











COOP School Board - May 13 2026 Agenda










Wednesday, May 13, 2026 at 6:00 PM

Hollis Brookline Middle School

	Page
A. 6:00pm Call to Order	
B. 6:05pm Business	
1. Agenda Adjustments and Correspondence	
2. Consent Agenda	3
FY26 Consent Agenda - COOP - May (1).pdf 	
3. Appointment of a process observer	
4. Approval of Minutes	
5. Presentation on Enrollment and Class Size Data	4
Class Size and Course Build (1).pdf 	
C. 6:30pm Public Input	
D. 7:30pm Principal's Report	
1. Athletics	15
Athletics Board Report - May 2026.pdf 	
2. HBMS	17
May 2026 HBMS Principal Report.docx (1).pdf 	
26-27 HBMS Course Requests and Avg Projections - Requests & Suggestions - May Board Meeting 2026 (2).pdf 	
3. HBHS	21
May 2026 Board Report.pdf 	
26-27 Enrollment Requested Numbers.pdf 	
Advisory and CAV New Model.pdf 	
E. 7:50pm Discussion	

1. Revenue/ Expense Report 29
[FY26 COOP Revenue & Expense 5.1.2026.pdf](#) 
2. Business Administrator's Memo 32
[Meal Price Memo \(1\).pdf](#) 
3. Budget Committee Update
4. Stipend Committee Update 34
[Stipend Committee Update - May 2026 \(1\).pdf](#) 
5. Advisory Committee Update

F. 8:30pm Deliberation

1. To see what action the Board will take regarding the proposed student trip to Nashville 2027
2. To see what action the Board will take regarding the Business Administrator's memo
3. To see what action the Board will take regarding IIB: Class Size, 1st read 35
[Policy IIB.docx](#) 
4. To see what action the Board will take regarding JICJ: Unauthorized Communication, 1st read and adopt 37
[JICJ \(COOP\) Unauthorized Communication.docx](#) 
5. To see what action the Board will take regarding BCA: Board Member Code of Ethics 40
[BCA \(COOP\) Board Member Code of Ethics](#) 
6. To see what action the Board will take regarding the proposed policy memo 42
[5.13.26 COOP Policy Memo \(1\).pdf](#) 
[BEDB \(COOP\) Agenda and Board Packet Preparation and Dissemination \(3\).docx](#) 
[JLCF \(COOP\) Wellness Policy \(1\).docx](#) 
[BEDG \(COOP\) Meeting Minutes \(3\).docx](#) 
[EHB-R \(COOP\) Records Retention Schedule \(3\).docx](#) 
7. To see what action the Board will take in rescinding BEAA: Meeting Preparation with the adoption on BEDB 68
[BEAA \(COOP\) Meeting Preparation](#) 

G. 8:50pm Report our from the process observer

H. 9:00pm Non-Public

Motion to Enter RSA 91-A: 3II (a) Compensation and/or (c) reputation

I. 9:30pm Motion to Adjourn



May 2026
Nominations

Name	Position	Location	Lane/Step	Salary	Degree/Credentials
Jessica Schulte	Math	High School	Masters+15/Step 14	\$84,983.00	Bachelors in Mechanical Engineering and Math - Union College; Masters in Mathematics - University of CT; Upper Level Math (Pre-algebra to AP)
Eleanor Florek-Grader	Math	Middle School	Bachelors/Step 1	\$54,374.00	Bachelors in Mathematics/Secondary Ed - St. Anselm's College; NH Certification pending
Justine Blase	Physical Education	Middle School	Masters+30/Step 5	\$70,537.00	Bachelors in Health Science & Exercise - Keene State; Masters in Curriculum and Instruction - American College of Education; Physical Education (0800) certified

Resignations/Retirements

Name	Position	Location	Reason	Notes
Sally Zuar De Cantu	Science	HBHS	Resignation	
Laurie Mullin	English	HBMS	Resignation	

Class Size Policy & Schedule Build

2026-2027

Class Size

Classes shall have a minimum of 15 students and a maximum of 25 students unless specified below.

Course	Maximum
Band	50
Choir/Chorus	50
Computer Based Courses	Number of computers in the lab
Family and Consumer Science	16
Physical Education	35
Science	24

Classes may have fewer than fifteen students if one or more of the following are met:

- † The class is one specifically designed to be small, i.e., remedial classes, special education classes, etc.
- † The class is designed to meet state minimum standards.
- † The class is a capstone course in a series, i.e., Spanish 4 in the Spanish 1-4 program.
- † The class is an AP Course.

Timeline of Course Selection

- November/December-Board approval of Program of Studies
- February-students select desired courses for the next year
- March-Administration determines number of sections of each course
- April/May-Schedule build and student load
- May-Course request tally goes to the Board
- June-Student schedules released
- October-Final section enrollment reported to the Board

Decisions...

If the class exceeds the specified maximum size or falls below the recommended minimum outlined in this policy, the Principal shall consult with the Superintendent who will assist in reviewing the situation before deciding whether to take such steps as hiring additional personnel, adding/eliminating sections and/or using other resources.

Recent History

- Class of 2026-smallest class in over ten years
- Intentional effort made to maintain staffing to best manage long term needs of the school beyond the dip of class of 2026
- Despite expected class enrollment growth, population has leveled at HBHS
 - More resident pupils (~35) enrolled at Academy of Science and Design
 - 51 Education Freedom Account recipients
- Class Size Policy violations become unsustainable

Current class size outliers & Concerns

- During the 2025-2026 school year, ~130 sections are running below the policy minimums
- Teachers are required to teach courses for which they are certified to teach—or the school is flagged and negatively impacted
- Creating sections to “fill schedules” has been occurring during the enrollment dip
- Despite the passage of the proposed budget, fiscal responsibility matters

Departments Impacted

- Reduction through attrition is optimal
- Library Media Specialist position at the HBMS will not be filled (retirement)
- English department vacancy at HBHS will not be filled
- Science department vacancy at HBHS will not be filled
- Music course requests have reduced offerings to five sections (one full time teacher)
- Beginning with Class of 2030, Ed306's increase required courses and reduces free choice electives (down by 1.5 credits)

Historical Approaches to Support Music

- HUES offers band and CSDA offered a parent-pay option
 - Not equitably accessible to grade 4-6 students
- The Assistant Superintendent grant funded band and strings in FY20, 21, & 22
- Band and Strings incorporated into the BSD budget in FY22
- Changes in the Program of Studies have been presented annually to better support music enrollment
- Addition of Summer Band Camp

Historical Band Enrollment

	*2 sections											
	** 3 sections											
HBHS		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
	Concert Band	49*	48*	48*	54*	46*	27*	22*	14	15	20	21
	Honors Concert Band											3
	Jazz Band	34*	28*	22*	24*	21*	20*	11*	8	5	9	
	Honors Jazz Band	22	21	22	22	23	18	16*	16	16	12	10
	IS Band	2	4	2								
HBMS		15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
	Band 7	46*	40*	38*	32*	48**	21*	29*	27*	26*	37*	32*
	Band 8	40*	42*	40*	37*	30*	43*	15	28*	23*	10	20*

Certification Requirements

- RSA 193-E requires school districts to provide access to an adequate education
- ED 503.01 employees are required to hold a valid credential appropriate to their assigned position
- ED 503.02 the superintendent can lose his/her credential for placing an employee in an assignment outside of their credential

2026-2027 Action

- Move forward with 1.0 FTE music, keep 2.0 FTE music teacher in the FY28 budget
- Potentially add stipended positions to support music as needed
- Continue to offer variety in music courses to students
- Aim to right size the staff based on course requests and evolving requirements
- Institute changes to the Program of Studies identifying elective course offerings in an every other year format
- Continue to offer courses and create the schedule based on courses selected by students

To: Gina Bergskaug, Superintendent
From: Brian Bumpus, District Athletic Director (7-12)
Re: April 2026 Board Report

HBHS Athletics Update: There has been no shortage of action this spring season as we head into the home stretch. With about 4 weeks left of regular season play, and tournaments on the horizon, all of our spring teams have been working hard and continue to improve with each passing day. Currently, the Baseball team holds an undefeated record and is currently tied for 1st place in the standings. The Boys Tennis team sits in 2nd place, with only 1 loss to returning state champions, Goffstown. The Boys Lacrosse, Girls Lacrosse, Girls Tennis, and Boys Volleyball teams are all right in the mix, with several big games coming up in the coming weeks. Additionally, the Outdoor Track teams have had very strong showings in the early season meets, and look to make some noise at the Division II State meet on Saturday 5/30 at Londonderry High School. The Unified Track team has also had some standout performances and are excited to host their home meet on Thursday 5/14.

HBMS Athletics Update: Like the High School, our Middle School teams have seen no shortage of success this spring as well. The HBMS Baseball team is also undefeated, sitting in first place of their Tri County standings, while the Softball team is tied for 4th with a 2-2 record. The Boys and Girls Lacrosse teams are in 3rd and 4th place, respectively, and the Outdoor Track team will be hosting a meet on Thursday 5/7. Middle School tournaments are set to begin on Thursday 5/28, and it looks like all of our teams are on track to host at least 1 game.

Positive Coaching Alliance: In an effort to promote professional development opportunities for our coaches, the Athletic Department has formed a partnership with a group called Positive Coaching Alliance (PCA), that will be providing workshops on a regular basis throughout a given school year. The first of these workshops occurred on Monday, April 20th, with the second being held on Tuesday, May 19th. More information about PCA and what they have to offer can be found at the following link: <https://positivecoach.org/>

End of Year Sports Awards: Our annual HBHS End of Year Sports Awards will be taking place on Monday, June 15th at 6:00 PM in the HBHS Auditorium. We are looking forward to a night of celebrating all of our Senior Awards winners and state championship and runner-up teams to cap off a great year in HBHS Athletics!

Fall Sports 2026: It's hard to believe, but while the Spring season is still plugging along, the Athletic Department has been making preparations for the Fall 2026 season as well. With all head coaching positions filled, preseason meetings will be occurring over the coming weeks, try-out schedules are being finalized, and Fall Sports registrations are slated to open via ArbiterSports at both schools on Monday, June 1st.

NHIAA/NHADA Scholar Athletes: The Hollis Brookline Athletic Department is proud to announce that this year there were 14 student-athletes that were recognized at the annual NHIAA/NHADA Scholar Athlete Ceremony at the Capitol Center for the Arts on Wednesday, April 1st. These student-athletes must have lettered in 2 sports during each year of their high school career, maintain a B+ average or better, and have participated in community service of some kind. This truly a tremendous accomplishment, and we are honored to have been able to recognize them for their achievements.



District Coaching Openings: The HB Athletic Department is currently seeking qualified candidates for several positions at HBHS and HBMS for the 2025-2026 and 2026-2027 school years.

HBHS

- Girls Outdoor Track Assistant Coach
- Boys Outdoor Track Assistant Coach
- Golf JV Coach
- Girls Soccer JV Coach
- Boys Basketball JV Coach

HBMS

- Girls Soccer Coach

Respectfully Submitted,

Brian Bumpus
District Athletic Director (7-12)

To: Hollis Brookline Cooperative School Board
From: Patrick West, Principal HBMS
Re: May Principal's Report
Date: May 13th, 2026

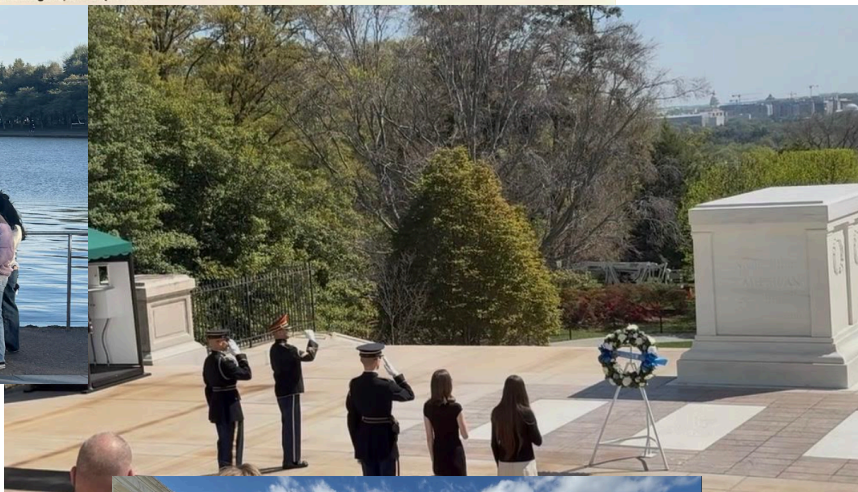
Information Only
Washington DC Trip

168 HBMS eighth grade students visited Washington, D.C. from April 6 through April 9, accompanied by 20 dedicated chaperones. The trip was a tremendous success from start to finish. With favorable weather throughout the week, our students represented HBMS with pride, demonstrating respectful and responsible behavior at every stop along the way. Their conduct did not go unnoticed, as bus drivers, tour guides, and memorial staff consistently praised the group for their maturity and engagement.

Highlights of the trip included the Wreath Laying Ceremony at the Tomb of the Unknown Soldier, a tour of the National Cathedral, and the ever-popular Hotel Dance w/ a DJ and buffet style dinner. Students were so engaged in the experience, and many expressed how meaningful and memorable the trip was, with some even wishing for more time in our nation's capital. We extend our sincere thanks to our chaperones, tour guides, and bus drivers for helping make this experience so positive and impactful for our students.



Hollis Brookline Middle School
Touring Washington, D.C. April 2026



Guest Speaker - Holocaust Survivor Kati Preston

HBMS had the privilege of hosting Kati Preston, a Holocaust survivor, author, and New Hampshire resident, on April 24, 2026. Ms. Preston, who was instrumental in the passage of New Hampshire legislation requiring Holocaust education in public schools, spoke to students and staff about her firsthand experiences and the importance of remembrance, resilience, and education. Her presentation was extremely powerful and left a lasting impact on both students and staff, providing a meaningful and personal connection to a critical period in world history. In addition to her presentation, Ms. Preston made copies of her book available for purchase and took time to personally sign books for students and families.



Clare Delay - NH Teacher of the Year Semi-Finalist

Congratulations to 7th grade science teacher, Clare Delay, who presented to a panel of judges on May 7th as part of the semi-finalist round for New Hampshire Teacher of the Year. Ms. Delay's presentation focused on her vision for developing a statewide database that would enable middle school students to collect, share, connect, and analyze data from their local communities. We are proud of her accomplishment and wish her continued success as the process moves forward.

HBMS Course Request Numbers

Please see the attachment for the HBMS Course Request Numbers and Course Average Projections for the 2026-2027 school year.

NH SAS Opt Out Numbers

As of 5/7/26, 6 Total Opt Outs – Five (5) 7th grade students and one (1) 8th grade students.

Important Dates:

- 5.11.26 - 5.15.26 - Teacher Appreciation Week (TAW)
- 5.12.26 - 5.15.26 - NH SAS Testing
- 5.26.26 - No School (Memorial Day)
- 6.12.26 - 7th Grade Outsider's Day 8th Grade to Mel's Funway Park 8:30am - 2:00pm
- 6.15.26 - 8th Grade Luau Dance & Celebration (6pm - 8pm)
- 6.16.26 - Last Day of School & Awards Ceremony

Respectfully Submitted,

Patrick West
HBMS Principal

Course	Course Name	Requests	Suggested Sections for 26-27	Predicted Avg. Class Size	Notes/Comments
MBND7	Band 7	35	2	18	
MBND8	Band 8	24	2	12	
MCH7	Chorus 7	53	3	18	
MCH8	Chorus 8	30	3	10	
MGM7	General Music 7	52	5	10	
MGM8	General Music 8	54	5	11	
	Total		20		

Course	Course Name	Requests	Suggested Sections for 26-27	Predicted Avg. Class Size	Notes/Comments
MFR7	French 7	28	2	14	
MFR8	French 8	42	3	14	
MSP7	Spanish 7	74	5	15	
MSP8	Spanish 8	54	5	11	
	Total		15		

Course	Course Name	Requests	Suggested Sections for 26-27	Predicted Avg. Class Size	Notes/Comments
MMTH7	Math 7	65	6	11	
MALG7	Math 7 Algebra	17	1	17	
MTH7PA	Math 7 Pre-Algebra	56	4	14	
MTH8	Math 8	52	6	9	
MALG	Math 8 Algebra	49	4	12	
MGeom	Geometry 8	16	1	16	
MIMP	IMP Math	14	3	5	
	Total		25		

Course	Course Name	Requests	Suggested Sections for 26-27	Predicted Avg. Class Size	Notes/Comments
MR180	Read 180	3	3	1	
MRD7	Reading 7	39	3	13	
MRD8	Reading 8	22	2	11	
MINR	Specialized Reading	12	7	2	
	Total		15		

Course	Course Name	Requests	Suggested Sections for 26-27	Predicted Avg. Class Size	Notes/Comments
MPE7	Physical Education 7	175	10	18	
MPE8	Physical Education 8	173	10	17	
	Total		20		

Course	Course Name	Requests	Suggested Sections for 26-27	Predicted Avg. Class Size	Notes/Comments
	Grade 7 Social Studies	175	10	18	
	Grade 7 Science	175	10	18	
	Grade 7 English	175	10	18	
	Grade 7 Art	175	10	18	
	Grade 7 Technology Education	175	10	18	
	Grade 7 Computer Education	175	10	18	

	Grade 7 Health Education	175	10	18	
	Grade 8 Social Studies	173	10	17	
	Grade 8 Science	173	10	17	
	Grade 8 English	173	10	17	
	Grade 8 Art	173	10	17	
	Grade 8 Technology Education	173	10	17	
	Grade 8 Computer Education	173	10	17	
	Grade 8 Health Education	173	10	17	



To: Hollis Brookline Cooperative School Board

From: Jacob Hess, Principal HBHS

Re: Principal's Report

Date: May 13, 2026

INFORMATION ONLY

Course Enrollment Projections

See the attached documents below for the 2026-2027 school year course enrollment projections.

SAT and NH SAS Opt-out Numbers

SAT	NH SAS
155 tested	113 tested*
31 opt-outs 16%	54 opt-outs 29%

Robotics World Competition

For the second year in a row our FIRST Robotics Team 1073 attended the World Championships in Houston, Texas from April 29th - May 2nd. The team, ranked 21st in New England coming into this event, competed in the Johnson Division with their robot "CRASHOUT". The team competed well and won the Quality Award which states: The Quality Award celebrates machine robustness in concept and fabrication. Building the robot is only part of their success and the judges recognize them as a quality example to others. With robust design and quality standards, this team has been put in motion, and it STAYS IN MOTION. This FORMIDABLE robot withstands the true test of MAGNITUDE in the field. We already know the FORCE is with you! Congratulations Team 1073!

We The People National Competition

Just before Spring Break our "We The People" team, consisting of Jackson Adams, Edward Al Banna, John Constantine, Ben Hajduk, and Arielle Tasto (along with teachers/chaperones Trevor Duval and Christina Ellis Ehrsam) competed in the National Competition in Washington D.C. Although they did not walk away with any awards this year, the effort that these 5 young people put into their work is far beyond commendable. The competition, the experience, the connections they made while on this trip will last far beyond their time at HBHS. Special thanks to Arjun Inakollu and Sarah Bauer who could not attend the trip but put in a ton of help and effort to get the team ready for their competitions.





Advisory and CAV Block

We have been looking at and assessing our Advisory Program and CAV Block this year. Feedback from students and staff continue to focus on the desire to keep both of these but still some improvements can be made. ALT continues to work hard improving their program year by year. Feedback from CAV Block shows the same: students and staff seeing the value in supporting student learning but acknowledging that it can improve. My proposal is to shift our timing a little with these two chunks of time to support each other better, setting up new structures, and creating a better flow to the week where Advisory will be for 25 minutes on Monday and Friday and CAV Block will be 40 minutes on Wednesday through Thursday. See the schedule below.

Senior Class Overnight Trip - [White Water Rafting](#)

The Class of 2026 is proposing an overnight trip to North Country Rivers in Bingham, Maine on Monday June 1st - Tuesday June 2nd. The trip would include overnight stay in cabins, on-site games and activities, and white water rafting as the main event (*for those unable to participate in rafting there will be an alternate activity planned). The current cost estimate is \$150 per person with the plan of a fundraiser coming up to help students raise funds. Meals are included in the price of the trip.

[Trip Proposal](#)

Band Trip: April 2027 - Nashville

See the below and attached proposal for a trip to Nashville for our band students. The trip would commence the Thursday prior to April break and conclude on the Monday of April break 2027.

[Tour Outline](#) (dates would not be as listed in this document)

[Trip Rationale](#)

NEACAC Professional of The Year

Our very own Dan Bumbarger has been named one of the NEACAAC (The New England Association For College Admission Counseling) Professionals of the Year! Here is what is said about the recognition: The New England Association for College Admission Counseling Professional of the Year Award identifies several individuals from all six New England states whose contributions to the field of college admission and counseling deserve such recognition. This award honors NEACAC members across the profession, including those affiliated with colleges and universities, high schools, independent counselors and community-based organizations. Award recipients are strong and ethical advocates for students and/or their institutions and have a proven record of accomplishment throughout their careers. They demonstrate honesty, patience, thoroughness, and sensitivity in their work with students, parents, and colleagues. They are mentors, leaders, and consummate professionals. Dan will receive his award at a ceremony next month at Boston College.





Hollis Brookline High School

Hollis Brookline Cooperative School District | Grades 9-12

603 821 4477

24 Cavalier Court, Hollis, NH 03049

2026 British Isles Trip

Over Spring Break 64 students and 15 adults/chaperones traveled from HBHS to The United Kingdom. Over 10 days we traveled through Ireland, Scotland, and England. We learned about the history of Dublin and the division and troubles in Derry. We saw the beauty of the Giant's Causeway and the remnants of 25 years of civil unrest between the Catholics and Protestants. We also learned how to dance and sing some traditional Irish tunes and steps. We saw castles, museums, and the beautiful coastlines of Scotland. From big cities to small towns. Finally, we wrapped up in London with Windsor castle, and downtown London. We saw amazing history, changing of the guards, and the center of it all in downtown London. The kids were wonderful and we had an amazing time!



Important Dates:

HBHS Prom - 5/16

Walk for Change - 5/20 (rain date 5/21)

Memorial Day (No School) - 5/25

Senior's Last Day of Classes - 5/29

Class Day Awards - 6/3(school day)

Senior Awards - 6/3 (evening)

Graduation - 6/6 at 10:00am

Final Exams - 6/11 - 6/16

Last day for Students - 6/16

Last Day for Staff - 6/18

Attachments:

[Enrollment Numbers \(PDF\)](#)

[Enrollment Numbers \(Sheets\)](#)

[Advisory/CAV Block Schedule 26-27](#)

Jacob Hess
HBHS
Principal

Yolanda Flaminio
HBHS
Assistant Principal

Cole Etten
HBHS
Assistant Principal

Traci Lane
HBHS Assistant Principal
of Student Services

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
AP Computer Science A	7	0	0	0	0		
AP Computer Science Principals	20	1	1	1	20		
Engineering Technologies Fall	37	1	0	1	25		
Engineering Technologies Spring	24	0	1	1	24		
PLTW Digital Electronics	20	1	1	1	20		
PLTW Principals of Engineering	19	1	1	1	19		

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Accel English 10	47	2	2	2	23.5		
Accel English 9	67	3	3	3	22.3		
Advanced Writing	14	0	1	1	14		
AP English Lit and Comp	36	2	2	2	18		
AP English Language and Comp	27	1	1	1	27		
Business and Professional Writing	66	1	2	3	22		
English 10	110	6	6	6	18.3		
English 10 Read	9	1	1	1	9		
English 9	112	7	7	7	16		
English 9 Read	7	1	1	1	7		
Film Studies	91	2	2	4	22.75		
Fund English	13	1	1	1	13		
Honors Literature Fall	37	2	0	2	18.5		
Honors Literature Spring	28	0	1	1	28		
Honors US Literature	59	3	3	3	19.6		
Journalism	15	1	0	1	15		
Literacy	10	1	1	1	10		
Memoirs and Biography Fall	15	1	0	1	15		
Memoirs and Biography Spring	2	0	0	0	0		
Poetry	12	0	0	0	0		
Popular Reading Fall	12	1	0	1	12		
Popular Reading Spring	12	0	1	1	12		
Science Fiction	17	0	1	1	17		
US Literature	76	4	4	4	19		
World Literature	5	0	0	0	0		
Writing	169	5	5	10	16.9		
Yearbook	28	1	1	1	28		

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Fashion and Retail Merchandising	6	0	0	0	0		
Foods and Nutrition 1	139	5	4	9	15.4		
Foods and Nutrition 2	70	2	3	5	14		

Human Relations	3	0	0	0	0	
Interior Decorating	11	0	0	0	0	

Course Name	Requests	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Accel Geometry	18	1	18		
Accel Algebra 2	40	2	20		
Algebra 1	69	4	17.3		
Algebra 1A	32	3	10.7		
Algebra 1B	34	2	17		
Algebra 2	80	4	20		
AP Calculus	22	1	22		
AP Statistics	30	2	15		
Calculus	29	2	14.5		
Dual Enrollment Algebra 2	38	3	12.7		
Dual Enrollment Algebra 3	26	2	13		
Essentials for Algebra	21	4	5.3		
General Geometry	21	2	10.5		
Geometry	107	6	17.8		
Honors Pre-Calc	30	2	15		
Pre-Calc	71	4	17.8		
Consumer Math	2	1	2		
Individual Math	2	1	2		
Personal Finance	41	2	20.5		

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Fitness	187	5	5	10	18.7		
Intro Strength and Conditioning Fall	25	1	0	1	25		
Intro Strength and Conditioning Spring	15	0	1	1	15		
Outdoor Adventure	21	0	1	1	21		
Personal Fitness Fall	8	0	0	0	0		
Personal Fitness Spring	4	0	0	0	0		
Team and Ind Sports	34	1	1	2	17		
Unified PE Fall	11	1	0	1	11		
Unified PE Spring	9	0	1	1	9		
Wellness	187	5	5	10	18.7		

Course Name	Requests	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Accel Biology	77	4	19.25		
Anatomy and Physiology	11	1	11		

AP Biology	28	1	28		
AP Chemistry	23	1	23		
AP Environmental Science	63	3	21		
AP Physics I	34	2	17		
AP Physics II	16	1	16		
Biology	94	5	18.8		
Chemistry	68	4	17		
Chemistry and Society	16	1	16		
Chemistry Essentials	19	2	9.5		
Environmental Science	20	1	20		
General Science with Earth Science	3	0	0		
Honors Anatomy and Physiology	41	2	20.5		
Honors Chemistry	65	3	21.6		
Honors Physics	13	0	0		
Life Science	13	1	13		
Physical Science with Earth Science	130	8	16.3		
Physics	14	1	14		

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Anthropology	9	0	0	0	0		
Archeology	25	0	1	1	25		
AP Psychology	57	3	3	3	19		
AP US History	26	1	1	1	26		
AP US Gov Pol	34	2	2	2	17		
AP World History	55	3	3	3	18.3		
Civics	152	4	4	8	19		
Criminology	76	2	2	4	19		
Economics	152	4	4	8	19		
Music in American History	3	0	0	0	0		
Project StartUp	9	0	0	0	0		
Psychology	26	1	1	1	26		
Sociology	30	1	0	1	30		
US History	188	10	10	10	18.8		
World Studies	113	6	6	6	18.8		

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
AP Art and Design	3	0	0	0	0		
Ceramics	74	2	2	4	18.5		
Digital Photog 1	72	2	2	4	18		
Digital Photog 2	16	0	1	1	16		
Drawing 1	18	1	0	1	18		

Drawing-2	4	0	0	0	0		
Fundamentals of Art	50	1	1	2	25		
Intro to Graphic Arts	24	1	0	1	24		
Painting	8	0	0	0	0		
Sculpture-	12	0	0	0	0		

Course Name	Requests	S1	S2	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
Acting	7	0	0	0	0		
Concert Band	27	1	1	1	31		
Honors Concert Band	4						
Concert Choir	33	1	1	1	33		
Dance, Movement, and Music	2	0	0	0	0		
Guitar	9	0	0	0	0		
Guitar-II	4	0	0	0	0		
Honors Choir	28	1	1	1	28		
Honors Jazz Band	6	1	1	1	17		
Jazz Band	11						
Improv Theatre	9	0	0	0	0		
Music Theory and Comp 1	7	0	0	0	0		
Unified Music Fall	5	1	0	1	5		
Unified Music Spring	5	0	1	1	5		

Course Name	Requests	Target Sections Offered	Projected Class Size as of Spring 26	26-27 Average Section Enrollment	26-27 Individual Section Enrollments
AP French	13	1	13		
AP Spanish	18	1	18		
French I	16	1	16		
French II	38	2	19		
French III	23	1	23		
French IV	15	1	15		
Honors French IV	14	1	14		
Intro to Modern Languages	23	1	23		
Latin I	28	2	14		
Latin II	22	1	22		
Latin III	5	1	5		
Senior Quest	10	1	10		
Spanish I	58	3	19.3		
Spanish II	110	5	22		
Spanish III	66	3	22		
Spanish IV	23	1	23		
Honors Spanish IV	34	2	17		

Monday (miss period 4)	Tuesday (miss periods 3 & 7)	Wednesday (miss periods 1 & 5)	Thursday (miss periods 2 & 6)	Friday (PLC 7:00 - 8:00am)
Period 1 7:40 - 8:35	Period 1 7:40 - 8:45	Period 2 7:40 - 8:45	Period 1 7:40 - 8:45	Period 1 8:00 - 8:43
Period 2 8:39 - 9:34	Period 2 8:49 - 9:54	Period 3 8:49 - 9:54	Period 3 8:49 - 9:54	Period 2 8:47 - 9:30
Advisory 9:38 - 10:03	CAV Block 9:58 - 10:38	CAV Block 9:58 - 10:38	CAV Block 9:58 - 10:38	Advisory 9:34 - 9:59
Period 3 10:07 - 11:02	Period 4 & Lunch 10:42 - 12:09	Period 4 & Lunch 10:42 - 12:09	Period 4 & Lunch 10:42 - 12:09	Period 3 10:03 - 10:46
Period 5 & Lunch 11:06 - 12:33	Lunch A: 10:42 - 11:07 Lunch B: 11:14 - 11:39 Lunch C: 11:46 - 12:11	Lunch A: 10:42 - 11:07 Lunch B: 11:14 - 11:39 Lunch C: 11:46 - 12:11	Lunch A: 10:42 - 11:07 Lunch B: 11:14 - 11:39 Lunch C: 11:46 - 12:11	Period 4 & Lunch 10:50 - 12:13
Lunch A: 11:06 - 11:31 Lunch B: 11:37 - 12:02 Lunch C: 12:08 - 12:33	Period 5 12:15 - 1:20	Period 6 12:15 - 1:20	Period 5 12:15 - 1:20	Lunch A: 10:50 - 11:15 Lunch B: 11:19 - 11:42 Lunch C: 11:46 - 12:11
Period 6 12:37 - 1:32	Period 6 1:24 - 2:30	Period 7 1:24 - 2:30	Period 7 1:24 - 2:30	Period 5 12:15 - 12:58
Period 7 1:36 - 2:30				Period 6 1:02 - 1:45
				Period 7 1:49 - 2:30

Hollis Brookline Cooperative School District
Expense & Revenue Report for Fiscal Year 2025-2026
as of 5/1/2026

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 7,610,919	\$ 5,198,460	\$ 2,108,767	\$ 303,692
Special Education	\$ 4,554,546	\$ 2,896,979	\$ 1,371,318	\$ 286,249
Vocational Program	\$ 85,000	\$ 63,182	\$ 56,846	\$ (35,028)
Co-curricular Program	\$ 1,001,927	\$ 770,948	\$ 172,371	\$ 58,608
Student Support Services	\$ 2,125,296	\$ 1,348,350	\$ 705,156	\$ 71,790
Instructional Staff Support	\$ 897,417	\$ 656,341	\$ 191,257	\$ 49,819
School Board/SAU assessment	\$ 1,389,728	\$ 1,099,927	\$ 211,869	\$ 77,931
School Administration	\$ 1,386,003	\$ 1,106,929	\$ 220,798	\$ 58,276
Facilities	\$ 2,190,109	\$ 1,406,252	\$ 679,948	\$ 103,909
Transportation	\$ 1,932,120	\$ 1,317,868	\$ 483,364	\$ 130,888
Benefits	\$ 7,404,079	\$ 5,131,448	\$ 2,032,875	\$ 239,757
Debt Service	\$ 625,665	\$ 600,329	\$ -	\$ 25,336
Transfers	\$ 960,000	\$ -	\$ 960,000	\$ -
TOTAL FY26 EXPENSES	\$ 32,162,809	\$ 21,597,012	\$ 9,194,569	\$ 1,371,228
Plus FY25 Expense Carryover	\$ 460,359	\$ 125,971	\$ 307,969	\$ 26,419
TOTAL EXPENSES	\$ 32,623,168	\$ 21,722,983	\$ 9,502,538	\$ 1,397,647

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Assessment Overview:				
Local Property Tax	\$ 24,363,127	\$ 20,730,000	\$ 3,633,127	\$ -
Adequacy and SWEPT Grant	\$ 5,417,979	\$ 3,438,111	\$ 1,979,868	\$ -
State Sources:				
Special Education Aid	\$ 328,918	\$ 344,655	\$ -	\$ 15,737
Food Service	\$ 3,000	\$ 5,643		\$ 2,643
Vocational Aid	\$ 7,000	\$ 10,658	\$ -	\$ 3,658
Other State Aid	\$ -	\$ 2,142		\$ 2,142
Federal Sources:				
Grants	\$ 260,000	\$ 105,719	\$ 154,281	\$ -
Food Service	\$ 38,000	\$ 41,625	\$ 20,000	\$ 23,625
Medicaid	\$ 5,000	\$ 41,301	\$ -	\$ 36,301
Local Sources:				
Tuition	\$ 30,000	\$ 52,432	\$ -	\$ 22,432
Food Service Sales	\$ 425,000	\$ 416,108	\$ 90,000	\$ 81,108
Earnings on Investments	\$ 50,000	\$ 65,128	\$ 15,000	\$ 30,128
Impact Fees	\$ 16,000	\$ 9,396		\$ (6,604)
Other	\$ 20,000	\$ 8,857		\$ (11,143)
Other Revenue Adjustments				
FY25 Expense Carryover	460,359	125,971	\$ 307,969	\$ (26,419)
Contingency & Trusts	\$ 425,000		\$ 425,000	\$ -
Fund Balance/Audit Adjustments	\$ 1,150,228		\$ 1,150,228	\$ -
Less Retained Fund Balance	\$ (376,443)		\$ (376,443)	\$ -
TOTAL REVENUE	\$ 32,623,168	\$ 25,397,746	\$ 7,399,030	\$ 173,608

Total Expense Balance	\$ 1,397,647
Plus Revenue Balance	\$ 173,608
Less Txfr To Food Service Fund Balance	\$ (107,376)
Unreserved Fund Balance Before Funding Items Below	\$ 1,463,879

Estimated Needs for FY27-PLACEHOLDERS	
Maintenance Trust	\$ 300,000
Retained Fund Balance	\$ 376,443
Contingency Fund	\$ 125,000
Total Reductions	\$ 801,443

Projected Fund Balance	\$ 662,436
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Explanation of budget balances on current expense report

Description	Current Balance	Notes
Regular Education	\$ 303,692	Hiring savings & Vacancies; fewer lane changes than budgeted
Special Education	\$ 286,249	Savings in out of District tuition and contracted services
Vocational Program	\$ (35,028)	Increased enrollment
Co-curricular Program	\$ 58,608	Savings in coaching and extra curricular stipends
Student Support Services	\$ 71,790	Savings in special education contracted services
Instructional Staff Support	\$ 49,819	Fewer hours & Hiring changes in IT dept; fewer professional development reimbursements
School Board/SAU assessment	\$ 77,931	\$125K contingency not being used (but higher legal costs)
School Administration	\$ 58,276	Savings in vendor contracts/hosting services
Facilities	\$ 103,909	Savings in Oil costs and Maintenance upgrades
Transportation	\$ 130,888	Savings in transportation services
Benefits	\$ 239,757	Savings in employer paid benefits (taxes and retirement) due to vacancies and hiring savings
Debt Service	\$ 25,336	Bond interest adjustment, termination of van lease
Transfers	\$ -	
	\$ 1,371,228	

General explanation of what is included in each account category

Description	Includes
Regular Education	Teacher salaries and teaching materials
Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
Vocational Program	Vocational ed. Tuition
Co-curricular Program	Athletic program and other co-curricular activities
Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
School Board/SAU assessment	Assessment, school board expense, annual meeting expense, legal expense
School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
Food Service Bad Debt	Uncollectable student breakfast and lunch money
Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
Transportation	Bus and transportation, fuel
Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
Debt Service	Principal and interest payments on bonds
Transfers	Accounting line to make total expenses match total revenue, and match the budget.



Business Office Memo

To: Superintendent Bergskaug, School Board Members

From: Lance Flamino, Amy Cassidy

Date: 4/30/2026

Subject: Meal Price Adjustment

As a result of having a positive fund balance at the end of FY25 the district is exempt from the requirement to increase school lunch prices. Since lunch prices were last raised in in the 2024-2025 school year, the Director of School Nutrition and the Business Administrator recommend utilizing this exemption and keeping lunch prices unchanged.

However, breakfast prices have not increased since the 2022-2023 school year. During that time, food costs, regulatory requirements (including lower sugar standards and domestic juice procurement), and staffing costs have all risen. For these reasons, we recommend increasing the price of breakfast from \$1.75 to \$2.00.



School Administrative Unit #41

Hollis, Brookline & Hollis Brookline Cooperative School Districts

603 324 5999

4 Lund Lane, Hollis, NH 03049

To: Gina Bergskaug, Superintendent
From: Brian Bumpus, District Athletic Director (7-12)
Re: May 2026 Stipend Committee Update

Update: As we approach the end of the school year, in addition to the commencement of the FY28 Budgeting Cycle, the annual Advisors and Coaches Survey will be distributed to all parties on Friday, May 15th, with the intention of compiling data to guide recommendations for FY28. The Stipend Committee is scheduled to meet on June 3rd to review and develop these recommendations. These will be available for the June 2026 School Board meeting, as well as a recommended process for adding new clubs within the district moving forward.

Respectfully Submitted,

A handwritten signature in black ink that reads "Brian Bumpus". The signature is written in a cursive, slightly slanted style.

Brian Bumpus
HBCSD Stipend Committee, Chair



Policy: IIB

Section: Section I - Instruction

(COOP) Class Size

IIB

CLASS SIZE

It is the policy of the Hollis Brookline Cooperative School Board that class size should meet minimum and maximum standards set by the NH State Board of Education.

Class Size

Classes shall have a minimum of ~~15~~ 12 students at the time of initial scheduling to be held for the coming school year. ~~and a~~ Classes shall have a maximum of ~~25~~ 24 students unless specified below. If the class exceeds the specified maximum size or falls below the recommended minimum outlined in this policy, the Principal shall consult with the Superintendent. Any exceptions to these limits must be approved in advance by the Superintendent or their designee.

Course	Maximum
Band	50 <u>40</u>
Choir/Chorus	50 <u>40</u>
Computer Based Courses	Number of computers in the lab
Family and Consumer Science	16
Physical Education	35 <u>30</u>
Science	24

Classes may have fewer than ~~12~~ fifteen students if one or more of the following are met:

- The class is one specifically designed to be small, i.e., remedial classes, special education classes, etc.
- The class is designed to meet state minimum standards.
- The class is a capstone course in a series, i.e., Spanish 4 in the Spanish 1-4 program.
- The class is an AP Course.

In determining the sections, the Board and the administration will consider the needs of learners, current best practices, and the demands of the programs and standards.

Preferred maximum class size for Mathematics, Science, Language Arts, Social Studies, and Foreign Languages should be targeted at ~~twenty~~ 20 students.

~~If the class exceeds the specified maximum size or falls below the recommended minimum outlined in this policy, the Principal shall consult with the Superintendent who will assist in reviewing the situation before deciding whether to take such steps as~~

~~hiring additional personnel, adding/eliminating sections and/or using other resources.~~ The Superintendent will notify the School Board each school year of the projected course enrollment numbers in May and the current course enrollment numbers in October.

This policy should be reviewed and evaluated annually by the School Board. ~~school administration.~~

Legal References:

NH Code of Administrative Rules, Section Ed. 306.17, Class Size

1st Reading: 9-21-2005 / Adopted 5-21-2008/Amended and Approved 4-16-2014

1st Reading of Amendment: January 21, 2015

2nd Reading of Amendment: February 18, 2015

Adopted: February 18, 2015

1st Reading: November 13, 2019 (as amended)

2nd Reading: December 11, 2019

3rd Reading: January 22, 2020

4th Reading and Adopt: February 12, 2020

1st Reading: May 13, 2026 (as amended)

UNAUTHORIZED COMMUNICATION

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

This policy defines a personal communication device as any non-district-provided internet/cellular-capable device that supports voice or video calls, texts, emails, instant messages, or the capability to transmit pictures or videos. Furthermore, “Personal Electronic Communication Device” means any device capable of connecting to a smartphone, smartwatch, the internet, or a cellular or Wi-Fi network, and can communicate over a Wi-Fi, Bluetooth, or cellular network.

Additionally, it covers any future products that encompass the abovementioned features. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or “district-provided" devices.

B. Restrictions

Student use of personal communication devices is strictly prohibited from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as “the school day”). The school day includes lunch periods, passing time, and recesses.

Students participating in field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the designated supervisor for the activity. However, in no event shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person’s reasonable expectation of privacy.

The District is responsible for providing District-owned devices for use during the school day.

While it is best practice that personal communication devices are not brought to school, if personal communication devices are brought to school, they shall be kept with the power turned off in a student’s assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 may be exempt from portions of this policy due to necessary accommodations as determined by the appropriate team. Additional exceptions to this policy may only be made after a formal meeting with administration on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs. Decisions may be appealed to the Superintendent, whose decision is final.

D. Unacceptable Use of Communication Devices

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

E. Consequences for Violations

Consequences for violations of this policy will be pursuant to the Student Handbook for each respective school.

F. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board no later than April of each school year.

G. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks.

NH Statutes

RSA 189:68
RSA 189:68-a
RSA 189:70
RSA 644:21

1st Reading: October 17, 2007
Adopted: May 21, 2008

Amended: October 15, 2014

1st Reading: August 20, 2025 (as amended)
2nd Reading: September 17, 2025 (as amended)
3rd Reading: November 12, 2025 (as amended)
Adopted: November 12, 2025

1st Reading: May 13, 2026

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.

Re-Adopted: 4-2014

Re-Adopted: 4-8-15

Re-Adopted: 3-30-16/4-20-16

Re-Adopted: 3-29-17

Re-Adopted: 4-11-18
Re-Adopted: 4-10-19
Re-Adopted: 9-16-20
Re-Adopted: 5-19-21
Re-Adopted: 5-18-22
Re-Adopted: 4-12-23
Re-Adopted: 4-10-24/5-15-24
Re-Adopted: 4-9-25
Re-Adopted: 4-8-26



May 13, 2026

To: Superintendent Bergskaug

From: COOP Policy Committee

Re: 5.13.26 Policy Memo

The Cooperative School Board Policy Committee makes the following policy recommendations for the May 13, 2026 Hollis Brookline Cooperative School Board meeting:

Present for 3rd read and adopt with changes:

1. BEDB: Agenda Preparation and Dissemination
2. JLCF: Wellness

Present for 3rd read and adopt with no changes:

1. BEDG: Meeting Minutes

Present for a 2nd read with minor changes:

1. EHB-R: Local Records Retention Schedule

BEDB

Category: Recommended

See Also BEDA, BEDH

AGENDA PREPARATION AND DISSEMINATION

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 request items to be placed 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 (~~Board Packets~~) should be distributed if possible to Board members at least five 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 supporting materials presented to the Board by any Board member, staff member, student, or any other person unless approved by the Board Chairperson.~~

When the final agenda has been established, it will be made available to the public, posted on the District's website. 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.

A consent agenda may be used at School Board meetings to cover the following actions: accepting resignations and/or nominations for professional staff persons when supported by written documentation.

Legal Reference:

RSA 91-A:5, IX.

Adopted: June 15, 2016

1st Reading: October 18, 2017

2nd Reading: November 15, 2017

3rd Reading: February 21, 2018

Adopted: February 21, 2018 (as amended)

1st Reading: February 19, 2026 (as amended)

2nd Reading: April 8, 2026 (as amended)

3rd Reading: May 13, 2026



Policy: JLCF

Section: Section J - Students

(COOP) Wellness Policy

Status: Priority/ Required by Law

JLCF

WELLNESS POLICY

The District recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, which are believed to minimize the risk of childhood obesity, and preventing other diet-related chronic diseases. The District also recognizes that health and student success are inter-related. It is, therefore, the goal of the District that the learning environment positively influences a student's understanding and habits as they relate to good nutrition and physical activity.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in SAU 41.

I. SAU 41 WELLNESS COMMITTEE.

The Superintendent, in consultation with the Business Administrator or their designee, will facilitate development of updates to the SAU 41 Wellness Policy, subject to each School Board's approval, and will oversee compliance with the policy. In addition, the Superintendent or their designee shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level. Additionally, the Wellness Committee is charged with making recommendations relative to the objectives and requirements of Board policy IMAH: Daily Physical Activity.

The Superintendent shall convene a representative "SAU 41 Wellness Committee", whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The Superintendent or their designee shall serve as the Chairperson of the SAU 41 Wellness Committee, and shall maintain an updated roster of Building Wellness Coordinators and persons serving on the Committee.

The SAU 41 Wellness Committee shall meet no less than three times per school year.

The SAU 41 Wellness Committee should represent each school and the diversity of the community, and to the extent possible the Superintendent or their designee, the Director of Food Nutrition, each building Wellness coordinator, parents, students, physical education teachers, health education teachers, school counselors, a school administrators, a school board member, outside health professionals, and members of the public.

Staff appointments to the SAU 41 Wellness Committee will be made by the Superintendent or their designee. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the SAU 41 Wellness Committee or the Superintendent or their designee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.

A. Implementation Plan.

The SAU41 Wellness Committee Chair, with the assistance of the Wellness Committee, will develop a baseline school level assessment using resources based on the Centers for Disease Control and Prevention's School Health Index, and tools available through such programs as the Alliance for a Healthier Generation America's Healthiest Schools program, and create an action plan and generate an annual progress report. The school-level assessment/report should be completed by September 30th of each school year and presented to the Superintendent.

B. Annual Notification of Policy.

The SAU will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The SAU will make this information available via the SAU 41 website. This information will include the contact information of the SAU 41 official(s) chairing the Wellness Committee (i.e., the Superintendent or their designee), in addition to how the public can get involved with the SAU 41 Wellness Committee.

C. Triennial Progress Assessments.

Every three years, the Business Administrator or their designee will assess:

- Assess ~~T~~the extent to which each of the SAU 41 schools are in compliance with the wellness policy; and
- Develop, in conjunction with members of the committee, ~~A~~a description of the progress made in attaining the goals of the SAU's Wellness Policy.

The SAU 41 Wellness Committee will make recommendations to update the SAU 41 Wellness Policy based on the results of the annual action plan and triennial assessments and/or as SAU 41 priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Boards will review and act upon such assessments as required or as the Boards deem appropriate.

D. Recordkeeping.

The Superintendent or their designee will retain records related to this Policy, to include at least the following:

- The SAU 41 Wellness Policy;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation on how the SAU 41 Wellness Policy and Policy assessments are/were made available to the public;
- Documentation confirming annual compliance with the requirement that SAU 41 Wellness Policy, including updates, and the most recent assessment on the implementation of the Policy have been made available to the public; and
- Documentation of efforts to review and update the SAU 41 Wellness Policy; including who is/was involved in each update and methods the SAU uses to make stakeholders aware of opportunities to participate on the SAU 41 Wellness Committee.

E. Community Involvement, Outreach and Communications.

The SAU will communicate ways in which representatives of the SAU 41 Wellness Committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for all districts. The SAU will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. NUTRITION.

A. School Meals.

All schools within the SAU participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). SAU 41 schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The SAU offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

<https://www.fns.usda.gov/schoolmeals/nutrition-standards>

B. Staff Qualifications and Professional Development.

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

<https://www.fns.usda.gov/school-meals/professional-standards>

C. Water.

To promote hydration, free, safe, unflavored drinking water will be available to all students at every school throughout the school day, including mealtimes.

Students shall be permitted to bring water bottles to school that:

1. Are made of material that is not easily breakable;
2. Have lids to prevent spills; and
3. Are filled exclusively with water

D. Competitive Foods and Beverages and Marketing of Same in Schools.

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

<https://www.fns.usda.gov/tn/guide-smart-snacks-school>

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day (12:01 am through 30 minutes after the last bell – 7CFR 210.11(a)(5)) will meet or exceed the USDA Smart Snacks in School nutrition standards (see Appendix A). All

foods marketed or promoted to students must be approved and tracked by the Director of Nutrition. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards.
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the Districts, school athletic departments, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the SAU wellness policy.

E. Celebrations and Rewards.

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The SAU41 Food Service Team will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

F. Food Sale Fundraising.

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration.-

G. Nutrition Promotion.

The SAU will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least five or more evidence-based healthy food promotion techniques (Meal Appeal) in the school meal programs using methods supported by the USDA child nutrition programs.

Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards.

H. Nutrition Education.

The Districts will teach, model, encourage and support healthy eating by all students.

- Nutrition education is designed and implemented to help students learn nutrition related skills, including but not limited to two of the following: planning a healthy meal, understanding and using food labels, critically evaluating nutrition information, misinformation and commercial food advertising.

- Nutrition education will reinforce lifelong balance, emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate. At least one example will be used.
- Cafeteria staff will participate in providing nutrition education. Students will be educated through at least two new food experiences and exposed to a wide variety of food choices. Consistent encouragement should be given to children to try new foods. Discourage students from making negative comments about new foods and healthy foods so that the child will learn to try new flavors.
- The school will integrate at least two **USDA's Team Nutrition** materials within the school curriculum. These include lesson plans, posters, interactive games, menu graphics, etc.
 - At least three nutrition education posters will be displayed in each school cafeteria.
 - Cafeteria staff will highlight local foods at least four times per year.
 - Cafeteria staff will conduct at least two tasting opportunities per year with one being a unique fruit or vegetable.

Schools should provide additional nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Includes nutrition education training for teachers and other staff.

IV. PHYSICAL ACTIVITY.

The SAU will provide physical education consistent with national and state standards and Board policy IMAH. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason.

A. Classroom Physical Activity Breaks.

Students in grades 7-12 will be offered periodic opportunities to be active or to stretch throughout the day. The SAU recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom times at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

B. Before and After School Activities.

The SAU offers opportunities for students in grades 7-12 to participate in physical activity after school through interscholastic and intramural sports and clubs.

C. Health and Physical Education Complements.

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television.

D. Walking and Biking to School.

The SAU will support walking or biking to school by students or faculty only if determined safe by each building principal.

V. OTHER SCHOOL-BASED ACTIVITIES TO PROMOTE STUDENT WELLNESS.

The SAU will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the SAU will include the following activities each school year.

- Students are permitted to have water in the classroom
- Students are discouraged from sharing their foods or beverages with one another, given concerns about allergies and other restrictions on some students' diets.
- Students are provided with a school environment that is conducive to healthy eating.
- Students are provided with adequate breakfast and lunch time to enjoy eating healthy foods with friends.
- Students are scheduled in lunch blocks that provide minimal wait time for school meals.
- Students are provided a school environment that is conducive to being physically active.
- Students are provided with opportunities for physical activity throughout the day.
- Students are encouraged to actively participate in recess.
- Students are not denied recess or other physical activity time in order to make up instructional time and/or as a form of discipline except when appropriate as a logical consequence.
- Students are provided with activities that coordinate content across curricular areas that promote student health (such as teaching nutrition concepts in math or science) with consultation provided by the district's curriculum coordinators.

VI. PROFESSIONAL LEARNING.

When feasible, the SAU will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Legal References:

42 U.S.C. 1751, Richard B. Russell National School Lunch Act
42 U.S.C. 1771, Child Nutrition Act of 1966
Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004
The Healthy Hunger-Free Kids Act of 2010
7 C.F.R 210, National School Lunch Program
7 C.F.R 220, School Breakfast Program
RSA 189:11-a, Food and Nutrition Programs
N.H. Dept. of Education Administrative Rule – Ed 306.04 (a)(20), Wellness
N.H. Dept of Education Administrative Rule – Ed 306.40, Health Education Pro

1st Reading: July 20, 2006
Adoption: October 15, 2008

1st Reading: September 20, 2023 (as amended)
2nd Reading: October 18, 2023
3rd Reading: November 15, 2023
Adopted: November 15, 2023

1st Reading: January 21, 2026 (as amended)
2nd Reading: April 8, 2026 (as amended)
3rd Reading: May 13, 2026

(COOP) Meeting Minutes

Priority/ Required by law

BEDG

MEETING MINUTES

A. Minutes Required.

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a recording secretary to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to "minutes" as described below, a more comprehensive "record" and/or "decision" may be required in the event of a "hearing" regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and/or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

B. Required Content of Minutes.

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed;
4. identification of each member who made a first or second of any motion;

5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion;
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.);
8. the name of the person who produced or prepared the minutes (i.e., minute taker/recording clerk); and
9. the start and end times of the meeting.

NOTE: See Section D below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.

C. Approval and Access to Minutes.

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C5, below.

1. Location and Retention of Minutes. In accordance with Board policy EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.
2. Access to Approved & Unsealed Minutes. Approved and unsealed minutes shall be available for inspection by the public during the

normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy EH. Requests for access to minutes shall be processed in accordance with District administrative procedures EH-R.

Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's web site, or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

3. Access to Draft Minutes and Minute Preparation Materials. "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the Board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members.** Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes , (ii) including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the Board approved.
5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft, sealed minutes are provided to Board members for the

purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D, below.

D. Special Provisions for Minutes Relating to Non-Public Sessions.

For any public meeting that includes a non-public session, additional information beyond that discussed in paragraphs B.1-9, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are “sealed” (see discussion in Paragraph D.2, below).

1. Information Regarding Non-Public Session Included in Public Minutes.

The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal, along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.

2. Sealing Non-Public Minutes.

a. As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):

- i. Would affect adversely the reputation of a person other than a Board member;
- ii. Would render ineffective the action/proposed action taken in non-public session; or
- iii. Pertains to matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).

- b. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.
 - c. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.
 - d. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would "render the action ineffective" should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available "as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction."
3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-9, above, minutes of the non-public session must include "all actions" and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not "seal" the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.
4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the "Sealed Minutes List") shall include:
- a. the name of the public body (e.g., School Board, Policy Committee, etc.);

- b. the date, time and location of the public meeting (from meeting notice);
- c. the start and end times of the non-public session;
- d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.);
- e. the specific grounds upon which the minutes were sealed (e.g., “disclosure would render the action ineffective” or “disclosure would likely adversely affect the reputation of a non-board member,” etc.);
- f. the date the vote to seal the minutes occurred;
- g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
- h. the date, if any, of a subsequent decision to unseal the minutes.

The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made available as soon as practicable for public disclosure.

5. Reviewing and Unsealing Previously Sealed Minutes. Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed minutes must either be reviewed within each ten year period or unsealed no later than expiration of ten years following the date they were sealed or last reviewed. The Board will review previously sealed minutes within the ten year period and those sealed minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent or Board Chair or their designee 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 or Board Chair or their designee 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

1st Reading: October 18, 2017
2nd Reading: January 17, 2018 (as amended)
3rd Reading: February 21, 2018
Adopted: February 21, 2018 (as amended)

1st Reading: December 11, 2024 (as amended)
2nd Reading: January 15, 2025
3rd Reading: January 15, 2025 (waived)
Adopted: January 15, 2025)

1st Reading: November 12, 2025 (as amended)
2nd Reading: April 8, 2026 (as amended)
3rd Reading: May 13, 2026

EHB-R LOCAL RECORDS RETENTION SCHEDULE

See Board Policy: EHB
Related Policies: EH, EHAB, JRA, and GBJ

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period
Business Records		
Accident Reports:		
• Employee		Term of employment, plus 6 20 years
• Student		Age of majority, plus 6 years
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year
Annual Audit	RSA 33-A:3-a (10 years)	Permanent
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent
Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years
Architectural Plans		Permanent
Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent
Budget Worksheets		End of budget year, plus 1 year
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until Audited and at least 6 years after last entry
Child Labor Permits		1 year
Work-study	29 C.F.R. §570.37	3 years from date of enrollment
• Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years

EHB-R LOCAL RECORDS RETENTION SCHEDULE

<ul style="list-style-type: none"> Engineering Surveys 		Permanent
<ul style="list-style-type: none"> Unsuccessful bids 	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years
Certified Educator		Permanent
COBRA Notices	42 U.S.C. 300bb-1, et. seq.(3 years) ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue
Collective Bargaining Agreements		Permanent
Correspondence for Business transactions*		Life of subject matter plus 4 years
Correspondence - General		3 years or longer when historic/useful
Correspondence Transitory	RSA 33-A:3-a	As needed for reference
Deeds		Permanent
District Meeting Minutes & Warrant		Permanent
Insurance policies	RSA 33-A:3-a	Permanent
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years
Enrollment Reports:		
<ul style="list-style-type: none"> Fall Reports A12A (RSA 189:28) 		Permanent
<ul style="list-style-type: none"> Pupil Registers 	RSA 189:27-b	Permanent
<ul style="list-style-type: none"> Resident Pupil Membership Forms 		14 years
<ul style="list-style-type: none"> School Opening Reports 		3 years

<ul style="list-style-type: none"> Statistical Report A-3 (RSA 189:28) 		Permanent
Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit
FICA Reports – monthly		7 years

EHB-R LOCAL RECORDS RETENTION SCHEDULE

Fixed Trip Requests/Confirmation		1 year
Fixed Assets Schedule		Permanent/as updated
Form C-2 Unemployment		6 years
Wage Report (DES 100)		6 years
Invoices*	Until Audited, plus 1 year	3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent
Purchase Orders*		Until Audited, plus 1 year
Request for Payment Vouchers*		Until Audited, plus 1 year
Requisitions*		Until Audited, plus 1 year
Retirement Reports – Monthly		1 year
Time Cards:		
• Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years
• Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years
• Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years
• Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years
Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years	6 years
Travel Reimbursements*	Until Audit, plus 1 year	3 years*
Treasurer’s Receipts – canceled checks		6 years
Treasurer’s Report		6 years
Vocational Education:		
• AVI Forms		1 year
• Vocational Center Regional Contracts		20 years
• Federal Vocational Forms*		6 years

EHB-R LOCAL RECORDS RETENTION SCHEDULE

Vouchers Manifests*		Until Audit, plus 1 year
Tax Forms:		
<ul style="list-style-type: none"> W-2's, 1099 * 	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	7 years
<ul style="list-style-type: none"> W-4 Withholding Exemption Certificate 	RSA 33-A:3-a. Retirement or termination, plus 20 years	Term of Employment, plus 20 years
<ul style="list-style-type: none"> W-9 	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
<ul style="list-style-type: none"> 941-E Quarterly Taxes 	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 20 years	Term of Employment, plus 20 years
Application for employment - Successful	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.	Term of Employment, plus 20 years
Attendance Records:		
<ul style="list-style-type: none"> Leaves 	Family Medical Leave Act –RSA 33-A:3-a. Retirement or termination, plus 20 years	Term of Employment, plus 20 years
<ul style="list-style-type: none"> Request for Leaves 		1 year
Class Observation Forms		1 year
Criminal Record Check:		
<ul style="list-style-type: none"> No criminal record 	RSA 189:13-a (Superintendent only)	Destroy immediately after review
<ul style="list-style-type: none"> Criminal record 	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt

Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years
Deferred Compensation plans	RSA 33-A:3-a	7 years

EHB-R LOCAL RECORDS RETENTION SCHEDULE

Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years
Employment test papers with results	29 C.F.R. §1627.3	Term of Employment, plus 20 years
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years
HIPPA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment, plus 20 years
Labor-PELRB actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years
Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment, plus 20 years
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years
Recruitment Documents	29 C.F.R. §1627.3	Term of Employment, plus 20 years
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years

School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year

EHB-R LOCAL RECORDS RETENTION SCHEDULE

Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 20 years
Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent
Staff Development Plan	Term of Employment, plus 20 years	Term of Employment, plus 20 years
Substitute Teacher Lists		7 years
Student Records:		
Applications for Free/Reduced Lunch		6 years
Assessment Results	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Attendance	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Disciplinary Records		Term of Enrollment, plus 3 years
Early Dismissal		1 year
Emergency Information Form		1 year/as updated
Grades	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Health and Physical Records		Term of Enrollment, plus 3 years
Immunization Record		Term of Enrollment, plus 3 years
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained

Medical Reports		Term of Enrollment, plus 3 years
Registration Form		Term of Enrollment, plus 3 years

EHB-R LOCAL RECORDS RETENTION SCHEDULE

Student Handbook		1 copy of each edition, Permanent
Transcripts	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Internal Records:		
Child Abuse Reports/Allegations		Permanent
Criminal Investigation		Permanent
Personnel Investigations		Permanent
Sexual Harassment		Permanent
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years

<u>Google Accounts</u>	As approved in March 2024 by Superintendent Corey with reference to the <u>Data Governance Plan and policy EHAB.</u>	
<u>Custodial and Kitchen Staff</u>		<u>30 days after the final day of employment</u>
<u>Other Support Staff (i.e. ParaEducators, Secretaries, Substitutes, Contractors, School Boards, Coaches)</u>		<u>1 year after the final day of employment</u>
<u>Professional Staff</u>		<u>1 year after the final day of employment</u>
<u>School Administrators</u>		<u>Archived 1 year after the final day of employment and stored for an additional 5 years</u>
<u>District Administrators/Leadership</u>		<u>Archived 2 years after the final day of employment and stored for additional time at the discretion of the Superintendent</u>

EHB-R LOCAL RECORDS RETENTION SCHEDULE

<u>Graduated Students</u>		<u>90 days after the student's last day</u>
<u>Transfer Students</u>		<u>Disabled upon withdrawal and deleted 1 year after last day</u>

Asterisks indicate fields that may have federal implications that will be considered by the Superintendent or designee before any action is taken.

1st Reading: September 27, 2023

2nd Reading & Adopt: November 29, 2023

1st Reading: April 8, 2026 (as amended)

2nd Reading: May 13, 2026



Policy: BEAA

Section: Section B - School Board Governance and Operations

(COOP) Meeting Preparation

BEAA

MEETING PREPARATION

The agenda should be developed by the Board Chairperson in cooperation with the Superintendent and distributed to the Board members at least seven days prior to regular meetings. Members wishing to place items on the agenda shall notify the Superintendent and/or Chairperson. A written notice of the time and place of each such meeting, including a Non-Public Session, shall be posted in two appropriate places at least 24 hours, excluding Sundays and legal holidays, prior to such meetings.

Adopted: August 23, 2004
Amended: November 16, 2011
