

Hollis Brookline Cooperative School Board

Wednesday, April 14, 2021

Hollis Brookline Middle School

6:00

All times are subject to change without notice

6:00 Call to Order – Superintendent Corey – Board Reorganization – election of officers

6:15 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Teacher nominations, MS principal discussion

6:55 Appointment of a process observer

Agenda Adjustments

Nominations/Resignations and Correspondence

7:00 Approval of Minutes – March 2021

7:15 Public Input

7:30 Principal's/Athletics reports

7:45 Discussion

- Fiscal Year 2021 – Revenue and Expense report
- Esser funds – COVID 19

8:00 **Deliberations**

- To see what action the Board will take regarding the Administrations recommendations for teacher nominations
- To see what action the Board will take regarding HBHS graduation – June 12, 2021
- To see what action the Board will take regarding the Administrations recommendation for the Middle School Principal position
- To see what action the Board will take regarding policy KF – Community use of Facilities – Fourth reading and adoption
- To see what action the Board will take regarding policy JLCJ – Concussion and Head Injuries – Second Reading

8:15 HB Highlights

8:20 Report out by the process observer

8:30 Motion to Adjourn

To: Andy Corey, Superintendent
From: Tim Girzone, Principal HBMS
Re: Principal's Report
Date: April 14, 2021

Information Only

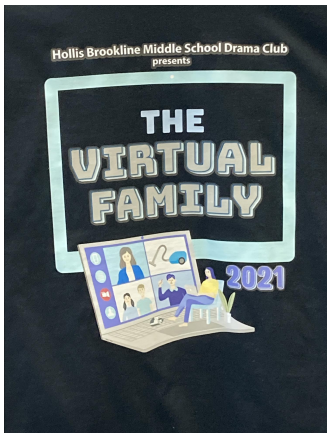
Band Ensemble: On Wednesday, 3/31 our 8th Grade Band students came together in a single ensemble for the first time in over a year. This was done observing all current Covid guidelines from the DHHS regarding social distancing and the use of PPE (specific to band instruments). The kids truly sounded great and was a positive experience for all involved.



it



Tech Ed. Egg Car Projects: Mr. Scaramellino's 8th Grade Tech Ed. students (and some staff members) have been working hard on their design and build 'CO2 egg car' projects. The goal of this STEM project is to build a safe car that can withstand the impact of a high speed collision without cracking the egg. Cars are on display in our front hallway showcase.



Drama Club Virtual Production: The 2021 Hollis Brookline Middle School Drama Club will be presenting the play "The Virtual Family" on Video on Demand starting Friday, May 7th (7:00pm) and ending Friday, May 21st (11:00pm). Tickets may be purchased through our website.

About the Show: Meet the Virtuals — Dad, Mom, Son, Daughter, Grandma, plus a cat named Kitten and a kitten named Cat. Part Griswalds, part Jetsons, they're just an ordinary family living in extraordinary times. A slew of technological advances, electronic home assistants, and computerized appliances, including Bob-B the vacuum and FAB, the Fitness Assistant Bot, are meant to make life easier

and bring the Virtuals together, but somehow they wind up more disconnected than before! Maybe technological advances aren't all they're cracked up to be? Kudos to Mrs. Spencer for her creativity in making the drama club a possibility this year!!

DAR Essay Contest:

After winning the local chapter of the Daughters of the American Revolution Essay Contest, HBMS 8th Grader, Ava Imbrogno's essay was entered into the NH State Competition where Ava's essay won FIRST PLACE! Congratulations Ava; HBMS is very proud of your accomplishments.

Important Dates:

4/9 End of Quarter 3

4/15 6th Grade Parent Information Night (zoom)

4/19-4/22 Grade 8 NHSAS Testing

4/21-4/22 HBMS administration/guidance counselor visit to CSDA & HUES

5/4 First day of MS Spring Sports (tentative)

5/10-5/12 Grade 7 NHSAS Testing

Respectfully Submitted,

Tim Girzone

Principal, Hollis Brookline Middle School

To: Andrew Corey, Superintendent
From: Rick Barnes, Principal
RE: April Board Report

Informational

Update Page to Program of Studies: (Attached) When the POS was passed, references to the top ten were removed and it was decided that it would be replaced once a decision had been made regarding class rank. Since that decision has been made, the POS has been updated to outline the Latin Honors System approved by the board. Procedural language taken from the previous version of the class rank policy was added outlining enrollment status requirements, and how transfer credits are factored into GPA.

Administrative Restructuring Update: The current structure of an Assistant Principal of Student Services supervising Special Education, School Counseling, and the Health Office is nearing the end of its third year. A great deal of progress has been made during this time. That progress includes increased visibility in the building and HB community as well as increased collaboration between regular instruction, special education, and school counseling.

Significant progress has been made under the following:

- College and Career Planning
- Mental Health Awareness
- Increased Outreach to Students

I look forward to expanding on these broad categories with specific highlights and evidence in our April meeting. While we are pleased with the progress made during challenging circumstances, both departments know this is only the beginning and are excited to tackle future identified areas for growth.

Physics Day: Due to the limitations imposed by COVID, Mr. Perry and Mr. Wilcox are in the process of planning a Physics Day at the end of May. The day will be an opportunity for students to showcase their passion and knowledge for what is a popular course.

Performing Arts Day: The Guitar Night Club is partnering with The Performing Arts Department for a day of student music and collaboration during the regular school day. This event is also tentatively scheduled for the end of May beginning of June.

Policy

Community Use of School Facilities Form and Fee Schedule Review: (Attached) Please see the latest version of the form that is attached.

Respectfully Submitted,

Rick Barnes

Principal

AP Biology AP	AP Physics I AP	Honors Anatomy &	Honors Literature
Calculus AP	Physics II AP	Physiology	Honors Physics
Chemistry	Psychology AP	Honors Chemistry	Honors Pre-Calculus
AP Computer Science	Spanish	Honors Choir	Honors Senior Quest
AP English Language	AP Statistics	Honors French IV	Honors Spanish IV
AP English Lit. & Comp.	AP Studio Art	Honors Jazz Band	Honors U.S. Literature
AP Environmental Science	AP World History		
AP French	AP U.S. Gov. & Politics		
	AP U.S. History		

HBHS Grade Scale

GPA Point Value

Letter Grade	Weighted	Regular	Range
A+	5.00	4.33	97 - 100
A	4.67	4.00	93 - 96
A-	4.33	3.67	90 - 92
B+	4.00	3.33	87 - 89
B	3.67	3.00	83 - 86
B-	3.33	2.67	80 - 82
C+	3.00	2.33	77 - 79
C	2.67	2.00	73 - 76
C-	2.33	1.67	70 - 72
D+	2.00	1.33	67 - 69
D	1.67	1.00	63 - 66
D-	1.33	0.67	60 - 62
F	0.00	0.00	Below 60

Grade Point Average

A student's Grade Point Average (GPA) is determined at the end of each year. HBHS utilizes a partially-weighted system to calculate GPA. The highest possible GPA in freshman year is 4.33. Inclusion of weighted courses in sophomore through senior year raises the GPA scale to 5.00. Thus, the highest cumulative GPA at the end of sophomore year is 4.43; junior year is 4.62, and 4.71 at the end of senior year. This GPA calculation is based on a student enrolled in six weighted courses per year. However, due to scheduling constraints, some students may not be able to enroll in all weighted courses he/she requested during the course selection process. GPAs are recorded on the transcript both by year and cumulatively, and will be noted on the final report card of the year.

Note: *Dropping a class after the add/drop period will be reflected on a student's official transcript. If a student withdraws from a class after add/drop, a grade of WP or WF will be awarded based on the grade at the time of withdrawal and will not be factored into the calculation of GPA. If a student withdraws from a class at the quarter, the quarter grade will be entered and a WP or WF will be entered for the final grade. Any quarter grade of WP or WF prohibits students from being eligible for the quarter honor roll in which the withdrawal grade is awarded.*

Latin Honors

At the end of their senior year, students may be eligible for special recognition at graduation as designated by the following GPA cutoffs:

Summa Cum Laude- 4.2 and above

Magna Cum Laude- 4.0 and above

Cum Laude- 3.8 and above

Latin Honors will be also be designated on the final transcript

To be eligible for Latin Honors, students must be considered full time (enrolled yearly in a minimum of 4.5 and a maximum of 7 credit bearing courses per year that count toward GPA). All courses taken at Hollis Brookline High School will be used when calculating a student's GPA. A student may not earn more than 7 credits per academic year that count toward grade point average. Credits awarded from Hollis Brookline High School are factored into a student's GPA first. Any subsequent credits earned through approved alternate courses will be factored in to the GPA after all HBHS credits.

Transfer students grades will be rolled into the Hollis Brookline High School transcript. Grades for transfer students will be recalculated to receive the same numerical weight as courses taken at HBHS. With the exception of transfer AP classes, which will be weighted, all other transfer classes can receive only the weight assigned to the same or similar class at HBHS. Therefore, classes will be recalculated (not renamed) to reflect weight and credit consistent with what students at Hollis Brookline can achieve.

Academic Progress

Academic Progress is available to all students and parents at all times through the PowerSchool Parent Portal. General guidelines regarding the gradebook are as follows: teachers post grades generally within 10 days from a due date and will indicate, in the PowerSchool gradebook, a missed assignment within 3 days of the original due date. These reports inform students and parents about the progress or lack of progress that has taken place. In many instances, unsatisfactory and failing grades should be followed by a student-parent-teacher conference. Parents may also want to discuss any difficulties that their son/daughter might be experiencing with their child's counselor.

All seniors are notified in writing of their graduation requirements at the start of senior year and after mid-term exams. At the end of third quarter an additional letter will be sent for those students in danger of failing a graduation requirement. These notices are intended to keep students and parents informed of graduation progress and any deficiencies that may impede graduation.

CAVBlock

CAVBlock is held three times per week for students to confer with teachers, collaborate with peers, and complete assignments. During this 45-minute period, students in grades 9-11 are required to assign themselves, using Adaptive Scheduler, to up to two CAVBlock sections each day, and seniors have the option of signing up for time with teachers or in specific locations. In addition to academic support, students may also sign up to attend enrichment activities, to access the library, or to attend school assemblies, School Counseling Department programs, and other scheduled school programs.

Honor Roll

The scholastic Honor Roll is prepared and published at the end of each marking period to recognize outstanding academic achievement. Students must be carrying a minimum of six classes at Hollis Brookline High School to be eligible for honor roll designation. Students who drop a class and receive a grade of **WP** or **WF** as a quarter grade will be ineligible for honor roll for that term.

There are two honor roll classifications:

High Honors: Students who have received a grade of A- or higher in all subjects

Honors: Students who have received a grade of B- or higher in all subjects

HOLLIS BROOKLINE COOPERTIVE SCHOOL DISTRICT

SAU #41

4 Lund Lane

Hollis, NH 03049

First priority for all facility, grounds, and field use will be given to all Hollis Brookline Cooperative School District official clubs, organizations, teams and functions, SAU District #41 official clubs, organizations, teams, and function have second priority, Hollis and/or Brookline town youth recreation leagues have third priority, and Hollis and/or Brookline town adult leagues shall have fourth priority, Fifth priority will go to teams or organizations with a substantial number of Hollis and/or Brookline members, All groups requesting use of the facilities, grounds, or fields must submit a completed application to the office of the building principal and/or athletic director, The Administration and Athletic Director shall strictly enforce the Facilities, Grounds and Fields Use Policy and may cancel any permit for use if the policy is violated,

The building principal or their designee reserves the right to cancel or reschedule events at any time.

FEE CATEGORIES:

Category Description (The Principal shall make the final determination of category placement) of Groups A -E for Fee setting purposes and shall determine the cost for use of the facility,

- A. Hollis/Brookline Cooperative School District official teams, clubs and organizations, SAU #41 School-affiliated organizations (Booster Club, PTSA, etc.) and departments/branches of the municipal government in the Towns of Hollis and Brookline,
- B. Non-school Youth Organizations serving the youth of Hollis and Brookline with 50% or more youth from Hollis and Brookline, Hollis and Brookline Community groups,
such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when no admission is charged, no enrollment fee for participants is charged, and/or other profit-making activity engaged in.
- C. Non-school Youth Organizations, Hollis and Brookline Community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when admission is charged, an enrollment fee for participation is charged, and/or other profit-making activity is engaged in.
- D. Private promoters receiving a percentage of the profit and sponsored by groups identified in Categories A and B.
- E. Private promoters for their own exclusive profit

FEE SCHEDULE FOR HOLLIS BROOKLINE HIGH SCHOOL

All Fees Charged in 3 Hour Increments

Facility	C	D	**E
Auditorium	300	600	1200
Gymnasium	300	600	1200
Mini Gym	300	600	1200
Cafeteria	100	200	400
Kitchen	100	200	400
Library	100	200	400
Classroom	50	100	200
Boys Locker Room	150	150	150
Girls Locker Room	150	150	150

~~*When not rented in conjunction with the Gym or Auditorium~~

~~**May be negotiated at a higher rate at the discretion of the building administration~~

FEE SCHEDULE FOR HOLLIS BROOKLINE MIDDLE SCHOOL:

All Fees Charged in 3 Hour Increments

Facility	C	D	E
Gymnasium	150	300	1200
Cafeteria	100	200	400
Kitchen	100	200	400
Multi-Purpose Room	100	200	600
Library	100	200	400
Classroom	50	100	200
Boys Locker Room*	150	150	150
Girls Locker Room*	150	150	150

~~*When rented separately not in conjunction with the Gym~~

FEE SCHEDULE for HOLLIS/BROOKLINE COOP SCHOOL DISTRICT GROUNDS & FIELDS

All Fees Charged in 3 Hour Increments.

Fields	C	*D	*E
HS Baseball Field	300	600	1200
HS Softball Field	300	600	1200
HS Practice Field	300	600	1200
HS Track	NA	600	1200
HS Turf Field	300	600	1200
MS Baseball Field	300	600	1200
MS Soccer Field	300	600	1200
Camp/Summer Programs	300	600	1200

Additional fees include but are not limited to:

Staffing fees include but are not limited to, Kitchen Staff, Custodial Staff, and/or Technical crew \$30 per hour per staff member (3 hr. minimum)

Musical Equipment: \$50 per event (must be approved by building principal)

Police Charge: Rate Charged by Police (building principal may require police coverage)

Additional Fees may be applied at the discretion of the building principal or their designee

An Additional Charge of \$50 per hour will be assessed for the use of lights when available. External Groups May Not Use Portable Lights

REGULATIONS GOVERNING FEES:

All fees are charges in 3 hour increments.

~~1. Category A & B - On School Days - No Charge~~

1. Category A & B - ~~Non School Days~~ - Utility, Personnel, and Equipment Charges as deemed applicable by building principal.
2. Open Gym Program - This program is intended for informal athletic activities for youth in grades 7-12 under appropriate adult supervision. It is not intended for organized team play or league activities. Groups wishing to hold Open Gym must have prior approval of the Athletic Director and the Administration.
3. Category C, D, & E fees are outlined in the following fee schedules.
4. A 50% Booking Fee may be required for all Category C, D, and E Events to guarantee reservation. If canceled prior to 60 days before the event all monies will be refunded. If canceled 60-30 days prior to event 50% of deposit will be retained. Cancellation 30 days or less prior to event will result in loss of deposit.
5. Category D & E fees must be paid in full five days in advance of the event.
6. Category D & E - When there are two events held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
7. The number of personnel and related fees to be assigned to each event are determined by the principal.
8. Cafeteria Use requires a Food Service Personnel be hired.
9. Custodians and other required personnel may be hired above and beyond the regular custodial staff for banquets and other functions as deemed necessary by the Building Principal.

REGULATIONS GOVERNING USE OF FACILITIES:

1. No one may use the facilities, grounds or fields until all forms have been completed, approved, and a permit has been issued. The user must have the permit in his/her possession when using the facilities, grounds, or fields.
2. The user shall provide any necessary police and fire protection as per town ordinances, or as required by the building principal.
3. Only such facilities, grounds, or fields and times as have been recorded on the application shall be made available to the user.
4. The Cafeteria, Gymnasium, Auditorium, or other school room shall not be made available on school days to the user for any preparation before 4:30PM without the consent of the building principal.
5. Arrangements must be made in advance with the office of the building principal if preparations are to be made earlier than the day of the event.
6. Anyone considering the possibility of renting the cafeteria, gymnasium, auditorium, or other room and who wished to enter the building to take measurements or survey other arrangements, shall obtain permission from the building principal.
7. Decorations must be of fireproof nature as required by law. No decorations shall be attached to the walls, ceiling or stage draperies in any manner whatsoever, except by special permission of the building principal. If tape is used on the stage, it must be gaff, glow, or painter's tape, and must be removed at the end of the performance. Do not use duct or masking tape, which will harm the surface of the stage floor.
8. NO TOBACCO, VAPING, ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING) At any time. Any consumption of alcoholic beverages or other substances outlined above, by a member of the organization, audience, team, or fan shall forfeit the right of that organization or team to use school property for at least the remainder of the season.
9. There shall be no refreshments sold or consumed on the premises except in the areas designated by the building principal or athletic director.
10. In the Auditorium, there shall be no changes in lighting, sound or stage equipment arrangements,

unless permission has been granted by the Technical Crew Director. The Technical Crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment. There shall be no movement of existing props used for HBHS ongoing productions. Props are clearly marked accordingly and must remain in their designated location at all times.

11. During a school day, facilities may not be used until 4:30 PM. People or organizations renting the facilities shall clear them of their equipment by 7:15AM the following day if the day following is a school day or by noon if the day following is not a school day. Exceptions may be granted by the building principal.
12. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application and stated on the permit. In the event that property loss or damage is incurred during such use or occupancy of district facilities, grounds, or fields, the amount of damage shall be decided by the Superintendent of Schools or his or her designee and a bill for damages will be presented to the group using or occupying the facilities, grounds, or fields during the time loss or damage was sustained. Additional custodial charges may be incurred if a custodian is assigned to supervise associated cleaning and repairs the following day.
13. All non-school organizations granted a permit to use Hollis Brookline Cooperative School District facilities, grounds, or fields shall do so at their own risk. Coaches, directors, or event managers shall be responsible for the conduct of all members, teams, and fans that attend their scheduled event and shall actively and continually enforce good conduct and all school rules on all school property.
14. Event Managers, Directors, or Coaches of the permitted user shall remit to the main office or athletic director any serious injury occurring on school property by the following school day or earlier if possible.
15. Permit holders shall assure that all trash, refuse, and team gear is picked up at the conclusion of any event, placed in trash receptacles, or removed from the property.
16. Fields shall not be used during inclement weather where there might be danger to any person, or there might be damage caused to school property or field playing surface.
17. The building principal, athletic director, in conjunction with the building and grounds supervisor, may withhold use of any facility, grounds, or field for purposes of conducting maintenance, repair, or refurbishing activity at any time. The athletic director shall particularly take appropriate measures to ensure the quality of game fields and shall report any known field issue to the building and grounds supervisor.
18. District cafeteria help are only on duty to supervise the kitchen.
19. Category B C, D & E users must submit a CERTIFICATE OF INSURANCE LIABILITY. Category A& B must submit a similar document upon specific request of the building principal.
20. All applicants for use of the Hollis Brookline High School facilities shall hold the Hollis Brookline Cooperative School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of these facilities

HOLLIS BROOKLINE HIGH SCHOOL
APPLICATION FOR FACILITY USE
24 CAVALIER COURT HOLLIS, NH 03049
TELEPHONE: 603-465-2269 FAX: 603-465-2485

Please complete and submit this form to the Hollis Brookline High School. Upon approval of the request, the school will send you a Facilities Use Permit.

The building principal or their designee reserves the right to cancel or reschedule events at any time.

Request Use of the Following Facilities (check all that apply):

☐ Auditorium
☐ Green Room/Rehearsal Room
☐ Gymnasium
☐ Mini Gym
☐ Weight Room
☐ Cafeteria
☐ Kitchen
☐ Library
☐ Classroom (specify) _____
☐ Other(specify) _____

Full Name of Organization _____

Address: _____

Contact Person: _____

Billing Address: _____

Activity to be Held (Please describe in detail) _____

Date(s) Requested (for events): _____

Rehearsal Dates Requested: _____

Time(s) of Event(s) (include set-up and break down): _____

Doors will open: _____

Participation Fee charged (Please specify): _____

Specifications and capacities allowed for the Cafeteria, Gymnasium, Auditorium and Stage are as follows:

High School Gym: Bleacher seating capacity-470 seats and 326 seats, Room size- 99' x 112', Room capacity -1485 persons.

High School Mini Gym: No Bleachers Room Capacity 300- Regulation Court

Middle School Gym: 550

High School Cafeteria Capacity - 200.

Middle School Cafeteria Capacity- 140

Auditorium: Seating capacity - 500 persons, Theater systems -Strand stage lighting system, monitor/paging system, intercom, wireless microphones, effects playback system, sound system, hearing assist system, air conditioned.

Stage: Rigging- regular stage, Proscenium opening- 38' wide x 18' high, stage depth- 26', Wings -18' x 26', At-grade stage loading area, Lighting catwalks.

Choral Room (dressing, green room): 41' x 42' with monitor/paging system, intercom systems, room capacity84 persons.

All spaces are handicap accessible.

Additional Information Required:

Technical Requirements (Check all that are needed)

____ Stage lighting

____ Sound

____ Upright Piano

____ Steinway Baby GrandPiano

____ Orchestra Pit

____ Audio Visual Requirements (specify)_____

____ Other (specify)_____

We expect _____ # persons. **We will need** _____ # chairs. **We will need** _____ # tables.

Will food/drinkbe served? YES NO If yes, please describe extent (snacks/meal, etc.):_____

****PLEASE NOTE: NO food or drink is allowed in the Auditorium. ****

____ We will charge admission.

____ We will not charge admission.

Tickets may not be sold or admission granted in excess of the approved capacity of the facility as recorded on the attached fee schedule.

INSURANCE: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, its school board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

____ The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District as an Additional Insured will be provided before any use of the facility.

Person Responsible during the event(s)_____

Telephone Number of above:_____

Only those facilities or equipment specifically designated in this application may be used.

Please be aware of the following rules and regulations for use of any Hollis Brookline High School Facility.

- NO TOBACCO, VAPING, ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING).
- RENTERS ARE RESPONSIBLE FOR ALL CLEAN UP COSTS.

On behalf of the above organization, I hereby certify that I have read and understand the REGULATIONS AND

FEE SCHEDULE GOVERNING RENTAL AND USE OF

SCHOOL FACILITIES in the Hollis Brookline High School. I agree to provide adequate adult supervision at all times during the use of the facilities and will assume responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed_____Date_____

Address_____Telephone_____

HOLLIS BROOKLINE HIGH SCHOOL FACILITY USE PERMIT

This form will be filled out by the Hollis Brookline High School and returned to you in duplicate as a Facility Use Permit. Please sign one and return with deposit if applicable (see below). You must have this permit with you when using our facilities.

For Office Use Only: Category: A B C D E Application for Use of
School Facilities described above is:
☐ Approved ☐ Disapproved

FEEs:

Rental: \$_____

Custodial: \$

Kitchen: \$

Technical Crew: \$

Piano: \$

Utilities: \$

Other: \$

Damage/Repair Charges: \$

TOTAL ESTIMATE OF CHARGES: \$

Insurance Certificate Required:_____

Proof of Insurance Presented:

Principal Signature: _____ Date: _____

Comments:

Please sign and return with any deposit required to ~~insure~~ensure your dates are secured for your use. Make checks payable to **HOLLIS BROOKLINE HIGH SCHOOL**.

Signature of Applicant: _____ Date: _____

Please retain a copy of the permit for you records and return to Hollis Brookline High School, 24 Cavalier Court, Hollis, NH 03049.

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

HBHS Athletics Update: Spring is here, and all of our spring teams are finally back on the fields and courts! Schedules are set and teams have been practicing for about 2 weeks now. The Athletic Department is looking forward to continued success as we roll from the fall and winter seasons right into the spring. Boys Lacrosse will be kicking things off with the first game under the lights at HBHS on Tuesday, April 13th, with the Girls Lacrosse team to follow on Wednesday, March 14th. Baseball, Softball, Tennis, Volleyball, and Track all open up their regular seasons during the week of April 12th as well. Unified Track begins practicing on Monday, March 12th as well.

HBMS Athletic Update: With the success of the Fall and Winter MS athletics programs, HBMS is planning to offer a Spring intramural season in the following sports: Boys and Girls Lacrosse, Track, Softball, and Baseball. Registrations are now open on FamilyID, with the final touches being placed on plans for the start of the spring season at HBMS during the week of May 3rd, and finishing up the first week of June. We are happy to have the athletes outdoors participating once again in Spring Athletics!

Recent Coaching Hires:

HBHS Boys Outdoor Track Asst. Coach - Justin Ballou

District Coaching Openings: The HB Athletic Department is currently looking for qualified candidates to fill the following coaching vacancies for the 2020-2021 school year.

HBHS

Boys Lacrosse JV Coach

Girls Tennis Asst. Coach

Boys Tennis Asst. Coach

Softball JV Coach

HBMS

Boys Lacrosse Coach

Respectfully Submitted,



Brian Bumpus
District Athletic Coordinator

Hollis Brookline Cooperative School District
FY21
as of 4/6/2021

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 6,277,583	\$ 3,733,732	\$ 2,473,540	\$ 70,310
Special Education	\$ 3,625,493	\$ 2,217,827	\$ 1,246,595	\$ 161,070
Vocational Program	\$ 30,000	\$ 826	\$ 45,835	\$ (16,661)
Co-curricular Program	\$ 866,805	\$ 419,434	\$ 288,652	\$ 158,719
Student Support Services	\$ 1,453,567	\$ 858,749	\$ 504,485	\$ 90,334
Instructional Staff Support	\$ 791,056	\$ 435,659	\$ 258,940	\$ 96,457
*School Board/SAU Assessment	\$ 1,076,555	\$ 735,060	\$ 256,372	\$ 85,123
School Administration	\$ 1,096,640	\$ 803,795	\$ 279,529	\$ 13,316
Facilities	\$ 1,551,511	\$ 1,032,981	\$ 541,942	\$ (23,412)
Transportation	\$ 1,198,236	\$ 529,603	\$ 446,274	\$ 222,359
Benefits	\$ 5,152,792	\$ 3,190,798	\$ 1,849,474	\$ 112,520
Debt Service	\$ 810,228	\$ 796,568	\$ -	\$ 13,660
Transfers	\$ 952,000	\$ 265,390	\$ 660,000	\$ 26,610
TOTAL FY21	\$ 24,882,466	\$ 15,020,423	\$ 8,851,638	\$ 1,010,405
Plus FY20 Expense Carryover	\$ 226,253	\$ 39,041	\$ 54,917	\$ 132,295
TOTAL FY20 + FY21 Expense	\$ 25,108,719	\$ 15,059,464	\$ 8,906,555	\$ 1,142,700

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 16,027,029	\$ 13,900,000	\$ 2,127,029	\$ -
Adequacy Aid Grant/Tax	\$ 5,988,348	\$ 3,941,647	\$ 2,046,701	\$ -
Impact Fees	\$ 20,000	\$ -	\$ 20,000	\$ -
State				
Special Education Aid	\$ 371,639	\$ 476,185		\$ 104,546
Building Aid	\$ 199,362	\$ 199,362	\$ -	\$ -
Food Service	\$ 3,000	\$ 4,281		\$ 1,281
Vocational Aid	\$ 5,000	\$ 2,818	\$ 2,182	\$ -
Federal				
Grants	\$ 260,000	\$ 129,622	\$ 130,378	\$ -
Food Service	\$ 38,000	\$ 139,842	\$ 40,000	\$ 141,842
Medicaid		\$ 15,000		\$ 15,000
Local				
Tuition	\$ 24,000	\$ 25,086		\$ 1,086
Food Service Sales	\$ 359,000	\$ 17,098	\$ 5,000	\$ (336,902)
Other	\$ 70,000	\$ 93,189	\$ 4,000	\$ 27,189
Plus FY20 Expense Carryover	226,253		\$ 226,253	\$ -
Contingency & Trusts	\$ 392,000		\$ 392,000	\$ -
Unreserved Fund Balance	\$ 1,314,088		\$ 1,314,088	\$ -
Less Retained Fund Balance	\$ (189,000)		\$ (189,000)	\$ -
TOTAL REVENUE	\$ 25,108,719	\$ 18,944,130	\$ 6,118,631	\$ (45,958)

Total Expense Balance	\$1,142,700
Total Revenue Balance	(\$45,958)
Unreserved Fund Balance	\$1,096,742

Anticipated Reductions to Unreserved Fund Balance

Funded in this order:

Estimated Needs for FY21	
Athletic Trust	\$ 50,000
Maint. Trust	\$ 115,000
Spec Ed Trust	\$ -
Contingency	\$ 100,000
Retained Fund Balance	\$ 180,760
Total Reductions	\$ 445,760

Projected Fund Balance

\$650,982

Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 70,310	Hiring savings and Covid-19 caused salary adjustments
1200	Special Education	\$ 161,070	Savings in tuition and out-of-district services
1300	Vocational Program	\$ (16,661)	Higher # of students attending Voc Ed
1400	Co-curricular Program	\$ 158,719	Covid-19 caused savings in athletics and extra-curricular activities
2100	Student Support Services	\$ 90,334	Savings in contracted services (speech and OT)
2200	Instructional Staff Support	\$ 96,457	Savings in teacher duties, salaries, IT repairs & equipment
* 2300	*School Board/SAU Assessment	\$ 85,123	\$100,000 contingency fund; legal fees higher than expected
2400	School Administration	\$ 13,316	Savings in consulting services
2600	Facilities	\$ (23,412)	Primarily Covid-19 supplies after December
2700	Transportation	\$ 222,359	Special Ed transportation savings
2900	Benefits	\$ 112,520	Savings in insurance, taxes, and retirement due to hiring savings
5100	Debt Service	\$ 13,660	Re-financing Turf bond
5200	Transfers	\$ 26,610	Transferred fewer athletic fee dollars than anticipated

General explanation of what is included in each account category

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus and transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line to make total expenses match total revenue, and match the budget.

KF

COMMUNITY USE OF SCHOOL FACILITIES

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or his/her/their designee not less than two weeks prior to the time school facilities are needed. Approvals will be issued to an adult only.

Formatted: Font color: Red

Approval may be denied at the discretion of the principal due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines.

Facility Use Permits will be issued on a first come, first serve basis. ~~Facilities will be reserved only for the time available within the coming semester.~~ When requests are made concurrently, preference will be given first to school sponsored groups, second to Hollis and Brookline community groups and then to other organizations.

When schools have been closed because of inclement weather, the facilities will be closed for all use. Exceptions may be granted on a case by case basis by the Superintendent or his/her/their designee. The schools do not assume the responsibility of contacting groups when such closures occur.

Organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent or his/her/their designee and approved by the Board. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

~~No school building or facility shall be used for any purpose which could result in picketing, protesting, rioting, disturbing the peace or damage to property or for any purpose prohibited by law. It is the express intent of the District not to create a public forum.~~

The superintendent or his/her/their designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The principal or their designee reserves the right to cancel or reschedule events at any time, for any reason. In the event that the District has to cancel an event, all fees will be repaid as circumstances dictate. The Board must approve any special requests or exceptions to this policy and/or regulations.

Adopted: August 19, 2009

Amended: May 15, 2013

1st Reading of Amendment: November 13, 2019

2nd Reading of Amendment: January 22, 2020

Formatted: Superscript

3rd Reading of Amendment: March 17, 2021

Formatted: Superscript

4th Reading of Amendment: April 14, 2021

Formatted: Superscript

JLCJ - CONCUSSIONS AND HEAD INJURIES

Category: Priority/Required by Law

Related Policies: EBBB

The Hollis Brookline Cooperative School District is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The Board is aware that head injuries, including concussions, can happen to any student, not just an athlete, and that the risk of catastrophic injuries or death is significant when a concussion or other head injury is not properly evaluated and managed.

Section I of this policy applies to all students of the District who experience or are suspected to have experienced a concussion or other traumatic brain injury, whether in school or out, while Section II pertains to student-athletes, and other students participating in school sports or other district athletic activities.

I. Provisions relating to all Students Who have Experienced a Concussion or Traumatic Brain Injury.

A. Definitions: For purposes of this policy, the terms below will have the ascribed meanings.

"Head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

"Health care provider" means a person who is licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment (physician, advanced registered nurse practitioner, or licensed physician's assistant).

"Student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 7 through 12.

"Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 7 through 12 or competitive athletic programs between schools for students in grades 7 through 12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

B. Duty to Report. All District employees shall report any accident or incident which involves a student head injury. The report should be filed in the same manner provided under Board policy EBBB as for that of any accident requiring first aid. Additionally, Teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks that the teacher believes may be related to concussion. The school nurse will notify the student's parents or guardians.

(New proposed policy)

C. Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, teacher(s) and other appropriate district staff to include the athletic trainer, to establish a graduated learning reentry plan in accordance with the written instructions from the medical provider. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;
- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.

Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

D. Concussion Awareness and Education. To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

II. Provisions relating to Students Participating in Sports and Athletic Programs.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

A. Compliance with NHIAA Procedures and Protocols. All coaches, officials or licensed athletic trainers will comply with NHIAA recommended procedures for the management of head injuries and concussions.

B. Immediate Removal from Play and other NHIAA Protocols. Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice (including tryouts or trainings) or during a competition shall immediately remove the student-athlete from all physical activity. Such incidents must be reported on a district accident form and turned into athletic director within 24 hours of injury.

(New proposed policy)

C. "Return to Participation". A student-athlete who has been removed from play due to head injury with suspected concussion shall not return to play on the same day, nor until (1) the student is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider stating the student-athlete is symptom free and may return to play, and (2) the student-athlete's parent/guardian provides written permission for the student-athlete to return to play. If the health care provider determines a student athlete suffered a concussion, a return to learning plan must also be established consistent with paragraph I.C of this policy prior to the athlete returning to participation. Successful completion of the graduated return to play procedures under the direction of the athletic trainer is required before full return to play is permitted.

The District shall limit a student-athlete's participation as determined by the student's treating health care provider, unless, based upon the judgement of the licensed athletic trainer greater limitations are appropriate.

If symptoms of a concussion recur, or if concussion signs and/or behaviors are observed at any time during the return-to-activity program, the coach must immediately remove the student-athlete from play and refer them to the athletic trainer. Depending on previous instructions, the athlete may need to be re-evaluated by the health-care provider, or may have to return to the previous step of the return-to-activity program as determined by the athletic trainer.

D. Parent Information Sheet. On a yearly basis, the Athletic Director shall assure that a concussion and head injury information sheet is distributed to each student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice (including try-out) or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

E. Coach Training. All coaches, including volunteer coaches, will complete training in head injury and concussion management as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. The Athletic Director is responsible for assuring compliance with this provision.

F. Annual Review of NHIAA Concussion Protocols by Athletic Director. No less than annually, the Athletic Director or their designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA. The Athletic Director shall take steps to implement the then current procedures and protocols as soon as possible.

District Policy History:

First Reading: September 2012

Approved: September 2012

(New proposed policy)

Reviewed on July 17, 2013 with consideration for RSA [200](#):50 and House Bill 180-2013; no changes were needed.

First Reading: March 17, 2021 (as amended)

Second Reading: April 14, 2021

Legal References:

RSA 200:49, Head Injury Policies for Student Sports

RSA 200:50, Removal of Student-Athlete

RSA 205:51, School Districts; Limitation of Liability

RSA 200:52, Definitions

RSA 200:63, Head Injuries; Return to Learning and Plan