

Hollis Brookline Cooperative School Board Meeting

Wednesday, March 17, 2021

Hollis Brookline Middle School Library

6:00 PM

All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appoint a Process Observer
Adjustments
Nomination/Resignations/Correspondence
- 6:10 Public Input
- 6:15 Principal and Athletic Reports
- 6:30 Discussion
- Certification of the Articles of Agreement
 - HBMS Principal Search Committee Update
 - Policy Committee Update & Database Review
 - Finalize the Articles of Agreement potential Warrant language and determine the date of a special meeting
- 7:10 Deliberations
- To see what action the Board will take regarding accepting the current Articles of Agreement as certified by the Clerk
 - To see what action the Board will take regarding the 2021-2022 School Calendar
 - To see what action the Board will take regarding policy KF: Community Use of School facilities—3rd reading and adoption
 - To see what action the Board will take regarding the Community Use of School Facilities Form & Fee Schedule
 - To see what action the Board will take regarding policy JLCJ: Concussions and Head Injuries—1st Reading
- 7:50 Non-Public under RSA 91-A:3 II (a) compensation and/or (c) reputation
- 8:00 Motion to Adjourn

To: Andy Corey, Superintendent
From: Tim Girzone, Principal HBMS
Re: Principal's Report
Date: March 17, 2021

Information Only

Math Counts:

8th Grade student Lloyd Feng placed 10th at the MathCounts Chapter Qualifier and competed at the Chapter Invitational held on February 25th. Lloyd placed 8th at the Chapter invitational, which puts him in the qualifying bracket, and will now be participating in the NH State Meet on March 25th. Congrats and good luck Lloyd!

NHSAS:

HBMS will once again be administering the mandatory annual Gr. 7 Math, English and Writing NHSAS assessments as well as the Gr. 8 Math, English, Writing and Science NHSAS assessments to all students. Both In-Person and Remote Learning students will be expected to take part in these computer based assessments here at HBMS in-person on their assigned testing dates this Spring.

Read Across America

HBMS is once again taking part in the nationwide celebration of reading in the Read Across America initiative. Our library media specialist has teamed up with our English and Reading teachers to offer HBMS readers the opportunity to take part in a fun school-wide reading competition.

6th and 7th Grade Course Registration

Course registration for the '21-'22 school year as well as the 6th Grade transition to Middle School activities will begin in the coming weeks. Parents will be sent directions on how to register their child for next year's classes and HBMS administration will be hosting an evening presentation via Zoom for parents of current 6th Graders. HBMS administrators and school counselors will also be visiting with current 6th Grade students at both CSDA and HUES to help prepare them for their upcoming transition to HBMS.

Important Dates:

4/9 End of Quarter 3
5/4 First day of MS Spring Sports (tentative)

Respectfully Submitted,

Tim Girzone
Principal, Hollis Brookline Middle School

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

New Hampshire Music Awards All State Festival: We are proud to announce that HBHS had a number of musicians selected for this incredible honor. In the current climate, these rigorous auditions were even more challenging than usual, as the scoring structures, shrinking ensemble sizes, and technological adaptations complicated the audition process. All 20+ of our auditioning students did an excellent job preparing their arias, score selections, chorales, sight singing skills, and interviews for these auditions.

Sonja Colford, '23- Violin
Emma Harley, '22, Soprano Voice
Bella Hu, '24 - Violin
Hannah LaPointe, '21 - Flute
Claudia Pack, '22 - Cello
Justin Surette, '21 - Trumpet

Congratulations to the following students for earning **Jazz All State Honors** in this rigorous and demanding climate:

Justin Surette '21 Trumpet
Miles Montgomery '22 Percussion
Jack Duval '21 Guitar

New Hampshire NCWIT Award for Aspirations in Computing: Hollis Brookline High School Students **Ashlesha Bhojane '22** and **Alexandra Hill '22** have received the New Hampshire NCWIT Award for Aspirations in Computing (AiC).

Award recipients were selected from more than 4,200 applicants from all 50 U.S. states, Washington, D.C., Guam, Puerto Rico, the U.S. Virgin Islands, U.S. overseas military bases, and Canada for their outstanding aptitude and aspirations in technology and computing as demonstrated by their computing experience, computing-related activities, leadership experience, tenacity in the face of barriers to access, and plans for post-secondary education.

Encouraging young women's interest in technology careers is critical: our workforce needs their creativity and unique perspectives to produce technology that is as broad and innovative as the population it serves," said NCWIT CEO and Co-founder Lucy Sanders.

We are proud that two of our own students received this prestigious award. Hollis Brookline High School continues to offer computing as part of its curriculum, recognizing its value to students' future success.

NCWIT is a non-profit community that convenes, equips, and unites change leader organizations to increase the influential and meaningful participation of girls and women — at the intersections of race/ethnicity, class, age, gender identity, sexual orientation, disability status, and other historically marginalized identities — in the field of computing, particularly in terms of innovation and development. Find out more at www.ncwit.org.

School Day SAT: We are looking administer the exam in person on March 24 & 25 in a digital format per the requirements set forth by the NH Department of Education. We are also reviewing a plan to administer the exam all at once on either March 24 or March 25. Final details will be shared with families soon.

AP Exams: The window for the exam will be May 3 through May 17. The test format will be paper and pencil and all exams will be administered in person at the high school. More detailed information will be forthcoming.

Prom: The date is set for Friday, May 21 Beaver Brook. Plans are currently underway on how we can make the evening safe and fun.

Graduation: The Graduation Committee had its initial meeting and is reviewing the benefits and drawbacks of holding a Friday evening (June 11) graduation as opposed to the traditional Saturday morning option which remains tentatively scheduled for June 12.

Spirit Week: Is still on for the week of March 15. We are proud of Student Council for their efforts to keep spirit alive despite all of the obstacles. HBHS is collecting donations to local organizations to help end hunger and food insecurity. We are pleased to report that the HB community has been very generous as donations are coming in at a record pace as compared to previous years.

NEASC Response to Five Year Report: (Attached) is the response to our Five Year progress report that we originally submitted right before the pandemic. In our follow up discussions with NEASC, they indicated they would be willing to extend the deadline for their request for us to submit the Special Report until September 15, 2021. We look forward to sharing thoughts at our March board meeting on how we can follow up on items referenced in their letter.

Respectfully Submitted,

Rick Barnes
Principal



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

Associate Director
FRANCIS T. KENNEDY
781-425-7749
fkennedy@neasc.org

Associate Director
KATHLEEN A. MONTAGANO
781-425-7760
kmontagano@neasc.org

Director
GEORGE H. EDWARDS
781-425-7735
gedwards@neasc.org

Deputy Director
ALYSON M. GEARY
781-425-7736
ageary@neasc.org

Associate Director
BRUCE R. SIEVERS
781-425-7716
bsievers@neasc.org

Associate Director
WILLIAM M. WEHRLI
781-425-7718
bwehrl@neasc.org

Executive Assistant to the Director
DONNA M. SPENCER-WILSON
781-425-7719
dspencerwilson@neasc.org

July 31, 2020

Richard D. Barnes
Principal
Hollis Brookline High School
24 Cavalier Court
Hollis, NH 03049

Dear Mr. Barnes:

The Commission on Public Schools, at its June 30, 2020 meeting, voted to accept the Five-Year Progress Report of Hollis Brookline High School and to continue the school's Accreditation.

The Commission was pleased to learn of the following:

- the organization of K-12 content area curriculum coordinated by the assistant superintendent and the PD days to support this work
- the required course at each grade level to ensure that they are heterogeneously grouped and the enrolling of students of all levels in one section of Civics and Economics to ensure they are truly heterogeneous

As well, the Commission was pleased to note the following:

- the large-scale upgrades to the wireless infrastructure that can support up to 2,000 devices at any one time
- the growth in partnerships with the local business community and further development of the extended learning opportunities (ELO) program so that it is comprehensive and now includes 40 employers

The Commission expects that schools will achieve reasonable progress carrying out all valid recommendations in the Evaluation Report. As a result, the Commission noted with concern that 44% of the recommendations have been classified as In Progress, Planned for the Future, or No Action, despite the fact that it has been five years since the school was evaluated. School officials are asked to submit a Special Progress Report, due June 1, 2021, listing the progress to date on all such recommendations and/or a reason why each of the recommendations has not been fully implemented.

For any recommendation classified as No Action as a result of fiscal constraints, school officials should detail alternative or interim measures taken to address identified issues.

Therefore, the Special Progress Report should detail information in response to the following:

- indicate the progress to date on all recommendations in the Evaluation Report not yet classified as Completed and/or a reason why each of the recommendations has not been fully implemented

The Special Progress Report should also detail information in response to the following:

- provide an update on the formal program or process to ensure each student has an adult in the school, beyond the school counselor, assists the student in achieving the school's 21st century learning expectations

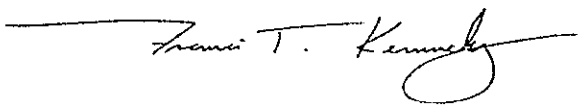
The school is scheduled to host its Decennial Accreditation visit in the calendar year 2026. Please note, this date reflects a postponement of one year from the previous decennial cycle.

The school's next Accreditation cycle will begin in the fall of 2023 (three years prior to the Decennial 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 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 2023.

In the interim, the school is reminded that the school community should review the new Accreditation Standards and plan to review and revise its 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 <http://cpss.neasc.org>.

The school's Accreditation status will be reviewed when the Commission considers the Special Progress Report. The school's Special Progress Report should be submitted only by the principal through the Accreditation Portal by clicking on the green "Mark Progress Report Complete" button. 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

cc: Andrew Corey, Superintendent, SAU #41, Hollis Brookline Cooperative School District
Holly Babcock, Chair, Hollis/Brookline Cooperative School Board
Nathaniel Greene, Administrator of School Approval Program,
New Hampshire Department of Education
Robert N. Baldwin, Chair, Commission on Public Schools

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

HBHS Athletics Update: The Winter season has been one of great success, in large part due to the cooperation, team work, and adaptability of all of our stakeholders, including: student-athletes, coaches, parents, and administration. The Girls Swimming team, Boys Ski Team, Wrestling team, and Bowling team all capped their seasons off with state runner-up finishes in their divisions, while both the Boys and Girls Basketball teams fell in regional play to strong opponents. The Winter Cheer team placed 6th in their state meet as well.

Swimming State Champions: Congratulations to Isabela Boboceca and Cambria Jewett on their Division II Girls State Championships, leading the Girls Swimming team to a state runner-up finish, and setting new school records in their respective races. Along with Isabela and Cambria, Dylan Jewett and Gabriella Rizzuto also set new school records.

Skiing State Champion: Justin Colby earned State Championship honors in the Slalom race of the Division II Boys Alpine Ski Meet, leading the Boys Ski team to a state runner-up finish. Justin also placed 5th in the Meet of Champions as well.

Recent Coaching Hires:

HBHS Girls Outdoor Track Asst. Coach - Carly Pittera

HBHS Softball Asst. Coach - Joanne Skey

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

Boys Outdoor Track Asst. Coach

Softball JV Coach

HBMS

Boys Lacrosse Coach

Respectfully Submitted,



Brian Bumpus
District Athletic Coordinator

February 19, 2021

Hollis-Brookline Cooperative School Board
4 Lund Lane
Hollis, NH 03049

RE: Update to the Articles of Agreement of Hollis-Brookline
Cooperative School District

Dear Members of the Hollis-Brookline Cooperative School Board:

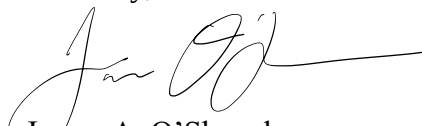
On February 19, 2021, Diane Leavitt, Clerk of the Hollis Brookline Cooperative School District, signed a letter certifying the updates to the Articles of Agreement. Mrs. Leavitt and I met and reviewed the records referenced in her letter so that she was comfortable certifying that the Articles of Agreement were current and reflect all changes made during recent past district meetings and special meetings.

Please be advised that an outdated reference to an Advisory Finance Committee was also removed from the Articles of Agreement since this committee has not existed in the District for almost 30 years. It was determined that the reference to the official Budget Committee could not be incorporated into the Articles of Agreement because the Budget Committee was adopted using the statutory process in RSA 195:12-a, not using the process for amending the Articles of Agreement.¹

I am confident that the version of the Articles of Agreement certified by the COOP District Clerk is up to date and current to the best of my knowledge. I encourage the School Board to take whatever action necessary to make this version available to the public.

Please let me know if you have any questions.

Sincerely,



James A. O'Shaughnessy

¹ The 2007 version of the Articles of Agreement contained outdated language in Article 7 that related to the existence of an "Advisory Finance Committee," that would dissolve if the District ever adopted a Budget Committee under the provisions of the Municipal Budget Act, RSA 32:14. In 1992, the COOP District adopted an official Budget Committee under the provisions of RSA 195:12-a, which is the provision governing the process for a cooperative school district to adopt a budget committee under RSA 32:14. The 2007 reference to the Advisory Finance Committee has removed from the Articles of Agreement.



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts
Office of the Superintendent of Schools
4 Lund Lane
Hollis, New Hampshire 03049
603.324.5999 fax 603.465.3933

February 19, 2021

Hollis-Brookline Cooperative School Board
4 Lund Lane
Hollis, NH 03049

Re: Update to the Articles of Agreement of Hollis-Brookline Cooperative School District

Dear Members of the Hollis-Brookline Cooperative School Board:

In my capacity as Clerk of the Hollis-Brookline Cooperative School District, I am writing to certify that, to the best of my knowledge, the attached version of the Articles of Agreement are current and reflect all changes to the Articles of Agreement. In preparation for this letter, I reviewed prior School District meeting minutes, prior versions of the Articles of Agreement, and records from the New Hampshire State Board of Education. Specifically, I reviewed the following documents with School District legal counsel, James O'Shaughnessy, Esq.:

- A. *March 16, 1992 COOP Annual Meeting Minutes*
- B. *March 3, 2004, COOP Annual Meeting Minutes* – amending Article 15 (process for decreasing grades).
- C. *2007 COOP Articles of Agreement with NH State Board of Education Certification* (historical reference).
- D. *January 1, 2020, COOP Special Meeting Minutes* – amending Article 5 (apportionment formula).
- E. *September 15, 2020, Letter from NH State Board of Education Certifying amendment to Article 5.*

Copies of these records are enclosed in the Appendix to this letter.

Additionally, in March 16, 1992 the COOP District did adopt a municipal budget committee pursuant to RSA 195:12-a. I also reviewed the *March 16, 1992 COOP Annual Meeting Minutes* to confirm this process and those minutes are part of the attached appendix. However, the COOP District did not adopt the Budget Committee by amending the Articles of Agreement, therefore the reference to the official Budget Committee is not incorporated into the Articles of Agreement and the reference to an “Advisory Finance Committee” (set forth in Article 7 in prior 2007 version of the Articles of Agreement) has been removed.

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4 Lund Lane

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Please note that the Articles of Agreement are numbered 1-14, with the provision related to the reduction in grades now set forth in Article 14. This numbering change is immaterial, but it should be noted for reference purposes.

Accordingly and as a result of my review of the relevant records and documents, I do certify, as District Clerk, that the attached version of the Articles of Agreement are current and accurate to the best of my knowledge.

If the School Board has any questions, please do not hesitate to reach out to me for assistance.

Sincerely,



Diane Leavitt, Clerk

Hollis-Brookline Cooperative School District

Cc: Drew Mason, Moderator
James O'Shaughnessy, Esq., District Counsel

Enclosures: Appendix

**HOLLIS/BROOKLINE COOPERATIVE SCHOOL DISTRICT
ANNUAL MEETING
MARCH 16, 1992**

The Annual Meeting of the Hollis/Brookline Cooperative School District was called to order at 7:40 p.m. on March 16, 1992 at Walters Auditorium by Moderator Joan Wheeler. Joan Wheeler opened by introducing the head tables and reviewing rules of conduct for the annual meeting. She stated Article 4 would be addressed out of sequence and follow Article 8. Ferol McAlister was provided with the Cooperative School District warrants and budget.

ARTICLE 1 - Kris Tebbetts moved that the reports of Agents, Auditors, Committees or Officers chosen be accepted as printed in the annual report. The motion was seconded and carried by teller card vote.

ARTICLE 2 - Kris Hughes moved that the District take no action on Article number 2. The motion was seconded and carried by teller card vote.

ARTICLE 3 - John Andruszkiewicz moved that the District accept the provisions of RSA 198:20b, which provides that the Hollis/Brookline Cooperative School District authorize indefinitely, until specific rescission of such authority, the School Board to apply for, accept and expend without further action by the School District, money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year. The motion was seconded and carried by teller card vote.

Edward McDuffee moved that Article 4 be addressed in sequence. The motion was seconded by failed by teller card vote with 88 in favor and 101 opposed.

ARTICLE 5 - Mike Harris moved that the District take no action on Article 5. The motion was seconded.

The moderator then opened the floor to 15 minutes of discussion regarding Article 5. Fred Gemmill commented on the budget and questioned how the process would work given that the labor negotiations were not yet completed. He questioned how step increases would be funded given they were not reflected in the budget.

Mike Harris responded with a history of the events since the last cooperative school district meeting. He stated that last year's step increases were funded out of other budget categories. In the proposed budget, a financial package equivalent to the Hollis School District, less professional stipends, has been offered. The labor negotiations are currently at an impasse and the proposed budget includes no step increases.

Roger Saunders moved that a non-binding resolution be passed requiring the Hollis/Brookline Cooperative School District present complete budgets, including negotiated salary levels, for the March 1993 Annual Meeting. The motion was seconded. Mike Harris indicated that it was the intent of the school board to do so but that it was bound by RSA 273a and that the negotiations could not be controlled to meet the annual meeting schedule without compromising the School District's position. The motion carried by teller card vote.

Jim Belanger moved to reconsider Article 3. The motion was seconded and carried by teller card vote. Judy Cook moved to amend Article 3 to add the statement, "...provided no additional Hollis/Brookline Cooperative School District monies be encumbered or spent." The motion was seconded. Nina Glastetter cited RSA 198:20b which states that a prior public hearing is required before any additional school district funds can be expended. Betty Hall suggested that the motion was a moot point given that funds not appropriated to the school district cannot be spent without a

public hearing. Mary Norton and Mike Harris confirmed her statement. Bill Riley moved the question. The motion was seconded and carried by teller card vote. The amendment to Article 3 failed with 91 in favor and 143 opposed.

Kathleen Pasko commented on the contributions made by both Mary Norton and Kris Hughes during their respective terms on the school board. Both were presented with certificates of appreciation.

A vote was taken on Article 5. The motion was carried by teller card vote.

ARTICLE 6 - Kathleen Pasko moved that the District take no action on Article 6. The motion was seconded and carried by teller card vote.

ARTICLE 7 - Nina Glastetter moved that the District raise and appropriate \$25,000 for improvements to the high school brick building for the purpose of energy conservation. The motion was seconded. Nina Glastetter then moved that the amount in the original motion be amended to \$9,000. The motion was seconded. The Facilities Committee recommended the following improvements:

- Caulking and Weather Stripping 2 Year Payback
- Automatic Thermostat on Heating System 1 Season Payback
- Individual Controls in the Science Zone 1-2 Year Payback

The Moderator took a vote on the amendment to Article 7. The motion was seconded and carried by teller card vote.

Susan Hught moved to modify the amendment to Article 7 to add, "...to provide authorization to take effect upon proper conveyance of the property." The motion was seconded and failed by teller card vote with 79 in favor and 147 opposed.

Bill Riley moved the question on the amendment to Article 7. The motion was seconded and carried by teller card vote. Article 7, as amended, passed by teller card vote.

Basil Mason moved to adjourn the meeting until the labor negotiations are concluded. Judy Constantian, serving as District Legal Counsel, cited that RSA 197:1 which requires that the Cooperative School District must meet each year between March 1-25 for purposes inclusive of raising and appropriating money for support of schools for the next fiscal year and transacting other school district business.

Moderator Joan Wheeler then reviewed how RSA 40:10, regarding reconsideration of warrant articles, works.

ARTICLE 8 - Mary Norton moved that the District raise and appropriate \$5,832,315 for the support of schools, for the payment of salaries and benefits for the School District Officials, employees and Agents; for capital improvements, and for the payment of statutory obligations of the District. Fred Gemmill presented an overhead stating the tax impact of all three Hollis budgets on the tax rate.

Mary Norton presented the budget. She indicated that the Farley Building had been completed by August and because it was under budget, \$32,434 had been turned back to the School District. The key elements driving the new budget upwards were:

Special Education	\$164,090
1991-92 Contractual obligations	80,706
New Hires, Fringes (foreign language)	19,612
New & replacement equipment (1/2 = computers)	41,822
Leach Field	14,140
TOTAL	\$320,370

The tax impact on the proposed budget was:

Brookline - \$.57 decrease per thousand
Hollis - \$.44 increase per thousand

Dave Dushimer of the Advisory Finance Committee presented his report on the budget. While there were some suggestions relative to the budget and the budget process, it was concluded that, as proposed, it is consistent with quality education and economic realities.

Jack Flanagan moved to reduce Article 8 by \$196,318 bringing it to a level of \$5,635,997. The motion was seconded. Peter Stauble moved the question which was seconded and carried. The budget amendment failed by teller card vote.

Dick Bonati moved to reduce Article 8 by \$50,000 bringing it to a level of \$5,782,315. Judy Cook moved the question which was seconded and carried by teller card vote. The budget amendment failed by teller card vote.

Judy Cook moved to reduce Article 8 by \$3,009,503 bringing it to a level of \$2,822,812. The intent of the amendment was to exclude salaries and benefits leaving budget only for support of the school and payment of statutory obligations. Mike Harris commented that this would result in notifying teachers by March 31st of a layoff at the end of the school year.

Carl Traber moved the question. The motion was seconded and carried by teller card vote. The amendment failed by teller card vote.

Dave Golden moved the question regarding Article 8. The motion was then seconded and carried by teller card vote. Article 8 passed by teller card vote.

Jay Leonard moved to restrict reconsideration of Article 8. The motion was seconded and carried by teller card vote.

ARTICLE 4 - Kathleen Pasko moved that the District adopt provisions of the Municipal Budget Law, as provided in RSA 195:12a. This would involve a separate Budget Committee, apart from the school board, tasked with annual budget development and associated responsibilities. The Committee would be comprised of 5 Hollis/2 Brookline representatives, to be elected with staggered terms. Additionally, one member of the school board would be appointed by the Chairman. Until the next election, however, the seven town representative committee members would be appointed by the Moderator. The Advisory Finance Committee supported this concept because it provides a system of checks and balances and a more formal reporting relationship.

Bill Pasko moved the question. The motion was seconded and carried by the teller card vote. The Article passed by teller card vote.

The Moderator polled the meeting to determine if Saturday afternoons should be considered for the next Cooperative School District Annual Meeting. There was little interest in Saturday afternoon scheduling. The Moderator then adjourned the meeting at 10:55 p.m.

Ferol McAlister
Clerk
Hollis/Brookline Cooperative School District

B.

Hollis/Brookline Cooperative School District Annual Meeting
Hollis/Brookline High School
March 3, 2004
7:00pm

Hollis/Brookline Cooperative School District Board Members

Lou-Ann Parodi, Chair
Timothy Bevins
Thomas Enright
Betty B. Hall
Pamela Kirby
James McBride
Stephen Simons

Hollis/Brookline Cooperative School District Budget Committee Members

Bill Matthews, Chair
Doug Cecil
Tom Enright
Dave Golden
Tim Hale
Forrest Milkowski
Ray Valle

Hollis/Brookline Cooperative School District Moderator

Jim Belanger

Ken DeBenedictis, Superintendent of Schools
Charles Flahive, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Lee-Ann Blastos, Business Administrator
Carol Mace, Director of Curriculum and Instruction
Teresa Noel, School District Clerk

Moderator Belanger called the meeting to order at 7:00 pm.

The Pledge of Allegiance was led by Moderator Belanger and recited by the voters.

The National Anthem was sung by Eric Brassard, Ross Mathei, Kara Maloney, and Jessica Tomer.

The Moderator introduced the State Representatives: Tom Arnold, Dick Drisko, Carolyn Gargas, and Harry Haytayan.

The Moderator welcomed the veterans and thanked them for their service to our country.

The Moderator introduced the Asst. Moderators: Dr Jim Squires, Mike Askenaizer, and Andy Seremeth.
Moderator Belanger gave overview of the meeting and outlined the format he would follow.

The Moderator introduced NH State Senator Jane O'Hearn who gave a two-minute speech.

Lou-Ann Parodi introduced the Cooperative School Board members and recognized all members of the SAU Line.
She recognized several committees and administrators as well.

Bill Matthews, Budget Committee Chair, introduced the members of the Budget Committee.

Superintendent Ken DeBenedictis introduced the Administrative Team.

Moderator Belanger explained that Article #1 will be voted upon on March 9.

Moderator Belanger explained the additional Articles and the positions of the Cooperative School Board, the Cooperative Budget Committee as well as the Hollis Budget Committee and the Brookline Finance Committee.

Moderator Belanger explained the outline of the meeting and the timetable associated with it. Because of the equity question affecting how the voters at the district meeting will vote on the bond article, Article 7 should be settled first. He explained that before deciding on one of the three bond articles, the voters need to hear all three. If the voters settle the equity issue by settling Article #7 first, Article 14 will be removed from discussion. If Article 4 passes, articles 2 and 3 will be removed.

Moderator Belanger explained that the rearrangement of the order of which the Articles are brought to the floor is necessary. There was an agreement from the petitioners of Articles 2 and 3 to table them after they presented.

Lou-Ann Parodi moved to take up Article 2 after Article 7. Seconded by Steve Simons. *The motion carried by card vote.*

Lou-Ann Parodi moved to take up Article 3 after Article 2. Seconded by Steve Simons. *The motion carried by card vote.*

Lou-Ann Parodi moved to take up Article 4 after Article 3. Seconded by Steve Simons. *The motion carried by card vote.*

Lou-Ann Parodi moved to take up Article 7 first. Seconded by Steve Simons. *The motion carried by card vote.*

Lou-Ann Parodi moved to waive the reading of Article 7. Seconded by Steve Simons. *The motion carried by card vote.*

Article 7

To see if the school district will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District to include an additional article, Article 15, as follows:

To see if the school district will vote to amend the Articles of Agreement of the Hollis-Brookline Cooperative School District to add Article # 15 relating to the procedure that would be implemented in the event that the district desires to accomplish a reduction in the number of grades for which the district is responsible to provide educational services. If adopted the following would be added to the Articles of Agreement as Article # 15:

The school board supports this article. The budget committee has not taken a position on this article.

ARTICLE 15

✱ PROCEDURE FOR THE IMPLEMENTATION OF A REDUCTION IN GRADE

Pursuant to RSA 195:16-a, the Hollis-Brookline Cooperative District hereby provides that a reduction in grades from 7-12 to 9-12 may be accomplished by the district in the following manner:

A. Initial Vote

The initial vote concerning the question of reduction in grades may be placed on the Warrant at any annual meeting of the district by any lawful means, which vote will determine whether the district wishes to initiate the process that will lead to a vote at the next annual or special district meeting to actually implement the reduction in grades. The Hollis Brookline Cooperative School Board will make the decision about whether the initial vote will occur at the Annual District Meeting or a special district meeting. This initial vote will require the steps identified below to be undertaken, all of which must be complied with prior to any final vote to accomplish the reduction in grades.

B. Formation of the Grade Reduction Committee

In the event of an affirmative vote by a simple majority of those present and voting at the annual district meeting considering the initial vote, the Board of the Hollis-Brookline Cooperative School District shall organize within 30 days a study committee which shall be known as the Grade Reduction Committee, consisting of eleven (11) members, selected in the following manner

The Hollis-Brookline Cooperative School District Board shall appoint two (2) active members of the Hollis-Brookline Cooperative School District, (one being a member of the Cooperative School Board from Hollis and the other being a member from Brookline); and,

The Hollis School Board shall appoint two (2) representatives of the Hollis School Board; and,

The Brookline School Board shall appoint two (2) representatives of the Brookline School Board; and,

The respective Boards of Selectmen from the Towns of Hollis and Brookline shall appoint one (1) representative of their respective boards; and,

The Hollis Budget Committee, the Brookline Finance Committee, and the Hollis Brookline Cooperative Budget Committee shall appoint one representative of their respective boards.

C. Duties of the Grade Reduction Committee

1. Formulation and Content of Plan The Grade Reduction Committee shall be responsible to study the process of grade reduction and formulate a plan for grade reduction that will provide for a plan relating to both financial and educational considerations which shall include the following:
 - a. An educational plan containing the manner in which the provision of educational services to the 7th and 8th grade students of the Hollis and Brookline School Districts will be carried out if the reduction in grades ultimately occurs, including, without limitation, a timetable for the implementation of the educational plan; and,
 - b. Identification of the facilities in which the provision of these services will occur; and,
 - c. A financial plan containing the proposal for any distribution of assets and transfer of property that may be necessary to facilitate the provision of said educational services, including any adjustments that may be necessary to arrive at a fair and equitable distribution of assets and property jointly enhanced or acquired, including, without limitation, a timetable for the implementation of said financial plan.
2. Information Requirements: When considering the three criteria listed above, the Committee shall insure that the Plan contains, without limitation, the following minimum information:
 - a. A detailed analysis of the financial consequence of the proposed grade reduction including the comparative costs of the current middle school and the proposed costs of the said program for the pre-existing districts.
 - b. A summary of the history of capital expenditures jointly funded through apportionment by the pre-existing districts since the Cooperative School District was created relative to the Hollis Brookline Middle School. This should include identification of the impact of building aid and depreciation. Capital expenditures to date (March, 2004) are:
 - 1993 High School Renovation - \$1,135,000
 - 1999 Middle School Elevator Installation - \$85,000
 - 2003 Middle School Renovation - \$390,700Capital projects after March, 2004 will be added to this analysis.

- c. A detailed education plan for the reduced grades, (7th and 8th), which assures complete compliance with all NH DOE regulations, minimum standards requirements, and any other applicable regulatory standards that would apply to those grades.
3. Plan Submission Once the Committee has completed a Plan containing the foregoing and prior to submitting the Plan to the NH Board of Education in accordance with reference C - (2), the Committee shall conduct a public hearing regarding the Plan which hearing shall allow for public input. Notice of such hearing shall be given in the same manner as any public hearing of the Hollis-Brookline Cooperative School Board provided, further, however that copies of the proposed Plan shall be made public and available to the public at the office of SAU 41, at least 14 days prior to said hearing. Following such public hearing, the Committee, within 72 hours, shall determine the final form of the Plan.
4. Time for Plan Preparation and Submission Process The Plan shall be prepared and completed, with specific planning detailed by the preexisting districts to house and educate their grades K-8 children and the public hearing shall be held, within 120 days of the date of the formation of the Committee. Upon such completion the Plan, together with changes arising from the referenced public hearing, (if any), shall be submitted to the Hollis-Brookline Cooperative School Board, for its review and approval. Following such approval, said plan shall be submitted, simultaneously, to the Hollis School Board, the Brookline School Board and the respective Boards of Selectmen of the Towns of Hollis and Brookline, the State Board of Education, the Hollis Brookline Cooperative School District Budget Committee, Hollis Budget Committee, and Brookline Finance Committee.

D. Presentation of Plan for Final Vote to Legislative Body

1. The Grade Reduction Committee shall present the completed Plan to the Hollis-Brookline Cooperative School Board which shall then prepare and present a warrant article for the approval of an annual or special district meeting seeking ratification of the Plan. While the Plan shall be considered at deliberation at said meeting, it shall not be capable of modification. The purpose of the final vote will be solely to determine whether, based on the information and particulars of the Plan as prepared, the voters of the Cooperative School District wish to proceed with the contemplated reduction in grades. Nothing herein shall prevent the meeting from returning this plan to the Grade Reduction Committee for further study, assuming that votes were not approved for adjournment or to restrict reconsideration, and that a vote to continue the meeting is approved.
2. Upon final approval by the annual or special district meeting, the grade reduction plan shall be submitted to the NH Board of Education for its approval. If the Plan as presented does not meet the approval of the NH Board of Education, the Grade Reduction Committee shall continue to work with the State Board to arrive at a suitable and agreeable plan which receives the eventual approval of the NH Board of Education.
3. If such final vote is in the affirmative, the Plan shall be implemented according to the timetables and conditions contained therein.

E. Amendment of This Article

In spite of the fact that only a simple majority vote is necessary to adopt the within article as an amendment to the Articles of Agreement, and notwithstanding any other language to the contrary in these Articles of Agreement, when and if the within Article concerning a reduction in grades is adopted, no modification or amendment of the same shall be implemented without securing a supermajority of favorable votes of 2/3 of those present and voting on such amendment.

Article 7 was moved by Lou-Ann Parodi and seconded by Steve Simons.

Tim Bevins presented Article 7 and stated that the biggest reason for doing this was because of the Deed to the "brick building" stating that it would revert back to the town of Hollis if it were not used for two consecutive years for the purpose of a Cooperative Building. Tim also explains that there was a change in wording in Article 7, E.

"All portions of this article can be amended by a simple majority except for those portions developed under C.1.c (the financial plan) which will require a supermajority vote of 2/3 of those present and voting on such amendment." Discussion ensued.

- * Forrest Milkowski proposed an amendment to Article 7 section C.2.b. to insert "but not limited to" right after "(March, 2004) are:" Seconded by Webb Scales.

Moderator Jim Belanger asked if there was a discussion on the amendment and called for a vote. *The motion carried by card vote.*

Forrest Milkowski made a motion to revert to original language, which requires a 2/3 vote to amend anything in this article in the future. Seconded by Sharon Reinhurd. Discussion ensued.

Moderator Jim Belanger asked if there were any more questions and called for a vote on the motion. *The motion defeated by card vote. Language handed out at meeting was adopted.*

Hollis Budget Committee Chairman, Mike Harris, gave a presentation on Article 7. Discussion ensued.

- * Webb Scales made a motion to modify Section E of Article 7, the new language handed out at beginning of meeting, to read "Those portions developed under section C.1.c. (the finance plan) which will require a supermajority vote of 2/3 of those present and voting on such amendment." Seconded by Eric Pauer. Moderator Jim Belanger asked for any discussion and calls for a vote on the amendment. *The motion carried by card vote.*
- * Moderator Jim Belanger described the options available to the voters for Article 7: to table and continue discussion at a later time, stop discussion and move the question, or continue discussion of Article 7. The question was moved. *The motion carried by card vote.*

Article 2

Petition Warrant Article – New Coop Middle School in Hollis

To see if the Hollis-Brookline Cooperative School District will vote to raise and appropriate the sum of \$10,900,000 for site development, construction and original equipping of a new Cooperative Middle School on land, owned by the Hollis/Brookline Coop School District, in Hollis, on available land behind the current Coop High School. This sum to include fees and any items incident to and/or necessary for said construction, and said sum to be in addition to any federal, state, or private funds made available therefore, and to authorize the issuance of not more than \$10,900,000 of bonds or notes, in accordance with NH RSA 33 (Municipal Finance Act), and to authorize the Hollis-Brookline Cooperative School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the interest earned on the investment of these bond proceeds to be used for the above purpose. In addition, to raise and appropriate \$318,000 for the first year principal and interest payment on the bond. (Submitted by petition)

The school board does not support this appropriation. The budget committee does not support this article. A two-thirds ballot vote is required.

Tom Flaherty made a motion to bring Article 2 to floor, seconded by Eric Pauer.

Tom Flaherty gave a presentation on Article 2. Discussion ensued.

Tom Flaherty moved to table Article 2 until after Article 4, seconded by Forrest Milkowski. *The motion carried by card vote.*

Lou-Ann Parodi made a motion to restrict reconsideration of Article 7. Seconded by Tim Bevins. *The motion carried by card vote.*

Article 3

Petition Warrant Article – Two COOP Middle Schools: New Middle School Brookline; Renovate Hollis

To see if the Hollis-Brookline Cooperative School District will vote to raise and appropriate the sum of \$9,769,279 for site development, construction and original equipping of a new Hollis-Brookline Cooperative Middle School on land, owned by the Brookline School District and transferred to the Hollis-Brookline Cooperative School District, in Brookline, and for the renovation of the existing Hollis-Brookline Cooperative middle school in Hollis. This sum to include fees and any items incident to and/or necessary for said construction and renovation, and said sum to be in addition to any federal, state, or private funds made available therefore, and to authorize the issuance of not more than \$9,769,279 of bonds or notes, in accordance with NH RSA 33 (Municipal Finance Act), and to authorize the Hollis-Brookline Cooperative School Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon; furthermore, to authorize the interest earned on the investment of these bond proceeds to be used for the above purposes. In addition, to raise and appropriate \$282,533 for the first year principal and interest payment on the bond. (Submitted by petition)

The school board does not support this appropriation. The budget committee does not support this article. A two-thirds ballot vote is required.

Eric Pauer moved to bring Article 3 to the floor, seconded by Doug Cecil.

Eric Pauer gave a presentation of Article 3. Discussion ensued.

Eric Pauer moved to table Article 3 until after Article 4, seconded by Forrest Milkowski. *The motion carried by card vote*

Article 4

To see if the school district will vote to raise and appropriate the sum of \$7,980,000 (gross budget) for Hollis Brookline Middle School renovation/addition and to authorize the issuance of not more than \$7,980,000 of bonds or notes, in accordance with NH RSA 33 (Municipal Finance Act), and to authorize the school board to issue and negotiate such notes or bonds and to determine the rate of interest thereon. Furthermore to appropriate the sum of \$100,000 representing interest earned on the above bond proceeds to be used for the above purposes. And to raise and appropriate the sum of \$213,742 for the first interest payment on the bond or note.

The school board recommends this appropriation. The budget committee supports this article. A two-thirds ballot vote is required.

Steve Simons moved to bring Article 4 to the floor, seconded by Lou-Ann Parodi.

Kathy O'Sullivan, Doug Cleveland, Pat Goyette, Steve Simons, Julie Mook and Bill Matthews gave a presentation on Article 4. Discussion ensued.

Ernie Hudziec made a motion for all day voting tomorrow from 7am - 6pm after voting tonight, seconded by Kathy O'Sullivan.

Anita Moynihan made a motion to amend the time from 7:00am through 6:00pm to 7:00am through 6:30pm and to reconvene at 7:30pm, seconded by Ernie Hudziec. Discussion on the amendment ensued.

Amendment to motion is defeated by card vote.

Discussion on the main motion ensued.

Moderator Jim Belanger asked if there are any other questions and called for a vote on the motion to vote tomorrow 7-6pm as well as tonight and reconvene at 7:00pm. *The motion carried by card vote.*

Lou-Ann Parodi made a motion to restrict reconsideration on the all day vote, seconded by Tim Bevins. *The motion carried by card vote.* Discussion ensued.

Moderator Jim Belanger asked for a vote to close debate. *The motion carried by card vote.*

Mike Harris made some final comments. He stated that the School Board had never supported a school that would house 800 kids.

Lou-Ann Parodi moved to adjourn meeting until tomorrow night, seconded by Steve Simons. *The vote carried by card vote.*

The polls were opened and the meeting was adjourned at 11:05pm until March 4th at 7:00pm.

Respectfully Submitted,

Teresa Noel

C.

SCHOOL ADMINISTRATIVE UNIT FORTY-ONE
Brookline, Hollis & Hollis/Brookline Cooperative School Districts

PO Box 1588
4 Lund Lane
Hollis, NH 03049
(603) 465-7118

August 9, 2007

Sarah Browning
Department of Education
101 Pleasant Street
Concord, NH 03301

Dear Ms. Browning,

Enclosed is a copy of the Articles of Agreement for the Hollis Brookline Cooperative School District that reflect the recent change approved by the voters to Article 5.

Please call me if there is anything else you need.

Sincerely,



Richard M. Pike
Superintendent of Schools

Articles of Agreement between the Districts of Hollis and Brookline*

Article 1:

The school districts of Brookline and Hollis shall combine to form a cooperative junior and senior high school district which shall be named the Hollis/Brookline Cooperative School District, pursuant to RSA 195.

Article 2:

The School Board of the Hollis/Brookline Cooperative School District shall consist of seven members. Effective with the election of 2003, the Board will be organized in the following manner:

<u>Town</u>	<u>Members</u>	<u>Term</u>	<u>Year Ending</u>
Brookline	1 member	3 years	2004
	1 member	3 years	2005
	1 member	3 years	2006
Hollis	2 members	3 years	2004
	1 member	3 years	2005
	1 member	3 years	2006

Members of the Cooperative School Board shall be elected by the voters of the pre-existing districts they represent and must be residents of the pre-existing districts. All members elected shall be elected to three year terms unless that member is filling out the unexpired term of a member who has left the board, in which case the term shall be the unexpired term.

Reapportionment of the school board may be proposed at any time in accordance with RSA's 195:22 and 671:9, but in any case the apportionment as specified above would be subject to review for possible amendment at least in March, 2005 and every three (3) years thereafter under the provision of Article 11 of this agreement and RSA 195:18 III(i).

Article 3:

The Hollis/Brookline Cooperative School District shall be responsible for grades seven (7) through twelve (12).

Article 4:

The Hollis/Brookline Cooperative School District shall lease the Hollis High School "White Building" and the Hollis Junior High School from the Hollis School District upon such terms and conditions as the Cooperative School Board negotiates and determines to be in the best interests of the Cooperative School District. The

Hollis/Brookline Cooperative School District shall acquire, at no further cost, the existing land, building and contents comprising that portion of the Hollis AREA High School initially constructed in 1962, including subsequent additions.

Article 5:

The operating expenses of the Hollis Brookline Cooperative School District payable in each fiscal year, shall be apportioned based 100% on Average Daily Membership (ADM).

The average daily membership will be defined as the students in the Coop district grades 7 through 12 during the preceding fiscal year as calculated by the SAU using the figures submitted to the State Department of Education on Form A3a or its equivalent.

Article 6:

The State Aid to which each pre-existing district would be entitled if it were not part of the Cooperative School District, grades seven through twelve (7-12), shall be credited to such district's share of the total operating budget.

In the event of a construction project, the State Building Aid which may be available to the Hollis/Brookline Cooperative School District shall be applied to reduce the capital expenditure prior to the apportionment of costs under the provisions of Article 5.

Article 7:

There shall be an advisory finance committee consisting of four (4) members, two (2) members from each pre-existing district, said members to be appointed by the Hollis/Brookline Cooperative School District moderator after consultation with the school moderators of each of the pre-existing districts.

The duties of this committee shall be to review proposed budgets and warrant articles with financial impact and report on same to the cooperative school district.

If, at any future date, the cooperative school district votes to adopt the provisions of the Municipal Budget Act, this committee will be dissolved.

Article 8:

All trust funds held or enjoyed by any pre-existing district shall be held and applied as the terms of the trust indicate, in accordance with RSA 195:11.

Article 9:

A schedule of monthly payments based on the respective shares of the towns of Brookline and Hollis for capital and operating expenses shall be established and revised as necessary by the Hollis/Brookline Cooperative School District and the appropriate town officials from Brookline and Hollis.

Article 10:

The Hollis/Brookline Cooperative School District shall provide transportation for students under terms decided by the Hollis/Brookline Cooperative School Board.

Article 11:

These articles of agreement may be amended by the Hollis/Brookline Cooperative School District, consistent with the provisions of RSA 195:18III(i), except that no amendment shall be effective unless the question of adopting such amendment is submitted at a Cooperative School District Meeting to the voters of the District after reasonable opportunity for debate in open meeting, and unless a majority of the voters of the District who are present and voting shall vote in favor of adopting such amendment. Furthermore, no amendment to these articles shall be considered except at an annual or a special meeting of the Cooperative School District and unless the text of such amendment is included in an appropriate article in the Warrant for such a meeting.

It shall be the duty of the Cooperative School Board to hold a public hearing concerning the adoption of any amendment to these articles of agreement at least ten (10) days before such annual or special meeting and to cause notice of such hearing and the text of the proposed amendment to be published in a newspaper or newspapers having general circulation in the District at least fourteen (14) days before such hearing.

Article 12:

The date of operating responsibility of the Hollis/Brookline Cooperative School District shall be July 1, 1991.

Article 13:

It will be the responsibility of the Cooperative School Board to plan a minimum of two joint meetings per year with the Hollis and Brookline School Boards for the purpose of discussing issues of mutual interest.

Article 14:

For the 1991-92 school year exclusively, the Hollis/Brookline Cooperative School District will offer employment to all teachers under contract in grades 7-12 in the Hollis School District on April 1, 1991, who have not been non-renewed in the ordinary course of business, except that the Cooperative School District will not employ more teachers than the number of teaching positions established in the Cooperative School District.

Article 15:

Procedure for the Implementation of a Reduction in Grade

Pursuant to RSA 195:16-a, the Hollis-Brookline Cooperative District hereby provides that a reduction in grades from 7-12 to 9-12 may be accomplished by the district in the following manner:

A. Initial Vote

The initial vote concerning the question of reduction in grades may be placed on the Warrant at any annual meeting of the district by any lawful means, which vote will determine whether the district wishes to initiate the process that will lead to a vote at the next annual or special district meeting to actually implement the reduction in grades. The Hollis Brookline Cooperative School Board will make the decision about whether the initial vote will occur at the Annual District Meeting or a special district meeting. This **initial vote** will require the steps identified below to be undertaken, all of which must be complied with prior to any **final vote** to accomplish the reduction in grades.

B. Formation of the Grade Reduction Committee

In the event of an affirmative vote by a simple majority of those present and voting at the annual district meeting considering the **initial vote**, the Board of the Hollis-Brookline Cooperative School District shall organize within 30 days a study committee which shall be known as the Grade Reduction Committee, consisting of eleven (11) members, selected in the following manner

The Hollis-Brookline Cooperative School District Board shall appoint two (2) active members of the Hollis-Brookline Cooperative School District, (one being a member of the Cooperative School Board from Hollis and the other being a member from Brookline); and,

The Hollis School Board shall appoint two (2) representatives of the Hollis School Board; and,

The Brookline School Board shall appoint two (2) representatives of the Brookline School Board; and,

The respective Boards of Selectmen from the Towns of Hollis and Brookline shall appoint one (1) representative of their respective boards; and,

The Hollis Budget Committee, the Brookline Finance Committee, and the Hollis Brookline Cooperative Budget Committee shall appoint one representative of their respective boards.

C. Duties of the Grade Reduction Committee

1. **Formulation and Content of Plan** The Grade Reduction Committee shall be responsible to study the process of grade reduction and formulate a plan for grade

reduction that will provide for a plan relating to **both** financial and educational considerations which shall include the following:

a. An educational plan containing the manner in which the provision of educational services to the 7th and 8th grade students of the Hollis and Brookline School Districts will be carried out if the reduction in grades ultimately occurs, including, without limitation, a timetable for the implementation of the educational plan; and,

b. Identification of the facilities in which the provision of these services will occur; and,

c. A financial plan containing the proposal for any distribution of assets and transfer of property that may be necessary to facilitate the provision of said educational services, including any adjustments that may be necessary to arrive at a fair and equitable distribution of assets and property jointly enhanced or acquired, including, without limitation, a timetable for the implementation of said financial plan.

2. **Information Requirements:** When considering the three criteria listed above, the Committee shall insure that the Plan contains, without limitation, the following minimum information:

a. A detailed analysis of the financial consequence of the proposed grade reduction including the comparative costs of the current middle school and the proposed costs of the said program for the pre-existing districts.

b. A summary of the history of capital expenditures jointly funded through apportionment by the pre-existing districts since the Cooperative School District was created relative to the Hollis Brookline Middle School. This should include identification of the impact of building aid and depreciation. Capital expenditures to date (March, 2004) but not limited to are:

- 1993 High School Renovation - \$1,135,000
- 1999 Middle School Elevator Installation - \$85,000
- 2003 Middle School Renovation - \$390,700

Capital projects after March, 2004 will be added to this analysis.

c. A detailed education plan for the reduced grades, (7th and 8th), which assures complete compliance with all NH DOE regulations, minimum standards requirements, and any other applicable regulatory standards that would apply to those grades.

3. **Plan Submission** Once the Committee has completed a Plan containing the foregoing and prior to submitting the Plan to the NH Board of Education in accordance with reference C - (2), the Committee shall conduct a public hearing regarding the Plan which hearing shall allow for public input. Notice of such hearing shall be given in the same manner as any public hearing of the Hollis-Brookline Cooperative School Board provided, further, however that copies of the proposed Plan shall be made public and available to the public at the office of SAU 41, at least 14 days prior to said hearing. Following such public hearing, the Committee, within 72 hours, shall determine the final form of the Plan.

4. **Time for Plan Preparation and Submission Process** The Plan shall be prepared and completed, with specific planning detailed by the preexisting districts to house and educate their grades K-8 children and the public hearing shall be held, within 120 days of

the date of the formation of the Committee. Upon such completion the Plan, together with changes arising from the referenced public hearing, (if any), shall be submitted to the Hollis-Brookline Cooperative School Board, for its review and approval. Following such approval, said plan shall be submitted, simultaneously, to the Hollis School Board, the Brookline School Board and the respective Boards of Selectmen of the Towns of Hollis and Brookline, the State Board of Education, the Hollis Brookline Cooperative School District Budget Committee, Hollis Budget Committee, and Brookline Finance Committee.

D. Presentation of Plan for Final Vote to Legislative Body

1. The Grade Reduction Committee shall present the completed Plan to the Hollis-Brookline Cooperative School Board which shall then prepare and present a warrant article for the approval of an annual or special district meeting seeking ratification of the Plan. While the Plan shall be considered at deliberation at said meeting, it shall not be capable of modification. The purpose of the final vote will be solely to determine whether, based on the information and particulars of the Plan as prepared, the voters of the Cooperative School District wish to proceed with the contemplated reduction in grades. Nothing herein shall prevent the meeting from returning this plan to the Grade Reduction Committee for further study, assuming that votes were not approved for adjournment or to restrict reconsideration, and that a vote to continue the meeting is approved.
2. Upon final approval by the annual or special district meeting, the grade reduction plan shall be submitted to the NH Board of Education for its approval. If the Plan as presented does not meet the approval of the NH Board of Education, the Grade Reduction Committee shall continue to work with the State Board to arrive at a suitable and agreeable plan which receives the eventual approval of the NH Board of Education.
3. If such **final vote** is in the affirmative, the Plan shall be implemented according to the timetables and conditions contained therein.

E. Amendment of This Article

All portions of this article can be amended by a simple majority except for those portions developed under C.1.c. (the financial plan) which will require a supermajority vote of 2/3 of those present and voting on such amendment.

***History of Actions Taken regarding Formation of Hollis Brookline Cooperative School District and Subsequent Amendments to Articles of Agreement:**

Approved by the AREA School Plan Review Board on 12/14/89

Approved by the Voters of Hollis and Brookline at a Special School District Meeting on February 12, 1990

Approved by the State Board of Education on January 10, 1990

Article 5: Amendment to Article 5 Approved at the March 5, 1996 Annual School District Meeting

Amended by the State Board of Education March 13, 1996

Articles 2 and 5: Amendment approved at the March 6-7, 2002 Annual School District Meeting

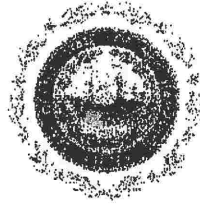
Amended by the State Board of Education April 17, 2002

Article 15: Amendment approved at the March 3-4, 2004 Annual School District Meeting

Amended by the State Board of Education May 19, 2004

Article 5: Amendment to Article 5 approved at the March 7-8, 2007 Annual School District Meeting

Amended by the State Board of Education May 9, 2007.



The State of New Hampshire
Board of Education

In the Matter
Of the
Hollis/Brookline Cooperative School District
Articles of Agreement

Be It Known That:

The Hollis/Brookline Cooperative School District at a regular meeting on March 7 & 8, 2007 amended their Articles of Agreement.

The Amended Articles of Agreement were offered in compliance with New Hampshire Law RSA195:18 and were adopted by a majority of the voters present and voting.

Now, therefore, the State Board of Education does hereby issue its certificate to such effect, and does further certify that the Amended Articles of Agreement for Hollis/Brookline Cooperative School District are lawfully adopted with all the powers, rights and privileges and subject to all limitations, duties and restrictions, which by law appertain thereto.

Witness the official signature of the State Board of Education hereunto subscribed by Lyonel B. Tracy, Commissioner of Education, duly authorized and the seal of the State Board hereunto affixed this 9th day of May 2007.

State Board of Education

By Lyonel B. Tracy
Lyonel B. Tracy
Commissioner of Education

SPECIAL DISTRICT MEETING MINUTES

Hollis Brookline Cooperative School District

Hollis Brookline High School, Hollis, NH

29 January 2020

Hollis Brookline Coop School Board

Holly Deurloo Babcock, Chair

Tom Solon, Vice Chair

Cindy Van Coughnett

Beth Williams, Secretary

Elizabeth Brown

Melanie Levesque

Krista Whalen

Drew Mason, Moderator

James O'Shaughnessy, District Counsel

Diane Leavitt, District Clerk

Hollis Brookline Coop Budget Committee

Darlene Mann, Chair

Raul Blanche

Brian Rater

David Blinn

Tom Enright

Lorin Rydstrom

James Solinas

Cindy Van Coughnett-School Board Representative

SAU #41 Administration

Andrew Corey, Superintendent

Gina Bergskaug, Assistant Superintendent

Kelly Seeley, Business Administrator

Hollis Brookline High School

Richard Barnes, Principal

Robert Ouellette, Assistant Principal

Amanda Zeller, Assistant Principal

Lauren DiGennaro, Assistant Principal

Hollis Brookline Middle School

Timothy Girzone, Principal

Yolanda Flamino, Assistant Principal

Jennifer Campbell, Assistant Principal

The meeting was called to order at 6:30pm by the Moderator, Drew Mason at the Hollis Brookline Cooperative High School gymnasium. The meeting was started with the Pledge of Allegiance. National Anthem was sung by the members of the Hollis Brookline Honors choir. Moderator recognized all veterans and serving members of our armed forces.

Holly Deurloo Babcock, School Board chair introduced the School Board. SAU 41 Superintendent, Andy Corey introduced the SAU and the school staff. Moderator introduced School District Council, James O'Shaughnessy and School District Clerk, Diane Leavitt. Moderator recognized the Ballot Clerks, Supervisors of the Checklist, assistants and volunteer counters on the floor.

Moderator went over calendar of meetings and upcoming elections. Moderator went over the rules of the meeting, overview of the warrant and time schedule. Moderator Mason motioned to adopt the rules of the meeting. Seconded by Holly Deurloo Babcock. No discussions. Moderator brought adopting rules of the meeting to a vote. **CARRIED** by a card vote.

ARTICLE 1: To see if the school district will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District as follows:

Article 5:

The operating expenses, excluding principal and interest payments on bonds, of the Hollis Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on Average Daily Membership (ADM) and Equalized Valuation (EV) according to the table below:

<u>ADM Weight</u>	<u>EV Weight</u>
95%	5%

The expenses related to principal and interest of bonds (current and future), of the Hollis Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on Average Daily Membership (ADM) and Equalized Valuation (EV) according to the table below:

<u>ADM Weight</u>	<u>EV Weight</u>
0%	100%

Amendment Adds: After the calculations are made as set forth above, an additional amount of \$1 will be assessed to Hollis prior to apportionment.

Holly Deurloo Babcock motioned to bring Article 1 to the floor. Seconded by Krista Whalen. Tom Solon, School Board gave a presentation. Holly Deurloo Babcock, School Board gave a presentation.

Tom Gehan motioned to amend Article 1. Seconded by Mike Harris. Tom Gehan gave a presentation.

ARTICLE 1: To see if the school district will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District as follows:

Article 5:

The operating expenses of the Hollis Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on one-hundredth (100%) on Average Daily Membership (ADM).

Discussions ensued. Joanne Logger motioned to end debate. Seconded by David Sacks. Moderator brought motion to a vote. **CARRIED** by 2/3 card vote. Moderator brought motion to amend Article 1 to a vote. **NOT CARRIED** by a card vote.

Paul D'Agostino motioned to amend Article 1. Seconded by Peter Walker.

ARTICLE 1: To see if the school district will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District as follows:

Article 5:

The operating expenses, excluding principal and interest payments on bonds, of the Hollis Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on Average Daily Membership (ADM) and Equalized Valuation (EV) according to the table below:

<u>ADM Weight</u>	<u>EV Weight</u>
70%	30%

The expenses related to principal and interest of bonds (current and future), of the Hollis Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on Average Daily Membership (ADM) and Equalized Valuation (EV) according to the table below:

<u>ADM Weight</u>	<u>EV Weight</u>
0%	100%

Amendment Adds:

~~After the calculations are made as set forth above, an additional amount of \$1 will be assessed to Hollis prior to apportionment.~~

Discussions ensued. Karen Bridgeo motioned to end debate. Seconded by Mike Harris.

Moderator brought motion to a vote. **CARRIED** by 2/3 card vote.

Moderator brought motion to amend Article 1 to a vote. **NOT CARRIED** by a card vote.

Chris Hyde motioned to move the question and end debate. Seconded by David Sacks.

Moderator brought motion to a vote. **CARRIED** by a 2/3 card vote.

David Sacks motioned to change the rules of ballot voting from 90 minutes to 60 minutes. Seconded by Mike Harris. Moderator brought motion to a vote. **361 - YES 121 - NO CARRIED** by 2/3 card vote.

Moderator brought Article 1 to a secret ballot vote. Polls opened for 60 minutes. Moderator thanked everyone. **CARRIED** by secret ballot vote. **YES - 469 NO - 180**
2 spoiled votes. Total voters - 651

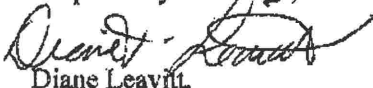
Darlene Mann motioned to dissolve the meeting. Seconded by Chris Hyde.

Moderator brought motion to a vote. **CARRIED** by 2/3 card vote.

Meeting ended at 9:50pm

Voters through the checklist: Brookline - 218, Hollis - 438, total registered voters attending 656.

Respectfully submitted,



Diane Leavitt,

Hollis Brookline Cooperative School District Clerk

E.



Kate Cassady
Littleton

Ann Lane
Dover

Phil Nazzaro
Newmarket

Drew Cline, *Chairman*
Bedford

Helen G. Honorow
Nashua

Cindy C. Chagnon
Bedford

Celina Griffin
Gilford

STATE OF NEW HAMPSHIRE
STATE BOARD OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3144
FAX (603) 271-1953

September 15, 2020

Andrew Corey, Superintendent
School Administrative Unit #41
Hollis, Brookline & Hollis-Brookline Cooperative School Districts
Office of the Superintendent
4 Lund Lane
Hollis, NH 03049

RE: Certification of New Apportionment Formula

Dear Superintendent Corey:

At its September 10, 2020 meeting, the State Board of Education voted to certify Hollis-Brookline Cooperative School District's request, in accordance with its Articles of Agreement and RSA 195: 18, III(i), the change to its Apportionment Formula effective July 1, 2020.

Sincerely,

A handwritten signature in cursive script, appearing to read "Drew Cline".

Drew Cline
Chairman

DC:aa

**COOP School District Calendar
2021-2022
DRAFT**

AUGUST (0 days)

M	T	W	TH	F	
23	24	25	26	27	
X	X				

SEPTEMBER (20 days)

M	T	W	TH	F	
		X	2	3	Sep 1 - Grade 7 and 9 Orientation
XX	7	8	9	10	Sep 2 - School Begins 7-12
13	14	15	16	17	Sept 6 - Labor Day
20	21	22	23	24	
27	28	29	30		

OCTOBER (20 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
XX	12	13	14	15	Oct 11 - No School Columbus Day
18	19	20	21	22	
25	26	27	28	29	

NOVEMBER (17 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	XX	X	Nov 11 - No School Veterans Day
15	16	17	18	19	Nov 12 - Professional Day
22	23	XX	XX	XX	Nov 24 - 26 Thanksgiving Recess
29	30				

DECEMBER (16 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	Dec 23 - Professional Day
20	21	22	X	XX	Dec 24 - Jan 1 Holiday Vacation
XX	XX	XX	XX		

JANUARY (20 days)

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
XX	18	19	20	21	Jan 17 - Martin Luther King Jr. Day
24	25	26	27	28	
31					

FEBRUARY (19 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	Feb 28 - Mar 4 Winter Vacation
XX					

MARCH (19 days)

M	T	W	TH	F	
	XX	XX	XX	XX	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

APRIL (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
XX	XX	XX	XX	XX	Apr 25 - April 29 Spring Vacation

MAY (21 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
XX	31				May 30 - Memorial Day

JUNE (*10 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	June 11-Proposed HS Graduation
13	14	15	16	17	*June 21 - Last Day of School
20	21	22	23	24	June 24 - Last Day for Teachers
27	28	29	30		

Legend:

X - No School for Students

XX - No School for Students & Staff

Total student days 178

*All last days include five snow days

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.

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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, 2019~~

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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 A 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 B 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.

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

JLCJ

CONCUSSIONS AND HEAD INJURIES

It is the policy of the Hollis Brookline Cooperative School Board to recognize that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the administration.

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.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each spring, the athletic director or 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 or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Identified Sports: Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSA Sports Medicine page at www.mhsa.org.

Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

Removal From Play and Protocol For Return To Play

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 or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

NHSBA Note, September 2012: The only changes appear in the "Removal From Play and Protocol For Return To Play" section. The remainder of the policy is unchanged. The revisions in this section mirror the language of RSA [200:49](#) and RSA [200:50](#).

Legal References

RSA [200:49](#), Head Injury Policies for Student Sports

(current HB co-op policy)

RSA [200](#):50, Removal of Student-Athlete

Additional Resources:

<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>

<http://www.bianh.org/concussion.asp>

First Reading: September 2012

Approved: September 2012

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

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 A 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 B pertains to student-athletes, and other students participating in school sports or other district athletic activities.

~~The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.~~

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

~~For purposes of this policy, "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 4 through 12.~~

~~For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.~~

~~For purposes of this policy, "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.~~

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.

(combined old/new policy)

"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).

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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.

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:

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- 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.

(combined old/new policy)

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

~~Academic Issues in Concussed Students~~

~~In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.~~

~~Section 504 accommodations may 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.

~~Concussion Awareness and Education~~

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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.

(combined old/new policy)

~~Coach's Responsibility: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.~~

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.

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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.

~~Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.~~

(combined old/new policy)

~~Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student athlete and the athlete's parent/guardian prior to the student athlete's initial practice 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.

~~All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.~~

~~Coach Training: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport specific rules clinic; or (2) through viewing the NHIAA concussion clinic.~~

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.

~~Athletic Director or Administrator in Charge of Athletic Duties~~

~~Updating: Each spring, the athletic director or 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 or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.~~

~~Administrative Responsibilities: The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.~~

District Policy History:

First Reading: September 2012

Approved: September 2012

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

Legal References:

(combined old/new policy)

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

~~NHSBA Note, September 2014: Additional legislative changes to RSA 200:49 and RSA 200:52 necessitate further changes to this policy. Definition of "head injury" is added on Page One. Minor changes to "Concussion Awareness and Education" section.~~

~~NHSBA Note, September 2013: The only changes appear in the definitions of "student athlete" and "student sports" on Page One. These revisions mirror the language of RSA 200:52. Legal references to RSA 200:51 and RSA 200:52 are added.~~

~~NHSBA Note, September 2012: The only changes appear in the "Removal From Play and Protocol For Return To Play" section. The remainder of the policy is unchanged. The revisions in this section mirror the language of RSA 200:49 and RSA 200:50.~~

~~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~~

~~Additional Resources:~~

~~<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>~~

~~<http://www.bianh.org/concussion.asp>~~