

Hollis Brookline Cooperative School Board
Wednesday, February 13, 2019
Hollis Brookline Middle School Library
All times are estimates and subject to change without notice

- 6:00 NON-MEETING with Attorney
- 6:30 Call to Order
- 6:35 Appointment of a process observer
Agenda adjustments
Approve meeting minutes
Nomination/ resignations/retirements/correspondence
- 6:40 Public Input
- 6:50 Principal Reports/Athletic Update
 - Rick is requesting permission for a choir trip in April, 2020
- 7:05 Discussion
 - Draft School Calendar 2019-2020
 - PSIF security grant update
 - District Meeting Planning
 - Petition warrant articles
 - Field Committee update
 - Update regarding citizens petitions
- 7:55 Deliberations**
 - To see what action the Board will take regarding the Superintendent's recommendation for the middle school principals position
 - To see what action the Board will take regarding the proposed choir trip in April, 2020
 - To see what action the Board will take regarding policy IJOC volunteers – First Reading
 - To see if the Board will take any action on the petition warrant articles submitted
- 8:30 Non – Public Session
- 8:35 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Principal's Report
Date: February 13, 2019, Scheduled Meeting

INFORMATION ONLY



Winter Athletics - This winter our teams were very successful both on and off the court and mats. The girls' basketball team not only made a playoff appearance, but finished in the semifinal round against a tough Pelham team. But off the court both the girls and boys basketball teams did an amazing job raising \$4,000 for the American Cancer Society in their Coaches Versus Cancer Event in January. The Wrestling Team had a great showing at the Tri-County Championships two weeks ago, and continues their season into February with their Wrestle for Change event this Friday at 3:00 p.m. to benefit suicide prevention awareness.

Tech Women/Tech Girls - On Friday, February 1st, approximately 50 Hollis Brookline Middle School students attended this year's Tech Women/Tech Girls event held at Hollis Brookline High School. Tech Women/Tech Girls is a New Hampshire Technical Alliance initiative that focuses on building a community of professionals and supporting efforts where young women are exploring STEM careers. Female professionals share their professional experiences with the students, and encourage students to explore career development, technology initiatives and innovation.

Wrestling for Change - On Friday, February 8th, beginning at 3:00 p.m., the Hollis Brookline Middle School Wrestling Team will host the 4th Annual Wrestling for Change Event. All the funds raised from this event will go to support suicide prevention and awareness. Once again this year, Jason Bazemore will be one of our guest speakers. The event is open to the public.

Emergency Management - On February 14th, Hollis Brookline Middle School will practice an offsite reunification drill. Students will evacuate the building and walk to Hollis Brookline High School. We are in the process of selecting a group of parents who will serve as volunteers to come and pick up their child from school. This drill will test our ability to evacuate the building, account for students, and reunify students with their parents in the event of an emergency.

Scheduling Committee - Our scheduling committee continues to review the master schedule. On January 10th, members of the scheduling committee held an offsite meeting facilitated by the New England League of Middle Schools (NELMS). The purpose of the meeting was to develop possible alternative master schedules. The committee is still in the process of reviewing alternative schedules.

Spelling Bee - Congratulations to Kaitlyn Mace who is the 2018-2019 Hollis Brookline Middle School Spelling Bee Champion. Kaitlyn will go on to the state contest on Saturday, February 23rd. We would like to thank Mrs. Coutu for organizing the spelling bee.

Geography Bee - Congratulations to Anneli DiVirgilio who is the 2018-2019 Hollis Brookline Middle School Geography Bee Champion. Anneli is waiting back on the results of the geography bee qualifying test to see if she qualifies for the state championship. We would like to thank Mrs. Saucier for organizing the geography bee.

Important Dates:

Vertical Dreams Field Trip Team Bartlett - February 7th
Vertical Dreams Field Trip Team DaVinci - February 8th.
February 8 - Wrestling for Change.
High School Counselors to visit 8th grade student - February 11th
8th Grade SeaPerch Build - February 12th and 13th.
PTSA Sweet Treats Buffet for staff - February 14th
Offsite reunification drill - February 14th
UNH SeaPerch Field Trip Team Bartlett - February 18th
UNH SeaPerch Field Trip Team da Vinci - February 20th
8th Grade NAEP Testing - February 21st
Staff vs Student Basketball Game - February 22nd

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

Action Items:

- Choir Portugal Trip in April 2020 (Attached)

Course Selection: Course Selection: The process continues to move forward as information sessions for parents and students in grades 9 through 11 students have been held in the evening and during the day respectively. The Course Registration portal has been opened for HBHS students. We look forward to the next parent information session for incoming freshman during the evening of February 7. The course registration portal will be open for incoming freshman on Monday, February 10.

Spirit Week: Student council has begun preparing for what is always a special week at HBHS. We will kick off the week with an assembly on Monday featuring themed trailer videos generated by each class. Additionally, the staff basketball team will be seeking their first victory against the Unified Basketball team. The week will end with our traditional assembly on the Friday before we head off to break.

Mama Mia: Mark your calendars for this year's spring musical! Please visit the [CavChron](#) for everything you need to know.

Rainbow: If you ever needed further evidence that HBHS is a special place, please see the photo below recently taken courtesy of super substitute Mrs. Jessica Collard.



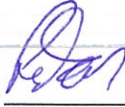
Respectfully Submitted,

Rick Barnes
Principal

Approved:

Not approved:

Signature of Principal



Date

2/7/19

Submitted for School Board approval (date)

Approval of School Board

Date

for delays, losses, or accidents incurred by said persons or operators to passengers and baggage from whatsoever cause. KI also reserves the right to change the routing, hotels, and/or sightseeing and any service offered, should local conditions in our opinion warrant; the extra cost, if any, must be paid by the passengers. The right is reserved to refuse any person on this tour. The airlines and other transportation companies concerned are not to be held responsible for any act or omission or event during the time passengers are not on board their planes or conveyances. This passage contract in use by the carriers concerned when issued shall constitute the sole contract between the airlines or other carriers and the purchasers of the tour and/or passengers. All additional expenses caused by war,

landslides, strikes, weather delays, illness or accidents are the responsibility of the passengers. By utilizing the services of KI, the tour member agrees that the maximum liability for KI is the price of the tour and that the exclusive venue for all claims, actions or proceedings against KI of whatsoever nature arising out of this contract shall be the County of El Paso, Colorado, and such claims, actions, or proceedings shall be determined according to laws and jurisdiction of the State of Colorado.

VARIATIONS TO TOUR CONDITIONS
Any variations or additions to the conditions governing this tour will only be valid if provided in writing by an Officer of KI.



719 260 0200

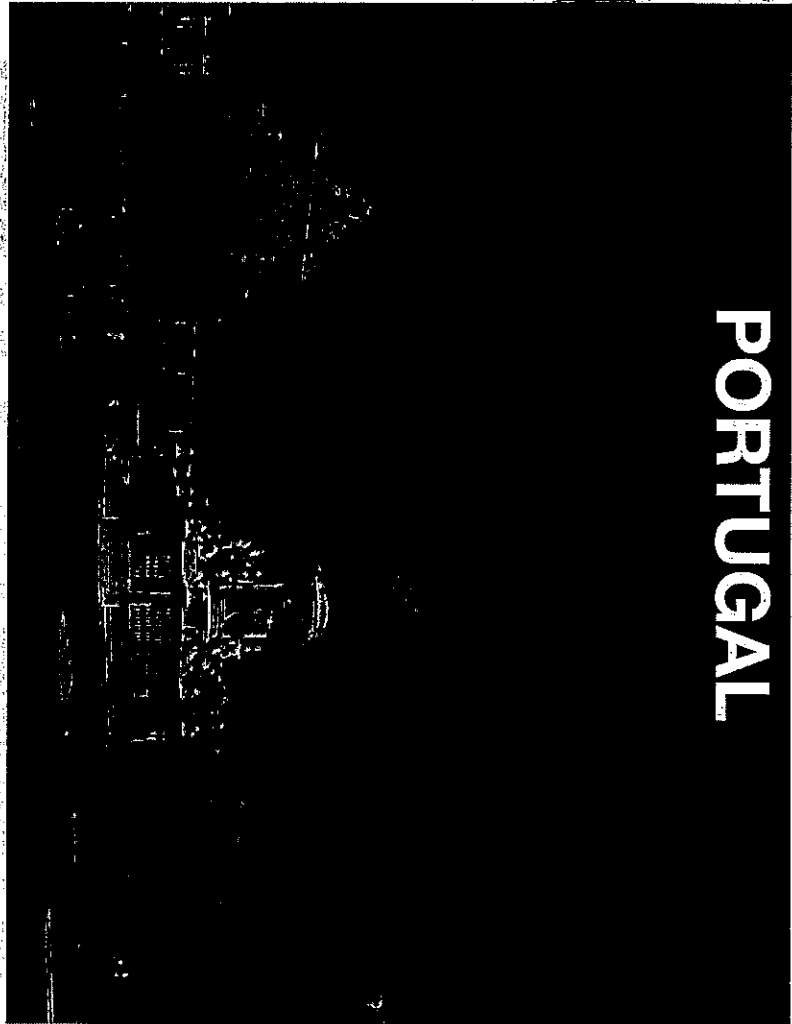
KIconcerts.com | f v
 info@kiconcerts.com | F 719 598 9874
 5245 Centennial Boulevard, Suite 202
 Colorado Springs, CO 80919-4405

PRODUCERS

For over 40 years, KIconcerts has provided ensembles with affordable and unforgettable custom concert tours and festivals internationally and in North America. KIconcerts combines unique destinations and awe-inspiring venues with warm audiences as well as renowned composers, educators and conductors in festival settings. Together with partners on six continents, KI provides a deep sharing of culture...the essence of performance travel.

Great concert tours require a multitude of details to combine in order for life changing magical musical moments to occur. Our mission is to facilitate your performance dreams throughout Your World of Music!

Our recent clients share their views on our tours - have a look at KIconcerts.com/testimonials.



PORTUGAL

Hollis Brookline High School Honor Choir

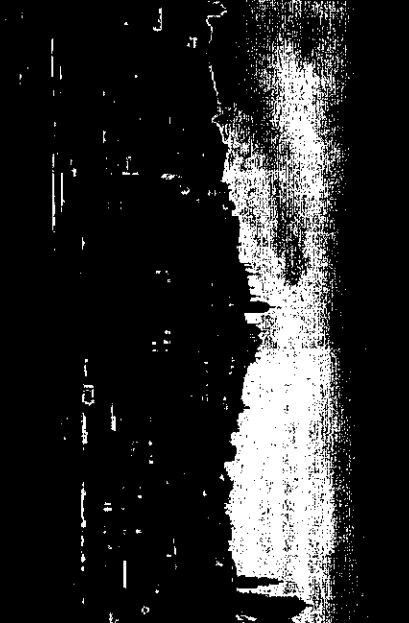
Lisbon | Porto | Algarve

APRIL 2020

Your World of Music on six continents



TOUR BROCHURE



TOUR SUMMARY

10 days | 2 meals daily
Great performance opportunities
Sensational touring

Click below to go directly to

- [PACKAGE DETAILS](#)
- [TRAVEL INSURANCE](#)
- [TERMS & CONDITIONS](#)
- [PRODUCERS](#)

LISBON | PORTO | ALGARVE

DAY 1: DEPART

Depart Boston

DAY 2: LISBON

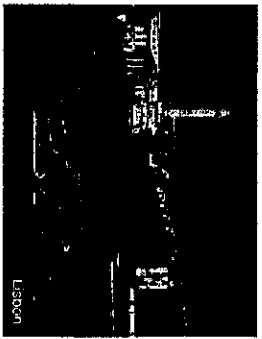
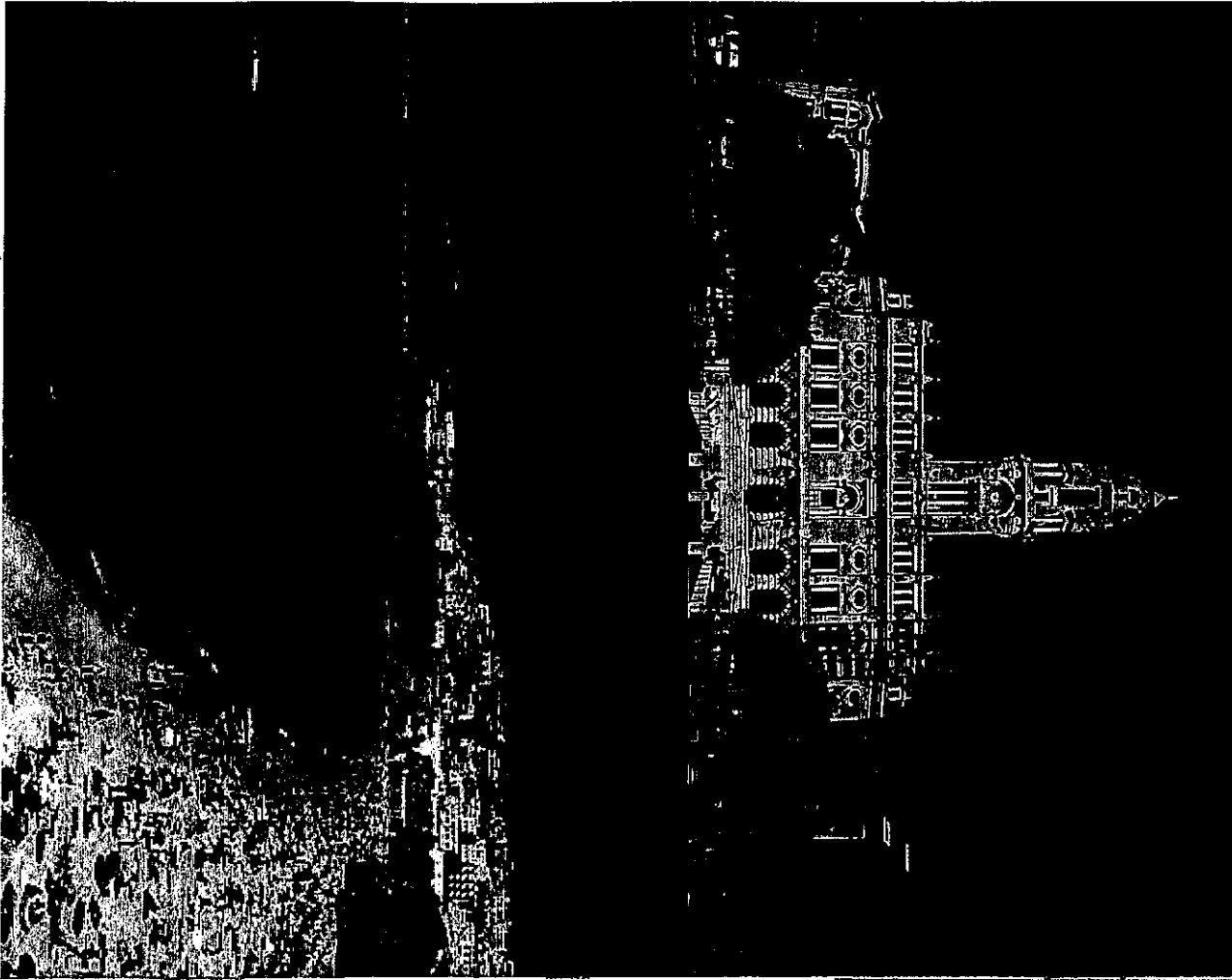
After clearing customs and immigration, board our coach with an introductory commentary from your tour manager and drive to the city of Lisbon. We then continue to our hotel for check in and enjoy the first of your delicious daily dinners. Overnight Lisbon

DAY 3: LISBON

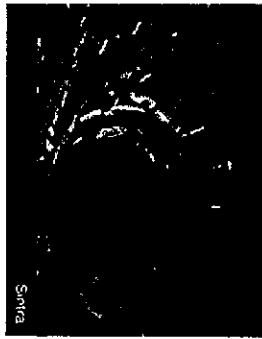
After breakfast (provided daily) embark on a guided city tour of Lisbon including touring the UNESCO-listed San Jeronimo Monastery and Belem Tower, seeing the historic Alfama district and enjoying the sweeping views of Lisbon from the hilltop castle. After the tour we have a **CONCERT** followed by dinner. Overnight Lisbon

DAY 4: SINTRA

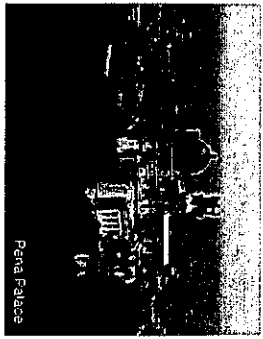
This morning we tour Sintra, a resort town in the foothills of the Sintra Mountains and home to many exquisite palaces, extravagant mansions and decorative gardens. Enjoy free time to explore the village and the National Palace, once home of Portugal's kings. Continue onto Pena Palace, where you can explore the palace and its gardens which offer a stunning view over the Atlantic Ocean and Sintra National Park. We return to Lisbon. Overnight in Lisbon



Lisbon



Sintra



Pena Palace

PACKAGE DETAILS

DAY 5: FATIMA - PORTO

This morning we head to Fatima where Marian apparitions were purportedly witnessed by three shepherd children at the Cova da Iria in 1917. This important pilgrimage site attracts thousands daily to understand more about this fascinating history. After the tour we continue to Porto and arrive in the hotel for check in. Overnight Porto

DAY 6: PORTO

Enjoy a guided walking tour of the enchanting city of Porto. Explore the Old Town including seeing the Avenida dos Aliados, the Miradours, the Clerigos Tower, the Sao Bento Train Station, the Cathedral, and the Ribeira (Riverside). Following the tour we transfer to the venue for our **CONCERT** possibly a collaboration with a local choir and combined finale (tbd). Overnight Porto

DAY 7: ALGARVE COAST

Today we travel by bus along the Portuguese Algarve Coast, known for its Mediterranean beaches and golf resorts. We stop in Santarem, en route, home of a number of notable churches. One of them is the 13th-century Church of the Holy Miracle (Igreja do Santissimo Milagre). Upon arrival in Algarve we check into our hotel. Overnight Algarve Coast

DAY 8: ALGARVE COAST

Enjoy a guided tour of Faro, the capital of southern Portugal's Algarve region. One of the features of the tour is seeing the city's neoclassical Arco da Vila which was built on part of the original Moorish wall. This monumental archway leads to the old town with cobbled streets and the Faro Cathedral built in the 13th century. After the tour we transfer to the venue for a **CONCERT**. Overnight Algarve Coast

DAY 9: LISBON

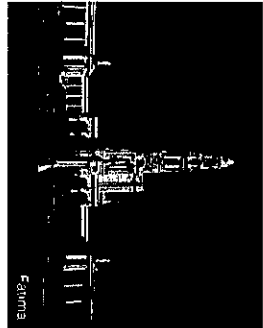
Today we travel back to Lisbon. We have time to explore Lisbon before our farewell dinner. Overnight Lisbon

DAY 10: DEPART

Transfer to the airport and return home.

Itinerary subject to change.

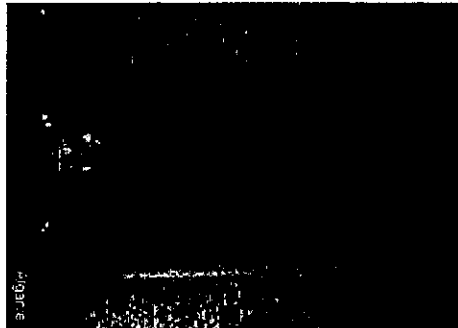
Confirmation of performances is dependent upon early receipt of performance information; biographies, pictures, recordings and repertoire



Fatima



Porto



Algarve



Algarve

PRICE PER PERSON

Full price for 30 + 5	\$4,195
If paid by check or direct debit	\$3,995
Full price for 40 + 5	\$3,985
If paid by check or direct debit	\$3,795

INCLUSIONS

- Round-trip airfare from Boston, economy class
- Air taxes and surcharges at the time of booking
- Bus transport for activities listed in the itinerary
- 3.5 star accommodations, based on double occupancy
- Breakfast and dinner daily
- Tour manager throughout tour
- All scheduled sightseeing and entrance fees
- Concert organization and promotion listed in itineraries
- Core travel insurance benefits

EXCLUSIONS (optional)

- Any increases in air taxes and surcharges
- Single room supplements by check or direct debit - \$625
- Meals other than specified in the itinerary
- Any additional luggage charges imposed by airlines
- Personal expenses, eg. drinks, laundry, phone calls
- Tips
- Any other items not mentioned in inclusions above

PRICE NOTES

- All prices are in USD, projected for 2020 and are subject to change
- They are based on an exchange rate of \$1USD = 0.85EUR and a minimum of 40 paying travelers

PAYMENT SCHEDULE

The following payment schedule will apply per person. Payments are to be made according to this schedule, irrespective of whether KI issues an invoice or statement.

Payment per person	To be received by
\$400.....	March 15, 2019
\$1000.....	May 15, 2019
\$1000.....	July 15, 2019
\$1000.....	September 15, 2019
Full and final payment	November 15, 2019

TRAVEL INSURANCE

PROVIDED BY KICONCERTS

KIconcerts has purchased the following benefits for you which come into effect once your trip has commenced:

- Trip Interruption - contribution to return air fare of up to \$500
- Trip Delay - up to \$150/day when you are delayed for 6 hours or more
- Missed Connection of 3 hours or more - up to \$500
- Baggage/Personal Effects - loss, theft or delay - \$1,500 (\$250 per article)
- Baggage Delay - 24 hours or more - \$300
- Accident & Sickness Medical Expense up to \$25,000
- Emergency Evacuation & Repatriation up to \$100,000
- Worldwide Emergency Assistance Services

UPGRADING YOUR PROTECTION

Two upgrade options are offered that extend the provisions already included:

- Option One (A) \$130
 - Trip cancellation for the reasons outlined in the insurance certificate
 - Trip Interruption for the reasons outlined in the insurance certificate
- Option Two (B) \$195
 - In addition to the benefits in Option A, you may cancel your trip for any reason up to 48 hours prior to the scheduled departure and receive 75% of nonrefundable trip costs. *This coverage must be purchased with your first payment.*

***Please note these premiums may increase if you purchase additional services**
Travelers residing in the state of New York are not able to purchase upgraded travel insurance Option Two (B)

TERMS & CONDITIONS

KIconcerts, LLC, a Colorado limited liability company, hereinafter referred to as "KI", accepts reservations subject to the details outlined in this brochure and these additional conditions. The first payment constitutes acceptance of all conditions set out in this brochure.

PAYMENT CONDITIONS

No order will be processed without a first payment and reservation is not guaranteed if payments are not made by the due date. Should any payment be in arrears more than one payment period and no payment arrangement entered into, KI reserves the right to cancel a passenger's participation in the tour and to hold all payments made to date. Should a final payment not be received on time, KI reserves the right to not issue an airline ticket, to cancel a passenger's participation in the tour and to hold all payments made to date.

LATE APPLICATIONS

Applications may be submitted after the due date for the first payment and, subject to flight, coach and hotel availability, will be accepted. Such applications must be accompanied by a payment equal to the amount due by the date of the applica-

This document contains highlights of the plan. See the KIconcerts travel insurance flyer and review the Certificate of Insurance for complete terms, including benefits, conditions, limitations and exclusions that apply. The certificate is available from KIconcerts: klparticipants@kiconcerts.com.

Those purchasing Travel Insurance will enter into a relationship with Travel Insured International the insurance provider whose coverage KI offers. Plans are underwritten by the United States Fire Insurance Company, Fairmont Specialty and Cunn & Forster are registered trademarks of United State Fire Insurance Company, The Grum & Forster group of companies is rated A (Excellent) by A.M. Best Company 2013.

Travel Assistance Services are provided by an independent organization and not by United States Fire Insurance Company or Travel Insured International.

tion. Should that amount not be received, the passenger will be deemed to be in arrears and the above conditions will apply.

ITINERARY VARIATION

KI is committed to continually improving itinerary features whenever realistic improvements are possible. If unforeseen circumstances beyond our control necessitate, we reserve the right to vary itineraries and/or destinations and to substitute hotels if circumstances warrant. Venues, repertoire and performances may be adjusted or modified, with final arrangements contingent upon the number of performance participants.

AIR TRANSPORTATION

Air Transportation is in Economy Class on airlines determined by KI that are IATA (International Air Transportation Association) and AOC (Airlines Reporting Corporation) member carriers.

AIR DEVIATION

Those wishing to deviate from the air arrangements made for the group have two options:

1. To make their own flight arrangements ("land only"); those wishing to take this option will need to make all their own flight arrangements, including sectors by air within the tour. Any person choosing the "land only" option must arrange their own ground transportation to and from the airports. They are able to utilize the group transport from and to the airport provided there is no delay or change required to the group arrangements. KI is not in a position to offer assistance regarding ground or air transport to land only travelers. If the "land only" option is selected after the initial full tour reservation has been made, a \$175 change fee up to 120 days prior to departure will apply. Anyone changing to a "land only" option less than 120 days prior to departure will be subject to a \$1,000 change fee. Those choosing a "land only" package will not count towards the group's complimentary positions.
2. To start the tour earlier than or return later than the group. Most airlines will permit some members of the group to deviate from the group's schedule. You need to fly into the group's arrival city or depart from the same city. Only the date can change. The specific conditions applicable to the group's tour will be advised once the flights are confirmed. A deviation fee of \$350 per identical booking plus any applicable additional airfare will be charged. No applications will be received after 120 days prior to departure.

CANCELLATIONS

The following cancellation charges will apply if any passenger cancels their tour (the insurance premium, whether included in the tour price or paid separately, is not refundable). 50% of funds paid by the passenger will be refunded from receipt of the first payment until the date prior to the due date for the final payment.

No funds will be refunded to the passenger after the due date for the final payment or if any payments are in arrears at the date of cancellation.

Should world conditions affect the staging of the tour, the U.S. State Department bans travel to the countries included in the itinerary or should KI determine that the safety of its clients is otherwise better served, KI reserves the right to offer a comparable program at an alternate destination. Should this offer not be accepted by each passenger within 10 days of the offering, the cancellation penalties outlined above will apply. All cancellations must be made in writing and sent by mail, fax or e-mail to KI.

SUBSTITUTIONS

KI recognizes that circumstances occur where it may be necessary to cancel participation in this program. Substitutions are encouraged so that cancellation fees can be avoided. The only additional cost for a substitute is the insurance premium, where

an insurance package has been purchased, as these payments cannot be transferred. KI must be notified of substitution at the time of cancellation. Substitution deposits/payments must be received by KI before a refund to the original passenger is made. Substitutions must be made no later than 90 days prior to travel or changes will apply. This clause does not apply if KI has cancelled a person's participation in accordance with the provisions of these terms and conditions.

PASSPORTS

Every tour member must have a valid passport that will be in effect for at least six (6) months after the date of conclusion of the tour. KI must receive a copy of the passport no later than 120 days prior to departure.

VISAS: U.S. CITIZENS

U.S. citizens do not require a visa to enter Portugal and most countries in Europe provided their stay is no longer than 90 days. It is your responsibility to consult with the Embassy or Consulate of each country to be visited to determine what form of visa is needed. It is your responsibility to obtain the visa if needed.

VISAS: NON-U.S. CITIZENS

Citizens of all other countries must consult with the Embassy or Consulate of each country to be visited to determine what form of visa is needed. It is your responsibility to obtain the visa if needed. A minimum of six (6) weeks should be allowed for this process.

U.S. HEALTH REQUIREMENTS

KI refers you to the U.S. Centers for Disease Control and Prevention (the "CDC") in Atlanta for the latest health and vaccination requirements. The Travelers Health Hotline is 800-CDC-INFO (800-232-4639) and the website is: www.cdc.gov/travel.

FREQUENT FLYER PROGRAM MEMBERS

KI will pass frequent flyer program information to the airlines if such information is received no later than 60 days prior to travel. It is the individual traveler's responsibility to ensure the airline inserts this information into their booking. Many airlines do not provide mileage accrual for group travel. Travelers should check with their frequent flyer carrier to determine if they qualify for any mileage accrual. KI is unable to provide ticket copies after departure.

ARBITRATION

Any disputes shall be resolved by binding arbitration in the County of El Paso, Colorado through the American Arbitration Association.

RESPONSIBILITY

The responsibility of KI is strictly limited. KI acts only as agents for transportation companies, hotels, and other public services and it is the express condition that we shall not become liable

To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: February 2019 Board Report

HBHS Winter Season Update: The winter season is well underway, with several teams poised to make their respective tournaments and be contenders when the post-season begins. The Girls Basketball team is currently 10-3, and looks to finish in the top 8 in Division II, while the Boys team holds a 7-4 record as they head into the back half of their season. The HBHS-Derryfield Ice Hockey team is currently 7-5, with 6 games left in the regular season, and are on track to make the play-offs for the first time since 2013. The Indoor Track team competed in their Divisional meet on Sunday, February 3rd, with the Boys team placing 5th out of 23 teams. The Bowling, Gymnastics, Alpine Ski, Swim, Winter Cheer, and Wrestling teams will all be competing in their NHIAA Divisional tournaments over the course of the next 3 weeks, with the Unified Basketball team participating in an end-of-season jamboree at Alvirne High School on February 20th.

HBMS Winter Season Highlights: The HBMS winter season is nearly complete, with the Girls Basketball team finishing out their season with a 13-3 overall record, and eventually falling to Pelham in the semi-final round of the Tri-County tournament. The Wrestling team finished in 3rd place out of all Division II schools in their respective Tri-County tournament, and will be competing in the State Championships on Sunday, February 17th at Kearsarge High School. The Boys Basketball team also had a successful season.

HBMS Coaches vs. Cancer: The HBMS Girls and Boys Basketball teams participated in a Coaches vs. Cancer event on Thursday, January 17th. Through their efforts, they were able to present a donation of \$4000 to the American Cancer Society at their Sports Awards night on February 5th.

Recent Coaching Hires: The Athletic Department has made the following coaching hires during the month of January:

Boys JV Lacrosse Coach (HBHS): Marcus Donahue

District Coaching Openings: Currently, HB Athletics is looking for qualified candidates to fill the following positions.

Boys Asst. Lacrosse Coach (HBHS)

Girls JV Lacrosse Coach (HBHS)

Outdoor Track Asst. Coach (HBHS)

Boys Lacrosse Coach (HBMS)

Respectfully Submitted,



Brian Bumpus
District Athletic Coordinator

**COOP School District Calendar
2019-2020 Tentative**

AUGUST (2 days)

M	T	W	TH	F	
					All staff return on Aug. 26
					Aug 28 - Grade 7 and 9 Orientation
X	X	X	29	30	Aug 29 - School Begins 7-12

SEPTEMBER (20 days)

M	T	W	TH	F	
XX	3	4	5	6	Sept 2 - Labor Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER (22 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
XX	15	16	17	18	Oct 14 - No School Columbus Day
21	22	23	24	25	
28	29	30	31		

NOVEMBER (16 days)

M	T	W	TH	F	
				1	
4	X	6	7	8	Nov 5 - Professional Day
XX	12	13	14	15	Nov 11 - No School Veterans Day
18	19	20	21	22	
25	26	XX	XX	XX	Nov 27- 29 Thanksgiving Recess

DECEMBER (15 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	Dec 23 - Jan 1 Holiday Vacation
XX	XX				

JANUARY (21 days)

M	T	W	TH	F	
		XX	2	3	
6	7	8	9	10	
13	14	15	16	17	
XX	21	22	23	24	Jan 20 - Martin Luther King Jr. Day
27	28	29	30	31	

FEBRUARY (15 days)

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
XX	XX	XX	XX		Feb 24 - Feb 28 Winter Vacation

MARCH (21 days)

M	T	W	TH	F	
2	3	4	5	6	
9	X	11	12	13	Mar 10 - Professional Day
16	17	18	19	20	
23	24	25	26	27	
30	31				

APRIL (18 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
XX	XX	XX	XX		Apr 27 - May 1 Spring Vacation

MAY (19 days)

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

JUNE (*9 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	June 13-Proposed HS Graduation
15	16	17	18	19	*June 18 - Last Day of School
22	23	24	25	26	June 23 - Last Day for Teachers
29	30				

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

Public School Infrastructure Fund

Project End Status Report

School:	Hollis Brookline Middle School	
Work Done:	Security Cameras and installation; window security film	
Total Estimated Cost:	\$37,500	
Total Actual Cost:	\$37,450	
District Portion (20%):	\$7,490	
District Funding Source:	General Fund	
State Reimbursement (80%):	\$29,960	
School:	Hollis Brookline High School	
Work Done:	Window security film	
Total Estimated Cost:	\$12,050	
Total Actual Cost:	\$11,877	
District Portion (20%):	\$2,375	
District Funding Source:	General Fund	
State Reimbursement (80%):	\$9,502	
Total Added Value to the District:	\$49,327	
Total Cost to the District:	\$9,865	

See also [GBCD](#)

VOLUNTEERS

The Hollis Brookline Cooperative School Board recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff member shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures in accordance with RSA [189:13-a](#) for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of ~~a District volunteer coordinator.~~ the Superintendent. It is the responsibility of school administration to ensure that all volunteers are approved prior to allowing services to be rendered.

Designated Volunteers ~~Duties~~

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check and will be required to undergo a background investigation and a criminal records check. “Designated volunteer” means any volunteer who:

1. Comes in direct contact with pupils on a daily regular basis;
2. ~~Meets regularly with students;~~ Chaperones field trips, dances, athletics or activities as defined by the Superintendent;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.

~~Designated volunteers are subject to the provisions of Policy GBCD—Background Investigation and Criminal Records Check.~~

Supervised Volunteers

1. Are never left alone in the building;
2. Do not have regular, direct contact with children;
3. May not perform duties of designated volunteers.

Volunteer ~~Requirements~~ Duties

A. ~~A.~~ Complete an application. ~~form describing their skills, interests and availability.~~

A.B. ~~_____~~ Complete annual training as defined by the Superintendent.

CB. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.

DE. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.

ED. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.

FE. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; ~~(3) work schedule and place of work; and~~ (34) expected relationship to regular staff.

GF. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

HG. The school district employee with whom the volunteer is working should have assignments and activities clearly defined and in writing.

~~H. Receive evaluation and acknowledgment for their services.~~

HI. Volunteers may be terminated when:

1. Program and/or duties are no longer needed;
2. They are replaced by paid staff; or
3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

4. The Superintendent reserves the right to sever the volunteer relationship at any time with or without cause.

J. Adhere to all district policies and procedures.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties, supervision, and evaluation of volunteers.

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA-, Tri-County or as defined by SAU 41 Administration.
(http://66.223.48.174/PDFs/515/Memo_Explaining_Interim.pdf)

Volunteers should only function under direct supervision of a school employee. Employees of SAU 41 and its member districts wishing to volunteer in any capacity are subject to the same requirements as non-employee volunteers.

Legal Reference:

RSA [189:13-a](#), School Employee Volunteer Background Investigations

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amended: February 18, 2009