

Hollis Brookline Cooperative School Board

Wednesday, September 21, 2022

Hollis Brookline Middle School

6:00

All times are subject to change without notice

- 6:00 Call to order
Appointment of a process observer
Agenda Adjustments
Nominations/Resignations/Retirements and Correspondence
Approval of Minutes – August, 2022
- 6:15 Public Input
- 6:45 Principal's/Athletics reports
 - Opening of Schools
- 7:10 Discussion
 - Renovation/facilities update
 - MOU with Hollis Police – annual update
 - Washington, DC – 8th grade trip – Spring of 2023
- 7:45 **Deliberations**
 - To see what action the Board will take regarding the Superintendent's recommendation to move forward with applying for School Building Aid for the Coop schools
 - To see what action the Board will take regarding policy BEDH: Public Participation at Board Meetings, First Reading and Adopt
 - To see what action the Board will take regarding policy JLCJA: Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation, Second Reading
- 8:15 Report out by the process observer
- 8:20 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:40 Motion to Adjourn

To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: September 2022 Board Report

HBHS Athletics Update: The regular season is officially here, and our teams have all been off to a great start. Boys Soccer is currently undefeated, including a big win over defending state champions, Lebanon, and sit in first place in the NHIAA standings. Both Girls Soccer and Girls Volleyball have only taken one loss a piece, while Field Hockey sits at 3-2 on the season. Football, Cheer, Golf, Cross Country, Bass Fishing and Unified Soccer have all been working hard and participating in regular season events as well. We are looking forward to an action-packed Homecoming weekend on Friday 9/30 and Saturday 10/1, with home games scheduled from 4:00 PM on Friday night and continuing through until the Homecoming Dance on Saturday. Several of our teams will be sponsoring booths and assisting with Old Home Days set-up and break-down as well.

HBMS Athletics Update: HBMS Athletics kicked off their season on Thursday, September 1st, and all of our teams are off and running with regular season play. Both Soccer teams opened with season-opening wins, while Field Hockey dropped a close one to West Running Brook. The HBMS Cross Country teams also got off to strong starts, with the Boys team finishing in 3rd place at the Londonderry Invitational. We are excited to have several new coaches on board this fall and look forward to another successful season of MS sports!

Bleachers and Pressbox: The press box is finally open for business! Through the hard work and collaboration with our Facilities staff, we are finally able to utilize the pressbox for our athletic events taking place on the turf field. We will be working on next steps, namely electricity and fiber connections, in the coming weeks and look forward to having a fully functional space.



Participation Numbers: Below you will find a 3-year comparison of our participation numbers in Fall Athletics. Both schools have seen a slight decrease from the 21-22 school year, but still remain in range for us to support a full complement of interscholastic athletics, where several schools that we compete against are struggling to fill roster spots, specifically at the sub-varsity level.

Hollis Brookline High School

SPORT	20-21	21-22	22-23
Bass Fishing	3	4	4
Boys Soccer	45	46	45
Cross Country	25	21	27
Fall Cheerleading	24	29	13
Field Hockey	33	42	31
Football	42	41	40
Girls Soccer	30	35	35
Girls Volleyball	34	35	40
Golf	19	14	13
Unified Soccer	4	11	17
TOTAL	259	278	265

Hollis Brookline Middle School

SPORT	20-21	21-22	22-23
Boys Soccer	25	22	22
Cross Country	31	50	43
Field Hockey	18	17	21
Girls Soccer	20	21	19
Girls Volleyball	18	19	18
TOTAL	112	129	123

District Coaching Openings: The HB Athletic Department is currently seeking qualified candidates for several positions at HBHS and HBMS for the 2022-2023 school year. Several of these positions are currently in the final stages of the hiring process.

HBHS

Ski Team Head Coach
 Indoor Track Head Coach
 Indoor Track Assistant Coach
 Girls Lacrosse JV Coach
 Girls Lacrosse Assistant Coach
 Softball JV Coach
 Boys Tennis Head Coach
 Boys Tennis Assistant Coach
 Girls Tennis Assistant Coach

HBMS

Girls Lacrosse Coach

Recent Coaching Hires:

MS Field Hockey Coach - Jenn MacLeod / Carol Swanson
 MS Boys Soccer Coach - Patrick West

Respectfully Submitted,



Brian Bumpus
 District Athletic Coordinator

To: Hollis Brookline Cooperative School Board
From: Tim Girzone, Principal HBHS
Re: Principal's Report
Date: September 15, 2021

Information Only:

Opening Days: HBHS opened the 2022-2023 school year by welcoming back our staff and students with Professional Development and Orientation Days, respectively. The days were once again a success and laid the groundwork for a successful opening to the school year. Pictured to the right is our brand new-to-HBHS Class of 2026 on their first day of High School at HB!



Open House

HBHS opened our doors and welcomed parents back to the building for the first in-person Open House in 3 years on Thursday September 15th! The evening included a welcoming address from administration followed by the 7 period mini bell schedule that allowed parents to once again tour the building and meet teachers in-person.

PSAT Testing

All Juniors are scheduled to take the PSAT during the school day on Wednesday, October 12th. Sophomores who registered at the end of last year (June) will also have the opportunity to take the PSAT on this date.

National Merit Semifinalists and Commendations

Every year, high school juniors enter the National Merit Scholarship Program by taking the PSAT/NMSQT test. HBHS is very proud to announce that we have two (2) National Merit Semifinalists this year. Congratulations to Noah Moyer and William Longtin as they are among the top 16,000 students nationwide that are now eligible to advance to the Finalist level of competition which includes potential National Merit Scholarships.

Financial Aid Night

Our School Counseling Department hosted (via Zoom) our seniors and their parents/guardians for a Financial Aid Night presentation on 9/14 put on by a college & career expert from NHHEAF's Center for College Planning. This session was designed to help families navigate through the federal financial aid process including the FAFSA, explore what type of additional aid is available, review scholarship searches and highlight the importance of meeting deadlines.

Personnel updates:

HBHS is currently in the process of interviewing candidates for the following positions:

- 2 Special Education Paraprofessionals
- 2 CTE Van Drivers

Important Dates:

Homecoming Weekend 9/31-10/1

Columbus Day 10/10 - No School

NHS Induction Ceremony - 10/27 (tentative date)

To: Hollis Brookline Cooperative School Board
From: Patrick West, Principal HBMS
Re: Principal's Report
Date: September 15, 2022

Information Only

Ready for the 2022-2023 School Year!

Our Student Open House Days were super successful as we had about 75% of our students come to school on those days to walk their schedule, tryout their locker, tour the building and collect their district Chromebook and charger. Our opening weeks of school went very smoothly. Students have had the opportunity to work with their new teachers and classmates in their academic classes, ROCK and some dedicated team time. We are looking forward to a great school year!

Washington DC Proposal April 2023

HBMS is proposing a 4-day 8th grade trip to Washington DC for April 2023. This trip to Washington DC would be for all 8th grade students and would include an opportunity to visit several national memorials and monuments including The White House, Mount Vernon, the Smithsonian's, the Holocaust Museum, and the Arlington National Cemetery where we hope to have a few of our students be a part of the Wreath Laying Ceremony. The Washington DC itinerary also includes an evening dinner cruise on the Potomac River where students can enjoy dinner, views of the city and some dancing. A detailed itinerary and rationale for the trip is included with this report.

Parent Open House (In-Person) 9/22 → 6pm – 8pm

We are excited to be offering Parent Open House **In-Person** this year for the first time in a few years! Parent Open House will be on September 22 from 6 – 8pm. All parents will start in the gymnasium at 6pm for a "Welcome" from administration. Parents will then follow their child's schedule and visit each class for 10 minutes.

8th Grade PSAT's

On Wednesday, October 19th, HBMS 8th grade students will be administered the PSAT 8/9. The PSAT 8/9 is the first test in the SAT group of assessments. The PSAT 8/9 establishes a baseline for students and provides parents and teachers with early feedback on the skills and knowledge that matter most for college and career success. More information regarding PSAT 8/9 can be found at: <https://collegereadiness.collegeboard.org/psat-8-9>

Halloween Dance

The HBMS PTSA is planning the first dance of the year which will be Halloween themed. The dance is scheduled for Friday, October 28th from 7:00 – 9:00pm. PTSA is looking for parent chaperones who have been vetted by the SAU to volunteer for events for this 2022-2023 school year. Any community member interested in chaperoning should reach out the PTSA at hbmiddletpta@gmail.com or through their Facebook page.

Important Dates:

Parent Open House – September 22nd @ 6:00 – 8:00pm

Columbus Day (No school) – October 10th

Halloween Dance – 10/28 @ 7 – 9pm

Respectfully Submitted,

Patrick West

HBMS Principal

EDUCATIONAL DISCOVERY TOURS

EXPERIENCE DC

KNOWLEDGE SEEKER

WASHINGTON D.C. History Tour

Hollis Brookline Middle School 4 Day Washington, D.C. U.S. History Tour April 10-13 2023

Day 1 – Monday, April 10th

7:00am departure from Hollis, NH to Washington, D.C.
(7 1/2 hr drive plus stops)
Lunch en route - Pack a lunch
Early evening arrival in Washington, D.C.
Meet your Tour Director Guide
White House Photo Op
Dinner
Evening tour of Memorials & Monuments
(Jefferson, MLK, FDR, Washington)
Hotel check in Washington, D.C. area
Overnight at hotel with security

Day 2 – Tuesday, April 11th

Breakfast at hotel
Mt Vernon Mt Vernon (*Mansion and Grounds, Movie, museum and education center, George Washington's tomb*)
Lunch
Smithsonian Museums
✓ **National Air and Space Museum**
✓ **National Museum of Natural History**
✓ **National Museum of American History**
Dinner
Evening activity – Additional - See list
Overnight at hotel with security

Day 3 – Wednesday, April 12th

Breakfast at hotel
Arlington National Cemetery (*Tomb of the Unknown Soldier-
Changing of the Guard, Kennedy Gravesites, challenger Memorial*)
Iwo Jima Marine Memorial
Lunch
Holocaust Museum
US Capitol Visitors Center Tour -*Meet w Representative-optional*
Supreme Court Tour & Library of Congress
Dinner
Evening tour of Memorials & Monuments
(Vietnam, Lincoln, Korean War, WWII)
Overnight at hotel with security

Day 4 – Thursday, April 13th

Breakfast at hotel; check out of hotel
Steven F. Udvar-Hazy Center
Lunch - Food trucks – All together- staggered
Depart for Hudson, NH
Dinner en route - on own

**Itinerary schedule and venues subject to change due to availability.*



Educational Historical Memorable



(800) 544-4723 | www.EducationalDiscoveryTours.com | info@educationaldiscoverytours.com

Hollis Brookline Middle School 4 Day Washington, D.C. U.S. History Tour April 10-13 2023

Tour includes the following:

- ✓ Motorcoach transportation throughout the trip plus driver's room and gratuity and relief drivers
- ✓ 3 Breakfasts, 3 Lunches and 3 Dinners
- ✓ One 24 hr. Professional Tour Director per bus- **NO step on guide!**
- ✓ 3 nights hotel accommodation with nightly security guard
- ✓ All admissions, taxes and gratuities

Student price: \$995 (quad occupancy) - Adult: \$1,145 (double occupancy)

Pricing is based on a minimum of 50 paying passengers and 5 free chaperones per bus

Student price: \$1,020 (quad occupancy) - Adult: \$1,175 (double occupancy)

Pricing is based on a minimum of 45 paying passengers and 4 free chaperones per bus

Student price: \$1,065 (quad occupancy) - Adult: \$1,225 (double occupancy)

Pricing is based on a minimum of 40 paying passengers and 4 free chaperones per bus

Student price: \$1,109 (quad occupancy) - Adult: \$1,275 (double occupancy)

Pricing is based on a minimum of 35 paying passengers and 3 free chaperones per bus

Optional activities

- ✓ **Toby's Diner and Show – Additional \$45**
- ✓ **DJ and Dinner Cruise over the Potomac River - Additional \$50**
- ✓ **SPY Museum - Additional \$15**
- ✓ **Dinner at Dave & Buster's with unlimited video game play - Additional \$20**
- ✓ Nationals Baseball game
- ✓ Watch DC at night from Lincoln Center roof top
- ✓ National 911 Pentagon Memorial- Free
- ✓ The Basilica or Washington National Cathedral Tour
- ✓ Bureau of Engraving and Printing - Free





Educating America with America's History

Management of all administrative aspects of the tour

- Online registration through EDT's portal with a payment schedule and trip details
- Create flexible payment plans for parents
- Send electronic invoices to parents on a monthly basis to help them stay on track; this ensures a much higher participation rate on the tour
- Offer information and guidance about trip insurance
- Have medical release forms for groups to use during trips in case of any accidents or mishaps
- Handle overall record keeping of all tour details including vendor management information
- Handle all the time consuming and complicated accounting for the tour
- Create separate accounts for each individual student with things like: payment information, dietary concerns, allergies and parent communication
- Take care of all applications, registrations and tickets for activities and entrances

Financial Aspects

- Create separate financial online accounts for each individual student with easy to track payments and reports
- Teacher can access up to date traveler information and payment information through our portal
- Send individual electronic invoices to parents on a monthly basis to help them stay on track; this ensures a much higher participation rate on the tour
- Accept Credit Card Payments over the phone and online
- **Do not charge late fees or any other hidden fees**



Enhancing classroom studies through responsible student travel

DISCOVER THE DIFFERENCE WITH EDUCATIONAL DISCOVERY TOURS

FINANCIAL - EDT was established 40 years ago as Alpen Group Travel, and is fully licensed and bonded to provide student travel.

EXPERIENCE – EDT started by providing student ski tours and instruction. Many years later, “Grad” trips were added, providing safe, sober, responsible travel for graduating high school seniors. EDT offers the best in East Coast educational destinations, including Washington DC, Williamsburg, New York, Philadelphia, Boston, and more. We offer an incredible adventure into California history for elementary school students with our 1860’s Pioneer Camp in the Sacramento area. Performing tours include public performances, clinics, exchange performances and competitions, as well as fun, interactive tours and attractions in destinations all over the United States and Europe.

TOUR PRICING – Our tours are priced with students accommodated in quad or triple rooms. Adults are priced in double or single rooms. It’s easy to plan the trip budget knowing exactly what the cost will be with no last minute financial surprises because of a change in the rooming list.

TRIP LEADERS – We provide a 24 hour-a-day Trip Leader on each bus in the destination, to insure that the group is safe, on time, and partaking of all the elements included in the tour. They are responsible for all financial transactions and trip details, and coordination of all the activities.

EMERGENCY ASSISTANCE - EDT has a 24 hour toll free number so that parents can reach the group when it is on tour, in the event of an emergency from home.

RECORD KEEPING - Monthly electronic invoices are sent to the travelers, providing them with a convenient way to stay current with trip payments. Payments can be made on-line or mailed to EDT. EDT will track all funds received from the students, so that a parent or teacher may call and double check on what money has been received, both personal and fundraising amounts. We accept phone calls from parents and students for credit card payments, and assistance with payments.

EDT does NOT charge late payment fees. All passengers must be paid in full 60 Days prior to departure.

CANCELLATION PROTECTION – EDT works in partnership with Travel Insured to offer medical and trip cancellation/interruption insurance at very reasonable rates.

**HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
TYPE II OVERNIGHT OR TYPE III FOREIGN TRAVEL REQUEST**

All overnight travel must be pre-approved by the Cooperative School Board. Requests for overnight travel should be submitted at least three months prior to travel to allow for the approval process and appropriate time to follow field trip procedures.

Name of Lead Chaperone: _____ Patrick West _____

Date Request Submitted: _____ 9/15/22 _____

Names of Trip Chaperones: Patrick West, Jake Richard, Jenn MacLeod, Sue Connelly, Allie Buschmann, Sue Doyle, Karen Coutu, TBD

(One qualified employee chaperone is required for every six student travelers for foreign travel. Each chaperone must sign a Chaperone Expectations Form prior to approval.)

Chaperone CPR/First Aid Certified: Patrick West and TBD

Chaperone Expectations Forms submitted prior to departure: _____

Proposed Destination: Washington DC

Dates of Proposed Travel: April 10 – April 13, 2023

Dates of School Days Included

Within Travel Dates: April 10, April 11, April 12, April 13

Estimated or Maximum Number of Student Travelers: 201

(Each student and parent must sign a Student Expectations Form prior to any commitment to travel.)

Date, time, and location of Student and Parent

Informational Meeting: September 27, 2022 at 6:00pm

(An Informational Meeting must be conducted prior to any student commitment to travel.)

Will any other persons travel with the students? If so, who? Yes, other staff and potentially parents/guardians of students if more chaperones are needed.

Have monies been budgeted by the district for the
Proposed trip? If so, how? No.

Will funds be collected from or fundraised by students? _____ Students/families will pay our travel partners directly. The district will not manage payments for this trip. _____ Cost per Student \$1,020

Who is to be authorized to handle the Funds on the trip? Alexandra Malvey (HBMS senior secretary) and travel partners.

(The designated person must follow school district policy regarding the receipt, deposit, and expenditure of cash payments for the trips.)
(Over)

(page 2)

What are the transportation arrangements? Charter buses for all trip travel are included in the per student cost

If transportation is by private vehicle, original driver's license and proof of insurance must be submitted to the main office. Copies will be made and kept on file in the main office.

Transformation Information attached: Bus _____ Parent _____ Air _____

TRAVEL RATIONALE:

8th grade students will travel to Washington D.C. for the purpose of researching and engaging in civic and government-related activities. Students will visit civic landmarks and view original documents of democracy. They will better understand the history, structure, purpose, and processes of the U.S. government and important persons in governmental history. They will gain civil and historical perspectives by visiting various museums addressing such topics as the Holocaust and other American history. Research has shown that place-based learning offers many benefits for students. It increases student engagement which promotes greater understanding of concepts and diverse perspectives. It provides equitable access for all students to learn while engaging in social-based activities. It facilitates students' ability to synthesize their classroom learning with authentic environments and real-life situations. Students study the roots and foundations of U.S. democracy, how and why it has developed over time, and the role of individuals in maintaining a healthy democracy. A major purpose of our social studies curriculum is to prepare students to have the knowledge and skills to become thoughtful and active participants in a democratic society and complex world. Students will be better prepared to make informed civic choices and assume responsibility for strengthening equality, justice, and liberty in and beyond the U.S.

DETAILED ITINERARY:

WASHINGTON D.C. History Tour

Hollis Brookline Middle School
4 Day Washington, D.C. U.S. History Tour
April 10-13 2023

Day 1 – Monday, April 10th
7:00am departure from Hollis, NH to Washington, D.C.
(7 1/2 hr drive plus stops)
Lunch en route - Pack a lunch
Early evening arrival in Washington, D.C.
Meet your Tour Director Guide
White House Photo Op
Dinner
Evening tour of Memorials & Monuments
(Jefferson, MLK, FDR, Washington)
Hotel check in Washington, D.C. area
Overnight at hotel with security

Day 2 – Tuesday, April 11th
Breakfast at hotel
Mt Vernon Mt Vernon (*Mansion and Grounds, Movie, museum and education center, George Washington's tomb*)
Lunch
Smithsonian Museums
✓ *National Air and Space Museum*
✓ *National Museum of Natural History*
✓ *National Museum of American History*
Dinner
Evening activity – Additional - See list
Overnight at hotel with security

Day 3 – Wednesday, April 12th
Breakfast at hotel
Arlington National Cemetery (*Tomb of the Unknown Soldier- Changing of the Guard, Kennedy Gravesites, challenger Memorial*)
Iwo Jima Marine Memorial
Lunch
Holocaust Museum
US Capitol Visitors Center Tour -*Meet w Representative-optional*
Supreme Court Tour & Library of Congress
Dinner
Evening tour of Memorials & Monuments
(Vietnam, Lincoln, Korean War, WWII)
Overnight at hotel with security

Day 4 – Thursday, April 13th
Breakfast at hotel; check out of hotel
Steven F. Udvar-Hazy Center
Lunch - Food trucks – All together- staggered
Depart for Hudson, NH
Dinner en route - on own

**Itinerary schedule and venues subject to change due to availability.*

CURRICULAR GOALS:

The goal of this trip is for students to visit and see first-hand the actual locations of events that occurred in our nation's history as well as memorials and monuments that have been taught, researched and discussed during their classes at HBMS. We hope students will make connections with their middle school social studies classes and topics that have been learned in the classroom setting.

Department Head Signature: _____ Date _____

It is the responsibility of the lead chaperone to present the student roster to be reviewed by the principal.

Approved:

Not approved:

Signature of Principal _____ Date _____

Submitted for School Board approval (date) _____

Approval of School Board _____ Date _____



HOLLIS BROOKLINE- MIDDLE SCHOOL/ HIGH SCHOOL

RECCOMENDED RENOVATIONS - SCOPE SUMMARY

Date: Coop Board meeting September 21, 2022
Banwell Architect report compiled as we begin ventilation project at HBHS

Middle School Summary

Work recently/soon to be completed by school:

VCT Flooring
Windows
Bathrooms
Lockers
Kitchen
Haz mat abatement
Roofs
IT/phone systems
Security systems

SITE:

- Parking ok – but parking on town land
- Review main entry

General Code upgrades:

- Remove corridor grate door (not to code)
- LULA elevator needs to be updated
- Storage – over 1000 sf? Need smoke doors
- Stairs- need new rubber flooring with nosing demarcation
- Add corridor through learning commons to eliminate dead end corridor
- Ext doors – weather stripping
- ADA door hardware and clearances

Building Layouts:

- Need 2 additional classrooms
- Admin area – needs updating (secure entry, offices, nurse, conference)
- Modernize the learning center: add project based learning and green screen
- Expand robotics into adjacent room
- Repurpose old Family and consumer science into life skills area and small group instruction
- Science rooms – overall update into modern science rooms (1200sf min)
- Special Ed Director – office too large, create new office or SGI, lockers on other side of wall
- Music- add practice pods

Electrical:

- Need new panels/electrical distribution system
- Add Generator
- New LED lights throughout
- Review PV opportunities

Mechanical:

- Improved air quality/ventilation
- Upgrading boilers/heating systems
- Dehumidification
- Optimizing Controls of mechanical systems
- Building envelope review

High School Summary

SITE:

- Hollis water supply – SAU oversees. Recommend a study be done to review water supply
- Parking – pave lot on right going out for student parking, need crosswalk and oversight at dismissal

General Code upgrades:

- LULA elevator needs to be updated
- Storage – over 1000 sf? Need smoke doors
- Stairs- need new rubber flooring with nosing demarcation
- Ext doors – weather stripping
- ADA door hardware and clearances

Building Layouts:

- Need 4 additional classrooms
- Cafeteria is too small. 3 lunches – target 300 students/lunch
- Kitchen needs updating
- Athletic – add team rooms for athletic teams, add storage to get items out of hall near gym
- Science classrooms – review cost to update (374 needs acoustics panels)
- Add stage storage room onto side of stage
- Admin/sped renovations:
 - 153 - keep office and add 1 more office somewhere for school psych
 - 127 - split into office – school counseling
 - 129 - remove built in
 - 119 - use as an office
 - 156 – remove wall into 155, life skills and add storage to left of door, needs a/c
 - 270 – two 6” wide panels x 6” high movable cubicles panels, needs a/c
- Media – move entry doors back and create new small group instruction space accessed from hallway
- Increased number of private bathroom spaces
- ESL- move out of small hot storage room to new location

Electrical:

- Need new panels/electrical distribution system

- New LED lights throughout
- Review PV (solar) opportunities

Mechanical:

- Improved air quality/ventilation
- Upgrading boilers/heating systems
- Dehumidification
- Optimizing Controls of mechanical systems
- Building envelope review

It is understood and agreed that Hollis-Brookline Cooperative School District and the Hollis Police Department officials share the following goals and objectives with regard to the School Resource Officer (herein referred to as SRO) program in the schools:

A. GOALS AND OBJECTIVES:

1. To promote an atmosphere of safety and order for students and faculty members through the use of school discipline and enforcement of local, state and federal laws and ordinances.
2. To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system, respect for the law and the function of law enforcement agencies, and other related topics.
3. To maintain open communications among principals, faculty, SROs, parents, Student Assistance Program staff, guidance counselors, conflict mediation coordinators and other key school personnel.
4. To utilize the SRO for problem solving, mediation, personal safety and an informational source for students involved in the criminal justice system, as appropriate.
5. To support the SROs efforts in being a positive role model and cultivating positive relationships and strengthening each student's understanding of good citizenship and accountability for their actions.
6. To foster and promote in students a positive attitude toward law enforcement and law enforcement officers.
7. To provide security to the school from outside threats by maintaining a visible police presence on campus, assessing threats to school security, develop, recommend, and implement processes to reduce and eliminate such threats, and swiftly respond to any immediate threats or breaches of security.
8. To recognize the school principal as primarily responsible for the administration of discipline and maintaining order within the schools.
9. To prevent and deter the possession and/or use of weapons on campus, the illegal possession, sale and/or distribution of controlled substances and alcohol, and other crimes.
10. To address criminal activity by students through the collaborative administration of school discipline and/or referral to the juvenile justice system.

B. COOPERATIVE EFFORTS:

1. The presence of the SRO at the school is not intended to usurp the rights and responsibilities of the principal to enforce the rules of the student conduct code and to administer discipline in the school.
2. The parties acknowledge that not every criminal/delinquent act will be handled through the juvenile justice system. Moreover, there will be times when the administration of typical school discipline will be sufficient to address behaviors that may constitute crimes.
3. The existence of the Hollis-Brookline Cooperative School District Administrative Procedures, the Student Conduct Code and the related disciplinary process is not intended to, nor shall it usurp the mandates and responsibilities of the SRO as directed by the policies and procedures of the Hollis Police Department and/or the laws of the State of New Hampshire.
4. In deciding when to resort to the criminal/juvenile justice system in lieu of, or in addition to school discipline, the Principal and SRO shall confer and each strive to accommodate the opinions of the other as to how to best handle a particular situation.

C. TRAINING REQUIRED:

1. Pursuant to their assignment, an officer selected to serve in the role of a School Resource Officer must be “School Resource Officer Certified”, in accordance with applicable standards established by the New Hampshire Police Standards and Training Council. In order to meet this requirement, officers must complete the following training programs before they can assume their position as an SRO:
 - a. National Association of School resource Officer (NASRO) 40-hour Basic Certification;
 - b. Mirror Project – Train the Trainer Certification; and
2. Within one year of assignment, and officer must also complete the “Effective Police Contact with Youth Certification”.
3. Thereafter, to maintain certification as a NH School Resource Officer, the SRO must complete 8 hours of annual in-service training in the topic areas that will continue to enhance their effectiveness in working within the school environment and with their school population. In-service training topics could include, but would not be limited to training in Mental Illness Response Involving Juveniles, Legal Issues in School/NH Juvenile Law Review, Youth Mental Health First Aid, Youth Crisis Intervention, Active Threat Response Restorative Justice Techniques, or any such training that enhances SRO effectiveness.
4. Newly selected SROs will also be required to successfully complete a field training

program, as established by the Hollis Police Department and through partnership with the Hollis Cooperative School District.

D. RESPONSIBILITIES AND DUTIES OF SCHOOL RESOURCE OFFICERS:

1. The Hollis Police Department will assign a full-time SRO to the Hollis-Brookline Cooperative School District, which includes the Hollis Brookline High School and Hollis Brookline Middle School. The SRO is a sworn Hollis Police Officer assigned to provide the law enforcement expertise and resources to assist school staff in maintaining safety, order, and discipline within their assigned schools. The SRO will be considered an active member of the School community.
2. The SRO's duty schedule will be determined by the SRO's supervisor, but will generally be arranged to provide coverage throughout the school day including peak arrival and departure times before and after school. Whenever possible, the SRO will be visible patrolling the exterior and interior grounds, particularly during the opening and closing of School and during the lunch periods.
3. The officer will notify the principal (or designee) of the assigned schools when they will be absent from the campus, as well as the School Resource Officer assignment to the Hollis Elementary Schools. The SRO will be required to notify the police department when they leave the school campus.
4. In the event that an SRO is absent from the campus, the School Resource and Community Policing Officer (SRCPO) assigned to the Hollis Primary School and Hollis Upper Elementary School will be responsible for, and have the authority to handle any incidents or emergencies at the Hollis Brookline High School or Hollis Brookline Middle School. The opposite is also true in that the SRO assigned to the Hollis Cooperative School District shall have the responsibility and authority to handle incidents or emergencies within Hollis Primary School and the Hollis Upper Elementary School.
5. The SRO will wear the issued police uniform and related equipment and operate a police vehicle while on duty unless otherwise authorized by a supervisor for a specific purpose. The SRO provides a visible deterrent to crime and is a positive representative of the Police Department to students and staff.
6. The SRO will assist with training for the school administration in law enforcement and related matters. Information about crime trends and changes in laws relevant to schools will be disseminated to the school administrative staff to assist them in effectively establishing and maintaining safe school environments. The SRO will be incorporated into each school's Safety and Security Team.
7. At the request of the staff, the SRO may also become involved with the school's curriculum and provide instruction that will enhance the student's understanding of

the police mission and the responsibilities of citizenship. During the classroom instruction time, the teacher shall remain in the room. However, responding to incidents or conducting investigations will always take precedence over instructing in the classroom.

8. Programs conducted in schools by other members of the Police Department should be coordinated with the SRO to avoid redundant services and to ensure equitable distribution of such programs and services.
9. A critical element of the SRO program is an open relationship and strong communication between the school principal(s) and the SRO. SROs are required to keep the school administration apprised of criminal and non-criminal situations encountered, current crime trends, problem areas, or other areas of concern, which have potential for disruption in the school or within the community. The SRO will work in conjunction with the school administration in developing plans to prevent and counteract such activities at the school.
10. The SRO will not be primarily responsible for the enforcement of school rules, administrative rules and/or regulation violations. However, the SRO will maintain familiarity with the Hollis Brookline Cooperative School District's Student Code of Conduct. Unless requested by a school administrator the SRO will not attend disciplinary meetings with students or parents.
11. The SRO will be responsible for maintaining custody of illegal substances and/or contraband pending proper disposal in accordance with police department regulations.

E. SUPERVISION OF THE SCHOOL RESOURCE OFFICER:

1. SROs shall abide by the rules, regulations and policies of the Hollis Police Department and be familiar with the teacher handbook. Should conflicts in these rules, regulations and policies occur the SRO will consult with a police supervisor; specifically, the Administrative Services Bureau Commander. School personnel should contact the Administrative Services Bureau Commander or the Chief of Police to report commendable performance, discuss issues or report concerns involving SRO personnel.
2. When SROs complete a Police Department Incident Report it will be submitted to the Administrative Services Bureau Commander no later than the next scheduled work day, unless prior authorization for an extension is granted.
3. Unless otherwise authorized by the Chief of Police, or his/her designee, SROs will report to a uniform shift during times that school is closed or on days when students are not attending school.
4. The Administrative Service Bureau Commander encourages open lines of

communication between the school(s) and the Police Department. The Administrative Services Bureau Commander will meet with the school principal(s) at least two times per year. To the extent that schedules permit, the initial Administrative Services Bureau Commander/principal meeting should be held prior to the start of the school year and be devoted to reviewing school/Police Department expectations and clarifying any operational procedures. The second meeting should occur mid-year and involve a preliminary evaluation of the SRO's performance as well as the identification and resolution of any developing issues. The SRO supervisor will address any concerns regarding the performance of the SRO.

5. Principals and representatives of the Police Department will collaborate with each other prior to selection of a new SRO to determine any special needs or concerns at their school.

F. RESPONSIBILITIES AND DUTIES OF THE SCHOOL PRINCIPAL(S):

1. It is the responsibility of the principal to facilitate effective communications between the SRO and the school staff. The principal of the school shall meet on a regular basis with the assigned SRO.
2. The principal shall be responsible for immediately reporting to the SRO; acts of theft, destruction, or violence as defined in New Hampshire R.S.A. 193-D entitled "Safe School Zones." In addition to the requirements of 193-D, the principal shall immediately report the following conduct to the SRO; any conduct involving firebombs, explosive or incendiary materials or devices, hoax or otherwise, or chemical bombs on a school bus, on school property, or at a school sponsored activity; any threats or false threats to bomb made against school personnel or involving school property or school b u s e s .
3. In an emergency situation, the school should notify the SRO or call the Police Department if the SRO is not available. Information that is not of an emergency nature may be held for action by the SRO upon his or her return to duty.
4. Any criminal enforcement action taken by the SRO which results in the charging of a student with a crime will be supported by the principal and/or school employees by their appearance in court when necessary to provide testimony relevant to the case.
5. The principal shall relinquish to a police representative all illegal substances and/or contraband.
6. The principal shall meet with the SRO Supervisor and the school shall provide information to the Administrative Bureau Commander to assist in preparing for the annual evaluation of the SRO's performance.

7. Principals are encouraged to consult with the Administrative Services Bureau Commander prior to the selection of a new SRO to share any relevant information on the needs or concerns of the school.

G. INVESTIGATION AND QUESTIONING OF STUDENTS:

1. When it becomes necessary for an SRO or any other law enforcement officer to interview a student on school premises, the principal (or designee) will be contacted, whenever practicable. The interview will be conducted pursuant to state law, school district and Hollis Police Department policy and procedure, and attorney general guidelines. When immediate action is necessary or in an emergency situation, the SRO may interview a student without the presence of a school official.

H. ARREST PROCEDURES:

1. SROs are expected to be familiar with school rules and their application with the school. Routinely, rule infractions will not be handled as violations of law, but instead referred to the principal (or designee) for action. Any questions related to the enforcement of rules versus laws within the school should be discussed with the principal. This specifically applies to general standards of conduct.
2. The arrest of a student or employee of the school with a warrant or petition should be coordinated with the principal and accomplished after school hours, whenever practical. The Hollis Police Department will strive to avoid the arrest of any student or staff on school property when school is in session; however, both parties recognize situations may occur when the arrest of a student or school employee must occur on school property while school is in session.

I. SEARCH AND SEIZURE:

1. School official may conduct searches of student's property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for the search is reasonable suspicion.
2. The SRO shall not become involved in administrative (school related) searches unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the school official. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent.

J. ADMINISTRATIVE HEARINGS:

1. The SRO will attend suspension and/or expulsion hearings upon request of the school principal. He/she will be prepared to provide testimony on any actions that were taken by the officer and any personally observed conduct witnessed by the officer.
2. The SRO shall provide police department documents and juvenile records pursuant to department policy and state law.
3. When a subpoena for official records, reports, or documents for an administrative school hearing, is received by the Police Department, any action will be coordinated by the office of the Police Chief, the County Attorney, and the School Board Attorney.

K. RELEASE OF POLICE INFORMATION:

1. Consistent with the basic tenets of the relationship between the school principal and the SRO described in this Memorandum of Understanding, open communication is essential to effectiveness. SROs should exchange information with the school principal regarding students' involvement in criminal activity when the safety of any students and/or staff is at risk in and around the school. This may be limited to that which directly relates to and contributes to the safety of the school environment of the community in which they serve.
2. The school should confer with the police department prior to their release of any shared police information.
3. The SRO shall provide police department documents and juvenile records pursuant to department policy and state law.

L. EQUIPMENT:

1. The Hollis Brookline High School will provide a private office/storage or work space for the SRO's materials and personal effects; space which is sufficient for him/her to meet with students, parents, and/or school staff/administrators. Additionally, the Hollis Brookline High School will provide a computer for the SRO to utilize in order to access school databases, school security cameras, and the school email system.
2. Per agreement of the Superintendent of Schools, the SRO is permitted to have a fan and a small refrigerator in his office located at the Hollis Brookline High School.
3. The Hollis Brookline Cooperative School District will authorize access of video surveillance systems inside the school district to the Hollis Police Department and the Hollis Communications Center. The scope of access will be limited to emergency situations, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

4. Whenever practicable, the School District should authorize access of video surveillance systems inside the school district to the Police Department. The access will allow the SRO to monitor activity within the school for security and investigative purposes. The SRO should be allowed to make copies of any videos for security, investigative and for evidentiary purposes as allowed by law.
5. Software will be uploaded on only a limited number of terminals located within the Communications Center and the Police Department facility. A list of computers with permissions to the video surveillance system will be provided to SAU 41 on an annual basis.
6. The School District shall provide the Hollis Police Department with a sufficient quantity of key fobs so each officer can gain access to School District buildings in times of emergency or critical incidents. Key fobs will be fixed within the pistol grip of an Officer's issued patrol rifle, and will not be removed unless approval is granted by the Chief of Police or his/her designee. Accountability for such key fobs will be conducted in accordance with routine armorer checks completed by a certified firearms instructor. Ultimately, it is the responsibility of each officer to maintain proper accountability for key fobs and to report any issues to the Administrative Services Bureau Commander. At no time will key fobs be used for access to schools outside of emergency response, such as critical incidents or active threats. Key fobs will be numbered to correspond with the specific patrol rifle they are attached to.
7. The Hollis Brookline Middle School will allow the SRO to utilize a meeting or conference room where he/she can confer with students and/or parents.

M. CONCLUSION:

1. This Memorandum of Understanding represents mutually agreed goals and objectives of the Hollis Police Department and the Hollis-Brookline Cooperative School district for the School Resource Officer Program.
2. This endeavor is a partnership between education and law enforcement to support a collaborative multi-faceted approach to prevent crime and to intervene in the acts of such in schools, as well as provide more security and safety to both students and staff. Regular meetings shall be conducted between the Police Department and School Officials to support this partnership.
3. This agreement may be terminated without cause by either party upon 30 days prior written notice to the other party. It shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.
4. This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not party hereto.

5. The cost of the School Resource Officer within the Hollis Brookline High School will be shared between the Town of Hollis (40%), The Hollis Brookline Cooperative School District (60%).
6. This memorandum shall be made available to the public and more specifically, shall be readily available for viewership through the websites maintained by the Hollis Police Department and the Hollis Brookline Cooperative School District.

Signed:

Joseph R. Hoebeke, Chief of Police

Andrew Corey, Superintendent of Schools

Date

Date

Last Updated: August 27, 2022

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA [91-A:3](#).

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The Board will set aside ~~45~~ 30 minutes on the agenda for citizens to address the Board. This period may be extended by a majority vote of the Board
2. In order to comply with minute requirements of RSA [91-A:2](#), speakers must provide their name and address.
3. Individual speakers will be allotted 3 minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the board may at the outset of the public comment period increase the individual time limit for all speakers.
4. Consistent with RSA [91-A:3](#), Policy [BEDB](#), and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies [KE](#) and [KEB](#).
5. The Board reserves the right to limit public discussion at Board meetings to agenda items only. 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. Members of the public wishing to suggest an item of business should do so according to Policy [BEDB](#).
6. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Questions shall be directed to the Board Chair.

Legal Reference:

RSA [91-A:2](#), Meetings Open to Public

RSA [91-A:3](#), Non-Public Sessions

RSA: 189:74

Adopted: May 3, 2004

Amended: October 19, 2011

Amendment First Reading: September 15, 2021

Second Reading: October 20, 2021 (as amended)

Third Reading: October 20, 2021 (Waived)

Adopted: October 20, 2021

First Reading and Adopt: September 21, 2022

DRAFT

JLCJA EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

Category: Priority/Required by Law

*Related Policies: EBBB, EBBC, EBCA, JJIB,
JLCE/EBBC, JLCEA & JLCJ*

Related Administrative Procedures: JJA-R

- A. Creation of Plan.** The Superintendent or their designee, in consultation with each building Principal, the Athletic Director, district athletic trainer and school nurses, shall establish a “Sports Injury Emergency Action Plan” for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:
- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
 - b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
 - c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
 - d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
 - e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
 - f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
 - g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers’ Association.
- B. Dissemination of Sports Injury Emergency Action Plan.** The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.
- C. Additional Written Protocols and Procedures Required.** The Superintendent or their designee, in consultation with each building Principal, the Athletic Director, district athletic trainer and school nurses, shall develop written procedures and protocols as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers’ Association;
2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
 - a. injury or illness related to or involving any head, face, or cervical spine;
 - b. cardiac injury or diagnosis;
 - c. exertional heat stroke;
 - d. sickle cell trait;
 - e. asthma;
 - f. allergies; or
 - g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)¹.

3. Student Return to Play - Procedures governing a student’s to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

D. Annual Review and Update. The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year. Any substantive changes shall be approved by the Board.

E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan. The Sports Injury Emergency Action Plan shall be included with each school’s annual Emergency Response Plan.

District Policy History:

Tabled: July 20, 2022
First reading: August 31, 2022
Second reading: September 21, 2022

District revision history:
