

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD**  
**JUNE 15, 2022**  
**MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, June 15, 2022, at 6:00 p.m. at the Hollis Brookline Middle School.

Holly Deurloo Babcock, Chairman, presided:

Members of the Board Present: Tom Solon, Vice Chairman (arrived at 6:01 pm.)  
Kate Stoll, Secretary  
Beth Janine Williams  
Cindy VanCoughnett  
Krista Whalen

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent  
Gina Bergskaug, Assistant Superintendent of Curriculum and Instruction  
Linda Sherwood, Senior Assistant Business Administrator  
Tim Girzone, Principal, Hollis Brookline High School  
Patrick West, Principal, Hollis Brookline Middle School

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**APPOINTMENT OF PROCESS OBSERVER**

Krista Whalen volunteered to serve as Process Observer.

**AGENDA ADJUSTMENTS**

A request was made to include agenda building as an item prior to the report out by the Process Observer.

Superintendent Corey requested a discussion item around a STEM request be added to the agenda following the Revenue & Expense Report and noted the possibility of a deliberative item resulting from that discussion.

*There being no objection, the agenda was amended as requested.*

**NOMINATIONS / RESIGNATIONS / CORRESPONDENCE**

Chairman Deurloo Babcock read into the record a Letter of Resignation (effective June 2, 2022) received from School Board Member Elizabeth Brown:

*“Andy and Holly,*

*I am writing to formally tender my resignation from the Hollis Brookline Cooperative School Board, effective today. I have accepted a position as Counsel for the Department of Education serving as the attorney for the Commissioner.*

*It has been my honor to serve as a COOP School Board member since 2016 alongside Krista Whalen, Tom Solon, and Cindy VanCoughnett. Without their wisdom, experience, and dedication to the Board and the students in the district, the Hollis Brookline School District would not be the strong district that it is today.*

*The Board should be recognized for its research, analysis, and commitment to public education of every child in the district.*

*I will miss serving on the Board alongside all of these dedicated members and Chair Babcock. I will especially miss the opportunities to debate with Tom Solon. Likewise, I would be remiss not to acknowledge all that I have learned from Superintendent Corey and Assistant Superintendent Bergskaug during my service on the Board.*

*Special recognition must go to our beloved and remembered Amy Rowe. Everything I know about special education and student services I learned from Amy Rowe. We were all privileged to work with Amy and learn from someone who was well researched, a creative problem solver, and with an unstoppable passion for students.*

*Thank you to the Hollis community who entrusted me to serve as a Board member representing your voice and our students. It was a privilege to be your representative.*

*Very truly yours, Elizabeth Brown”*

Member Whalen expressed gratitude to Elizabeth Brown for her years of service and dedication to the Board and all of the things she did that the public did not see. She worked tirelessly for the students in this district and supported them with intelligence and passion. She will be missed.

Chairman Deurloo Babcock thanked Elizabeth Brown for her dedication and service to the students and community. Her sense of humor, sharp mind, and contributions will be sorely missed.

The open position on the Board resulting from Ms. Brown’s resignation is for a Hollis resident. Superintendent Corey stated the opening would be posted on the SAU and COOP websites the following day. Candidates will be asked to contact the Board Chairman and Administration. Candidates would be invited to the July meeting where they would be interviewed. The Board could choose to vote on and seat the successful candidate that evening or notify the successful candidate that they will be seated at the August meeting after being sworn in. The successful candidate will complete the remainder of the current term, and the position would be up for election at the 2023 Annual Meeting.

Superintendent Corey informed the Board of a Letter of Resignation received from Stephen Capraro. Mr. Capraro has accepted an Administrative position in Milford. He thanked him for his dedicated service and wished him the best.

**MOTION BY MEMBER SOLON TO ACCEPT THE RESIGNATION OF STEPHEN CAPRARO FROM THE POSITION OF TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL  
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Chairman Deurloo Babcock remarked Steve is a beloved teacher in the district and will be missed by many of our students. He made a difference in a lot of our kids lives, and we wish him all the best in his future endeavors.

**MOTION CARRIED**

**6-0-0**

Superintendent Corey nominated Jennifer LaBonte for a Social Studies position at the Hollis Brookline Middle School (HBMS). She comes to the district with her bachelor's in history and arts and master's in education from Simmons College. She would be at a master's step 18 and a salary of \$77,792.

**MOTION BY MEMBER SOLON TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF JENNIFER LABONTE FOR THE POSITION OF SOCIAL STUDIES TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL AT A MASTERS, STEP 18 AND A SALARY OF SEVENTY SEVEN THOUSAND SEVEN HUNDRED NINETY TWO DOLLARS (\$77,792)**

**MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Asked, Assistant Superintendent Bergskaug noted Ms. LaBonte's most recent position was at the middle school in Raymond although she spent the majority of her teaching career in Massachusetts.

**MOTION CARRIED**

**6-0-0**

Superintendent Corey informed the Board of his nomination of Colleen Hoffman for the position of Physical Education teacher at the HBMS. She has her bachelors in kinesiology and physical education from the University of Rhode Island and her master's in physical education from Minnesota State University. She would be at a masters plus 15, step 12 and a salary of \$68,454.

**MOTION BY MEMBER SOLON TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF COLLEEN HOFFMAN FOR THE POSITION OF PHYSICAL EDUCATION TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL AT A MASTERS PLUS 15, STEP 12 AND A SALARY OF SIXTY EIGHT THOUSAND FOUR HUNDRED FIFTY FOUR DOLLARS (\$68,454)**

**MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Assistant Superintendent Bergskaug noted Ms. Hoffman comes to the district from Massachusetts having recently moved to the area.

**MOTION CARRIED**

**6-0-0**

Nominated for the position of English Language Learners (ELL) teacher was Alexis Gilbert. Ms. Gilbert comes to the district with her bachelor's in visual arts and graphic design from Farmingdale State and master's in education in TESOL from Stony Brook University. She would be joining the district at a masters step 3 and a salary of \$53,147.

**MOTION BY MEMBER SOLON TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF ALEXIS GILBERT FOR THE POSITION OF ENGLISH LANGUAGE LEARNERS TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL AT A MASTERS STEP 3 AND A SALARY OF FIFTY THREE THOUSAND ONE HUNDRED FORTY SEVEN DOLLARS (\$53,147)**

**MOTION SECONDED BY MEMBER WILLIAMS**

**MOTION CARRIED**

**6-0-0**

Superintendent Corey thanked Principal Girzone, the High School Administration and staff and everyone who participated and worked behind the scenes to put on an outstanding graduation. He expressed gratitude to the Athletic Department and coaches for the tremendous spring enjoyed by all of our teams. He recognized the Girls Lacrosse team that was in the championship game, Boys Volleyball, State Champions, Boys Baseball, State Champions, and the girls and boys from the track team that competed in the New England championship.

Superintendent Corey spoke of the desire for the agenda for the July meeting to include a curriculum discussion. Pre-COVID, the district was doing a great deal more with bringing teachers to the Board. He would like to return to that practice. He would also like to have the opening discussion for 2024 in July as well.

**APPROVAL OF MINUTES**

Hollis Brookline Cooperative School Board . . . . . [May 18, 2022](#)

*The following amendments were offered:*

- Page 3, Line 29; replace “S.” with “Ms.”
- Page 10, Line 21; replace “teacher” with “teach”
- Page 12, Line 16; replace the “period” with a “comma”
- Page 14, Line 20; replace “year” with “years”
- Page 17, Line 14; replace “Williams” with “Whalen”

**MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED**

**MOTION SECONDED BY MEMBER SOLON**

**MOTION CARRIED**

**4-0-2**

*Members Stoll and Whalen Abstained*

Hollis Brookline Cooperative School Board – **Non-Public** . . . . . [May 18, 2022](#)

*The following amendments were offered:*

- Page 1, Line 30; correct the spelling of “Corey”
- Page 1, Line 34; insert “questions” following “specific”

**MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED**

**MOTION SECONDED BY MEMBER VANCOUGHNETT**

**MOTION CARRIED**

**4-0-2**

*Members Stoll and Whalen Abstained*

## **PUBLIC HEARING**

- Hollis Brookline Maintenance Expendable Trust

### **MOTION BY MEMBER SOLON TO RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING**

**MOTION SECONDED BY MEMBER WILLIAMS**

**MOTION CARRIED**

**6-0-0**

*The Board recessed at 6:14 p.m.*

*The Board reconvened at 6:17 p.m.*

## **PUBLIC INPUT**

Noting the anticipated time identified on the agenda as 6:45 p.m., the Chair stated the period for public input would be opened, however, should a member of the community arrive later in the evening wishing to address the Board, the public input period could be re-opened.

*Chairman Deurloo Babcock opened the floor for public input at 6:19 p.m.*

No public comment was offered.

*The public input period was declared closed at 6:19 p.m.*

## **PRINCIPAL AND ATHLETIC REPORTS**

Patrick West, Principal, HBMS, highlighted items from his report, which was included as part of the agenda [packet](#).

The end-of-year Luau Dance was underway. An award ceremony will take place on June 17<sup>th</sup>. The ceremony will be streamed live for those unable to attend in person.

Principal West spoke of two recent 8<sup>th</sup> grade field trips and the learning activities provided by each.

Congratulations to Ms. Jennifer MacLeod (8<sup>th</sup> grade English teacher) for making it to the semi-final round for NH Teacher of the Year! Finalist will be announced at the beginning of the next school year.

Chairman Deurloo Babcock spoke of being pleased to hear of field trips and activities and believing it wonderful the district utilizes a resource such as Beaver Brook. She congratulated Jennifer MacLeod and spoke of appreciation for her time and effort with our students.

Member Whalen spoke of her appreciation for the field trips taking place and the learning opportunities embedded in them.

Tim Girzone, Principal, Hollis Brookline High School (HBHS), presented the Athletic Coordinator's report. Congratulations were extended to the middle school boys and girls track teams as well as the boys lacrosse team for their tri-county league championships.

The HBHS spring season was highlighted by the Superintendent.

The HBHS recognized 26 NHIAA/NHADA Scholar Athletes, who were recognized at the Year-End Sports Awards night (new ceremony this year where individual award winners as well as the State Champion and runner-up teams from throughout the school year were recognized).

Regarding his report, Principal Girzone noted the events of the past month; return to traditional activities. Guitar Night was conducted in front of a full capacity audience (two night event). For the first Memorial Day since 2019, Mr. Duval and our Social Studies Department once again welcomed U.S. military veterans into the classroom for a student Q & A opportunity. Presentations were put on by Senior Quest highlighting student research projects completed throughout the year. Congratulations to Matt Barbosa and the entire Performing Arts Department for their recent performance of Pride and Prejudice.

Items that did not make the report included the Walk for Change event, which included a wide variety of student-lead/student-designed activities. The Senior Night and Class Day Awards were back to their traditional format.

Member Whalen commented on being impressed with the Senior Quest program. She spoke of the desire to see the program advertised more. Chairman Deurloo Babcock suggested looking to have someone from the Hollis Brookline News online come in to report on it. Principal Girzone remarked the door could be opened for that. Asked if it continues to be offered with both an honors and non-honors option, Principal Girzone stated it is not. It is a non-weighted course.

Chairman Deurloo Babcock extended gratitude for all of the additional time and effort staff puts in to create experiences for our students.

- Stipends

Superintendent Corey spoke of the practice of including information on the proposed stipends on an agenda for transparency and Board discussion/feedback prior to formal action at a subsequent public meeting.

Assistant Superintendent Bergskaug noted an error under the HBHS extra-curricular stipend table in that the Board has already approved (in FY23 budget process) moving Tri-M from Tier I (\$400) to Tier 4 (\$1,200).

Noted were changes that have occurred since the last time these tables were published. The extracurricular stipend table for the HBMS now includes a stipend for the Building Safety Committee (Tier 3 - \$1,000). The extracurricular stipend table for the HBHS includes stipends (Tier 1) for Her Story and Latin Club. There had been discussion of adding these as clubs, but they had not been presented in paper form to the Board.

Asked if the Building Safety Committee is a student committee, she responded that every building has a Building Safety Committee that participates in the SAU-wide committee. It is not a student committee, but a student was selected this year to participate, as a representative, on the high school committee. Vice Chairman Solon stated uncertainty that is an extra-curricular act. Assistant Superintendent Bergskaug noted it is a stipend, which is why it appears on the chart. Vice Chairman Solon responded there are other stipends that do not appear on this list. He does not believe this comes under the requirement that the Board review and approve annually.

Assistant Superintendent Bergskaug noted the graduation stipends 1 and 2 that are listed in Tier 3 (\$900) due to the tremendous amount of work that is involved. Vice Chairman Solon remarked that is a staff stipend. Noted

was that it involves working with and for the students. It could be removed from the list if that is the desire. He asked if every stipend that teachers receive that is not covered by the contract is now included in these tables. Assistant Superintendent Bergskaug stated the ones that are not are specifically identified elsewhere. The suggestion was that the lists either include all staff stipends or none.

Assistant Superintendent Bergskaug clarified some of the staff stipends that are not included in these lists are either SAU level or grant funded. They are processed financially the same way, but the funding source differs. Those need to remain separate. She is happy to remove the Building Safety Committee and Graduation stipends from these lists if the desire of the Board. She wished to discuss the fact that the process of identifying an appropriate amount stays true to the tiered system of looking at the hours involved and considering that commitment. Although believing it worthwhile to go through that process and ensuring all stipends are captured, Vice Chairman Solon stated his preference that they be categorized differently.

Superintendent Corey stated a preference to identify those stipends in a separate table and have the yearly oversight so that the information is publicized. This process has allowed for the desired transparency.

Chairman Deurloo Babcock noted yearbook and newspaper are both being covered under a course now. Yearbook is covered in Tier 2 (\$600) for the HBMS only. If there is a stipend for those positions at the HBHS she feels there should be an extra-curricular element to those courses. Although most of the work is done during the day in the journalism or yearbook class, there needs to be an opportunity for other students who are not in the class to participate, e.g., take photos, etc. She is of the belief that those two courses should have an extra-curricular element, particularly if there is an associated stipend. Principal Girzone stated agreement noting that would be his expectation as well.

The question was asked if the activity is currently something that someone who is not in the class is permitted to participate in and was told the class is beginning in the fall. Currently it is entirely an extra-curricular. As it transitions the question is should it be limited to just the students in the course or those students in the course have a huge roll in it, but any other students interested in participating in some way are permitted to have some level of participation after the school day. Principal Girzone stated the desire for that to be an opportunity will be communicated with staff.

Vice Chairman Solon stated agreement if a stipend is paid, there is an assumption there is something being done beyond the classroom role.

Chairman Deurloo Babcock questioned how the decisions are made in regard to athletic stipends, e.g., based on hourly commitment. Assistant Superintendent Bergskaug provided the example of the HBHS athletic stipend table noting the ski team bus chaperone that does not fit into a tier (\$450). This year Crotchet Mountain had only one day available for us to practice where historically we have had 2 days. Because the time commitment was cut in half, the stipend was cut in half. The tiers are directly tied to average hours involved (times/length of practices, number of games) while thinking that all of them will make the playoffs, etc. The HBMS athletic stipend table has two stipends for Track Stats under Tier 1 (\$500) and Play-offs Total (Tier 2 - \$2,500) that are being considered for elimination for next year. They are currently there and, therefore, appear on the table.

Vice Chairman Solon noted for the last 3 years participation in Bass fishing has dropped way down (3). He questioned if there is an expectation that will increase. Assistant Superintendent Bergskaug stated she would discuss that with the Athletic Coordinator. They are looking to make some philosophical shifts to some of the athletic programs. It makes sense that if we are not pulling the numbers, we shift the funds.

Asked if there is significantly reduced coaching workload for the unified sports (stipend for coaches is lower) compared to traditional equivalent sports, Assistant Superintendent Bergskaug responded they practice once a week.

Chairman Deurloo Babcock spoke of the significant coaching positions that remain open. Some of these positions have been repetitively vacant. She questioned if the time is right for a discussion of increasing the stipend amounts and what the recommendation would be. She asked if the lack of interest is related to the stipend or some other aspect. Superintendent Corey responded recommendations would be part of the July meeting as the last time the stipend amounts were visited was 2019. It is time for adjustments. He commented athletics seems to go through peaks and valleys. COVID has had an impact on that. Obtaining coaches is a problem statewide due to the time commitment and the small compensation involved.

There are positions that are difficult to fill. Some are becoming easier given the installation of the turf field and lights, e.g., coaches no longer have to practice immediately after the school day every day. By having an Athletic Trainer we now have that year-round weight room conditioning supervision and the comfort level concerning potential for injuries. There was one point where we saw students shy away from playing because of head injuries and concussions, which is very serious, but now having a trainer on board, conducting testing, etc., we are mitigating some of the risks and providing families with a greater comfort level.

It is about having opportunities for students to showcase their talent and for some of our students their strength is not math, science, English and history, it is being able to sing, dance, perform in a play, hitting a ball, running track, etc. What we want to do is ensure this stipend table allows us to provide opportunities for the students to show off their talents.

Member Whalen questioned if these opportunities are presented to new staff when they come on board and if we, in some way, provide encouragement to participate. Assistant Superintendent Bergskaug responded you want them to focus on their classroom instruction, but with every applicant that comes to us we discuss what they like to do not just because it helps us, it helps to build those relationships with students and gives them that trusted adult in the building. When those staff members feel that connection, they feel a stronger connection to the school community overall and want to stay and be part of our faculty for years.

Linda Sherwood, Assistant Business Administrator, commented in the year there have been 9 athletic positions unfilled (in the fall it was 3), and all of those 9 positions were either assistant or JV. A lot of that is due to enrollment numbers and there is not a need for an assistant.

Chairman Deurloo Babcock spoke of the amount of work that goes into productions such as costumes and questioned if there is a stipend for that. Assistant Superintendent Bergskaug stated her belief there would be an additional stipend included for theatre. There are stipends paid for the work of costumes, it is just seen under play fall/play spring.

Vice Chairman Solon spoke of appreciation for the remarks around the importance of supporting the extracurricular stipends, but he is not in full agreement with the literal statement that was made regarding the showcasing of other things. He believes there to be a lot of opportunities outside of school to showcase talents. What is important to him about the extracurriculars that needs to be supported and reviewed is the degree to which they serve a function in our curricular activities; leadership, responsibility, self-direction, etc. These things have shown tangible results for our students that directly translate to their achievement in those areas for which the school is unquestionably responsible.

## DISCUSSION

### - Revenue & Expense Report

With a few weeks remaining in the fiscal year, on the expense side of the ledger, the anticipated year-end balance is \$1,064,904. Over 75% of that amount is driven by special education (\$743,101). The district has students who have switched from residential to day programs, unfilled paraprofessional positions, and families who have declined services. There are savings in the area of transportation (\$321,383) for students who have moved out of the district. There is a large balance on the benefits side (\$282,893) that is savings in taxes, insurance, retirement due to hiring savings and enrollment changes. Those things are not easily budgeted as the budget is made a year in advance and there are unknowns.

The line for instructional staff support shows a negative balance of \$144,044, which was the interactive flat panel purchases the Business Administrator has encumbered for \$108,000. In the Facilities line a negative balance of \$105,094 is due to projects such as paving and exterior lighting.

On the revenue side of the ledger, anticipated is a positive balance of \$586,065. Most of that is driven by special education aid; \$122,190 received over what was anticipated. Under the heading of other, is a positive amount of \$150,859, which is predominantly the health trust surplus that was received and unexpected.

After funding the Maintenance Trust (\$200,000), Special Education Trust (\$25,000) and Retained Fund Balance (\$188,599), the projected fund balance is \$959,754.

Superintendent Corey informed the Board when going through the budget process, projected was a fund balance of approx. \$600,000. Two of the things that have come in that have impacted that were the additional revenue for special education aid and the health trust. The projected surplus represents approx. 4.5%. When you look at planning a budget 18 months out, he is very comfortable with the efforts the Business Office have put forth around the revenue and expenses. The goal is for the district to provide for the needs of the students, and we are able to do that. It is a very fine margin as a change for even one of those students who decided to move or went from a residential to a day placement could have been a difference in the cost going from \$250,000 to \$125,000. When we place a child in a residential placement the goal is not for that student to be in that school for their career, it is how do we put in services and programming to bring them back because then you see the savings in not only the placement but in the transportation.

Vice Chairman Solon commented what the report highlights is that between transportation and direct costs there is close to \$1 million for special education surplus. For years and years we have asked the taxpayers to acknowledge the fact that we do not have a lot of control over special education. In that context we ask for increases in the budget and they have supported it. He questioned if there is a mechanism for earmarking the surplus to contribute to the special education trust; do something to essentially encumber that for special education so that we are not diverting that elsewhere. If not, he recommended returning it to the taxpayers. Just as we have asked for their support year after year when special education has been an increasing burden on us, we have a windfall specifically for that same reason, and he would like to see that either stay available for special education or go back to the taxpayers.

Superintendent Corey stated in order to increase the special education trust the requested allocation amount would have had to have been increased when the request was put before the voters. Asked if a special meeting could be conducted for that purpose, he stated that could be done. With the number of approx. \$956,000 returning, he believes the best approach would be to consider an "up to" amount in the future for the allocation

to the special education trust so that should a surplus result, if that were the last allocation to be funded, it could be at the “up to” amount.

Superintendent Corey remarked with the recent voter approval for the summer projects that are going on, this is a good year to give back as it will offset that large dollar amount when we look at all 3 districts having projects. If we look at the special education warrant as an “up to” amount that would provide flexibility in the future. The other piece is to conduct a discussion with the Budget Committee around the possibility of increasing the percentage we are allowed to keep in the Unreserved Fund Balance. Vice Chairman Solon stated his concern with that is that it may have value in general, but it does not protect the special education area. He believes it would be beneficial if that could be made available so that we are not asking and then asking again.

Superintendent Corey stated the belief the end of year fund balance will grow. The projection is that there will be an amount approaching \$1 million to return to the tax base.

Ms. Sherwood noted there is nearly \$5 million encumbered with almost 2 weeks remaining in the fiscal year. Every day she receives information to change purchase orders. It is believed a firm number will be available in July. With an audit in August, the books have to be closed in advance of that.

Member Whalen stated the desire for a discussion to be had with the Budget Committee to gain their feedback. Member VanCoughnett stated her belief they would be hard pressed to allocate more than the \$250,000 (cap) into the special education trust.

- STEM Request

Superintendent Corey spoke of a review done of the math and sciences and test results. A variety of discussions occurred. One of the things being seen is that the equipment in biology, chemistry and other areas is becoming very dated. With some of the changes made at the elementary level we are also noticing that more and more children learn via simulation. We have seen that in the math program (video content). That resulted in a discussion of creating what the Administration called a wish list for STEM. The list was generated (copy provided) and has a total cost of \$78,268. When he discussed this with the Business Office, knowing that the projected fund balance is most likely to grow, he decided to approach the Board with a request to accelerate this STEM purchase; rather than putting it in the FY24 budget; fund it now so we could place an order in July and have the equipment in the classrooms for next fall.

He commented every grade level at the elementaries now has a STEM project. They are coming to the middle school, and we believe we are now ready to utilize the identified equipment as well as the boards that were discussed previously to take us to the next level.

He stated the desire for a motion to encumber the funding for these purchases, and should the Board decide, at the July meeting, to move forward, the funds would be available. Member Whalen questioned if the equipment would be received in time for the fall if the Board waits until it July meeting to take formal action. Uncertainty was stated. Chairman Deurloo Babcock spoke of the anticipated areas of surplus identified on the Revenue & Expense Report and her feeling it would best suit the district to order these items as soon as possible.

Vice Chairman Solon questioned how the number 12 was derived and was told there is a maximum of 24 students in a lab science course, and the 12 number would represent the 24 students working in groups of 2. Asked if the cost would cover service agreements, Assistant Superintendent Bergskaug spoke of the strong relationship with the vendor. Asked if there would be a replacement should there be a maintenance issue, she

stated her confidence with the response time of the vendor. Asked what is occurring with the equipment that will be decommissioned, she stated some of the items could serve as reasonable backups and could be utilized in different courses, e.g., potentially shifted down to the HBMS.

Vice Chairman Solon suggested the motion identify an expenditure up to \$85,000. That would include the option of additional items if believed necessary.

Superintendent Corey spoke of his confidence in the projections and the likelihood the fund balance will increase. Should the Board wish to approve the requested expenditure at this time to allow for additional lead time in ordering, he would support that. He is confident the district would be able to return the amount anticipated to be savings in the area of special education and address this purchase.

Vice Chairman Solon questioned if the Board shared his desire to return those funds. Chairman Deurloo Babcock stated her desire to return a good portion of the remaining funds to the tax base. She does not feel the request is too much to ask for and believes it is a good direction to move in.

Vice Chairman Solon questioned if the Board was willing to make a commitment to return a certain amount to the tax base.

Member Whalen stated the desire to return as much as we can to the tax base, but also believes she would like to utilize this money for the education of our children and if this is what our educators are telling us will help us to do that, and if \$78,000 or \$86,000 she thinks it is money well spent. She would like to return monies to the tax base but is not necessarily comfortable citing a specific number at this time.

Superintendent Corey reminded the audience that in the last 2 years, \$3.4 million has been returned to the tax base. He noted this would be a pre-buy to accelerate curriculum. There would be \$86,000 that would have been in the next budget that will not be in the budget as we move forward.

Vice Chairman Solon questioned if there is anything non-STEM that has a similar and immediate need in the school. Assistant Superintendent Bergskaug responded with her belief there will be a few requests within curriculum for potential new courses, which would require a decision of whether to shift in that direction, which would require textbooks, resources, and people time. That will be seen during the July meeting.

- Facilities Update – Summer Projects

Superintendent Corey noted Monday starts the project for the HVAC systems. The company was in during April and did a lot of the insulation in the rafters. Next Wednesday the company is coming to put the press box up. That will be done and in place by next Friday. The Facilities Director, Business Administrator, Superintendent and Assistant Superintendent meet every Tuesday and are coordinating the final pieces for roofing, paving, etc.

**DELIBERATIONS**

- To see what action the Board will take regarding the Maintenance Trust Fund

**FY23 Requested Items/Estimated Cost**

<b>HBHS</b>	Roof Section	\$ 70,000 (Phase 7 of 10; Section 1)
<b>HBMS</b>	HVAC Upgrades	\$ 60,000
	Road Paving	\$ 70,000 (Road 122 to newer pavement on Cavalier Ct.)
	<b>Total Requested</b>	<b>\$200,000</b>

**Maintenance Expendable Trust Status**

Current Balance:	\$ 165,766
To be added in FY23:	\$ 200,000
FY23 Expenditures:	\$(200,000)
Being Held	( 43,000) Towards future HBMS elevator expense
FY23 Available Balance:	<b>\$ 122,766</b> (Anticipated)

**MOTION BY MEMBER WILLIAMS TO APPROVE EXPENDITURES FROM THE HOLLIS BROOKLINE MAINTENANCE EXPENDABLE TRUST IN THE TOTAL AMOUNT OF TWO HUNDRED THOUSAND DOLLARS (\$200,000), AS OUTLINED IN THE PUBLIC HEARING MOTION SECONDED BY MEMBER STOLL**

**ON THE QUESTION**

Vice Chairman Solon spoke of his approval of the items being addressed; however, he does not approve of the funding source being the Maintenance Trust Fund. He will vote in opposition due to the mechanism proposed.

**MOTION CARRIED**

**5-1-0**

*Member Solon voted in opposition*

- To see what action the Board will take regarding the requested field trip for the Performing Arts Department

**MOTION BY MEMBER WILLIAMS TO APPROVE THE REQUEST FOR THE FIVE-DAY TRIP TO NEW YORK CITY SCHEDULED FOR MARCH 2023**

**MOTION SECONDED BY MEMBER VANCOUGHNETT**

**ON THE QUESTION**

Chairman Deurloo Babcock remarked this field trip falls into a category she struggles with because it is a class, part of the curriculum for the class is to do performances, and it happens during the school year. She stated she would support the request because she wants to provide for those opportunities but wished to ensure that those students who cannot or choose not to participate will have the same curricular experience.

Principal Girzone responded the performance students who participate would be involved with would include pieces that they will be rehearsing throughout the year for their regular performances. Students who attend the field trip won't be doing additional pieces, it is all work that they have prepared together throughout the year.

The trip itself will overlap a weekend and will be 2.5 school days. He spoke with the teacher concerning those who do not attend. There is individualized work the students will continue to work on.

Chairman Deurloo Babcock spoke of the cost of trips and questioned if there is a mechanism for students to apply for financial aid and whether there are thresholds or procedures for that. Superintendent Corey responded, in the past, when the Administration has been made aware of circumstances that were only financial that prevented a student from attending, the Administration has worked to resolve that issue.

Chairman Deurloo Babcock questioned if that is something the Board would be interested in having the Policy Committee look at. It could be an issue that is brought before the PTA, Booster's Club, etc. She was uncertain a formal process was required. Vice Chairman Solon stated he would support language that stated that any student that qualifies for free and reduced lunch is automatically eligible for assistance with funding of extracurricular activity fees.

Principal Girzone stated the information related to free and reduced lunch eligibility is often held in confidence. Vice Chairman Solon suggested if the student understood that was the situation it may present a less intimidating way of asking for assistance. Member Williams commented it is important to have some of this in place, but there are also areas that can work against you too by self-identifying I am free and reduced lunch eligible. Chairman Deurloo Babcock stated the desire to request the Policy Committee consider the issue.

Asked, Principal Girzone stated students who are in honors choir and honors jazz band would have first eligibility and if they do not hit their cap, they would open it up to students in other music classes.

Vice Chairman Solon stated concern with the cost of this particular trip. For a household having one student in band and another in chorus, you would be talking about an additional \$4,000 they are asked to pay. Noted was that fundraising will occur. Chairman Deurloo Babcock spoke of the options available and commented on how the tour companies that run student trips have not been able to do that for a few years. It may be that what we are seeing is an escalation in prices as a result.

Member Williams commented on the level of excitement and support for the trip. There have been insanely large price changes. Vice Chairman Solon noted New York is 5 times the cost of other places.

**MOTION CARRIED**

**5-1-0**

*Member Solon voted in opposition*

- To see what action the Board will take regarding authorizing the Superintendent to hire, accept resignations or terminate staff during the summer months

**MOTION BY MEMBER SOLON TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF UNTIL THE SEPTEMBER BOARD MEETING, AND REQUIRE NOTIFICATION TO THE BOARD OF SUCH ACTIONS**  
**MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Noted was that the Superintendent will keep the Board informed both during regular meetings and via email.

Superintendent Corey remarked at this time in the year we are very close to finalizing positions. We are in a very competitive marketplace. There are times when the ability to make a commitment quickly leads to hiring rather than losing a candidate to another district.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding the Superintendent's recommendation to select Thomas Closson, NH Labor Law

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE THE SUPERINTENDENT'S RECOMMENDATION TO SELECT THOMAS CLOSSON, NH LABOR LAW  
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Superintendent Corey stated Attorney Closson has been the long-time attorney for the Hollis and Hollis Brookline Cooperative School Board labor negotiations. He has been working for Jackson Lewis. He recently made the decision to go into independent practice. He has reached out to the district, with the permission of Jackson Lewis, to see if the district would like to remain a client of his. The confidential memo was provided to the Board regarding legal services. He is recommending the district continue with Attorney Closson who has been doing outstanding work for many years on the town and school side regarding negotiations. He understands our district and is local. The same motion was taken to the Hollis School Board, and they unanimously approved it.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding policy **BCA** – Board Member Code of Ethics

**MOTION BY MEMBER WILLIAMS THAT THE BOARD, BY ROLL CALL, STATE AGREEMENT TO ADHERE TO POLICY BCA – BOARD MEMBER CODE OF ETHICS  
MOTION SECONDED BY MEMBER STOLL**

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

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

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Nay:

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**MOTION CARRIED**

- To see what action the Board will take regarding policy **IHAM** - Health Education and Exemption from Instruction
  - Tabled 4-16-22
  - 1<sup>st</sup> Reading 5-18-22 (presented as amended)*Given its second reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY IHAM - HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION**

**MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Assistant Superintendent Bergskaug stated there to have been no changes since the time of the first reading. The one comment was regarding the specific language “parents/guardians are afforded affirmative rights with respect to instruction”, which was selected by a member of the Policy Committee at the time, and while non-traditional, it states what we intend.

Parents are given two weeks’ advance notice to receive the materials.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding policy **KEC** - Policy of Reconsideration of Instructional Materials
  - Tabled 4-16-22
  - 1<sup>st</sup> Reading 5-18-22 (presented as amended)*Given its second reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING, WAIVE THE THIRD AND ADOPT POLICY KEC - RECONSIDERATION OF INSTRUCTIONAL MATERIALS**

**MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

No changes have been proposed since the time of the first reading.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding policy **JF** - Enrollment Policy  
*Given its first reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY JF – ENROLLMENT POLICY, AS PRESENTED**

**MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Chairman Deurloo Babcock noted the Policy Committee has had a small group of individuals looking specifically at any policy that mentions enrollment, attendance, courses, and credits as well as procedures as it relates to that in the student handbook and Program of Studies so that we can be more consistent.

Principal Girzone noted proposed new language felt necessary, as it applies to what we consider to be our responsibility as public educators. For students from years 6 to 18 it is the responsibility of the parents to enroll their children in school. When we start talking about enrollment then you get into what we consider to be full-time enrollment. Language was added “For the purposes of ensuring appropriate pace and progress towards earning the 23 credit Hollis Brookline High School Diploma” full time shall be defined as “actively enrolled in

a minimum of 6 approved (in accordance with Policy IMBC; Alternative Credit Options) courses and/or credits.”

That language was chosen because it applies to placeholders/enrollments that may or may not be a full-credit course. The Alternative Credit Option includes a process that we follow internally to approve classes that students are enrolled in that will qualify them for full-time status. Language around the exception to the policy was amended to remove “special education” and identify “specialized plan” so that it includes a Section 504 plan and therefore is more encompassing should a student’s specialized plan indicate an exception to this policy.

Vice Chairman Solon questioned if that would apply to students who are traveling to other districts for coursework, e.g., do we allow them to have less than 6. Assistant Superintendent Bergskaug stated credit is issued for those courses. They will get 2 credits but utilize 3 periods of their day. The rest of their day would need to be fully subscribed because they have 7 opportunities and 3 of those are taken up by 2 credits worth of CTE for example.

Principal Girzone noted one of the things they wanted to include in the policy is the school counselor’s oversight in ensuring appropriate pace towards the 23 credits. If a student is enrolled in CTE and it is 2 credits for 3 periods, if you are not then filling the rest of your schedule with coursework you are likely not on pace for what we consider to be the 23 credits.

Vice Chairman Solon questioned if making changes to the definition for a Hollis Brookline High School diploma as opposed to the State standard, would we have to revisit this policy. He suggested the “23 credit” be removed.

Assistant Superintendent Bergskaug commented that brings up the perfect example of how this became a rabbit hole for those working on it. The decision was reached that we have to understand the Board’s position on a few of these policies as it will direct the work on all of the others. They felt it very important for explaining why. They were not trying to control anybody’s lives, just wanted to make it very clear that in order to get to that final point this is what is required. Principal Girzone remarked if you are not a full time student, we have allowed you to do alternative plans and then you get to senior year and you do not have the credits to graduate that is on us. We want to ensure we have policies and procedures in place that do not allow that to occur.

The suggestion was made that the policy go back to the Policy Committee for further consideration. The desire is for the committee to understand if the Board is of the opinion that this is the right direction. This is the first of a series of policies that will come before the Board from this committee, and they are seeking direction.

Vice Chairman Solon questioned the driving force to make this change. Principal Girzone stated there to have been more than one definition of what a full-time student was at the HBHS and that impacted a variety of different things including Latin Honors, athletic participation, etc. Asked if the different versions are in policy, he stated reference is made to internal procedures in policy and then within the internal procedures there were some contradictory definitions. Asked if this is the definition they wish to propagate throughout, he stated it is.

Assistant Superintendent Bergskaug stated the full-time status was seen in the athletic handbook and the student handbook, and they varied. Vice Chairman Solon questioned if simultaneous approval and changes need to be coordinated. Assistant Superintendent Bergskaug noted the other documents are not Board approved documents. They will be changed. Chairman Deurloo Babcock stated what needs to occur is approval of the policies that the procedures can be married against.

Vice Chairman Solon questioned whether “and” should be removed from “courses and/or credits”. Asked if there is a situation where you have to have 6 courses and credits, Principal Girzone responded not necessarily “and” but what was discussed was this policy as a COOP policy does govern the HBMS where there are not credit pairing courses. It was believed “and/or” applied.

Chairman Deurloo Babcock stated that would be posed to the Policy Committee.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding policy **IMBC** - Alternative Credit Options  
*Given its first reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY IMBC –  
ALTERNATIVE CREDIT OPTIONS, AS PRESENTED**

**MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Principal Girzone noted language changes. “Alternative Credit Application” was replaced with “Alternative Enrollment Form”. Language was removed that spoke of the regular school day. Removed “A reduced day form shall accompany this request if the student falls below the 6.0 credit requirement.” Discussed previously was the definition of full-time student. This was a place randomly where it fell in policy and not in other places. The reduced day form is an internal procedure. We would not want to have to revisit policy around this issue. The language is included in the alternative enrollment form.

Assistant Superintendent Bergskaug provided the example of wanting to ensure if a school counselor was changing that the intentional conversation was had about alternative credit and reduced day at the same time. Perhaps it is not applicable because it does not reduce that day or maybe it is, but with it being on the same form because they are so tied into each other, it seemed like a safeguard was in place to ensure that we are on track for that student to meet those graduation requirements and not needing potentially two different forms to achieve the same thing.

Principal Girzone noted a student applying for an alternative credit form will have the conversation with the counselor about a reduced day. That is part of that conversation and is on the same form. We still have a reduced day form separately for students who are just looking to reduce their day and do not want to be full-time.

Language was removed that was not felt to be in accordance with current practice, e.g., we do not have teachers grading alternative credit options.

Vice Chairman Solon questioned if the language “Interdisciplinary credit” leaves the door open for a single credit to be counted twice and was told it would not.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding policy **GBCD** - Criminal History Records  
Check/Background Investigation  
*Given its first reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY GBCD - CRIMINAL HISTORY RECORDS CHECK/BACKGROUND INVESTIGATION, AS PRESENTED  
MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Assistant Superintendent Bergskaug spoke of changes in State RSA that required changes to the policy. Some of it is updating the language of what we use. None of it changes what we do. This represents what we do. We have been following the law and have gone above and beyond what was required in prior years, but now it is required that it be a component of our policy, which is why so many changes are being proposed.

Vice Chairman Solon spoke of the need to replace “he/she” and “his/her” with “their” throughout the document. He stated his understanding that Section A says you ask the individual to tell us anything that falls into these categories and B states if subsequent check shows up things that were not identified, they are automatically disqualified. Chairman Deurloo Babcock stated the language states “shall be grounds for disqualification”.

Vice Chairman Solon questioned if an individual made an error of omission, but you do not feel it was done maliciously or the individual had not realized it fell under the category, does the language require that you not consider them. Assistant Superintendent Bergskaug stated the language is “shall be grounds for” instead of “shall be disqualified”. Clarification will be sought.

Vice Chairman Solon commented on getting bogged down on all of the different definitions of who is covered. He questioned how much of the language came directly from RSA. Chairman Deurloo Babcock suggested that to be a question that could be more directly answered next month.

Vice Chairman Solon spoke of his surprise that substitute teachers seem to have less of a requirement than volunteers do. Chairman Deurloo Babcock stated that could be reviewed as well. Assistant Superintendent Bergskaug noted the district has a higher standard for volunteers. That language was the district’s.

Asked if the Board is permitted to see background checks. Noted was that Section I – Final Offer of Employment, reads in a way that seems to suggest the Board has to approve the criminal records check.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding policy **KHB** - Advertising in Schools  
*Given its first reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY KHB - ADVERTISING IN SCHOOLS, AS PRESENTED  
MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Chairman Deurloo Babcock stated the policy was before the Board as a result of questions from HB Elevates, the Booster Club, etc. Although we do not allow advertising in schools, we actually have multiple opportunities to allow advertising in schools and one of them is “school publications may accept and publish paid advertising under established procedures”.

She noted the sentence “Nothing herein shall be construed to preclude the School Board from providing attribution to entities or individuals that contribute, financially or otherwise, to the School District, or from naming educational facilities after corporations or individuals who have made extraordinary contributions to the school community.” That language is not being changed but is interpreted part of that could be the hanging of banners, putting up of signs. This was discussed in policy. A procedure is needed for that to take place. The reason the policy is coming to the Board is because work will begin on developing a procedure whereby clubs like the Booster Club might go out and create a sponsorship program for banners at the turf field for example, but that there would be an application process that would go to the Superintendent for approval.

A change in language clearly identifies that “naming educational facilities” shall be within the School Board’s sole discretion.

Vice Chairman Solon remarked in that context he thought the belief was a change was needed elsewhere if HB Elevates wants to have advertisement banners in the turf field. Chairman Deurloo Babcock stated since it says, “Nothing herein shall be construed to preclude the School Board from providing attribution.....”. Vice Chairman Solon stated advertising is not an attribution. He personally does not interpret anything in the policy language as overriding the prohibition of advertising.

Asked for clarification, he stated the first sentence of the policy prohibits promoting the interest of any commercial or other non-school agency...when the rest of the policy is read the conclusion that was reached was that we could put up plaques, banners, etc., that say thank you to Coca Cola for supporting our schools. What we cannot put up is a banner than says drink Coca Cola. The information that was given to him by HB Elevates was specifically can they put up advertisements inside the field. Chairman Deurloo Babcock suggested the answer to be you can put up thank you banners. Member Whalen questioned if the advertisement is “Coca Cola” or “drink Coca Cola”. Vice Chairman Solon stated if you just put a name up that is a promotion/impression or branding activity.

Chairman Deurloo Babcock questioned the consensus of the Board relative to banners at the turf field. It is a fundraising mechanism. The language reads “ School publications may accept and publish paid advertising under established procedures;” meaning the yearbook, CavChron, livestreaming videos, etc. Are we going to limit that and say we are not going to allow that at the turf field?

Vice Chairman Solon stated his past preference is reflected in the current policy, which is he does not want to promote a product/advertise. He thinks it comes into personal preferences and opens up the school to a bad discussion.

Member VanCoughnett stated she is not opposed to banners or thanking sponsorships, but if you just say advertisement, etc. Chairman Deurloo Babcock stated there would be an approval process. Member VanCoughnett reiterated she is not opposed to banners.

Member Whalen commented it would be banners in terms of sponsorship as opposed to advertising. Vice Chairman Solon stated he is not opposed to a banner that is an attribution. He is opposed to a banner that is a promotion. He would not want it to be linked to a pure branding opportunity.

The policy will be referred back to the Policy Committee. Chairman Deurloo Babcock spoke of the possibility to reach out to legal counsel for an opinion.

**MOTION CARRIED**

**6-0-0**

**MOTION BY MEMBER WILLIAMS TO APPROVE THE EXPENDITURE OF AN AMOUNT UP TO EIGHTY FIVE THOUSAND DOLLARS (\$85,000) TO COVER THE COST OF THE PURCHASE OF ITEMS IDENTIFIED IN THE STEM WISH LIST**

**MOTION SECONDED BY MEMBER STOLL**

**MOTION CARRIED**

**6-0-0**

Superintendent Corey requested the Policy Committee look at the live streaming of events. Recently there have been situations where there may have been an injury on the field during a football game. This is being live streamed across the country and not addressed through policy. A discussion should take place around procedure, etc.

**AGENDA BUILDING**

Chairman Deurloo Babcock spoke of the July timeframe being the time where the board expresses its priorities and wishes in terms of budgeting. She suggested the Board also look at the Program of Studies. She would like to provide feedback on it prior to going into that work in the fall.

**REPORT OUT BY PROCESS OBSERVER**

Member Whalen stated a lot of time was gained based on the length of the public hearing. Deliberations started slightly later than anticipated; however, it was preceded by good discussion around the Expense and Revenue Report, STEM discussion, and updates. The meeting was very much student driven.

**NON-PUBLIC SESSION**

**MOTION BY MEMBER WILLIAMS THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND (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 SOLON**

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

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

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Nay:

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**MOTION CARRIED**

*The Board went into non-public session at 8:39 p.m.*

*The Board came out of non-public session at 9:17 p.m.*

**MOTION BY MEMBER WILLIAMS THAT THE BOARD, BY ROLL CALL, SEAL THE MINUTES OF THE NON-PUBLIC SESSION UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE CONFIDENTIALITY WOULD NO LONGER BE SERVED**

**MOTION SECONDED BY MEMBER WHALEN**

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

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

6

Nay:

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**MOTION CARRIED**

**ADJOURNMENT**

**MOTION BY MEMBER WILLIAMS TO ADJOURN**

**SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**6-0-0**

*The June 15, 2022 meeting of the Hollis Brookline Cooperative School Board was adjourned at 9:18 p.m.*

Date \_\_\_\_\_ Signed \_\_\_\_\_