

Hollis Brookline Cooperative School Board

Wednesday, June 16, 2021

Hollis Brookline Middle School

6:00

All times are subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer
Agenda Adjustments
Nominations/Resignations and Correspondence
- 6:10 Approval of Minutes – May, 2021
- 6:15 Public Hearing – Maintenance Trust
- 6:30 Public Input
- 6:45 Principal's/Athletics reports
 - Middle School Master Schedule – Update – Principal Barnes
- 7:00 Discussion
 - Fiscal Year 2021 – Revenue and Expense report
 - Unreserved fund balance update
 - Articles of Agreement – potential fall meeting date
 - Update on mask lawsuit
 - Draft school plan for 2021-2022 - informational
- 8:15 **Deliberations**
 - To see what action the Board will take regarding policy JLF: Reporting of Child Abuse and Neglect, 2nd Reading
 - To see what action the Board will take, if any, regarding the use of the unreserved fund balance
 - To see what action the Board will take regarding the administrations recommendation for the maintenance trust
- 8:45 HB Highlights
- 8:55 Report out by the process observer
- 8:55 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 9:00 Motion to Adjourn

To: Andy Corey, Superintendent
From: Tim Girzone, Principal HBMS
Re: Principal's Report
Date: June 16, 2021

Information Only

End of Year Celebration:

Our entire school took part in an End of Year Celebration on June 4th. The day included a wide variety of field day activities, an Academic Awards Ceremony for each grade level as well as a fun filled pep rally assembly for each grade level. The Awards Ceremony was highlighted by two 8th Graders, Ronan Finnegan and Naya Jernberg being named co-winners of the annual Robert E. Kelly Award.

Congratulations to both Ronan and Naya whose names will be added to the plaque with previous winners that hangs in the main office!



Teacher of the Year Nomination

Congratulations to Mr. Capraro (7th Grade Social Studies) for being nominated for Teacher of the Year! The NHDOE selects one exceptionally skilled and dedicated teacher to serve as an ambassador for teachers in the state. The purpose of the program is to select a teacher who is capable of speaking for and energizing the teaching profession, and representing the positive contributions of all teachers statewide. The Teacher of the Year Program does not attempt to single out any individual as the best teacher in New Hampshire, but instead looks to honor one teacher who represents all educators in the state.

Staffing Updates:

HBMS is happy to announce the following hirings for recently open positions:

- Danielle Cambray - 8th Grade (Earth) Science
 - *Ms. Cambray is an HBHS alumni who attended the University of Delaware for her undergraduate work, where she majored in Elementary Education with a concentration in Middle School Science. Ms. Cambray is currently working on her Masters in Education at SNHU and has most recently been teaching in the Wilton Lyndeborough School District*

- Jessica Belch - Spanish Teacher
 - *Ms. Belch attended Keene State College where she majored in Elementary Education and Spanish. She earned her Masters degree in Curriculum and Instruction from Lesley University. Ms. Belch's most recent teaching experience was as a Foreign Language teacher in the Timberlane School District.*
- Danielle Berube - School Nurse
 - *Ms. Berube earned a Bachelor of Science in Nursing from Fitchburg State University. She has worked as a nurse in an OR in a variety of settings including University of Vermont Medical Center and St. Joseph's Hospital. She has most recently worked as a school nurse in the Wilton Lyndeborough School District.*
- Scott Turcotte - Computer Education Teacher
 - *Mr. Turcotte earned a Bachelor of Arts degree in History with a minor in Education from Southern New Hampshire University. Mr. Turcotte has worked in a variety of educational settings but most recently was employed as an Information Communication Technology Teacher in the Raymond School District.*

Important Dates:

6/16 & 6/17 - 8th Grade Step-Up Days

6/18 - Last day of school for students

Respectfully Submitted,

Tim Girzone
Principal, Hollis Brookline Middle School

Course Name	Requests	Sections	Avg Class Size
Band 7	25	2	13
Band 8	18	1	18
Chorus 7	52	3	17
Chorus 8	30	2	15
General Music 7	112	5	22
General Music 8	110	7	16
French 7	57	3	19
French 8	48	3	16
Spanish 7	94	5	19
Spanish 8	82	5	16
Math 7	104	7	15
Math 7 Algebra	20	1	20
Math 7 Pre-Algebra	66	3	22
Math 8	101	7	14
Math 8 Algebra	43	3	14
Geometry 8	16	1	16
IMP Math	3		#DIV/0!
Read 180	4	1	4
Reading 7	30	2	15
Reading 8	13	2	7
Reading Wilson	11	0	#DIV/0!
Individualized Reading	5	12	0
Physical Education	192	10	19
Physical Education	166	10	17
Grade 7 Social Studies	192	10	19
Grade 7 Science	192	10	19
Grade 7 English	192	10	19
Grade 7 Art	192	10	19
Grade 7 Technology	192	10	19
Grade 7 Computer	192	10	19
Grade 7 Health Education	192	10	19
Grade 8 Social Studies	166	10	17
Grade 8 Science	166	10	17
Grade 8 English	166	10	17

Grade 8 Art	166	10	17
Grade 8 Technol	166	10	17
Grade 8 Comput	166	10	17
Grade 8 Health E	166	10	17

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

Portsmouth Naval Shipyard: The entire sophomore class along with selected students were able to participate in a career fair hosted by the Portsmouth Shipyard on Tuesday, May 25 at HBHS. Students were able to learn about a variety of apprenticeships leading to good paying jobs with excellent benefits accessible to them immediately after high school. This event was the first of its kind in that Portsmouth Shipyard conducted the program on a high school campus. Based on the enthusiasm of the students and overall success of the day, this looks to become an annual tradition. (See Attached)

Trig Star Exam: On Monday, May 24 the National Society of Professional Surveyors (NSPS) State Trig Star exam was administered to Mrs. Brown's Honors Precalculus students.

We are excited to let you know that **Evan Rosenblatt '22** has been named the State winner out of *all* of the high schools that took the test, and he will move on to take the National Test. Even more amazing was the fact that Evan scored 100% while completing the exam in the shortest amount of time. Congratulations, Evan. We are proud of your commitment to excellence.

Project Lead the Way Exams: Congratulations to Mr. Fauteux's PLTW Engineering classes. Every student scored in either the Accomplished or Distinguished range of scores ranking them among the top 60% in the country. Additionally, 20/41 scored in the Distinguished range, which placing them in the top 10% in the nation!

The HBHS Theater is proud to present the **WORLD PREMIERE** of *Shrewed Up* by Noah Smith and Sarah Moon.

As the first ever company to mount this brand new show, our student cast and crew worked directly with the Broadway-experienced authors of this hilarious parody of podcasts, the world of high school theater, and the people in it.

[Tickets may be purchased and streamed through July 30, 2021!](#) More info regarding the show and tickets can be found at the linked ticket page.

Adventurelore: As part of our year end activities, we are excited to share that on June 15 students in grades 9-11 will participate in activities that will offer them a time to come together, build further connections and celebrate all that they have accomplished.

Adventurelore is a NH based organization whose staff of highly trained professionals provide a variety of recreational, school and community programs and services using an adventure-based model. The programs are designed to demonstrate a positive model that participants can apply to their school community life and beyond. All of the program designs use the experiential learning process to create a powerful, interactive experience for participants.

These sessions will take place outdoors on the lacrosse field and will help students reconnect, improve teamwork and provide insight and understanding while engaging both mental and physical well-being. Students will work with Adventurelore counselors in groups of 10-12, although portions of the activities will take place within a larger group, and these sessions are open to in person and remote learners.

Each session will be 90 minutes in length and our school day will run as scheduled. Any student who chooses not to participate will follow their normal school day.

Congratulations to ALL Students and Staff: While the year isn't over, the month of May is behind us. At HBHS, May marks the end of testing season. Between having to make up last years' SAT, and take this year's SAT, PSAT, AP, ACT, NHSAS no student body has ever been tested more. The fact that they were able to move through all of these exams, engage in their regular academics, and by the way, attend school in a variety of formats through a surging pandemic is remarkable. We are in awe of their resilience and dedication. We are also grateful for our unbelievable dedicated staff who worked with them all along the way. Thank you as well to our parents and families for your support throughout what has been the challenge of a lifetime. A quick glance at regional and local headlines reflects that we as a school and community continue to offer what very few schools have been able to pull off, a relatively normal abnormal year.

Respectfully Submitted,

Rick Barnes
Principal

PORTSMOUTH NAVAL SHIPYARD POP-UP STEM EVENT

Portsmouth Naval Shipyard's new pop-up STEM events will bring a tour of the shipyard to your school or community! Students will engage with up to 24 demonstrations as they learn about the cutting edge technology and skills used in our production shops.



DEMONSTRATIONS INCLUDE:

- A/C & Refrigeration
- Composites & Plastic Fabricator
- Crane Maintenance
- Electrician / Electronics
- Fabric Worker
- Insulator
- Machinery Mechanic
- Machinist
- Non-Destructive Tester
- Painter / Abrasive Blasting
- Pipefitting
- Rigger
- Scientist / Engineer
- Sheet Metal Mechanic
- Shipfitter / Iron Worker
- Shipwright
- Welder

HOST SITES ASSISTANCE REQUIRED

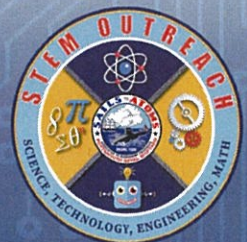
- Up to 8250 square feet outdoor location (Event is scalable based on space available)
- Parking for event facilitators
- Access to power
- Access to water (optional)
- Access to restrooms

COVID-19 GUIDELINES

Safety is our #1 priority. All event participants must wear masks. A maximum of 100 people will be permitted into the event area at one time. A maximum of 5 students may participate in a demonstration at a time and must remain behind the 6ft markers. Hand sanitizing stations will be available at the entrance, exit, and throughout the event. Anyone not feeling well on the day of the event is asked to please remain at home.

INTERESTED IN HOSTING A PNS POP-UP STEM EVENT?

Contact us at PNS-STEM-Program.fct@navy.mil



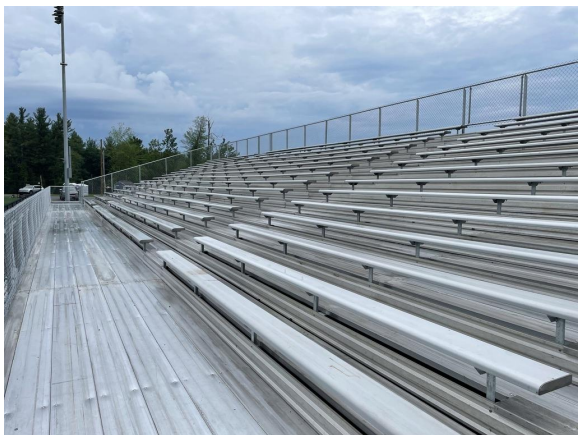
To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: June 2021 Board Report

HBHS Athletics Update: As the school year comes to a close, our athletic teams have wrapped up the 2021-2022 year as well. The spring season saw many successes, with the Baseball, Softball, Boys Volleyball, and Boys Lacrosse teams making it to the final round of regional play where they each played well before falling in close games. The Boys Tennis team also had a strong showing against Souhegan in the state tournament and looks forward to building with a core of younger players returning next year. And despite some challenges with the weather, the Unified Track team finished off their season with an intrasquad meet. Many thanks are in order to all who made this spring season possible, as well as the entire year in athletics.

Congratulations: We would like to extend congratulations to all of our spring teams mentioned above, and to highlight our HS Girls Tennis and HS Girls Lacrosse teams on their state runner-up finishes, as well as John Kotelly for his Division II State Championship in the Triple Jump.

HBMS Athletic Update: As the year in HBMS Athletics has officially come to a close, we would like to thank all of the student-athletes, parents, and coaches for their dedication that allowed us to run successful intramural programs during these times. We very much look forward to the start of the 2021-2022 school year and seeing all of our athletes back out on the fields and courts!

Bleacher Update: Over the past 2 weeks, we have seen major progress in the construction of our new bleachers at the turf field. We are very excited to see the final product come into view and anticipate completion of the project in the coming weeks.



District Coaching Openings: The HB Athletic Department is currently seeking qualified candidates for the following positions.

HBHS

Bass Fishing Assistant Coach
Cross Country Head Coach
Cross Country Assistant Coach
Field Hockey JV Coach
Field Hockey Assistant Coach
Boys Soccer Freshman Coach

HBMS

Field Hockey Head Coach

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Bumpus". The signature is fluid and cursive, with the first name "Brian" and last name "Bumpus" clearly distinguishable.

Brian Bumpus
District Athletic Coordinator

Hollis Brookline Cooperative School District

Expendable Trust: Public Hearing

June 16, 2021

Maintenance Expendable Trust

Background

Principals Rick Barnes and Tim Girzone identified several needed repairs/improvements for their respective buildings during the budget process. At the FY22 Budget Hearing, the Hollis Brookline Budget Committee recommended along with the Hollis Brookline School Board that the funding source for these particular items be the Hollis Brookline Maintenance Expendable Trust.

FY22 Requested Items/Estimated Cost

HBHS Roof Section \$ 35,000 (Phase 4 of 10)
Road Paving \$ 80,000 (working toward the widened road around the bldg)

Total Requested \$115,000

Maintenance Expendable Trust Status

Current Balance: \$ 140,575
To be added in FY22: \$ 115,000
FY22 Expenditures: \$ (115,000)
Being Held (43,000) Towards future elevator expense
FY22 Available Balance: \$ 97,575 (Anticipated)

Special Education Expendable Trust

There are no plans at this time to use any of these funds in FY22.

Special Education Expendable Trust Status

Current Balance: \$ 205,271
To be added in FY22: \$ 0
FY22 Expenditures: \$ 0
FY22 Ending Balance: \$ 205,271 (Anticipated)

Athletic Expendable Trust

Background

The Athletic Expendable Trust has been funded by parent paid athletic fees. The total fees collected in one year are sent to the Trust in the following year. An annual request and public hearing occurs each year to spend all or part of that allocation. This year's request is for athletic expenses that were assigned to the Athletic Trust Account via the FY21 budget process and are as follows:

FY20/FY21 Request for Budgeted Purchases

FY20 Purchases-June

	Actual
	Costs
Description	June 2020
Field Maintenance	\$217.18

FY21 Purchases July - May

	FY21	FY21
	Budget for	Actual
	Athletic Trust	Costs
Description	Reimub.	July - May
Field Maintenance	\$3,525.00	\$3,525.00
Transportation	\$5,200.00	\$0.00
Athletic Balls	\$11,082.00	\$6,905.00
Training Supplies	\$4,321.00	\$2,964.17
Athletic Supplies	\$2,315.00	\$2,037.22
Awards	\$5,110.00	\$342.40
Uniforms	\$18,500.00	\$15,840.25
Addl Equipment	\$3,447.00	\$2,688.95
Replacement Equipment	\$5,275.00	\$4,991.10
Dues and Fees	\$8,225.00	\$7,125.00
FY21 Totals	\$67,000.00	\$46,419.09

Total Requested: \$ 217.18 FY20
 \$ 46,419.09 FY21

\$ 46,636.27

Athletic Expendable Trust

Current Balance: \$ 79,011

FY20 June Expenditures \$ (217)

FY21 Expenditures: \$ (46,419)

FY21 June Expenditures \$??

To be added in FY22: \$ _____ 0 Athletic fees now going to the Athletics Revolving Fund

FY21 Ending Balance: \$ **32,375** (Anticipated) Will be moved to the Athletics Revolving Fund

Hollis Brookline Cooperative School District
FY21
as of 6/8/21

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 6,277,212	\$ 4,905,063	\$ 1,122,021	\$ 250,128
Special Education	\$ 3,681,768	\$ 2,866,344	\$ 426,484	\$ 388,940
Vocational Program	\$ 30,000	\$ 22,460	\$ 24,201	\$ (16,661)
Co-curricular Program	\$ 866,805	\$ 618,245	\$ 79,290	\$ 169,271
Student Support Services	\$ 1,458,617	\$ 1,081,889	\$ 273,073	\$ 103,655
Instructional Staff Support	\$ 791,481	\$ 514,563	\$ 137,225	\$ 139,692
*School Board/SAU Assessment	\$ 1,076,555	\$ 987,881	\$ 7,221	\$ 81,453
School Administration	\$ 1,096,586	\$ 962,129	\$ 98,778	\$ 35,680
Facilities	\$ 1,551,511	\$ 1,292,127	\$ 237,877	\$ 21,508
Transportation	\$ 1,136,911	\$ 706,786	\$ 130,785	\$ 299,340
Benefits	\$ 5,152,792	\$ 4,157,727	\$ 858,082	\$ 136,983
Debt Service	\$ 810,228	\$ 796,568	\$ -	\$ 13,660
Transfers	\$ 952,000	\$ 265,390	\$ 499,371	\$ 187,239
TOTAL FY21	\$ 24,882,466	\$ 19,177,172	\$ 3,894,408	\$ 1,810,887
Plus FY20 Expense Carryover	\$ 226,253	\$ 52,207	\$ 6,766	\$ 167,280
TOTAL FY20 + FY21 Expense	\$ 25,108,719	\$ 19,229,379	\$ 3,901,174	\$ 1,978,167

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 16,027,029	\$ 15,650,000	\$ 377,029	\$ -
Adequacy Aid Grant/Tax	\$ 5,988,348	\$ 5,041,647	\$ 946,701	\$ -
Impact Fees	\$ 20,000	\$ 47,927		\$ 27,927
State				
Special Education Aid	\$ 371,639	\$ 476,185		\$ 104,546
Building Aid	\$ 199,362	\$ 199,362	\$ -	\$ -
Food Service	\$ 3,000	\$ 4,281		\$ 1,281
Vocational Aid	\$ 5,000	\$ 2,818	\$ 2,182	\$ -
Federal				
Grants	\$ 260,000	\$ 148,331	\$ 111,669	\$ 0
Food Service	\$ 38,000	\$ 201,362	\$ 5,000	\$ 168,362
Medicaid	\$ -	\$ 97,958		\$ 97,958
Local				
Tuition	\$ 24,000	\$ 36,624	\$ 1,000	\$ 13,624
Food Service Sales	\$ 359,000	\$ 27,728	\$ 1,000	\$ (330,272)
Other	\$ 70,000	\$ 133,419		\$ 63,419
Plus FY20 Expense Carryover	226,253		\$ 58,973	\$ (167,280)
Contingency & Trusts	\$ 392,000		\$ 365,390	\$ (26,610)
Unreserved Fund Balance	\$ 1,314,088		\$ 1,314,088	\$ -
Less Retained Fund Balance	\$ (189,000)		\$ (189,000)	\$ -
TOTAL REVENUE	\$ 25,108,719	\$ 22,067,643	\$ 2,994,032	\$ (47,044)

Total Expense Balance	\$1,978,167
Total Revenue Balance	(\$47,044)
Unreserved Fund Balance	\$1,931,123

Anticipated Reductions to Unreserved Fund Balance

Funded in this order:

Estimated Needs for FY21	
Athletic Revolving Fund	\$ 50,000
Maint. Trust	\$ 115,000
Spec Ed Trust	\$ -
Contingency	
Retained Fund Balance	\$ 180,760
Total Reductions	\$ 345,760

Projected Fund Balance

\$1,585,363

Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 250,128	Hiring savings and Covid-19 caused salary adjustments
1200	Special Education	\$ 388,940	Savings in tuition and out-of-district services
1300	Vocational Program	\$ (16,661)	Higher # of students attending Voc Ed
1400	Co-curricular Program	\$ 169,271	Covid-19 caused savings in athletics and extra-curricular activities
2100	Student Support Services	\$ 103,655	Savings in contracted services (speech and OT)
2200	Instructional Staff Support	\$ 139,692	Savings in teacher duties, salaries and professional development
* 2300	*School Board/SAU Assessment	\$ 81,453	\$100,000 contingency fund; legal fees higher than expected
2400	School Administration	\$ 35,680	Savings in consulting services and telephone expense
2600	Facilities	\$ 21,508	Primarily Covid-19 supplies after December
2700	Transportation	\$ 299,340	Special Ed transportation savings
2900	Benefits	\$ 136,983	Savings in insurance, taxes, and retirement due to hiring savings
5100	Debt Service	\$ 13,660	Re-financing Turf bond
5200	Transfers	\$ 187,239	Transferred fewer athletic fee dollars than anticipated; food service transfers lower

General explanation of what is included in each account category

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

Proposed Use of Anticipated Year End Fund Balance		
Accelerated Project List *Updated Costs*	Proposed Budget Yr	Estimated Cost
Recommended by Coop Budget Committee		
HBHS Main Office Security Renovation		
Recommended by Homeland Security	FY23	\$ 91,000
School Board Priorities (from last meeting)		
HBHS FY23 Tech Plan (Year 3)	FY23	\$ 115,174
HBHS Next Roof Section (most expensive phase)	FY23	\$ 190,000
HBHS Paving-Complete Circular Drive/expansion (FY23 Phase)	FY23	\$ 65,000
Total		\$ 370,174
Additional Options		
HBHS/HBMS Building Evaluation/Recommendations		
Energy Efficiencies - no cost until votes pass funding	FY23	\$ -
No cost until voters pass funding		
Hollis Energy Committee highly recommends		
HEC anticipates significant saving potential		
Upcoming Enrollment Increases - Several options to be presented**	New	\$ 30,000
Brookline Workforce Housing potential enrollment increases		
Potential Preschool enrollment increases		
HBMS Roof Replacement - Oldest section	FY23	\$ 105,000
HBMS Window Replacement-Phase II	FY23	\$ 80,000
Other Paving Projects		
HBMS-Several Sections of needed paving	FY23	\$ 65,000
HBHS-Dirt Teacher's Lot	FY24	\$ 65,000
HBHS-Back Lot	FY25	\$ 296,000
HBHS-All three sections - no savings; \$30-\$40k more		
Total		\$ 641,000
Grand Total of Choices		\$ 1,102,174

**** Project Scope Includes:**

Cost Estimate: \$30,000

1. Review existing demographics previously completed by NESDEC, update as necessary
2. Review existing conditions
3. assess building and site utilities
4. Develop as built architectural plans in Revit software
5. Develop program of existing and proposed spaces outlining the needs and wants
6. Develop possible plan options (site plan, concept floor plans)
7. Meet to review options
8. Provide meeting notes from each meeting
9. Continue to develop and meet to review options until a preferred option is chosen
10. Review Mechanical, electrical, plumbing systems
11. Review deferred maintenance items
12. Review code and ADA deficiencies
13. Develop project permit requirements
14. Develop project schedule
15. Develop project cost estimate

REPORTING CHILD ABUSE

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

~~An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake.~~ The written report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

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

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

Legal References:

RSA 169-C:29, Persons Required to Report

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

RSA 169-C:31, Immunity from Liability

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

Adopted: January 16, 2008

First Reading: May 19, 2021

Second Reading: June 7, 2021

SAU41 Safe Return to In-Person Instruction and Continuity of Services

This document is intended to meet the federal statutory requirement that, within 30 days of receiving ARP ESSER LEA allocation (anticipated May 24th), an LEA shall publish an LEA Plan on the Safe Return to In Person Instruction and Continuity of Services, which is often called a “school district reopening plan.”

Note, if an LEA developed a plan before *The American Rescue Plan Act* (ARPA) was enacted on 03/11/2021 that complied with the federal statutory requirements for public posting and comments but does not meet all the requirements below, then the LEA must revise its plan no later than six months after receiving ARP ESSER funds

For further context, please reference ARPA (<https://www.congress.gov/bill/117th-congress/house-bill/1319/text>) or the Interim Final Requirements of ARP ESSER (<https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>).

I. General Information

1. LEA Name: SAU41
2. Date of Publication: June 21, 2021

II. Transparency and Accessibility

1. This plan for the safe return to in-person instruction and continuity of services was published and made publicly available online here: http://c674469e-37ee-4fac-9c96-08f76eeb02ac.filesusr.com/ugd/5a59e1_5b78b9503a0a410eb7d849d6dc1589df.pdf

Description: In April of 2020 SAU41Administration in conjunction with various stakeholder groups began developing a comprehensive Road Map to Reopening our Schools Plan. In sum, nearly 60 stakeholders including teachers, support staff, nurses, administrators, parents, community members and public health partners participated in the development of the plan. The plan incorporated research based public health strategies from various local, state, and federal agencies including Nashua Public Health, the Department of Health and Human Services, Center for Disease Control, the New Hampshire School Nurses' Association, and the American Academy of Pediatrics. In August of 2020, the plan was presented and voted on publicly by the Hollis, Brookline, and Hollis Brookline Cooperative School Districts.

2. Before making the plan publicly available, the LEA sought public comment on the plan and took such comments into account in the development of the plan (please check one).

Yes: X Somewhat: No:

Description: A draft reopening plan was presented to each of the boards in early August. Members of both the Hollis and Brookline communities were encouraged to attend the publicly held meeting to provide feedback. Parent input surveys were administered to all families of

students in SAU41 in both the spring and summer of 2020. Feedback solicited from both the board and community was incorporated in the final version of the plan.

3. The plan is in an understandable and uniform format (please check one):

Yes: ☒ Somewhat: No:

Description: The plan was intentionally developed in a manner that made it easy to understand and followed a uniform format. When appropriate, links were made available to the guidance documents that helped to inform the creation of the plan. The plan is categorized by the following focus areas: instructional, technology, health and safety, human resources, facilities, student services, food service, extracurricular and transportation. Each of these focus areas had a taskforce that was comprised of stakeholders who had knowledge and expertise in that respective area.

4. The plan, to the extent practicable, is written in a language that parents can understand or, if not practicable, orally translated (please check one):

Yes: ☒ Somewhat: No:

Description: The plan is written in language that makes it easy to understand. While creating the plan, great care was taken to avoid technical language from the fields of public health and education. For ease of access, the plan was prominently displayed on the front page of the SAU41 website which is ADA compliant.

5. The plan, upon request by a parent who is an individual with a disability, is provided in an alternative format accessible to that parent (please check one):

Yes: ☒ Somewhat: No:

Description: The plan is available on the SAU41 website. SAU41 recently redesigned their website to ensure full compliance with all requirements of the Americans with Disabilities Act (ADA). Translation services are available upon request and available via Google Translate.

III. Health and Safety

1. How the LEA will maintain the health and safety of students, educators, and other school and LEA staff:

Description during SY20-21: SAU41 instituted research based public health measures as defined by local, state, and federal agencies. This included but was not limited to social distancing, enhanced sanitizing practices, mask wearing, modifications to the physical plant and building based procedures, staff training, creation of a community public health stakeholder group and participation in the weekly partner call with the Department of Health and Human Resources

Description during SY21-22: SAU41 will continue to implement research-based public health best practices. SAU41 will continue to follow written guidance from the Department of Health and Human Services. SAU41 will continue to monitor local,

state, and national Covid 19 data to make well informed adjustments to our reopening plan.

2. The LEA's adoption of the following CDC health and safety strategies are described below: (Note federal regulation on this plan requires such reporting but does not require adoption of CDC safety recommendations. The NH DOE recognizes schools will implement localized safety measures based on the guidance provided by the CDC, NH Public Health, and local public health officials.)

a. Universal and correct wearing of masks:

During SY20-21 (check one):	Yes:	☒	Somewhat:	☐	No:	☐
During SY21-22 (check one):	Yes:	☐	Somewhat:	☒	No:	☐

Description of both SYs: Universal masking was a requirement for both staff, students, and visitors during the 2020-2021 school year. Time was devoted at the beginning of the school year to train both staff and students regarding proper mask wearing techniques. Masks were made available to all staff and students upon entering each school building.

For the 2021-2022 school year SAU41 will make mask wearing optional for all students in grades preK-12. Parents will be provided with the choice to have their children wear masks during the school day. Should local conditions change, the administration reserves the right to institute a mandatory mask requirement or an activity based mask requirement.

b. Physical distancing (e.g., use of cohorts/podding and modifying facilities):

During SY20-21 (check one):	Yes:	☒	Somewhat:	☐	No:	☐
During SY21-22 (check one):	Yes:	☐	Somewhat:	☒	No:	☐

Description of both SYs: During the 2020-2021 SAU41 observed social distancing of 3 to 6 feet in all instructional spaces. To the greatest extent possible, all schools followed a cohort grouping model. Several modifications were made to the physical plant to allow for physical distancing including the elimination and replacement of furniture in classrooms and appropriate signage in all common areas and hallways.

For the 2021-2022 school year SAU41 will restrict group seating within the classroom environment in an effort to maintain 3 feet of spacing. The 3 feet of spacing rule will not apply in the cafeteria, hallways, or other congregate settings outside of the classroom. Additional exceptions will be made at the secondary level where students currently have access to the Covid-19 Vaccine. Furniture previously removed will be returned to the classroom setting as deemed appropriate by school administrators.

c. Handwashing and respiratory etiquette:

During SY20-21 (check one):	Yes:	☒	Somewhat:	☐	No:	☐
During SY21-22 (check one):	Yes:	☒	Somewhat:	☐	No:	☐

Description of both SYs: During the 2020-2021 school year staff members-built time into their classroom schedule to allow for students to wash and disinfect

their hands. Disinfection stations were established in all common areas of the school. Teachers were supplied with soap, hand sanitizer and disinfecting wipes. Developmentally appropriate signage was added to all 6 schools to promote healthy hygiene practices such as handwashing. This practice will remain in effect for the 2021-2022 school year.

d. Cleaning and maintaining healthy facilities, including improving ventilation:

During SY20-21 (check one):	Yes: ☒	Somewhat: ☐	No: ☐
During SY21-22 (check one):	Yes: ☒	Somewhat: ☐	No: ☐

Description of both SYs: Significant financial resources were allocated to maintaining healthy facilities during the 2020-2021 school year. Additional custodial staff were hired, electrostatic sprayers were utilized to disinfect surfaces, custodial staff received comprehensive professional development in sanitizing surfaces, teachers were encouraged to leave classroom windows open to help improve ventilation, indoor air quality tests were performed, and a comprehensive HVAC evaluation was conducted in all 6 school buildings. Additionally, to achieve increased ACPH, ventilation units were active three hours prior to school opening and inactive three hours prior to school closing. These practices will remain in place for the 2021-2022 school year. Information collected from the HVAC evaluation will be used to drive future decision making regarding capital improvement expenditures.

e. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, and/or Tribal health departments:

During SY20-21 (check one):	Yes: ☒	Somewhat: ☐	No: ☐
During SY21-22 (check one):	Yes: ☒	Somewhat: ☐	No: ☐

Description of both SYs: SAU41 principals and school nurses worked collaboratively with the Department of Health and Human Services to conduct contact tracing investigations when a positive Covid-19 case was identified. Such investigations resulted in little to no community-based transmission of Covid-19 within the school setting. SAU41 will continue to partner with the Department of Health and Human Services for the 2021-2022 school year to complete contact tracing investigations.

f. Diagnostic and screening testing:

During SY20-21 (check one):	Yes: ☒	Somewhat: ☐	No: ☐
During SY21-22 (check one):	Yes: ☒	Somewhat: ☐	No: ☐

Description of both SYs: SAU41 collaborated with local health care partner Convenient MD in an effort to streamline testing for both students and staff. As a result, students and staff were able to receive antigen test results with 15 minutes of testing and PCR test results within 24 to 48 hours of testing. SAU41 is currently exploring collaborating with Convenient MD for mobile site-based testing for the 2021-2022 school year.

g. Efforts to provide vaccinations to school communities:

During SY20-21 (check one):	Yes: ☒	Somewhat: ☐	No: ☐
During SY21-22 (check one):	Yes: ☒	Somewhat: ☐	No: ☐

Description of both SYs:

In partnership with Walgreens and the Department of Health and Human Services, SAU41 held a regional vaccination clinic that was made available to all Hollis, Brookline, Milford, Mason, Amherst and Mont Vernon educators in both the public and private school settings. SAU41 will explore an option to offer a summer vaccination clinic to help facilitate distribution of the vaccine to elementary age students.

h. Appropriate accommodations for children with disabilities with respect to health and safety policies:

During SY20-21 (check one):	Yes: X	Somewhat:	No:
During SY21-22 (check one):	Yes: X	Somewhat:	No:

Description of both SYs:

SAU41 has gone to great lengths to ensure access and equity to all students identified with disabilities during the pandemic. This included conducting compensatory education meetings for all students in the first month of school to determine if students had made meaningful progress on their goals. Additional staff were hired specifically to work with students with disabilities that were not able to access their education from the physical school building.

For the 2021-2022 school year SAU41 will work closely with families of students with disabilities who are not able to return to the physical school environment to ensure that they are able to receive a Free and Appropriate Public Education (FAPE).

i. Coordination with state and local health officials (please check one):

During SY20-21 (check one):	Yes: X	Somewhat:	No:
During SY21-22 (check one):	Yes: X	Somewhat:	No:

Description of both SYs:

SAU41 has worked closely with both Nashua Public Health and the Department of Health and Human Services. This includes participating in the weekly DHHS partner calls as well as working collaboratively with Nashua Public Health and the Department of Health and Human Services to host an educator vaccination clinic.

IV. Continuity of Services

1. The LEA has provided continuity of services in addressing student academic needs:

Description during SY20-21: SAU41 was one of the only school districts to offer a full in-person option last spring (2020) to students with significant disabilities. SAU41 has a robust Response to Instruction (RTI) model that continues to: identify students with learning gaps, provide targeted intervention, and monitor ongoing student progress. Additionally, SAU41 will transition their Response to Instruction (RTI) model to the Multi-tiered Systems of Support (MTSS) which addresses the social, emotional, and behavioral needs of students.

Description during SY21-22: Through our annual school district budget and available ESSER Funds, SAU41 has committed additional resources to our RTI program that will assist in identifying potential learning loss and gaps in students content knowledge. The emphasis of SAU41 will be reducing learning gaps, providing

necessary learning supports for vulnerable populations, providing staff training to emphasize student well-being, and encouraging programs that prove to be effective for achievements gains, including non-traditional opportunities.

2. The LEA has provided continuity of services in addressing student social, emotional, mental, and other health needs, which may include student health and food services:

Description during SY20-21: 2019-2020 school year SAU41 implemented the social and emotional learning program, Choose Love. The prep work from the prior school year allowed for a fluid continuation of the program into the 20-21 school year. This program has been implemented with Fidelity in all 6 schools and offered both a personalized and community approach to social and emotional learning during the Covid-19 Pandemic.

Description during SY21-22: SAU41 will continue with the Choose Love program and is currently exploring additional resources to support the social and emotional wellbeing of both students and staff.

3. The LEA has provided continuity of services in addressing staff social, emotional, mental, and other health needs:

Description during SY20-21: Staff well-being during the pandemic has been paramount. Staff have been provided with early release Fridays to allow for the opportunity for staff to collaborate and support one another. Additionally, changes had been made to the supervision and evaluation model that both reduced the number and narrowed the scope of formal classroom observations. In conjunction with local parent groups, staff have been provided with various appreciation opportunities throughout the school year.

Description during SY21-22: Staff well-being will continue to be a focus during the 2021-2022 school. SAU41 is currently exploring a variety of wellness opportunities for staff. This summer the SAU41 Administrative Team will read, "Putting Teachers First" by Brad Johnson. Employees will be encouraged to access additional wellness resources available through the Employee Assistance Program (EAP) from HealthTrust.

V. Plan Review

1. The LEA will meet the federal regulatory requirement to review and, as appropriate, revise its Safe Return to In-Person Instruction and Continuity of Services Plan at least every six months through September 30, 2023 (the award period including the Tydings period). (Note an LEA that developed a plan before ARPA was enacted on 03/11/2021 that complied with the federal statutory requirements for public posting and comments but does not meet all of the requirements above must revise its plan no later than six months after the LEA receives LEA ESSER funds.)

Yes: X No:

Description: SAU41 recognizes that the Safe Return to In-Person Instruction and Continuity of Services Plan needs to be a living and breathing document. The document will be reviewed monthly by the SAU41 Leadership team and adjustments

will be made based upon guidance from local, state, and federal agencies.

2. In doing so, the LEA will meet the federal statutory requirement to seek public input and take such input into account in determining whether to revise the plan and, if revisions are determined necessary, on the revisions it makes to its plan.

Yes: X No:

Description: It is the intention of SAU41 to continue to seek input from the public on the Safe Return to In-Person Instruction and Continuity of Services Plan

3. In doing so, the LEA will also meet the federal regulatory requirement to address CDC safety recommendations and, if the CDC has updated its safety recommendations at the time the LEA is revising its plan, each of the updated CDC safety recommendations.

(Note federal regulation on this plan requires such reporting but does not require adoption of CDC safety recommendations. The NH DOE recognizes schools will implement localized safety measures based on the guidance provided by the CDC, NH Public Health, and local public health officials.) Yes: X No:

Description: SAU41 will continue to implement the guidelines established by the Department of Health and Human Services when making adjustments to the Safe Return to In-Person Instruction and Continuity of Services Plan.

VI. Authorization

LEA Superintendent's Signature: Date:

VIII. Appendices

Appendix A. ARPA Statutory Excerpt

“(i) Safe return to in-person instruction.—

(1) IN GENERAL.—A local educational agency receiving funds under this section shall develop and make publicly available on the local educational agency's website, not later than 30 days after receiving the allocation of funds described in paragraph (d)(1), a plan for the safe return to in-person instruction and continuity of services.

(2) COMMENT PERIOD.—Before making the plan described in paragraph (1) publicly available, the local educational agency shall seek public comment on the plan and take such comments into account in the development of the plan.

(3) PREVIOUS PLANS.—If a local educational agency has developed a plan for the safe return to in-person instruction before the date of enactment of this Act that meets the requirements described in paragraphs (1) and (2), such plan shall be deemed to satisfy the requirements under this subsection.”

Appendix B. Interim Final Requirements of ARP ESSER Excerpt

“(3) *LEA Plan for Safe Return to In-Person Instruction and Continuity of Services.*

(a) An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services—

(i) how it will maintain the health and safety of students, educators, and other

staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:

- (A) Universal and correct wearing of masks.
 - (B) Modifying facilities to allow for physical distancing (*e.g.*, use of cohorts/ podding).
 - (C) Handwashing and respiratory etiquette.
 - (D) Cleaning and maintaining healthy facilities, including improving ventilation.
 - (E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
 - (F) Diagnostic and screening testing.
 - (G) Efforts to provide vaccinations to school communities.
 - (H) Appropriate accommodations for children with disabilities with respect to health and safety policies.
 - (I) Coordination with State and local health officials.
- (ii) how it will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.
- (b) (i) During the period of the ARP ESSER award established in section 2001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in person instruction and continuity of services.
- (ii) In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account.
 - (iii) If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.
- (c) If an LEA developed a plan prior to enactment of the ARP Act that meets the statutory requirements of section 2001(i)(1) and (2) of the ARP Act but does not address all the requirements in paragraph (a), the LEA must, pursuant to paragraph (b), revise and post its plan no later than six months after receiving its ARP ESSER funds to meet the requirements in paragraph (a).
- (d) An LEA's plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—
- (i) In an understandable and uniform format;
 - (ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; and
 - (iii) Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent.”