

**HOOKSETT SCHOOL BOARD MEETING
AGENDA
TUESDAY, July 21, 2020 – 5:00 p.m.
David R. Cawley Middle School Media
Center**

***** ALL CITIZENS WILL BE REQUIRED TO WEAR A MASK IF ATTENDING *****

- I. **CALL TO ORDER** – Phil Denbow, Board Chair
- II. **PROOF OF POSTING** – William Rearick, Superintendent of Schools
- III. **APPROVAL OF MINUTES**
 - A. Board Meeting Minutes of 6/16/20*
 - B. Sealed Board Meeting Minutes of 6/16/2020 (handed to Board at meeting)
 - C. Board Retreat Minutes of 6/23/20*
- IV. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
Please see Guidelines for Public Comment on Page 2 of agenda.
- V. **FINANCE**
 - A. Approval of June 30, 2020 Manifest* (action required)
 - B. Approval of July 9, 2020 Manifest* (action required)
- VI. **NEW BUSINESS**
 - A. Presentation of Draft Re-Entry to School Proposal –Discussion
 - B. Policy KDA Public Information Program* -Discussion (requested by G. Martakos)
- VII. **POLICY APPROVAL (First Reading)**
 - A. Policy AC –Non-Discrimination*
 - B. Policy KF –Use of Facilities*
- VIII. **PERSONNEL** (if needed)
 - A. Ratification of Superintendent’s Nomination*
- 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 18, 2020 at 5:00 p.m.** at the David R. Cawley Middle School Media Center, or remotely if necessary.

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.

DRAFT

HOOKSETT SCHOOL BOARD MEETING
MINUTES
TUESDAY, June 16, 2020 – 6:00 pm.

CALL TO ORDER

Phil Denbow, Board Chair called the meeting to order at 6:00 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, and Jillian Godbout

Lindsey Laliberte - absent

Staff: William Rearick, Superintendent, Marge Polak, Assistant Superintendent, Amy Ransom, Business Administrator, Principals and Directors

APPROVAL OF MINUTES

3/17/20 Minutes Approval

*G. Martakos motioned to approve the minutes of March 17, 2020. Seconded by K. Salvas
Vote unanimously in favor*

4/7/20 Minutes Approval

*G. Martakos motioned to approve the minutes of April 7, 2020. Seconded by K. Salvas
Vote unanimously in favor*

4/21/20 Minutes Approval

*G. Martakos motioned to approve the minutes of April 21, 2020. Seconded by K. Salvas
Vote unanimously in favor*

5/19/20 Minutes Approval

*G. Martakos motioned to approve the minutes of May 19, 2020. Seconded by K. Salvas
Vote unanimously in favor*

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

FINANCE

Expenditure Report/Manifest

*G. Martakos motioned to approve the manifest for June 11, 2020 in the amount of \$40,877.45. Seconded by J. Sullivan
Vote unanimously in favor*

*G. Martakos motioned to approve the manifest for June 16, 2020 in the amount of \$2,825,498.42. Seconded by K. Salvas
Vote unanimously in favor*

OLD BUSINESS

Data Governance Plan Update – Dan Roma

Per the policy, the plan must be reviewed annually.

D. Roma: Last year the state required a data governance plan and it must state how you will run your systems. It included goals and we have met most of the goals. We've created a list of the resources used in the school and indicated if is approved or not. There is a review process and the list will be updated over the summer.

The Board reviewed the Data Governance Plan.

Distance Learning Update/Summary

The Principals commented on the conclusion of distance learning which ended with a reverse parade on June 2nd. They acknowledged that there were some challenges but they will be better prepared going forward if the need arises.

B. Loi reported that Kindergarten enrollment is at 104.

W. Rearick stated that they are looking at three (3) options for reopening.

1. All students return with proper guidelines.
2. Fifty percent of the students return at one timeliness.
3. Distance learning continues.

Parents will be surveyed next week to get initial feedback.

C. Gialousis reported on remote learning for Special Needs.

Dean Farmer, Maintenance Director reported that due to the school being vacant, they are ahead of schedule with summer cleaning. The roof at Underhill is 75% complete. There were some chimney repairs that were unanticipated however they insulation was less of an issue so the two items balanced out.

NEW BUSINESS

Policy DFA-Annual Approval

Hooksett School District Investment

The Board reviewed Policy DFA.

Grade 8 Recognition Evening

M. Benson stated that Hooksett will hold recognition evening at Fischer Cat Stadium on August 5th. Tickets will be issued to families. Social distance will be observed.

Requested a member of the Board address the class.

Set High School Rate

2019/20

Pinkerton 12,778.00

Manchester 13,520.00

Hooksett Pd 11,750.00

J. Sullivan motioned to set the Hooksett tuition rate for 2021/2022 at \$12,250. Seconded by G. Martakos.

Vote unanimously in favor.

NHSBA Right To Know Course-Wayne Goertel

W. Goertel reported that he and J. Godbout attended a workshop regarding Right To Know. Some changes were discussed such as workshops being posted and minutes taken as well as video tape provided.

Individualized workshops on 91A are available to the Board.

W. Rearick stated that all meetings should be posted regardless if it is monthly meeting or a workshop.

W. Rearick will request G. Graham or an associate attend the September meeting to make a presentation.

POLICY APPROVAL - Second Reading/Approval

ADC-	Use and Possession in and on School Facilities and Grounds
JLDBB-	Suicide Prevention
KF KF-R	Use of Facilities

K. Salvas suggested grammatical (and/or e-liquid) correction to ADC.

Is this policy covered under buses as well.

KF-R corrected typographical issues .There was a question on whether alcohol was ever allowed.

G. Martakos asked what the town policy in regard to alcohol.

J. Sullivan believed that in 2002 it was presented that Cawley would be used as a Community Building and possibly that is the reason why the policy allows alcohol.

J. Sullivan motioned to approve the second reading of policy ADC and JLDBB as presented. Seconded by G. Martakos.

Vote unanimously in favor

PERSONNEL

Resignations

Resignation Jennifer Schaeffer Grade 8 Math Teacher

Haley Sprague – Grade 1 Teacher

K. Salvas motioned to accept the resignations of Jennifer Schaeffer and Haley Sprague with great appreciation. Seconded by G. Martakos

Vote unanimously in favor

Ratification of Superintendent’s Nominations

Meghan Chevrefils (Physical Education/Health-Memorial)

Danielle Lawson (Teacher/G6 Language Arts)

J. Sullivan motioned to ratify the nomination of Meghan Chevrefils and Danielle Lawson.

Seconded by G. Martakos

Vote unanimously in favor

Retreat – Tuesday, June 23rd

Goals

Fund Balance

K. Salvas suggested following the same process as in years past with a focus re-opening plans.

NON-PUBLIC SESSION: RSA 91-A:3 Section II e

K. Salvas motioned to enter into non-public session per RSA 91a 3 section II e. Seconded by G. Martakos.

Roll Call

J. Sullivan Yes

W. Goertel Yes

J. Godbout Yes

K. Salvas Yes

G. Martakos Yes

P. Denbow Yes

J. Sullivan motioned to seal the non-public minutes. Seconded by K. Salvas.

Vote unanimously in favor.

ADJOURNMENT

G. Martakos motioned to adjourn at 7:55 pm. Seconded by K. Salvas.

Vote unanimously in favor.

Respectfully submitted,

Lee Ann Moynihan

The next regularly scheduled meeting of the Hooksett School Board is **Tuesday, August 18, 2020 at 5:00 pm.** at the David R. Cawley Middle School Media Center, or remotely if necessary.

The Hooksett School Board will hold their annual Retreat on Tuesday, June 23 at the David R. Cawley Middle School.

**Hooksett School Board Retreat Minutes
6/23/20
DRAFT**

Those in attendance: Board Chair, Phil Denbow; and board members Kara Salvas, Greg Martakos, Lindsey Laliberte, Jim Sullivan, Wayne Goertel, Jillian Godbout; Superintendent, Bill Rearick; Assistant Superintendent, Marge Polak; Business Administrator, Amy Ransom; Administrators Ben Loi, Steve Harris, Matt Benson, Chris Gialousis and Dan Roma.

Phil Denbow called the retreat to order at 8:30AM and reviewed the day’s agenda.

Review of 2019-20 School Board Goals:

Goal areas and accomplishments were highlighted including implementation of an electronic budget format, development of a plan for field maintenance, creation of a full day kindergarten pilot and reallocation of space at the Underhill School.

2020-21 School Board Goals:

The priority goal for 2020-21 will be the development and implementation of a school reentry plan following federal and state health guidelines. Additional goals will focus on the implementation of a new reading program in grades K-5, enhancement of online and remote learning and ongoing monitoring and planning for facility upgrades.

Fund Balance and Possible Projects:

The general fund balance is estimated at \$900,000. The administration shared recommendations of projects to address curriculum, technology, safety and maintenance concerns. Projects under consideration:

- New Reading Program K-6 \$230,000
- Math Program 6-8 \$15,707
- Science Kits \$10,816
- Lightspeed Filtering \$10,624
- Underhill Network \$25,000
- ADA Doors \$24,000
- Security Cameras \$12,000
- SD Software License \$32,652
- Impact Glass (U 8,400, M 8,300, C 15,882) \$32,582
- Cawley Phone \$19,687
- PPE \$37,000
- HVAC Software \$54,465
- HVAC Upgrade \$35,900
- Glycol Replacement \$100,000

Jim Sullivan motioned, seconded by Wayne Goertel to expend funds on the projects listed above. Vote unanimously in favor.

Additional items recommended for pre-purchase included the K-5 Math Program (\$36,410) and district assessment software and supplies (\$20,000). Jillian Godbout motioned, seconded by Greg Martakos to expend funds on the items listed above. Vote passed 6-1.

Jim Sullivan motioned, seconded by Wayne Goertel to place the remaining funds in the 2.5% emergency fund (Approved by voters in 2016). This money can only be used for two purposes: tax relief and emergency expenditures with approval from the Commissioner of Education. A public hearing is also required prior to funds being released. Vote unanimously in favor.

2020/2021 School Year:

Bill Rearick provided an update on planning for reopening in the Fall 2020. The Hooksett School District Reentry Committee is reviewing scenarios and planning for multiple options based on health guidelines available at this time. A formal presentation to the Board will take place at the July 21, 2020.

Respectfully Submitted,
Marge Polak, Assistant Superintendent

VI.B.

HSD File: KDA

HOOKSETT SCHOOL DISTRICT PUBLIC INFORMATION PROGRAM

The Hooksett School Board will do its best to keep the people informed of the affairs of the district. To achieve its goals for good school community relations and maintenance of open two-way channels of communication with the public, the Board authorizes the Superintendent or designee to:

1. Prepare or guide the preparation of informational materials including the annual report, newsletters, articles for periodicals, newspaper and/or radio releases, special pamphlets and other assigned material, and to maintain close liaison with news media and publicity organizations.
2. Provide staff members with assistance for preparation of material for community and staff distribution (handbooks, information leaflets, etc.).
3. Assist in coordinating work with civic and other groups which support the school system.
4. Support and promote periodic presentations to the community.
5. Provide such information on the District web site.

Adopted: October 18, 1983

Adopted: June 19, 2001

HOOKSETT POLICIES **FIRST READING**

2nd Board Reading Date:
 1st Board Reading Date: 7/21/2020
 Committee Meeting Date: 7/16/2020

POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	PROPOSAL STATUS	STATUS	COMMITTEE RECOMMENDATIONS
Non-Discrimination Policy Notice NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN	AC		Priority/Required by Law		Changed to newest NHSBA suggested language to assure abides by law effective August 14, 2020
Use of Facilities	KF				Ongoing as a draft. Final draft.

**HOOKSETT SCHOOL DISTRICT
NONDISCRIMINATION**

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications, relative to this policy, and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal References:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right, RSA 354-A:7, Unlawful Discriminatory Practices, The Age Discrimination in Employment Act of 1967, Title II of The Americans with Disabilities Act of 1990, Title VII of The Civil Rights Act of 1964 (15 or more employees), RSA 186:11, XXXIII, Discrimination, RSA 275:71, Prohibited Conduct by Employer Ed 306

Adopted: April 20, 1999

Revised: March 16, 2001

Adopted: February 15, 2005

Revised: January 22, 2019

SUGGESTED POLICY

HOOKSETT SCHOOL DISTRICT

NONDISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN POLICY NOTICE

1. Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

District Anti-Discrimination Plan.

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights *[Non-Discrimination]* Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below.

Human Rights [or Non-Discrimination] Officer – *Michele Garon, Human Resources Director*
Title IX Coordinator – *Marge Polak, Assistant Superintendent*
504 Coordinator – *Candace Lord (Underhill), Jessica Jordan (Memorial), Anne Mulligan (Cawley), School Counselors*

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA.
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA.
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED.
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

G. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov
Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.
2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

I. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

J. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

This policy will be reviewed every year.

Legal References:

RSA 186:11, XXXIII, Discrimination, RSA 193:38, Discrimination in Public Schools, RSA 193-F, Student Safety and Violence Protection Act, RSA 275:71, Prohibited Conduct by Employer, RSA 354-A, State Commission for Human Rights, The Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq. The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794, Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq., Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c, Title VII of The Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq, NH Dept of Ed. Rule 303.01 (i), School Board Substantive Duties

OUTSIDE AGENCIES:

Office for Civil Rights, U.S. Department of Education; 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone - 617-289-0111; Email - OCR.Boston@ed.gov

Office of Civil Rights, U.S. Dept of Agriculture; 1400 Independence Avenue, SW, Washington, D.C., 20250-9410; Telephone - 866-632-9992; Email – program.intake@usda.gov

N.H. Commission for Human Rights, 2 Industrial Park Drive, Concord 0330, Telephone - 603-271-2767; Email – humanrights@nh.gov

N.H. Department of Justice, Civil Rights Unit; 33 Capitol Street, Concord, NH 03301; Telephone – 603-271-1181

N.H. Department of Education, Commissioner of Education; 101 Pleasant Street, Concord, NH 03301, Telephone – 603-271-3494; Email - info@doe.nh.gov

Adopted: April 20, 1999

Revised: March 16, 2001

Adopted: February 15, 2005

Revised: January 22, 2019

**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.

Local non-profit service organizations may be granted the use of the school facilities and at no cost except when special services and/or the attendance of special school personnel are required.

Facility use will be granted to organizations on the following priority basis:

- A. Organizations located within the Town of Hooksett.
- B. School oriented organizations — Organizations recognized by the school board as directly related to school activities.
- C. Government organizations — Agencies which are authorized under the laws of the United States, the State of New Hampshire, the County of Merrimack, the Hooksett School District, or the Town of Hooksett.
- D. Civic organizations — Organizations that are social, service, fraternal or religious in nature and serve the community on a non-profit basis. Youth civic organizations will have priority in this section.
- E. Political organizations — Groups whose activities are of a lawful political nature or whose purpose is to affect political change through lawful means.
- F. For-profit individuals/organizations that apply for use of school facilities will be charged a fee set on a case-by-case basis.

An Application for Use of School Facilities (land and/or buildings) must be filled out and submitted to the school principal's office at least 16 days prior to use with payment included in the form of a check or money order. The Business Administrator shall act upon the Application. Documentation of Proof of Insurance may be required with the Application for Use of School Facilities.

In requesting and utilizing any and all school facilities, the organization also accepts full responsibility for the actions, safety and supervision of participants, spectators, etc., particularly minors involved in the activity.

Smoking is prohibited in the Hooksett Schools as per RSA 155:64, New Hampshire Indoor Smoking Act.

Events where alcohol will be served, there must be adherence to #8 on the following page, Regulations.

CURRENT Policy

HOOKSETT SCHOOL DISTRICT COMMUNITY USE OF SCHOOL FACILITIES — REGULATIONS

1. The use of school facilities can only be obtained by submission of a completed application to the principal's office.
2. Applications must be submitted 16 days in advance of the utilization date with advance payment in the form of a check or money order included per #3 below.
3. Use of school facilities will be charged a fee set on a case-by-case basis.
4. Services of custodians or other school personnel beyond normal shift hours or to perform duties that are not specifically job related will result in a charge to the user.
5. The organization or party requesting the facilities must accept full financial and legal responsibility for any and all damages and/or claims of damages resulting from the use of facilities. Organizations may be required to provide copies of certificate of insurance for the school's file prior to use.
6. The premises must be cleaned immediately following the event by the using organization unless prior arrangements have been made with the maintenance supervisor and/or the principal. Should the using organization leave the premises in a manner unacceptable to school officials, the using organization shall be charged for any additional cleaning that has to be done and should they not pay the bill, said organization shall not be allowed to use the facilities until payment is made.
7. For on-going games and activities an Application for Use of School Facilities may be completed by the using organization with a schedule of dates of use attached rather than a new application for each use.
8. Alcohol may only be served when youth organizations are not utilizing the building. The School Board may require such events to have a police officer present during the entire activity. New Hampshire State law regarding the legal drinking age must be adhered to. It is the responsibility of the organization using the facilities to notify the Hooksett Police Department at least 48 hours before the planned event (date, time, and expected attendance).

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

USE OF SCHOOL 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 **of same** 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.

-DRAFT-

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.**

-DRAFT-

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 **claims** damages, 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.

-DRAFT-

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:** In compliance with State of New Hampshire regulations, The use of **alcohol**, drugs, tobacco **or any electronic smoking devices** products, weapons, profane language or gambling in any form is strictly forbidden on all school owned property.
Alcohol may only be served when youth organizations are not utilizing the building. The School Board may require such events to have a police officer present during the entire activity. New Hampshire State law regarding the legal drinking age must be adhered to. It is the responsibility of the organization using the facilities to notify the Hooksett Police Department at least 48 hours before the planned event (date, time, and expected attendance).

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

-DRAFT-

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

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

VIII.A.

HOOKSETT SCHOOL BOARD

July 21, 2020

Superintendent's Appointments - REVISED-

Linda Rattigan

Reading Specialist

Magdala Johnson

Grade 6 Math