

Hollis Brookline Cooperative School Board

Friday, July 31, 2020

Hollis Brookline Middle School 6:00 PM

Due to vacation schedules, the meeting will be held remotely

Zoom: Join Zoom Meeting

<https://zoom.us/j/96922039234?pwd=VENQUmM0bS9YV0NHUUcwTmxlTWxwQT09>

Meeting ID: 969 2203 9234

Passcode: XJBFb1

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 969 2203 9234

Passcode: 548613

All times are estimates and subject to change without notice

- 6:00 Call to Order  
Agenda adjustments
- 6:05 Approve meeting minutes (July 22, 2020)  
Nominations/Resignations/Correspondence
- 6:10 Discussion  
➤ Updates to the Return to School Building Plan 2020-2021
- 6:40 Public Input
- 7:10 Deliberations  
➤ To see what action the Board will take regarding the reopening plan proposed by administration  
➤ To see what action the Board will take regarding the approval of a permanent substitute for each school building at a rate of \$100 per day  
➤ To see what action the Board will take regarding the approval of an increase in the daily rate for a substitute to a rate of \$85 per day (non-certified), a rate of \$100 per day (NH Teacher Certification held), and a rate of \$150 per day for a nurse substitute for the 2020-2021 school year  
➤ To see what action the Board will take regarding the proposed updates to the school calendar
- 7:55 Non-public under RSA 91—A: 311 (a) Compensation and/or (c) Reputation
- 8:00 Motion to Adjourn



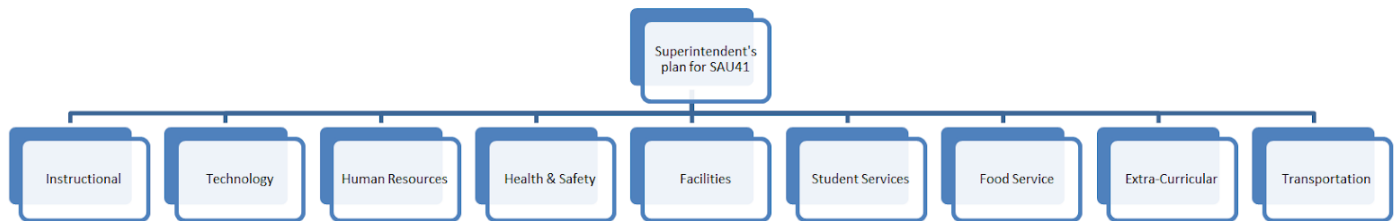
# SAU41

## Road Map to Reopening our School Buildings

The goal of SAU41 for the 2020-2021 school year is to ensure the continuity of educational opportunities for our students during the COVID-19 Pandemic.

All schools in SAU41 will resume onsite instruction for all students on September 3, 2020 while also providing an option for remote instruction for those families who choose. We understand that having children enter the school environment during the Covid-19 Pandemic is something that weighs heavily on many families. Therefore, returning to onsite instruction will be an individual family decision. Families that are not comfortable returning to an onsite school environment should contact their child’s building principal to discuss possible remote options.

To develop a comprehensive return to school model, SAU41 created a task force of working groups comprised of more than 50 school district stakeholders.



The Task Force sent recommendations to the Superintendent for consideration. The Superintendent, along with SAU Administrators, met with the Community Advisory Group to review the recommendations. The result of that work is included below and will be presented to the three individual School Boards in July, 2020. The School Board members will deliberate and vote on the SAU41 Roadmap to Reopening our School Buildings. All plans are subject to change based on both the collaboration between administration and local education associations as well as new information available regarding the pandemic.



Task Force Members	
<b>Instructional</b>	Yolanda Flamino (Facilitator), Gina Bergskaug, Patricia Bouley, Greg Snoke, Jennifer Given, Michelle O’Brien, Shannon Dwyer, Ellen Lenczak, Carol Swanson

<b>Technology</b>	Candi Fowler (Facilitator), Carol Tyler, Rich Raymond, Amanda Zeller, Penny Currier, Maureen Lorden, Mark Meskell, Mary Albina
<b>Human Resources</b>	Paula Izbicki (Facilitator), Carrie Marsh, Jennifer Campbell, Nicole Tomaselli, Jill Robinson, Lisa Stone, Sheila Mandragouras, Christine Haight, Lynda Durkee
<b>Health &amp; Safety</b>	Dan Molinari (Facilitator), Bob Thompson, Bob Ouellette, Ellen Lenczak, Kelly Seeley, Kelly Ducharme, Tim Putnam, Erin White, Karin Pillion, Amanda Inman
<b>Facilities</b>	Rick Barnes (Facilitator), Kelly Seeley, Ed Hinckley, Ann Robinson, Lynn DiZazzo, Cathy Farwell, Chuck Stohl, Dawna Bosquet
<b>Student Services</b>	Lauren DiGennaro (Facilitator), Bob Thompson, Anne Elser, Amanda Morin, Jessica Visinski-Bumpus, Heidi Moore, Amber Fox-McNeil, Sandy VanSciver, Claire Actis
<b>Food Service</b>	Tim Girzone (Facilitator), Amy Cassidy, Lin Ilingworth, Caryn Miller, Stacie Sanborn, Sam Boudreau, Inger Walega
<b>Extra-Curricular</b>	Brian Bumpus (Facilitator), Tim Girzone, Allie Buschmann, Matt Barbosa, Bob Pooler, Lynne Ouellette
<b>Transportation</b>	Andy Corey, Bob Thompson, Gina Bergskaug in conjunction with STA

<b>Community Advisory Group</b>	
<b>Ben Garber, PhD</b>	<b>Lisbeth Murphy, MD</b>
<b>Christina Haag, AANP</b>	<b>Marie Ramas, MD, FAAFP</b>
<b>Rebecca Howie, PT, MS</b>	<b>Beth Williams, AANP</b>
<b>Bernard Mizula, MS, CIH, CIT, CHS-IV, RPIH</b>	

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### Guiding Resources

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

- ~~• Parents will be responsible for completing a brief daily symptom monitoring assessment for each of their children prior to the start of each school day. Parents are asked to contact the school should their child have any of the identified symptoms.~~
- Daily symptom monitoring will be required of both students and staff. Parents must complete the symptom monitoring form through PowerSchool prior to the designated time each school day. Parents are asked to contact the school should their child have any of the identified symptoms
  - Does your child have a fever?
  - Does anyone in your family have a fever?
  - Has your child been in contact with a COVID-19 infected person?
  - Has anyone in your household been in contact with a COVID-19 infected person?
  - Has your child had any of the following symptoms? (cough, felt unwell, respiratory symptoms, shortness of breath, difficulty breathing)
  - Has anyone in your family had any of the following symptoms? (cough, felt unwell, respiratory symptoms, shortness of breath, difficulty breathing)
- Targeted temperature checks will be taken by the school nurse or their designee for any student who accesses the health office or is returning from a day of absence.
- All students returning from an absence must receive clearance to return to school from either a medical provider or the school nurse. Students should not ride the bus on the morning of their return and should report to the nurse's office with a parent/guardian immediately upon arrival.
- ~~• Both students and staff will be required to wear a face covering when physical distancing guidelines, as determined by the Center for Disease Control (CDC), are not able to be achieved.~~
- Student and staff use of face coverings will be required at all times in grades preK-12. Teachers will build in periodic breaks that allow for students to social distance per CDC guidelines and remove their face coverings.
  - Student exemptions to the face coverings guidelines will take place as part of a formal IEP, 504 or IHP team meeting.
  - Individual schools will work closely to educate students who refuse to wear a mask. Ultimately, any student who refuses to wear a mask will be asked to attend school remotely.
- ~~• Students in grade preK-3 are strongly recommended to wear a face covering but will not be required.~~
- ~~• All students will be required to wear a face covering when: riding the bus, entering/exiting the building, arriving to/leaving a classroom, engaging in small group classroom activities, and walking in the hallways and other common areas as determined by the building principal.~~
- ~~• Students with specific health and disabling conditions will not be required to wear a mask.~~
- Face-coverings will be provided for any staff or student who is unable to obtain their own.
- Each school will create staggered dismissal times to significantly reduce the number of students in the hallway.
- Whenever possible, student movement will be reduced by having teachers rotate from classroom to classroom.

- Hand sanitizer and sanitizing wipes will be available for student use in all classrooms and common areas.
- All DHHS Guidelines for Schools for symptomatic students and staff will be adopted. This includes:
  - Any student or staff member who is symptomatic and confirmed with COVID-19:
    - At least 10 days have passed since symptoms first appeared, AND
    - At least 24 hours have passed since last fever (off fever-reducing meds), AND
    - Symptoms have improved
  - Any student or staff member who is symptomatic but person refuses testing for COVID-19: same as if confirmed with COVID-19
  - Any student or staff member who is asymptomatic but tests positive for COVID-19: 10 days (assuming person remains asymptomatic, if person develops symptoms see above)
  - Any student or staff member who is exposed to someone suspected or confirmed to have COVID-19: 14 days (assuming person remains asymptomatic)
    - Person cannot “test-out” of 14 day quarantine
  - Any student or staff member who has traveled outside of New England: 14 days (from last day of travel)

## Instructional

- Extensive time will be spent at the beginning of the year reviewing previous grade level material and developing plans for the differentiation of instruction to meet students at their level.
- Teachers will use their collaboration time during Professional Learning Communities (PLC) meetings to discuss individual student needs with previous school year’s teachers.
- Each school will develop procedures for enhancing their academic remediation program for students who need to increase their rate of progress
- Teachers will use a variety of both formal and informal assessment tools to determine each student’s present level of performance.
- In the opening days of school students will be provided direct instruction in personal and public health measures.
- All students will have assigned seats in their classroom.
- Teachers are strongly encouraged, when appropriate, to move classroom activities to the outdoors.
- Students will not share instructional materials and shared instructional spaces (i.e. computer labs) will be closed to full class access until further notice.
- Elementary specials will take place within the homeroom classroom.

## For Remote Learning

- Level of criteria to pivot--what triggers will cause the model to shift
  - Decisions regarding the pivoting between instructional models will be made at the determination of the superintendent in conjunction with the Department of Education (DOE) and the Department of Health and Human Services (DHHS)
  - Decisions regarding pivoting from instructional models will be after careful consideration of available data including but not limited to:

- Local and state infection rates
  - Potential known exposure by students and staff
  - Workforce availability
- If there is a need to transition to remote learning or remote learning is the primary mode of education, direct instruction will follow the in-person instruction model in regard to the schedule and expectations for learning.
  - Daily live lessons on Zoom are required for attendance purposes with screen time recommendations based on student age.
  - Direct instruction will follow the in-person instruction model in regard to the schedule and expectations for learning.
    - Session length and daily frequency are based on district-determined best-practice
    - Pacing will mirror in-person instruction
    - Class periods might include a daily, live lesson followed by independent class work (off-line) as well as homework
    - Class periods might include an assessment that could be taken online or it could be taken on paper while engaged in a Zoom session
    - Elementary classes will have daily live instruction in Morning Meeting, Math, ELA, specials, and either Science or Social Studies
  - The school day will have consistent structure and parameters for participation in instruction, learning, and homework.
  - Specific expectations for learning will be shared by each classroom teacher, and they will include policies regarding assignment due dates and times.
  - Elementary specials are required and will take place remotely.

### Student and Family Expectations

When a staff member connects with your child, the mode of contact may be in audio and/or video format only through the Zoom platform. Invites to students will be sent to their sau41.org email address or Google Classroom and the audio connection will be via the microphone and the video connection will be via the camera on each connected device. No audio or video interactions with students will be recorded by any staff member. Students and families must refrain from recording audio or video connections with staff. \*

\*It is illegal in New Hampshire to record telephonic or electronic communication without the consent of each party to the conversation and a person making such a recording is subject to criminal and civil penalties.

### Technology

- All students will have access to their own Chromebook/laptop to prevent the sharing of devices. Families who do not have access to technology will be loaned a Chromebook from their child's school.
- Students will be responsible for ensuring that their device comes to school fully charged.
- Students and families will be provided guidance documents and/or videos to help navigate digital tools.

## Human Resources

- School volunteering will be prohibited except in critical need areas.
- All school staff will receive professional development training in evidence-based public health practices.
- Teachers will receive additional professional development training in the use of digital learning tools.
- An additional school nurse is currently being hired. This individual will provide on call support to each of the six schools within SAU41.
- Custodial responsibilities will be adjusted to include increased emphasis on deep cleaning and sanitizing. Custodians will receive additional professional development training to ensure all work meets the minimum standard.
- Out of state professional development for teachers will be prohibited
- A full time dedicated substitute will be employed at each school. The building administration will direct the work of this individual. This may include additional support to the nurse or other work related to mitigation efforts.

## Facilities

- Health offices will be expanded in all SAU41 schools to include one location for routine visits and a separate location for potentially symptomatic students.
- Some common areas such as school computer labs will be shut down.
- Students will not have access to a locker for their personal items. Every attempt will be made to reduce the number of items that students will need to carry while in school.
- Excess furniture will be removed from classrooms to maximize physical distancing.
- To the greatest extent possible, all classroom windows and doors will remain open during the instructional day.
- SAU41 has hired an independent consulting group to evaluate and make recommendations regarding the heating, ventilation, and air conditioning (HVAC) systems of all schools.
- Health and safety enhancements will continue to be made at each school building. This includes the retrofitting of touchless bathroom fixtures and contactless water bottle filling stations, when able.
- Hand sanitizing stations will be established throughout each of the buildings, including the classrooms.
- Electrostatic sprayers and misters have been added to the custodial inventory of each school.

## Student Services

- Students who are not able to return to the physical school environment will be provided an educational program through a remote environment.

- Students at all schools will be provided increased time for socialization during the school day. This will include increased recess time and morning meeting times at the elementary schools, increased ROCK time at middle school, and increased Cavblock time at the high school.
- Each school will implement a developmentally appropriate action plan for addressing the social/emotional needs of their students.
- IEP, 504, and parent requested student progress meetings will continue to be held remotely.
- Staff will receive training in the research based program Mental Health First Aid.

## **Food Service**

- Students who require breakfast and/or lunch through the school lunch program will be provided with a grab and go lunch option. This option will be available to students engaged in remote learning as well.
- Food service will utilize a cashless purchase model. All purchases will need to be completed through a student's digital account.
- Due to physical distancing guidelines a limited number of students will be able to eat in the cafeteria which will require the use of both classroom and outdoor spaces for breakfast/lunch.
- Shared food items such as items donated by parents for classroom celebrations will be prohibited.
- Concessions at sporting events will be suspended until further notice.

## **Extra Curricular**

- Guidelines regarding student participation in athletics will be developed in accordance with the New Hampshire Interscholastic Athletic Association (NHIAA).
- Student athletes will be required to have their temperature checked daily prior to the start of their participation in an after school activity.
- Students will not be required to wear a mask when engaged in rigorous physical activity.
- Student athletes will be asked to bring their own water from home or use one of the touchless water bottle filling stations. Community water will not be available.
- Attendance by the public at all athletic events will be limited and determined by the Athletic Coordinator.
- Children will be brought to parent/guardian vehicles upon dismissal from extracurricular activities.
- Visiting teams will not have access to the locker rooms for changing and should come prepared to play.
- When appropriate, meetings and rehearsals for clubs and activities will be offered remotely. When in-person meetings are approved, a consistent roster will be required and students will be brought to parent/guardian vehicles upon dismissal.





- Facility use by outside organizations will be limited and will require approval by the superintendent's office.
- Overnight school sponsored student group travel, including athletics and field trips, are suspended until further notice.

## **Transportation**

- Because physical distancing is difficult to maintain on a school bus, parents are strongly encouraged to drive their child to school.
- All students riding the bus will be required to wear a face-covering. Those students who do not have a face-covering will be provided one prior to loading the bus.
- Students will be asked to use hand-sanitizer prior to loading the bus, and it will be available on the bus.
- Students will be assigned a seat and when applicable, students will sit with siblings.
- All bus windows will remain open, until further notice, to promote the circulation of fresh air.
- Buses will be sanitized after both the morning and afternoon runs, utilizing enhanced cleaning procedures.

**COOP School District Calendar  
2020-2021**

 Prof Dev/Collaboration Instruction  
 Full District Remote & Cleaning Days

**AUGUST (0 days)**

M	T	W	TH	F	
					All staff return on Aug. 31
24	25	26	27	28	
X					

**SEPTEMBER (18 days)**

M	T	W	TH	F	
	X	X	3	4	Sep 9 - School Begins 7-12
XX	X	9	10	11	Sept 7 - Labor Day
14	15	16	17	18	Sept 8 - Professional Day
21	22	23	24	25	
28	29	30			

**OCTOBER (21 days)**

M	T	W	TH	F	
			1	2	
5	6	7	8	9	Oct 9: Remote Learning only
XX	13	14	15	16	Oct 12 - No School Columbus Day
19	20	21	22	23	
26	27	28	29	30	

**NOVEMBER (16 days)**

M	T	W	TH	F	
2	X	4	5	6	Nov 3 - Professional Day
9	10	XX	12	13	Nov 11 - No School Veterans Day
16	17	18	19	20	Nov 23 - Remote Learning Only
23	24	XX	XX	XX	Nov 24 - Collaboration Day
30					Nov 25 - 27 Thanksgiving Recess

**DECEMBER (17 days)**

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	Dec 21-22 Remote Learning Only
14	15	16	17	18	Dec 23 - Collaboration Day
21	22	23	XX	XX	Dec 24 - Jan 1 Holiday Vacation
XX	XX	XX	XX		

**JANUARY (19 days)**

M	T	W	TH	F	
				XX	
4	5	6	7	8	
11	12	13	14	15	
XX	19	20	21	22	Jan 18 - Martin Luther King Jr. Day
25	26	27	28	29	

**FEBRUARY (15 days)**

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
XX	XX	XX	XX	XX	Feb 22 - Feb 26 Winter Vacation

**MARCH (23 days)**

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

**APRIL (17 days)**

M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
XX	XX	XX	XX	XX	Apr 26 - April 30 Spring Vacation

**MAY (20 days)**

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
XX					May 31 - Memorial Day

**JUNE (\*12 days)**

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	June 12-Proposed HS Graduation
14	15	16	17	18	*June 23 - Last Day of School
21	22	23	24	25	June 28 - Last Day for Teachers
28	29	30			

**Legend:**  
X - No School for Students  
XX - No School for Students & Staff

**Total student days 178**  
**The School Board will determine the last day of school at their April meetin**