

Hollis Brookline Cooperative School Board

Wednesday, August 31, 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 and Correspondence
Approval of Minutes – July, 2022
- 6:15 Public Input
- 6:45 Principal's/Athletics reports
- NEASC update
 - Program of Studies – High School
- 7:10 Discussion
- Fiscal Year 2024 opening budget discussion – stipends
 - Renovation/facilities update
- 7:35 **Deliberations**
- To see what action the Board will take regarding the Business Administrator's recommendation for the unreserved fund balance
 - To see what action the Board will take regarding the Extracurricular and Athletic Stipend tables
 - To see what action the Board will take regarding policy GBCD: Background Investigation and Criminal Records Check, 3rd reading
 - To see what action the Board will take regarding policy KHB: Advertisement in the Schools, 3rd reading and adopt
 - To see what action the Board will take regarding policy JF: Enrollment Policy, 3rd reading
 - To see what action the Board will take regarding policy IMBC: Alternative Credit Options, 3rd reading
 - To see what action the Board will take regarding policy BBBE: Unexpired Term Fulfillment, 2nd 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, 1st reading
- 8:10 Report out by the process observer
- 8:20 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:50 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Patrick West, Principal HBMS
Re: Principal's Report
Date: August 25, 2021

HBMS is ready for the 2022-2023 school year!

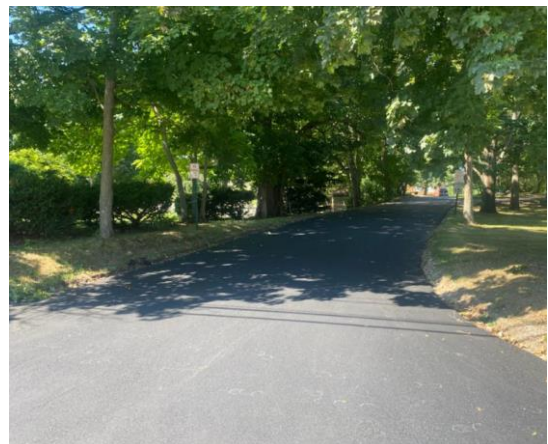
7th Grade Orientation is Wednesday, August 31st. During 7th Grade Orientation and the first day of school, students will be introduced to different clubs and activities offered at HBMS, get to know teachers and peers through team building activities and ice breakers, attend a class meeting and go through a shortened bell schedule. The start time is 7:35am for 7th Grade Orientation and dismissal is at 12:10pm. Lunch and ice cream will be served. The first full day of school for 7th and 8th grade students is Thursday, September 1st with a normal dismissal time of 2:20. Athletics, clubs and other extra-curricular activities also start on the first day of school (9/1). We cannot express how excited we are for this upcoming school year!

Student Open House Days

Our Student Open House Days went swimmingly! A big thanks to our maintenance crew, counselors Kerry Dod and Kristine Turcotte, and front office staff for helping make these days such a success. Student tours were available and a scavenger hunt was developed to help students become familiar with the building. Prizes will be awarded during the first couple days of school for students who successfully complete the scavenger hunt. HBMS PTSA and the Booster Club had a table at the front entrance welcoming families and students into the building. The HBMS PTSA is still looking for any parents that are interested in getting involved and volunteering for different events for this upcoming school year. If any parents/guardians are interested in getting involved, you may reach out to Lexy Brooks via the HBMS PTSA Facebook page.

Building & Grounds

Mike Mullarkey and the maintenance crew have done an outstanding job getting the entire middle school building ready for teachers to comeback to their classrooms and start preparing for this upcoming school year. Every summer it is such an incredible process to watch the maintenance crew clean and shine the entire building. Two projects that occurred this summer were the Computer Science room's renovation and paving the main entrance to the HBMS campus.



Personnel - New Staff to HBMS

Kyle Morrill - 8th Grade Social Studies (Bartlett)

Adam Goldstein- 7th Grade Science (Summit)

Kieran Mulligan - 8th Grade Science Long Term Sub (DaVinci)

John Oberti - Paraprofessional

*We are still looking to fill our Technology Education position.

Athletics and Clubs

The middle school is still in search of coaches and advisors for the following teams and clubs:

- Boys Soccer

- Field Hockey

- Chess Club Advisor

- Robotics Club Advisor

- Ski Club Advisor

-Afterschool Study

Enrollment Numbers

As of August 12th we have a total student population of 397. There are currently 193 seventh grade students and 204 eighth grade students enrolled for the start of the school year.

HBHS Class of 1991 Reunion

Members of the HBHS Class of 1982 including Class President Marco Rancourt are touring their old high school building (now the middle school with a few additions) on Saturday, August 27th.

Important Dates:

7th Grade Orientation – August 31st (7:35am – 12:10pm)

1st Day of School – September 1st

1st Day of Athletics – September 1st

Labor Day (No School) – September 5th

Picture Day – September 9th

Parent Open House – September 22nd

HBMS PTSA Welcome Back Activities Night – September 23rd

Respectfully Submitted,

Patrick West

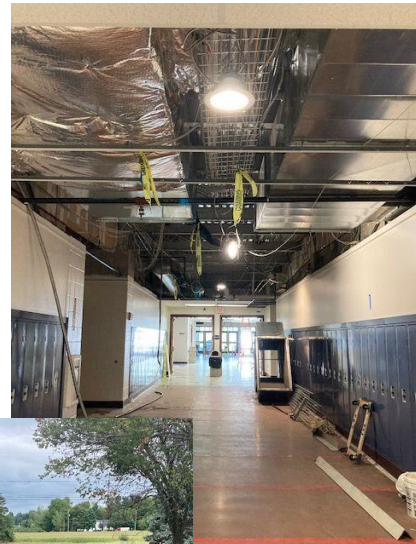
HBMS Principal

To: Hollis Brookline Cooperative School Board
From: Tim Girzone, Principal HBHS
Re: Principal's Report
Date: August 31, 2022

Information Only:

Ready for a great school year! The first day of school for freshmen as well as any student new to HBHS is Wednesday, 8/31. Students will take part in a club & activities fair, team building activities, a class meeting and go through a mini bell schedule. Dismissal is at 12:15p.m and lunch and ice cream will be served. The first *full* day of school for all students Grades 9-12 is on Thursday, September 1st with a standard dismissal time of 2:30. We are excited for the upcoming school year!

Summer Building Projects HBHS has undergone several building and grounds improvement projects including HVAC system upgrades, the paving of a right hand turn egress lane and new parking lot by the turf field, the grading of lower lot (for future paving), a School Counseling office reconfiguration to accommodate our new School Social Worker position and FACS room kitchen updates.



Student Enrollment: HBHS enrollment figures as of 8/23/2022:

Freshman- 185

Sophomores- 213

Juniors- 181

Seniors- 232

Total enrollment - 811

Transfer Students- 23

Withdrawals - 15

1:1 Chromebook Rollout

Our 1:1 chromebook rollout has been scheduled to take place on the 5 days leading up to the start of school. All students throughout the school will be issued a device that will be owned and managed by the District. This will ensure equal access for all students to course curricula.

NEASC

Attached to this Board packet is the most recent correspondence from NEASC which states that their Commission on Public Schools met in March and upon review of our Special Progress Report has continued our school's accreditation. The letter went on to explain that our next accreditation cycle will begin in the fall of 2024 (three years prior to the Decennial Accreditation Visit). The letter also explains that we will be using the new CPS 2020 Vision for Learning Standards for Accreditation and Accreditation Process. In the interim, we have been asked to review our core values, beliefs, and vision of the graduate.

Staffing Updates

HBHS is currently accepting applications for the following vacancies

- CTE Van Driver
- 1:1 Special Education Paraprofessional

Important Dates:

Freshman and New Student Orientation- August 31st

First full day of school (Gr. 9- 12) - September 1st

Labor Day - No School - September 5th

Open House - September 15 (6:00 PM)



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

Director for Accreditation and School Improvement

ALYSON M. GEARY
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ageary@neasc.org

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April 27, 2022

Timothy Girzone
Principal
Hollis Brookline High School
24 Cavalier Court
Hollis, NH 03049

Dear Mr. Girzone:

The Commission on Public Schools, at its March 7, 2022 meeting, reviewed the Special Progress Report of Hollis Brookline High School and continued the school's Accreditation.

The Commission was pleased to learn of the following:

- the creation of an Instructional Practice Committee comprising students, staff members, administrators, board members, and parents
- the creation of an Instructional Practices Charter
- the policy changes implemented for the class of 2022, including those made to midterm and final exam protocols and the practices regarding class rank and honors designations
- the institution of instructional support based on the school's core values
- the creation and adoption of a core values rubric that functions on a whole-school level and a 21st century rubric that applies to the content level in each course
- the core values-driven instructional practices work
- the transferrable skills as the focus of weekly PLC work
- the institution of a quarterly cross-department PLC
- the creation of Home-Base Cav Blocks used as advisory groups
- the identifying of clear objectives for advisory time to maximize potential student impact

The school is scheduled to host its Decennial Accreditation Visit in the calendar year 2027. Please note, that this date reflects a postponement of one year from the previous decennial cycle.

The school's next Accreditation cycle will begin in the fall of 2024 (three years prior to the Decennial Accreditation Visit). The school will be using the new CPS 2020 Vision for Learning Standards for Accreditation and Accreditation process. Information about the new Standards for Accreditation and

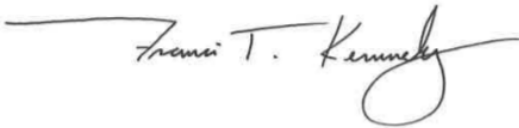
Timothy Girzone
April 27, 2022
Page Two

Accreditation process is available on our website. Representatives from your school will be invited to an informational meeting about the new Accreditation process in the spring of 2024.

In the interim, the school is reminded that the school community should review the new Accreditation Standards and plan to review and revise the core values, beliefs, and vision of the graduate based on research, multiple data sources, as well as district and school community priorities. Information related to the development/revision of the school's document will be available soon on our website at cpemhs.neasc.org.

The school's Accreditation will be reviewed when the Commission considers the report resulting from the 2025 Collaborative Conference Visit. The Commission requests that it be kept apprised of any substantive changes in the school before that date. For your convenience, we have enclosed a copy of the Substantive Change Policy. As well, please notify the Commission office immediately of any changes in the names of the principal and/or superintendent, along with their corresponding e-mail addresses, by submitting this information electronically to cpss-air@neasc.org.

Sincerely,



Francis T. Kennedy, Jr.

FTK/mv
Enclosure

cc: Andrew Corey, Superintendent, SAU #41, Hollis Brookline Cooperative School District
Holly Babcock, Chair, Hollis/Brookline Cooperative School Board
Scott Currier, Administrator of Public Schools School Approval Program ,
NH Department of Education
Sharon Cournoyer, Chair, Commission on Public Schools

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

Summer Athletics Update: HBHS Athletics are officially back up and running, and seeing our athletes back out on the fields and in the gym has been a fantastic sight. All of our teams have been working hard in preparation for the regular season to kick-off on Friday 8/26 with Girls Soccer scheduled to host Kennett and Boys Soccer traveling to Conval. During the week of 8/29, the rest of our teams will begin regular season play, and it is shaping up to be another great season for HBHS sports. Additionally, we will be running our first ever Captain's Workshops in the coming weeks. It is our goal to provide our student leaders with the tools necessary to be successful in the roles for which they have been selected.

HBMS will officially begin their season on Thursday 9/1, and looks to have strong participation numbers once again. MS student-athletes also recently completed Baseline Impact testing during their registration days on Monday 8/22 and Tuesday 8/23.

Bleachers and Pressbox: We continue to make progress towards having a fully functional pressbox. The final steps, providing full accessibility, are slated to take place during the week of 8/29, and conduit has been run for both power and fiber to be incorporated shortly thereafter. Once in place, the NFHS Network will be installing the camera so that all of our games played on the turf field will be livestreamed in the same fashion as all of our indoor games.

Homecoming Weekend: Mark your calendars! Homecoming weekend is scheduled to take place on Friday 9/30 and Saturday 10/1, with all games happening on the turf field, and culminating in a homecoming dance following the Boys Soccer game on Saturday 10/1. A full schedule of events will be posted on the Athletic website.

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

Field Hockey Coach
Boys Soccer Coach
Girls Lacrosse Coach

Recent Coaching Hires:

HS Boys Soccer Head Coach - Pedrom Zampilli

HS Boys Soccer Assistant Coach - Jonathan Brackett

HS Boys Soccer JV Coach - Alison Wittig

HS Field Hockey Head Coach - Greg Cochrane

MS Girls Volleyball Head Coach - Emily Thompson

Respectfully Submitted,

A handwritten signature in black ink that reads "Brian Bumpus". The signature is written in a cursive style with a large, stylized initial "B".

Brian Bumpus

District Athletic Coordinator

HOLLIS BROOKLINE HIGH SCHOOL - EXTRACURRICULAR STIPEND TABLE 2022-2023

TIER 1 \$400	TIER 2 \$600	TIER 3 \$900	TIER 4 \$1,200
Art Club Choreographer 1 Choreographer 2 Climbing Club Costume (Fall) Costume (Spring) Costume (Musical) Gay Straight Alliance Green Group Her Story Homefront Heroes Young Writer's Club	French Club Spanish Club Science Olympiad	Class Advisor Fresh. 1 Class Advisor Fresh. 2 Class Advisor Soph. 1 Class Advisor Soph. 2 Community of Caring Latin Club Ski & Snowboard Club	Class Advisor Jr. 1 Class Advisor Jr. 2 Debate Guitar Night 1 Guitar Night 2 Red Cross Theater Tech Crew Advisor Thespian Society Tri-M
TIER 5 \$1,600	TIER 6 \$2,350	TIER 8 \$3,500	TIER 10 \$4,250
Class Advisor Sr. 1 Class Advisor Sr. 2 HB the Change 1 HB the Change 2 Math Team National Honor Society Student Council (1) Student Council (2)	Musical: Musical Director (pit) Newspaper Cav Chron Play - Fall Play - Spring	Choral Director Musical Director Robotics Yearbook	Band Director

HOLLIS BROOKLINE MIDDLE SCHOOL - EXTRACURRICULAR STIPEND TABLE 2022-2023

TIER 1 \$400	TIER 2 \$600	TIER 3 \$1,000	TIER 4 \$1,600
Costume/Makeup/Drama Game Club Gay Straight Alliance Mountain Biking Sound/Stage/Drama	Video Game Club Nat'l History Day Club Props/Drama Debate Yearbook Climbing Club Math Counts	Jazz Band Student Council 1 of 2 Student Council 2 of 2	Ski Club
TIER 5 \$2,350	TIER 6 \$2,700	TIER 7 \$3,875	
Garden Club After School Study Summer Math Coach	Robotics	Drama Club	

HOLLIS BROOKLINE HIGH SCHOOL - ATHLETICS STIPEND TABLE 2022-2023

TIER 1 \$900	TIER 2 \$1,200	TIER 3 \$1,900	TIER 4 \$2,600
Bass Fishing Asst.	Golf Asst. Unified Basketball - Asst. Unified Soccer - Asst. Unified Track - Asst.	Baseball - Asst. Basketball - Girls Asst. Basketball - Boys FR Bass Fishing Head Bowling - Asst. Cross Country - Asst. 1 of 2 Cross Country - Asst. 2 of 2 Field Hockey Asst. Gymnastics - Head Ski Team - Asst. Softball- Assistant Spirit- Fall - Asst. Spirit- Winter- Asst. Swimming Asst. Track - Spring Boys Asst. Track - Spring Girls Asst. Unified Basketball - Head Unified Soccer - Head Unified Track - Head Volleyball - Girls FR Wrestling - Asst.	Baseball - JV Bowling - Head Faculty Manager Football - Asst. 1 of 3 Football - Asst. 2 of 3 Football - Asst. 3 of 3 Lacrosse - Boys JV Lacrosse - Girls JV Spirit, Fall - Head Track - Indoor Asst. Volleyball - Boys JV
\$450			
Ski Team Bus Chaperone			
TIER 5 \$2,950	TIER 6 \$3,750	TIER 7 \$4,125	TIER 8 \$4,700
Basketball - Boys JV Basketball - Girls JV Field Hockey - JV Golf - Head Ski Team - Head Soccer - Boys JV Soccer - Girls JV Swimming - Head Tennis - Boys Head Tennis - Girls Head Track - Spring Associate Volleyball - Girls JV	Baseball - V Football - JV Lacrosse - Boys V Lacrosse - Girls V Softball - Varsity Spirit, Winter - Head Track - Indoor Head Track - Spring Boys Head Track - Spring Girls Head Volleyball - Boys V	Cross Country - Head Field Hockey - V Ice Hockey - Head Soccer - Boys V Soccer - Girls V Volleyball - Girls V	Basketball - Boys V Basketball - Girls V Football - V Wrestling - Head

HOLLIS BROOKLINE MIDDLE SCHOOL - ATHLETICS STIPEND TABLE 2022-2023

TIER 1 \$500	TIER 2 \$2,500	TIER 3 \$2,900	TIER 4 \$3,000
	Baseball Cross Country 1 of 2 Cross Country 2 of 2 Field Hockey Lax - Boys Lax - Girls Soccer - Boys Soccer - Girls Softball - Girls Track and Field 1 of 3 Track and Field 2 of 3 Track and Field 3 of 3 Volleyball	Basketball - Boys Basketball - Girls Wrestling	Athletic Director Fall Athletic Director Spring



Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 8/17/2022

Re: Retained Fund Balance – Hollis Brookline Cooperative (RSA 198:4-b.II)

Since the Hollis Brookline Cooperative School District continues to be without a contingency fund, it is my recommendation that the retained fund balance for this year be set at the maximum allowed for Hollis Brookline Cooperative. That amount would be \$188,559.

If the Board agrees, please request the following motion be made at the August board meeting to define this year's retention amount:

MOTION BY MEMBER _____ TO RETAIN UP TO THE SUM OF ONE HUNDRED EIGHTY EIGHT THOUSAND FIVE HUNDRED FIFTY NINE DOLLARS (\$188,559) OF SCHOOL FUND BALANCE FROM THE FY22 SCHOOL YEAR AS THE END OF YEAR AVAILABLE FUNDS ALLOW.

See also [IJO](#)

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

A. Background Investigation

The Superintendent, or their designee, shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background, of any person considered for employment with the Hollis Brookline Cooperative School District. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or “designated volunteer”

As part of the application process, each applicant shall be asked whether they have ever been convicted of any crime and whether there are any criminal charges pending against them at the time of application. The applicant will also be directed to report any criminal charges brought against them after the application is submitted and until either hired or notified that they will not be hired.

Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District’s Record Retention Schedule

B. False Information

The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

C. “Covered Person” and “Applicant” Defined

Except as otherwise provided in this Policy, the term “**Covered Person**” shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.

The term “**applicant**” as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling with the term “covered person” as defined above.

D. Criminal Records Check

As part of the District’s background check, each covered person/applicant must submit to a State and FBI Criminal Records Check per RSA [189:13-a](#).

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

No covered person shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent, or their designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute. The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as any charges pending disposition for any crimes listed in the then current paragraph V of RSA 189:13-a (“**Section V Offenses**”). Refusal to provide the required criminal history records release form (with fingerprints) and any other

required releases to authorize the criminal history records check will result in immediate disqualification of the applicant and no further consideration for the position.

E. Volunteers

Volunteers may be subject to a background investigation/criminal records check, as designated in Policy IJOC, Paragraph B.

Any person for whom the Board requires a Criminal Records Checks shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Checks, unless otherwise determined by the Board.

F. Exceptions for, Substitute Teachers, Bus Drivers & Bus Monitors.

The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

- 1. Substitute Teachers and Other Non-“Applicant” Educational Staff.** Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of “applicant” above, will initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
- 2. Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

G. Results of Criminal History Records Check.

The results of the criminal history records check shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality.

As used in this Section G, a “**designee**” of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.

Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.

Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to light during the background check, the presumption of innocence shall apply, however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or

designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.

H. Conditional Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State Police and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that their contract and continuation of employment is entirely conditioned upon the results of a Criminal Records Check and background check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

I. Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which complies with Board policy.

A person may be denied a final offer of employment if they have been convicted of ANY felony. Such determination will be made by the Board, on a case by case basis.

No applicant shall be extended a final offer of employment or be allowed to serve in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check and background check.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the state police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four hours (24) of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that they determine would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

J. Fees for Criminal History Records Check.

Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process

and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

K. Administrative Protocols/Procedures.

The Superintendent is authorized to establish written protocols for background investigations, which protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional disqualifying misdemeanor or felony convictions or charges in addition to the Section V Offenses.

L. Contractor and Vendor Provisions.

The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete criminal history records checks as required under this policy, as well as training and information required under policy GBCE.

M. Additional Criminal Records Checks

The Superintendent may require a state criminal history Records Check of any employee at any time to the extent permitted by law.

N. Reports of Post-Employment/Service Section V Offenses

When the District receives a notification of a covered person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall make report to the Department of Education pursuant to section 510.05 of the Code and Board policy GBEAB.

Legal Reference:

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

RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check

Code of Conduct for New Hampshire Educators

1st Reading: August 17, 2005

Adopted: May 21, 2008

1st Reading: June 15, 2022

2nd Reading: July 20, 2022 (as amended)

3rd Reading and Adopt: August 31, 2022

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools;

The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm;

The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools;

The Superintendent may, at his or her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit;

The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promotion activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils;

School publications may accept and publish paid advertising under established procedures;

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Nothing herein shall be construed to preclude the School Board from providing attribution to entities or individuals that contribute, financially or otherwise, to the School District, or from naming educational facilities after corporations or individuals who have made extraordinary contributions to the school community. Naming educational facilities shall be within the School Board's sole discretion but shall require consultation with the Superintendent and shall reflect the educational mission and shared community values of the School District.

1st Reading: January 17, 2018
2nd Reading: February 21, 2018
3rd Reading: February 21, 2018 (Waived)
Adopted: February 21, 2018

1st Reading: June 15, 2022
2nd Reading: July 20, 2022
3rd Reading and Adopt: August 31, 2022

ENROLLMENT POLICY

Just as it is the District's responsibility to provide an education to all resident pupils between the ages of six years and eighteen years, it is the responsibility of resident parents to enroll their children in school, consistent with this policy and with all applicable state laws.

It is the policy of the Hollis Brookline Cooperative School Board that all students enrolling in school must do so on a full-time basis. For the purposes of ensuring appropriate pace and progress toward earning the Hollis Brookline High School Diploma, "Full-time" shall be defined as actively enrolled in a minimum of 6 approved (in accordance with Policy IMBC: Alternative Credit Options) courses and/or credits

The only exception to this policy shall be for fifth-year seniors and students whose specialized plan requires variations of student schedules. In the event the State Department of Education advises that part-time students can be counted for state aid purposes, the Board will reconsider this policy.

Legal References:

RSA 189:1-a, Duty to Provide Education

RSA 193:1, Duty of Parent; Compulsory Attendance of Pupil

RSA 193:1-a, Dual Enrollment

1st Reading: November 3, 2005

Adopted: May 21, 2008

1st Reading: June 15, 2022

2nd Reading: July 20, 2022 (as amended)

3rd Reading: August 31, 2022

ALTERNATIVE CREDIT OPTIONS

The Hollis Brookline Cooperative School Board recognizes that alternative credit options are important to address the diverse instructional needs of all students. The Board's intent is to improve student achievement by allowing students to engage in educational experiences that allow for differential instruction and/or increased rigor outside of the high school classroom.

Approved alternative credit options are consistent with all policies of the Board.

Alternative credit options may receive credit to be applied toward high school graduation. Credit and the numerical value will be pre-determined by the high school principal or their designee. The granting of credit may be based upon the following criteria: the course, the program, the activity in which the student wishes to participate, seat time, the level of instructional rigor, and/or the details of the option.

Students must complete an Alternative Enrollment Form to receive credit or recognition in any form prior to participation in the alternative option. The written approval of the principal or their designee is also required before participating in an alternative credit option.

Students taking approved alternative credit options must be enrolled in the district. Administration may grant approval for outside of school learning based on special circumstances.

The Alternative Enrollment Form request should include a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.

The plan shall include clear expectations for performance.

The plan shall include clearly defined methods and expectations for assessment.

It is the responsibility of the student to furnish this information with the application. Verification of the plan's merit can be evaluated in a timely fashion and should not cause unnecessary burden on the resources of the administration.

Appeals can be brought to an Academic Review Committee as referenced in the student handbook.

Alternative credit options may be taken in the summer under the same conditions as during the school year.

Students who are permitted to take alternative credit options during the school day may be assigned a teacher to monitor student progress. This provision will reflect special circumstances, and require supporting documentation and principal (or their designee) pre-approval.

The Board will support educational options for atypical students for whom regular classrooms are not practical or effective. Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy [IHBH](#)
- Online/internet-based opportunities under the provisions of Policy [IMBA](#)
- College Credit

If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(6, 12, 14), Policy Development

NH Code of Administrative Rules, Section Ed. 306.26, Kindergarten - Grade 8 School Curriculum

NH Code of Administrative Rules, Section Ed. 306.27(c), High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program

NH Code of Administrative Rules, Section Ed. 306.27(d), High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program

RSA 193-A, Home Education

RSA 193-E:3-f, Approval of Courses and Programs

N.H. Dept. of Education Administrative Rules:

Ed 306.04(a)(13), Alternative Means of Earning Credit

Ed 306.14(a)(14), Alternative Means Of Demonstrating Achievement Of Graduation Competencies

Ed 306.21, Alternative Programs

Ed 306.26(f), Credit for 7th & 8th Grade Course Work

Ed 306.27(ad), Early Graduation

Ed 315, Home Education Programs

1st Reading: August 8, 2007
Adopted: May 21, 2008
Amended/Re-adopted: February 15, 2012
Amended: May 21, 2014
Amended/1st Reading: October 16, 2019
Amended/2nd Reading: November 13, 2019
Amended/3rd Reading: December 11, 2019
Adopted: December 11, 2019

1st Reading: June 15, 2022

2nd Reading: July 20, 2022 (as amended)

3rd Reading: August 31, 2022

DRAFT

UNEXPIRED TERM FULFILLMENT

Whenever a vacancy shall occur on the School Board, the Board shall fill the vacancy in accordance with RSA 671:33.

Legal References:

RSA [197](#):26

RSA [671](#):33

Adoption: May 3, 2004

1st Reading: July 20, 2022

2nd Reading and Adopt: August 31, 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.

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

District revision history:
