

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
OCTOBER 18, 2017
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, October 18, 2017 at 6:00 p.m. at the Hollis/Brookline Middle School Library.

Chairman Elizabeth Brown presided:

Members of the Board present: Cindy VanCoughnett, Vice Chairman
 Melanie Levesque, Secretary
 Holly Deurloo Babcock
 Tom Solon
 Krista Whalen

Members of the Board Absent: Christopher Adams

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Linda Sherwood, Assistant Business Administrator
 Rick Barnes, Principal, Hollis Brookline High School
 Bob Thompson, Principal, Hollis Brookline Middle School
 Mary Martin, Student Council Representative

APPOINTMENT OF PROCESS OBSERVER

Chairman Brown appointed Krista Whalen to serve as process observer.

AGENDA ADJUSTMENTS

There being no objection, the agenda was adjusted to move public comment before approval of meeting minutes, and the Lacrosse proposal to follow agenda adjustments.

Superintendent Corey stated he has spoken with Mark Cherboneau, President, Tri-County League, and made him aware of concern expressed by the Board regarding voting on a matter on the same evening a proposal is brought forward. Mr. Cherboneau has assured him, should the Board decide to move forward with Lacrosse, notification could be provided to the league on November 17th, which would allow the Administration to further study availability of fields, and to gain a better understanding of the issue around transportation.

Bob Thompson, Principal, Hollis Brookline Middle School (HBMS), stated being proposed is the addition of boys and girls Lacrosse teams to the spring season at HBMS. The teams would be sanctioned by the Tri-County Athletic Association, and would participate in all league play. The program would be pay-to-play. A draft budget was included as part of the [agenda packet](#). Program cost is estimated at \$165 - \$215/person.

Principal Thompson spoke of the teams already established and districts working towards creating teams within the tri-county league. There would be approximately 5 home games and 5 away games. Teams would consist of 20-24 students identified through a competitive tryout process.

The teams would primarily utilize the lower and upper middle school fields, which would result in the need for a good deal of coordination with the softball and baseball schedules as well as with the high school. Principal Thompson stated he has discussed this with the Athletic Directors at both schools, and has been assured the additional two teams would be able to be accommodated.

In coordination with the Hollis Brookline High School (HBHS) they would look to be creative with the scheduling of game times. Were the Lacrosse games scheduled for a little later in the day, the availability of buses would open.

Principal Thompson commented the big question that comes up is why. The subject of Lacrosse has come up at least once in each year of the 6 years he has been in the District. The answer to why is, there is community support for adding such a program. It is a very popular sport, and a source of pride for the community. He spoke of a conversation he had with a student last year during which he asked why a school Lacrosse team when there are other leagues. The student's response was there is something about playing for your school team; having your name in the morning announcements, wearing that team jersey to school, photo in the yearbook, etc.

Principal Thompson commented when there is the opportunity to incorporate/blend athletics and academics together sometimes we can leverage that academic piece. Students understand if they want the privilege to play for our sports team they need to be in good academic standing.

PUBLIC INPUT

The Board entertained input from students. Only the first names of students were recorded.

Linda Haytayan, 18 Farley Road, Hollis

Stated she was in attendance on behalf of the Hollis Brookline Youth League, parents, supporters, the local community, and the children. She sits on the Hollis Brookline Youth Lacrosse Board, is the VP for Girls, has coached that program for about 4 years, and has a 7th grade student in the District. She spoke of having founded and coached the youth programs in the high school in Nashua, taught in college, founded a college club in Arizona, started elite recruiting teams before they were fashionable to showcase high school kids from New England for college exposure, worked with the New Hampshire Interscholastic Athletic Association (NHIAA) to change rules to allow public high school girls to participate in school girl nationals during their spring season for collegiate exposure. She has been in these forums before, and knows what it takes. She stated there to be incredible backing from the community, which is truly what it takes.

She requested the Board approve the pilot pay-to-play program for this upcoming 2018 season. She spoke of the work that has been done; budget prepared, two families have offered to purchase uniforms for this year to keep cost down, they have met with the Athletic Department at the high school, members of which are all in support of a middle school program, and have indicated it will work with field space.

Ms. Haytayan noted studies have shown kids who are active in sports have less likelihood of depression, anxiety and alcohol and drug abuse.

Riley

Stated her support, and commented Lacrosse is a sport loved by many children across the globe from Africa to England to the U.S. This sport has gained a ton of popularity, and it is time for Hollis Brookline to have middle school teams. She spoke of knowing those who would play on both teams, that they would all represent the school very well, will be great teammates, competitors, and friends on and off the field. Many have been playing for the Hollis Brookline Cavaliers since the 4th grade. She requested the Board approve the request.

Nat

Stated Lacrosse has been a big part of her life since her dad introduced it to her in 1st grade, and she has been playing for the HB Cavaliers since then. She has also played for the New Hampshire Tomahawks. With those two teams, she has built strong friendships and learned life lessons. Having a Lacrosse team at HBMS would help students learn about leadership on and off the field. She spoke of how proud HBMS is of all their athletics and the student athletes on those teams.

Maddie

Stated she has been playing Lacrosse for three years, playing for a Hollis Brookline club team and the NH Tomahawks. Hearing her friends talk about their schools starting teams, she thought the HBMS should as

well. Lacrosse is a sport that requires perseverance and understanding of the mechanics of teamwork. Lacrosse is important to her because of the commitment made to the team and the friendships that are created with individuals she might not otherwise have the opportunity to come together with.

Paige

Stated she has been playing Lacrosse since 4th grade. It is a team effort requiring participants to work together to achieve a common goal. Doing so strengthens the participants and creates a stronger community. HBMS provides students with so many opportunities to learn and be successful; it would be great to give back by working together as a team to represent the school and community demonstrating maximum effort and good sportsmanship.

Connor

Requested the Board support a HBMS program for boys and girls. Many parts of the country, for some time, have had a middle school Lacrosse team with full game schedules. Lacrosse for both boys and girls is very popular in the U.S. According to U.S. Lacrosse, kids playing reached a record level of more than 825,000 participants since 2016. The number of boys playing went over half a million for the first time ever. He has been playing Lacrosse with his Hollis Brookline Cavaliers' teammates since 3rd grade. Their coaches have taught them to be great players with good sportsmanship.

Emerson

Remarked the District's acceptance of Lacrosse as a school sport would mean a lot to him. He would like the opportunity to improve skills as an individual and a team. More practice time would go a long way towards that goal. He spoke of how school spirit would be increased when able to represent HBMS.

Maryanne Shanley, 7 Buttonwood Drive, Hollis

The Facilities Study Group (Group) has scheduled a Public Forum for October 23rd. The intent is to gather input from the public relative to draft proposals for additions/improvements to the facilities both in terms of building and field structure.

At 6:00 p.m. on October 25th the HBHS will welcome presenter Melissa Fernald, LICSW, MLADC, and the presentation "Risky Business". The interactive presentation is intended for audiences 21 and older. The presentation walks through a staged teenage bedroom full of indicators and warning signs of teenage alcohol and other drug use. The bedroom tour will be followed by an interactive presentation referencing local drug and alcohol trends, what to look for, and effective techniques for communicating with teens.

At 6:30 p.m. on October 30th in the HBMS Library, the National Alliance on Mental Illness (NAMI), will provide a presentation.

At 6:30 p.m. on November 7th, a screening and community discussion of the documentary Screenagers will be conducted at the HBHS Auditorium.

Janet Merrithew, 19 Forest View Drive, Hollis

Spoke of the NAMI presentation scheduled for October 30th. She spoke of having attended a presentation on suicide that was put on by the school counselors several years back, of the knowledge she gained, and of a very personal situation she experienced shortly thereafter. She spoke again of the importance of increasing awareness of this type of situation, the signs to look for, etc. She is pleased that this presentation is taking place, and is looking forward to attending.

She spoke of the discussion around the importance of sports, how it assists with grades, and stated her belief that activity and social interaction also provides an essential emotional outlet.

Ms. Merrithew stated her belief the presentation is something that is helpful for everyone. It is important for all people to understand their classmate, neighbor, friend may be going through something that is not outwardly apparent.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board September 19, 2017

MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0

Hollis Brookline Cooperative School Board – **Non-Public**. September 19, 2017

MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0

MOTION BY MEMBER SOLON TO TAKE FROM THE TABLE THE MEETING MINUTES OF THE NON-PUBLIC SESSION CONDUCTED ON JULY 26, 2017
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0

Hollis Brookline Cooperative School Board – **Non-Public**. July 26, 2017

MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey informed the Board Christopher Adams has officially resigned from his position due to work and life commitments. He thanked Mr. Adams for his service to the students and community, and wished him the best in his future endeavors.

The formal process of advertising to fill the position will begin with the hope potential candidates can be brought before the Board as early as its next meeting.

At its September meeting, the Board heard from Bruce McClure, who spoke of MIND Labs, which is a STEM type program taking place with students in Hollis and Brookline. That discussion occurred during the update provided by the Facilities Study Group. Mr. McClure has volunteered to be the chief fundraiser for the project.

Superintendent Corey commented Mr. McClure shared with him that he was so impressed by his time with the Robotics Team and the students, and given his belief this is the direction needed for the next generation of workers, he is willing to put himself out there.

Superintendent Corey informed the Board Lauren Girolimon, English Teacher, HBHS, is expecting her first child, and will be out on FMLA from January 29, 2018 through approximately March 26, 2018.

Courtney Moore, 8th Grade Earth Science Teacher, is expecting her first child, and will be out on FMLA. Her due date is April 15, 2018, and she will be out until the beginning of the 2018/2019 school year.

Superintendent Corey introduced Mary Martin, Student Council Representative. Miss Martin spoke of the HBHS Student Council Policy Committee noting their two goals for the year are student mentor program, which they will partner with the HBMS on for academic, emotional, and social support; could be through a potential teaching or guiding position, advisor for a club or one-on-one big brother/big sister relationships. The other goal is a food goal; looking to leave the Federal food plan, which will hopefully open additional nutritional options in the cafeteria, and perhaps institute more environmentally friendly practices like getting rid of Styrofoam trays, composting.

Chairman Brown noted with the resignation of Mr. Adams, there is the need to identify a Board member to take on the role of signing of manifests.

Ms. Levesque volunteered to take on that responsibility.

- Lacrosse Discussion

Ms. Deurloo Babcock remarked the infrastructure of the campus in terms of fields is already stressed. Boys Lacrosse is practicing in a parking lot for an extended period in the spring. Girls Lacrosse rents space at the Dome regularly or practices in the gym. The Board is possibly advocating for a field. She is uncertain it is responsible to add programs in that context. She would love to add that program, it is an important one for her personally, but she is concerned about the state of the fields.

She is not a fan of pay-to-play, and would prefer, if such a program is to be added, that it be budgeted for. Going down the road of pay-to-play could result in questions such as why aren't all sports programs at the HBMS pay-to-play. She stated the desire to see the athletic departments work together to come up with a documented, clearly articulated vision and philosophy with athletic core values, guidelines for coaches, and expectations for coaches beyond the Code of Conduct. All those pieces need to be put in place before adding programs.

Ms. Whalen spoke of past practice at the HBHS with hockey and football where the request/requirement was for a group to be a club, essentially pay-to-play, for 3 years before becoming a budgeted program, and questioned if that would be the scenario at the HBMS. Principal Thompson responded they could say that it won't be a sanctioned sport; could be offered as a club. He noted cheerleading has run as a club and not a sport. The result would be that the teams would not participate in any sanctioned athletic events, e.g., could not win the Tri-County Championship. They would basically scrimmage teams. That is an option. He stated he is aware some of the teams being considered for other communities may run their program as a club.

In terms of the pay-to-play, by starting with a pilot program, there will be the ability to evaluate how to move forward. Principal Barnes stated his vision to be, were the program to move beyond a pilot, it would not be on a pay-to-play basis. He stated his understanding the reason why hockey and football were handled in that manner was because of the significant expenses that go along with them.

Ms. Whalen agreed with the concern stated regarding availability and overuse of fields.

Vice Chairman VanCoughnett stated agreement noting her biggest concerns when first looking at the proposal were the fields and the aspect of pay-to-play. She is unclear what other aspects come into play with the concept of pay-to-play, e.g., Board control with coaches, etc. She is aware several of the programs at the HBHS began as clubs. She understands if not a sanctioned sport there are other issues. One aspect of a club that is pay-to-play is the ability to play on weekends when the issue of the availability of fields is not so great.

Mr. Solon asked for clarification of whether there are high school teams that are currently playing on fields not belonging to the District. He questioned how it would be that fields could not be identified for that use, yet can be made available for the proposed new teams. It does not seem consistent with the message the Board has had, which are that we can't support all the existing sports. He remarked there is no disagreement offering it would be beneficial, but he believes it irresponsible to sanction a team when we are being told we cannot safely conduct existing activities.

Mr. Solon questioned whether there is any impact on eligibility for play in the Town leagues when also playing on a school team, and was informed there is no such restriction at the middle school level.

Mr. Solon spoke of outstanding questions related to where the coaches would come from. Principal Thompson stated the coaches, even under the pay-to-play model, would be COOP employees. The identical process that is used in the hiring of a new baseball coach would be followed.

Mr. Solon questioned if it is NHIAA driven, noting the Board is in the process of bringing in a policy that will require all coaches to go through NHIAA training. Principal Thompson stated the Tri-County is its own athletic association. For middle schools there are multiple athletic associations and not one umbrella organization like NHIAA. When asked if the NHIAA requirement would still be enforced, he stated it would. Most, if not all, middle school athletic associations mirror, in policy, practice, and protocol, what the NHIAA does.

Ms. Deurloo Babcock commented the proposal indicates helmets would be provided by players, and noted at the HBHS helmets are provided for participants in Lacrosse and Football. She questioned if it is done as a matter of safety or simply as part of a uniform. Superintendent Corey stated the priority is safety.

Superintendent Corey stated one of the reasons he requested the opportunity for additional time before reporting to the Tri-County League is to allow for the discussion to take place. The District is no different than many schools in New Hampshire that start practices in parking lots. That is the only area you can plow and get onto sooner rather than later. He stated his support for the request for a vision and philosophy, and commented it is a timing piece, and an extensive process that needs to go beyond the Code of Conduct. He remarked he has always struggled with pay-to-play. He believes the \$65 charged at the HBMS is manageable, and he does not necessarily see an issue with that, but we have sports teams that are paying substantial amounts, are basically self-funded, and have been in existence. That is more of a discussion for another night.

He agreed the hiring of coaches would follow the coaches process; ultimately the Principal would make a recommendation to the Superintendent, and it would go through all the regular process of volunteer checks, etc.

Regarding fields and transportation, the issues are known, but it is the job of the Superintendent to advocate for the talents the students have; whatever that talent is. He stated his hope when the time has come for the Board to vote that he can provide a comfort level that will allow for approval of the request. He stated the intent to bring the issue back to the Board at its next meeting, and will look to provide responses to all questions raised. Superintendent Corey commented he believes the public input provided represents the wider movement of community members to want to support things that are for their children.

Ms. Whalen remarked she wishes to advocate for the students as well. However, would never wish to place anyone in a situation where they are on an unsafe field. Fields are overused in the spring calling them to be unsafe for use in the fall, etc.

Superintendent Corey stated he recognizes that this Board has been overwhelmingly supportive, and what the Board and Administration has accomplished in 3 years has been amazing. He stated his response is not anything more than you need to have these questions answered because that is your role, and I need to make you feel comfortable that this can be successful.

Ms. Levesque commented it was exciting to have the students and parents in attendance representing Lacrosse and their desire for it. She would like to support the proposal. A lot of good questions were asked that require a response. She heard comments made around the ability to be flexible with the schedule, and she would like to see what that would look like.

She questioned how it would be handled if it were on a pay-to-play basis, and a student(s) was unable to pay. Principal Thompson stated, in that situation, private funding would be sought. He has found that to be a very effective way to address such situations. He added if it became a sanctioned sport, and it was not pay-to-play, scholarship funds would be utilized.

Mr. Solon remarked it disappoints him that athletics are being discussed in the absence of representation from the Athletic Department. If the desire is to bring another program onboard, there needs to be advocacy support and demonstrated involvement of our Athletic Department for a sanctioned activity. He questioned if approval could be contingent upon passage of support for a new field.

Principal Thompson stated that to be one of the reasons for proposing it begin as a pilot program; the field issues under discussion potentially go away in March with the voters approving a field. He added when the COOP teams are done using the fields that is when the Recreation Department moves in. It is not as if the fields are being rested when the District finishes. The down side would be that some of the Recreation Department activities would be bumped.

Chairman Brown commented she was disappointed more of the adults who were present for public input had departed. She would like them to understand this Board has been pro-student and pro-program, and has been willing to step outside the comfort zone and lead initiatives that may not necessarily be the easiest to lead. The Board is committed to looking at the student body on balance. Nearly every Board member has a student athlete. The Board is focused on academics and athletics.

She stated agreement with the concerns expressed; we don't have a coaching philosophy and we're adding programs, not certain how the Athletic Directors feel about the proposal, we solved a problem a few years ago by moving high school Lacrosse girls to a middle school field, and now we are going to tell them to go find some other field. We spent a lot of time talking about this being one campus and we want the high school kids to be just as comfortable practicing on the middle school field as they are anyplace, but now we are going to move them to the side of the track and they will be trying to practice while there are 100 track kids on the track in the spring.

She reiterated she wants the lacrosse community to hear this is not a Board that wants to say no, and if the response is no it is not because they just say no to programs and no to athletics, it is because the Board must look at the budget in totality. If looking to this as a pilot program, the Board would already have to be looking at putting this into the budget; would have to start talking about how much would need to be added to the FY19 budget to make it a budgeted item the year following.

The draft budget provided did not include helmets at an approx. cost of \$2,400. If you add that, the budget reaches approx. \$10,000. Revenue typically generated by the players (\$65/student) would be \$1,560, resulting in a shortfall of around \$8,000. That is the amount the taxpayers would be asked to pay going forward to support the program. Chairman Brown commented the Board cut \$5,000 out of last year's budget rejecting the Administration's request for Chromebooks. There are multiple things of that price and nature that are academic necessities the Board has said no to. The Board must be able to look at students in the middle school, and tell them that the Board values Chromebooks and their education less than it values middle school Lacrosse.

Chairman Brown stated she is very reluctant to add a pay-to-play program period, as she would not want this to backfire; we think this is a great way to grow programming, we will have something we wouldn't be able to have this year unless we had a fully-loaded pay-to-play program, but we have a whole different sector of the community that probably really wonders why we have any money in our budgets for athletics, and perhaps would like to see everything fully loaded. If we do that we will have a lot of students that will not have the great experiences, and we're going to be in a situation where if you have enough money you can play high school sports at Hollis Brookline, but if you are middle class or a little less than that you aren't going to be able to. That is the factor of high school athletics; it is inexpensive enough that most everybody can play, and the ones who can't we can make exception for.

Chairman Brown reiterated the desire for the community to understand this conversation is part of a much bigger piece, and really get educated about what goes into the budgets, items that have been cut from the budget in recent years, etc. The Board is very conservative, and there are necessary items that get cut out of the budgets on an annual basis that have cost less than this program would cost in the following year for the voters.

PRINCIPAL REPORTS

Principal Barnes spoke of upcoming events commenting they are reflective of a community that is doing its best to partner together in search of solutions and discuss some very difficult topics.

- High School Profile

Principal Barnes spoke of the information provided. He noted the HBHS was named the #1 NH High School by US News, which is a distinction of pride. The HBHS has been listed on Newsweek's list for ten consecutive years. The mean SAT scores took a nice move upward in Math and Evidenced-Based Reading and Writing. ACT scores were very strong, and AP scores remain strong. The HBHS had 6 semi-finalists in the National Merit Scholarship Qualifying Test in the Class of 2018, which is one of the smaller classes the school has had.

Principal Barnes commented on the wide variety of schools listed as the post-secondary institutions that have accepted members of the HBHS class of 2017.

The Board congratulated the Administration and staff. A few suggestions that were made for future profiles included the percentage of students that receive merit packages from colleges, number of credits students earn on dual enrollment, and the number of students entering the different branches of the military.

- To see what action the Board will take regarding the Field Trip Request

Principal Barnes stated the trip would be in place of a trip to Quebec (trips are typically done in alternating years). The cost of these trips is increasing partly because the school does not like to partner with other schools. The desire is to space the trips out. Ms. Roy-Faucher is proposing this trip for next year, and bringing back the Quebec trip for the 2020/2021 school year.

Vice Chairman VanCoughnett commented two of her children have taken this trip with Ms. Roy-Faucher, and spoke of the great experiences they had and how well they were cared for while in her care.

MOTION BY MEMBER LEVESQUE TO APPROVE THE REQUEST FOR THE HOLLIS BROOKLINE HIGH SCHOOL TRIP TO FRANCE SCHEDULED FOR APRIL 19, 2019 THROUGH APRIL 27, 2019

MOTION SECONDED BY MEMBER DEURLOO BABCOCK

MOTION CARRIED

6-0-0

DISCUSSION

- Facilities Update

Superintendent Corey stated the Group was provided with cost estimates, which have been shared with the Board, and will be distributed at the Public Forum. He referred to the information as base options for the building and field, an update of the timeline, and a copy of the presentation that will be made at the Public Forum. He noted the costs were put together by an estimator and are fairly concrete. The cost listed for the building is \$1.2 million with 20% soft costs built in. For the field 15% was used for soft costs, which is what was recommended by the civil engineer.

The Board conducted a brief discussion of the options listed, noted the need for identification/inclusion of a cost associated with irrigation should a sod field be the chosen option, that the number of play days available for each option be identified, and the number of hours gained if lighting is added.

Chairman Brown commented on learning the amount paid to rent turf fields is over \$400/hour. That cost is paid through fundraising efforts by the team(s). It was cautioned if identifying a projected/possible revenue stream to the public as part of the proposal, there will be the need to meet that projection. Chairman Brown stated the desire to understand the amount Hollis Brookline teams are spending outside of the District.

Chairman Brown commented the time is 7:37 p.m. Because of the transportation issues, the Girls Field Hockey team left the school around 4:30 p.m. to go to their game in Pelham, and have not yet returned. That is fine if talking about high school students, but is a little late for middle school students. She stated she would be reluctant to support anything that puts them in that position for every away game.

Ms. Deurloo Babcock stated her belief Basketball in the middle school generally has later games because of lack of gym time.

Superintendent Corey stated the information provided the Board would be posted on the website.

- FY19 Budget Update / FY18 Financial Report / FY17 Year-End

Linda Sherwood, Assistant Business Administrator, addressed the Revenue and Expense Report. At the start of the school year, schools are asked to encumber funds meaning create purchase orders, and are given a September 30th deadline to complete that work. That information is captured in the column identified as encumbered. Every month she reviews the open purchase order report. There are currently 514 open purchase orders. The report is reviewed line by line to identify whether money has been spent on the order. After some time, if encumbered funds have not been expended, she speaks with the originator to determine if the expense continues to be anticipated. If the answer is no the purchase order is closed, and the funds are shifted into the balance column. Often money has been expended, but a balance remains. In that instance, she speaks with the originator to determine whether the remaining dollars are intended to be expended.

Along with that, each month the account expense lines are reviewed (over 500 expense lines). Those aren't necessarily attached to purchase orders, they are just the budget expense lines. The same process is followed there. If there is a line item that appears to be going over budget, she will inform the department of the overage and from which other area the funds will come to cover the shortfall.

Expenses that are not paid prior to fiscal year end are shifted over to the new year, meaning the auditors make an adjustment moving those dollars into the next fiscal year. In terms of the audit, that budget is still using the prior year's budget dollars. There comes a point where the determination is made that the funds have not been expended, and are, therefore, no longer available for expenditure.

Ms. Sherwood noted the FY18 Revenue and Expense Report identifies balances as of 10-6-17. With a budget of \$22,336,186, \$5,014,986 has been expended, \$16,942,435 has been encumbered leaving a balance of \$378,765 (<2% of the budget). The schools have done a great job in getting the purchase orders completed by the September 30th deadline.

Balances listed under regular education (\$104,995) and benefits (\$70,475), are the result of hiring savings. The amount listed under retained fund balance is a placeholder (same number as last year).

The final/audited FY17 Revenue and Expense Report identifies a balance under expenses of \$1,098,723 and a balance under revenue of \$88,529 resulting in a total balance of \$1,187,252. Of that, \$100,000 was allocated to Contingency Fund, \$67,000 to the Athletic Trust, \$20,000 to the Maintenance Trust Fund, \$100,000 to the Special Education Trust Fund, and \$142,000 to the Retained Fund Balance leaving an unassigned fund balance of \$758,252.

When last reported on June 12th, the unassigned fund balance was predicted to be \$418,077. The difference (\$340,175) minus the \$155,000 leaves a new difference of \$185,175. Out of that the largest areas where the balance was greater than that reported on June 12th were special education (approx. \$96,986) and professional development; approx. \$40,000 allocated for the \$3,000 stipends offered to professional staff. Teachers provide information as to what will occur in terms of curriculum, and if that does not occur the stipend is not paid out. Under food services, the District was nearly \$50,000 higher because expenses were not as great as anticipated.

Superintendent Corey stated the COOP and SAU were well aware of what was allocated for special education. The reality was that this time those costs went in our favor. There are years where student(s) walk into the District, and require services that were unanticipated. In this case, there were a few students whose families

decided to move out of the District. He commented the expense for a single student can range from \$80,000 for the most cost effective out-of-district placement up to \$400,000. He spoke of the scenario where one or both Principals express concern that a student may require services. Once that concern is noted monies are encumbered. Each month the student remains in district a certain portion of that allocation/encumbrance can be released.

Mr. Solon questioned the origin of the food service savings. Superintendent Corey stated there were adjustments to how it is staffed, and an increase in breakfast sales. Ms. Sherwood clarified there was both an increase in revenue and a decrease in expense.

Superintendent Corey stated round 1 of the budget would be before the Board at its next meeting. The Administration is presently negotiating contracts with both the professional and paraprofessional unions. Those will be two cost items that will be added to the budget when the agreements are finalized. A recommendation will be made to add 1 full time math position, which would be split between the HBHS (to lower class sizes) and HBMS (bring back the acceleration program). In terms of equipment, all items for the Capital Improvements Plan (CIP) have been identified. The Business Administrator will speak to the Board on that issue at the November meeting. Most items on the CIP were already known. The water storage tank at the high school has a crack. It is because of the regular cleaning schedule established by the Business Administrator that it was noticed in time to be sealed. Sealing comes at a significant expense (approx. \$40,000); however, the expense of replacement would have been around \$100,000.

Phase 1 of the roof replacement will be included in the draft budget. Updating and expansion of the HBHS wireless network will also be included. Superintendent Corey noted Principal Barnes will be coming forward with a BYOD proposal, which is supported by the Administration. The regular computer replacement cycle will be followed. The Guaranteed Maximum Rate (GMR) of increase for health insurance came in at a -1%. The anticipated increase in the cost of dental insurance is 2%. In addition, there is a significant facilities proposal. Principal Barnes is proposing the purchase of 1-2 ten passenger vans to address transportation for the Career Training Education, which is currently running at a cost of about \$150,000. He is also looking at the best overall sites for students to utilize. The budget for special education has been adjusted, and identifies an anticipated decrease for FY19.

Mr. Solon questioned the possibility, at least on the internal side where staffing is Hollis Brookline staff, that special education is not segregated because of cross over and artificial impression of the cost of special education. It is important to understand where money is being expended outside of district, but when students are being educated inside the school it is a cohesive cohort group.

Superintendent Corey noted at its recent meeting, the SAU41 Governing Board requested he provide updates on the SAU budget at the individual district meetings as a means of providing additional exposure as it is a number that is carried in each of the district budgets.

The Governing Board approved a rental increase on the 4 Lund Lane facility. The Hollis School District owns the facility, but all rental proceeds are placed into the maintenance trust fund to help with ongoing maintenance costs. By increasing the rental rate, we are increasing the ability to maintain the facility.

In terms of the SAU personnel budget, 2.5% salary increases have been proposed (majority of contracts identified 2-3%). There may be a retirement and a shift to a Director of Technology position. The biggest area where discussion of personnel will take place is the Business Office. Superintendent Corey spoke of the scope of work involved in the running of what is a \$50 million business consisting of 4 budgets (monitoring and planning), projects such as the energy project underway in Hollis, which will culminate in a savings of about \$140,000/year in energy costs, etc.

In terms of equipment, a new copy machine is needed for the second floor of the SAU and a printer in the Assistant Business Administrator's office. In terms of benefits, the same costs are being seen SAU-wide, e.g., -1% in health insurance and 2% in dental insurance.

A request has been made to increase the number of hours budgeted for facility cleaning. The facility, which is approx. 5,000 sq. ft. in size, consisting of 2 bathrooms for 13 people, and currently receives 6 hours of cleaning/week. Outside of the 6 hours, the staff does its own maintenance, cleaning, etc.

The Governing Board was very supportive, and requested the Sub-Committee include within the budget what is needed to effectively and efficiently run the SAU Office. An adjusted budget will be brought back before the Board in November.

Chairman Brown thanked the Superintendent for bringing the information before the District. She remarked it is the part of the budget that is put in automatically, and the part that is perhaps not given the attention it is due. She stated her hope the discussion of getting the Business Office staffed a little better continues stating concern with the amount of workload and turnover.

Mr. Solon questioned if placeholders were utilized for professional staff salaries, and was informed for employees not in the support or professional contract, a 2.5% increase was used, for professionals a step was used, and for support a step increase with no percent increase. If off the step table, no increase.

Superintendent Corey noted the SAU Governing Board approved providing consulting help to Student Services. Jen Dolloff will be coming in on Wednesdays to work with the department. She is a Brookline resident who has extensive experience in special education. She will be working with Director Rowe. If there is a need, at some point, there will be transition plans developed.

- Enrollment Projections

NESDEC projections were included as part of the agenda packet, and show an increase over the course of a ten-year span. Superintendent Corey spoke of being hesitant to utilize data projected out that far. Five-year projections indicate the District will go through a little bit of a size crunch/bubble at the high school. Utilizing straight line projections, e.g., our students in the school system/nobody moving in, the high school will increase to approx. 850. Although there is some concern over the bubble, when looking at the overall projections, the District would be in acceptable shape. That would change if continued move-ins are seen.

Mr. Solon questioned if there is a corresponding drop in middle school, and was informed there is. He spoke of past instances where students were brought from the middle school to the high school for classes and of the increased continuity across the spectrum, and questioned if it is possible to consider having some of the cross-over area in the middle school where some high school students would have a class or two in the middle school during that crunch period. Superintendent Corey commented on the increase in the number of students taking advantage of opportunities such as internships, and remarked he is not certain the District would get to the same space crunch having become much more flexible. However, it is an interesting concept for him and the Principals to explore; it could be that they decide to offer a senior elective at the middle school.

- Transportation

Superintendent Corey stated there to be no issues with the change in start time in the morning. The afternoon remains a little concerning. They continue to try to figure out what is bus driver issues, what is ongoing paving in Town, etc. He has learned through his conversations with the Principals, there is about a five-minute delay in the buses getting to the elementary schools in the afternoon. There is concern were this to continue into the dark weather season at which point he may ask to make a slight adjustment. He does not believe there to be an issue now, but wanted to alert the Board there may be the need to look at five minutes.

Ms. Deurloo Babcock questioned if the busing situation could become worse when the fall sports end and all the seniors are heading out or if the cars are blocked from leaving the parking lot, so they are not in the way of the buses. Principal Barnes stated the cars are blocked at the same time every day.

Mr. Solon questioned which uses more buses, the COOP or the combined elementary schools. Chairman Brown stated her recollection the combined elementary schools utilize 21 buses whereas the COOP utilizes 19. Mr. Solon questioned if having an additional bus or two at the COOP would allow them all to finish their

routes earlier. Superintendent Corey stated it may, and that the question could be asked at upcoming meetings.

Ms. Whalen questioned if the buses are being impacted in both elementary districts, and if so, if one is impacted more. Superintendent Corey responded it is impacting Hollis more, but is impacting both districts. He spoke of the amount of road paving taking place in Hollis.

Chairman Brown remarked at the SAU Governing Board meeting, the board voted to refer the transportation contract and information on the current situation to legal counsel for an opinion. The four Board Chairs have been authorized to work with the Superintendent on this issue.

DELIBERATIONS

- To see what action the Board will take regarding Policy **GEA** - Extra-Curricular and Co-Curricular Advisors and Athletic Coaches
1st Reading; September 19, 2017
Given its second reading;

MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING OF POLICY GEA – EXTRA CURRICULAR AND CO-CURRICULAR ADVISORS AND ATHLETIC COACHES MOTION SECONDED BY MEMBER DEURLOO-BABCOCK

ON THE QUESTION

Mr. Solon stated the only proposed changes are:

In the first paragraph on page 2, under Compensation, the policy now identifies the stipend table can be found on the SAU 41 website.

The addition of the following sentences at the end of the 1st paragraph under Continuation and Dismissal:
“Recommendations for reappointments of advisors will be made at the May School Board meeting.
Recommendations for reappointments of coaches may be made after the sport's season and no later than the School Board meeting prior to the start of the sport's season.”

Mr. Solon stated the intent to be for advisors, which are primarily staff members, to know, before summer hits, what they are doing for the next year. However, for coaching it is more a function of the three seasons. Things are somewhat fluid throughout the year. It is not only staff members, but also members of the community, etc. The coming and going of the coaching staff requires a little more flexibility as far as when the re-appointments are being made. Things change during the school year that might impact the appropriateness or availability of an individual for say a spring sport.

Mr. Solon commented a topic that came up after the last meeting was related to the last line on page 1, which reads: “Additionally, persons selected for coaching positions must be at least 21 years of age, have a valid driver’s license and have at least a high school diploma.”

Assistant Superintendent Bergskaug remarked to make the language more consistent with existing policy, the language “be at least 21 years of age” could be replaced with “have at least 3 years of relevant education or work experience”.

Mr. Solon noted the concern with that to be the numerous occasions where, for coaching for example, the proposed language would imply the individual have coaching experience. Although that might be an appropriate requirement for a varsity sport, for some of the other sports the District may find itself unable to fill a position. He stated his belief the intent had been to ensure there is some level of separation between the coach and students, and to get them into a legal range.

Assistant Superintendent Bergskaug commented a good deal of the language came from a sample policy written some time ago, which referenced NHIAA requirements. After researching the issue, she learned there is no age requirement. She agreed there needs to be a separation. Superintendent Corey cautioned the Board noting were an age to be identified for the other end of the spectrum, there could be an issue of discrimination. Chairman Brown commented one question would be whether an age restriction is rationally related to the position. Understanding the goal is to have that level of separation between the coach and student, perhaps there is a way to achieve that without a specific age being identified.

Ms. Deurloo-Babcock suggested the Board could utilize a span, e.g., the individual must be a certain number of years older than their oldest student. That would avoid utilizing a specific age, but would also leave flexibility for the hiring committee to look at some potential college students who may wish to become a JV Coach, and gain that experience. By requiring 3 years of relevant experience you eliminate the opportunity for someone to start gaining that coaching experience.

Mr. Solon questioned the will of the Board regarding requiring relevant experience. He commented on the age span, questioning if the individual would have to be a minimum of 18. It was stated the individual would have to be an adult.

Chairman Brown remarked she is uncertain the Board is always clear on the selection criteria for a coach. Under "Selection Process" it reads: "Any open co-curricular advisor, extra-curricular advisor and athletic coaching positions will be posted within the Hollis Brookline Cooperative School District before they are posted publicly. Notices of vacancies will be advertised as necessary, to be determined by the Superintendent."

She believes this differs from current practice of posting in the District and the SAU prior to posting publicly. That gives preference to Hollis and Brookline staff, but does the Board want to support staff inside the District even without any relevant coaching/athletic experience or if the only candidates received are teachers with no relevant coaching experience do we hire based upon what is available in the District or would we open it up to see if someone from outside of the District comes forward having the right coaching experience. Mr. Solon stated the way the policy is written, it requires that advanced posting internally, but does not require hiring internally. There are no hard and fast selection criteria, although there are supposed to be job descriptions. Superintendent Corey remarked if he had an individual in the COOP District who was a teacher with the necessary qualifications, the search would be concluded. If a teacher in the COOP with no experience, he would likely open it up to the next window, which is Hollis and Brookline. If having individuals interested but without experience, he would open it up externally. If there is no candidate identified having the desired experience, he would revert to internal applicants.

When asked to clarify his intent would be to open a position up to the entire SAU prior to posting externally, Superintendent Corey responded you typically do. Mr. Solon commented, he asked that very question, and was informed that is not how it is handled for the COOP District. Superintendent Corey commented that may have been how it was handled even last year, but a new procedure was developed, and now all advertising goes through the H.R. Department. Mr. Solon stated that should be captured in the policy.

Chairman Brown requested the policy be amended to include language indicating selection criteria will be based upon job descriptions.

Superintendent Corey stated the recommended changes would be made at the next meeting of the Policy Committee.

MOTION CARRIED

6-0-0

Chairman Brown spoke of having attended a recent conference put on by the New Hampshire School Board Association (NHSBA) and attended by hundreds of Superintendents, board members, etc. It was a long day consisting of information sharing on recent developments in the law. She commented it is the best six hours she spends during the year doing professional development for what members do as a board. This year she came back with about 25 policies needing revising, which Assistant Superintendent Bergskaug is assisting with. Some of the ones that are easiest to address have been brought forward for a first reading.

- To see what action the Board will take regarding Policy **BEDB** – Agenda Preparation and Dissemination
Given its first reading;

**MOTION BY MEMBER LEVESQUE TO ACCEPT THE FIRST READING OF POLICY BEDB - AGENDA PREPARATION AND DISSEMINATION, AS PRESENTED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Chairman Brown stated the bulk of the proposed changes reflect changes in RSA. The note provided by the NHSBA reads in part: policy is revised to include the requirement imposed by House Bill 170, Laws of 2017, Chapter 234 that districts either consistently post meeting notices on the district website in a reasonably accessible location or maintain a notice on the website advising where the meeting notices are posted. It also clarifies that agenda materials sent out in advance of a meeting are subject to disclosure under the Right-to-Know law. Generally, because these materials are readily available, they must be immediately disclosed and may be inspected by the public before the meeting at which the Board will consider the related agenda items. However, specific materials for specific agenda items may be exempt from disclosure under the Right-to-Know law. This revision also specifies that any such confidential/exempt from disclosure materials must be clearly marked as such and that School Board members must avoid disclosing those materials

Chairman Brown stated the language clarifies the matter for policy; however, as a matter of practice, the District is doing a great job of this.

**MOTION CARRIED
6-0-0**

- To see what action the Board will take regarding Policy **BEDG** – Minutes
Given its first reading;

**MOTION BY MEMBER WHALEN TO ACCEPT THE FIRST READING OF POLICY BEDG – MINUTES, AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO-BABCOCK**

ON THE QUESTION

The NHSBA note reads in part: this update is in response to the requirement imposed by House Bill 170, Laws of 2017, Chapter 234, that Districts either consistently post approved meeting minutes on the district website in a reasonably accessible location or maintain a notice on the web site advising where the meeting minutes may be inspected, and copies requested. The policy is also updated to clarify the statutory requirements for the content of minutes, addresses disclosing draft minutes to satisfy the deadlines for disclosure, and the duty to unseal the sealed minutes of non-public sessions in some circumstances.

Mr. Solon noted the language that reads: “The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time.” He questioned if the Superintendent has access to sealed minutes, and commented there are times when the Board seals minutes from the Administration. Superintendent Corey suggested a procedure may be desired to determine if minutes are older than a specific time the Board chair(s) along with the Superintendent meet to identify those which can be unsealed. Mr. Solon stated his opinion the Superintendent should not be involved in that. He would not want to put that responsibility on an administrator who might then be seeing something that was intentionally being withheld from that person.

It was suggested the Policy Committee look to address that language.

**MOTION CARRIED
6-0-0**

- To see what action the Board will take regarding **BEDG-R - Access to Minutes and Public Records**
Given its first reading;

Chairman Brown noted this regulation is new to the District, and is intended to set forth the process for obtaining public records.

MOTION BY MEMBER DEURLOO-BABCOCK TO ACCEPT THE FIRST READING OF BEDG-R - ACCESS TO MINUTES AND PUBLIC RECORDS, AS PRESENTED
MOTION SECONDED BY MEMBER LEVESQUE

ON THE QUESTION

Chairman Brown commented the NHSBA came out with their original template in September of 2016. Some of the changes have come about due to changes in Statute and recent case law.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Policy **IGE - Parental Objections to Specific Course Material**
Given its first reading;

MOTION BY MEMBER DEURLOO-BABCOCK TO ACCEPT THE FIRST READING OF POLICY IGE - PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL, AS PRESENTED
MOTION SECONDED BY MEMBER BROWN

ON THE QUESTION

Chairman Brown noted the new paragraph requiring notice to parents and guardians in response to 2017 House Bill 103, Laws of 2017, Chapter 9, which added that advance notice of no less than two (2) weeks be given of curriculum course material to be used for instruction of human sexuality or human sexual education. The last paragraph applies only for school districts that receive federal funds administered by the federal Department of Education. It addresses a requirement in the Protection of Pupil Rights Amendment (PPRA), that Local Education Agencies adopt a policy that permits parents to inspect instructional material.

Assistant Superintendent Bergskaug stated the District has been doing this. When the Bill came out, the information was sent to all Principals to verify this is what we're already doing, which was confirmed. It is just a matter of putting it into policy.

Ms. Levesque remarked the language states in part "parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material...", and commented it seems a strange way to notify about course material.

Mr. Solon remarked it puts the onus on the parent to go find it rather than the school having to hand deliver it. It must be accessible, but is not required to be delivered.

Assistant Superintendent Bergskaug commented on "other written means" noting in the high school, traditionally it is the course expectation sheet that describes the content of the course.

Chairman Brown remarked the language indicates were the curriculum to only be posted to the website it would be sufficient. She commented the only downside to that is the lessening use of the website given the increased use of Google Classroom. She is uncertain it would be an effective method of communication.

Ms. Deurloo-Babcock stated her belief the policy is written in such a way that any teacher having this kind of curriculum and course material available to their students will make sure the information is made available. Mr. Solon stated the important aspect of the policy is that the information needs to be available, but the responsibility is not on the school to ensure parents review it.

Chairman Brown commented on the language in the second paragraph that reads: "curriculum course material to be used for instruction" noting when a book contains objectional material many times it is not being used to instruct for human sexuality, it is being used to instruct for some other reason, and people find it objectionable. She suggested that wording be adjusted.

Mr. Solon questioned if the language is required by law or intended to support the District's sensitivity to objections in a broader range. Chairman Brown stated her belief the change was intended to address what occurred with Statute. However, she is uncertain she agrees with the language as proposed. It may be that they tried to superimpose a specific change in law into a broader policy.

Mr. Solon stated his belief the remedy of the proposed language differs from existing, and there is the need to determine if that remedy is required by Statute.

MOTION CARRIED

- To see what action the Board will take regarding Policy **JICFA** – Hazing
Given its first reading;

**MOTION BY MEMBER DEURLOO-BABCOCK TO ACCEPT THE FIRST READING OF POLICY JICFA – HAZING, AS PRESENTED
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

The NHSBA indicates the proposed changes are intended to update the language from RSA 631:7 and to incorporate the provision in that law which makes it a misdemeanor for the district to knowingly permit or condone student hazing, to fail to take measures to prevent hazing, or to fail to report hazing to law enforcement which has been reported to the district or of which the district otherwise has knowledge.

Mr. Solon noted the proposed deletion of "Hollis Brookline Cooperative School" in the first sentence, and requested that not be deleted. He also noted instances where the policy refers to "Board of Education".

**MOTION CARRIED
6-0-0**

REPORT OUT BY PROCESS OBSERVER

Ms. Whalen commented on the productive discussion and sharing of information.

ADJOURNMENT

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

The October 18, 2017 meeting of the Hollis Brookline Cooperative School Board was adjourned at 9:08 p.m.

Date _____ Signed _____