immediate household of the Staff Member. A Staff Member may be required by the Superintendent to furnish satisfactory medical proof of illness or disability after five consecutive days of absence due to illness or disability.

16.4 Bereavement Leave: A Staff Member who is absent due to death in his or her immediate family is granted up to five (5) days leave not chargeable to sick leave or personal leave. "Immediate family," as used here, shall be interpreted to include husband, wife, son, daughter, father, mother, brother, sister, grandparents or grandchildren *or step-family* of the Staff Member or of his or her spouse, or any relative living in the immediate household of the Staff Member.

16.5 Court/Agency Appearance: Any employee required to be present in court or at a hearing before an administrative agency of the government shall be granted up to three (3) days of non-cumulative leave with pay per year. This limitation of three (3) days shall not apply to jury duty. The employee shall not be required to use another category of leave. This leave may not be used for personal legal matters. The district shall pay employees full salary for any such days. The employee shall sign over to the district any fees received from the court/agency less expenses for travel.

16.6 Child Care Leave: Staff members who desire child care leave may be granted leave by the Superintendent without pay. The Superintendent may require a physician's statement or other medical evidence showing the necessity of child care leave. In any event not more than thirty (30) work days (six calendar weeks) of child care leave may be granted in any one contractual year, excepting only unusual, adverse health circumstances as determined by the Superintendent.

16.7 Accrued Sick Leave: Each staff member *hired prior to July 1, 2016* shall upon resignation or retirement, *but not upon termination for just cause*, be paid for unused, accrued sick leave days to a maximum of ninety (90) days *based on the following conditions*:

The balance of accrued sick leave days as of June 30, 2016 for each employee will be the maximum days that employees can be paid for this benefit. (Example: Employee A has 57 accrued sick days on June 1, 2016; that becomes the maximum number of days Employee A can be paid for upon ending employment with the District.) If the employee's balance is less than the balance on June 30, 2016, the lower number will be used for payment. If the employee surpasses the balance on June 30, 2016, the balance on June 30, 2016 is the number used for payment.

Payment will be paid as follows:

(1) ten dollars per unused, accrued day after ten years or more of service to the district

(2) twenty dollars per unused, accrued day after twenty years or more of service to the district.

The Staff Member shall expect payment following the last payroll period of the school year.

All employees hired after June 30, 2016 do not qualify for this benefit and once the last employee that qualifies leaves employment, this Article will be removed from this Agreement. Further, no changes can be made to this Article in future negotiations that will result in additional cost to the District.

ARTICLE XVII NOTICES OF VACANCIES

17.1 The Board agrees to post notices of vacancies within the District on a bulletin board at each of the schools as soon as the existence of such vacancies is known. *At the building level, such notices shall also be submitted electronically to all Staff Members.* Such notices will include a description of the position, as it is then known to be, the requirements of the position, and the place and date at which an application is to be submitted. Staff Members shall be given equal opportunity to apply for any job vacancy within the District. The Board shall make the final decision in any event.

17.2 The posting period shall be four (4) calendar days, including two (2) school days, during the normal school year and ten (10) calendar days during the summer recess. Exceptions to the posting period may be made for emergency situations with the written agreement of the building principal and an official representative of the Association.

ARTICLE XVIII JURISDICTION AND AUTHORITY

18.1 The Board, subject to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right in accordance with applicable laws and regulations to direct and manage all activities of the District.

18.2 The parties understand that neither the Board nor the Superintendent may lawfully delegate the powers which by law are vested in them, and this Agreement shall not be construed so as to limit or impair these respective statutory powers.

18.3 In the event that any provision of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect. Further, the parties agree to meet within fifteen (15) days from the date of said ruling to negotiate a new provision within the limits established by said authority using the procedures outlined herein.

ARTICLE XIX DURATION

19.1 The provisions of this Agreement between the Hollis Brookline Cooperative School Board and the Hollis Education Support Staff Association will be effective July 1, **2016** and shall continue in effect until June 30, **2018** subject to the approval of funds by the Hollis Brookline Cooperative School District Meeting. Any extension shall be mutually agreed upon, in writing, by the parties and unless such extension is agreed upon, this Agreement shall expire on the date indicated herein. This Agreement shall not be modified orally, but only through negotiations, as specified in this Agreement.

19.2 This Agreement represents the final resolution of all matters in dispute between the parties and shall not be changed or altered unless the change or alteration has been agreed to and evidenced in writing by the parties hereto.

APPENDIX A
Hollis Brookline Cooperative School Board-Hollis Education Support
Staff Association
Salary Schedules 2018-2021

- Category 1: Office/Clerical Assistant, Instructional Assistant, Library/Media Assistant, Custodian, Food Service Worker
- Category 2: Maintenance Worker, Cook, Grounds Maintenance Worker, Receptionist
- Category 3: Para-educator, Special Education Program Para-educator, ~~Special Education Classroom Support~~ Para-educator, Building Maintenance Shift Supervisor, Head Cook
- Category 4: Secretary, ~~Special Education Personal Care~~ Para Educator
- Category 5: 504 Para-educator, Building Maintenance Supervisor, Audio Visual Technician, Senior Secretary, Grounds Maintenance Supervisor, Registrar

COOP SUPPORT STAFF 2018-2019

	CAT. 1	CAT. 2	CAT. 3	CAT. 4	CAT. 5
BASE	\$11.34	\$12.40	\$13.52	\$14.62	\$16.79
STEP 1	\$11.51	\$12.58	\$13.77	\$14.88	\$17.17
STEP 2	\$11.74	\$12.77	\$14.02	\$15.08	\$17.37
STEP 3	\$12.15	\$13.32	\$14.53	\$15.68	\$17.96
STEP 4	\$12.72	\$13.96	\$15.13	\$16.30	\$18.59
STEP 5	\$13.37	\$14.57	\$15.79	\$16.96	\$19.24
STEP 6	\$14.03	\$15.21	\$16.43	\$17.60	\$19.89
STEP 7	\$14.69	\$15.86	\$17.07	\$18.22	\$20.63
STEP 8	\$15.40	\$16.59	\$17.80	\$18.97	\$21.29

COOP SUPPORT STAFF 2019-2020

	CAT. 1	CAT. 2	CAT. 3	CAT. 4	CAT. 5
BASE	\$11.62	\$12.71	\$13.86	\$14.98	\$17.21
STEP 1	\$11.79	\$12.89	\$14.12	\$15.26	\$17.60
STEP 2	\$12.04	\$13.09	\$14.37	\$15.46	\$17.80
STEP 3	\$12.46	\$13.65	\$14.90	\$16.07	\$18.41
STEP 4	\$13.04	\$14.31	\$15.51	\$16.71	\$19.06
STEP 5	\$13.70	\$14.94	\$16.18	\$17.39	\$19.72
STEP 6	\$14.38	\$15.59	\$16.84	\$18.04	\$20.39
STEP 7	\$15.05	\$16.26	\$17.49	\$18.68	\$21.15
STEP 8	\$15.78	\$17.01	\$18.24	\$19.45	\$21.82

COOP SUPPORT STAFF 2020-2021

	CAT. 1	CAT. 2	CAT. 3	CAT. 4	CAT. 5
BASE	\$11.86	\$12.97	\$14.14	\$15.28	\$17.55
STEP 1	\$12.03	\$13.15	\$14.40	\$15.56	\$17.95
STEP 2	\$12.28	\$13.35	\$14.66	\$15.77	\$18.16
STEP 3	\$12.71	\$13.92	\$15.19	\$16.39	\$18.78
STEP 4	\$13.30	\$14.59	\$15.82	\$17.05	\$19.44
STEP 5	\$13.98	\$15.24	\$16.51	\$17.74	\$20.12
STEP 6	\$14.67	\$15.91	\$17.18	\$18.40	\$20.79
STEP 7	\$15.36	\$16.58	\$17.84	\$19.05	\$21.57
STEP 8	\$16.10	\$17.35	\$18.61	\$19.84	\$22.26

*Those employees on step 8 shall move off the step table and receive an increase in pay of **Three percent (3%) for fiscal years 2018-2019, 2019-2020 and 2020-2021**. This increase also applies to those employees already off step.*

APPENDIX B LONGEVITY PAYMENT

Any Staff Member who has completed fifteen (15) or more years of continuous service working in the Hollis Brookline Cooperative School District will receive longevity pay as follows (substitute years are not eligible):

15 years - \$500

20 years - \$1,000

25 years - \$1,500

30 years - \$2,000

In 2016-17 employees with 15 or more years of service will receive the amount associated with the threshold year they are on or the one they have most recently surpassed. Thereafter, employees will receive payment only on the next threshold year.

This will be disbursed in the year following the threshold in two separate payments: the first half shall be disbursed in the second pay period in July 2016 and the second half disbursed in the second pay period in July 2017, provided the employee remains employed with the District or has retired on June 30, 2016. In 2017-18 employees on a threshold year will be paid in the second pay period in July 2017, provided the employee remains employed with the District or has retired on June 30, 2017. This payment is taxable. Employees who retire and return cannot combine years for this benefit.

APPENDIX C
GRIEVANCE AND ARBITRATION FORMS

Copies to: 1. Staff Member(s) Immediate Supervisor; 2. Principal (if not 1);
3. Superintendent; 4. Association

To: _____ Date: _____
Immediate Supervisor

From: _____ School: _____

Date of Grievance: _____

Statement of Grievance, including the specific violation or condition, will reference the specific Article of the School Board/HESSA Agreement violated:

Relief Sought:

Signature

Date Received: _____

LEVEL A

Submitted to:

Building Principal

Date Received: _____

Decision of Principal:

Signature

Date: _____

LEVEL B

Appealed Prior Decision to:

Superintendent of Schools

Date Received: _____

Decision of Superintendent:

Signature

Date: _____

Opposing Position of Aggrieved Staff Member(s):

Signature

Date: _____

LEVEL C

Submitted to Hollis Brookline Cooperative School Board:

Date Received: _____

Decision of School Board:

Board Chair

Date: _____

LEVEL D

Request to Submit Decision in Level C to Arbitration:

Superintendent of Schools

Date Received: _____

Association President

Date: _____

APPENDIX D

Hollis Brookline Cooperative School Board Policy GDQA REDUCTION IN SUPPORT STAFF WORK FORCE

When a reduction in staff is necessary, the Superintendent shall notify, in writing, the association president, specifying the details of the anticipated reduction. Every reasonable effort will be made to accomplish such reductions by attrition (retirements, resignations, and refusal to contract).

Within each job title of the respective Categories listed in Appendix A of the Support Staff Contract, the least senior employee shall be laid off first. In addition, Category 4 Para-educators shall have seniority rights over Category 3 Para-educators with less seniority.

Seniority shall be defined as total years of employment in the Hollis Brookline Cooperative School District. Part-time employees shall accrue seniority on a pro-rated basis. Employees who are being laid off [or displaced] shall be given thirty (30) calendar days notice of lay-off.

Employees who are going to be laid off and who are qualified to fill vacant positions in other job titles shall have the right to apply for the positions and shall be given preference over outside applications if substantially equal.

Recall for Support Staff as listed in Appendix A and as noted in paragraph 2 of this policy shall be in reverse order of lay-off. A recalled staff member must signify his/her acceptance of recall within five (5) working days of receipt of notice, or forfeit said recall rights. Staff members who have been given other positions in the district to avoid lay-off shall have the right to return to their original positions. If they waive recall, all rights under this policy for that employee shall cease. Staff members shall retain recall rights for a period of 18 months from the date of lay-off. No new employee shall be hired in any vacant or new position while there are laid off employees substantially qualified to fill those positions.

1st Reading: July 20, 2006

2nd Reading: October 18, 2006

Adoption: October 18, 2006

Amended: January 24, 2007 and November 14, 2007

Amendments Adopted: November 14, 2007

Amended and Adopted: January 20, 2010

To become effective: July 1, 2010

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day of _____, 2018.

HOLLIS BROOKLINE COOPERATIVE
SCHOOL BOARD

HOLLIS EDUCATION
SUPPORT STAFF
ASSOCIATION

By _____
Krista Whalen, School Board

By _____
Chuck Stohl, President

By _____
Holly Babcock, School Board

By _____
Penelope Arsenault, Negotiator

By _____
Andrew Corey
Superintendent of Schools

KHB – ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools;

The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm;

The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools;

The Superintendent may, at his or her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit;

The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promotion activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils;

School publications may accept and publish paid advertising under established procedures;

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Nothing herein shall be construed to preclude the School Board from providing attribution to entities or individuals that contribute, financially or otherwise, to the School District, or from naming educational facilities after corporations or individuals who have made extraordinary contributions to the school community. Such determinations shall be within the School Board's sole discretion, but shall require consultation with the Superintendent and shall reflect the educational mission and shared community values of the School District.

First Reading: January 17, 2018

BEDB – AGENDA PREPARATION AND DISSEMINATION

Category: Recommended

See Also BEDA, BEDH

The Board Chairperson in consultation with the Superintendent (or designee) shall prepare all agendas and Board packets for meetings of the Board.

Items to be placed on the agenda should be received by the Board Chair and/or the Superintendent at least ten days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item. Inclusion of items in the Board Packet will be at the discretion of the Board Chairperson in consultation with the Superintendent.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials (Board Packets) should be distributed if possible to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Board Chair to request additional information that may be deemed necessary to assist them in their decision-making responsibilities. Board Packets shall not include materials presented to the Board by any Board member, staff member, student, or any other person unless approved by the Board Chairperson. Board Packets shall not be supplemented during or after the Board meeting except by vote of the majority of Board members present.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings

regarding an agenda item are encouraged to contact the Board Chair prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

Revised: September 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004

1st Reading: October 18, 2017

| 2nd Reading: January ~~November~~ 17 ~~15~~, 20187

BEDG - MINUTES

Category: Recommended

The Board will maintain a record of the actions taken at Board meetings. The Board may provide a paid transcribing secretary to record minutes of meetings. The minutes of the Board shall be kept in an official minute book and shall include the names of members participating, persons appearing before the School Board, a brief description of each subject matter discussed, and a record of all final decisions. When a recorded roll call vote on a motion is required by law or called for by the Chair, the minutes will record how each board member voted on the motion.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Draft Minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, unless sealed by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion, will be made available for public inspection within seventy-two (72) hours after the non-public session.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public
RSA 91-A:2, II-a,
RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions
RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records available
for Public Inspection

Adoption: December 15, 2004

Amended:

1st Reading: October 18, 2017

2nd Reading: January 17, 2018

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ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.
2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.
3. All requests for public records must be made through the SAU/Superintendent's office.

If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.

4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.
5. The School District will charge a fee of \$0.15 per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.

6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

1st Reading: October 18, 2017

2nd Reading: January 17, 2018

IGE – PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

Category: Priority/Required By Law

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

~~Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.~~

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC or IHAM.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Legal References:

RSA 186:11, IX-c & IX-e State Board of Education; Duties.
20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights

Adopted: February 15, 2012

1st Reading: October 18, 2017

2nd Reading: January 17, 2018

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JICFA - HAZING

Category: Priority/Required by Law

It is the policy of the Hollis Brookline Cooperative School District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the ~~Board of Education~~District shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the ~~Board of Education.~~ District.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the ~~Board of Education~~District is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

1st Reading: October 17, 2007

Adopted: May 21, 2008

Policy Amended:

1st Reading: October 18, 2017

2nd Reading: January 17, 2018

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HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material. The

~~Parents/guardians will have the right to inspect and review~~ health and physical instruction materials ~~which~~ will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with Principal.

Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious reasons must complete a Health or Physical Education Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

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Legal References:

NH Code of Administrative Rules, Section Ed 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program

RSA [186](#):11, IX-b, Health and Sex Education

Adopted: February 18, 2009

Amended

First Reading: January 17, 2018