

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
AUGUST 31, 2022
MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, August 31, 2022, at 6:02 p.m. at the Hollis Brookline Middle School.

Holly Deurloo Babcock, Chairman, presided:

Members of the Board Present: Tom Solon, Vice Chairman (arrived at 6:06 p.m.)
Kate Stoll, Secretary
Tom Enright
Beth Janine Williams (arrived at 6:35 p.m.)
Cindy VanCoughnett
Krista Whalen

Members of the Board Absent:

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

APPOINTMENT OF PROCESS OBSERVER

Krista Whalen volunteered to serve as Process Observer.

AGENDA ADJUSTMENTS

Chairman Deurloo Babcock noted this meeting provides another opportunity for Board members to comment on the Program of Studies.

Superintendent Corey spoke of a recent visit from the DOE regarding building aid, and the desire to walk through the proposals that have been submitted and where the district is at in terms of building aid.

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Chairman Deurloo Babcock stated, for the record the Board has appointed Tom Enright to fill the vacant position until the conclusion of the 2023 election.

Superintendent Corey spoke of the tragic explosion/fire that occurred in Brookline earlier in the day. Fortunately, the family was not at home at the time. Both community resources and the school district are working closely together to provide whatever the family needs educationally and to support them as they go through this difficult time.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [July 20, 2022](#)

The following amendments were offered:

- Page 2, Line 37; replace “her” with “you”
- Page 5, Line 16; delete “this fall” at the end of the sentence as it is repetitive.
- Page 6, Line 18; replace “Mr. Solon” with “Mr. Enright”
- Page 5, Line 26; replace “traditional” with “tradition”
- Page 7, Line 43; delete “that” following “those”
- Page 8, Line 12; replace “teacher” with “teach”
- Page 9, Line 13; replace “significantly” with “significant”
- Page 9 Line 47; replace “an” with “and”
- Page 12, Line 23 insert “it” following “treating”
- Page 17, Line 46; replace “anticipate” with “anticipated”

**MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED**

4-0-2

Members VanCoughnett and Enright Abstained

Hollis Brookline Cooperative School Board – **Non-Public** [July 20, 2022](#)

The following amendment was offered:

Amend by adding the appointment of Tom Enright as a member of the Hollis Brookline Cooperative School Board until the conclusion of the 2023 election.

**MOTION BY MEMBER SOLON TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED**

4-0-2

Members VanCoughnett and Enright Abstained

PUBLIC INPUT

Chairman Deurloo Babcock noted a change in State RSA (SB410), effective September 6, 2022, which requires 30 minutes for public comment. The district’s current policy will be amended.

As there were no members of the public in attendance at the time, Chairman Deurloo Babcock stated, were members of the public to arrive prior to 6:45 p.m., the Board would welcome their input.

Chairman Deurloo Babcock opened the floor for public input at 6:09 p.m.

The public input period was declared closed at 6:10 p.m.

PRINCIPAL AND ATHLETIC REPORTS

Principals West and Girzone highlighted items from their reports, which were included as part of the [agenda](#) packet.

Patrick West, Principal, Hollis Brookline Middle School (HBMS), commented on the 7th grade orientation that took place earlier in the day. Open House days were successful. He expressed gratitude to the maintenance crews, counselors, and front office staff for their efforts in getting the building ready and welcoming students. Noted was that the HBMS is officially fully staffed in the front office.

He spoke of the outstanding job done to get the building ready; there has been a big computer science renovation that required several weeks to complete. The room is looking great and includes a lot of new technology for students to enjoy.

Enrollment is currently at 397. This past Saturday the class of 1982 had their reunion at the HBMS.

Jennifer MacLeod, 8th grade English Teacher, is one of four finalists for teacher of the Year! The Department of Education (DOE) is coming to the building at the end of September to conduct a tour, observe Ms. MacLeod, and speak with students, parents, and staff members.

Chairman Deurloo Babcock expressed congratulations to Ms. MacLeod on her accomplishment.

Tim Girzone, Principal, Hollis Brookline High School (HBHS), presented the information included in the Athletic Coordinator's report.

The fall season has begun with healthy participation. He and Mr. Bumpus are scheduling the first ever Captain's Workshops in the coming weeks. Students who are identified as captains of their teams will be brought together and provided with additional skills and tools to help them be successful in their leadership role.

Progress continues to be made towards having a fully functional press box. The final steps, providing full accessibility, are slated to take place during the week of August 29th, and conduit has been run for both power and fiber to be incorporated shortly thereafter. Once in place, the NFHS Network will be installing the camera so that all of our games played on the turf field will be livestreamed in the same fashion as all of our indoor games.

Homecoming weekend is scheduled for Friday, September 30th and Saturday, October 1st, with all games occurring on the turf field, and culminating in a homecoming dance following the Boys Soccer game on Saturday October 1st.

Chairman Deurloo Babcock commented on the parent/coach meeting that took place. She is pleased to see that process return.

Principal Girzone spoke of the freshman orientation that took place earlier in the day.

A number of building projects occurred over the summer including improvements to the HVAC system, which he described as a very nice upgrade to the overall facility. Also completed were paving of a right-hand egress lane out of the parking lot, a new parking lot up by the turf field, grading of the lower lot, school counseling reconfiguration to accommodate the school social worker position and Family and Consumer Science room kitchen updates.

Asked if there is any lighting near the new parking lot, he responded there is not. Lighting and areas from the field down to the regular parking lot where lighting could be used was discussed prior to the creation of the parking lot.

Student enrollment is 811. Numbers are down slightly due to a large graduating class from last year and a smaller incoming class. The numbers were as of August 23rd and have fluctuated slightly due to transfers.

The 1-1 Chromebook rollout is underway. Included with the report is the letter from the New England Association of Schools and Colleges (NEASC).

Open House is in person on September 15th at 6:00 p.m.

- NEASC Update

Chairman Deurloo Babcock congratulated the Administration on the positive letter received from NEASC. It is obvious a great deal of work has been done. She questioned, when mentioning the changes to the midterm and final exam protocols and the practices regarding class rank and honors designations, if it was referring to the 4th bullet and the change that was made to decrease the percentage. Principal Girzone responded that was a temporary change only for last year when providing information and specifying specifically the reasoning and rationale for making an adjustment to the situation last year. They chose to include that in the report as a positive. We are going back to what were the original percentage components to full year and semesterized courses (as in years prior).

- Program of Studies – High School

Principal Girzone spoke of having worked with his department chairs seeking their input. He has more granular type changes, some adjustments to some existing courses, and some new course proposals, which are not the intent of this meeting. There is the need to adjust some of the language around the Latin Honors with the work that is being done in policy currently in regard to enrollment. There have been discussions around sequencing and pre-requisites in the Visual Arts Program, discussion of expanding the Wellness Program to offer some upper classmen electives, and course proposals in English (business writing), etc.

Chairman Deurloo Babcock commented there are three roles of great importance for the Board; budget, curriculum, and policy. She asked if Board members have input from the community or have a sense of that, which could be provided at this point. They are simply suggestions; however, some would impact the budget. This is an opportunity for the Board to say if you could add or remove items what would you do. She opened the floor to members of the Board to provide input.

Member Whalen commented on being pleased with the idea of a business writing course. She would like to have considered a course such as introduction to accounting or introduction to business management.

Member Stoll remarked we have a very strong academic path for students to go to college, which is fantastic. When we have those kids that are somewhere in the middle and not quite sure what path they want to take, if they want to explore some of those careers in tech options they have to go to another school and that takes up more time and sort of carves their path for them. She would like there to be more in-house programs.

Vice Chairman Solon spoke of being in agreement with what the previous speaker noted but possibly with another approach to it. He is uncertain how the State funding works with regard to duplication of CTE programs. He would like to find a way to make it less painful to participate in the CTE programs. He commented on the coordination of scheduling being such a large issue. The push for that is going to have to come from the outside schools as those that host it don't have a strong incentive to address it. If we think that it is important perhaps, we identify the programs that are of most interest to our population, pick a few and create

pressure in the schools that are offering it to align the schedules in such a way that it is not a hardship to participate.

Since we are keeping weighted classes for the time being, it is important to determine whether or not any of those classes are weighed and ensure they are indicated as such. He commented the last time he met with them, Milford was introducing weighted honors versions of many of their CTE classes.

Chairman Deurloo Babcock remarked the Program of Studies identifies classes that have pre-requisites separated by those that do and do not require teacher recommendations. Teachers open up courses for students, but if a course doesn't require a recommendation, the course should be open for students. She would like to determine what is happening in that regard, e.g., are teachers opening up classes that don't require a recommendation for all of their students?

Principal Girzone asked for clarification providing the example of a math course and if there were 2 or 3 options after this course that a student could potentially take and one requires both the prerequisite and teacher recommendation and this one in the middle does not require teacher recommendation, but the teacher only provides one of those options, the one that didn't necessarily require the recommendation isn't being an offering. Chairman Deurloo Babcock stated that to be a correct interpretation of what she was referring to. It should not require an override if it doesn't require a teacher recommendation if the student is meeting the prerequisite. It is just a matter of is it the system, perceptions, etc.

Principal Girzone remarked there are classes that are not appearing as options that don't require a teacher recommendation, just a pre requisition.

In terms of programs and curriculum, last year we created the yearbook class and now we have a half semester of journalism. We fight for STEM, etc., but have not really looked at the English or made a lot of changes to English. We have added AP Science, AP Physics II, Environmental Science, AP World History. The journalism class could really build into an online newspaper, etc. It could potentially be an honors writing class. She would like to see that looked at.

We offer AP Statistics, but sometimes that is really hard. Statistics are really important for students in all different areas. It doesn't have to be AP. Understanding we do not have the budget, space, or people, but this was supposed to be a wish list day.

Principal Girzone commented having met with the English and Social Studies Department Chairs, one of the courses they are going to work to put together a proposed curriculum for is a sports lit course as well as the business writing course in English and for social studies a handful of electives including American military history, hip hop legacy in history, cords of memory, etc.

Vice Chairman Solon commented a statistics course that wasn't part of the math department would be good. Chairman Deurloo Babcock remarked the two things she hears about from her friends whose children are at UNH business is that accounting is a weed out class, which is why it would be great to have some sort of an introduction to accounting, and then when you take a social science a lot of students who become psych majors it is that we all had to take that research class and it can be really hard. Those kind of exposure classes would be great.

Vice Chairman Solon commented on years back when the bounds for AP were changed for World History (shrunk the years). He questioned if we are constraining ourselves to the AP boundaries or still teaching a full

curriculum. What are we offering for World History? Assistant Superintendent Bergskaug responded we do AP World History and World History. World History we didn't really change the curriculum. AP World History we maintained sort of what we had been doing, which gave a true picture, but changed our focus to the AP. We didn't pull it out, we just shifted the focus. Vice Chairman Solon added to a certain level we are teaching to the test in that one. Assistant Superintendent Bergskaug stated in every AP class we are teaching to the test.

DISCUSSION

- Fiscal Year 2024 Opening Budget Discussion – Stipends

Assistant Superintendent Bergskaug noted the Administration brought forward stipends for extra-curricular activities and athletics for discussion over the past two months. The copies provided with the agenda have been corrected to ensure they represent activities where adults would be working directly with students.

Years ago they were part of the Collective Bargaining Agreement (CBA) and were pulled out so that we could look at them regularly. The intent is to review them annually and reflect if we need to remove any, add any or shift them to a higher or lesser tier based on the hours required.

The Board had discussed the Athletic Coordinator's proposal for a step table of sorts (longevity) with the desire to incentivize retention of our coaches and the potential to consider that for extra-curricular activity stipends as well.

Assistant Superintendent Bergskaug stated the desire to start that tiered approach for coaches to see if the goal is achieved with that for FY24. She provided the example of the longevity aspect, e.g., if you are a third year coach your stipend increases slightly and if a five-year coach it goes up, etc.

It becomes a bit more complex with the extra-curricular areas for a number of areas; some are already built in, e.g., freshmen and sophomore class advisors are in Tier II and junior class advisory bumps to Tier IV. The idea is that that adult stays with the class for the four years the class is with us. As you go to junior year there are more activities and senior year is a ton of work. Those stipends change and reflect the amount of hours involved.

Some of these stipends are there when you have a cohort that is for example really interested in climbing, but if you no longer have students that are interested in climbing club that club goes away and makes room for another. Sometimes the extra-curricular activities are a bit more fluid than the athletic activities.

When asked, she stated the proposal brought forth by the Athletic Coordinator will be seen in the budgeting process; FY24 request (new item).

Asked, she stated some of the changes were clarifications. Chairman Deurloo Babcock commented on the addition of the fall costume/spring costume (had been paid from a different existing stipend) and Homefront Heroes which had been there previously but was not paid last year or the year before because of COVID.

During COVID some of these activities did not occur. Re-establishing the table to be able to bring it back annually from last year's information was not 100% accurate.

Member Williams spoke of the sports where they are broken out into fall and winter where the assistant has the same recommendation for Tier 3, but for winter versus fall there is a significant difference for the head coach

from Tier 4 to 6 and asked if that is based on hours. Assistant Superintendent Bergskaug stated it to be based on hours.

Vice Chairman Solon questioned if bass fishing will be kept noting a prior question about enrollment. Principal Girzone stated his belief there were students who did go out. He can confirm that. Assistant Superintendent Bergskaug stated she did discuss that with the Athletic Coordinator following the last reason. Although she could not recollect the details of the discussion, he had justified maintaining the stipend and the expectation the numbers will increase.

Regarding extra-curriculars for the HBHS, he noted Tier VI has the musical director, Tier VIII is the musical director and Tier X is the band director. He questioned if it is all the same person and was told it is not. The musical director at Tier VIII directs the play, the musical director in the pit directs the pit for the musical and the band director does the band and all of the competitions throughout the year.

Vice Chairman Solon questioned to what degree were the actual placements based on workload versus competitive pay to attract coaches or advisors. Assistant Superintendent Bergskaug responded years ago, when she was a chemistry teacher, she gathered that type of information. She called surrounding districts and gathered who was paying what. We have not done that recently, but when we do check they are in the middle. What we do do is look at the number of hours involved and when we look to make an adjustment it is based on the time commitment that is outside of the classroom. If you just look at schools of our size, our athletic stipends are on the higher end. You will not compete with the larger schools. The Athletic Coordinator started to look outside of the box with his proposal to determine how we could incentivize longevity as opposed to an immediate increase.

Principal Girzone noted journalism is being offered as a semesterized course both 1st and 2nd semester. He was asked if a student could take it both semesters. Chairman Deurloo Babcock spoke of the opportunity for producing/running a newspaper noting the importance, in the time we live in, for students to understand media, journalism, how social media plays into this, etc. We have an online newspaper and a Hollis Brookline Rotary online paper. There is a great opportunity to build an incredible product.

Vice Chairman Solon asked how that would overlay with extra-curricular activity. Chairman Deurloo Babcock suggested doing what is done with yearbook, e.g., it is a class and also has an extra-curricular aspect. She noted we have two honors classes for English and two AP classes; AP Latin, AP Literature, honors literature and honors literature again; U.S. and World. We have those classes that are weighted in English but if a student is taking journalism and is the features editor, why couldn't that be weighted?

- Renovation/Facilities Update

In January of last year the district was informed of the potential for the DOE and the State government to come back with building aid, which has not been available for many years. In March, the Administration was required to submit a letter indicating interest in building aid. They were notified in mid-March that the application was due July 1st. The Board was provided with copies of the applications for the HBMS and HBHS (copies attached). There was also an application submitted for the two schools in Brookline. Superintendent Corey expressed gratitude to Kelly Seeley, Business Administrator, and Alyssa Akhtar, Compliance Specialist, for the work they did on behalf of the Board to complete the applications.

For the HBMS submitted was a proposal for \$8,850,000 and for the HBHS a proposal for \$8,225,000. We would be eligible for 30% of both of those projects. Asked if there is differentiation between a COOP and non-COOP district, Superintendent Corey stated there is not.

If building aid is received and the programs supported by the voters, the projects can move forward, If not successful in those endeavors, the roadmap is outlined for future work. Addressing the handout provided, he called attention to the Department Legend. The first page, sheet # A111a, is the room the meeting was taking place in. One of the issues faced moving forward if doing something at the HBMS is that you can no longer have a corridor in the middle of an assembly place. This is our corridor every day for kids going back and forth, If we were to renovate, we would need to address that issue. One side of the area would remain the Learning Commons, which is adjacent to the robotics room. There would be a natural corridor and doors into the common area, and on the opposite side two specialized classrooms; project based learning and green screen. Next to that would be the IT component. These are not prioritized areas yet.

Sheet #A111b is also the HBMS. The orange area highlights the administrative office area. The top priority is a more secure lobby (similar to at the HBHS). The configuration of the offices is as the architect is directing them. Each could be part of the entire project or pulled out separately and/or phased in differently.

Sheet #A111c is a blowup of what is seen on the right-hand side of the previous page. This page shows an area felt necessary to review from an educational standpoint; is upgrading the middle school science so that we can further enhance what we do in high school science.

The diagram shows the expansion of the four science classrooms, additional space gained with the teacher prep room at the end of the building, which would be coming out. That space is of importance and moving across the hall there is teacher work area, SG1 and the kitchen, which is a revamping of the self-contained special ed programming. Over the past few years, we have worked to bring programming in-house (cost avoidance while providing better services to our students). We are down to, across the SAU, approximately a dozen students who get educated outside of our facilities.

Asked if the three rooms; SG1, teamwork and kitchen remain part of an in-house special education, he indicated they do. The space was retrofitted and does not currently meet the needs of the students as well as it could. In some ways, it doesn't challenge them from the viewpoint of social skills development. Asked, he indicated the space is currently a single classroom. Chairman Deurloo Babcock commented being proposed is the teacher workspace, the student gathering area (SG1) and kitchen space. It would be where pre-work would be done, e.g., going over the recipe, what ingredients and utensils, etc. Asked if the amount of space available for the program would be decreased with the teacher work area being carved out, Superintendent Corey responded that piece is teacher prep for the teachers located in that room and dedicated to that program.

There would be a new health room. Noted was that the science room across from art is presently robotics for the HBHS. We installed the door that goes into tech ed. On Sheet #A111a, he highlighted robotics because if we were to move forward with everything, robotics would drop back to the high school and the middle school robotics would move from that space down to where the HBHS robotics is now, and we would pick up that 535 sq. ft. into the learning commons area. If enrollment increased to the point that we needed another science classroom it has always been understood that we would take that space back.

From a priority standpoint, the first thing would be the main entrance/security. From there, the science / health / special ed component, then the library commons and the main office administration. The intent is to spend time at each of the upcoming meetings to discuss those and come to agreement on a single comprehensive plan.

Vice Chairman Solon questioned the amount requested for the HBMS project, and how much is consumed by renovations versus upgrades to physical plant. Asked to provide an estimate, Superintendent Corey stated his belief it would be 60/40 with renovations on the higher end. What is not reflected but is in the plan for the middle school is all new boilers.

On Monday, the DOE sent out three representatives to walk through the building. There were 17 total applications across the State, 4 of which were from SAU41. We have a potential here to receive some funding. Those 17 applications are ranked. If there isn't funding for us this year, they fund the ones they can, and we move up in the ranking. Everyone who joins next year follows behind whatever was left from this year.

In September, he will ask for a consensus of the Board of whether to move forward with this as then we will get a placeholder. There is nothing that requires us to ultimately put a bond on the warrant. If we are unsuccessful at the polls, we still hold our place in the queue next year.

Member Enright spoke of the four applications commenting on the need for the communities to determine their own ranking. Vice Chairman Solon remarked Hollis residents would potentially support the COOP as the one that impacts them. Brookline residents will have to determine their priority. Asked what percentage is required to pass a bond vote, Superintendent Corey stated it to be 60% to pass. He commented he has always viewed this as a K-12 school system. That is why he wanted to put everything out there that they will prioritize and get to a number that they believe would get the COOP everything it needs while doing the same thing in Brookline. Two years from now building aid opens up again and we will be eligible again.

Vice Chairman Solon questioned the scenario of the district being approved for multiple projects with one project ranking higher than another, if, after fully funding the highest priority projects, some portion of funding remained, could the district internally choose to take only partial funding so that there is money left for the next one. Superintendent Corey stated the choice could be made to look for one bond for both projects. Selfishly he looked at this as a way to address the Capital Improvements Plan (CIP) for multiple years. The architect who did all of this work was in-house for the project we did this summer. This work was done based on the hope of their gaining future business. He will look for more definitive answers for the questions around building aid as it has not been around for about a decade. The State views building aid as money provided for projects viewed as 30-year investments. There is the potential some of the work done during the last major renovation at the middle school received building aid and is within the 30-year time period. If we are in year 25 there would be a portion of the request that would be pro-rated and come off the proposal.

Asked what the State's ranking would be based on, Superintendent Corey stated it to be free and reduced lunch, need, security, ventilation, etc. He commented should we decide, for example, that we were only going to address security and the science wing, the architectural firm would update the proposal and that is what the request would be. We would be eligible for 30% of that request. There was no downside to the district jumping in and sending the applications out for consideration. Even if nothing happens it is a great exercise because we now have all of the information on what we need to do even if ultimately, we didn't qualify for State aid.

At the HBHS, sheet #A112a addresses the cafeteria issue that came front and center during COVID as it does not provide the needed space. The drawing shows the current corridor leading into the new/extended cafeteria/kitchen space and the old cafeteria space becoming 4 new classrooms. One of the new classrooms would become robotics and the other 3 would be determined by the high school administration.

Vice Chairman Solon spoke of the existing ground-level entrance to the current cafeteria. He questioned the ground level orientation to this drawing, and was told at the end of the blue classroom would be a doorway out

to what is presently the patio, etc. Asked if the new cafeteria would exit at ground level, Superintendent Corey stated they would take advantage of the terrain so that the top of the kitchen area would be at ground level. We will likely look to use the underneath area as storage. Asked if the ground level access to the building would be lost with this addition, e.g., would stairs be required, Superintendent Corey stated his belief they would not be. He will follow up to be certain.

Vice Chairman Solon commented he can see the desire to be ground level as there is support for equipment (robotics), but you have to be able to bring it in. Superintendent Corey remarked his proposal for one of the classrooms would be to bring the present robotics room out of the middle school and back to the high school. One of the things we lost a lot of is the student who has the study hall and that is their passion, being able to go down and work. That cannot happen in the middle school. The second thing is that classroom would lend itself to the open area of the cafeteria. When they do their work for competitions, they have to run their robots, etc., and they would have the cafeteria piece.

Vice Chairman Solon questioned if the present cafeteria and the proposed classrooms are built on ground and was told that is the belief. He spoke of a prior issue where we had equipment in rooms that were not to code. If we want to bring it back in, we want to do it in a place that is structurally sound for it.

The cafeteria would also become another meeting space. Almost everything right now is in either the gym or auditorium. This proposal would provide for a larger space to utilize in the evenings.

Member Williams asked and was informed the administrative office would ultimately be moved.

Sheet #A112b shows the area of the learning commons. Presently, to get to room 204 you have to take a left and a left. As the architect has drawn, we could make it a classroom that could be accessed from the hallway and yes it reduces the Learning Commons, but it can be the same sign out piece that we have always had and gives us another space. No change to the back left corner (SG1). We will reconfigure some offices that are secondary. Then we keep the two offices in the learning commons. All that changes is a door and a new wall.

Sheet #A113 addresses the locker rooms, which we have quickly outgrown. We need to develop team rooms. They are not necessarily the same as the traditional locker rooms. Students tend to return home before showering after practices, but we do need more spaces for students to change. We have too many athletes who change in the car because our old locker rooms were built at a time when it was a herd mentality, which no longer exists. Right off the back of the gym would be team room B which would abut the rear corner and team room A, which encompasses the space between the two doors. Off the right hand corner would address additional storage needs. Represented in the drawings are single-story additions.

Vice Chairman Solon questioned if the regular exit doors would be maintained and was told they would. He commented if you made a second story going all the way across all of this you would have that full area for storage.

Superintendent Corey stated the goal for the next several meetings would be walking the Board and public through this and working through the priorities.

He stated his priorities to be safety (middle school entranceway), then the four classrooms at the high school, which have likely been needed since the building was built. We run somewhere between 85-92% of capacity each period. The other piece is trying to determine what we want to submit to the DOE and what we believe our voters can support.

Principals Girzone and West met with the architects and were involved in the process. We did not involve faculty at that phase as it was more to get in compliance to be eligible for building aid. Now the time is available so that they can look at this during faculty meetings. Chairman Deurloo Babcock commented this is the document that was put forth to the DOE, but it can still be changed.

Chairman Deurloo Babcock questioned the approximate cost of the two projects in the Brookline district. Superintendent Corey did not recall; however, noted the Brookline school district did a wealth of work and approved a \$1.5 million bond this year. With that we are getting 2 new classrooms, which are completed, a whole new library, an elevator, flex space, and some ADA compliance issues addressed. The next phase would be to address the needed additional classrooms in both buildings; RMMS needs 3 additional classrooms and CSDA 5 classrooms (eliminate portables), and they need the same infrastructure of ventilation, boilers, etc.

He commented one of the things we have been successful at is putting forth something that we can gain voter approval of, and then we make progress. When we look at the COOP budget today, this year is phase VIII of COOP roofing. In Brookline we will discuss it at their September 27th meeting.

Vice Chairman Solon commented he did not see information around incorporating renewable energy style utilities in this and questioned what was blocking that. Superintendent Corey responded when looking at the needs what we learned in Hollis is that we could always go to renewable energy (solar panels). That would add another \$750,000 to \$1,000,000. Hollis is getting likely 80-85% of their energy through their solar panels so there is good payback, but at the same time there are pressing needs to be able to take advantage of that. We would definitely be moving from oil to propane as the first step. Propane boilers would stay as we would need a backup.

Superintendent Corey stated what he will ask for in September is that the Board support the Administration moving forward with the request for building aid. It is important to the DOE to know that the Board is supportive of this.

Asked, Superintendent Corey stated the Hollis School District had already approved their bonds and therefore would not be eligible for building aid. The SAU building had a study conducted and there was a determination it does not make sense to rehab that building. There may be something for a long-term solution, but not to compete with these requests.

DELIBERATIONS

- To see what action the Board will take regarding the Business Administrator's recommendation for the Unreserved Fund Balance

The recommendation from the Business Administrator is included in the communication provided with the agenda packet. The recommendation is that the Retained Fund Balance, for this year, be set at the maximum allowable for the Hollis Brookline Cooperative School District (\$188,559).

Noted was that this is the same amount as has been provided in the past, allows the district to keep the tax rate stable, and provides for the ability to address unanticipated expenses. Before expenditures would be made, a Public Hearing would be conducted followed by a successful vote of the Board.

The State has recently amended the RSA to allow districts to retain up to 5% (if voter approved). Asked what the maximum was that was approved at the district meeting, Superintendent Corey stated his recollection it is 2 or 2.5% (this figure represents slightly over 1%).

Vice Chairman Solon noted there is no Contingency Fund. He commented the Special Education Fund is effectively a contingency, but only for special education costs. There is also a Maintenance Trust and an Athletic Revolving Fund; both are not for emergencies as much as they are for long-term planning and savings.

Superintendent Corey spoke of the desire to engage in a discussion around the Maintenance Trust, during the budget process, to identify the Board's view on how it views technology. We are getting to the point where technology is an expectation. Because of COVID, we were able to secure almost half a million in funding to purchase Chromebooks and computers. His concern is that in 2026 the first group of Chromebooks will need to be replaced. Rather than asking for a large sum that year, he would prefer to start to look at some sort of technology or maintenance trust to plan for a known future expense.

The question was asked of what would be returned to the tax base prior to the retention of the recommended \$188,559. A quick review was done of the last revenue & expense report, which noted the amount to be returned to the tax base to be anticipated at \$959,754 with everything funded including the recommended retained fund balance.

If the retention is approved and no expenditures are authorized, it becomes part of the total unexpended at the end of FY24. This same process of requesting approval to retain would be undertaken again next year.

MOTION BY MEMBER WILLIAMS TO RETAIN UP TO THE SUM OF ONE HUNDRED EIGHTY EIGHT THOUSAND FIVE HUNDRED FIFTY NINE DOLLARS (\$188,559) OF SCHOOL FUND BALANCE FROM THE FY22 SCHOOL YEAR AS THE END OF YEAR AVAILABLE FUNDS ALLOW

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

- To see what action the Board will take regarding the Extracurricular and Athletic Stipend tables

MOTION BY MEMBER SOLON TO APPROVE THE ADMINISTRATION'S RECOMMENDATIONS FOR EXTRACURRICULAR AND ATHLETIC STIPENDS FOR FY23

MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Vice Chairman Solon questioned if there is a total of what is expected to be expended on the stipends. Asked if any of this would be funded out of the Athletic Trust, Superintendent Corey responded not for positions. The Athletic Revolving Fund is utilized for equipment, uniforms, and things of that nature. Asked if we have budgeted at the level we are proposing, he stated we have.

MOTION CARRIED

7-0-0

- To see what action the Board will take regarding policy **GBCD** - Criminal History Records Check/Background Investigation
 - 1st Reading 6-15-22
 - 2nd Reading 7-20-22 (as amended)
 - Given its third reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE THIRD READING AND ADOPT POLICY GBCD - CRIMINAL HISTORY RECORDS CHECK / BACKGROUND INVESTIGATION
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Noted was the amendment in the language in the first sentence under Section I which replaced “satisfactory to the Board” with “which complies with Board policy”.

MOTION CARRIED

6-0-1

Member Enright Abstained

- To see what action the Board will take regarding policy **KHB** - Advertising in Schools
 - 1st Reading 6-15-22
 - 2nd Reading 7-20-22
 - Given its third reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE THIRD READING AND ADOPT POLICY KHB - ADVERTISING IN SCHOOLS
MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

No changes have been made since the time of the last reading. There was discussion of how it would play out. The next piece is for the Administration to work on a procedure for requests that people would make not for advertising, but for sponsoring or supporting the schools in some way, and in that procedure, it will be clear that the language of a banner would say “thank you to....”.

Vice Chairman Solon questioned if the Board would have the opportunity to review the procedures, Superintendent Corey stated if that is the desire of the Board, it will occur.

MOTION CARRIED

6-0-1

Member Enright Abstained

- To see what action the Board will take regarding policy **JF** - Enrollment Policy
 - 1st Reading 6-15-22
 - 2nd Reading 7-20-22 (as amended)
 - Given its third reading;*

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE THIRD READING AND ADOPT POLICY JF
– ENROLLMENT POLICY
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

No changes have been made since the time of the last reading.

MOTION CARRIED

6-0-1

Member Enright Abstained

- To see what action the Board will take regarding policy **IMBC** - Alternative Credit Options
1st Reading 6-15-22
2nd Reading 7-20-22 (as amended)
Given its third reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE THIRD READING AND ADOPT POLICY
IMBC – ALTERNATIVE CREDIT OPTIONS
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

No changes have been made since the time of the last reading. The policy represents work done by a leadership team at the high school.

MOTION CARRIED

6-0-1

Member Enright Abstained

- To see what action the Board will take regarding policy **BBBE** – Unexpired Term Fulfillment
- 1st Reading 7-20-22
Given its second reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING, WAIVE THE THIRD,
AND ADOPT POLICY BBBE-UNEXPIRED TERM FULFILLMENT
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

The only change made is to state the Board act as required by State RSA.

MOTION CARRIED

6-0-1

Member Enright Abstained

**MOTION BY MEMBER WILLIAMS TO TAKE FROM THE TABLE POLICY JLCJA –
EMERGENCY PLAN FOR SPORTS RELATED INJURIES AND ADDITIONAL PROTOCOLS FOR
ATHLETICS PARTICIPATION
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED**

7-0-0

- 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 WILLIAMS TO ACCEPT THE FIRST READING OF POLICY JLCJA – EMERGENCY PLAN FOR SPORTS RELATED INJURIES AND ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION, AS PRESENTED
MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

The policy is new and required by law. The language comes straight from the RSA. Initially the adoption date was in August, but the State has pushed back the date until the next school year. Member Williams stated the procedures for this are coming along, but because they no longer have to be in place immediately, we are taking a pause and reviewing them with fresh eyes to ensure they are aligned, etc.

Chairman Deurloo Babcock remarked this policy isn't the procedures, it is the policy that guides the creation of a plan, what should be in the plan, what protocols and procedures are required and the annual review of that.

Member Williams reiterated because of the timeframe it was quite the process to undertake. The procedures that will be required for this are large. Particularly given the timeline staff did a phenomenal job; administration, athletics, school nurse, etc.

Chairman Deurloo Babcock stated policy language is directly from State RSA and the Board will eventually see the plan. One discussion during the Policy Committee meeting was that there is no approval from the Board of the plan. The Board would approve the policy and receive an update on the plan and procedures. That is how the RSA works. However, we can always add that we want the plan to be approved by the Board. If the desire of the Board is to take this back to the Policy Committee to incorporate that language that will be the direction taken. The only question for the Board is if the desire is to approve the initial plan or if it is acceptable to simply have the opportunity to review it. It is intended to be reviewed yearly (no later than the start of each school year).

Vice Chairman Solon questioned who is responsible for the plan in the way that it is currently structured and was told it is the Superintendent.

Member Williams commented the plans that are expressed in here are for every playing area. The plan includes everything for each situation, e.g., where is the closest AED. The procedures are very extensive.

Chairman Deurloo Babcock stated it to be specifically for our spaces. We do not have to have a plan for areas outside of the district that may be utilized.

Vice Chairman Solon noted language on the second page under "2 – Student Medical History", which reads: "Such information must include:" and is followed by a listing of specific health issues. He questioned if it would require that any student who participates have this information. Member Williams responded yes. She provided the example of many other medical issues; however, the language included in the policy comes straight from State law. We can add to it but cannot take away from it.

Vice Chairman Solon questioned if the plan could allow a student who does not have this information to participate. Member Williams stated her belief it could not. Vice Chairman Solon commented on how some of these items are not routinely tested for. Member Williams remarked it is not necessarily testing, it is screening for such things, if there is a known history. The Policy Committee can look at that. Member Whalen spoke of the need for a doctor provided physical.

Member Williams spoke of the discussion that occurred around this, and the potential solution being a district-level form. Vice Chairman Solon stated he would be acceptable to a district form that imposed the question of have you screened the student for these issues but has concern if it says if you haven't been screened for this you cannot participate. Chairman Deurloo Babcock commented it sounds like it is asking for medical information. It is really whatever the information that the doctor would choose to give you. Member Williams cautioned noting the language states it must include. In order to comply and make it as simple as possible for our nurses, athletes, she suggested the district utilize its own form. That is a procedural aspect. She asked other medical professionals about the language in the first line that addresses "head, face, or cervical spine" issues. She is concerned about the entire spine. We can add to the language but cannot delete any.

Vice Chairman Solon questioned if this only applies to extra-curricular sports and was told that was a question asked; defining sports related injuries, and then it states and protocols for athletic participation. Is this physical education class, is it extra-curricular? That determination will be part of our plan, but this is required of all schools grades 4 and up. It will be required of our elementary schools even though we don't offer sports.

Asked about people who are renting our field, Member Williams stated the policy relates to student athletes.

Asked if there is anything specific that can be taken back to Policy Committee regarding the questions. Vice Chairman Solon stated he likes the request and believes the Board should have approval of the initial plan at a minimum. Superintendent Corey suggested review of the initial plan and then that a review cycle (not necessarily yearly) of the plan. Vice Chairman Solon suggested the Board review changes.

MOTION CARRIED

7-0-0

Vice Chairman Solon noted the new requirement of the 30-minute public input session. He spoke of having seen what has transpired in some boards where they become contentious and there is a desire for the board to respond, but appropriately we don't respond during public input session. He would be interested in finding out if there is an appropriate and legal way for us to add an element in our agenda for discussion of public input so that we do have the opportunity in real time, to, as a Board, hear and respond without having to get into a back and forth during the public input session.

If people come to the microphone and make claims and we appropriately listen to them, but we know darn well that what they are saying is either misinformation or is not accurately representing it or conversely, they are providing input that we feel is very important, but we again have to keep silent on it, he would like to see the opportunity for the Board to react and respond.

REPORT OUT BY PROCESS OBSERVER

Member Whalen stated the meeting ran well ending slightly over schedule. The information received was fantastic. We had good discussion on the policies, passed a lot of policies, etc.

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 (I) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT AND (i) CONSIDERATION OF MATTERS RELATING TO THE PREPARATION FOR AND THE CARRYING OUT OF EMERGENCY FUNCTIONS
MOTION SECONDED BY MEMBER ENRIGHT**

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

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

7

Nay: 0

MOTION CARRIED

*The Board went into non-public session at 8:30 p.m.
The Board came out of non-public session at 8:53 p.m.*

ADJOURNMENT

**MOTION BY MEMBER WILLIAMS TO ADJOURN
SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
7-0-0**

The August 31, 2022 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:53 p.m.

Date _____ Signed _____