

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
SEPTEMBER 21, 2022
MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, September 21, 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
Tom Enright (arrived at 6:08 p.m.)
Beth Janine Williams
Cindy VanCoughnett (arrived at 6:05 p.m.)
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
Austyn Kump, Student Body President
Gracie Dortona, Student Body Vice President

APPOINTMENT OF PROCESS OBSERVER

Tom Solon volunteered to serve as Process Observer.

AGENDA ADJUSTMENTS - None

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 (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF
MOTION SECONDED BY MEMBER STOLL

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

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

5

Nay: 0

MOTION CARRIED

*The Board went into non-public session at 6:03 p.m.
The Board came out of non-public session at 6:57 p.m.*

NOMINATIONS / RESIGNATIONS / RETIREMENTS / CORRESPONDENCE

Superintendent Corey informed the viewing audience that he would be contacting the support staff union, on behalf of the Board, concerning entering into discussion around a sidebar agreement related to compensation.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [August 31, 2022](#)

The following amendments were offered:

- Page 3, Line 43; delete “a” before “Family and Consumer Science room”
- Page 5, Line 20; correct the spelling of “matter”
- Page 8, Line 13; correct the spelling of “to”
- Page 11, Line 44; insert “be” following “would”
- Page 16, Line 20; correct the spelling of “be”

MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED
7-0-0

Hollis Brookline Cooperative School Board – **Non-Public**. [August 31, 2022](#)

MOTION BY MEMBER WILLIAMS TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED
7-0-0

PUBLIC INPUT

Noted was a change in State RSA (SB410), effective September 6, 2022, which requires 30 minutes for public comment. An amendment to the district’s current policy is included under Deliberations.

Chairman Deurloo Babcock stated the floor would be open for public comment. Should time remain and member(s) of the public arrive later in the meeting, and during the time allotted for public comment, the remaining time would be provided, when appropriate.

Residents providing input were asked to state their name and address for the record and that input be focused on items included on the agenda. The public input period is not intended to be a back and forth discussion, but rather an opportunity for the Board to hear from residents before acting on agenda items. Should member(s) of the Board feel it necessary to provide additional information relative to input provided, that could take place during the discussion portion of the agenda.

Chairman Deurloo Babcock opened the floor for public input at 7:02 p.m.

Megan King, 7 Maxwell Drive, Brookline - Head Cook, Hollis Brookline High School (HBHS)

Wished to address an issue that came to her attention concerning pay for food service workers. New hires with no experience are being paid considerably more than current staff and considerably more than the first step on the pay chart. She met with her manager and then with Human Resources and the Finance Department concerning this. She does not see there to be a clear plan for addressing this. She is concerned with the possibility of losing skilled staff. Although the intent is for there to be 6 people in the kitchen, they have been short staffed for 1 ½ years. She is aware, because of this pay issue, some members of the kitchen staff are currently seeking employment outside of the SAU. She would like to see a quick resolution to this and the ability to retain the current skilled staff.

The public input period was declared closed at 7:04 p.m.

PRINCIPAL AND ATHLETIC REPORTS

- Opening of Schools

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

Approx. 75% of students attended school during open house days to walk their schedule, tryout their locker, tour the building, and collect their district Chromebook and charger.

Being proposed is a 4-day, 8th grade trip to Washington DC for April 2023. The trip will be offered to all 8th grade students. A detailed itinerary and rationale for the trip is included with the report.

8th grade students will be administered the PSAT 8/9 on October 19th.

The Halloween Dance is planned for October 28th.

Tim Girzone, Principal, HBHS, addressed the report provided by the Athletic Coordinator noting the regular season is officially here and our teams are off to a great start.

Looking forward to an action-packed Homecoming weekend on Friday 9/30 and Saturday 10/1, with home games scheduled from 4:00 p.m. on Friday night and continuing through until the Homecoming Dance on Saturday. Several of our teams will be sponsoring booths and assisting with Old Home Days set-up and break-down as well.

Through the hard work and collaboration with our Facilities staff, we are finally able to utilize the press box for our athletic events taking place on the turf field. Next steps, namely electricity and fiber connections, will be worked on in the coming weeks.

Vice Chairman Solon questioned if there exists a threshold at which point something is moved from being a sport to being a club, e.g., bass fishing. Principal Girzone responded he has had the conversation with the Athletic Coordinator. Chairman Deurloo Babcock commented on the Booster Club meeting during which this was discussed. She made no mention of this during that meeting as while there, she is a Booster. However, she did hear (from a parent) that only the top 2 can compete in tournaments, which is why it is generally a small team.

The question of whether they should be an NHIAA sport, or a club is a good one. There is the need to determine if, as a club, members would be able to compete in the state tournament. Principal Girzone stated that to be where he left the discussion with the Athletic Coordinator.

Chairman Deurloo Babcock commented being a club would allow them to fundraise in a different way. Vice Chairman Solon suggested it might also allow people to participate who are not ready to commit to the rigors of a structured team environment where they have to be at a certain number of events.

Regarding his report, Principal Girzone remarked doors were opened and parents welcomed back to the building, for the first in-person open house in 3 years, on Thursday, September 15th.

All Juniors are scheduled to take the PSAT during the school day on Wednesday October 12th. Sophomores who registered at the end of last year (June) will also have the opportunity to take the PSAT on this date.

Every year, high school juniors enter the National Merit Scholarship Program by taking the PSAT/NMSQT test. HBHS is very proud to announce that we have two (2) National Merit Semifinalists this year. Congratulations to Noah Moyer and William Longtin as they are among the top 16,000 students nationwide that are now eligible to advance to the finalist level of competition which includes potential National Merit Scholarships.

The School Counseling Department hosted (via Zoom) our seniors and their parents/guardians for a Financial Aid Night presentation on 9/14 put on by a college & career expert from NHHEAF's Center for College Planning.

Vice Chairman Solon spoke of last year's regional CTE call where there was discussion of the potential for State funding to help with transportation. He questioned if that came to fruition or if the district has access to it. If the State is contributing it may assist the district in filling positions. Principal Girzone stated he has not seen the date for the upcoming meeting (October). Chairman Deurloo Babcock will forward the email to the Board. Superintendent Corey noted a regional Superintendent's meeting scheduled for Friday. He will pose the question as CTE Superintendents will be in attendance.

Congratulations were extended to Noah Moyer and William Longtin.

Student Council representatives informed the Board and viewing audience that the Student Council has just finished with the Old Homes Day fundraisers for each class. They are in the end stages of Homecoming and finalizing what dress up days will be undertaken to add to school spirit along with the Halloween assembly the Juniors run. Discussions will begin around Spirit Week and efforts to gain participation.

DISCUSSION

- Renovation/Facilities Update

The district is in the midst of applying for building aid and may be able to secure some funding. A project list was generated that essentially provides a roadmap for the foreseeable future. A few years back the Business Administrator created a formula to prioritize needs. That is how items are ranked in the budget process. Unless there are unforeseen expenditures, the list identifies areas that will be looked to be addressed in the next 5-10 years.

Later in the meeting, the Board will be asked to consider taking an official position on applying for building aid; an action that will indicate to the State that the Board is committed to going through the process. It does not

mean the Board is committed to undertaking a dollar amount as that would be an item (warrant article) for the voters to approve. It also does not mean that the Board could not amend the project to a number lower than that submitted in the application. Thirty percent (30%) of whatever project amount is granted would be funded. It is really a two-year commitment meaning if we put an item on the warrant article, which passed or failed, we would not lose our spot from this year. Anyone filing next year would be below us in the reapplication process.

Vice Chairman Solon had questioned the ability to consider a solar option, which is included in the list. The COOP has a significant potential for cost savings via solar given the large roofs, size of property, etc.

Asked of the Board later in the meeting is a vote to support the application. It would then become part of the normal procedure of creating a warrant, engaging in the discussion of that, determining a number, and moving it through the Budget Committee, Board, and the voters.

Chairman Deurloo Babcock noted two applications have been prepared; HBMS and HBHS. She questioned the scenario of both being approved and if the Board would be committing to putting both on the warrant and was told it would not be. Asked if one could be proposed this year and the other the next, Superintendent Corey stated the Board would have options, e.g., it may be there is a decision to go for one warrant re-prioritizing the two different buildings into one overall project. What the State would be doing is committing to contributing 30% of the dollar amount identified/passed by the voters.

Asked, he stated the Board could approve this at this time, and next month could decide it did not wish to proceed. The State is completing site visits and has a formula for ranking projects. It could be that the district does not make the first round of ranking. There are some large projects being undertaken in the State, e.g., Concord is looking to construct a new middle school. Asked when the first round of notifications would be made, Assistant Superintendent Bergskaug stated her belief it would be before the end of the calendar year.

Vice Chairman Solon commented several of the items included on the list have to be addressed regardless of the potential for building aid, e.g., code violations. It is likely the Board will dig deep into the list independent of opportunities for aid. Superintendent Corey stated this would go on the schedule as is always the case. Code violations are items such as removing the corridor grate door (HBMS); items that would be required to be addressed if work is done on the building (otherwise grandfathered).

Vice Chairman Solon commented with some of these items, were the board to address them absent of aid, a high level of public input would be sought. He questioned if that process needs to begin at this time. Superintendent Corey responded, taking the State out of the picture, we need to follow the same framework we would start to pass any potential bond. The only difference is voters would now understand the potential opportunity for 30% to be funded by the State.

Regarding the current renovation, Superintendent Corey stated the project is on schedule; 3 major ventilation units have been replaced, others are scheduled to come in over the winter break. The project will come in under budget.

His recommendation is to utilize remaining funds to purchase and install LED lighting. The three largest areas of utilization are the high school cafeteria, gymnasium, and library. All 3 could be completed when the work is done on the last roof unit ventilators over the holiday. He spoke of increasing cost of electricity and the lighting projects already planned for. This would address the three largest areas making them much more energy efficient. The funds are available, and the company has quoted a price that will allow the district to do the work

and utilize the funds in accordance with the intent of the bond (renovations around ventilation and high school issues). Asked about the magnitude of the cost, he stated it to be in the area of \$60,000 - \$80,000.

Asked if a separate bid on the lighting would have to be put out, Superintendent Corey stated they typically would not. Specifically, in this case, the firm is onsite, which results in cost savings. Vice Chairman Solon stated if moving forward and not going out to bid, he would like to see a letter put in the record explaining why. Superintendent Corey stated that could be done by the vendor, EEI.

- Memorandum of Understanding with Hollis Police Department – Annual Update

Superintendent Corey reviewed the Memorandum of Understanding (MOU) between the Hollis-Brookline Cooperative School District and the Hollis Police Department (copy included as part of the agenda packet).

The MOU was presented as part of the annual notification, which addresses any new items. Highlighted was Item #6 under the heading of Equipment:

“The School District shall provide the Hollis Police Department with a sufficient quantity of key fobs so each officer can gain access to School District buildings in times of emergency or critical incidents. Key fobs will be fixed within the pistol grip of an Officer’s issued patrol rifle, and will not be removed unless approval is granted by the Chief of Police or his/her designee. Accountability for such key fobs will be conducted in accordance with routine armorer checks completed by a certified firearms instructor. Ultimately, it is the responsibility of each officer to maintain proper accountability for key fobs and to report any issues to the Administrative Services Bureau Commander. At no time will key fobs be used for access to schools outside of emergency response, such as critical incidents or active threats. Key fobs will be numbered to correspond with the specific patrol rifle they are attached to.”

Superintendent Corey spoke of the relationship between the SAU and the Hollis and Brookline Police Departments as well as the Hollis Dispatch and Brookline Fire and Ambulance. They have assisted the SAU, for a number of years, with security grants and recommendations. He commented on the amount of training that occurs and the tours taken of the buildings to ensure familiarity with the facilities. Earlier in the day the leadership meeting included a call into the Chair of the Safety & Security of the State’s Homeland Security Office to discuss the Emergency Operating Plan that is submitted yearly. In that plan, we are starting to transition from what had traditionally been a lock down mode to one of avoid, defend, and deny. This will be a year-long transition. One of the key components was the School Resource Officer (SRO) becoming a certified trainer. He will begin to deliver training to district staff over the course of the next year.

Member Stoll questioned if there is a method in place to ensure key fobs are functional and was told the Administration will coordinate a plan with the Police Chief. Each of the fobs has a number and is assigned to an individual. All fobs are controlled from the SAU. What the Chief will ask of his officers is to use their fob periodically to maintain its functionality. He noted, this is his 9th year, and he is on his 2nd fob; it is a pretty stable system. Each has been tested.

Member Enright questioned if there has ever been an instance where the Principal and SRO were in any form of disagreement in the midst of a disciplinary situation. Principal Girzone responded it is a highly functioning relationship. The SRO is a resource for challenging situations. There has never been any friction. Superintendent Corey commented, during his tenure, 99 out of 100 times the SRO would not step in unless asked to. Member Enright commented on having been on the Board when starting with an SRO and that is how the relationship was designed. He is pleased to hear that is how it is functioning.

- Washington, DC – 8th Grade Trip – Spring of 2023

Superintendent Corey remarked this is a trip that has historically taken place and one it was felt important to bring back (hiatus during COVID). He wished to call attention to what the price tag has become. The district will do everything possible to ensure that any family wishing to participate is able to. In the past, there were scholarship funds included within the budget, which is an item the Board may wish to consider for the FY24 budget.

Principal West noted updates to the information included with the agenda packet. Over the summer, the district was informed that Fox Tours will go out of business in December. Educational Discovery Tours is used by the Hudson School District and has a much more reasonable pricing than several other companies considered.

An optional activity is the dinner cruise over the Potomac River (additional \$50; cruise would be limited to our participants). The cost per student would be \$1,070 (dependent on number of participants). Another change is the date of the informational meeting; September 28th.

Chairman Deurloo Babcock questioned how the district would ensure families are aware of mechanisms to assist with the cost and questioned if there have been private donations made. Principal West spoke of having had a few community members reach out wanting to donate.

Vice Chairman Solon questioned if HB Elevates should be involved in the process where there is a formal fundraising mechanism and was told that could absolutely be done. They have been looking to expand into other areas. Superintendent Corey will reach out to their chairman.

Asked about the schedule, and changes that have been made in prior years, Chairman Deurloo Babcock stated the class of 2017 got stuck in snow and stopped in Philadelphia. In subsequent years Fox Tours stopped in Philadelphia on the way down to break up the drive. This does not include that but is a new touring company.

Vice Chairman Solon questioned what would occur for those students not wishing to participate. In the past those students participated in day trips. That would be looked into again. Asked, Principal West stated his anticipation he would be participating in the trip and Allie Buschmann, Assistant Principal, would remain in district.

Vice Chairman Solon suggested HB Elevates become involved and essentially subsidize the trip to lower the cost of the trip. We could then encourage parents who feel they could afford more to donate.

Chairman Deurloo Babcock stated the desire to consider, after working with HB Elevates, putting a line in the budget to assist with the cost of the trip. Vice Chairman Solon commented if we are doing any level of subsidizing, it would be important to carry that over for the activities for those not participating in the trip.

Member Whalen spoke of discussions around how to communicate with the public and get information out there. A summary would be nice. She has been speaking with Juliana Rowland from the Rotary who runs the online newspaper. She receives and includes the Principals reports. It is Juliana and Peter Webb running that newspaper. It is just impossible for them to attend meetings and try to write summaries. Member Whalen questioned the opinion of the Board concerning Board members writing a quick summary on what is discussed during meetings. Nothing leaning or trying to sell anything, spinning anything, but just saying it in a way that explains it. A link could be included to the meeting minutes, etc.

Member Williams stated her belief there is a huge disconnect in information and understanding. She finds the suggestion to be valuable; however, has concerns about it being written by Board members for multiple reasons, e.g., nature of it, time commitment.

Member Whalen commented on feeling there are times when we are allowing social media to dictate the narrative. The Board does not generally respond to social media. It was suggested and noted that direct links to the minutes are provided in newsprint.

Member Stoll was supportive of the idea but is concerned with bandwidth. In the same way that people look at Facebook in a certain way, someone making a statement and then everything running off of that, some people might look at the Board making a statement in a newspaper and see it the other way, e.g., that somehow, we are skewing things in a certain direction. She questioned the chances of getting a journalism student to become a correspondent.

Chairman Deurloo Babcock commented she would like to see a reporter in attendance at meetings. She does not believe simply providing the link will draw people to the information. She is in full support of a student taking on that task.

Superintendent Corey stated he would speak with Principal Girzone and put some of these pieces together. He noted the Compliance/Communication Specialist position at the SAU. He commented on student participation being a powerful piece for him. He and Principal Girzone will provide a report back in October after having the opportunity to share the opportunity with the Journalism class and speaking with Juliana about more ways to incorporate the Rotary.

Vice Chairman Solon commented on there being two different issues. One being reporting the facts of what was discussed, the content of it, and getting people to be engaged. To that end, the way that we do it in the business community is take the minutes and for each section create a headline with a hyperlink. The other side is that there is misrepresentation of the facts of what we do and the foundation for it. That is a different kind of content. The challenge there is that for any individual member to attempt to explain that is not appropriate or fair to the Board as a whole unless it was submitted to the Board the way minutes are for approval and editing. Even having a reporter come in and interview an individual Board member is a slippery slope.

Member Enright remarked we cannot go down that road. The Board speaks for itself, and the Chair is the only person that can speak for the Board.

Vice Chairman Solon stated he would be very supportive of making the minutes more accessible by something along the lines of an online index. Go through each section and provide a one line lead in of what the content might be and a way to get into it. At this point, he is concerned about any Board activity to editorialize.

Vice Chairman Solon questioned if the readership of this overlaps with those who utilize social media. Member VanCoughnett agreed with the concern those utilizing social media may not avail themselves of the newsprint.

Member Whalen commented she is not concerned with those complaining on social media, but with those reading it and not feeling like there is an answer to it. Sometimes things are said on Facebook and assumed to be factual. Chairman Deurloo Babcock commented in prior years she would periodically respond on Facebook providing links to the agenda packet, minutes, etc. She has become much less likely to utilize that forum as it does not feel as though there are any safe words.

DELIBERATIONS

- To see what action the Board will take regarding the Superintendent's recommendation to move forward with applying for School Building Aid for the COOP Schools

MOTION BY MEMBER WILLIAMS TO SUPPORT THE RECOMMENDATION OF THE SUPERINTENDENT TO MOVE FORWARD WITH APPLYING FOR SCHOOL BUILDING AID FOR THE COOP SCHOOLS

MOTION SECONDED BY MEMBER STOLL

MOTION CARRIED

7-0-0

- To see what action the Board will take regarding policy **BEDH - Public Participation at Board Meetings**
Given its first reading;

MOTION BY MEMBER WILLIAMS TO AMEND #1 BY REPLACING "15 MINUTES" WITH "30 MINUTES", ACCEPT THE FIRST READING, WAIVE SUBSEQUENT READINGS, AND ADOPT POLICY BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS, AS AMENDED

MOTION SECONDED BY MEMBER SOLON

ON THE QUESTION

Chairman Deurloo Babcock commented the Board discussed this policy in great detail last October. There has been a change in State RSA; 15 minutes to 30 minutes, and that is the change proposed. Vice Chairman Solon noted the language does not indicate that the 30 minutes would be at the beginning of the meeting.

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**
 - 7-20-22 – Tabled
 - 8-31-22 – 1st Reading*Given its second reading;*

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

MOTION SECONDED BY MEMBER SOLON

ON THE QUESTION

Member Williams noted a vast majority of this language is directly out of RSA. During last month's meeting, there was discussion of the Board initially approving the plan. It was expressed if there are any significant changes the policy could come back before the Board. The following language was added: "Any substantive changes shall be approved by the Board."

Vice Chairman Solon commented on the requested clarification on the medical history question. Chairman Deurloo Babcock responded the plan is being developed by a committee. The Policy Committee discussed

creating our own medical form that will be the requirement for participation. That is a process the group that is working on this needs to do; develop the form and communicate with families concerning the form. That is separate from the policy. Vice Chairman Solon questioned if the wording of the policy allows you to pose a question in the form that someone cannot answer because they have not been tested. Member Williams responded the way the procedure would be is to ask questions of whether there is a known history.

MOTION CARRIED

7-0-0

**MOTION BY WILLIAMS TO SUPPORT THE SUPERINTENDENT’S RECOMMENDATION TO UTILIZE THE REMAINING HOLLIS BROOKLINE HIGH SCHOOL RENOVATION FUNDS TO INSTALL LED LIGHTING IN THE HIGH SCHOOL GYMNASIUM, CAFETERIA, AND LIBRARY
MOTION SECONDED BY MEMBER STALL**

ON THE QUESTION

Vice Chairman Solon questioned if the “renovation funds” is an identifiable quantity and was told it is what was put forth and passed by the voters in the lease. Vice Chairman Solon questioned amending the motion to clearly identify that the remaining funds are from the approved lease.

MOTION WITHDRAWN

**MOTION BY MEMBER WILLIAMS TO SUPPORT THE SUPERINTENDENT’S RECOMMENDATION TO UTILIZE THE REMAINING LEASE FUNDS FROM HOLLIS BROOKLINE HIGH SCHOOL’S RENOVATION PROJECT TO INSTALL LED LIGHTING IN THE HIGH SCHOOL GYMNASIUM, CAFETERIA, AND LIBRARY
MOTION SECONDED BY MEMBER STALL**

MOTION CARRIED

7-0-0

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon remarked the meeting ran slightly ahead of the anticipated schedule. Matters were well discussed and the work that was done was good. It was nice to receive student input. He suggested the possibility of reducing the length of meetings by simply highlighting items from the principals report. Perhaps the Board could be asked if there are any questions around the information provided in the report.

ADJOURNMENT

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

MOTION CARRIED

7-0-0

The September 21, 2022 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:26 p.m.

Date _____ Signed _____