

# HOOKSETT SCHOOL BOARD

## PUBLIC MEETING NOTICE

### Emergency Remote Meeting TUESDAY, AUGUST 18, 2020 6:00 P.M.

The Hooksett School Board will be holding a *remote* meeting via ZOOM on Tuesday, August 18, 2020, commencing at 6:00 p.m.

ZOOM will be the platform used to run the meeting for the Board. It can be accessed by doing the following:

You will be able to listen to the meeting by phone by dialing **+1-929-205-6099 or +1-312-626-6799 or +1-669-900-6833 or +1-253-215-8782 or +1-301-715-8592 or +1-346-248-7799** and entering this:

**Webinar ID: 933 3961 2622**

**Password: 866726**

If during the meeting you have any difficulty hearing the members of the School Board, you can call **(603) 518-5047 X 5015** to report your difficulties.

In addition to calling in to listen to the meeting or accessing the ZOOM meeting, the meeting will be taped and will be rebroadcast on the District's website.

An agenda\* for the meeting follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PROOF OF POSTING

APPROVAL OF MINUTES

NEW BUSINESS

    Instructions Time Schedules

    Handbook Changes

    Approval of Revised Calendar

    Use of Facilities-discussion

OLD BUSINESS

    Re-Entry to School-discussion

PERSONNEL

    Resignation

MANIFEST APPROVAL

ADJOURNMENT

\* (Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises)

**HOOKSETT SCHOOL BOARD MEETING  
AGENDA  
REMOTE (Zoom) Meeting  
TUESDAY, August 18, 2020 – 6:00 p.m.**

- I. CALL TO ORDER** – Phil Denbow, Board Chair
- II. PLEDGE OF ALLEGIANCE**
- III. PROOF OF POSTING** – William Rearick, Superintendent of Schools
- IV. MINUTES**
  - A. Approval of July 29, 2020 Minutes\*
  - B. Approval of July 29, 2020 Non-Public (Sealed) Minutes
- V. NEW BUSINESS**
  - A. Instructional Time Schedules\*
  - B. Handbook Changes\*
  - C. Approval of Revised Calendar\*
  - D. Use of Facilities (Policy KF\*) -discussion
- VI. OLD BUSINESS**
  - A. Re-Entry to School –Discussion
- VII. PERSONNEL**
  - A. Resignation-Orndorff\*
- VIII. FINANCE**
  - A. Manifest Approval (if necessary)
- IX. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k)** (if needed)
- X. ADJOURNMENT** (action required)

The next regularly scheduled meeting of the Hooksett School Board is Tuesday, August 25, 2020 at 6:00 p.m. at the David R. Cawley Middle School Media Center.

The SAU #15 Board will meet on Wednesday, September 16, 2020 at 6:30 p.m. in the David R. Cawley Middle School Media Center.

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises

**GUIDELINES FOR PUBLIC COMMENT  
AT HOOKSETT SCHOOL BOARD MEETINGS**

Guidelines when addressing the Hooksett School Board under OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD section of the Hooksett School Board meeting agenda:

1. Public comment will occur at the beginning and the end of each School Board meeting.
2. Each individual wishing to speak will be given 3 minutes. Everyone is expected to be courteous and polite.
3. Questions for the School Board will be taken under advisement and will be addressed as soon as possible in a manner deemed appropriate by the Board.
4. Members of the public that would like to be included in a current discussion of the Board (at a time other than the Opportunity for the Public to Address the Board) will be allowed to do so only if the entire Board agrees to it.

**Unapproved**

**HOOKSETT SCHOOL BOARD MEETING  
Minutes  
TUESDAY, July 29, 2020 – 5:00 pm.  
David R. Cawley Middle School Media Center**

**CALL TO ORDER**

Phil Denbow, Board Chair called the meeting to order at 5:00 pm.

**PROOF OF POSTING**

William Rearick, Superintendent of Schools provided proof of posting.

**ATTENDANCE**

Phil Denbow, Chair, Kara Salvas, Greg Martakos, Jim Sullivan, Wayne Goertel, Jillian Godbout, and Lindsey Laliberte

Staff: William Rearick, Superintendent, Marge Polak, Assistant Superintendent, Amy Ransom, Business Administrator, Principals Matt Benson, Steve HARRISES, and Ben Loi. Directors Christine Gialousis and Maintenance Director Dean Farmer.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

**Approval of July 21, 2020 Minutes**

*J. Sullivan motioned to approve the minutes of July 21, 2020. Seconded by L. Laliberte  
Vote unanimously in favor*

**OLD BUSINESS**

**School Calendar**

*G. Martakos motioned to approve the 2020 school start date for September 1<sup>st</sup>, 2020. W. Goertel.*

*Vote unanimously in favor*

**Re-Entry to School -Discussion**

W. Rearick recommended taking option 2 off the table and consider the need to bring as many students as possible with an online option.

*K. Salvas motioned to approve Scenario 1 and 3 with the appropriate precautions and offer a remote option. Seconded by G. Martakos.*

W. Rearick stated they will ask all parents to choose an option which should be done by the 8<sup>th</sup> of August.

Christine Titus stated she appreciated the effort of the Board but is confused as to why a survey for parents is going out with a Hybrid being taken off the table The survey went out in

## **HOOKSETT SCHOOL BOARD MEETING – July 29, 2020      IV.A.**

May and many parents didn't know where everyone would be in September and hadn't seen a plan. How can the Board make the decision if they haven't surveyed parents. Last week they were all for a survey and here we are now without a survey.

Bob Lachance sent an email to everyone yesterday and appreciates that safety is the number one priority. Statistically, there is a small chance of Covid in Merrimack County.

Mr. Lachance read the article regarding the long and short term impact of keeping schools closed. This is a challenging time and we can't let our kids get behind because we are afraid.

### **Board Discussion**

W. Goertel discussed some information he was able to gain from looking at the data and doing some analysis. He likes the proposal on the table but would like to see all three (3) scenario's included to allow families to select their risk level.

J. Godbout likes the option of 1 and 3 but doesn't want to alienate the families that are not coming back. There are Budget constraints but mask should be mandated and they need to look at the air filtration system. There is also a concern regarding substitute teachers and transportation.

Will the schools be open to the public at night?

J. Sullivan stated he is pleased that the option for distant learning will be offered and would like to know how that will be handled. Having two (2) options is good.

P. Denbow explained that they looked at a lot of data including parents comments and would love to do all three (3) choices but the resources are not available. Teachers that cannot return can be utilized for the online learning. With the proper protocols, it is safe to come back. The Board's job is to look at this from the 30,000 foot level with Bill as the CEO. The decision is being made now so that Administration has enough time to prepare.

Masks should be required. Special Ed learning remotely is difficult. It is hard to find any evidence that shows remote learning is as good as in person instruction.

K. Salas supports having kids back in school. The data supports safely returning to school.

G. Martakos asked how students transitioning in third and sixth grade will be handled.

M. Benson stated that 6<sup>th</sup> grade students will be brought in for a day to get equipment and meet with Mr. Roma and have orientation.

S. Harrises stated they have discussed having a zoom meeting where students can meet their parents virtually.

G. Martakos asked if Chrome Books were available 1-1.

W. Rearick stated that Cawley has a 1-1 for Chrome Books and they have ordered grades 3-5 and tablets for Underhill.

L. Laliberte asked if parents are selecting a scenario for an entire year or can they change if their circumstances change.

W. Rearick stated that parents will have to make a decision for a trimester. Special circumstances will be handled on a case by case basis.

W. Rearick talked about the need to wear masks in school.

L. Laliberte stated the importance of educating parents on proper wearing of masks and cleaning.

W. Rearick stated that information will be going out in the packets to parents.

W. Rearick stated that teachers were not in favor of taking temperatures of students at school.

J. Godbout asked if VLAC was working in conjunction with the school?

W. Rearick stated VLAC is an option being offered to parents.

The Principals discussed the protocol for nurses and explained that teachers would handle the basic first aid from the classroom. They also reviewed the availability of isolation rooms in the schools if needed.

D. Farmer stated that he will be meeting with the HVAC contractor and will be able to answer questions regarding filters and airflow and possibly the use of UV light.

*Vote unanimously in favor*

W. Rearick stated that masks should be worn with the exception of student that can't wear them

*J. Sullivan motioned the School Board require all students from grade 2-8 to wear face coverings except for those exempt due to health issue and encourage the use in lower grades (K-1) for both school and buses.*

*Seconded by W. Goertel*

*Vote unanimously in favor*

**POLICY APPROVAL (Second Reading)**

**Policy AC –Non-Discrimination\* (law into effect 8/14)**

**Policy KF –Use of Facilities**

*G. Martakos motioned to approve the 2nd reading of AC and KF. Seconded by K. Salvas.*

*Vote unanimously in favor.*

The Board will meet on August 12<sup>th</sup> at 6:00 pm rather than August 18<sup>th</sup>.

**Resignation**

Rebecca Benyik Computer Technology Teacher

*G. Martakos motioned to accept the resignation of Rebecca Benyik. Seconded by K.*

*Salvas*

*Vote unanimously in favor*

**FINANCE**

Manifest Approval (if necessary)

**G. Martakos** *motioned to approve the manifest for July 29, 2020 in the amount of \$860,304.18. Seconded by .K. Salvas*  
*Vote unanimously in favor.*

K. Salvas asked Administration to reconsider not having standardize testing during the first semester of school.

B. Loi reviewed the parent drop off and pick up procedure for the fall. The plan is to have parents stay in their vehicle during drop off and pick up. The location will be different than in the past. Students will be escort in and out of the building with social distancing.

**NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k)**

**J. Godbout** *motioned to enter into non-public per RSA 1:A:3 Section II c at 6:33 pm. Seconded by J. Sullivan*  
*Roll Call unanimously in favor.*

The Board reconvened into a public session at 7:01 pm.

*Motion by Greg Martakos, seconded by Wayne Goertel, to seal the non-public minutes in perpetuity. A roll call vote was taken. With all in favor, the motion carried.*

**ADJOURNMENT**

*Motion by Greg Martakos, seconded by Kara Salvas, to adjourn at 7:05 pm. A poll vote was taken. With all in favor, the motion carried.*

Respectfully submitted,

Lee Ann Moynihan

**INSTRUCTIONAL TIME SCHEDULE  
2020-2021**

School Name: Fred C. Underhill School

SAU: 15

Town: Hooksett

Grades: PreK - 2

Ed 306.26(b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school.

SUBJECT	HDK	FDK&1	2	3	4	5	6	7	8
Art	60/10 wks	45	45						
Language Arts & Reading	250	700	700						
Health	15	30	30						
Physical Education	60/10 wks	45	45						
Information & Communication Technology	60/10 wks	30	30						
Math	150	450	450						
Science	60	90	90						
Social Studies	60	90	90						
Family & Consumer Science	x	x	x						
Technology Education	x	x	x						

Notes: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: 7/27/20

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# INSTRUCTIONAL TIME SCHEDULE

## 2020-2021

**V.A. (2)**

School Name: Hooksett Memorial School

SAU: 15

Town: Hooksett NH

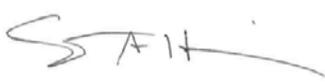
Grades: 3 to 5

Ed 306.26(b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school. *Please note that there could be some changes depending upon the in-school, hybrid, full remote learning options for*

SUBJECT	K	1	2	3	4	5	6	7	8
Art				45	45	45			
Language Arts & Reading				600	600	600			
Health				16-17	16-17	16-17	NOTE: Each grade has weekly Health classes for one of three trimesters.		
Physical Education				45	45	45			
Information & Communication Technology				45+	45+	45+	NOTE: ICT is often integrated in a variety of subject areas throughout the school day, in addition to dedicated ICT time.		
Math				500	500	500			
Science				125+/-	125+/-	125+/-	NOTE: Science and Social Studies have scheduled times on alternating days. Topics are also integrated into other subject areas.		
Social Studies				125+/-	125+/-	125+/-			
Family & Consumer Science	X	X	X	X	X	X	X	X	X
Technology Education	X	X	X	X	X	X	X	X	X

**Notes:** see notes embedded above

Principal Signature: \_\_\_\_\_  \_\_\_\_\_

Date: 7/27/2020

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONAL TIME SCHEDULE 2020 - 2021

School Name: David R. Cawley SAU: 15  
 Town: Hooksett Grades: 6, 7, 8

Ed 306.26(b) requires that each elementary and middle school have an Instructional Time Schedule which indicates how much classroom time per week is to be spent on the following subjects.

The table below indicates the approximate amount of time (in minutes) spent per week on each subject at this school.

SUBJECT	K	1	2	3	4	5	6	7	8
Art							225 minutes per 9 weeks		
Language Arts & Reading							300	300	300
Health							225 minutes per 9 weeks		
Physical Education							225 minutes per 9 weeks		
Information & Communication Technology							225 mins. Per 9 weeks	Ebedded in all curricula	Ebedded in all curricula
Math							300	300	300
Science							300	300	300
Social Studies							300	300	300
Family & Consumer Science							225 minutes per 9 weeks		
Technology Education							225 minutes per 9 weeks		

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Principal Signature: Matthew Benon

Date: 7/27/2020

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**V.B.**

Page #	Fall 2019-2020	Fall 2020-21
1,2,3,4,5		Updated cover, principal letters, PTA letter, and HSB letter
Appendix		Add: High School Requests Procedure
Appendix		Add: <u>Assignment of Kindergarten Pupils to Classes</u>
9	Hooksett Rec Department Before and After School Program	<u>New Morning Program Before and After School</u>
9		Add: <b><u>Unexpected Closure of Schools</u></b> . In the event schools are closed for a period of time, a distance learning model will be implemented.
21	Parent conference November 12	Parent conference November 10

# Hooksett School District Calendar 2020-2021

**V.C.**

X=No School  
ER=Early Release  
PD=Professional Development

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	PD	PD	PD	PD	PD	29
30	PD					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	PD	3
4	5	6	7	8	9	10
11	X	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	X	4	5	6	7
8	9	X	X	12	13	14
15	16	17	18	19	20	21
22	23	24	X	X	X	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	X	X	X	X		

January 2021						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	PD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X	X	

May 2021						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	ER*	X	X	X	19
20	X	X	X	X	X	26
27	X	X				

August 24-31: Professional Development  
 September 1: First Day of School  
 September 7: Labor Day Observed  
 October 2: Professional Development  
 October 12: Columbus Day Observed  
 November 3: No School-Voting day  
 November 10: Parent/Teacher Conference  
 November 11: Veteran's Day Observed  
 November 25-27: Thanksgiving Break  
 December 24- January 1: Winter Vacation

February 22-26: February Vacation  
 March 9: Professional Development  
 April 26- 30: April Vacation  
 May 31: Memorial Day Observed  
 June 15\*: Last Day of School (Early Release)  
 June 16- June 30: Possible Make-Up Days (If more than 5 cancellations)

Early Release Times  
 Middle School: 11:30am  
 Elementary Schools: 12:50pm

**HOOKSETT SCHOOL DISTRICT  
USE OF SCHOOL BUILDINGS AND FACILITIES**

It is the desire of the Hooksett School Board to grant the privilege of using the school facilities to those individuals, organizations, or groups who are members of the local community. This does not alter the fact that it is the responsibility of the Hooksett School Board to require the establishment of necessary regulations to protect the user, the School Board, the school, and the investment of the school district.

By both precedent and design, certain events shall receive first consideration during each school year, from July through June. These events include annual and special school district meetings, town meetings, School Board meetings, both scheduled and special, and special and annual municipal, State and Federal elections. Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group or organization, nor the purposes they represent.

Priority of Usage

The following priorities are to be adhered to by the scheduling authority:

- A. School Related Activities: All activities which are recognized by the School Board as being directly related to the education process.
- B. Government Activities: All activities conducted by any governmental organization recognized under the laws of the United States, the State of New Hampshire, and the town.
- C. Local Civic Organization Activities: Activities sponsored by any social, service, or fraternal organization which serves the community on a non-profit basis, and youth civic organizations will have priority in this section.
- D. Local Civic Organization Activities: Activities sponsored by any social, service or fraternal organization which serves the community on a profit basis.
- E. Non Local for profit or non profit

The right to authorize use of school facilities shall be retained by the Board as executed by the Superintendent of Schools or his/her designee.

Written application shall be available in the school principal's office, and should be completed at least fourteen (14) days prior to the requested use.

Regulations Governing Use

- A. Parking Lots: Parking of all vehicles at events or activities shall be restricted to the parking lots and other designated parking areas.
- B. Restrictions on Use: All persons utilizing the facilities during any event or activity shall restrict their use to the areas contracted.
- C. Reorganization of School Property: Any School District property within the facilities being utilized may be arranged for purposes of permitting the planned event or activity to go forward but shall not be used or distributed except by prior arrangement. In the event of any rearrangement of said property, the items so rearranged shall be returned to their original locations at the termination of the planned event or activity.
- D. Food and Drink: Food and beverages shall be restricted to areas designated for consumption. The use of any and all alcoholic beverages is expressly prohibited at all times on property owned by the district.
- E. Safety: All safety regulations established by local and/or state officials shall be complied with at all times by those utilizing the facilities.

The calendar for building use will be maintained by the building principal.

The Board or its designee shall establish such fees as deemed reasonable and print these on the application form.

Organizations will be required to hire school district custodial personnel if no custodian is scheduled to work during the hours of proposed use.

Police and/or fire protection which may be necessary for certificate of insurance naming the corresponding school district on the declaration page as an additional insured prior to the use of any school facilities. In the event that property loss or damage is incurred during use, the amount of damage shall be determined by the Superintendent/designee, and approved by the Board. The group using the facility during the time the loss or damage was sustained will be financially responsible for such loss or damage.

#### **Procedure of Facility Rental Agreement:**

1. No reservation for rental use of facilities may be assumed until written application 'Application for Use of School Facilities' is made and has been approved.
2. The district requires a current certificate of insurance naming the Hooksett School District as the additional insured. A minimum coverage of one million (\$1,000,000) dollars is required.
3. The priority of school use is as follows:
  - a. School sponsored activities
  - b. Municipal use – Meetings which involve Hooksett town departments, voting, or State of NH Department of Education
  - c. School Related – Any educational activity sponsored by a nonprofit organization which has a direct benefit to Hooksett schools.
  - d. Community Groups – Nonprofit groups that sponsor activities of culture or recreational use for its citizens
  - e. Non-community and for-profit groups – any organization or individual desiring to rent a school facility for any nature or use the facility for its own nonpublic entertainment.

#### **General Guidelines for Facility Usage**

1. School facilities will be made available to eligible groups when requests are not in conflict with school sponsored activities.
2. Should a conflict with a school sponsored activity arise after an agreement for use is made, the school sponsored activity shall take priority. Exceptions will be considered by the Superintendent or his/her designee when undue hardship might result to the contracting organization.
3. Use of any kitchen equipment must receive written approval from the school district's Food Service Director. The renter will be responsible to employ a food service worker as deemed necessary by the Food Service Director.
4. Rental of school district facilities does not include the use of athletic equipment, music equipment, sound systems, and audio//visual or any school owned equipment unless otherwise agreed upon by the school district in writing.
5. The school department may request a police or fire department detail to protect school property and to provide crowd control. The renter may contact the Hooksett Police or Fire Department directly and is responsible for any of their fees.
6. Rental fees are to be paid to the Hooksett School District.
7. The school district, at its sole discretion, may cancel an event due to inclement weather or for unforeseen circumstances beyond its control. The school district shall not be held financially responsible for any cancellations.
8. The renter may request permission for off hour snow removal, however all costs will be the responsibility of the renter.
9. The school district reserves the right to waive or adjust rental fees at its discretion.
10. The use of heat producing equipment, chemical agents or the use of pyrotechnics is forbidden at any indoor facility.

**FEES:**

1. All rental fees are due immediately upon the completion of the Application for Use of School Facilities form.
2. All checks should be made payable to the Hooksett School District.

**Liability Coverage:**

1. A certificate of insurance is required naming the Hooksett School District as the additional insured. Policy coverage in the amount of \$1,000,000 minimum.
2. **Indemnification:** In consideration for allowing the rental of school facilities and in full recognition of the school Board's fiduciary responsibility to protect owned property and assets, the renter hereby covenants and agrees at all times to indemnify and hold harmless the school district, its Board officers and employees, to the fullest extent permitted by law, from any damage, losses and expenses, including but not limited to, reasonable attorney's fees and legal costs arising out of the use of these rental premises and school district facilities, by the renter, its officers, employees, representatives, contractors, customer, guests, and invitees.
3. **Insurance:** As evidence of its financial ability to indemnify the Hooksett School District during the term of the rental agreement, the renter shall obtain and pay premiums for commercial general liability insurance protecting the parties hereto, their agents officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this rental agreement such policy to provide limits not less than \$1 million per occurrence. A certificate of insurance naming the Hooksett School District as the Additional Insured shall be provided. Such insurance contracts shall be with companies acceptable to the school district and they shall require ten (10) days prior written notice to both parties hereto of any cancellation.

**Maintenance/Custodial Services:**

1. **Custodial Services:** Any organization (including in-district non-profit youth organization) using school facilities must agree to the assignment of custodial personnel for continuous duty during the time stated on the rental agreement. This requirement includes the time needed to set up prior to the event as well as the time needed to clean up after the event. The district will charge a service fee to the renter for this service. Facility or equipment shall be appropriately charged for its repair or replacement.
2. **Event Manager:** The district reserves the right to assign or designate a school official to be present at any event. The renter would be notified of this requirement in advance and will be charged accordingly.
3. **Rubbish/Recycle:** The Hooksett School District strongly encourages all groups which rent school district owned facilities to recycle. The district reserves the right to charge renters custodial fees if rubbish is left other than within the trash containers provided.
4. **Field Conditions:** A rental agreement includes the use of district owned athletic fields but does not guarantee to the renter that a field will be in perfect condition. At no time shall a renter use a field that is too wet for safe play or cause damage to a field. The building principal, in conjunction with the Maintenance Director, will determine the condition of the field.
5. **Misuse of Facilities or Equipment:** Any renter who damages or misuses any district facility, equipment or field shall be charged appropriately for its repair or replacement. The

district reserves the right to cancel or suspend any further rental agreements with a renter as a result of the damage or misuse.

6. **Score Clock/Lighting:** If a renter wishes to use district equipment, the renter will be charged in accordance with the attached fee schedule.
7. **All Facility Rentals Are Per Event:** An event represents eight (8) hours' time. The cost to rent school owned facilities per event is outlined in the Fee Schedule for Facilities.
8. **Cancellations:** A written request for cancellation must be received at least 3 days prior to the event. Any cancellation made with less than a 3 day notice may result in a charge to the renter.
9. **Alcohol, Drugs, Profane Language, or Smoking:** The use of alcohol, drugs, tobacco or any electronic smoking devices, weapons, profane language or gambling in any form is strictly forbidden on all school owned property.
10. **Parking:** All vehicles must park in a designated parking space. Vehicles may not be parked in, or obstruct, fire lanes around any school building. Illegal parking may result in vehicles receiving tickets, or towing at the owner's expense.
11. All school sponsored activities shall be required to have a school assigned supervisor or administrator present.
12. A \$15.00 application fee/or any changes to the application shall be charged for all non-school sponsored activities.

## FEE SCHEDULE FOR FACILITIES

ITEM	In District Non Profit	In District Profit	Out of District Non Profit	Out of District Profit
<b>Gymnasium (per 4 hour event)</b>	<b>\$100.00</b>	<b>\$150.00</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Cafeteria (per 4 hour event)</b>	<b>\$75.00</b>	<b>\$100.00</b>	<b>\$75.00</b>	<b>\$100.00</b>
<b>Classroom (per 4 hour event)</b>	<b>\$30.00</b>	<b>\$60.00</b>	<b>\$50.00</b>	<b>\$100.00</b>
<b>Conference Room/Media Annex</b>	<b>\$30.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>Media Center</b>	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Custodial Services (per hour)</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>Kitchen (Food Service Director approval required)</b>	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$50.00</b>	<b>\$100.00</b>
<b>Athletic Fields</b>	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$50.00</b>	<b>\$100.00</b>

\*\*\* Price is per day unless specified \*\*\*

Adopted: April 16, 1985  
 Revised: January 19, 1988  
 Revised: June 6, 1989  
 Revised: December 3, 1990  
 Adopted: November 5, 2002  
 Revised: January 6, 2009  
 Revised: July 29, 2020

**VII.A.**

**HOOKSETT SCHOOL BOARD**

**August 12, 2020**

**Resignation**

**Jill Orndorff**

Special Education Teacher