

Hollis Brookline Cooperative School District  
Wednesday, March 29, 2017  
Hollis Brookline Middle School

**6:00**

All times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey
- 6:05 Board Reorganization
- Election of Officers
- 6:35 Appointment of a process server  
Agenda adjustments
- 6:40 Nominations/Resignations/Correspondence
- 6:45 Principal's Reports
- 6:50 Non-public under RSA 91-A: 3II (a) Reputation and/or (c) Compensation**
- 7:20 Deliberations
- To see what action the Board will take regarding the Administrations recommendations for teacher nominations
  - To see what action the Board will take regarding the renewal of policy BCA - Board Member Code of Ethics
  - To see what action the Board will take regarding the renewal of policy DFA – Investment Policy
  - To see what action the Board will take regarding Principal Barnes recommendation for graduation
  - To see what action the Board will take regarding the approval 2017-2018 calendar
- 7:45 Discussion
- Health Insurance Update
  - Start Time Committee Update
  - Crosswalk discussion
  - Review of proposed equipment purchases
- 8:15 Motion to Adjourn

March, 2017

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

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

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

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

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

To: Andrew Corey  
From: Rick Barnes  
RE: March Board Report

### **Action Item**

- **Graduation Date:** Given the recent snow delays and days, we have received questions about whether graduation will be moved. I recommend that graduation day remain as it currently stands, on Saturday June 10<sup>th</sup>.

**Spirit Week:** February ended with one of the best Spirit Weeks in recent memory. The week began with the Unified Basketball Team's crushing victory of over the Faculty Team. It ended with one of the best pep rallies in recent memory that included a staff flash mob/synchronized dance. Stay tuned for the link to that video. We are grateful for the hard work and dedication on behalf of students and staff to make the week a success.

**National Merit Finalists-** have received the announcement that four of our students have been named as National Merit Finalists and will be considered for National Merit Scholarships. They are: **Hayden J. Kubishta, Magnolia M. Moskun, Rebecca J. Nelson, and Madylin D. Partridge.** We commend them for their commitment to the highest level of excellence.

**Indoor Batting Cage:** A HUGE thank you to the **HBHS Athletic Boosters!** They donated funds to purchase and install this major upgrade that is currently ready for use in the main gym. Baseball and Softball players can now participate in batting practice year round. We are deeply grateful for their continued support.

**Winter Sports-** The season has come to a close. Congratulations to Bowling, Boys and Girls Basketball, and Gymnastics for qualifying for the state tournament. Boys' Basketball made it to the Final Four and Girls' Basketball made it to the championship game where they came very close to upsetting an undefeated Lebanon team. Congratulations to all of our student athletes for the dedication and hard work in and out of the classroom.

Respectfully Submitted,

Rick Barnes  
Principal

To: Hollis Brookline Cooperative School Board  
From: Bob Thompson, Principal HBMS  
Re: Principal's Report  
Date: March 29, 2017 Scheduled Meeting

### ***INFORMATION ONLY***



**HBMS Community Greenhouse-** We continue to receive donations and grants for the HBMS Community Greenhouse Project. This past month we received the following: Hollis Garden Club \$450, New Hampshire the Beautiful Grant \$362.50, a private donation from an anonymous donor \$500 and a donation for electrical work from Gertz Electric. The greenhouse has been ordered from the manufacturer and is in the process of being shipped. It will be installed when the ground thaws.

**NH Youth Summit on Opioid Awareness-** On March 7<sup>th</sup> HBMS, as part of a collaboration with the Hollis Police Department, took a group of students to the NH Youth Summit on Opioid Awareness. Approximately 8,000 students from across N.H. were in attendance to hear from several guest speakers including Governor Chris Sununu, New England Patriot Patrick Chung and United States Attorney General Jeff Sessions. The event was streamed live on WMUR allowing students who were not able to attend the ability to watch the event. It was a very powerful and emotional event for our students.

**College on the radar-** On March 23<sup>rd</sup> a group of HBMS traveled to Nashua Community College to tour the facility and hear about the variety of programs that the community college system has to offer. This experience is designed to put college on the radar for some of our students and for them to gain exposure to all of the different career, vocational and technology offerings that our community college system has.

**Washington, D.C. Trip.** On Tuesday morning 189 8<sup>th</sup> graders from HBMS will depart for Washington, D.C. While in Washington, D.C. students will visit such places as the Lincoln Memorial, Arlington National Cemetery, the Tomb of the Unknown Soldier, and The Air and Space Museum. Students and staff will return Friday evening, March 31st. We are proud to report that every student with a financial need is able to attend the trip this year due to the generosity of our community. We are also grateful to the parents who donated snacks and water for the bus ride.

**6<sup>th</sup> Grade Transition-** HBMS administrators and staff will be traveling to both HUES and CSDA the week of April 3<sup>rd</sup> to talk with 6<sup>th</sup> grade students. We will discuss course offerings, extracurricular activities, and answer any questions that students might have. On April 6<sup>th</sup> we will host our 6 grade parents for an informational night. Parents will have the opportunity to tour the school, meet teachers, and get information about the various programs offered at Hollis Brookline Middle School. Please follow the link below for a complete list of transition activities and timelines: <https://t.co/UQW7IzDerg>

**9<sup>th</sup> Grade Transition-** Last month counselors from the high school visited the middle school to review high school course offerings with 8<sup>th</sup> grade students. All of our 8<sup>th</sup> grade students have signed up for their 9<sup>th</sup> grade classes. We are in the process of scheduling dates and times for our 8<sup>th</sup> grade students to visit the high school.

**Large Group Music Festival-** On March 11, 90 HBMS Band Students participated in the NH Large Group Music Festival at Campbell High School. The festival brings together Middle School Band students from across the state, and provides an opportunity for students to receive feedback on their performance from musicians around the state. Thank you to Band teacher Liz Nault and Chorus teacher Nancy Spencer for organizing this event.

**Veteran's Visit-** On Monday, March 20<sup>th</sup> HBMS hosted a visit with local veterans. The purpose of the visit was for students to get some background and context for many of the memorials we will visit in Washington, D.C. Our students asked very insightful and heartfelt questions.

**Follow us on Twitter:** @HBmiddleschool

**Important Dates:**

March 28-31 Washington DC trip and alternate trips -  
April 7 - SeaPerch Challenge at UNH - selected students

## **Policy BGA - BOARD MEMBER CODE OF ETHICS**

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government-public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well-being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A: 2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Adoption: May 25, 2004

First Reading: June 20, 2013

Second Reading: July 23, 2013

Third Reading: August 27, 2013

Approved: August 27, 2013

Readopted: March 2106

## INVESTMENT

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA [197](#):23-a to invest the funds of the District subject to the following objectives and standards of care.

### OBJECTIVES

The three objectives, in priority order, of **investment** activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA [366](#):57.
2. Liquidity of the **investment** portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The **investment** portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the **investment** risk constraints and liquidity needs. Return on **investment** is of secondary importance compared to the safety and liquidity objectives described above.

### STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the **investment** process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the *GFOA Recommended Practices and Policy Statements Related to Cash Management* as a guide to the prudent **investment** of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the **investment** process shall refrain from personal business activity that could conflict with the proper execution and management of the **investment** program or that could impair their ability to make impartial decisions. Employees and **Investment** officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall further disclose any personal financial/**investment** positions that could be related to the performance of the **investment** portfolio. Employees and officials shall subordinate their personal **investment** transactions to those of the School District particularly with regard to the timing of purchases and sales.



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

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

**Legal References:**

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

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

1st Reading: August 8, 2007

Adoption: May 21, 2008

Re-adopted March, 2016

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

**AUGUST (1 day)**

M	T	W	TH	F	
					All staff return on Aug. 28
					Aug 30 - Grade 7 and 9 Orientation
X	X	30	31		Aug 31 - School Begins 7-12

**SEPTEMBER (20 days)**

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

**OCTOBER (21 days)**

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

**NOVEMBER (17 days)**

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

**DECEMBER (16 days)**

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

**JANUARY (21 days)**

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

**FEBRUARY (17 days)**

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

**MARCH (20 days)**

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

**APRIL (16 days)**

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

**MAY (22 days)**

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

**JUNE (\*7 days)**

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

**Legend:**

X - No School for Students

XX - No School for Students & Staff

**Total student days 178**

\*All last days include five snow days

**Dismissal:**

**Marks Close:**

Quarter 1

Quarter 2

Quarter 3

Quarter 4

**Report Cards Issued:**

## Hollis Brookline Cooperative School District

### FY17 Surplus Management

#### Suggested Expenditures

##### Phase I

\$ 9,500	HBMS Well Identification
\$ 2,550	New Projectors - HBMS Spec Ed (3)
\$ 4,500	Student Laptop Replacements (ARRA) - Chromebooks 9 in each school
\$ 5,525	13 Replacement Projectors - HBHS 8; HBMS 5
\$ 7,100	HBMS Chromebook (24 (\$250) + cart (\$1,100))
\$ 9,250	HBHS Floor Scrubber
\$ 2,000	Live Streaming Equipment

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**\$ 40,425**

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