

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
ORGANIZATIONAL MEETING
APRIL 1, 2020
MEETING MINUTES**

The Organizational Meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, April 1, 2020 at 6:08 p.m. at the Hollis Brookline Middle School Library.

Andrew Corey, Superintendent, presided:

Board Members Participating Electronically: Holly Deurloo Babcock
Beth Janine Williams
Elizabeth Brown
Tom Solon (participation began at 6:20 p.m.)
Kate Stoll
Cindy VanCoughnett
Krista Whalen

Members of the Board Absent:

Also Participating Electronically: Gina Bergskaug, Assistant Superintendent
Bob Thompson, Asst. Superintendent of Student Services
Rick Barnes, Principal, Hollis Brookline High School
Tim Girzone, Principal, Hollis Brookline Middle School

Superintendent Corey called the Organizational Meeting of the Hollis Brookline Cooperative School Board to order.

In accordance with [NH RSA 91-A:2, III \(b\)](#), Superintendent Corey stated, due to the COVID-19 / Coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Board members and members of the Administration were participating via Zoom. Each member of the Board was asked to state, for the record, where they were, why their attendance in person was not reasonably practical, who, if anyone, was with them, and whether or not they were able to hear the proceedings.

Member Whalen

Stated she was participating electronically from home, her attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and she could hear the proceedings.

Member Williams

Stated she was participating electronically from home, her attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and she could hear the proceedings.

Member Stoll

Stated she was participating electronically from home, her attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and she could hear the proceedings.

Member Brown

Stated she was participating electronically from home, her attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and she could hear the proceedings.

Member VanCoughnett

Stated she was participating electronically from home, her attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and she could hear the proceedings.

Member Deurloo Babcock

Stated she was participating electronically from home, her attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and she could hear the proceedings.

Superintendent Corey acknowledged all members participating electronically could be heard, and reminded the Board all votes would be taken by Roll Call.

ORGANIZATION OF SCHOOL BOARD

ELECTION OF OFFICERS

Superintendent Corey called for nominations for Chairman of the Hollis Brookline Cooperative School Board for the 2020-2021 term.

**MEMBER WHALEN NOMINATED MEMBER DEURLOO BABCOCK
SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Member Whalen remarked Holly has done a wonderful job this year. She is thoughtful and deliberate in how she handles the issues before the Board. In addition, she feels it important to maintain continuity.

**VOTE ON ELECTION OF HOLLY DEURLOO BABCOCK TO THE POSITION OF CHAIRMAN OF
THE HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD FOR THE 2020-2021 TERM**

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

Yea: Krista Whalen, Beth Janine Williams, Kate Stoll, Elizabeth Brown, Cindy VanCoughnett,
Holly Deurloo Babcock

6

Nay:

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MOTION CARRIED

Superintendent Corey declared Holly Deurloo Babcock Chairman of the Hollis Brookline Cooperative School Board for the 2020-2021 term.

Superintendent Corey stepped down and Chairman Deurloo Babcock presided.

Chairman Deurloo Babcock called for nominations for Vice-Chairman of the Hollis Brookline Cooperative School Board for the 2020-2021 term.

**MEMBER WHALEN NOMINATED MEMBER SOLON
SECONDED BY MEMBER BROWN**

ON THE QUESTION

Member Whalen commented she believes the two individuals who would be Chair and Vice Chair work well together, and spoke of her belief in having consistency for another year.

Chairman Deurloo Babcock agreed with maintaining consistency, particularly during this time. Tom is a great balance, brings great ideas to the Board, and manages things well.

**VOTE ON ELECTION OF TOM SOLON TO THE POSITION OF VICE-CHAIRMAN OF THE
HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD FOR THE 2020-2021 TERM**

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

Yea: Beth Janine Williams, Kate Stoll, Krista Whalen, Elizabeth Brown, Cindy VanCoughnett,
Holly Deurloo Babcock

6

Nay:

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MOTION CARRIED

Chairman Deurloo Babcock declared Tom Solon Vice-Chairman of the Hollis Brookline Cooperative School Board for the 2020-2021 term.

Chairman Deurloo Babcock called for nominations for Secretary of the Hollis Brookline Cooperative School Board for the 2020-2021 term.

**MEMBER WILLIAMS NOMINATED MEMBER STOLL
SECONDED BY MEMBER BROWN**

**VOTE ON ELECTION OF KATE STOLL TO THE POSITION OF SECRETARY OF THE HOLLIS
BROOKLINE COOPERATIVE SCHOOL BOARD FOR THE 2020-2021 TERM**

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

Yea: Beth Janine Williams, Kate Stoll, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen,
Holly Deurloo Babcock

6

Nay:

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MOTION CARRIED

Chairman Deurloo Babcock declared Kate Stoll Secretary of the Hollis Brookline Cooperative School Board for the 2020-2021 term.

AGENDA ADJUSTMENTS

A request was made that the agenda be adjusted to add, under Deliberations, Board action on the Middle School Master Schedule.

MOTION BY MEMBER WHALEN THAT THE AGENDA BE ADJUSTED AS REQUESTED MOTION SECONDED BY MEMBER BROWN

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

Yea: Beth Janine Williams, Kate Stoll, Cindy VanCoughnett, Elizabeth Brown, Krista Whalen,
Holly Deurloo Babcock

6

Nay:

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MOTION CARRIED

PUBLIC INPUT

Legal counsel has suggested, because Zoom is such a new manner of conducting meetings, the policy around public input could be waived for the first meeting, and a decision made at the May meeting whether to move forward with that.

Superintendent Corey noted capabilities within Zoom to permit public input. Assistant Superintendent Thompson indicated there were public participants connected. Understanding there was the opportunity for Assistant Superintendent Thompson, as the host of the electronic meeting, to view the desire of public participants to speak and manage that ability, the Board expressed the desire for public comment to be accepted.

Eric Pauer, 12 Westview Drive, Brookline

Noted the new version of the Articles of Agreement posted to the District's website is missing Article 15 (grade reduction), which was added in 2004. The apportionment formula, which was modified with the additional \$1 paid by Hollis should be added to Article 5. He requested the document be updated.

Member Solon

Stated he was participating electronically from home, his attendance in person was not reasonably practical due to COVID-19, he was alone in the room he was in, and he could hear the proceedings.

DISCUSSION

- COVID-19

Superintendent Corey noted the SAU has been up and running with remote learning for about 11 days. He, Assistant Superintendents Bergskaug and Thompson, and Amy Rowe, Student Services Transition Coordinator, have created a survey that will go out to all families in the SAU the following day seeking feedback on how the technology is working, how much engagement there is, etc. They are looking to further provide consistency to courses, to evaluate the level of work, and take a hard look at the pacing. Those are elements we are adjusting to. We have received a lot of input via emails, and for the most part it has been positive.

One of the big discussions being had is related to how the topic of grading will be approached. A decision has not yet been reached. The Board will be updated, and there is the likelihood of an emergency Zoom meeting if a consensus is reached on that issue. The desire is to receive parent feedback before any decisions are reached.

The SAU is serving meals on Mondays and Wednesdays. We are presently serving 80 families. As part of the survey, families will receive paperwork in case their circumstances have changed making them eligible for free and reduced lunch, which would automatically put them into the food service program. He expressed his gratitude to Amy Cassidy and her food service staff for doing an outstanding job.

He recognized the volunteer organization End 68, and the number of faculty and community members that participate. They take over the responsibility of feeding families over the weekend.

In discussions with Tad Putney, Town Administrator, he was informed the Brookline Food Pantry is well stocked. If individuals have access problems they can contact Mr. Putney. The Town has volunteers who will get product to anyone needing it. The state has made the decision not to do state testing. We will not be losing potentially 3 days of instructional time as we go through this remote learning process. We are working, as a state, to find an opportunity, after this situation is resolved, for what would be our current juniors to take the SAT. Not only is it state testing, but it is the college admission process.

With regard to transportation, he reached out to Student Transportation of America. They have not provided any concrete information as of yet. They are still working on what they plan to do with their drivers and vendors. Updates will be provided when available.

The Administration is sorting its way through the Federal stimulus as there is funding that will be coming to the State of New Hampshire and disbursed to K-12 educational districts.

- Remote Learning

Superintendent Corey expressed his gratitude to Assistant Superintendent Thompson and Amy Rowe, Student Services Transition Coordinator, for their dedication to our special education students. They have reorganized that department into a remote department very quickly and efficiently holding over 100 Zoom meetings with families, to reconstruct Individualized Education Plans (IEPs) and ensure we can provide the needed services. Some students continue to come to the buildings for services, and staff continues to work with them. We will continue to evaluate as we move forward. If at any time we feel it becomes unsafe for someone to be present, we will close that. There are components of this where we would be required to provide compensatory services. Assistant Superintendent Thompson and Ms. Rowe are working with Kelly Seeley, Business Administrator, to gain an understanding of what the cost will be for those services.

Discussions have begun around the issue of April vacation. It is not a cut and dry discussion. On one side, we would like everyone to have the opportunity to take a breath. On the other side, is the understanding there isn't the opportunity for travel, we are just getting into the routine with students, and we want to be conscious of the fact that if we close for vacation our meal program has to be shut down. The other concern is if we did not have vacation, students would likely get out of school five days earlier. Although that sounds good, when you consider student services, it would result in additional days for the Extended School Year, (ESY) summer school programs, etc., which also have associated costs. The Administration is also concerned with ESY because we will have a staff coming off fatigue. This is a very stressful time as we are all aware.

Superintendent Corey remarked Assistant Superintendent Bergskaug has taken our curriculum and turned it into a remote environment. We are doing a strong job of delivering services knowing full well that we have some areas to improve on and some places where we really want to ensure we are balancing the social emotional well-being of our students with the academic rigors that we expect as a school district.

Principals Barnes and Girzone are still running their buildings daily, checking on Professional Learning Communities (PLCs), teachers' classes, holding faculty meetings, etc. They have gone above and beyond, and cannot be thanked enough. What it has provided for a routine and stability for our students is critical.

Member Whalen commented on having heard a lot of great feedback on what the SAU is doing. New Hampshire is in front of a lot of the states in terms of how we are doing it, but in addition to that, our District is doing a phenomenal job. She has received a few questions regarding how BG and Derryfield are doing it more as classes where students are expected to be in front of their computers until a certain time. She questioned the thoughts on that model.

Superintendent Corey responded one of the things that had to be taken into account, and that is being experienced by some of those districts that have gone to a structured program, is what we have here with competing at home for bandwidth; mom and dad have to be on Zoom or doing work as well as the students. If we go to a structured schedule that will mandate a certain time for students to be on, it becomes very difficult. That flexibility is something that a number of families have commented on in a positive way; however, he understands the comments in terms of the students having a routine. He is uncertain how long they would be able to sustain that model if all of a sudden we were having to go to the end of the school year.

Member Williams commented as a mom to four children in the District, it is not just the internet, it is devices, parent involvement, and parent time. She spoke of being very grateful and of having heard good feedback. A lot of parents are still working and having to juggle that too. She finds it to be wonderful the way it is set up that allows for flexibility for the different age groups.

Principal Barnes remarked he meets weekly with principals across the State through Zoom (25-50 participants). Everyone is doing things a little differently. He has been really grateful to do the asynchronous model. Although a little hard to figure out at first, it does provide the maximum flexibility. There are a number of students who are taking advantage of taking a job at the grocery store as a part of this as they get ready to head off to college and are appreciative of the way the school adapts to a work schedule for them.

What has been interesting, some of the silver linings that have come of this, is that we have a number of very at risk students who were not participating as much as we would have liked prior to this, who are thriving in this format and producing work in ways we haven't seen in a long time. While it definitely presents challenges and we get feedback and adjust all the time, he would argue it is working better for us at this particular time.

Principal Girzone echoed the remarks of Principal Barnes regarding the positive feedback received concerning the flexible scheduling.

Chairman Deurloo Babcock commented, in her home, with only one student in the high school at the moment, every day it seems to be getting a little better. She anticipates it will continue to get even stronger. It is about the feedback that teachers are giving to students that seems to be increasing.

- COOP District Calendar 2020-2021

Following the traditional calendar, teachers return the Monday prior to Labor Day, August 31st. Monday and Tuesday are professional development days. Wednesday is 7th and 9th grade orientation. Thursday, September 3rd is the first day for all students across the SAU. Professional development days are proposed for September 8th and November 3rd due to voting occurring at the High School. There are no professional development days proposed for the February/March timeframe.

The proposed graduation date is June 12th, and the last day of school is June 23rd. The last teacher day would be June 28th. That would account for the 187 teacher days and 178 student days.

Assistant Superintendent Bergskaug remarked now that we have been participating in remote learning for 11 days, we could discuss the potential of remote learning on the November 3rd date. That would allow for removal of one student day at the end of the year. We will come out of this remote learning time with a skillset that we didn't have prior, and can use that to our advantage particularly on scheduled days. That is something we can consider after we have an approved calendar, and are able to reflect upon this time of remote learning. Certainly there are challenges. The District did end up loaning devices out to families, and we still have some families that had devices, but are running into difficulties and are reaching out for more devices. Although not many, we would want to ensure we could address that if we were to do a day of remote learning in the next school year. That would be something Superintendent Corey would seek permission from the Commissioner of Education for. At this time, it would be a scheduled professional development day.

DELIBERATIONS

- To see what action the Board will take regarding the COOP District Calendar – 2020-2021

MOTION BY MEMBER WHALEN TO APPROVE THE 2020-2021 HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT CALENDAR, AS PRESENTED
MOTION SECONDED BY MEMBER VANCOUGHNETT

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

Yea: Beth Janine Williams, Krista Whalen, Kate Stoll, Tom Solon, Cindy VanCoughnett, Elizabeth Brown,
Holly Deurloo Babcock

7

Nay:

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MOTION CARRIED

- To see what action the Board will take regarding Principal Girzone's Recommendation Regarding the Middle School Master Schedule

MOTION BY MEMBER WILLIAMS TO APPROVE THE MIDDLE SCHOOL MASTER SCHEDULE, AS PRESENTED
MOTION SECONDED BY MEMBER VANCOUGHNETT

ON THE QUESTION

Principal Girzone noted no changes have been proposed since presented at the February meeting of the Board. The schedule was created through a collaborative effort that included teachers from various departments throughout the building, administration, including special education, as well as union representation. There were 4 main concerns that were attempted to be addressed in the creation of a new schedule. There was the desire to create an overlap with core teacher availability during what we call skills time to provide teachers with student access. That was one of the biggest challenges that teachers felt this year's schedule presented. ROCK, which is our advisory period, was moved back to the start of the day with the intent of providing students with a steady and constant place and person that they can meet with first thing in the morning. In the current schedule, it falls in the middle of the day and rotates with lunch. We attempted to have more middle ground between the 86-minute periods and the approximately 40-minute periods we are working with this year. Best practice is believed to be around the hour mark, which was the goal. The last intent of the team was to provide an opportunity for more team time so as not to have to disrupt the next day schedule to have common team time.

The group went through what the current schedule does provide for, e.g., consistency, allowing for student services to take place in a way that the prior schedule did not, which we wanted to maintain and other benefits that the current schedule does have. It was a substantial effort in coming up with the proposed schedule, which has 6 blocks/day for 4 out of the 5 days. Six out of 8 classes meet Monday through Thursday and you drop 2 classes per day. Friday all 8 periods would meet (skinny day). The Monday through Thursday classes we hit the mark with about 58-minute periods and Friday classes are 41-minute classes. Total instructional time increased per class/per week from the current 209 minutes to 215 minutes.

One of the goals will be to pre-schedule the core classes with the intent of improving the common skills time with students and their access to their teachers. As we would have been in the 6th grade recommendations for 7th grade classes, our 7th grade teachers have completed their recommendations, and will be beginning the process of creating the master schedule itself in the coming weeks.

Monday through Friday students will begin the day with ROCK providing a daily morning check-in and the opportunity to offer support to students who are coming into the building with that need. One of the other discussions was the quarter specialists classes; health, art, tech. ed., and computer ed. We have had conversations at the Board level and other places around some of the imbalances seen this year in scheduling those. Those were grouped by team, and coming off of team allows for a little bit more flexibility and alleviates some of the scheduling constraints. Also, the decision was made that rather than having those rotate quarterly that they rotate bi-annually. For each semester, students would rotate on an every-other-day basis between Computer Ed. and Tech Ed. and Health and Art. In addition to some of the alleviated schedule constraints, it can also provide for some cross-curricular benefits that otherwise would not be available particularly in STEM with Computer Ed. and Tech Ed. teachers collaborating on cross-curricular projects.

The proposed schedule maintains the current schedule predictability for student services. We met with members of student services and outside providers who come into the building who are shared across the District, and looked at specific current schedules and how it would work with our students who receive these outside services. The idea of having some more availability for those skills times provides for more opportunity for those outside services to take place in a predictable manner. We found, with the current schedule, the 86-minute block that was just one time a week was really the only opportunity that our science classes had to conduct labs. The 40-minute periods didn't really provide the length of time that is required. With this new format of 58 minutes, it allows for more opportunities for science labs.

Asked how the planning time of the Collective Bargaining Agreement maps into the schedule, Principal Girzone stated teachers still have 5 preps out of a total of 8 classes. Currently the language around Common Planning Time (CPT) is that 1 of the prep periods will be a CPT period. The goal will be when you drop 2 out

of your 8 classes per day, at some point you will drop 2 academic classes, which would leave a CPT, a prep, and what would be a duty/skills period. The goal being on the days where you drop a non-academic responsibility, e.g., your duty/skills class or 1 of your 2 preps that you always maintain at least 1 of those preps so either the CPT or your independent prep period. On Friday with all 8 periods meeting, 3 out of the 4 quarters you would have 1 duty/skills period, a CPT, and your personal prep.

Asked how many minutes/day would be spent on prep/planning time, and how it compares to the current schedule, Principal Girzone responded per day if you were to average out, it would be the same comparison as an academic class. With 3 periods being non-teaching periods, either duty/skills or CPT, those numbers would actually increase across the course of the 5 days in a similar fashion that any one of the other academic periods increased. As an example, if you had a personal prep period 1, you would have your three 58-minute preps in the week, and you would have one 41-minute prep on Friday totaling 215 minutes over the course of the 5 day week. It would be comparable to the increase in the academic classes.

Vice Chairman Solon remarked, if approved, it would be helpful to receive input on how, if necessary, CBA language might need to be optimized to support what we are doing.

When asked, Principal Girzone stated the proposed schedule was presented at a staff meeting. The entire staff was updated monthly. The ILT Team would meet, and as they gained ground towards the end result, staff was kept updated. When the final version was reached, it was presented to staff, and was supported by the general body of the teaching staff.

Chairman Deurloo Babcock commented it was stated there are 5 preps/day. She asked for clarification that doesn't mean 5 preparations, it means they teach 5 sections, they don't teach more than 2 or 3 preps. Principal Girzone stated that to be correct adding every full-time teacher; out of the 8 periods, has 5 classes that they teach.

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

Yea: Beth Janine Williams, Krista Whalen, Kate Stoll, Elizabeth Brown, Cindy VanCoughnett, Tom Solon,
Holly Deurloo Babcock

7

Nay: 0

MOTION CARRIED

ADJOURNMENT

**MOTION BY MEMBER WILLIAMS TO ADJOURN
SECONDED BY MEMBER BROWN**

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

Yea: Beth Janine Williams, Elizabeth Brown, Krista Whalen, Kate Stoll, Tom Solon, Cindy VanCoughnett,
Holly Deurloo Babcock

7

Nay: 0

MOTION CARRIED

The Organizational meeting of the Hollis Brookline Cooperative School Board was adjourned at 6:54 p.m.

Date _____ Signed _____