

Hollis Brookline Cooperative School Board  
Wednesday, September 16, 2020  
Hollis Brookline Middle School Library

**6:00**

All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer  
Agenda adjustments
- 6:10 Nominations, Resignation and Correspondence
- 6:15 Public Input
- 6:30 Principal's Reports/Athletic Update
  - Opening of School updates – Principal Girzone and Principal Barnes
  - Athletic Update – Brian Bumpus
  - Top Ten Discussion - Principal Barnes
- 7:15 Budget Committee Update
- 7:25 Discussion
  - FY 22 Budget Discussion
    - Maintenance Trust
  - Diversity, Equity and Inclusion Update
  - Committee Appointments
- 8:00 Deliberations**
  - To see what action the Board will take regarding policy BCA – Board Code of Ethics up for annual renewal
  - To see what action the Board will take regarding policy DFA - Investments policy up for annual review
- 8:15 HB Highlights  
Report out from the process observer
- 8:20 Non-Public Meeting
- 8:25 Motion to Adjourn
- 8:30 Non- Meeting – Contract Negotiations

To: Hollis Brookline Cooperative School Board  
From: Tim Girzone, Principal HBMS  
Re: Principal's Report  
Date: September 16, 2020

### **Information Only**

**Return to School at HBMS:** HBMS welcomed 7th graders on Tuesday, September 8th and both 7th and 8th graders on Wednesday September 9th. Both In-Person and Remote Learners have had the opportunity to work with their new teachers and classmates in their academic classes as well as in ROCK.



### **Arrival and Dismissal:**

Morning drop off procedures at HBMS have had a successful start considering the significant increase in carpool traffic. The staggered afternoon dismissal procedures continue to be improved upon to allow for a safe and efficient way to get students out of the building. These procedures include the use of all building egresses to minimize crowding indoors, separate lines for 7th and 8th Grade carpool traffic and a singular MS/HS bus pick up location on Jeff Smith Way.

### **HBMS Enrollment Numbers: (As of 9/9/20)**

<u>Total: 388 students</u>	<u>Grade 7 total: 171 Students</u>	<u>Grade 8 total: 217 Students</u>
In-Person - 78%	In-Person - 79%	In-Person - 77%
Remote Learners - 22%	Remote Learners - 21%	Remote Learners - 23 %

### **Staffing Updates:**

HBMS is currently accepting applications for the following position:

- Special Education paraprofessional support staff

### **Important Dates:**

7th Grade (Virtual) Open House: 9/22 6:00pm  
8th Grade (Virtual) Open House: 9/24 6:00pm

Respectfully Submitted,

Tim Girzone  
Principal  
Hollis Brookline Middle School

To: Andy Corey, Superintendent  
From: Rick Barnes, Principal HBHS  
RE: September Board Report

**National Merit Semifinalists:** We are excited to announce that Kai Jimeno '21 and Tyler Bazemore '21 have been announced as National Merit Semifinalists! These two outstanding students are among an elite group of 16,000 students pulled from a total of 1.5 million juniors nationwide who took the PSAT/National Merit Qualifying test last year. Congratulations, we are proud of your commitment to excellence in the classroom.

**Opening Day:** Despite some bumps here and there, our triumphant return to school has largely been a success! In the words of a number of students I spoke with, "...it is good to be back but things are very different..." this was typically followed by, "...but we will get used to it." This is indicative of our staff and student's positive and resilient approach to our transition back. Indeed, everything is very different. Classes are much longer and everyone is doing a great job adhering to covering their face. Seniors are taking appropriate advantage of the increase to their privileges. This is helping to stagger the number of students present at the beginning and end of the day. A highlight of the day was outdoor lunch on the lacrosse field where students were able to spread out, enjoy some fresh air, and socialize with friends.

**Open House:** Due to our delayed start, Open House came up quick this year. We look forward to providing families a quick introduction to their student's teachers in what will be another remote event we are offering for the first time.

#### **In Person vs Remote Student Comparison**

Grade	In Person	Remote
9	82%	18%
10	79%	21%
11	79%	21%
12	84%	16%

**Top Ten/Class Rank:** Attached to this report you will find the Top Ten Subcommittee's proposal regarding the Top Ten. The proposal was the culmination of hours of hard work and difficult, but productive discussions. Also attached is the first read of our Class Rank Policy that will need to be amended should the proposal be accepted. I look forward to sharing the full details of the committee's important work during our meeting next week.

Respectfully Submitted,

Rick Barnes  
Principal

To: Andrew Corey, Superintendent  
 From: Brian Bumpus, District Athletic Coordinator  
 Re: September 2020 Board Report

**HBHS Fall Athletics Update:** The HBHS Fall Athletic season kicked off on September 8<sup>th</sup>, with all teams beginning practices and try-outs. Regional schedules are currently being finalized and posted on the HB Athletics website. The Athletic Department is excited to be moving forward with the modified fall season and looks forward to providing extracurricular opportunities for all of our student-athletes.

**HBMS Fall Athletics Update:** The HBMS Fall Intramural season will begin on Tuesday, September 15<sup>th</sup>. Each program will practice 2 days a week and participate in intra-squad scrimmages and games on Thursdays for a total of 6-weeks.

**Participation Numbers:** The early participation numbers for the fall season, with a 3-year comparison, are listed below. HBHS is projecting a slight decrease at this time, although the Unified Soccer numbers are expected to increase. The HBMS numbers are showing to be on par with what we have seen over the past few years.

**Hollis Brookline High School**

Winter Sports	18-19	19-20	20-21
Bass Fishing	10	4	3
Boys Soccer	41	50	45
Cross Country	32	26	25
Fall Cheerleading	16	17	24
Field Hockey	39	33	33
Football	43	41	42
Girls Soccer	35	33	30
Girls Volleyball	37	38	34
Golf	14	16	19
Unified Soccer	25	22	4
<b>TOTAL</b>	<b>292</b>	<b>280</b>	<b>259</b>

**Hollis Brookline Middle School**

Winter Sports	18-19	19-20	20-21
Boys Soccer	22	22	25
Cross Country	40	39	31
Field Hockey	15	19	18
Girls Soccer	17	19	20
Girls Volleyball	14	14	18
<b>TOTAL</b>	<b>108</b>	<b>113</b>	<b>112</b>

**Turf Field Update:** The finishing touches on the Turf Field are all starting to fall in to place. Lights have been installed, Eversource will be installing poles and running wires for power in the next couple of weeks, and bleachers are being assembled and expected to be delivered shortly. As the pieces start to come together, we are excited to host our first games on the new field at the end of September.

**Recent Coaching Hires:**

HS Cross Country Head Coach – Ceara Yourell

HS Cross Country Asst. Coach – David Hersey

MS Cross Country Coach – Sue Connelly

MS Girls Soccer Coach – Joseph Desantis

**District Coaching Openings:** The HB Athletic Department is currently looking for qualified candidates to fill the following coaching vacancies for the Fall 2020 season.

**HBHS**

Boys Lacrosse Head Coach

Boys Lacrosse JV Coach

Boys Tennis Head Coach

Girls Tennis Head Coach

**HBMS**

Boys Lacrosse Coach

Outdoor Track Coach

Respectfully Submitted,



Brian Bumpus

District Athletic Coordinator

The subcommittee recommends the practice of calculating and announcing class rank for the top ten students be discontinued and replaced with a more equitable and inclusive practice that recognizes students' academic achievement as well as those students who are exemplars of our HBHS core values. Implementation should begin with the class of 2022 but no later than 2024.

Suggestions for replacement include but are not limited to the following:

- A Latin honors system that recognizes the top ten *percent* at HBHS. The top ten percent is only a guide. The committee felt that there should be a GPA threshold of which all students would be made aware of in advance.
- In lieu of valedictorian and salutatorian, up to three speakers would be chosen for graduation. A future committee for implementation could review a variety of criteria and processes.

Other relevant information:

A vote was taken at our final meeting with the following results:

I would like to keep the top ten in its current format: 1-Yes 11-No

I would like to see valedictorian and salutatorian removed: 8-Yes 4-No

## Class Rank

It is the policy of the board to name the Valedictorian, Salutatorian and those students who rank numbers three through ten alphabetically at the end of their senior year and those students who rank one through ten at the end of their junior year. To be eligible for top ten standing students must be considered full time (enrolled yearly in a minimum of 4.5 and a maximum of 7 credit bearing courses per year that count toward GPA). All courses taken at Hollis Brookline High School will be used when calculating a student's GPA. A student may not earn more than 7 credits per academic year that count toward grade point average. Credits awarded from Hollis Brookline High School are factored in to a student's GPA first. Any subsequent credits earned through approved alternate courses will be factored in to the GPA after all HBHS credits.

Students who accelerate their program and graduate early in three and one half years will be eligible for Valedictorian, Salutatorian and those who rank numbers three through ten in their final year.

Class Rank will not be reported. The exception will be for class rank to be reported for the sole purpose for the Service Academies' application process upon receipt of waiver and non-disclosure agreement from the student, parent or guardian to release his/her class rank.

Transfer students grades will be rolled into the Hollis Brookline High School transcript. Grades for transfer students will be recalculated to receive the same numerical weight as courses taken at HBHS. With the exception of transfer AP classes, which will be weighted, all other transfer classes can receive only the weight assigned to the same or similar class at HBHS. Therefore, classes will be recalculated (not renamed) to reflect weight and credit consistent with what students at Hollis Brookline can achieve.

Example:

Honors Eng 9 Grade A+ GPA 5.08 will be recalculated to the following:

TR Honors Eng 9 Grade A+ GPA 4.33 (consistent with Accel Eng 9)

Students must be attending Hollis Brookline High School for two consecutive years in order to be eligible for Valedictorian, Salutatorian and ranking of numbers three through ten. Students attending a 5th year are ineligible for rank. Life Skills courses are not eligible for GPA and will not be used in calculating rank in class.

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amended: January 21, 2009; July 20, 2011; January 6, 2012, October 17, 2012, September 18, 2013, July 15, 2015

Amended: October 21, 2015

Amendment first reading: September 16, 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: May 25, 2004

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

Re-Adopted: April 10, 2019

## 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

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

Re-Adoption: April 10, 2019