

Hollis Brookline Cooperative School Board

Wednesday, August 18, 2021

Hollis Brookline Middle School

6:00

All times are subject to change without notice

6:00 Call to Order

6:05 Appointment of a process observer

Agenda Adjustments

Nominations/Resignations and Correspondence

6:10 Approval of Minutes – July, 2021

6:15 Public Input

6:30 Principal's/Athletics reports

6:45 Discussion

- Articles of Agreement – establishing a fall meeting date
- Draft reopening of school plan for 2021-2022
- HB Elevates update – advertising and recognition

7:40 **Deliberations**

- To see what action the Board will take regarding a fall meeting date regarding the Articles of Agreement
- To see what action the Board will take regarding the school opening plan for 2021-2022
- To see what action the Board will take regarding the Business Administrators recommendation for the retained fund balance
- To see what action the Board will take regarding policy JLF: Reporting of Child Abuse and Neglect, Third Reading and adoption
- To see what action the Board will take regarding policy EBBD- Indoor Air Quality Re-adoption, no required changes
- To see what action the Board will take regarding JLDBA - Suicide Prevention - First reading
- To see what action the Board will take regarding IMG - Animals in the classroom - First reading

8:40 HB Highlights

8:45 Report out by the process observer

8:50 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation

9:00 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Tim Girzone, Principal HBHS
Re: Principal's Report
Date: August 18, 2021

Information Only

Ready for a great school year! – The first day of school for freshmen as well as any student new to HBHS (including rising sophomores who were remote learners last year) is Wednesday, 9/1. 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 2nd with a standard dismissal time of 2:30. We are excited for the upcoming school year!

Building and Grounds Improvements: HBHS is currently undergoing building and grounds improvement projects including renovations to our roof as well as a paving project to widen the driveway around the building to two lanes. Both projects are scheduled to conclude prior to the start of school.



NEASC:

Due to a variety of factors, including but not limited to the challenges presented by the pandemic and our principal transition, our deadline for submission of the NEASC Special Report has been extended to February 1, 2022. This extended deadline will allow us to work with NEASC to more effectively address any concerns identified in the 5 year report.

Student Enrollment: HBHS enrollment figures as of 8/10/2021:

Freshman- 225
Sophomores- 181
Juniors- 216
Seniors- 232
Total enrollment - 854 students

Transfer Students- 23
Withdrawals - 23

Personnel updates:

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

- 3 Special Education Paraprofessionals
- 1 Van Driver

Important Dates:

First day of athletics- August 16th (Football August 13th)

New Student Orientation- September 1st

First full day of school- September 2nd

Labor Day - No School - September 6th

To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: August 2021 Board Report

HBHS Athletics Update: As of Friday 8/13, the 2021-2022 year in athletics is officially underway! The NHIAA will be proceeding with all sports as they normally would, with masks being optional at this point in time. Football and Bass Fishing kick things off for HBHS sports, with all other programs following shortly thereafter. Regular season competition will begin on Thursday 8/26, as the Golf team begins it's campaign to defend their state title from 2020, and Boys Soccer will host our first official game under the lights on Tuesday 8/31 at 7:00 PM. All of our schedules are now posted and can be accessed through the HB Athletics homepage.

HBMS Athletics Update: Preparations are in full swing for a return to normalcy for our HBMS Athletic programs. All sports will begin on Thursday 9/2, with a full slate of regular season competition beginning on Monday 9/13. We are excited to see all of our MS athletes back out on the fields and in the gym for the upcoming school year!

NHIAA Sportsmanship Recognition: HBHS is proud to announce that we were one of 50 schools in the state of New Hampshire that did not receive a game disqualification for any coach or player during the 2020-2021 school year. This is a true testament to the high ethics and level of sportsmanship that our student-athletes and staff exhibit on a consistent basis.

Bleacher Update: The Athletic Department continues to work towards the completion of our bleacher project, which includes the installation of footings, understructure, and pressbox. Once the footings are in place, we expect the pressbox to be installed shortly thereafter.

District Coaching Openings: The HB Athletic Department is currently seeking qualified candidates for several positions at HBHS and HBMS. Several positions are also currently in the interview process.

HBHS

Cross Country Assistant Coach
Boys Soccer Freshman Coach
Football Assistant Coach
Girls Basketball Assistant Coach
Swimming Assistant Coach
Indoor Track Assistant Coach
Boys Lacrosse JV Coach
Girls Lacrosse JV Coach
Softball JV Coach
Boys Tennis Assistant Coach
Girls Tennis Assistant Coach
Outdoor Track Boys Head Coach
Outdoor Track Associate Coach

HBMS

Field Hockey Head Coach
Boys Soccer Head Coach
Girls Volleyball Coach
Boys Lacrosse Head Coach
Outdoor Track Coach

Recent Coaching Hires:

HS Cross Country Head Coach - Pam Saucier

HS Field Hockey JV Coach - Abigail Portu

HS Field Hockey Assistant Coach - Faith Distefano

HS Girls Lacrosse Head Coach – Linda Haytayan

HS Unified Track Head Coach - Kimberly Smith

HS Unified Track Assistant Coach - Annie Roy-Faucher

Respectfully Submitted,

A handwritten signature in black ink that reads "Brian Bumpus". The signature is written in a cursive style with a horizontal line under the first name.

Brian Bumpus

District Athletic Coordinator

To: Hollis Brookline Cooperative School Board
From: Patrick West, Principal HBMS
Re: Principal's Report
Date: August 11, 2021

The new tiling in the hallway is finished, classrooms are filling up with furniture and the schedules are complete. HBMS is almost ready to go! 7th grade orientation is Wednesday, September 1st. The first bell for 7th grade students to be in their ROCK is at 7:35am and dismissal is at 12:20pm. Lunch will be served. The first full day of school for both 7th and 8th grade students is on Thursday, September 2nd. The first bell for students to be in their ROCK is at 7:35am and dismissal is at 2:20pm on September 2nd. We are very excited for the upcoming school year!

Opening Days

Student Open House Days will take place on August 26th and August 27th from 8:00am to 12:00pm. Student tours are available and a scavenger hunt has been 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 will have a table at the middle school during Student Open House Days to welcome students and parents/guardians. The PTSA is looking for any parents/guardians 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 or Katie Whitman via the HBMS PTSA Facebook page.

Maintenance Update

Lance Finnemore, Ben Aria and the maintenance crew have done an outstanding job on getting the entire middle school building ready for teachers to comeback to their classrooms and start preparing for this upcoming school year. The new tiling looks incredible, along with the rest of the building.

Athletics and Clubs

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

- Boys Soccer
- Girls Volleyball
- Outdoor Track Coach
- Video Game Club Advisor
- Yearbook Co-advisor
- Field Hockey
- Boys Lacrosse
- Chess Club Advisor
- Robotics Club Co-advisor

Enrollment Numbers

This summer we have had a total of 15 new enrollments and 3 re-enrollments. This includes 3 eighth grade students and 12 seventh grade students. As of August 12th we have a total student population of 379.

Schedules

Through extensive work with Yolanda Flamino, Jen Campbell, Kristine Turcott, Kerry Dod and Carol Tyler the MS has successfully scheduled all teachers and students into PowerSchool. Students and parents/guardians have had access to their schedules for a couple of weeks. Teachers have also had access to their schedules and class rosters for a couple of weeks.

HBHS Class of 1991 Reunion

Members of the HBHS Class of 1991 toured their old high school building (now the middle school with a few additions) on July 31st. Class President, Matt Furtney, shared in an email “Though we only had a small contingency, it was a wonderful bridge from awkwardly reuniting with folks I haven’t seen in 30 years into a full-on shared experience. The physical setting of the school, particularly the gymnasium, brought back so many memories and we easily fell into our old comradery. That served us well all evening.

I’ve provided two quick photos. Doesn’t look like much, but we had about 1/3 of the class represented which we deemed not too bad considering our limited means of finding everyone. We also had a number of folks call in on a Zoom meeting from locales including California, Oregon and Germany. All ended well, everyone was safe.”

Important Dates:

- HBMS Student Open House Days (previously known as “Registration Days”)
– August 26th & August 27th
- 7th Grade Orientation Day – September 1st
- First Day of School for 7th and 8th Grade – September 2nd
- First Day of Athletics – September 1st



**New
Tiling**



Classroom



HB Class of 1991





SAU41: Hollis Brookline Coop School District

Roadmap to a Safe Return to School 2021-2022

The goal of SAU41 for the 2021-2022 school year is to ensure the continuity of educational opportunities for our students as we continue to navigate the COVID-19 Pandemic.

All schools in SAU41 will continue onsite instruction for all students on **September 2, 2021** (September 1, 2021 for 7th grade and 9th grade orientation). Safely returning all students to the in-person learning environment is a priority for the fall of 2021 as students benefit greatly from this mode of learning.

This updated, Roadmap to a Safe Return to School 2021-2022 was developed utilizing our knowledge gained during the 2020-2021 school year, current community transmission rates, and updated guidance from local and national public health agencies. The District will continue to utilize research-based public health best practices. The resulting roadmap is included below and will be presented to the three individual School Boards in August 2021. The School Board members will deliberate and vote on the SAU41 Roadmap to Reopening our School Buildings. All plans are subject to change based on both the collaboration between administration and local education associations as well as new information available regarding the pandemic.

Guiding Resources

- American Academy of Pediatrics (AAP)
- Center for Disease Control (CDC)
- Environmental Protection Agency (EPA)
- Learning Policy Institute (LPI)
- National Association of School Nurses (NASN)
- National Council on School Facilities (NCSF)
- New Hampshire Grades K-12 Back-To-School Guidance
- New Hampshire School Nurses Association (NHSNA)
- Occupational Safety and Health Administration (OSHA)

Health and Safety

- Although daily symptom monitoring via PowerSchool will no longer be required of students and staff, parents are asked to keep their symptomatic children home from school. Symptoms include:
 - fever, cough, sore throat, runny nose, shortness of breath, fatigue, chills, muscle aches, loss of taste and smell, difficulty breathing, diarrhea, vomiting, or abdominal pain?
- Targeted temperature checks will be taken by the school nurse or their designee for any student who accesses the health office.
- All students returning from an absence must receive clearance to return to school from either a medical provider or the school nurse. Students should not ride the bus on the morning of their return and should report to the nurse's office immediately upon arrival.

- Decisions regarding masks will be made by the Hollis Brookline Cooperative School Board at their meeting.
- Should local conditions change, the District reserves the right to make a change to the mask requirement or an activity based mask requirement.
- Each school will return to pre-COVID dismissal times for the school start and end times as well as mid-day hallway travel between classes.
- Hand sanitizer will be available for student and staff use in all classrooms and common areas.
- Students, teachers, and staff who have symptoms of infectious disease, such as COVID-19, should stay home and work with their doctor for testing and care.
- Students, teachers, and staff who have been identified as a close contact for a COVID positive individual will be notified but not required to quarantine.
- Fire and Safety drills will resume based on 2019-2020 school year protocols as required by law.

Instructional

- Teachers will be provided with feedback from prior year teachers related to apparent skill gaps or weaknesses. They will work with their grade level teams to develop plans to spiral the content through the curriculum to reinforce the weaknesses.
- Quarterly collaboration time will be provided on Friday afternoons to ensure appropriate implementation of spiraled curricular content across the grade levels.
- Teachers will continue use a variety of both formal and informal assessment tools to determine each student's present level of performance.
- All students will have assigned seats in their classroom. Seats will allow for 3 feet of separation when feasible.
- Small group instruction may continue to utilize plexiglass for an additional prevention strategy.
- Students will be able to share some instructional materials and instructional spaces (i.e. library media center, elementary art room).
- School teams will continue to implement and utilize the MTSS-b intervention process.
- Google classroom and other online tools will be utilized according to the District established protocols.

Technology

- All students will have classroom access to a District assigned Chromebook/laptop if they do not have their own.
- Students will be responsible for ensuring that their device is returned to the charging station prior to leaving the classroom.

Human Resources

- Scheduled school volunteers will be allowed. They will be required to sign in and complete the short, paper health screening.
- All school staff will receive continued professional development training in evidence-based public health practices.
- Teachers will have access to the District developed online professional development training in the use of digital learning tools.
- The District will establish updated cleaning protocols based on guidance from public health agencies.
- Out of state professional development for teachers will be allowed on a case by case basis.
- One full time dedicated substitute will be employed at the District level. The building administration will direct the work of this individual.

Facilities

- Health offices will return to their 2019-2020 school year space but will include one location for routine visits and a separate area for potentially symptomatic students.
- Students will have access to a locker or a cubby (school dependent) for their personal items.
- Excess furniture will be returned to the classrooms.
- The 2020-2021 recommendations of the independent HVAC consultants will continue to be implemented according to the recommended timeline and availability of resources.
- Electrostatic sprayers and misters will continue to be utilized daily by the custodial crew as part of the updated District established cleaning protocols.

Student Services

- Students at all schools will be provided time for socialization during the school day. This will include recess time and morning meeting times at the elementary schools, ROCK time at middle school, and CavBlock time at the high school.
- Each school will implement a developmentally appropriate action plan for addressing the social/emotional needs of their students.
- IEP, 504, and parent requested student progress meetings will continue to have the option be held remotely.
- Staff will receive training in the research based program Mental Health First Aid.
- School counselors will provide additional support to students especially those returning to in-person after a long-term remote learning experience.

Food Service

- Students will be able to travel through the food service line based on 2019-2020 standard protocols.
- Food service will utilize both a cashless and cash purchase model.
- Shared food items such as items donated by parents for classroom celebrations will be prohibited.
- Concessions at sporting events will resume where applicable.

Extra Curricular

- Guidelines regarding student participation in athletics will be developed in accordance with the New Hampshire Interscholastic Athletic Association (NHIAA).
- Masks will be optional for student athletes.
- Student athletes will be asked to bring their own water bottle. Touchless water bottle filling stations will be available for students to use.
- Daily attendance will be recorded and maintained by coaches for both practices and games.
- Attendance by the public at all athletic events will be allowed.
- Visiting teams will have access to the locker rooms.
- Meetings and rehearsals for clubs and activities will be offered in-person or remotely. When in-person meetings take place, attendance will be maintained.
- Facility use by outside organizations will be limited to community-based groups and will require approval by the superintendent's office.
- Overnight school sponsored student group travel, including athletics and field trips, will be approved on a case by case basis by the Superintendent.

Transportation

- Physical distancing is difficult to maintain on a school bus. As a result, families will need to determine their own level of risk tolerance for exposure.
- Masks will be required for students riding the bus.
- Some bus windows will remain open to promote the circulation of fresh air.
- Buses will be sanitized daily after the afternoon run, utilizing enhanced cleaning procedures.



Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 8/12/2021

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

Now that the Hollis Brookline Cooperative no longer has 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 \$180,760.

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 THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$180,760) OF SCHOOL FUND BALANCE FROM THE FY21 SCHOOL YEAR AS THE END OF YEAR AVAILABLE FUNDS ALLOW.

REPORTING CHILD ABUSE

All district employees, designated volunteers, and contracted service providers having reason to suspect that a child has been abused or neglected shall immediately report by telephone or otherwise and followed within 48 hours by a report in writing if so requested to DCYF Central Intake and the District Superintendent. ~~The report may be completed in collaboration with the school administration.~~

The written report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

The Superintendent is directed to assure that the Principal or their designee of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

Training for all District Employees, designated volunteers and contracted service providers is recommended (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Legal References:

RSA 169-C:29, Persons Required to Report

RSA 169-C:30, Nature and Content of Report

RSA 169-C:31, Immunity from Liability

RSA 169-C:34, III, Duties of the Department of Health and Human Services

Adopted: January 16, 2008

Amendment First Reading: May 19, 2021

Second Reading: June 16, 2021

Third Reading: July 21, 2021

INDOOR AIR QUALITY

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to building Principals. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, building Principals are directed to annually investigate air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

Legal References:

RSA 200:11-a. Investigation of Air Quality

RSA 200:48, Air Quality in Schools

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section Ed. 306.07(a)(4), School Facilities

First Reading: July 20, 2016

Adopted: July 20, 2016

SUICIDE PREVENTION**BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

Legal References:

NH Code of Administrative Rules, Section Ed. 306.04(16), Behavior Management and Intervention for Students

Adopted: January 16, 2008

ANIMALS IN THE CLASSROOM

~~It is the policy of the Hollis Brookline Cooperative School Board that animals shall not be permitted on school grounds at any time unless permission has been granted by the building principal. However, †~~The Hollis Brookline Cooperative School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, the superintendent or designee shall establish guidelines for authorized animals to be on school grounds that address the following issues:

1. The bringing of animals into the classroom must not violate city/state/federal ordinances.
2. Animals allowed in a classroom must be for a specific and appropriate educational purpose.
3. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, and ferrets require proof of current rabies vaccination.
4. Special consideration should be given to the effect of animals on allergic children.
5. ~~The effective protection of children may include keeping the animal leashed. The animal will be kept in an appropriate cage or container and fecal material will be handled in a sanitary manner.~~
6. Wild or exotic animals are not permitted in classrooms, unless under the control of a professional animal holder.
7. The principal shall be advised of any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied.

Animals on School Grounds

Children, parents, and staff will be instructed to keep their own animals off the school grounds during school hours. Any animal brought onto school grounds must be leashed. Owners are responsible for the appropriate behavior of their pet and for the cleanup and removal of any animal waste. Owners asked to remove their animal must do so promptly. Otherwise, the appropriate town official will be called and requested to take suitable action. All owners must comply with posted signage. No animals are permitted on the turf field, the track or any playing surfaces.

~~Unauthorized animals are not allowed in school buildings or on school grounds. Children and staff will be instructed to keep their own animals off the school grounds. The appropriate town official will be called and requested to impound all animals taken into custody by school personnel.~~

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amendment First Reading: August 18, 2021