

HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
JULY 20, 2022
MEETING MINUTES

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, July 20, 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
Kate Stoll, Secretary
Krista Whalen

Members of the Board Absent: Beth Janine Williams
Cindy VanCoughnett

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent of Curriculum and Instruction
Linda Sherwood, Senior Assistant Business Administrator
Patrick West, Principal, Hollis Brookline Middle School
Brian Bumpus, Athletic Coordinator

APPOINTMENT OF PROCESS OBSERVER

Vice Chairman Solon volunteered to serve as Process Observer.

AGENDA ADJUSTMENTS

There being no objection, the agenda was amended by adding a deliberative item following the non-public session regarding seating a new Board member.

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Superintendent Corey informed the Board of a communication received from Rhon Rupp, Hollis Brookline High School (HBHS), to serve as a reminder that he will be stepping down from his position at the end of this school year; June 2023. He was retired and returned to the district. Superintendent Corey thanked Rhon for his many years of service to the students and staff of the Hollis Brookline Cooperative School District and wished him the best. Over the coming months, Superintendent Corey and Brian Bumpus, Athletic Coordinator, will be working to propose a new structure to the Athletic Department. Chairman Deurloo Babcock expressed gratitude to Rhon for his many years of service.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [June 15, 2022](#)

The following amendments were offered:

Page 2, Lines 31 and 32; replace “would” with “will”
Page 3, Line 14; insert “AT” following “TEACHER”

Page 3, Line 22; replace “teacher” with “teaching”
Page 7, Line 28; replace “is” with “are”
Page 10, Line 46; replace “represents” with “represent”
Page 19, Paragraph 4; replace “coca cola” with “Coca Cola”

MOTION BY MEMBER STOLL TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED
4-0-0

Hollis Brookline Cooperative School Board – **Public Hearing**. [June 15, 2022](#)

MOTION BY MEMBER SOLON TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER STOLL
MOTION CARRIED
4-0-0

INTERVIEWS FOR OPEN BOARD SEAT

Chairman Deurloo Babcock noted a candidate, Tom Enright, was unable to be in attendance as he was out of town. He would participate electronically.

As the open position is that of a member of the Hollis community, sitting members representing the Town of Hollis would vote on the nomination. Those members would pose four (4) prepared questions followed by questions from Board members representing the Brookline community.

Ariella Torgersen, 61 Hannah Drive, Hollis

Why are you interested in filling this open position?

She ran for office in March having a desire to serve. The opening provided another opportunity. Her desire to serve in this capacity originated with the school shut down due to COVID. She wished to be part of the process and the team that makes the decisions. She spoke of being pleased with the results of the Board’s actions during that time. Having the continued desire to be involved in the decisions of the school district, she made the decision to run for office.

Can you provide prior experience in a role that would assist you in this position?

Spoke of being a stay-at-home parent in recent years, having served in the U.S. Military for 4 years (Air Force as a Military Intelligence Officer). She has experience working as a team and a leader.

She worked for a non-profit for several years. Her last position outside of the home was the Director of the Corpus Christi Food Pantry with a team of approx. 80 volunteers at any given time. Her experience as a mom identifies her as a team player, hard worker, having good communication skills, an easy going and reasonable person who is even tempered. She has high moral and ethical values and believes in the need for parent representation on the Board.

Has the time necessary to commit to the role.

What do you see the role of the School Board member to be?

Spoke of having read meeting minutes, watched meetings, and gained an understanding of the Board's role of policy making and sub-committee work to address the various issues of the district that would have input into curriculum, policy, grading, etc. She understands there to be a great many issues that fall upon the Principals and Superintendent. The Board reviews items/processes to ensure they are sound and the budget to ensure monies are expended wisely.

Would you be running for office in March of 2023?

Yes.

Vice Chairman Solon questioned how she learned of the open position. Ms. Torgersen indicated she learned of it at the Transfer Station. She received two separate texts, an email and a phone call from people who were aware of it prior to her seeing the posting for it. She later saw a notice on Facebook. After initially hearing about it, she visited the district's website to learn more.

Vice Chairman Solon questioned what she would most like to modify about what is occurring within the district. Ms. Torgersen responded she does not have anything she would change, which is one of the things that she believes people asked her during the time she was running. She does not have an agenda of things she would like to do differently. She is happy with the way things are going. All five of her children have had excellent experiences in the district; three of whom are still in the school system. She has never had to reach out to the Principals or Superintendent regarding any issues she has experienced in the schools. Part of what she would like to do is keep things going as well as they are.

Her family came from Nashua, and when you see how things are going in some of the surrounding towns and hear of what is happening around the country it reinforces the desire to keep us as great as we are.

As Mr. Enright was unavailable, the Board went out of the regular order of business to take up the Principal and Athletic Reports followed by Public Input.

PRINCIPAL AND ATHLETIC REPORTS

- NEASC Update

Patrick West, Principal, Hollis Brookline Middle School (HBMS), highlighted items from the report included as part of the [agenda](#) packet. He noted the rescheduling of Student Open House Days; Monday August 22nd and Tuesday August 23rd from 9:00 a.m. to 1:00 p.m.

Our new Assistant Principal, Mrs. Allison Buschmann, and our new Special Education Administrator, Mrs. Kathryn Ransom, are well underway in their new administrative positions.

Incident Command Systems (ICS) – 100 training was offered (optional) during the last professional development days to any middle school staff that did not hold the ICS 100 certification. This course is administered through FEMA and recommended by Homeland Security for all school staff. Attempts will be made to have all staff trained in CPR and first aid at the start of the school year.

The Extended School Year (ESY) began on July 5th. HBMS is pleased to be hosting student's Pre-K through high school from across the district.

A search is underway for a long-term science substitute (half year) and for an advisor for Robotics Club.

Facilities work is underway. The computer education classroom (room 112) renovation began the week of July 11th.

Assistant Superintendent Bergskaug addressed Principal Girzone's report, which includes information on the proposal for a new P.E. course offering.

The two new Assistant Principals, Ms. Yolanda Flamino and Mrs. Aisha Weaver have been very busy transitioning into their new roles. Assistant Principal Weaver has been familiarizing herself with the special education programming including the ESY programs currently in place and also began planning for the upcoming year. The structure will be a little different in the coming year in that Assistant Principal Flamino will be overseeing Science, Social Studies and World Language Departments as well as students in grades 9 and 11. Principal Zeller's role will now include overseeing the Math, English and Unified Arts Departments as well as students in grades 10 and 12.

Regarding Professional Development days, all teaching staff took part in Incident Command Systems – 100 training. Over 40 staff completed the First Aid/CPR training.

The Instructional Practices Advisory Sub-Committee presented to our teaching staff the work that was done throughout the year and provided staff the opportunity to ask questions and share concerns about implementing a Home Base CavBlock. The input will be brought back to the committee this coming year for ongoing work to determine optimal timing and format for potential implementation.

Assistant Superintendent Bergskaug noted a week prior the New Hampshire Department of Education (NH DOE) came out with a new partnership with One Trusted Adult. This is a book she reviewed about a year ago and was very intrigued with. It was talked about as the Senior Leadership Team, but now the DOE is partnering with One Trusted Adult. The point of the book and associated programming is to ensure that every child has that one thing that is crucial to their wellbeing and success; an accessible and caring adult. It is in line with the vision and work we feel is critical. It is also community based and does not limit the look of the one trusted adult to be necessarily a teacher, school counselor, etc. They are excited to look at the materials and resources that will be available with that partnership. Only 125 schools in the State will have that opportunity and 4 of our schools will participate (middle and high school and the upper elementary schools (5-12 program)). Asked if that would be part of the August Professional Development, she stated there is ongoing professional development. It is a bit of a program, but not fully scripted.

Vice Chairman Solon asked if any materials that come to the school could be shared with Board members. He asked if there is the potential for Home Base CavBlock (as was proposed) to be on the table for this coming school year. Assistant Superintendent Bergskaug responded we are not there yet. There is a lot of interest in what advisory could be. Providing more support with some programming would further that. For some teachers that need something to hold onto, this will be that encouraging piece to get them to be a little less hesitant and more on board with adopting advisory. The early adopters will be on board, but they had a lot of questions, the subcommittee needs to sift through. Asked if there remains an open door for optimal timing to be in September, she responded in September, no, but potentially in semester 2.

Attached to the agenda packet is the most recent correspondence from NEASC, which states that their Commission on Public Schools met in March and upon review of our Special Progress report has continued our school's accreditation. The letter went on to explain that our next accreditation cycle will begin in the fall of 2024 (three years prior to the Decennial Accreditation Visit).

They were very pleased with all of the work of the Instructional Practices Committee and the sub-committees, moving to an honors system, the creation of the Home Base CavBlock and the discussion within the subcommittee of the potential of converting that into an advisory.

Brian Bumpus, Athletic Coordinator, congratulated the HBHS Baseball and Boys Volleyball teams on their 2022 NHIAA State Championship seasons.

The Athletic Department is hard at work ordering equipment and uniforms for the new year, interviewing potential candidates for coaching openings and locking down schedules for the upcoming seasons.

Fall registrations are up and running and participating looks to be strong again. A lot of teams have been holding open gyms, playing pickup out on the fields. There are camps going on all around. All of the sports are scheduled to kick off on August 15th. The HBMS is scheduled to start on the first day that all students are back in the building (September 1st).

The press box has been lifted and placed on its final resting location. Once complete, the box will be ready for the start of the fall season. He expressed gratitude to the Booster Club for all of their support as well as the donors who donated funds to make that project happen.

Chairman Deurloo Babcock thanked the Hollis Police and Fire Departments who escort the teams back in. It is a new tradition that means a great deal to the students and families.

The Athletic Department has been crafting a proposal to bring changes to the way coaching stipends are handled in an effort to recruit some coaches and compensate them in accordance with their time. The proposal incorporates incremental step increases based on years of service in similar fashion to the step scale for staff members. Work began on this pre-COVID but was delayed as a result.

The idea is to provide incentive for coaches to stay in their positions via a step model that is in similar fashion to the step model used with the teacher contract, e.g., the base salary (current) and implement an increase based on years of service (every two years there would be a 10% increase over the base salary as opposed to a compounding increase). Finding coaches at this time is very difficult. The district has been able to fill a handful of the positions identified on the report. Mr. Bumpus stated his belief there are not any schools within the division having a model like this, which could be something that could draw more coaches into our district.

INTERVIEWS FOR OPEN BOARD SEAT (Continued)

Thomas Enright, 41 Orchard Drive

Why are you interested in filling this open position?

Believes he can step in and be useful immediately given his past experience on the Board. He has had a long interest in this school district and attends all district meetings. If he can help out and do something in the best interest of the students in the district he will.

Can you tell us a little bit about your prior experience in this type of role?

Had 27 years on the Board and several more on the COOP Budget Committee. Also had experience on the elementary school board. When issues arise, he can lend a perspective and do his best to act in the best interest of the Hollis students.

What do you see the role of the School Board member to be?

To act in the best interest of the kids. With regard to the taxpayers, spending is a consideration, but it is not his primary consideration. His primary interest is that all of the students in the two towns receive the most opportunities they can.

Would you be running for office in March of 2023?

He would not. He has served for a long time, is willing and able to help immediately, but does not believe he is a long-term solution.

Vice Chairman Solon commented on having worked with Mr. Enright for many years. He understands how Tom operates and contributes.

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 STOLL

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

Yea: Kate Stoll, Tom Solon, Holly Deurloo Babcock, Krista Whalen
4
Nay: 0

MOTION CARRIED

The Board went into non-public session at 6:49 p.m.

The Board came out of non-public session at 7:13 p.m.

Candidates will be contacted by the Chair, and the Board will announce the appointment at the August meeting.

PUBLIC INPUT

Chairman Deurloo Babcock opened the floor for public input at 7:14 p.m.

No public input was offered.

The public input period was declared closed at 7:15 p.m.

The Board returned to the regular order of business.

DISCUSSION

- Curriculum

Superintendent Corey remarked one of the areas Assistant Superintendent Bergskaug highlighted this year was a review of the math program K-12. This coincides nicely because the elementary schools have been using a new math program for several years, which will be reviewed to determine the progress made, and at the same time tie in looking at our accelerated program (begins in grade 6).

Superintendent Corey stated in order to get back to our regular curriculum cycle and gain additional teacher input, as was the practice prior to the pandemic, there is the desire to pilot an approach where we would ask a math teacher at the high school, who has the complete vision of where students need to end up, to work with him, the Assistant Superintendent and the Math Department Head at the HBHS regarding the accelerated program, and with the Department Chair and elementary teachers who teach the pull-out accelerated math.

Periodic updates will be scheduled for staff and the Board. The details are being finalized. This pilot for curriculum is being looked at as something where if the model works, we could use it whenever moving from one area to another. This year it would be math and next year history. Discussions have taken place with the staff and union, and everyone is on board for this potential pilot. The details will be finalized and brought before the Board in August.

Superintendent Corey remarked although curriculum is the Assistant Superintendent's area, he was more involved because of the union discussion of how we would like to look at this, schedules, etc. It is believed all of those aspects can be worked out within the current Collective Bargaining Agreement (CBA) for next year as well as into the future.

Vice Chairman Solon requested additional description of what a pilot program is envisioned to be and was told the pilot program is the structure that would be used to review the curriculum in question. The individual teacher, working with their department head, would conduct discussions around curriculum, e.g., the emphasis at certain grades, the emphasis to certain courses, prerequisites students have to have before entering the next course. Those discussions would also take place at the middle school level especially around the accelerated math program and some of the supports that are in place.

A study would be conducted of whether what we identify for course work is actually what we are doing. Do we unintentionally create gaps through our accelerated program because we are moving students along at such a fast pace that we are missing something that he would refer to as the nuts and bolts that cannot be missed? How do we correct that? Do we need to continue our summer programming for that group of students? Do we need to make that more accessible? Should it be done more through electronic means so that students who are out of town during the summer months are able to participate?

The discussion would move back to the curriculum office. The Assistant Superintendent would start to look at this from the global point of view of what our courses are, e.g., what are we doing in Algebra II, in Geometry; what is the reality. What subjects are we just touching upon and those where we are going in depth? If we are touching upon something that is fine if it is part of the spiral and at some point, it is an in depth study. The concern would be that we are spiraling a certain topic at multiple levels and a student never gets that in depth piece. We are working from AP down through grade 5 (when students take the accelerated math test, which is coordinated through the office of the Assistant Superintendent), and how do we build that programming to also increase those access points. A lot of times a student's ability to do math is part of their development makeup.

Because a student is not ready in 6th grade does not mean they would not be ready in 8th grade. The other piece is the need for offramps. Some children get to high school and realize they always liked math, but that is not where they are going for college.

Vice Chairman Solon remarked it is a pilot of the process of developing the curriculum, but you will not actually pilot the curriculum. Superintendent Corey stated that to be correct. The pilot is the procedures they would like to potentially implement long-term whenever they study a curriculum area.

Assistant Superintendent Bergskaug noted another piece of the pilot is utilizing a teacher from the high school to be seen as that Capstone person receiving all the students and utilizing some of that teacher's day to do this work. Specifically for math, we teach Algebra in grade 7, in grade 8, and say that they are different, and we do not combine those courses. We teach it in grade 9 and in a 1A-1B two-year sequence. One thing we would like to do in this pilot is sit with students as they are approaching the problems, understand how and why they are approaching them and try to understand is there a piece that they are missing that could have helped them solve the problem more readily or is there a piece that they are particularly strong in that is giving them an advantage. Looking at that accelerated grade 6 math program, our first cohort to complete that is entering 10th grade this school year. We really now have quite a few years of students and their work. We can look at them in multiple years along the way to see what we can improve upon, change, etc. It could be that it is nothing and the review affirms what we are doing, but it would not be prudent to not take a look at that over time and watch the progress of it.

Chairman Deurloo Babcock asked for clarification and was told it would be a teacher from the high school working with the Assistant Superintendent, working with the middle school Principal, the math teachers in the middle school, and the math specialists in the elementary school. Chairman Deurloo Babcock remarked it is this one person who is the point person doing a lot of the data gathering/research while they are researching it with their own students, talking to their colleagues, connecting with department head, the Assistant Superintendent, and others in the other districts. Asked if the individual would be compensated for this, Assistant Superintendent Bergskaug stated it would be in lieu of teaching a section.

Asked for clarification if the focus is on accelerated math, Assistant Superintendent Bergskaug replied not necessarily. It is always that discussion because years back when we had the accelerated program, it showed that some students did not benefit from it, and it was taken away. Realizing it should not be taken away from all students, we reintroduced it, but wished to ensure we were tracking the students along the way in terms of their progress and level of understanding so that we did not recreate the same problems that we had years before. We are looking at those students yes, but also a good place to look at is Algebra I because we teach it in so many different ways throughout. Every student has to take Algebra 1 to be eligible for the HB diploma. Looking at them and their approach then that takes you back to what did grade 8 look like, what did grade 7 look like, and how did the elementary math program prepare them, at the same time that we are doing a full curriculum review for our K-6 math program to make sure that we are picking something for grade 6 with the lens of that graduate.

Member Stoll commented it sounds like it is a rigorous role for someone to take on. Understanding the individual would utilize a section, she questioned if that would create a hole that needs to be filled. Assistant Superintendent Bergskaug responded when looking into it, there was the understanding that we graduated a very large class and have a very small class coming in. One of the benefits was we were set up to think outside of the box and look at the possibilities of what we could do. The class size spreadsheet that was seen in May included having one teacher with one less section. If successful there is the potential to look to budget appropriately to allow that to happen as enrollment increases.

- Program of Studies

Assistant Superintendent Bergskaug noted the approved Program of Studies is posted on the website.

In the spring, discussions are had with department heads around vision and potential holes or gaps they might see and new courses they may wish to propose. Included in the agenda packet is a potential new course; half-credit class called Intro to Strength & Conditioning. It is similar to the origins of Personal Fitness, but Personal Fitness has changed and evolved over its many years. The focus of this new course is strength and conditioning but incorporates quite a few health standards. It is understanding the body and the body's response to strength and conditioning.

There would be no budgetary impact as no new materials would be required, the weight room recently went through significant upgrades and has all the needed equipment. The question is whether this can be offered as a new course when the Program of Studies comes out in the fall. At times, we end up making decisions of running or not running a course based on the number of signups. A huge increase in the level of interest in the physical education courses at the high school was seen this year, which worked out well with our increase in a physical education teacher. The desire is to meet the needs of the students that really want to engage in this sort of activity. It is an elective and provides another way to fulfill an elective half-credit.

Asked if it meets the regulations for New Hampshire as a half-credit P.E. class, she indicated it would meet half-credit P.E. class, but would not cover the health credit that is required based on the fact that the health credit requires very specific standards, and this addresses some but not all.

Another course that was considered was a Latin III, but we are simply not ready to do that. That is a multi-year approach. Were we to do that we would have to change our requirements for Latin I; currently Latin I is available to 11th and 12th grade students who would have graduated before they would be eligible for Latin III. If that is a direction we wished to propose, we would have to first amend Latin I making it open to 10th, 11th, and 12th. That possible change would be a multi-year endeavor.

Chairman Deurloo Babcock commented on her belief many changes to the Program of Studies would be multi-year efforts, which is why she was hoping that next month the Board could weigh in.

Vice Chairman Solon questioned maximum enrollment for the class and was told it would be similar to Personal Fitness (20). The class would be held in the weight room. Asked about the differences between the two, Assistant Superintendent Bergskaug commented, over time Personal Fitness has developed more into a cross-training approach and this would bring it back to more weight training. A decision could also be made to offer this new class and not the old class as a way to reintroduce a course.

Vice Chairman Solon questioned, if popular, is there the expectation that multiple sections might be offered. The response was that it could be a period 1 Fall and period 2 Spring, but not necessarily throughout the day. Asked if there has been any kind of obvious pull for this or if it is based on what our staff's capability is, Assistant Superintendent Bergskaug stated there is definitely an interest. Strength and Conditioning (summer) is a large program that is very popular among the student population, and this would provide the opportunity to continue that work during the school day.

Asked if this is going to be competition for other classes students want to take but do not have room in their schedule for and whether this would push them in a direction where we need to adjust our requirements to allow students to have more of an emphasis on these types of classes, Assistant Superintendent Bergskaug suggested

the easiest way to avoid forcing a student to take a particular schedule is to eliminate all offerings. Then you have 8 sections of them, and you can make any combination fit. If you make this offering the same difficulty will apply that you see with many of our seniors who want every AP course; there are only 7 periods in a day and there are 8 singleton courses. You will not make every perfect combination.

Vice chairman Solon questioned if being seen is an expanding of interest in this type of curriculum where we should be looking at our distribution requirements to allow students who have this interest to do this and still reach the 23 requirements? Assistant Superintendent Bergskaug responded they absolutely can do that. What has been limiting them, which has been addressed by increasing the P.E. position this year, is that we had far more requests than available teachers. We have increased our P.E. teacher to 1.0 and have been able to fill more requests. We absolutely have been historically turning students away from elective credits in P.E. that go beyond the requirements.

Chairman Deurloo Babcock commented what is great about this is that our students like to take P.E. and for some kids it is the best elective they can take. She is uncertain if after a few years there will remain Strength & Conditioning and Personal Fitness. What she is hearing is that strength and conditioning is what kids are really interested in in terms of fitness. We might lose one class in exchange for another. We put it in the Program of Studies and see what they sign up for.

Vice Chairman Solon commented it does not fit what he sees as a typical mold of a P.E. credit. There is the opportunity for a strong academic element to it that could connect to science classes and other areas. He thinks it could draw a lot of interest. What he would not want people to do is say if I take this, I give up something else I really want.

Member Stoll commented she is supportive of it for the opposite reason, which is that you have a lot of students that want the extra P.E. and a lot of kids who are not as athletic but have to take P.E. in order to graduate.

Assistant Superintendent Bergskaug commented this year one of the least popular P.E. classes is Team and Individual Sports because that is what you do in Fitness and that caters to a particular group. The Outdoor Adventurers, Personal Fitness, Unified P.E. will attract a different cohort, and this one might as well.

- Fiscal Year 2024 Opening Budget Discussion - stipends

Chairman Deurloo Babcock noted there was not a request to increase the first year stipend amounts. She believes it to be a good plan for longevity but is concerned with the number of openings. Asked if the district is in a good place with other competitive schools in our division, Mr. Bumpus responded compared to Milford, Souhegan, ConVal, he would say we are probably on the higher end of the spectrum. The starting tier is based on the time commitment.

Vice Chairman Solon expressed gratitude for the creative approach. If looking at a situation where we have a competitive environment the hiring point is critical. In that case, if we were to go with this structure, he would question the requirement that all new positions start at base level. Fundamentally he wonders whether \$100 increment will really make the difference. It becomes a pretty complex situation to manage. Where you place someone on a table could be touchy if discretionary. If going to do our job as a Board and an administrative group and review this every year, do we need this complex of a structure or just take a more active role in managing the table? He is a little concerned about making something that looks like a CBA structure in an environment where we are trying to ensure that extra-curriculars are not treated like part of a CBA.

Asked if he believes \$100 will make the difference between an existing staff member continuing on or not, Mr. Bumpus responded he could not answer that question. He is not entirely positive if it would or would not. Asked if he believes pay is often a deciding issue, he stated his belief it is definitely part of the decision making process. There have been a number of younger applicants in this recent round of hires where the question was asked about the amount of leverage and what can be done to increase the stipend. That is always a question that is asked. There is a want and desire of coaches to continue to move up within the divisions and at the higher levels of coaching.

Vice Chairman Solon questioned if the need is to have this kind of a structure to be able to guarantee 10% increase every 2 years and then on top of that will we need to escalate the table every year? Mr. Bumpus stated that to have been part of the discussion he had with the Assistant Superintendent and others. He believes this would provide something that we can run with for a number of years and would eliminate the need to continue to go back and say do we want to do an arbitrary 5% increase across the board.

Chairman Deurloo Babcock commented it sends a message that there is a bit of a future (future steps). It is great if a teacher wants to try coaching for a year or so, but if people are coming in specifically given their family situation in terms of where they are on the team and they are coming for a year or two, it sends a message that we are hoping you will stay. This is a commitment. She questioned if there would be a similar structure needed for the stipend table for extra-curricular activities. Superintendent Corey responded it lends itself to get something done for both groups. It does not matter whether an athletic coach or the director of the the musical, they are both working with students. The table is designed based on hourly commitment and then on how we create that longevity. Most people who get into these areas do not do it for the dollars, but they do appreciate seeing that there is some movement. By establishing a table like this it provides a starting point if all of a sudden, we find out we are too low across the board, e.g., if everyone else has gone up and we have not.

Selfishly, it makes it much easier for planning purposes for budgets. It is easy to say to groups of people who dedicate themselves to these types of activities it is a tight budget this year, we are not going to do anything. What then happens is we start to lose those individuals. If you break it down hourly, we are getting a lot of bang for our buck. Then you go back to the earlier discussion around that one trusted adult. A lot of times that trusted adult is someone who is in one of these roles. They are critical for our students. We cannot underestimate their value based on a stipend for what they do when what we are really looking at is the impact they have for students.

Asked what he feels about the merits of bringing everyone in at the base versus looking at prior experience, Superintendent Corey stated he would rather see the Athletic Director have the flexibility to identify the appropriate tier. During the interview process we will learn if the coach has 5-7 years of experience, etc.

Mr. Bumpus stated we could do that, but it would have budget implications. Every year when we put in the budget for the coaching stipends it is a lump sum dollar amount (total all of the numbers from the tiers). Assuming we will fill every position, the predictability of this table is what he was looking at, and why he was saying your first year here you are at the base salary. Should we hire 5 coaches with 9 plus years of experience that is a substantial increase that we would have to identify through some means.

Vice Chairman Solon asked if budgeting is done assuming the coach is staying and was told that is the case. He continued if the coach decides not to stay you would have the potential for a surplus. For budgeting purposes as we do with teaching staff, we do not assume entry at the bottom. It averages out because we prefer to hire people with some experience.

Asked if the difference between base and step 2 on Tier 5 (approx. \$600) could potentially be a deal breaker, Mr. Bumpus indicated he believes it could. If the individual is applying in two different districts, e.g., if between us and Souhegan that would push our district well above the competition.

Member Whalen questioned if the current coaches would be plugged into the table and the experience they already have and was told that would be the intent.

Asked if there are any concerns with utilizing a table similar to that utilized within a CBA given the amount of work done getting the stipends out of the CBA, Assistant Superintendent Bergskaug responded there are two things we are trying to consider; attract and retain coaches. She worries about placing people wherever because that takes away the longevity aspect of the table. Perhaps there is the need to look at another piece for longevity, e.g., a tier based on experience and an additional longevity bonus of some sort.

Superintendent Corey stated the Administration would take the input from tonight and tweak the table, determine how to continue to honor longevity while making the stipends more attractive, then work with the Business Office to identify the placeholder in the budget for individuals we know are leaving. It would be brought back to the Board to approve the stipends as well as the process going forward. His suggestion would be, since doing it in two-year increments, that the Board review it every two years to see if adjustments are necessary.

Vice Chairman Solon commented on the concern that it would be similar to that which was taken out of the CBAs, he suggested what needs to be done is keep in the forefront of our thoughts that this is not a CBA and ensure we do not fall into the trap of treating it like it is a continuum. For the longevity aspect there are two elements; perhaps a cap on the maximum step for new hires and, if reviewing on a regular basis, there will likely be a cost of living allocation.

Superintendent Corey stated the input would be brought back to the group and back before the Board at some point during the budget season.

Vice Chairman Solon suggested it would be helpful to see a competitive analysis of other districts.

Vice Chairman Solon questioned if the Superintendent is looking to create something similar for the non-athletic extra-curriculars, and if the Board can expect to see that in the same timeframe. Superintendent Corey stated the piece that will take a bit longer is to ensure an accurate count on hours is obtained. Assistant Superintendent Bergskaug commented in Round 1 of the budget (prior to presentation to Superintendent) they have started to review that and adjust based on the hours.

Superintendent Corey stated he and the Athletic Director have been working on the restructure of the department given Rhon Rupp's departure in June of 2023. He wished for the Board to be aware of the possibility for a light budgetary savings. They are looking at more of administrative support for the Athletic Coordinator. Also sought is game coverage; an administrator to be at game contests (night requirement). Asked if it is a requirement or desire, Superintendent Corey stated it to have been a requirement because of safety concerns. The individual(s) would go through training with the Athletic Coordinator to be educated on safety protocols, etc. (stipend piece). What he does not want is what has occurred in some districts where the job of the Athletic Director has become unmanageable.

There was discussion some 15 months ago around enrollment trends. It appears there is the potential (3-4 years) that the district could be hitting an enrollment increase. Enrollment in Hollis and Brookline has always

been dependent on the economy. What was accurate 15 months ago may not be the same when we get this year's numbers. The State is bringing back building aid. As required for application, notice was filed last March. The company doing our renovations this summer and the architects working with them were asked to look at our facility. The biggest area is the lack of cafeteria space. We are classroom limited and have always talked about that number being in the area of 4. Next month, he will bring back to the Board a drawing that provides a new look at the cafeteria and how we can potentially gain four classrooms.

The Department of Education (DOE) has reached out and will be conducting a walkthrough with the Superintendent in response to the question of whether we would be eligible for building aid given the filing was for the COOP in Brookline. We may not qualify but did not want to let the opportunity pass. Given the number of districts that were in flux last March he is uncertain of the quantity of requests the DOE received. A formal proposal was submitted (due date was July 1). He expressed gratitude to the new Compliance Specialist and Kelly Seeley, Business Administrator, for getting the proposal submitted and providing the opportunity for aid.

Vice Chairman Solon referred back to the discussion of the Athletic Department and asked if the anticipation is there will be a high school Athletic Director, Superintendent Corey stated what he anticipates is that Mr. Bumpus will stay in the position of COOP Athletic Coordinator and will be provided support, e.g., administrative assistant (school year secretarial position plus days during the summer). As part of her Assistant Principal responsibilities, Allison Buschmann (HBMS) will be overseeing athletics at the HBMS. Vice Chairman Solon stated there to be a stipend position for athletic director at the HBMS and questioned if that is separate from the roles of the Assistant Principal. Superintendent Corey responded that is separate and may or may not exist when going through the budget process.

Superintendent Corey commented the support that will be provided to the Athletic Coordinator will be COOP level building support (administrative). A lot of the work that we have been able to do with Director Rupp on board through the transition has resulted in implementing procedures and practices that have streamlined a lot of what we do with athletics. Asked how that differs from a traditional role of an athletic director, he indicated the vision we changed was based on the desire for it to be 7-12. Typically the athletic director position is focused on 9-12. The work of Assistant Principal Buschmann (HBMS) over the last three years and the relationship she and Mr. Bumpus have formed will assist in this streamlined process.

Superintendent Corey noted he was seeking feedback from the Board on items desired to be considered during the budget process. Round 1 has been completed; building Principals are asked to bring forward everything. From that point the information is forwarded to the Superintendent for the first round of cuts.

Member Whalen spoke of the Program of Studies and of hearing that a lot of our students wish to major in business in college. She would like to have classes that would prepare them for that. We have Personal Finance, which is under Family & Consumer Sciences and Economics, which is a requirement under Social Studies. She would like consideration to be given to an Intro to Accounting and Intro to Business Management. She believes it would help kids see if that is their area of interest and it would support students directly entering the workforce. She is uncertain if such programs would require an increase in teaching staff. It would have a budgetary impact.

Member Stoll commented she was also thinking along the line of the Program of Studies. She is pleased that the students have the opportunity to take CTE courses. She is concerned that students who decide to take that track and go to another school are missing a number of blocks. There are students who are interested in learning more about auto mechanics or something that can be offered in other schools, but if they do CTE it

takes them away from the college track. They have to make a choice. She would love to see more hands-on learning within our schools.

Vice Chairman Solon spoke of his interest in seeing how the budget handles some of the inflationary costs that have come through, e.g., energy, transportation. He would like to see the budget clearly break out that portion of the increase. There has been discussion about the changes with special education costs in the last year. He is curious to see what volatility there is there and how much of it is due to enrollment and to escalating costs. The Board is going to have to communicate well where we are headed.

A good deal of funding has been budgeted on math and sciences. He would like to give the soft and social sciences their turn.

If any opportunity is seen to address allowing for in-house supplemental learning so that students do not have to make the choice between taking these external classes outside the school day or going elsewhere that would be of great interest to him.

He is pleased with the idea of looking to address areas of facilities. Eighty percent of our cost is salaries and benefits. We are wasting our money if forcing our outstanding staff and the wonderful curriculum to be constrained by facilities.

Chairman Deurloo Babcock stated her concern over the past year to have been with burnout. She is uncertain how the budget can solve that. Teachers all over have expressed how stressful and hard the past few years have been. It has been hard on the teachers as well as the students, and we need the teachers who have done so much, to do even more. Our teachers are meeting the academic needs and the needs of our students, but we keep talking about more things such as advisory, social emotional learning, curriculum reviews where we need teachers to dig into that, extra-curricular activities, etc. All of those things are good for our students and lead to connections. She wants to ensure we are taking care of our staff.

Last year, when without team sports in the middle school, we had lots of students involved in things like intramural. She strongly believes that participation in schools is what keeps kids connected. Connected kids are safer kids. If it is a budgetary impact that is behind whether we can offer intramurals at the HBMS where kids can just play or practice the sport or just participate in some way, she would support that.

Vice Chairman Solon stated the desire to see facilities items addressed through the budget rather than identifying the funding source as a trust. In addition, there has been discussion over the past few years around ensuring we are getting equity throughout our administrative contracts. The earlier the Board can see where the Superintendent's thoughts are on how that impacts the budget the better. For the SAU office, the discussion occurs at the Governing Board level, but for the building he would like to understand the Superintendent's impression of where compensation needs to be on the administrative ranks.

Chairman Deurloo Babcock spoke of discussion at the Budget Committee noting if it is found, through research, that the average cost of an out-of-district placement is increasing, the committee seemed amenable to increasing the agreed upon cap for the Special Education Trust Fund.

Superintendent Corey noted the district is continuing to see increased costs for specific programs. He provided the example of tennis courts. Currently being used is the Nashua Racquetball and Tennis Club, which has worked well, but that cost is somewhere between a low of \$6,000 and high of \$15,000 depending on times, transportation, etc. He has asked the Athletic Coordinator to research the cost of a tennis court.

- Renovation/Facilities Update

Superintendent Corey stated the HVAC system project is ongoing; all of the rooftop units have been removed. The new steel beams are being put in place to hold the new units, which are scheduled to be in the first week of August. New ductwork is going in throughout the building and insulation has been done on the ductwork. The present lighting on the side of the building was constructed to have the ability to add floodlights. That will be taking place over the summer so that the walkways to and from the turf field will be lit. The press box wiring is scheduled to be done in the coming weeks. It looks as though there will be 50 additional parking spaces created out of the turf field lot. Those will also be used for overflow during the school day and will alleviate some of the concerns we have every spring where the new sophomores get licensed. The lower parking lot will have the gravel put down and prepared for future paving. The road paving is on schedule for the next section of the entranceway (right and left turn lanes out of the HBHS). The new computer room is in progress. Flooring on the hallways will be done. Gym floors at the high and middle schools have been refinished.

In the late spring, approved was a wealth of equipment for the science programs. That has arrived. All of the high school microscopes will become middle school microscopes and will no longer have to be transported back and forth. A number of the interactive boards have arrived and will be installed in the coming weeks.

*There being no objection, the Board took a five-minute recess at 8:29 p.m.
The Board reconvened at 8:33 p.m.*

Chairman Deurloo Babcock noted the potential for being unable to obtain a quorum for the scheduled meeting in August. As an alternative, being considered is August 31st.

DELIBERATIONS

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

MOTION BY MEMBER WHALEN TO ACCEPT THE SECOND READING OF POLICY GBCD - CRIMINAL HISTORY RECORDS CHECK / BACKGROUND INVESTIGATION
MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

The policy was amended by replacing him/her and he/she with them or they. Concerns brought forth during the last meeting were discussed but did not result in any further recommended changes.

Vice Chairman Solon questioned how the discussion went on the Board having to approve the criminal background checks. Assistant Superintendent Bergskaug stated the Board does not approve the background checks. The language states “A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.” Satisfactory to the Board would include not including, as stated, Section V Offenses. Only the Superintendent sees the criminal background checks. By approving a policy outlining what is acceptable and what removes the ability to employ someone, that process is considered satisfactory to the Board.

Vice Chairman Solon suggested the language be changed to state “which complies with Board policy”.

He spoke of being surprised that our substitute teachers are not required to have the same level of check that our volunteers do. Superintendent Corey stated the procedures are the same for everyone. Noted was that legally they do not have to have the same level of check. Vice Chairman Solon stated if required by the district it should be identified in policy. The district's policy can be more restrictive than that of the State.

Chairman Deurloo Babcock commented what is being heard is that what might be more acceptable than changing pronouns from "he/she" to "they" is to have the pronoun as "he/she/they".

MOTION CARRIED

4-0-0

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

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

MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

Chairman Deurloo Babcock stated the Policy Committee did not recommend any further changes. Discussed were the comments around the idea of having a thank you instead of an advertisement. There will be a procedure established for sponsorships that will come before the Board for discussion around what a banner should say.

Vice Chairman Solon stated he has no objections to and in fact likes the policy as it stands. He will state, unequivocally, based on this policy, he would object to any advertising banners.

Chairman Deurloo Babcock added a banner that stated, for example "thank you to Harvest Market for supporting our schools" would not be advertising. Vice Chairman Solon agreed. Asked what if Harvest Market were printed in its logo, Vice Chairman Solon responded if it just said Harvest Market and nothing else, he would object to that. When you start to get into trademark branding it will require significant discussion.

Member Whalen noted the scoreboards have that. Vice Chairman Solon stated his belief that predates the policy. He commented on the scoreboard having been purchased by the advertiser and suggested if Harvest Market wished to purchase tennis courts and we want to call them Harvest Market Tennis courts we can do that.

MOTION CARRIED

4-0-0

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

**MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING OF POLICY JF –
ENROLLMENT POLICY, AS AMENDED**

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

The change proposed is the deletion of “23 credit” in the second paragraph.

MOTION CARRIED

4-0-0

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

**MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING OF POLICY IMBC –
ALTERNATIVE CREDIT OPTIONS, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

The only proposed change is in the deletion of “Interdisciplinary Credit”.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding policy **BBBE** – Unexpired Term Fulfillment
Given its first reading;

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY BBBE-
UNEXPIRED TERM FULFILLMENT, AS PRESENTED
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

The proposed policy represents the procedure followed, which is dictated by NH RSA.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding policy **JLCJA** – Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation
Given its first reading;

**MOTION BY MEMBER DEURLOO BABCOCK TO TABLE POLICY JLCJA – EMERGENCY PLAN
FOR SPORTS RELATED INJURIES AND ADDITIONAL PROTOCOLS FOR ATHLETICS
PARTICIPATION**

MOTION SECONDED BY MEMBER STOLL

MOTION CARRIED

4-0-0

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon commented the meeting ran ahead of the anticipated schedule. In light of all of the issues covered, he believes an excellent job was done in facilitating the meeting. He stated appreciation for the discussions provided by the Administrators.

ADJOURNMENT

**MOTION BY MEMBER WHALEN TO ADJOURN
SECONDED BY MEMBER STOLL
MOTION CARRIED
4-0-0**

The July 20, 2022 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:57 p.m.

Date _____ Signed _____