

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
JANUARY 22, 2020
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, January 22, 2020 at 6:00 p.m. at the Hollis/Brookline Middle School Library.

Chairman, Holly Deurloo Babcock, presided:

Members of the Board present: Tom Solon, Vice Chairman
Beth Janine Williams, Secretary
Elizabeth Brown
Melanie Levesque (arrived at 6:13 p.m.)
Krista Whalen

Members of the Board Absent: Cindy VanCoughnett

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Bob Thompson, Assistant Superintendent of Student Services
Linda Sherwood, Assistant Business Administrator
Rick Barnes, Principal, Hollis Brookline High School
Tim Girzone, Principal, Hollis Brookline Middle School

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Tom Solon as Process Observer.

AGENDA ADJUSTMENTS

A request was made to adjust the agenda to include a discussion of the proposed facility use fee schedule.

An additional request was made to include a discussion on apportionment.

There being no objection, the agenda was adjusted as requested.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board December 11, 2019

The following amendments were offered:

- Page 1, Line 28; delete “the” before “who”
- Page 6, line 23; correct the spelling of “lawn”
- Page 7, Line 3; replace “personal” with “personnel”
- Page 10, Line 34; replace “it” with “hit”
- Page 11, Line 40; replace “and” with “an”
- Page 14, Line 23; replace “noting” with noted”
- Page 17; replace the period with a comma following “micro-managing”

MOTION BY MEMBER SOLON TO ACCEPT, AS AMENDED

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

5-0-1

Member Levesque Abstained

Hollis Brookline Cooperative School Board – **Public Hearing** January 10, 2020

MOTION BY MEMBER SOLON TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

5-0-1

Member Brown Abstained

NOMINATIONS/RESIGNATIONS/RETIREMENTS/CORRESPONDENCE

Superintendent Corey informed the Board that Brian Bumpus, District Athletic Coordinator, has reached out to some companies regarding the potential purchase of used bleachers. More information will be provided at a future date.

Linda Sherwood, Assistant Business Administrator, provided the Board with a handout of the draft Warrant Articles for review and feedback (copy attached).

PUBLIC INPUT - None

PRINCIPAL REPORTS/ATHLETIC REPORT

Principals Girzone and Barnes reviewed the reports provided with the [agenda](#).

- Update on the Committee Work – Master Schedule at the Middle School

The 4 main concerns with our current schedule as identified by the Instructional Leadership Team are as follows:

1. Student access: Expressed Desired Outcome: Students having access to their respective teachers for remediation/interventions. In the past, this was done through common skills time
2. ROCK: Expressed Desired Outcome: Move ROCK back to the morning
3. Class length: Expressed Desired Outcome: Class length that is some middle ground between the 86 and 39/42 minutes.
4. Team time-Flexibility to do something with whole group of students at a given time. Cannot do now because all students on team are not in a core class at the same time. Expressed Desired Outcome: More commonalities for team time.

Proposed schedule highlights:

- Classes meet 3 out of 4 days Monday - Thursday. All 8 classes meet Friday.
- 6 out of 8 classes meet, Monday – Thursday (drop 2 classes/day)
- Monday - Thursday classes are 58 minutes.
- Friday classes are 41 minutes

- Instructional time increases from 209 minutes to 215 minutes (per class/wk.)
- Pre-scheduling Core classes will improve common skills time and student access to Core teachers.
- Monday – Friday students begin day in ROCK. Daily morning check in provides opportunity to offer support if needed.

Noted was that ROCK would move from a 26 to a 14-minute block of time. Asked what the thought process had been behind expanding it so greatly initially, Assistant Superintendent Bergskaug responded it was told to her that at one time there was a desire to have it back to back with lunch so that ROCK could spend lunch together if they wanted an extended lunch and potentially go outdoors. That was the desire, but has not come to fruition.

- Quarter specials classes (Health, Art, Tech Ed., Computer Ed.) come off-team and are semesterized, alleviating scheduling constraints (enrollment imbalances, cross-curricular benefits).

Tim Girzone, Principal, Hollis Brookline Middle School (HBMS), stated the discussion around the specialist classes students are enrolled in for only a quarter, was to make them semester courses combining computer ed/tech ed so that a student who is enrolled in those courses would have that offering on an every other day rotating basis. The same would be the case for art and health. Earlier in the year imbalances in enrollment were highlighted in those specialist courses.

It would allow for pulling specialist courses off a team. As a teacher who has four groups a year, you are learning your students, and by the time you are familiarizing yourself with IEPs, 504s, etc., you are transitioning out. Spreading it out allows a little ability to balance some of the enrollment numbers and the possibility of cross-curricular benefits that could result from combining the courses. Chairman Deurloo Babcock questioned if Team A and Team B might be mixed up in the classes, and was told they would. She spoke of the benefits of that.

- Maintains current schedule predictability for Student Services

The example was provided of a student having period 4 skills. In this proposal, period 4 drops on Thursdays. It occurs at a predictable time. As an outside provider you know that on Wednesdays you can meet with the student at a particular time. Next week on Tuesday that will happen again. With the waterfall schedule, that period 4 class would not have predictability. Noted was that related services are very rarely offered five days/week. Current schedule does not provide that either.

Chairman Deurloo Babcock commented one of the concerns looked to be addressed with the original schedule was students who require more than 1 type of instructional service. She asked if students would still have that level of access without having to miss out on core or elective curricular. Principal Girzone stated Read 180, in its current format, does create some challenges. In its double-block setting, that class is nearly two hours on a block day. Asked if it could be done as a single block, he stated he does not yet have the answer, but those questions are being discussed.

- Allows for more opportunity (3x/wk.) to run science labs

In the current schedule the only window of opportunity to run labs is 1x/wk. on the block day.

Bob Thompson, Assistant Superintendent of Student Services, stated the original driver for the change to the Master Schedule was delivery of services in special education and for some of the non-traditional learners. The current schedule made some improvements to service delivery. Having sat with Principal Girzone and gone through this schedule, he believes it makes vast improvements in service delivery and provides a great deal of options when it comes to servicing students across the spectrum.

Vice Chairman Solon spoke of the four main concerns, and questioned how student access to teachers for extra need is improving, and where the team time maps over into the new schedule. Principal Girzone stated it would require some hand scheduling to ensure core teachers aren't teaching at the time when students on that team are in skills. The assumption is that will happen during skills.

Principal Girzone stated his opinion 3 of the 4 main concerns are addressed very well with the proposal. The 4th requires some out-of-the-box thinking in terms of implementation. Asked what it would have to allow that to happen, Principal Girzone stated it would involve core teachers and all students on team only being affiliated with groups of teachers with that group. There are challenges when there are out-of-schedule events. One of the goals was to maintain schedule balance. When you have a waterfall schedule you can respond quickly and continue to roll in that same direction. That creates the issue on the other front where you lose the predictability for student services.

Superintendent Corey thanked Principal Girzone for his leadership on this. He has met with every administrator to ensure each separate entity was looked at. What has impressed him above all is his willingness to always put the student first; all students through all different spectrums, e.g., for the student excelling and needing to go to the high school, for the student who struggles and needs separate programming, and the student who, on occasion, needs to go to math, science, English, and history to get a boost. This schedule will accommodate all of those needs.

Superintendent Corey stated his belief a final schedule will be able to be brought forward for Board approval in the coming months.

Chairman Deurloo Babcock commented the feedback from teachers has been that the greatest concern was not being able to access students during skills. That seems to be something that is being addressed, which is exciting.

Ms. Brown noted that is not a schedule problem created by the current schedule; it is a historical problem, and has always been the biggest challenge.

Vice Chairman Solon questioned to what degree the work of the committee is disseminated among the full staff, if it is believed, now that there is a clearly acknowledged member of the bargaining unit present, that their concerns are being met, and if this will be endorsed. Principal Girzone remarked it has been as transparent a process as possible; meeting notes are shared, the proposal brought to the committee has been shared with staff. He does not believe there to be anyone on staff that is unaware of the proposal, where the committee stands, and the work that has been done thus far. He believes the union representation on the committee feels as though this would be a fair pilot program. There is some language in the current contract that would need to be revisited in negotiations next August, but he believes going from where we are in the current schedule to what this proposal would be, has the support of staff as it is believed a better model than the current one.

Vice Chairman Solon stated concern that implementation would require contractual changes. He questioned if clarifying information could be shared. Principal Girzone remarked with rotating blocks, the number of prep periods per day would be something that would come up (2 in 1 day rather than 1 every day).

DISCUSSION

- Revenue & Expense Report FY20

Linda Sherwood, Assistant Business Administrator, stated, as of 1-7-2020, on the expense side, there remains a balance of \$682,576. The greatest savings is in the area of salaries (hiring). In addition, in special education, there remain unfilled positions and fewer out-of-district services. Health insurance is also coming in lower than anticipated. Asked if health insurance cost is lower than what the District was told it would be or lower than what was budgeted for, Ms. Sherwood stated the budget was based on the plans in place at the time the budget was prepared. Changes in the types of plans selected have resulted in savings.

The line item for Instruction Staff Support is slightly over as a result of professional development costs coming in higher than expected for non-union employees. In the line titled Site Improvements, the overage (\$45,782) is related to the day tanks, tech ed upgrades, and the turf field right-of-way.

With a total expense balance of \$684,359 and a total revenue balance of \$125,619 (mostly due to special education aid coming in higher than expected), the unreserved fund balance is \$809,978, which is sufficient to fund all trusts, the contingency, and the retained fund balance. The remaining \$275,000 fund balance could be returned to the tax base.

Asked if the savings in salaries in the area of special education is related to openings unable to be filled or reduced needs, Superintendent Corey stated what it represents is the economy and unemployment rate. When an opening exists, it is taking longer to fill. In-house personnel are used to cover in the interim. Ms. Sherwood remarked it does not indicate the positions are unfilled at this time, it simply means there was a period of time over the course of the fiscal year that they were unfilled. Assistant Superintendent Thompson noted in the fall a speech language assistance did not return, and that position has to be contracted out. That is a very challenging position to fill for. They also had a residentially placed out-of-district student that moved to a neighboring community resulting in cost savings.

Asked if shortages are being seen in applications for teaching positions as well as in the area of support staff, Superintendent Corey stated the long-term substitute pool is drastically shrinking.

Assistant Superintendent Bergskaug commented the COOP is pretty competitive in terms of the pretty comprehensive benefit package to the para educators, which is not something you typically see in other districts, even within SAU41.

Ms. Levesque asked for clarification of the transportation savings. Superintendent Corey remarked the vans for the vocational services have worked out economically as well as in students arriving in a much timelier fashion with much greater flexibility in pick up and drop off. Overall, the transportation through STA has been solid. We are encountering some sickness this time of year, which is normal for everybody, and have recently had to double up some elementary runs, but is more the result of a driver or his/her child getting the flu.

Asked if combining routes has occurred at the COOP School District, Superintendent Corey remarked it may, but it has not. Ms. Brown commented on that occurring pretty consistently in the Hollis School District over the past month. Superintendent Corey noted it is two specific runs. The number of students on the buses allows for the routes to be combined. He spoke with the transportation company earlier in the day, and they are looking at the possibility of moving another driver over to this terminal during this illness season to alleviate that. He commented on the dispatcher and mechanic being trained drivers. The situation is much better than it was a year ago. Ms. Brown spoke of improved communication.

- Facilities Committee Update; Field Update

Superintendent Corey spoke of the information included with the agenda; financial update. Construction work (\$1,489,700), construction administration (\$22,061), construction prep services (\$44,700), permits/surveying (\$5,598) and other (\$193). Additional estimated costs total \$34,000 resulting in an anticipated total cost of \$1,596,251. The voters approved \$1,660,000. Interest earned to date totals \$9,032 resulting in an anticipated remaining balance of \$72,781.

The only overage experienced was with the ledge removal (\$12,200). The decision was made not to do the gravel parking area. It is felt parking will be gained elsewhere that will be more beneficial to students. The light pole bases were not done. Were the bases to be put in, we would be committed to a particular company for the lighting.

The expectation is that Quirk Construction will be back onsite when the weather permits (March timeframe) to complete the punch list of items; trimming, paving, reseeding, examine drainage ponds, and landscaping.

Mr. Bumpus is investigating the cost of used bleachers. The Administration continues to work with HBElevates looking to secure future contributions for forward action on lighting.

Asked about the current paving plan, Superintendent Corey stated the road up to the field has been paved as has a path around the field. The paving for emergency access has been done. The top coat of the path that heads back down to the parking lot past the current softball field is being done.

Superintendent Corey noted he may come before the Board with a request to allocate the remaining balance towards the cost of the bleachers. Asked if there is any idea of what the cost would be, he stated a potential set coming from New Jersey could be in the area of \$75,000 (800-1,000 seats). A set coming from further south would be closer to \$110,000. Brand new bleachers are at a cost of \$300,000 - \$350,000.

It was suggested that bleachers that could accommodate 1,000 would be what is strived for. If needed, it could also be another staging area for evacuations. It has been suggested it could become the home for graduation.

- Apportionment

Chairman Deurloo Babcock stated the intent to discuss the format for the meeting. Vice Chairman Solon and Ms. Williams will discuss which of them will assist the Chair in making the presentation.

Copies of the presentations from the Public Hearing and the one provided in 2015 were provided the Board for review and feedback.

Chairman Deurloo Babcock questioned the desire of the Board relative to whether there would be the desire to respond to other presentations, and, if so, if the Board would like to have a prepared response to the one presentation known to be likely. Presentations that are prepared in advance will be known by the public.

Vice Chairman Solon questioned if the intent is for the Board to stimulate the discussion, and let the Legislative body debate, or to actively defend the Article. Ms. Brown suggested the Board make its presentation. Anyone else can come to the podium. If any member of the Board goes to the podium, it is as an independent taxpayer not representing the Board.

Chairman Deurloo Babcock questioned how the Board would go about providing clarifying information should another presenter put forward information that is not accurate. The Board agreed if that situation were to come about, member(s) of the Board could address the issue on behalf of the Board.

Chairman Deurloo Babcock reminded the viewing audience the ballot box will be left open for an hour.

Ms. Levesque questioned where meeting notice is posted, and was told it has been printed in newsprint, posted at all schools, on the SAU 41 website, and the Brookline Town website. Superintendent Corey stated the information was provided to both Towns, and he will be speaking with the Police Chief to see if the electronic sign can be used.

The posted start time is 6:30 p.m.

- Fee Schedule for School Facilities

Principal Barnes stated his belief the form was created when the auditorium was installed. There was no algorithm involved in calculating new fees. It was a matter of understanding this has not been done in a long time, and doubling the fees made a great deal of sense understanding the level of use and having had experience with replacement costs. He collaborated with Principal Girzone on the fees at the HBMS.

Costs had been identified for utilities, etc. The reality is trying to calculate those numbers, you lose money in the manpower required just to do that. To simplify this, proposed is a fee of \$40/hour for additional staff required such as custodians, technical crew, cafeteria, etc. That cost was based on a Step 8 position, at time and a half, on the current salary schedule.

Ms. Williams questioned if language around a minimum charge was intentionally removed. Principal Barnes responded it was not intentionally removed. Ms. Williams commented on trying to get someone in for a two-hour event on a day off. If we had a 3-4 hour minimum, that may be helpful. Principal Barnes commented it could go either way. Based on what he is seeing people taking on, \$40/hour is a pretty good rate.

Use of musical equipment would have a flat fee (per day/per use). The language could be more specific.

Principal Barnes commented on the anticipation of individuals/groups looking to utilize the field. Field use is listed as a flat rate of \$300.

Vice Chairman Solon questioned if receiving a request from a local organization that does not pay a fee and another that would be charged, is the District obligated to give the local organization priority. Chairman Deurloo Babcock stated that would be addressed in policy. The policy identifies the school sponsored groups first, followed by Hollis and Brookline community groups, and then other organizations.

Fees may be based on a three-hour period of time. The question was asked of what the cost would be to utilize a field for a six-hour period. Chairman Deurloo Babcock remarked the idea is that community groups can utilize the field without a cost. It is when the activity is intended to generate revenue that it would fall into the category where a fee would be involved.

Vice Chairman Solon spoke of research conducted of what neighboring communities charge. The Policy Committee will look into that to ensure the fees identified are fair.

Noted was that if utilizing a field on a Sunday or other non-school day, if a custodian has to be brought in, there would be an additional fee imposed.

Ms. Brown questioned #19 under the heading of Regulations Governing Use of Facilities, which reads "Category C, D & E users must submit a CERTIFICATE OF INSURANCE LIABILITY. Category A & B must submit a similar document upon specific request of the building principal." She stated the desire for groups

falling in the B category to be required to provide proof of valid and current certificates of insurance liability; perhaps annually.

Principal; Barnes stated the suggestion that legal counsel review the language.

Vice Chairman Solon questioned if the Board is considering allowing after dark activity with portable lighting brought in, and was told that was not discussed. The issue can be brought before the Policy Committee. He stated the first question to be whether it would be permitted, and if permitted what the additional fee would be for the portable lighting. He commented when you start letting people bring things in on their own, you start putting your fields at risk.

Superintendent Corey suggested a separate cost be identified for lights. You would also want to understand if the group wished to utilize score boards, etc. It was suggested consideration be given to including language that would be necessary were lights in the equation, e.g., one cost to rent the field during daylight hours and another in the evening hours.

It is anticipated the fee schedule will be back before the Board at its February meeting.

DELIBERATIONS

- To see what action the Board will take regarding **Policy KF-Community Use of School Facilities**
 - 1st Reading; 11-13-19

Given its second reading;

**MOTION BY MEMBER SOLON TO AMEND POLICY KF-COMMUNITY USE OF SCHOOL FACILITIES, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Principal Barnes noted reference to “his/her” has been replaced with “their”.

The following sentence was removed from the second paragraph “Facilities will be reserved only for the time available within the coming semester.”

In the next to last paragraph, the word “picketing” was replaced with “protesting”

The last paragraph has been amended to include the sentence “The principal or their designee reserves the right to cancel or reschedule events as circumstances dictate.”

Vice Chairman Solon questioned who would make the assessment as to whether there is a risk of picketing, etc., if the language would discount any political organization, for example, and if the District would put itself at risk for discriminatory practice if allowing one group and not another. Principal Barnes stated that was looked at specifically in light of the current political environment. It is a fair question and is everything situational. If someone wished to use a facility and there had been consecutive protests in the past at another location with that particular group, as the person in charge of the school, he would not want that on school property. Asked who makes that judgment, he stated, at this point, it is the Principal or their designee.

Ms. Williams commented one of the concerns she had with that is that the language states “which *could* result in picketing, etc. She worries about the Principal believing an activity would be fine, and then having the undesired behavior come to fruition.

The suggestion was made that the language could include “in consultation with law enforcement” or something similar. Principal Barnes stated that to be the current practice. Vice Chairman Solon suggested the NHSBA be asked if they have a template that addresses that. Ms. Brown suggested a legal opinion given the impact on 1st Amendment rights.

Ms. Williams noted the language at the start of the form that begins “In the rare event of a natural disaster...” does not reflect the intent as it is referenced on the first page with the addition of the sentence “The principal or their designee reserves the right to cancel or reschedule events as circumstances dictate.” She suggested that language be changed to resemble that which was added to the first page.

Ms. Brown stated the desire for the paperwork to be vetted by legal counsel to ensure there would not be a case for an instance such as breach of contract should the situation come about where a group who reserved the use of one of the facilities had the reservation cancelled after having incurred expenses, e.g. marketing. She suggested the language include a disclaimer that clearly states “if our playoff game conflicts with your event, we will cancel your event” or something similar.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding **Policy IIB-Class Size**
 - 1st Reading; 11-13-19
 - 2nd Reading; 12-11-19

Given its third reading;

**MOTION BY MEMBER SOLON TO AMEND POLICY IIB-CLASS SIZE AS RECOMMENDED, AND ACCEPT THE THIRD READING, AS AMENDED
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

Reference to class size for “Visual Art” should be removed (amendment approved 11-13-19).

Ms. Williams noted changes to the last paragraph to indicate the Principal would consult with the Superintendent not the Superintendent consulting with the Principal. The following language was added “The Superintendent will notify the School Board of the projected course enrollment numbers in May and the current course enrollment numbers in October of each school year.”

Chairman Deurloo Babcock noted one of the concerns raised was the Principal was making decisions on their own, and the Board was learning after the fact. In policy, the Principal is supposed to make these decisions and consult with the Superintendent, but the language was backwards. When the Principal is making these decisions for special circumstances, they will consult with the Superintendent. The reporting mechanism ensures the Board is made aware. It is more of a checkpoint between the Principal and Superintendent and ensuring the Board’s understanding of the situation by receiving regular reports.

Assistant Superintendent Bergskaug questioned if the May reporting would be informational or if the Board could direct the Principal to make a different choice. She spoke of staffing already being in place, etc. Chairman Deurloo Babcock responded it is really a matter of notification.

Ms. Brown questioned if there is a timeframe during which the information could be provided that would allow for the Board to make an adjustment. Superintendent Corey stated the difficulty to be that the budget is voted on in March, and we don't know where enrollments will fall. The schedule will be done, and conversations will occur in May. The reality becomes we go through the summer and students start to finalize where they are thinking of going to school, etc., reflect on what they signed up for, and make changes. Although he likes the intent, he believes the information provided in May would have to be at the Board meeting so that if there is a desire, the Board could suggest looking to hire another teacher to reduce sections, etc.

Ms. Brown questioned if anyone has modeled the new HBMS schedule versus that of the HBHS, e.g., if there was the potential to get a math teacher who taught a section at the HBMS and then spent the rest of the day teaching at the HBHS. Principal Barnes stated that has been discussed. He commented on the difficulty around prep time, etc.

Vice Chairman Solon noted the first sentence under the heading of Class Size reads "Classes shall have a minimum of 15 students and a maximum of 25 students unless specified below." and the last paragraph includes language that states in part "If the class exceeds the recommended maximum size or falls below the recommended minimum outlined in this policy..." He questioned if what was being referred to was the 15 student minimum. He noted they are not "recommended", they are "required", and suggested "recommended" be replaced with "specified".

The paragraph that states "Preferred maximum class size for Mathematics, Science, Language Arts, Social Studies, and Foreign Languages should be targeted at twenty students. All other maximum class sizes should be determined by the school administration, based on the appropriate number for that age group." Loses some of its meaning in the fact that you have a specification. Chairman Deurloo Babcock suggested the last sentence in the paragraph is not needed. Vice Chairman Solon suggested the paragraph be further amended by replacing the word "preferred" with "recommended" and that the words "targeted at" be deleted.

Ms. Brown questioned why foreign language would be on the same par as math. Principal Barnes responded a foreign language is the same as any of the other humanities, when you go over 20 it gets more and more difficult in terms of workload, turnaround time for grading, etc. Vice Chairman Solon questioned if that belongs in policy as it is completely discretionary and up to the administrators to implement. Ms. Brown stated her opinion it is within policy given the understanding we need to give the administrators some discretion between 20 and 25. It is important, from a Board standpoint, to have the aspiration that our class sizes really stay closer to that 20 number.

Vice Chairman Solon stated if you made the maximum for those classes 20 the next paragraph gives the administration the authority to exceed it if required. Ms. Brown remarked the goal is 20. If we have to do 25 because of the myriad of reasons that could come about then we might, but she does not want that to be the standard. She commented on discussion that occurs every year, and her belief we have lost sight of the goal of having class sizes around 20 and have fallen into a bad habit where they are 27 or 28 and we have started targeting the budget for that 27 or 28.

Chairman Deurloo Babcock stated her understanding the desire is to remove the "recommended" statement, change class size maximum to 20, and since we have the exception to go over, that the Principal would then need to bring all of his classes that are exceeding the maximum to the Superintendent for a double check.

Principal Barnes stated it to be best practice to have that number. In the current enrollment environment if we stay where projected to stay, even if we could hire the teachers, we wouldn't be able to warehouse them. Principal Girzone commented with approx. 200 students/class with 2 teams and 5 classes each period (4 cores and a special each period), you are talking 10 sections of 20 students. Any class that is above 200 you will exceed that 20 (best case scenario). Chairman Deurloo Babcock stated they are not budgeting for class sizes of

20. Vice Chairman Solon commented there is a certain level of insincerity to have that 20 recommendation because we are not doing anything else to support that. Superintendent Corey commented he is uncertain there is the physical space.

Chairman Deurloo Babcock stated it would be brought back to Policy Committee. The language around the recommended 20 students can be removed, it can be discussed further and potentially passed next month. Hopefully the check-ins for the next year will provide more of a sense of how much we are going over 25. That is the whole idea, seeing the enrollment numbers in May and again in October. Those will be on the agenda and in the public documents so that the public can see what is being done.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding **Policy JICK** – Pupil Safety and Violence Prevention – Bullying
 - 1st Reading; 12-11-19
 - Given its second reading;*

**MOTION BY MEMBER SOLON TO AMEND POLICY JICK – PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Principal Girzone stated the most recent recommended changes to be under Section VI; change the first sentence so that it states “All staff will be made aware and provided access to a copy of this policy annually.” That same language is repeated for staff and volunteers, students, and parents.

In the section titled “parents” the language states in part “They will also be told that to help prevent bullying at school they should:

1. Encourage their children to report bullying when it occurs and to cooperate fully with school personnel in identifying and resolving incidents.
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform a member of the school staff immediately if they think their child is being bullied or is bullying other students.”

Under XI Investigative Procedures, #8 states “A determination of whether a particular action or incident constitutes a violation of this policy shall be based on all facts and surrounding circumstances. If the determination is that there has been a substantiated incidence of bullying, the Principal shall include recommended remedial steps necessary to stop the bullying within a written final report submitted to the Superintendent.”

MOTION CARRIED

6-0-0

HIGHLIGHTS OF THE COOP

Chairman Deurloo Babcock noted the SeaPerch project is coming up in February.

Ms. Williams spoke of having had the opportunity to observe a robotics expo for the elementary schools, that the high school team hosted and participated in. She spoke of the Monadnock Valley Musical Festival HBHS students will be participating in this weekend.

Ms. Williams commented on having attended the HBMS Social Emotional Learning activity. February 5th is the date of the Wrestling for Change meet.

Vice Chairman Solon remarked he has had the opportunity to speak with members of the Senior class. A few have been involved with the Senior Quest Program, and have relayed their experiences and what they have taken away/learned from the experience as having been pretty significant and not at all what one would traditionally think is being learned. He commented on what they have learned about the process of coming up with an idea and flushing it out. It is not so much the content of their project as learning how to manage themselves, identify resources, etc.

Ms. Levesque spoke of having had the opportunity to see the Hollis Brookline students who won the “We The People”. She committed to working with the school next year when the project is again undertaken.

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon commented on doing well from a schedule standpoint. Through the adjustment on the agenda things were handled well. He commented the agenda is heavy on bureaucracy and not so much on students. The Board is getting better at least with keeping that on our radar.

NON-PUBLIC SESSION

MOTION BY MEMBER SOLON THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF
MOTION SECONDED BY MEMBER WHALEN

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Elizabeth Brown, Holly Deurloo Babcock, Melanie Levesque, Tom Solon, Krista Whalen,
Beth Janine Williams

6

Nay: 0

MOTION CARRIED

*The Board went into non-public session at 8:28 p.m.
The Board came out of non-public session at 10:00 p.m.*

ADJOURNMENT

MOTION BY MEMBER SOLON TO ADJOURN
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
5-0-0

The January 22, 2020 meeting of the Hollis Brookline Cooperative School Board adjourned at 10:01 p.m.

Date: _____

Signed: _____

HOLLIS/BROOKLINE COOPERATIVE SCHOOL DISTRICT WARRANT
The State of New Hampshire

To the inhabitants of the Hollis/Brookline Cooperative School District in the Towns of Hollis and Brookline in the County of Hillsborough, State of New Hampshire qualified to vote in District Affairs.

YOU ARE HEREBY NOTIFIED TO MEET AT THE HOLLIS BROOKLINE HIGH SCHOOL GYMNASIUM IN SAID DISTRICT ON THE **SEVENTEENTH DAY OF MARCH, 2020** AT SIX THIRTY IN THE EVENING TO ACT UPON THE FOLLOWING SUBJECTS.

Article 1. To see if the school district will vote to approve the cost items for the third year of a three-year collective bargaining agreement reached between the Hollis Brookline Cooperative School Board and the Hollis Education Support Staff Association for the 2018-19, 2019-20 and 2020-21 school years, which calls for the following increases in support staff salaries and benefits at the current staffing levels:

Fiscal Year	Estimated Increase
2020-21	\$81,139

and further to raise and appropriate a sum of **\$81,139** for the third fiscal year (2020-21 school year), such sum representing the additional costs attributable to the increase in support staff salaries and benefits required by the new agreement over those that would be paid at current staffing levels. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 2. To see if the school district will vote to raise and appropriate a sum of **\$23,499,072** for the support of schools, for the payment of salaries for the school district officials and agents and for the payment of statutory obligations of the district. This appropriation does not include appropriations voted in other warrant articles. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 3. Shall the District vote to raise and appropriate the sum of **\$910,255** as the Hollis Brookline Cooperative School District's portion of the SAU budget of **\$1,807,100** for the forthcoming fiscal year? This year's adjusted budget of **\$1,718,104** with **\$877,075** assigned to the school budget of this school district will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 4. To see if the school district will vote to raise and appropriate up to the sum of **\$67,000** to be added to the previously established Athletic Program and Services Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2020 unassigned fund balance, available on July 1, 2020. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 5. To see if the school district will vote to raise and appropriate up to the sum of **\$200,000** to be added to the previously established School Building and Facilities Maintenance Expendable Trust Fund. The sum to come from the Hollis Brookline Cooperative School District's June 30, 2020 unassigned fund balance, available on July 1, 2020. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 6. To see if the Hollis Brookline Cooperative School District will vote to raise and appropriate up to the sum of **\$25,000** to come from the June 30, 2020 unassigned fund balance available for transfer on July 1, 2020 to be added to the previously established Special Education Expendable Trust Fund. No amount to be raised from taxation. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 7. To see if the school district will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate up to \$100,000 to go into the fund. This sum to come from the unassigned fund balance available on July 1, 2020, and no amount to be raised from taxation. Any appropriation left at the end of the year will lapse to the general fund. The school board recommends this appropriation (0-0-0). The budget committee recommends this appropriation (0-0-0).

Article 8. To see if the school district will authorize the Hollis Brookline Cooperative School Board to access future year state and federal special education aid funds in the event that special education costs exceed budget limitations. The school board recommends this article (0-0-0).

Article 9. To transact any other business which may legally come before said meeting.

Given under our hands and seals at said Hollis, New Hampshire on this 5th day of February, 2020.

Holly Deurloo Babcock, Chair
Elizabeth Brown
Tom Solon
Krista Whalen
Cindy VanCoughnett
Melanie Levesque
Beth Williams
SCHOOL BOARD