

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
ORGANIZATIONAL MEETING
APRIL 11, 2018
MEETING MINUTES**

The Organizational Meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, April 11, 2018 at 6:00 p.m. at the Hollis/Brookline Middle School Library.

Andrew Corey, Superintendent, presided:

Members of the Board present: Elizabeth Brown (arrived at 6:15 p.m.)
Holly Deurloo Babcock
John Cross (arrived at 6:13 p.m.)
Melanie Levesque
Tom Solon
Cindy VanCoughnett
Krista Whalen

Members of the Board Absent:

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

ORGANIZATION OF SCHOOL BOARD

ELECTION OF OFFICERS

Superintendent Corey called for nominations for Chairman of the Hollis Brookline Cooperative School Board for the 2018-2019 term.

**MEMBER WHALEN NOMINATED MEMBER SOLON
SECONDED BY MEMBER DEURLOO BABCOCK**

**VOTE ON ELECTION OF TOM SOLON TO THE POSITION OF CHAIRMAN OF THE HOLLIS
BROOKLINE COOPERATIVE SCHOOL BOARD FOR THE 2018-2019 TERM
MOTION CARRIED
5-0-0**

Superintendent Corey declared Tom Solon Chairman of the Hollis Brookline Cooperative School Board for the 2018-2019 term.

Superintendent Corey stepped down and Chairman Solon presided.

Chairman Solon called for nominations for Vice-Chairman of the Hollis Brookline Cooperative School Board for the 2018-2019 term.

**MEMBER LEVESQUE NOMINATED MEMBER VANCOUGHNETT
SECONDED BY MEMBER DEURLOO BABCOCK**

**VOTE ON ELECTION OF CINDY VANCOUGHNETT TO THE POSITION OF VICE-CHAIRMAN OF THE HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD FOR THE 2018-2019 TERM
MOTION CARRIED**

4-0-1

Member VanCoughnett Abstained

Chairman Solon declared Cindy VanCoughnett Vice-Chairman of the Hollis Brookline Cooperative School Board for the 2018-2019 term.

Chairman Solon called for nominations for Secretary of the Hollis Brookline Cooperative School Board for the 2018-2019 term.

**MEMBER WHALEN NOMINATED MEMBER CROSS
SECONDED BY MEMBER LEVESQUE**

**VOTE ON ELECTION OF JOHN CROSS TO THE POSITION OF SECRETARY OF THE HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD FOR THE 2018-2019 TERM
MOTION CARRIED**

5-0-0

Chairman Solon declared John Cross Secretary of the Hollis Brookline Cooperative School Board for the 2018-2019 term.

Chairman Solon made the following appointments:

	(Liaison)	(Alternate Liaison)
Budget Committee	John Cross	
SAU41 Governing Board Budget Committee	John Cross	
COOP Policy Committee	Holly Deurloo Babcock, Krista Whalen	
SAU41 Governing Board Policy Committee	Cindy VanCoughnett	
Facilities Committee	Holly Deurloo Babcock	Cindy VanCoughnett
SAU Facility Committee	Melanie Levesque	
Signing of Manifests	Melanie Levesque	Cindy VanCoughnett

NON-PUBLIC SESSION

MOTION BY MEMBER VANCOUGHNETT 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, RSA 91-A:3, II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF, AND RSA 91-A:3, II (I) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT

MOTION SECONDED BY MEMBER LEVESQUE

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

Yea: Holly Deurloo Babcock, Krista Whalen, John Cross, Tom Solon, Cindy VanCoughnett,
Melanie Levesque

6
0

Nay:

MOTION CARRIED

*The Board went into non-public session at 6:13 p.m.
The Board came out of non-public session at 7:14 p.m.*

APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed Krista Whalen to serve as Process Observer.

AGENDA ADJUSTMENTS

Superintendent Corey informed the Board there would be no oral report provided by the Student Council Representative. A written report was included as part of the agenda packet.

APPROVAL OF MINUTES

Jt. Hollis Brookline Coop. School Board & Budget Cmte. - **Public Hearing** February 8, 2018

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

6-0-1

Member Solon Abstained

Hollis Brookline Cooperative School Board - **Non-Public** February 8, 2018

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

6-0-1

Member Solon Abstained

Hollis Brookline Cooperative School Board February 21, 2018

The following amendment was offered:

Page 13, Line 30; replace “not” with “now”

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS AMENDED

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

6-0-1

Member Brown Abstained

Hollis Brookline Cooperative School Board – **Public Hearing** February 21, 2018

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

7-0-0

Hollis Brookline Cooperative School Board – **Public Hearing** February 22, 2018

MOTION BY MEMBER LEVESQUE TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER DEURLOO BABCOCK

MOTION CARRIED

1-0-6

Members Brown, VanCoughnett, Deurloo Babcock, Cross, Solon, and Whalen Abstained

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey thanked the voters, Board, Budget Committee, and all who participated in the Annual Meeting sessions. He spoke of the overwhelming support with the passage of Warrant Articles. The article that did not pass, STEM, will be an item the Board and Administration will discuss this coming May. The Facilities Committee will meet on Monday. The intent is to expand membership and split into two groups; one will move towards the design/build of the field and the other to a second study phase around the STEM lab/fitness center. Individuals interested in serving in that capacity should contact the Superintendent or Assistant Superintendent.

He spoke of a recent article on the anticipated shortage of bus drivers. The Administration is working with the transportation company on this issue. It is likely athletic runs at the COOP District will be impacted. The Athletic Department has talked with other schools around the possibility of moving days, moving back start times, etc. This shortage of drivers is being experienced across the country.

When asked about long-term strategy, Superintendent Corey spoke of the van that was purchased for use in special education, which has been found to be very cost-effective. During the budget season discussion occurred around vans for the CTE program. Those are looked at as avenues to start to alleviate some of the transportation issues for sports.

Ms. Brown questioned if the District, knowing there will be a shortage, could negotiate to contract out with another bus company for athletic transportation. Superintendent Corey stated the Administration has reached out to other organizations. The problem is not one that belongs with Hollis Transportation, it is a State and nationwide shortage.

Chairman Solon commented WMUR reported the prior evening that the Seacoast is shutting down a bus line because they can't find drivers. Superintendent Corey noted the wage offered is competitive, yet we are still losing some drivers to Vermont. He believes, in the long-term, vehicles that don't require a Commercial Driver's License (CDL) such as vans and minibuses, will be the direction to take. He also believes there will be the need to examine the potential of playing some sporting contests on weekends as well as moving start times back. He noted emails would be going out to update parents on the issue.

The bus companies are working together and in discussions with the State. There are issues around the testing for a CDL, which requires mechanical knowledge of the bus and issues relating to the amount of time required to get through the process during which the individual is not compensated. Given the unemployment rate, there are alternative jobs that aren't as constricting.

Superintendent Corey informed the Board Kerry Dod, Guidance Counselor, Hollis Brookline High School (HBHS), was granted a transfer to become the Hollis Brookline Middle School (HBMS) Guidance Counselor next year. Kerry has extensive knowledge around the transition process as she has been doing it from the 9th grade perspective.

Superintendent Corey informed the Board of his receipt of a letter of Resignation from Gregory Parker, Social Studies Teacher, HBHS, effective June 30, 2018.

MOTION BY MEMBER LEVESQUE TO ACCEPT THE LETTER OF RESIGNATION RECEIVED FROM GREGORY PARKER WITH AN EFFECTIVE DATE OF JUNE 30, 2018

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

Superintendent Corey informed the Board of his receipt of a letter of Intent to Retire from Susan Hay, HBHS, effective June 30, 2018. In her letter, Ms. Hay commented "As a lifelong learner, I have treasured the opportunity to learn from our students, and it is my hope that in return I was able to provide a positive influence in STEM at the HBHS. I also thank you for your support of the HBHS First Robotics Team over the years."

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE LETTER OF INTENT TO RETIRE RECEIVED FROM SUSAN HAY WITH AN EFFECTIVE DATE OF JUNE 30, 2018

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

7-0-0

Superintendent Corey noted receipt of a letter from Catherine Collard, Science Teacher, HBHS, requesting a Leave of Absence for the 2018-2019 school year under the Family Medical Leave Act. After thoughtful consideration, she and her Husband have decided that taking family leave for the upcoming school year is the best course of action for their growing family and look forward to the birth of their son. In her letter, Ms. Collard states "presently, I intend to return to my position at the HBHS for the 2019-2020 academic year."

Superintendent Corey stated the request to be something the High School and the SAU support, they wish Catherine and her Husband the best, and look forward to her return.

MOTION BY MEMBER VANCOUGHNETT TO APPROVE THE REQUEST FROM CATHERINE COLLARD FOR A LEAVE OF ABSENCE, UNDER THE FAMILY MEDICAL LEAVE ACT, FOR THE 2018-2019 SCHOOL YEAR

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

Superintendent Corey made the Board aware of a letter received from Liz Murray. Ms. Murray has worked for the HBMS for the past 20+ years and will be retiring at the end of the school year. In her letter, she speaks of her learning experience starting as a volunteer and working her way to Head Cook. She thanked the Superintendent and HBMS for the opportunity she was given to attend courses, training sessions, and seminars,

which helped her along the way. Superintendent Corey thanked Ms. Murray for her 20+ years of service to the school community and community-at-large.

Superintendent Corey informed the Board of his nomination of Alexander Simo for the position of Physical Education Teacher at the HBMS for the 2018-2019 school year. Mr. Simo comes to the District with his BS in Physical Education from Plymouth State University (2015), and is presently working to complete his Masters Degree. Mr. Simo would be at a Bachelors, Step 4, and a salary of \$43,477.

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF ALEXANDER SIMO FOR THE POSITION OF MIDDLE SCHOOL PHYSICAL EDUCATION TEACHER AT A BACHELORS, STEP 4 AND A SALARY OF FORTY-THREE THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS (\$43,477) BEGINNING IN AUGUST OF 2018

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

Superintendent Corey spoke of the search committee established to fill the position of Assistant Principal of Student Services at the HBHS. Principal Barnes set up the committee, which Director Rowe participated in. After reviewing resumes, the committee selected candidates for interview, and ultimately made a recommendation to the SAU. Director Rowe, Krista Whalen (representing the School Board), and the Superintendent met with the two finalists. The Administration recommends Lauren DiGennaro.

Ms. DiGennaro comes to the District with her BS in Special Education from Long Island University, her MA in Curriculum & Teaching from Columbia University, is presently working for the Amherst Middle School as the Response to Intervention (RtI) Facilitator as well as the Special Education Coordinator for grades 5-8. As a Special Education Coordinator, she attends meetings, as the legal representative of the district. She coordinates their Extended School Year program and assists the Dean of Students with all department meetings.

In her previous employment as the Assistant Director of Student Services, she evaluated special education staff and programs. She ran department meetings, oversaw compliance indicators, was the district's 504 Coordinator, managed RtI, and had extensive experience with out-of-district placements. She has also been a high school Special Education Teacher with a focus on reading, writing, and math. She has worked through the college application process with her special education students. She has also coordinated accommodations for the SAT and ACT exams. She has presented annual college nights for students with disability and has arranged accommodations for students with 504 needs.

Outside of her teaching and administrative schedule, she has monitored student council, has been a class advisor, has done the fall drama theatre as well as the spring musical. She has done over 20 productions 13 of which she directed.

Superintendent Corey commented some may know Ms. DiGennaro as a present Brookline School Board member. She brings a wealth of experience. She is a resident of Brookline. Her children are in our school system.

Chairman Solon noted he was unaware the Board had approved the position, which he believes to be an action required prior to approving the hiring. He questioned if employment within the District would require Ms. DiGennaro to step down from her position on the Brookline School Board, and was told she would. He remarked, having worked with Ms. DiGennaro in her capacity on the School Board, he has been extremely impressed by her approach, attitude, and contributions.

Ms. Deurloo Babcock agreed with the comments made. She commented what she heard in the background information was a good deal of special education work and not a lot of guidance experience. Ms. DiGennaro sounds like a great candidate, and the Board is familiar with her. That would be her only question.

Chairman Solon questioned if the position would also be the overseer of guidance. Principal Barnes stated the individual in that position would be the supervisor. Superintendent Corey stated the Administration is recommending a Department Chair as part of the proposal.

Principal Barnes commented when determining who to interview, he and Director Rowe selected candidates from a variety of backgrounds. Ms. DiGennaro was the unanimous choice. Ms. Deurloo Babcock stated her confidence Ms. DiGennaro will be able to meet the challenges.

Superintendent Corey congratulated Ms. Christine Heaton for winning the 2018 Outstanding Library Program of the Year award for the state of NH. She will be recognized for this award at the 25th Annual NH Excellence in Education Awards Celebration, also known as the “ED”ies in June. It was four years ago when the District moved from the concept of a library to a Learning Commons. Ms. Heaton has done an exceptional job.

The District recently underwent a special education evaluation on Indicator 13 at the HBHS. Indicator 13 is for students who have an IEP, are 16 years or older, and is about measurable goals and objectives for post-secondary education. The District is in 100% compliance and received positive feedback from the Department of Education on the services offered.

Superintendent Corey informed the Board of the District’s receipt of a safety and securities grant in the amount of \$9,640, which will be utilized for safety upgrades. The Board was recently made aware Principal Thompson was awarded a \$30,000 grant from the Department of Homeland Security to do some work on his main entrance and add more cameras. Across SAU41 just under \$400,000 was received for security upgrades.

Chairman Solon commented on the need for discussion of the 3⁺ nights of activity related to the Annual Meeting. He would like to discuss how and when we conduct district meetings, review what did and did not work well in terms of communicating with the public, etc. He spoke of the bond article that failed, and how the District will proceed in that matter. There is a Facilities Committee. He questioned the will of the Board relative to those issues.

A show of hands indicated the desire for that discussion to be conducted and to take place in a Workshop environment.

PUBLIC INPUT

Maryanne Shanley, 7 Buttonwood Drive

Wished to acknowledge winners of the 1st place award at the Plymouth State National History Day. Lily has gone to DC for the nationals on three occasions. For Mary and Arie it was their second trip.

PRINCIPAL REPORTS

- Principal Thompson

Highlighted the items included in his [report](#). He congratulated Dr. Laura DeRosa, HBMS teacher, on her appointment by Governor Chris Sununu to the newly formed School Safety and Preparedness Taskforce. The taskforce was established by Governor Sununu following the incident in Parkland, FL, and includes a

representative of the Police, Emergency Services, School Board, Superintendent, Administrator, and a teacher representative.

- Principal Barnes - Guidance Proposal

Stated the desire to add a stipend of \$400 for The Change club, to be split between two advisors. He spoke of the outreach that is conducted throughout the year, e.g. Soup Kitchen, student voting for teacher of the month.

He spoke of how proud the school is of the recognition for Mrs. Heaton in her winning the 2018 Outstanding Library Program of the Year award. He commented he cannot think of anyone who has done more with less. With a small amount of money dedicated to the library, Mrs. Heaton transformed what was an outdated setup into the best library in the State.

Mrs. Melim, in her annual ascent of Mt. Washington, was able to raise over \$6,000 in donations for the American Foundation for Suicide Prevention.

In addition to the state championships noted in the report, Stephanie Menard was the Division II champ in Slalom and won the meet of champs in Giant Slalom for skiing and Clement Sherwood was the wrestling DII state champion.

Robotics advanced last weekend and is now ranked 41 out of 219 at the district level.

Members of the Honors Jazz Band continue to win awards for their work and music.

Chairman Solon commented on the notation of the \$400 stipend noting the contract that was just approved includes language requiring an annual review of stipends. He would like to see the practice of an annual review begin in the current year.

Chairman Solon spoke of the fantastic work that has been done by staff members and commented although the merit bonuses have been taken out of the contract for future years, they remain active for this year. He questioned when the Board would be presented with information on awards and was informed the timeframe for awards is June 1st.

High School Reorganization Proposal

Principal Barnes spoke of the presentation provided at the Board's February meeting, noting the information included with the agenda packet provided responses to questions that were asked at that time:

- Which responsibilities would be taken away from the position of Guidance/School Counseling Department Chair.

The items include the master schedule, school profile, program of studies, caseload would be reduced (20-30 less students), PSAT testing, and SAT testing.

When asked who would assume those responsibilities (outside of the reduced student load), Principal Barnes stated it would be the Assistant Principal who is currently handling those tasks.

- Should we stay with the SAP designation because it allows for a higher degree of confidentiality than another counselor position

Upon our review of the plan in the winter of '19, we would explore, create, and implement solutions to address any emerging needs. Principal Barnes stated the timeframe for a review of the plan to be January/February.

- Should this position should be increased from .80 to 1.0

If we determined more resources were needed upon our review of the plan in the winter of '19, we would look to either increase this position or use that funding to provide supports for any emerging needs.

**MOTION BY MEMBER BROWN TO ACCEPT THE RECOMMENDATION OF THE SUPERINTENDENT TO CHANGE THE TITLE OF COORDINATOR OF SPECIAL EDUCATION TO THAT OF ASSISTANT PRINCIPAL OF STUDENT SERVICES AND TO INCREASE THE POSITION FROM A 0.8 TO A 1.0 FULL TIME EQUIVALENT
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

Ms. Levesque questioned if other schools are restructuring in this manner. Director Rowe commented we are being progressive in our approach. A few other districts are moving towards a Dean of Student Services. The title we have chosen is intended to align with our structure. There are other districts that are looking from the context that so many of these services overlap and have multiple entry and exit points. The question is how to streamline and make the most efficient use of allocation of personnel and the experience for a student through that process.

Ms. Brown questioned the additional responsibilities associated with the position moving from a 0.8 to a 1.0. Director Rowe stated added to the position would be the evaluation component of the school counseling department, increased component of supervision and overall responsibility for LEA of the 504 process. While the actual 504s will be managed at the school counselor level, we currently have multiple LEAs that facilitate those meetings. If there is an Administrator needed at those meetings that responsibility would fall upon this position.

In addition, there is the coordination of the vision of that Student Services Department in terms of scheduling, resource allocation, participation and connection to the rest of the building leadership team and Administration. Principal Barnes commented a large piece of that is overseeing two departments that really impact every student at the school, the driving of the programming is big; particularly with RtI, CAVBlock, etc.

The skillset that is really looked for is the RtI and how that works at the secondary level, which is different than at the elementary level. There are not a lot of people with that skillset. To be able to drive that forward and maximize the efficiency and its effectiveness is a large piece; that overarching vision component and having more cohesion between the two departments.

Director Rowe noted the 0.8 position is currently a certain number of the days of the Extended School Year Program, and the desire is to expand to allow that programming component and that summer work.

Ms. Whalen stated support of the new position. She questioned if the Department Chair of Special Education was included in the first proposal and was informed it was. She stated concern with stating we have a mental health component. She spoke of Licensed Clinical Mental Health Counselors and questioned if that is someone that could be added to the staff as an At-Risk Counselor for example. She would like to know someone on the staff would be available for students if situations arise. She stated concern with 504s going back to counselors.

Director Rowe remarked having had a separate 504 position is something that is not heard of at the high school level. Neighboring communities' school counselors administer 504s. We were in a unique position that we had a specialized position to do that. She stated the proposal would address all the skills and issues within the context, but not asking something that is not asked of every school counselor, and it is being addressed through a review of the overall load of the counselors.

Ms. Whalen stated appreciation for the effort to make this accessible to all students as she believes the counseling department should be. She would like to see a situation where every student gets to see their school counselor twice a year just to touch base; see where their goals are and keep them on track. She is concerned that with all their other responsibilities that is the part that does not get scheduled. She is hopeful this model will allow the District to start moving in that direction. Principal Barnes stated that to be the intent.

Regarding the confidentiality, it is a philosophical shift. That discussion needs to happen. There is nothing that presents us from hiring someone to fill that 1.0 position with someone having that skillset. The question becomes is that what we are going to do because if they are operating under that license it is a whole separate matter.

When asked, Principal Barnes stated an individual could have both licenses, but you must be very clear about which license you are operating under when you are employing. Everyone needs to understand which licenses the individual is operating under and what that means. He would want to be very careful/cautious about that.

Given we want to provide more structure for that role we have to look at that. This is a starting point, and if it is believed that is something that is needed, data needs to be offered to back that when it is presented.

When asked, Principal Barnes stated the goal would be to have a strong department head to drive that guidance curriculum to include things like career, how do we reach out and see more of the average student, the reduced caseload. He commented it is an attractive position, and he has a fair number of applications to look through already.

Ms. Deurloo Babcock remarked the restructuring was driven by the idea that we didn't have someone in that Chair role, and we needed more oversight for Guidance. She stated concern with whether it goes far enough. She commented the presentation has shown that it is a work in progress. She would like to see the review occur in the initial stages of winter 2019. She spoke of the level of responsibility and number of tasks placed on the Assistant Principal positions, and the desire to hear from the individuals in those positions. She wants to understand if the positions are working, if the structure is working.

She stated concern with the confidentiality piece noting the importance for students to have a place to go. She does not believe they will share if believing it can be shared. She stated she would support the proposal as she believes the Administration is moving in a positive direction, but she would like to see data.

She spoke of a desire to understand the percentage of an average day the Guidance Counselor spends working with different types of students. The average student just needs to check in and ask questions about the classes they will take, what they will do for college, etc. She is hearing from her constituents that does not happen Freshman and Sophomore year for most students unless they can figure out a way to do that.

Ms. Brown commented part of her concerns are the emphasis on special education and the 504 piece permeating the guidance department with every Guidance Counselor now being impacted by that. If the person who oversees evaluating the Guidance Counselors is also wearing a special education/504 lens, she is uncertain we would be accomplishing what was at least her primary goal of ensuring the regular education students are being serviced by their Guidance Counselors and have resources available to them. While we are on the one hand

saying that is our goal and something we want to make sure we are accommodating, the way that we have gone about it may be steering us to the exact opposite. She spoke of the comment she made the last time this was discussed that she is fearful that people do their jobs by crisis management and if every Guidance Counselor has a caseload that is potentially, on any given day, a crisis, those are the students who will be serviced because that is how humans act. She stated concern we may not end up meeting the goal through this approach.

Chairman Solon remarked it seems there is a common theme of concern that there does not appear to be a proactive forced guidance support system for the average student.

Superintendent Corey stated the proposal is to replace a 0.8 Special Education Coordinator. The area they intend to focus on is RtI, which is a mechanism, for all students. It provides multiple tiers that help classroom practices in instruction and provides data. That role becomes critical.

In terms of the evaluation of Guidance, although he understands the concern, at this time that evaluation is done by a Principal who has no guidance background, and two Assistant Principals neither of whom have a guidance background. The piece that comes into play where we get more of that support for them is through the department chair. It is one thing to be evaluated, it is another to be mentored and brought along.

When looking at the structure you also see that Department Chair for Guidance running the weekly PLCs, focusing in on working with the HBMS Guidance staff for 7-12 curriculum; knowing that everyone wants to see every student seen at least once a year. There is the need to look at mechanisms where we take advantage of small group instruction. The proposal also adds a department chair for special education to free up more time for the Administrator to do the multiple tasks.

In response to the request for an explanation that could be provided to the resident in the grocery store, he remarked we are expanding our services by expanding our support staff. We will have 2 new guidance people coming into the high school, a department chair that can mentor them or one of those positions might be the new department chair.

Last summer we added the CHOICE program, which has picked up a whole segment of the population (as was intended) and is serving about 30-60 students that are no longer the primary responsibility of Guidance. The first office they are heading to is the CHOICE program and that staffing.

Ms. Deurloo Babcock questioned if those students see the CHOICE Counselor as their primary counselor or are also seen by the Guidance Counselor and was informed it is a duplication of services.

Superintendent Corey remarked if the program is supported, the intent is to go back to Guidance, identify the student population, and determine how those caseloads will be balanced out so that nobody is overwhelmed with at-risk students, seniors doing college applications, etc.

With the plan to come back to further the discussion in early winter, we are saying we do need to monitor this. This is a step in the right direction. This issue has been discussed for about 2½ years, and the Administration believes this would take the District in a positive direction.

Superintendent Corey remarked although concerns have been brought forward to him, he is aware some of that is simply change. The proposal is something Principal Barnes, Director Rowe, Assistant Superintendent Bergskaug and he have spent a good deal of time on, and they believe it to be a good first step.

It has been questioned if the 0.8 school counselor position should be raised to a 1.0 position; the answer is yes, but it is a matter of the budget. Superintendent Corey stated his hope the Administration could gain support for

the proposal and stated his belief once everyone is in place and the dialogues begin, the District will end up in a very good place. He sees the District being able to use CAVBlock differently; no reason why a Freshman Guidance Counselor can't go to every CAVBlock to introduce him/her self and the role of the department.

Principal Barnes commented some of this happens now, but they are looking at ways to be more systematic about it.

Ms. Deurloo Babcock stated appreciation for the small group; however, noted the Guidance Counselor writes the college recommendations; having a one-on-one 15-minute conversation with a student is an important part of being able to make that recommendation 4 years later. Superintendent Corey stated agreement and commented the Administration would like to see the program supported and to be allowed to move forward.

Vice Chairman VanCoughnett spoke of her concern with 1 person reporting to 2 people. She questioned notation of data that shows the switch from substance to mental health and if the data referred to is specific to the District, the State, or nation. Principal Barnes stated the data referred to is the 2015 Youth Risk Behavior Survey. That data changes. It is a single piece of data that is looked at to help with program planning.

He stated the proposal to be a major structural change but using those types of details that plan for that programming within that.

When asked about the CHOICE program, Director Rowe stated there to be a referral process. The team looks at the specific areas the students were referred for. Students are required to identify personal goals and ways to meet those goals.

Ms. Deurloo Babcock asked for verification the At-Risk Counselor would be a School Counselor and was informed that is the case. She stated her belief about 40 students would be assigned to that Counselor at the start of the school year, which would be the personal caseload for the year. Principal Barnes stated that to be what is anticipated. When asked if there is flexibility to add to that caseload, he indicated the caseloads were designed with room to grow.

When asked how it would work if an individual came on board who is a Licensed Clinical Mental Health Counselor but is not operating under that license, Director Rowe responded they still have the credentialing but are hired under the Department of Education credentialing.

Chairman Solon asked for clarification the Administration has not identified a single reporting structure; still advocating for dual reporting. Director Rowe and Principal Barnes stated that to be the case. Chairman Solon was not in agreement with that approach. Regarding the goal of a mid-year evaluation, he stated the desire to see that evaluation sooner noting the Administration has already identified what are believed to be milestones that would dictate a change, e.g., elimination of the individual with confidential capabilities. He questioned how it would be understood that capability is lacking. It would be beneficial if, going into the scenario, it is understood the types of things that must be watched for along the way. He questioned the certifications required of the individual in the role to allow him/her to function as leadership for both special education and guidance.

Director Rowe stated the only requirement to be a special education administrator. When asked if the individual would see students, the response was no. When asked what is required to fulfill the legal entity the District has struggled to have within the Guidance Department, he was told it could be either an Administrator Certification or Guidance Instructor Certification. When asked if the proposed candidate has what is required, the response was yes.

Superintendent Corey recommended the Administration come back before the Board in the November/December timeframe, which would allow an opportunity to make any budgetary changes that may be desired.

MOTON CARRIED

7-0-0

MOTION BY MEMBER CROSS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF LAUREN DIGENNARO FOR THE POSITION OF ASSISTANT PRINCIPAL OF STUDENT SERVICES AT THE HOLLIS BROOKLINE HIGH SCHOOL ON AN ADMINISTRATIVE CONTRACT AT AN ANNUAL SALARY OF NINETY THOUSAND TWO HUNDRED TWENTY DOLLARS (\$90,220) FOR A 260-DAY WORK YEAR

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

DISCUSSION

- Revenue and Expense Report

Ms. Sherwood provided the Board an updated report (copy attached) noting the changes since the Board's last review (January 17, 2018).

When last reported, expenses totaled \$450,843. As of March 22nd, the expense total is \$468,046. At this point in the year (fiscal year end June 30th), the Business Office is reviewing open orders to see which can be closed (currently 453 open orders), ensuring all desired encumbrances are being addressed (March 31st deadline for all orders to input into the system), and that orders are being placed with vendors.

She noted the negative amount identified under School Board/SAU Assessment (\$15,116), is due to legal services, e.g., negotiations.

In terms of revenue, there has been very little change since last reported; State Special Education Aid is (\$2,772), due to the revenue coming in slightly under budget. The \$1,915 listed under Other State Aid is what was received from the State for Charter School Aid. It is part of special education but referred to as Charter School Aid. It was unexpected, which is why there now appears a balance on the revenue side.

The unreserved fund balance information was updated based on the results of the Annual Meeting. With an anticipated Unreserved Fund Balance (UFB) of \$486,317 and reductions based on allocations approved at the Annual Meeting; \$100,000 contingency, \$70,000 Athletic Trust, \$40,000 Maintenance Trust, \$50,000 Special Education Trust, and \$142,000 Retained Fund Balance, the UFB is \$84,317.

From that amount, potential expenses include; HBHS fire panel replacement (\$78,000), HBMS underground tank repair (\$20,000), and HBMS leaking pipe repair (\$3,500). Were those amounts to be allocated, the result would be a negative UFB. Decisions would have to be made in terms of potential end-of-year expenditures from the UFB.

Chairman Solon questioned at what point the Board would consider end-of-year expenditures and was informed the Administration would likely bring some of the requests before the Board at its May meeting. The amounts continue to fluctuate as decisions are being made around encumbrances. There is also the option of postponing some of the end-of-year expenditures until the start of the new fiscal year.

DELIBERATIONS

- To see what position the Board will take regarding the Administration's recommendations for teacher nominations.

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE ADMINISTRATION'S RECOMMENDATIONS FOR TEACHER NOMINATIONS AT THE HOLLIS BROOKLINE MIDDLE SCHOOL, AS PRESENTED

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE ADMINISTRATION'S RECOMMENDATIONS FOR TEACHER NOMINATIONS AT THE HOLLIS BROOKLINE HIGH SCHOOL, AS PRESENTED

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

- To see what action the Board will take regarding the Administration's Proposal to Restructure the Guidance Department

It was noted the proposal would add a 2nd Department Chair (Special Education), and the renaming of the position of Coordinator of Special Education to that of Assistant Principal of Student Services and increasing the position from a 0.8 to a 1.0 FTE.

MOTION BY MEMBER LEVESQUE TO APPROVE THE PROPOSAL TO RESTRUCTURE THE GUIDANCE DEPARTMENT, AS PRESENTED

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Ms. Whalen questioned if someone within the Special Education Department would be the Department Chair. Director Rowe stated that to be likely noting the process for department chairs is like that of the Academics Department Chair.

Chairman Solon questioned if there has been discussion with the union about the role. Currently Department Chair workloads is defined by number of classes. Principal Barnes stated he has had discussion with the union and does not see any concerns. Chairman Solon stressed the need to be aware of past practice, e.g., that we are not establishing an artificially low workload out of conservatism that then becomes the norm when we find it could be handled higher.

MOTION CARRIED

7-0-0

- To see what position the Board will take regarding the proposed 2018-2019 school calendar.

Ms. Deurloo Babcock questioned the last day of the current school year and was informed it will be a full day on June 15th. It is always slightly different for the high school because students are taking exams. The Administration is working with the Teachers' Union on what will be the Professional Development days for their contractual obligations.

MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE 2018-2019 SCHOOL CALENDAR, AS PRESENTED
MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Assistant Superintendent Bergskaug addressed the proposed calendar noting teachers would return the Monday before Labor Day (August 27th), grades 7 & 9 orientation on August 29th, and school begins for grades 7-12 on August 30th.

The Professional Development (PD) day in November is proposed for the 6th, which is voting day. This past year it was backed up to Veterans Day (non-voting year). The calendar includes a proposed PD day on March 12th (voting day). February and April vacations remain consistent with past years. The proposed high school graduation day is June 8th. The last day of school for students (inclusive of 5 snow days) is identified as June 20th.

Chairman Solon spoke of discussion that has occurred in the past relative to the start of school being before or after Labor Day and questioned what would have been the impact of a post Labor Day start. Assistant Superintendent Bergskaug stated if the desire was too look at the 7th & 9th grade orientation prior to Labor Day with all students starting after Labor Day, that would push the last day for students to June 24th. If the orientation was to occur after Labor Day, the last day of school would be pushed out to June 25th.

This year there were 7 snow days. Superintendent Corey noted when the SAU files with the State it is based on the number of hours of instruction rather than the number of days of instruction.

Ms. Brown stated concern a post Labor Day start and the end of the school year being pushed out would lengthen the year for students who participate in fall sports.

Chairman Solon questioned if there is means of compressing. Ms. Deurloo Babcock noted not all the 7 snow days are being made up. She would like to see the District move to the model used by other districts where the last day of school is set ahead of time, understanding the requirement for # of hours will be met. Superintendent Corey stated his belief the calendar has never been built based on snow days but rather based on curriculum time, which is why we have probably the longest school day in the State. The CBAs across the SAU clearly spell out the days and obligations of the teachers. Some are attached to the students' day. The Administration has concern with the potential to compensate someone for a day they did not work.

What we do not have that other districts do is early releases monthly. We don't have anywhere the number of PD days in the school year; they are frontloaded and backloaded to provide a good academic year. He believes the calendar serves the SAU well and parents have grown accustomed to it.

Vice Chairman VanCoughnett stated she is unable to support the March PD date. Assistant Superintendent Bergskaug stated Principal Barnes reached out to his Leadership Team and Teachers of AP, and there is the belief the curriculum is shifting whereby so much of it can be done in an alternate fashion. Sometimes the PD day ends up being far more valuable than the seat time.

Principal Barnes commented the Leadership Team at the HBHS supported the March PD day unanimously. Superintendent Corey noted one of the reasons that was put in is because voting occurs in the school of one of the elementary districts. That school board would prefer not to have students in the building on voting day. The desire was to utilize that day as a PD day and avoid having students in the buildings.

Vice Chairman VanCoughnett stated her understanding of that desire; however, noted the COOP School District is a separate district with separate concerns. When asked, she stated her preference for the PD to occur after AP exams.

Ms. Brown commented she would like to see the Board discuss multiple years' calendars at a time for the sake of consistency, and so that the calendar could be discussed during a time of negotiations.

Assistant Superintendent Bergskaug stated the existing contract identifies the number of days staff is working. It was noted the contract per diem is based on a certain number of days. The concern is that teachers need to work those days as that is why their salary track was established on the salary scale.

Ms. Brown stated the District got around the issue one year by adding the PD days through a sidebar. Chairman Solon stated his opinion it is an issue of priorities. He suggested the solution might be rather than change the schedule, assuming the Board wishes to lock into a schedule, look to see if something specific can be put in place to proactively address the concerns, e.g., can we identify what is being done within the AP program to recognize that these days will exist as well as snow days so that students are not panicking when they miss a day. Perhaps if we were clearer about how these non-classroom days would be addressed it may satisfy some of the concerns.

Mr. Cross stated his impression to be that teachers prefer the PD day in March and there is some advantage in coinciding with voting for one of the districts. Were there to be two different PD days, parents with students in two districts have the potential for childcare issues. The issue of AP impact seems to be greater than the issue of coinciding with voting. Voting occurred at the HBHS and he was concerned with how that would play out. It was handled very well. It does not seem to be an insurmountable problem. He questioned if consideration could be given to moving the March PD day for all districts so that it occurs after AP exams. He questioned if the other districts have already weighed in on the calendar, and, if so, if a counter-proposal could be offered and the other districts reconsider the calendar.

Superintendent Corey responded the Administration would be happy to take the calendar back to the other districts for reconsideration. He noted that occurred last year. Last year we did not have the PD day, and it was heard from the professional staff across the SAU as something that is desired. The Administration reached out to the AP Teachers who have dealt with this in the past. They did not express the concern. If the result is in the districts having separate days, there would be a transportation issue involved.

Superintendent Corey noted the elementary district is looking into whether there is an alternative voting location to avoid utilizing the school.

Superintendent Corey reiterated the Administration could bring the calendar back to the Brookline School Board for discussion/reconsideration. He noted the number of calls already being received from parents looking to have the calendar information.

Ms. Deurloo Babcock commented on the discussion that occurred last year, and the concerns she supported relative to the AP exams. Understanding the Administration heard those concerns and is indicating the issue has been discussed with the AP staff who have indicated they can manage this, she will support it knowing the calendar needs to be set.

Ms. Whalen stated her understanding of the concerns of the elementary district noting, as a parent, she would not want to have voting occur in a school where her elementary kids were.

Mr. Cross stated an interest in hearing from the students in the AP classes, and questioned if the Student Council Representative could seek feedback.

Chairman Solon stated his opinion, although there is a need for the discussion to continue, there is a need to set the calendar at this time. He spoke of the interactive planning that occurs with setting a calendar for three districts, the length of time between school board meetings that would impact how quickly a calendar could be revisited/approved, scheduling of PD, which occurs quite early, parent notification, etc.

Mr. Cross stated agreement with Ms. Deurloo Babcock's remarks relative to teacher input stating he would defer to their understanding of the situation and whether they believe they can be successful. He would not want to end up with different dates across the districts. Although he is on the fence and would like to hear input from the students, he will support the proposed calendar.

Chairman Solon commented if seeking input, it would be best received from students who have graduated as those are the students who have experienced this and could provide feedback as to whether it was harmful. If you ask students who are coming up there will likely be anxiety around missing days during the year.

Ms. Brown commented this year the problem probably was not that of one scheduled day off but rather the multiple late starts and the multiple snow days. There is nothing the Board can do to control that. She commented it is the reality of educating in New England, which is probably why the feedback from teachers is that they are figuring out how to work around this because if we can't figure out how to work around this we are never going to be able to teach here and teach effectively to the AP exams. Chairman Solon commented that goes back to the fact that they are successful. It is a perception perhaps more than a reality, and if it is a perception rather than reality then we should be able to do something to educate our students. Ms. Deurloo Babcock added it is a scheduled day that they can prepare for.

MOTION CARRIED

6-1-0

Member VanCoughnett voted in opposition

MOTION BY MEMBER LEVESQUE TO APPROVE THE ADMINISTRATION'S RECOMMENDATION TO ALLOW A HIGH SCHOOL SENIOR TO FINISH THEIR ACADEMIC CAREER AT HBHS

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

7-0-0

- To see what action the Board will take regarding the renewal of Policy BCA - Board Member Code of Ethics.

MOTION BY MEMBER VANCOUGHNETT THAT THE BOARD, BY ROLL CALL, STATE AGREEMENT TO ADHERE TO POLICY BCA - BOARD MEMBER CODE OF ETHICS

MOTION SECONDED BY MEMBER WHALEN

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

Yea: Melanie Levesque, Elizabeth Brown, Cindy VanCoughnett, Tom Solon, John Cross, Krista Whalen, Holly Deurloo Babcock

7

Nay:

0

MOTION CARRIED

- To see what action the Board will take regarding the renewal of Policy DFA - Investment.

**MOTION BY MEMBER VANCOUGHNETT TO ADOPT POLICY DFA - INVESTMENT
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

The Board was informed of the State requirement to review the policy on a yearly basis. The intent is to provide an opportunity, at least yearly, to consider investments. In large districts that receive tax dollars in a single transfer, there may be a decision to invest as a means of generating revenue. As identified within the current policy, the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, is authorized to invest the funds of the District subject to specified objectives and standards of care.

MOTION CARRIED

7-0-0

REPORT OUT BY PROCESS OBSERVER

Ms. Whalen stated there to have been a lot of discussion of the school calendar and an additional item to address under Deliberations. Overall, she felt the meeting flow went well.

ADJOURNMENT

**MOTION BY MEMBER WHALEN TO ADJOURN
SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED**

7-0-0

The April 11, 2017 Organizational Meeting of the Hollis Brookline Cooperative School Board adjourned at 9:29 p.m.

Date _____

Signed _____

Hollis Brookline Cooperative School District

FY18 Revenue and Expense Report

Expenses as of 3/22/18

Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$5,754,185	\$3,298,512	\$2,235,163	\$220,511
Special Education	\$3,576,125	\$2,185,104	\$1,321,922	\$69,098
Vocational Program	\$35,840	\$375	\$32,461	\$3,003
Co-curricular Program	\$692,329	\$446,451	\$242,987	\$2,891
Student Support Services	\$1,365,060	\$782,050	\$553,677	\$29,333
Instructional Staff Support	\$655,225	\$313,350	\$274,958	\$66,918
School Board/SAU Assessment	\$933,532	\$701,470	\$247,178	(\$15,116)
School Administration	\$938,661	\$680,281	\$240,286	\$18,094
Facilities	\$1,176,041	\$861,593	\$299,499	\$14,948
Transportation	\$1,245,354	\$724,677	\$485,227	\$35,450
Benefits	\$4,518,467	\$2,709,164	\$1,786,387	\$22,916
Bonds	\$597,367	\$597,367	\$0	\$0
Transfers	\$848,000	\$0	\$848,000	\$0
TOTAL FY18 EXPENSES	\$22,336,186	\$13,300,395	\$8,567,745	\$468,046
FY17 Expense Carryover	\$155,833	\$129,016	\$7,690	\$19,127
TOTAL FY18 + FY17 Expenses	\$22,492,019	\$13,429,411	\$8,575,435	\$487,173

Revenue as of 3/22/18

Description	Budget	YTD Revenue	Expected	Balance
Local Property Tax	\$ 16,427,665	\$ 13,000,000	\$ 3,427,665	\$ -
Adequacy Aid Grant/Tax	\$ 3,168,920	\$ 2,212,357	\$ 956,563	\$ -
Impact Fees			\$ -	\$ -
State				
Special Education Aid	\$ 580,387	\$ 577,615	\$ -	\$ (2,772)
Building Aid	\$ 173,362	\$ 86,681	\$ 86,681	\$ -
Food Service	\$ 3,700		\$ 3,700	\$ -
Other State Aid		\$ 1,916	\$ -	\$ 1,916
Federal				
Grants	\$ 245,000	\$ 106,464	\$ 138,536	\$ -
Food Service	\$ 38,000	\$ 20,287	\$ 17,713	\$ -
Medicaid	\$ 202,000	\$ 122,052	\$ 79,948	\$ -
Local				
Tuition	\$ -	\$ -	\$ -	\$ -
Food Service Sales	\$ 374,300	\$ 245,888	\$ 128,412	\$ -
Other	\$ 77,600	\$ 63,164	\$ 14,436	\$ -
Contingency & Trusts	\$ 287,000		\$ 287,000	\$ -
Unreserved Fund Balance	\$ 900,252		\$ 900,252	\$ -
Less Retained Fund Balance	\$ (142,000)		\$ (142,000)	\$ -
TOTAL REVENUE	\$ 22,336,186	\$ 16,436,424	\$ 5,898,906	\$ (856)

Total Expense Balance	\$487,173
Total Revenue Balance	(\$856)
Unreserved Fund Balance	\$486,317

Anticipated Reductions to Unreserved Fund Balance

Contingency	\$ (100,000)
Athletic Trust	\$ (70,000)
Maint. Trust	\$ (40,000)
Spec Ed Trust	\$ (50,000)
Retained Fund Balance	\$ (142,000)
Total	\$ (402,000)

Unreserved Fund Balance After Reductions	\$84,317
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Potential Expenses: Repairs/Replacements

HBHS Fire Panel Replacement	\$ (78,000)
HBMS Underground Tank Repair	\$ (20,000)
HBMS Leaking Pipe Repair	\$ (3,500)
Total	\$ (101,500)

Unreserved Fund Balance after Reductions and Expenses	(\$17,183)
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3/22/2018

Explanation of budget balances on current expense report			
Function	Description	Current Balance	Notes
1100	Regular Education	\$220,511	Hiring savings; Pro-rated lane changes happening later in year
1200	Special Education	\$69,098	Para-educator unfilled positions; contracted services savings
1300	Vocational Program	\$3,003	Lower tuition
1400	Co-curricular Program	\$2,891	
2100	Student Support Services	\$29,333	PT and consulting services lower than expected
2200	Instructional Staff Support	\$66,918	Professional staff development lower than expected
2300	School Board/Assessment	(\$15,116)	Legal fees higher than expected
2400	School Administration	\$18,094	Support contracts lower than expected
2600	Facilities	\$14,948	Hiring savings/turnover in maintenance
2700	Transportation	\$35,450	Vocational educ. Transportation savings; lower gas/fuel costs
2900	Benefits	\$22,916	Final health rates less than GMR
5100	Bonds	\$0	
5200	Transfers	\$0	
	Total Expenses	\$468,046	

General explanation of what is included in each account category		
Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
5100	Bonds	
5200	Transfers	

HBHS

Recommendations for Contract Renewals 2018-2019

Annual Contracts: Please indicate if professional was on continuing contract in another NH District by putting (CC) next to their name. If so, they move from non-continuing contract to continuing contract when advancing from Year 3 to Year 4.

Year 2 Professional	Department	Year 3 Professional	Department
Johannsen, Jamie	Social Studies	Deegan, Heather	English
O'Brien, Greg (CC)	Social Studies	Saunders, Audra (CC)	Performing arts
Carson, Camille	Science	Fox-McNeil, Amber (.50)	Nurse
Cleary, Megan	Science		
Paul, Crystal (CC)	Special Ed		
Spargo, Lorna (CC)	Computer Science		
Ainsworth-Brown, Nicole	Special Ed		
MacFarline, Mathew	World Languages		
Breault, Dawn	Guidance (0.5)		
Year 4 Professional	Department	Year 5 Professional	Department
Ellis, Christina	Social Studies	Grosse, Lauren	English
Pare, Claire	English	Milette, Victoria	English
Perry, Eric	Science	Ducharme, Kelly	Nurse
Barbosa, Matthew	Performing Arts	Henderson, Katherine	Social Studies

Annual to Continuing

Kolb, Elizabeth (CC from the past) Bagtaz, Rebecca (Special Ed) Flamino, Yolanda (Science) McCormick, Elissa (World Languages) Wilcox, Adam (Science)

Continuing Contracts

English	Guidance/Nurse	Health/Wellness/PE	Math
Foster, Heidi	Bent, Sandra	Gray, Tracy	Brown, Christina
Fox, Michael	Winslow, Rich	Boggis, Don	DelSignore, Bonnie
Illingworth, Lin	Maynard, Kathleen	St. Pierre, Maria	Leonard, Tammy
Melim, Ann	Hegarty, Jillian (.8)		McDaniel, Judith
Salamone, Marie	Dod, Kerry		Mooers, Susan
Danis, Lisa			Piec, Alison
			Plummer, Stacey

Science	Social Studies	Special Education	Visual & Performing Arts
Clark, Rodney	Balfour, Rebecca	Robinson, Milton	Umstead, David
Collard, Catherine	Duval, Trevor	Sacco, Michelle	Pepper, Lina
Emerson, Katherine	Given, Jennifer	Tkaczyk, Frank	
Thompson, Trudi	Staub, Jennifer	Haight, Christine	
		Cook, Nancy	
		Ball, Dorothy (.50)	
		Madden, Melanie	

World Languages	Other		
Basbas, Alex	Heaton, Christine		
Roy, Kristen	Hancock, Candice		
Roy-Facher, Annie			
Erin Robbins			

School HBMS

Recommendations for Contract Renewals 2018-2019

Annual Contracts: Please indicate if professional was on continuing contract in another NH District by putting (CC) next to their name. If so, they move from non-continuing contract to continuing contract when advancing from Year 3 to Year 4.

Year 2 Professional	Department	Year 3 Professional	Department
Franklin, Allison	Physical Education	Moore, Courtney	Science
Turcotte, Kristine (CC)	Guidance	Barrett, Jessica	French
		Williamson, Katherine	Science
Year 4 Professional	Department	Year 5 Professional	Department
Minott, George	Science	MacLeod, Jennifer	English
Nault, Elisabeth	Music	Swanson, Carol	Math
Saucier, Pamela	Social Studies		

Annual to Continuing

Continuing Contracts

English/Reading	Guidance/Nurse	Health/Wellness/PE	Math
DiZazzo, Lynn	Mandragouras, Sheila	White, Erin	Werne, Kirsten
Chase, Amy			Hall, Katrina
Porter-Elliott, Kerbert			Marquette, Patricia
Coutu, Karen			
Gershgorin, Leonid			

Science	Social Studies	Special Education	Visual & Performing Arts
Ellerin, Janice	DeRosa, Laura	Ball, Dorothy (.5)	Spencer, Nancy
	Capraro, Stephen	Page, Christine	Ouellette, Lynne
	Connelly, Susan	Christman, Jennifer	Picariello, Paul
		Doyle, Susan	Gruce, Joseph
		Griffith, Pamela	
		Delaney, Amanda	

World Languages	Library Media/Specialist		
Lash, Janet	Kinney, Susan		
Banks, Claudia			