

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD  
NOVEMBER 16, 2022  
MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, November 16, 2022, at 6:00 p.m. at the Hollis Brookline Middle School.

Holly Deurloo Babcock, Chairman, presided:

Members of the Board Present: Tom Solon, Vice Chairman (arrived at 6:04 p.m.)  
Kate Stoll, Secretary  
Tom Enright  
Cindy VanCoughnett  
Krista Whalen

Members of the Board Absent: Beth Janine Williams

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  
Gracie Dortona, Student Body Vice President

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**APPOINTMENT OF PROCESS OBSERVER**

Tom Enright volunteered to serve as Process Observer.

**AGENDA ADJUSTMENTS** - None

**NOMINATIONS / RESIGNATIONS / RETIREMENTS AND CORRESPONDENCE**

Dorothy Ball submitted a Letter of Intent to Retire from her teaching position at the Hollis Brookline Middle School (HBMS), effective at the end of the current school year.

**MOTION BY MEMBER WHALEN TO ACCEPT, WITH REGRET, THE LETTER OF INTENT TO RETIRE FROM DOROTHY BALL WITH AN EFFECTIVE DATE OF JUNE 30, 2022  
MOTION SECONDED BY MEMBER STOLL**

**ON THE QUESTION**

Chairman Deurloo Babcock spoke of the Board's appreciation of Ms. Ball's service to the district and the great work she has done with countless students.

**MOTION CARRIED  
5-0-0**

Janet Lash, Spanish Teacher, HBMS, submitted a Letter of Intent to Retire, effective at the end of the current school year.

**MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, WITH REGRET, THE LETTER OF INTENT TO RETIRE FROM JANET LASH, WITH AN EFFECTIVE DATE OF JUNE 30, 2022  
MOTION SECONDED BY MEMBER WHALEN**

**ON THE QUESTION**

Chairman Deurloo Babcock noted Ms. Lash has been with the district for 25 years and spoke of appreciation for the many years of service.

**MOTION CARRIED**

**5-0-0**

**APPROVAL OF MINUTES**

Hollis Brookline Cooperative School Board . . . . . [October 19, 2022](#)

*The following amendments were offered:*

Page 7, Line 36; delete the period following “finance”

Page 8, Line 44; replace the period with a comma following “vans)”

Page 9, Line 41; insert “remarked” before “she”

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

**MOTION SECONDED BY MEMBER VANCOUGHNETT**

**MOTION CARRIED**

**5-0-1**

*Member Solon Abstained*

Hollis Brookline Cooperative School Board – **Non-Public**. . . . . [October 19, 2022](#)

**MOTION BY MEMBER WHALEN TO ACCEPT, AS PRESENTED**

**MOTION SECONDED BY MEMBER VANCOUGHNETT**

**MOTION CARRIED**

**6-0-0**

**PUBLIC INPUT**

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.

*Chairman Deurloo Babcock opened the floor for public input at 6:06 p.m.*

Mike Leavitt, 125 Mooar Hill Road, Hollis, Hollis Energy Committee

Spoke of the rather extensive energy audit done 10 years prior and the work that has been done since. It is believed time to look to update that or have a new audit completed. He understands that is already in the district’s plans (requested State funding). There are other ways that could occur if not successful in gaining State funding. He questioned if the Board is interested in pursuing other funding mechanisms, if necessary.

The Committee has instrumented the electrical systems in both buildings, has been collecting data, and is beginning to analyze it. The desire is to come forward with recommendations and likely request additional assistance (of maintenance personnel) to allow for the gathering of more detailed data.

*The public input period was declared closed at 6:08 p.m.*

## **PRINCIPAL/ATHLETIC REPORTS**

- Student Council

Gracie Dortona, Student Body Vice President, noted the Council is currently working on revamping Spirit Week, and has decided to put on a school-wide dodge ball tournament with a “just dance” break in the middle. The event is in the planning stages.

Patrick West, Principal, Hollis Brookline Middle School (HBMS), presented the Athletic Coordinator’s report. Congratulations was extended to the Middle School Girls Soccer team on their second Tri-County Championship in a row. The high school fall season has come to an end. Four teams made their respective Final Four in the NHIAA State Tournaments; Field Hockey, Boys Soccer, Girls Soccer, and Girls Volleyball.

The high school raised over 500 pounds of non-perishable items that were donated to the Milford SHARE pantry.

Chairman Deurloo Babcock congratulated all of the fall teams for their participation and involvement in our schools.

Addressing his report, Principal West spoke of discussions around bullying prevention, treating others with kindness, and making healthy choices commenting on the variety of activities students were able to participate in.

Noted was a typo in the personnel update; the district continues to accept applications for the Technology Education teaching position.

- Class Sizes

Chorus numbers are up (pre-pandemic numbers). That demand can impact other classes. A good many students who take chorus are in the higher-level math courses, which can restrict what classes students can take at certain times. Consideration is given to different ways to address this next year, e.g., additional sections of chorus or perhaps a section of 7<sup>th</sup> and 8<sup>th</sup> grade chorus.

Vice Chairman Solon questioned if any students are going up to the high school for math programs and was told not this year. Asked how the individualized reading is delivered (small class sizes), Principal West stated they are usually identified students that require individualized programming that might be below grade level in terms of reading. There is a lot of data that is referenced when making those decisions, but a lot of times those are identified students that need additional support.

Assistant Superintendent Bergskaug added they are grouped by similar student needs. Some require the one-on-one and some can be in a small group, but they are receiving a similar service versus another small group that has a slightly different need.

Vice Chairman Solon questioned if they are generally taught by employees who are considered part of the special education faculty and was told they are. He asked if there are appropriate spaces for small group instruction and was told there are.

Chairman Deurloo Babcock commented on how the Board reviews class sizes in May and again in October. She questioned if there has been a significant change (projected vs. actual). Principal West responded it was not a huge change. With the transition of 7<sup>th</sup> grade students coming into the middle school some are apprehensive of what classes they want to take. The expectation for chorus was 25 and there was a higher demand. Vice Chairman Solon asked if there are areas where the district is starting to bump up against class size limitations and was told 25 is really where the class size is maxed out for regular education classes. Chorus and P.E. allow for up to 30. Assistant Superintendent Bergskaug stated science is limited to 24. The district has not exceeded that.

Tim Girzone, Principal, Hollis Brookline High School (HBHS), spoke of Veterans Day celebrations conducted at both schools.

The Performing Arts Department welcomed back professional musician and HBHS alumnus Liam Grant. Liam has spent the past 5 years touring across the country, performing original and cover songs in the American folk tradition.

- Class Sizes

Principal Girzone noted courses that are listed separately but are actually combined; Honors Senior Quest & Senior Quest, AP Art & Design & Drawing I, and Guitar & Guitar II. Noted at the end of the report are the CTE numbers (by course and school).

A few anomalies were highlighted; electives on bookends (periods 7 and 1) can create for some smaller sections. Some of those classes include Outdoor Adventures and personal fitness classes. What occurs is limited senior options in the middle of the day. With the granular review following the running of PowerSchool, moving more electives into the middle of the day will not only improve the numbers but also provide students more opportunities for those type of options.

Noted was the Civics and Economics courses (semesterized) typically run opposite one another. Some of the sections are imbalanced (as large as 26 and as small as 8). After recognizing this, they are working on semester 2 numbers. If a student has a study hall opposite for whatever reason PowerSchool does not balance those numbers. The district is working on balancing those numbers.

Asked if the Senior Quest numbers are typical, Principal Girzone stated the numbers have been pretty healthy historically.

Chairman Deurloo Babcock commented AP US Gov has 12 students in one section and 6 in another. When planning in the spring, there were 33 requests. That is an important example of how the numbers change from May to October.

Asked what the mechanism is for the drop, e.g., the schedule the school produces or student request changes, Principal Girzone stated there to be a priority in the requests and when a schedule is produced, for different reasons, they may or may not make changes to that or may or may not have gotten into the course they

requested because of scheduling conflict. Vice Chairman Solon commented when the district produces the schedule, based on the requests made, it is not likely all 33 would have it as their first priority, etc.

Principal Girzone remarked we also run the risk of situations where you might say run one section and it ends up being a class students are not permitted to take because of size limitations.

Asked at what point you implement policy and say that the class is too small so it will not be offered, Chairman Deurloo Babcock suggested it would be too late by the time you are into September/October. She provided the example of the AP Gov class that is at 6 and started with 9 in September. Three students dropped it even after school started because it is an elective that they chose not to take.

Vice Chairman Solon questioned the threshold at which you drop a class and inform students it will not be offered (policy identifies a number). Superintendent Corey stated the district abides by policy when starting the process, but what he is hearing is when we get to August if not meeting the policy threshold that the class be cancelled. Vice Chairman Solon clarified there will be instances that students don't get into classes they desire because their schedules don't allow it, situations where they don't get into classes because there is a great demand, but he does not hear often there are students that don't get into classes because they are underenrolled based on policy.

Chairman Deurloo Babcock suggested the need for a longer conversation because students get their schedule in May. Decisions around staffing and how schedules will be built are based on requests.

Vice Chairman Solon commented you also have a situation where that teacher is qualified and capable of perhaps teaching another course that has large class sizes. Why have the policy if we are not using it?

Chairman Deurloo Babcock stated the policy could be brought before the Policy Committee for review. Vice Chairman Solon commented every time this topic comes up the need for a longer discussion is noted. He questioned if there is an appetite to address it. If not, he would suggest the policy language change.

Member VanCoughnett spoke of classes that have been cancelled in the past providing the example of French.

Superintendent Corey stated that has been done, and another area that can be discussed is when requests reach 33, do we just only offer 1 section. There is the need to ensure electives are not scheduled for 1<sup>st</sup> or 7<sup>th</sup> period because those class numbers are going down all the time.

Vice Chairman Solon remarked the greatest cost in our entire school system is salaries and benefits. Enrollment has dropped. We have not compressed our offerings any. He was not suggesting offerings be compressed, but the Board has spoken many times about taking some courses that are less enrolled and offering them in alternate years, etc. It has been a number of years since we have employed that. If we are looking at, in the large scale, our staff level is out of balance with our enrollment numbers, we have an obligation to look at that balance.

Member Whalen remarked that is a good point. She likes the idea of if we have 33 then perhaps, we offer it one time. With students identifying multiple priorities she questioned how often that option is used to eliminate a section. Chairman Deurloo Babcock spoke of the way students identify their choices; list first 7 requests and then 2 alternates. Principal Girzone stated when getting to the junior and senior years and having the opportunity for electives, those are the courses you can prioritize the ones you want. When students are looking to take multiple science or humanities courses you would look at what the priority is and then what fits in their schedule. Member VanCoughnett commented on required courses that some students wait until their senior

year to take. Principal Girzone added in such a scenario the student may have signed up for AP Gov and AP Gov will be the one that does not happen as it would not be something they necessarily need to graduate.

Asked about Video Game Design, which shows two classes and a total of 19 students, Principal Girzone stated it is running two separate periods in the same semester. That is a result of how PowerSchool would create the best case scenario for that to run and it ended up with 19 students taking it first semester in two different periods. It is not being offered semester 2.

Chairman Duerloo Babcock reiterated the decisions are being made based on requests and then you see enrollment numbers. It would be good to look at the two time periods for comparison. She agreed looking carefully during the request time to ensure we are not ending up in this situation and making those predictions is important. As Principal Girzone has remarked one is able to start to identify certain trends that are predictable. However, in an instance such as Advanced Writing where there are 8 students in a class, she would not feel comfortable having students told in August that they cannot take the class because enrollment has dropped. She would be fine if we have these conversations in May but would struggle with how you make decisions for which students get to take which classes.

Principal Girzone commented when you run singleton sections, especially at the high end, it becomes very challenging for it to work in a student's schedule.

Vice Chairman Solon questioned if it is common practice for students to receive their schedule before leaving school and was told the schedule is handed out in June.

Chairman Duerloo Babcock commented the challenge for us is that there is not a lot that can be done over the summer as the Guidance Department is not fully in place. Principal Girzone noted department chairs are part of the process when there is a back and forth dialogue about scheduling and creating sections, etc.

Vice Chairman Solon questioned when the schedule is considered locked other than the anomaly and was told the add/drop period ends five days into the quarter. He noted there are options. If we are going through this effort to get everything done before the summer, we have the option of locking things in earlier or conversely if we have this period at the start of the year. It is surprising that the students have the opportunity to change their schedule in September, but the school does not.

Superintendent Corey stated the school can, it is just that the staffing level has already been committed (in March). Vice Chairman Solon noted the scenario of informing a teacher in September that the classes they would be teaching differ would not be something that occurs a lot. He believes it important if we are looking at it in a match up situation as far as staffing level versus student level that should be happening for the March timeframe when we are offering contracts. Superintendent Corey responded in February you start doing the sign-ups, which is what you base your teachers' schedule on. Then there are a number of students who decide to take senior options or decide they want to change a class. Those are the changes you cannot factor in and is how a class that started at 9-10 students goes down to 5-6. His comfort level would be to go back to the Policy Committee. In the policy you may want to tell PowerSchool for it to be one section, etc.

Principal Girzone recalled the way the policy is currently written is there is notification to the Superintendent when the class size is above or below the identified number and then determination of adding staff or reducing sections.

Member Enright asked for additional information on why we cannot make decisions a bit earlier. Principal Girzone spoke of the process where teachers make recommendations for students after the mid-term and second quarter is done. That is about as early as a teacher will be able to make an evaluation comfortably and accurately on what the most appropriate next step is for a student. After the course recommendations go in is when students can go in and start to identify what the courses are that they want to take for the next year (February).

Member Enright continued it seems if enrollment has come down and we have not addressed that from a staffing point of view that we are not where we should be. Vice Chairman Solon remarked it is the same conversation that has been had for some time. It is a philosophical approach to how far we want to go to give students that granular selection option of electives and then fine tuning the electives. The only thing he has seen sort of transition is we now have a more expanded availability of the options of the students to be out of the building and the senior options. That was relatively minimal 10 years ago. Member Enright remarked that is really getting in the way. If I want to take a course, but I do not want to come in until 10:00 a.m. or whatever senior options are, he is probably not as sympathetic as a parent to that situation.

Chairman Deurloo Babcock noted juniors are also allowed some options. Asked if that impacts the scheduling, Principal Girzone responded not to the same degree.

Member VanCoughnett stated the only concern she would have, if doing it based on the requests of the students, is then they are telling you who you need and don't need for staffing. If you had 33 kids that wanted Honors Lit, 2 teachers that taught it, and you decide to run one course, what happens to that teacher? Those contracts are given out in April or May. We would have to have those decisions made and it would be based on the students' appetite at that time. The next year they may decide they want to take a different course. She understands the conversation but is uncertain how you can streamline it between the students' requests, PowerSchool, and staffing contracts.

Chairman Deurloo Babcock stated her understanding is this schedule gets run multiple times to identify the most efficient way. We do have an incredibly small current freshman class. Assistant Superintendent Bergskaug remarked that will work its way through. Next year's freshman class is back up to over 200. A concern is do you reduce staff to address the enrollment right now, but then once that class graduates are you going to find a math teacher, a science teacher, etc. Vice Chairman Solon asked if all three years that will backfill currently are very high and was told that is the case. Superintendent Corey noted the two elementary districts are at their highest enrollment in the past 10<sup>±</sup> years.

Assistant Superintendent Bergskaug remarked unless everyone has a mass exodus out of town, it is a one-year blip with that group. The short-term solution is to address it right now, but in 3 years we will be faced with a different problem. Vice Chairman Solon responded he believes it to be more complex than that because the balance of what the demand is for electives is likely to fluctuate as well. There are numbers and actual skillsets. There is a constant shuffle that needs to take place. Again, it becomes do we staff based on student requests or based on what we want to teach and then let the students choose from what is available and open. It is a compromise, and we try to do our best at both. Is there anything that we can be doing with the information that is available and the policies we have in place to improve it?

Chairman Deurloo Babcock stated the Policy Committee will review the class size policy and discuss what might be able to be done to make changes.

## DISCUSSION

- Articles of Agreement

Chairman Deurloo Babcock spoke of the information having been provided with the previous month's agenda as well. An email was received from a constituent noting the State recorded the Articles of Agreement were changed effective October 1, 2021. The vote had actually taken place on October 5, 2021. This was referred to legal counsel who researched the documentation. Everything that he submitted to the State was dated October 5, 2021. Unfortunately, they must have made some sort of a transcription error. He is working with the State to have the documentation changed to reflect October 5, 2021.

- Instructional Practice Committee (IPC) Update

The Committee met the prior week and had the three subcommittees; weighted vs. unweighted, grading and assessment, and advisory report out as to where they are. Good discussion was had around all three topics.

### Weighted vs. Unweighted

The committee was unable to unanimously decide or move the practice of weighting certain classes. It was determined we will continue with the current practice of a partially weighted GPA. Part of the rationale is that many colleges and universities are currently requesting students' weighted GPA during the college admission process. We would not want to put students at a disadvantage without giving the weighted credit where due. As part of the standard practices, and upon student requests, school counselors do meet with students during the admissions process and recalculate, by hand, the students unweighted GPA (removing the weight from some select courses should a student have taken those). Some students do not take any weighted courses and have an unweighted GPA.

The next step and recommendations from the subcommittee is that the school's leadership team review, as part of the Program of Studies review, the courses that we do offer for weight. Given that the recommendation is that we continue to weight those courses just to ensure offerings between various departments and potentially review our procedures around repeating courses that have weight to them.

That was brought back to the leadership team this week for a review of the list. It was broken down by department and reviewed to see if there is a certain profile student who is at an advantage or disadvantage based on the courses that we weight. It is back internal at the moment. Being part of the Program of Studies review, should departments want to bring forward or potentially remove weight from certain courses in their departments, that conversation would happen in the spring. Those big picture ideas are discussed with the Board in the summer before the actual Program of Studies review.

### Grading and Assessment

As complicated a topic as grading and assessment is, the goal of the subcommittee is to pare down to develop a statement of purpose for grading to then guide some of the work. The goal is to get that done and to the internal leadership team for review, which would then come back to the steering committee at the next meeting (January).

### Advisory

Brought forward a recommendation of implementing a home based CAV block to the Monday schedule. Although the recommendation has not been implemented as it was discussed, there were 3 home based CAV blocks scheduled for the 1<sup>st</sup> quarter at the high school this fall during the regular Tuesday, Wednesday, Thursday CAV block sessions. The building leadership team as well as the Student Council have requested that when we need to pull home based CAV block that it be done on a Monday thus not robbing the regular CAV block time. As a step forward, the goal will be to again, if and when needed, utilize a home based CAV block during the Monday schedule. That would be between periods 2 and 3 in the mid-morning.

A small contingency from the subcommittee has taken part in a statewide Professional Learning Community (PLC) that includes teachers and administrators from around the State, to evaluate effective master schedule models. A few takeaways from the first meeting were that no one has a clean and neat version of a CAV block. Flex block is a term that is used. Some have their CAV block, or their version of that academic block combined with an advisory, some have only the advisory, some schools, like us, have only the flex block type period in their day. Everyone is looking to improve. A lot of people in our boat are looking at having that advisory piece, the logistical scheduling piece, and then the actual academic flex block piece as well. Another meeting is scheduled for early December.

Vice Chairman Solon commented one of the things that became a clear obstacle/tipping point is schedule. So many things hinge on the schedule. The question is whether there is any appetite for looking at the schedule overall. In the past it has always been a multi-year process. If the desire is to do it, at some point you have to dig in and start. Chairman Deurloo Babcock stated she would like to hear more from what is being experienced at these meetings before weighing in.

Vice Chairman Solon commented what was said at the meeting was if there is any desire to implement a real advisory it cannot be done without disrupting and trashing the existing schedule. You either add a period or compress periods. What Principal Girzone is working on may provide input to a process, but if we do not have a process underway, he thinks it will just be another footnote.

Chairman Deurloo Babcock stated she agrees that if we are really serious about doing advisory, we should be having those discussions. She is a supporter of pursuing having an advisory and is concerned about a one-day/week advisory (needs to be more). That means you have to open up the schedule and start looking at that.

Member Whalen commented it is a tough one. We went through this when we did CAV block and we did change the schedule. It might be time to look at it. We keep coming back to the same one. Vice Chairman Solon commented we have different goals now. It sounds as though we have a new set of metrics that we want to achieve in our schedule. Would that new framework change the outcome is the question that needs to be answered. If advisory is put as a mandatory element of the schedule, it either displaces something in the existing schedule or it changes the schedule. If we are having people do all of this work around advisory and not doing the groundwork that would enable the outcome to be implemented, we are doing a disservice to the people who are doing the investigation.

Superintendent Corey remarked he does not disagree with the point, but he does caution that you don't know if your outcome is going to impact pieces that you don't want to change, meaning your academic performance. You could decide to change something and two years from now maybe you do not like your SAT scores or the number of AP scores, etc. If you added advisory on Monday, which would have some impact to the schedule, then you can gather data about how that is transitioning. Five years from now the mental health component that

we are looking at may not be the same thing. What happens all the time in education is we swing that pendulum. He is always trying to keep it to little movements. If you go too far in either direction you upset the apple cart.

Chairman Deurloo Babcock remarked what the Superintendent would like to see is sort of that home based CAV block that was going to go in on Mondays for like 20 minutes. We have some pieces that we have to work on in order to get that to happen. We could work on that and then collect data for a year or two to see how that impacts students, their mental health, academics, etc.

Superintendent Corey commented we may decide that we are taking a CAV block that is academic support to add another advisory and could add an 8<sup>th</sup> period to the day for academic support. One of the things that we have to start to look at is time, because we revolve around start and end time. The end of the day is an opportunity where classes could be offered. At some point we have to get into a flexible day where not all students perform 1<sup>st</sup> and 2<sup>nd</sup> period. If there was an 8<sup>th</sup> period, would we naturally see students choose that period? Some students could not because they choose to play sports, but that is a choice we have to make.

Vice Chairman Solon commented you could have activities offered from 8:00 a.m. to 5:00 p.m.

Chairman Deurloo Babcock stated the need to hear additional feedback from Principal Girzone regarding information being gathered from these meetings. The Board will hear back from the IPC as to where they are feeling in terms of pushing towards advisory, etc., and then the Board can have further discussion as to how to move forward.

We know that one of the things that we need to do to get a home based CAV block is have more conversations with professional staff regarding that. Those are the pieces we could work on for next year potentially and perhaps pilot that. It is important that the Board understands the potential for opening up the schedule and starting a scheduling committee.

- HB Cooperative Budget Committee Update

The COOP Budget Committee set preliminary guidance at \$26,864,904. The agenda packet includes information on Round 2.1 of the budget review. On Monday night, Round 3 will go to the Budget Committee. Changes made include the retirements announced earlier tonight that were not known previously and a cost for the rigging for the theatre at the high school, which is significantly higher than anticipated. If need be, that can be phased in over time.

It is believed the Administration will be able to meet guidance. When changes are made to the budget it impacts guidance as well.

The information included with the agenda identifies a budget increase of 5.32% and, were all articles to pass, a 6.48% increase. Superintendent Corey noted Round 3 results in percentages of increase closer to 3.5% and 5%. There continues to be work to be done.

During the Budget Committee meeting, a question was raised around a contingency fund. The district had a contingency fund, which was eliminated a few years back when the Unreserved Fund Balance (UFB) came into play. The COOP is at 1% retention where Hollis and Brookline are permitted to retain up to 2.5%. The Budget Committee shared the potential concern should something monumental occur the cost would have to come from the operating budget. The question is do we want to move back to a contingency fund, and if so, at what dollar

amount, or do we want to look for an increase to the percentage allowed to be retained for the UFB. He believes it to be a safer long-term approach to increase the percentage of retention. When the contingency fund was in place it was not utilized. The UFB has not yet been utilized either. Were the approval for retention to be increased to 2% it would represent half a million dollars.

The Budget Committee is looking for guidance and to understand if the Board would be interested in putting forth a warrant article.

Vice Chairman Solon questioned if the Committee expressed a preference between the two options. Superintendent Corey stated his belief the Committee wishes for the Board to make that decision. Member VanCoughnett stated her belief the Committee is leaning toward changing the percentage of the UFB. The initial request for the UFB was at a higher percentage and was cut by the voters. Assistant Superintendent Bergskaug commented when it was cut the maximum (by State law) permitted to be retained was 2.5%. The maximum amount is now 5%.

- SAU 41 Annual Meeting Calendar for Review

The calendar was provided as part of the agenda packet and identifies a public hearing date of February 2, 2023 with a snow date of February 3<sup>rd</sup>. The School District meeting day is March 8, 2023 with a snow date of the 9<sup>th</sup>.

Chairman Deurloo Babcock suggested it would be helpful if the list of dates included the deadline for submitting paperwork to run for office.

Chairman Deurloo Babcock noted five members of the Hollis Planning Board approached her at a meeting upset that our meeting is on the same night as the Planning Board.

Assistant Superintendent Bergskaug spoke of the need for either an early scheduled April Board meeting or a delayed March Board meeting to address teacher renewals.

- Potential Increase to Stipends for HB COOP Moderators

There is currently 1 Moderator who does not receive a stipend. Were the decision made to provide for a stipend it would have to be included in the proposed budget. The Board could choose to vote to provide for a stipend for the March of 2023 meeting (out of current operating budget).

The Board Secretary receives a stipend of \$400 for each meeting day, Board member stipends are \$450, the Chair is \$600, and the District Treasurer receives \$1,000. Asked if any of the town or other school district Moderators receive stipends, Superintendent Corey responded the same question has come up in Hollis; they do not. When researched it was highlighted that the Board Secretary receives a stipend, but the Moderator does not.

Members Whalen and Enright expressed the opinion it should be considered by the Board. Member Enright noted the Moderator not only addresses the meeting, but runs the election, which is an all-day process. It is harder and harder to get people to take on these rolls. He believes a stipend in the area of \$1,000 is appropriate.

Superintendent Corey stated he would look to see what other districts pay their Moderators. Noted was that if the district Moderator wants to attend a conference the district does pay for the professional development although the cost is typically \$40-\$60 for the year.

Chairman Deurloo Babcock pointed out the current COOP Moderator is also the Hollis Town Moderator and the Hollis School District Moderator. He was a write-in at election time. He did not run for those positions. No one wants to take on these roles. It is an unpaid, often thankless task.

Vice Chairman Solon stated his belief the purpose of stipends was to keep the task from being a financial burden; essentially to reimburse actual costs as opposed to provide compensation for labor. Most people think they are volunteer positions. If trying to compensate you will be getting a different kind of reaction from the community as far as what is expected. Although not categorically opposed, to defend it he would want to be able to point to costs associated. The rationale he heard for the Board being paid a stipend was to reimburse out of pocket costs, e.g., childcare, mileage. Member Enright commented on the time required of the individual(s). Vice Chairman Solon remarked that is a concept of volunteering; you are taking your time and donating it freely.

Member Whalen stated she could argue that this would be reimbursement because the Moderator attends a number of our meetings, plans so many things, etc. Member Enright remarked he does not call this compensation. It is getting harder and harder to find good people. He wants to make the argument that the School Board should increase its stipend. Giving a small stipend he does not think it fair to say it is compensation for time spent. It is still a volunteer position. It is a huge responsibility. He watched the Moderator conduct the voting this year. Drew was there 12 hours.

Vice Chairman Solon stated he agrees but thinks it a mistake to try and justify it as compensation. Member Enright remarked using the word compensation was in error.

Chairman Deurloo Babcock commented it is not simply the current individual we are discussing, it is a potential person who may have childcare needs, may have to take a vacation day or two from work.

Member Enright reiterated he would like to expand the conversation to the stipends received by the Board. He believes the stipend should be increased and is concerned with how this Board keeps the level it is at right now.

- Facilities Update

By week's end, new LED lighting will have been put in place in the gym, mini-gym and weight room. The Superintendent, Assistant Superintendent, Facilities Director, and Business Administration visited all properties to find out where there may be the need for additional outside lights. In this budget, consideration is given to the parking lot that was graveled last year as well as other significant items for the Capital Improvement Plan (CIP).

Earlier in the day they met with the architect and EEI, the company that did the ventilation work. Next month the Superintendent should have solid estimates on costs. At some point the Board may decide to put forth a warrant article. Cost estimates would provide valuable information for the CIP planning if choosing not to move forward with a warrant article.

Of the 17 proposals received by the State for building aid, our proposals were ranked 14, 15, 16, and 17. We have been guaranteed to have that position next year, meaning that nobody who applies next year will move in front of us unless their need is greater (point system assigns points for free and reduced lunch, safety concerns, etc.). The real value in the effort extended is the critical look taken of our facilities. What the Business Administrator has been able to do through her time and working with the leadership team has put us on very progressive CIPs. Five years ago it sounded ludicrous, but we are doing Phase IV, Section VIII of the roof. It

was almost a \$3 million project five years ago. This is one of the last phases we need to do. With this effort, there is no longer the concern that an entire roof will require replacement at one time. We have done a significant portion of the ventilation. Superintendent Corey commented, from his guesstimate, there remains about \$7 million worth of infrastructure to be addressed at both buildings. There are middle school science labs that have not been touched probably since the time it was built, the high school cafeteria is not large enough to meet the needs of the students, etc.

Once having more concrete estimates we can form a plan of attack. What will be discussed later in the meeting is efforts to make a difference with hourly wage earners. It is the balancing of that expense versus other needs. Taxpayers have always supported the schools, but we need to be conscious of the needs across the SAU and the needs of the people because they are the single biggest factor that changes things.

Given the favorable results at the Hollis Primary School and Hollis Upper Elementary School (generate 85%± of the electricity need), there will be discussion of solar. Electric buses are being piloted in the State. If you could produce your own source of energy to charge those buses all of a sudden you can really start to change that cost curve on electric.

Asked about involvement by the Hollis Energy Committee such as including discussions on future agendas, Superintendent Corey stated they are already involved. They have measurement gauges on a number of our electric panels to watch the ebb and flow. It was a technique that was used in Hollis. The first thing it did was identify the surge charges during peak times. If the hot water heater is now coming on in the middle of the day instead of 2:00 a.m. when it is supposed to, we hit a surge and those surges are very expensive. We have been able to reduce those. A member of the Hollis Budget Committee sits with the Superintendent on the Hollis Building projects group. Superintendent Corey will follow up with him and they will do some work and then come back to the Board with some low hanging fruit that can be addressed without a large cost.

Asked if the district can get government credits for solar, Superintendent Corey stated that was the case in Hollis. Every time you go out for rebates, etc. it is dependent on where they are.

- FY24 Budget

Superintendent Corey stated the current proposal (after Round 3) shows an operating budget of \$26,526,912. That will most likely allow for meeting guidance. From year to year, there would be an increase of \$924,416.76 or (as of today) 3.61%. If all warrants pass (HESSA contract, additional HESSA funds, either a new contingency fund (\$125,000) or increasing the UFB, increasing the Maintenance Trust from \$200,000 to \$300,000, and the Special Education Trust Fund allocation of \$25,000) the total budget figure would be an overall increase of 5.14%. That figure will continue to reduce with further discussions, retirements, etc.

*There being no objection, the Board took a five-minute recess at 7:59 p.m.  
The Board reconvened at 8:03 p.m.*

## **DELIBERATIONS**

- To see what action the Board will take regarding the SAU 41 Anti-Discrimination Plan

**MOTION BY MEMBER WHALEN TO APPROVE THE ANTI-DISCRIMINATION PLAN, AS PRESENTED**

**MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Assistant Superintendent Bergskaug noted the Plan was amended under the heading of Summary of Parent/Guardian Rights; the first sentence was updated to include the most recent law and Item #1 to match the current regulation.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding the High School Program of Studies

**MOTION BY MEMBER WHALEN TO APPROVE THE HOLLIS BROOKLINE HIGH SCHOOL PROGRAM OF STUDIES, AS PRESENTED  
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Vice Chairman Solon questioned how the Program of Studies is published and was told it is done electronically (online) and hard copies are for the internal office. Asked when it is needed, Principal Girzone stated most importantly for students during the course selection process that kicks off at the start of the new calendar year. Vice Chairman Solon questioned, if approved at this time, does it lock it or will edits continue to occur. Assistant Superintendent Bergskaug questioned if the specific reference was to the updates from CTE centers and was told that is a specific question as well as other areas. Superintendent Corey responded if there are edits that do not change the meaning, e.g., new description from another district on a particular course, he would not see that needing to come back to the Board as the district does not control that language to begin with. Asked if it would be changed or if the district would simply live with the discrepancy, he stated it would depend on when the information is learned.

Principal Girzone remarked it is not to say that if a course were made available in another district that was not in our Program of Studies a student would not necessarily be able to take it. Asked if it is a living document, Assistant Superintendent Bergskaug stated, for the most part, it is not a living document. If information comes to us that is beyond our control in terms of the timing, we will ensure our students have that updated information about courses.

Vice Chairman Solon noted there to be known discrepancies already. During the last meeting, it was mentioned most of the programs do not distribute their updated information until December at the earliest. It is quite probable that there will be new information that may change the offerings and/or scheduling of classes with those CTE programs. In addition, are the scenarios discussed earlier around the possibility of altering an approach which might for some reason make you want to change it. If it is an online item and we improve it at this point in time, he would hope there is the possibility of real time revisions. The reason we've always had to deal so heavily with the schedule was the fact that it went to print. Now that it is an electronic document, we are no longer constrained by that.

Assistant Superintendent Bergskaug commented there is also the budget process and that includes materials for courses. All of our internal systems are, for the most part, set once this is approved. Vice Chairman Solon questioned if that is a function of enrollment which will not be known until later and was told if proposing a new course that runs then they would have budgeted for the materials to move forward with that. There is always one section of AP U.S. History. If there are 44 students wanting to take it and we have a second section, then they would have to look to identify funding because it would be an expense that was not budgeted for and

based on student enrollment. With courses that we are trying to build in, the conversation starts in the summer and costs included in the budget. In terms of when we get information from other districts, we will have to share that to make sure that students are interested in courses that are actually available, and if there is a new offering, that we are making that known. We are less bound by those because there is a whole application process and we will not know how many of our students, if any, will be accepted into the program until much later on in the process. The students select those and select alternatives and then they run schedules not necessarily sure that they are going to get into a program and if it would be morning or afternoon.

Chairman Deurloo Babcock questioned if there is the potential to create an internal program of studies and a separate one for CTE. Could the motion be amended so that it does not read “as presented” but instead with some language that indicates there is the potential for edits as long as the spirit of the document stays the same.

Superintendent Corey noted the discussion was around 5% of the students. Where there are changes that may be coming from Milford, we have a total of 7 students that attend class there. The Program of Studies is designed for the vast majority of our students and although he loves CTE courses and would love to see more students do it, he cautioned that the discussion was delaying something for 43 out of 800<sup>±</sup> students.

Vice Chairman Solon responded he was not asking for it to be delayed he was saying there are known incorrect elements already and there are likely to be more. He would like a commitment that as that information becomes available the document will be updated, and that the Board’s approval does not become the reason why you don’t update it when you have new information.

Superintendent Corey responded he has no problem updating it with new information, but we are dependent then on a different school board in a different town approving that. What may be happening he assumes still has to go to their school board for their approval. He remarked this difficulty is battled with our neighbors in Nashua quite frequently for accuracy.

Vice Chairman Solon stated the information that was provided suggested that the school does get notification when the Program of Studies in those schools come out, but that they do not come out until later in the year. We can approve it tonight with the understanding that there may be updates coming that we should incorporate as we become aware, or we wait until later in the year to approve it because it sounds like the need for it to be used does not happen before the first of the year.

Superintendent Corey stated he has no problem with passing it and the Administration doing whatever updates are required. He would say that this schedule for the Program of Studies was accelerated by our own board resulting in conversations in July to start the process. Vice Chairman Solon responded the Board was trying to accelerate the start of it, he has not heard the desire to try to accelerate the close of it. Assistant Superintendent Bergskaug added she believes it makes sense to approve with the caveat that as information comes to us from other districts, we will update it accordingly. She is not confident we will get the update from all of the sending schools by the December meeting. She does not believe that delaying one month for all of our courses makes the most sense.

Chairman Deurloo Babcock commented by January when course selection starts, the updating is going to have to settle down. If the districts have not gotten the information to us by the time students are choosing courses, she assumes what is happening is students who have already selected courses are being told by Guidance Counselors that is going to change. She believes the motion can be changed to have the POS updated accordingly with that understanding.

Vice Chairman Solon suggested having the people in the room acknowledge that the fact that the Board approved it tonight does not block them from making corrections.

Chairman Deurloo Babcock questioned if Board members agreed with updates being made over the course of the year.

Member Whalen questioned and was told the information is both provided to our district by the receiving districts and sought out by our district. If there are updates the district is made aware of, those are conversations that would happen in a counseling office.

Assistant Superintendent Bergskaug suggested the district copy what we have for all of our offerings in each of our schools, reach out and question where the receiving districts are in the process and if they have any changes to what we have. If they are not ready, we can question when they expect their courses to go to their school board and check back in at that time.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding Youth Risk Behavior Surveys

**MOTION BY MEMBER SOLON TO PARTICIPATE IN THE YOUTH RISK BEHAVIOR SURVEY  
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

It has been a number of years since this topic was brought before the Board. Over the past few years there has been input and questions. It is believed very good data is achieved through this survey. The desire is to begin transitioning to more of a summer retreat program with our students and give them more ownership of this. Superintendent Corey recommended the district continue with the Youth Risk Behavior Survey. When the data is received, it will be utilized to lead a discussion with our students to start to guide them on what the trends are, etc. We may transition away from the survey or may incorporate it in the model being discussed.

There were some concerns around some of the questions in the survey. However, the data, and the way it has been used in the past, has helped to curb things like seat belt use, addressing spikes around distracted driving, etc. The amount of data is overwhelming. The Administration has worked to narrow the focus. That narrowed focus would be brought to the leadership groups of students and work started on plans for moving forward. The survey is conducted every other year. If done this year there would be two years' worth of data and then we could revisit the issue again to see if we can move more towards just the student leadership model, which has been successful in other districts.

The district is obligated to identify whether it is participating. If doing so it will be posted online. The district would continue with the paper and pencil copies rather than the online format.

Member Whalen stated her assumption students are given a preface to the survey. Principal Girzone stated there is a script that you are required to present and read to the students prior to administering the survey. Asked if the script includes language advising students that counselors are available, Principal Girzone stated he could not speak specifically if it has that comment about counselor availability. He does know part of the statement is about the ability to opt out at any point in time.

Asked if there is an idea of the percentage of students who typically complete the survey in any given year, Principal Girzone stated it is offered to grades 9-12, and the majority of students participate. Vice Chairman Solon stated his concern is there are some questions there that might be trigger points for parents. He questioned if the inclusion of the entire set diminished the participation because of parents not wanting their kids to participate.

When the topic was introduced last month, one comment was that there was concern that it was not necessarily a great fit for our district; the kind of topics that might be most valuable are not necessarily what is emphasized in the survey. Principal Girzone commented he would agree with that statement. Vice Chairman Solon questioned, if not participating, how prepared are we to do anything as an alternative? Superintendent Corey responded he believes the district is moving down a very positive path with an alternative. We did not participate in the last survey. Even though we took it, we did not send it in. We have gone a number of years without data. If you get this data, it is something that you can really focus in on. Having looked at all of the questions he agrees some of the questions are bothersome, but when we look at areas that have helped our students, it has been very positive. This would give the district an opportunity to transition because this would be Principal Girzone's first data under the Youth Risk Behavior Survey. That is why he is proposing this model and then reflecting on it again in two years because we may know at that time, we no longer feel the need for that data, there might be another place to get that data, or there might be something else that we could opt into, again using the same protocols of getting the information out and letting parents be aware.

Superintendent Corey stated he has complete faith in Principal Girzone and how the data will be used and supports his proposal of transitioning to this leadership team. No data for a number of years is going to make that task very difficult. If we have a piece of data that will be cultivated not only by the senior leadership but the students who are in those groups who are coming up through the ranks so they will understand the purpose of why we do this.

Vice Chairman Solon remarked someone had also mentioned the potential concern that because of our small population and somewhat lack of anonymity within it that it was difficult in some areas to maintain anonymity in the responses as well. Is that a concern? Superintendent Corey responded with his belief that is always a concern. We are very sensitive as groups now to any type of data gathering whether it is us as adults or the students. When you know my grade, my height, there is not going to be that many of me in a particular grade and that is the reality. That data is what he and the Principal get and is where he feels the safety net is. They are not looking at anyone by their demographics. They are only looking at this is the question, this is how students answered the question, and is it a concern that we want to address as a school. That is where there were some concerns with some of the demographic questions; when you are not the largest school it does narrow it down.

Chairman Deurloo Babcock restated the recommendation to be to continue with the survey for this year, try to use it as a tool and then potentially transition to another method of gathering this kind of information.

Superintendent Corey stated that to be accurate and added the reason he would like to continue doing it this year is because we do not have any pandemic data. We are hearing things, but this would be our own students telling us things around social/emotional, mental health, suicide risk, etc.

Chairman Deurloo Babcock stated her support for the recommendation. Vice Chairman Solon questioned if State data is available to non-participating districts. Principal Girzone was unclear and stated he would look into it.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding the tentative agreement with HESSA

**MOTION BY MEMBER STOLL TO APPROVE THE TENTATIVE AGREEMENT WITH THE  
THE HOLLIS EDUCATION SUPPORT STAFF ASSOCIATION/NEA-NH  
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Member Whalen spoke of the difficulties in hiring this year in food service as well as other areas. The district hired individuals at higher steps than would normally be the case. That caused problems with individuals who had already been hired at a lesser salary. The district has been struggling to hire support staff for many years and we keep providing small incremental increases. In today's economy that is not working at all. The contract was opened to discuss salary with HESSA in an effort to identify a solution to move the district forward. Across the country people are receiving significant pay increases, sign-on bonuses, etc. to attract and retain employees.

Working with the Business Administrator and the Assistant Superintendent, the negotiation team produced what is believed will help with hiring and retention. This coming year the starting salary was to be \$12.34/hour. That was not going to work. They went to a two-year contract, restructured the salary grids by removing the base salary (\$15/hr. is minimum wage the district hires at) and added a Step 9. The food service and library assistant category 1 positions moved to category 2, food service in category 2 shifted to category 3 and food service category 3 to category 4.

The health insurance caps that we were already going to have for this year remain. In FY25, we are not increasing the health insurance caps. If the Guaranteed Maximum Rate (GMR) increase in FY25 exceeds 10% we can open the contract and have a discussion. The contract is not sanbornized. It has been ratified by HESSA.

The steps are showing those who were hired above where they would normally have been hired and where they will be in the FY24 budget. No one will be going down in earnings as a result of the changes to the grid.

Assistant Superintendent Bergskaug clarified the contract that we have in place was for FY22, 23, and 24. This was re-visiting FY24 and then tacking on one additional year without touching anything but the grid. Vice Chairman Solon remarked it essentially adds one year to the contract.

Off-step is increasing in the first year by 8% as that is the approximate percentage of increase on the step. The desire was to ensure off-step is given the same increase as well as ensuring that they were not making less than people on step. The second year it is 3.5% on-step and off-step.

This year would have seen a warrant article for \$86,000 (included the \$18,000 for health insurance). What will be sought is \$162,006.

Member Whalen added they were able to take the salary grid and make it more consistent so now the increases are more consistent, and we are focusing on categories 2 and 3 where the majority of our employees are.

Vice Chairman Solon commented when looking at a \$28 million budget and the amount of money we are talking about for those who are the backbone and fundamental to keep the doors open and keep our students safe, this is very small money.

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding Policy **GEA** – Extra-Curricular and Co-Curricular Advisors and Athletic Coaches  
*Given its first reading;*

**MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE FIRST READING OF POLICY GEA – EXTRA-CURRICULAR AND CO-CURRICULAR ADVISORS AND ATHLETIC COACHES, AS PRESENTED**

**MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Assistant Superintendent Bergskaug stated the policy was brought to the Policy Committee for review. It has not been reviewed in the past 5 years, and there was the need to ensure it matches procedures. Thinking about the intent, at the time it was passed the shift was the advisors and coaches had one-year positions. There was no guarantee from year to year. That stands. They switched some of the language so that the building administrator makes recommendations to the Superintendent to hire coaches and advisors rather than all of these appointments going to the Board. Often times we are hiring coaches the day before the season starts. Also considered was the fact that the Administration does not make recommendations to hire support staff. Requiring that step in the hiring of coaches and advisors when not requiring it for support staff did not seem advantageous.

Added was the language “The Board will be provided with a list of updated appointments and reappointments, as necessary.”.

Vice Chairman Solon questioned if the middle school coaches are governed by the NHIAA and was told they are governed by Tri-County but are held to the same eligibility criteria (higher standard).

Vice Chairman Solon suggested amending the proposed language by deleting “as necessary” because it is not necessary, but if you want to do it just say you will do it. Assistant Superintendent Bergskaug spoke of there being multiple seasons of athletics, so it did not make sense to identify a list of coaches for the year when we do not have that complete list in September, but we do have our list of Advisors.

Asked if the stipend tables that will be used are the same as those the Board was shown in June and was told they are.

Vice Chairman Solon indicated he would be voting in opposition because of the stipend tables. He is uncomfortable with the idea of people simply getting increases because of time and position. Where we are going to be reviewing it at least every year, there is plenty of opportunity to make changes to the recommended salaries for positions as needed based on the dynamics of the activities and the people in the positions. The

Board will be notified of appointments and re-appointments, will have to review the stipend table or salary levels every year if not tabulated to the stipends. He is not supportive of automatic increases simply because you have been there longer.

Assistant Superintendent Bergskaug questioned where it is seen there is an automatic increase for being in the position longer. Vice Chairman Solon stated the stipend tables give it. The policy states the table found under compensation is applied in determining the stipends for all co-curricular advisories, extra-curricular, and athletic coaches. The tables provide automatic increases if you are there another year. Assistant Superintendent Bergskaug posed the question again. Vice Chairman Solon stated that was how it was presented and was told what was recently presented was simply a proposal. That has not been changed.

**MOTION CARRIED**

**6-0-0**

- 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 – 1<sup>st</sup> Reading
  - 9-21-22 – 2<sup>nd</sup> Reading*Given its third reading;*

**MOTION BY MEMBER SOLON TO ACCEPT THE THIRD READING AND ADOPT POLICY JLCJA – EMERGENCY PLAN FOR SPORTS RELATED INJURIES AND ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION**  
**MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

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

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding Policy **JLDBB** – Suicide Prevention and Response,  
*Given its first reading;*

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING, WAIVE SUBSEQUENT READINGS, AND ADOPT POLICY JLDBB – SUICIDE PREVENTION AND RESPONSE**  
**MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

This policy was adopted less than a year ago. However, there was a change in the law that has already been put into place. Section V has been added to reflect the change.

**MOTION CARRIED**

**6-0-0**

**REPORT OUT BY PROCESS OBSERVER**

Member Enright stated the meeting ran a bit long but included very good discussions.

**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 WHALEN**

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

Yea: Tom Enright, Cindy VanCoughnett, Krista Whalen, Holly Deurloo Babcock, Tom Solon, Kate Stoll  
6  
Nay: 0

**MOTION CARRIED**

*The Board went into non-public session at 8:59 p.m.  
The Board came out of non-public session at 9:10 p.m.*

**ADJOURNMENT**

**MOTION BY MEMBER VANCOUGHNETT TO ADJOURN  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK  
MOTION CARRIED  
6-0-0**

*The November 16, 2022 meeting of the Hollis Brookline Cooperative School Board was adjourned at 9:11 p.m.*

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