

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
OCTOBER 19, 2016
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was held on Wednesday, October 19, 2016 at 6:03 p.m. at the Hollis/Brookline Middle School Library.

Chairman Elizabeth Brown presided:

Members of the Board Present: Tom Solon, Vice Chairman
Holly Deurloo Babcock, Secretary
Christopher Adams
Cindy VanCoughnett (participated electronically)
Krista Whalen

Members of the Board Absent: Eric Pauer

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Kelly Seeley, Business Administrator
Amy Rowe, Director, Student Services
Linda Sherwood, Assistant Business Administrator
Rick Barnes, Principal, Hollis Brookline High School
Bob Thompson, Principal, Hollis Brookline Middle School

APPOINTMENT OF PROCESS OBSERVER

Chairman Brown appointed Holly Deurloo Babcock to serve as Process Observer.

AGENDA ADJUSTMENTS

There being no objection, the agenda was adjusted to:

Move the Deliberation section to immediately follow Agenda Adjustments,

Remove GAA-P, which is the procedure associated with Policy GAA, as procedures fall under the purview of the Administration,

Address field trip requests identified in the report provided by Principal Barnes under Deliberations; and

Remove, from the Discussion section, both the update from the Budget Committee and the update on the FY18 Budget.

DELIBERATION

- To see what action the Board will take regarding Policy GAA – Job Descriptions; 2nd Reading

**MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY GAA – JOB DESCRIPTIONS
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Vice Chairman Solon noted the Board discussed this policy at its September 21, 2016 meeting. No changes have been proposed since that time. The policy was also discussed at the October 13, 2016 SAU41 Governing Board meeting.

**MOTION CARRIED
5-0-0**

Ms. VanCoughnett began electronic participation at 6:08 p.m.

As Ms. VanCoughnett was participating electronically, in accordance with the Right to Know Law, she was asked to state, for the record; where she was, why her attendance in person was not reasonably practical, who, if anyone, was with her, and whether or not she was able to hear the proceedings.

Ms. VanCoughnett responded she was traveling out of state, her attendance in person was not reasonably practical given her location, no one was with her, and she could hear the proceedings.

Chairman Brown stated those present at the meeting were able to hear Ms. VanCoughnett. The Board was reminded all votes would be taken by Roll Call.

- To see what action the Board will take regarding Policy IHBG – Home Education Instruction; 1st Reading

**MOTION BY MEMBER SOLON TO AMEND POLICY IHBG – HOME EDUCATION INSTRUCTION, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE FIRST READING, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Amy Rowe, Director, Student Services, stated the amendments reflect State Statute that allows students who are in charter schools, private schools, or home education students to access public school programming; specifically to outline the parameters in which they are able to do so. There are specific procedures that are being written with regard to the parameters. However, the policy needs to state that can occur. The existing policy was specific to home education, and the new RSA also includes non-public and public charter school students.

Chairman Brown noted the policy was before the Board for a first reading. The Policy Committee will be reviewing the policy at its next meeting. Any questions and/or concerns any member of the Board has should be made known to the Policy Committee.

Inadvertently omitted from Section F (e) was the word “programs” following “individualized”. That will be corrected in the amended version.

Vice Chairman Solon noted when the Policy Committee first reviewed the language there was an attempt to incorporate some of the language from the current legislation. The decision was made to reference State Statute rather than repeat the language in the policy. By doing so, future changes to the Statute would not require a change to the policy.

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

Yea: Holly Deurloo Babcock, Tom Solon, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen, Christopher Adams
6
Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding Policy EEA – Student Transportation Services; 1st Reading

**MOTION BY MEMBER SOLON TO AMEND POLICY EEA - STUDENT TRANSPORTATION SERVICES, BY ADDING SECTION E AS DETAILED IN THE COPY PROVIDED WITH THE AGENDA AND BY ADDING THE LEGAL REFERENCE “RSA 194-B:2”, AND ACCEPT THE FIRST READING, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Director Rowe remarked the driving force behind the proposed amendments to the transportation policy is a change in State Statute (RSA 194-B:2). The proposed amendment would identify that students who attend a New Hampshire charter school and are a resident of Hollis or Brookline may attend a Career Technical Educational (CTE) Program, if enrolled, and the District would be responsible for providing transportation from that charter school to the CTE program and/or home depending upon the time of day the program is conducted.

Vice Chairman Solon commented a question that came up during the Policy Committee meeting, which he is uncertain has been resolved, is what happens if there is downtime in between. Director Rowe stated transportation would be to and from the CTE program; student would either go to the CTE and go back to the charter school or go to the CTE and go back home. Vice Chairman Solon questioned what would occur if the student had something taking place within the

District. Director Rowe stated the District would have the same responsibility as it would have for its own students relative to CTE.

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

Yea: Holly Deurloo Babcock, Tom Solon, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen, Christopher Adams
6
Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding Policy JRA – Student Records and Access; 1st Reading

MOTION BY MEMBER SOLON TO AMEND POLICY JRA – STUDENT RECORDS AND ACCESS, IN ITS ENTIRETY BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE FIRST READING, AS AMENDED

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Director Rowe noted the proposed change listed on page 2 is intended to reflect the change in the Family Educational Rights and Privacy Act (FERPA) in terms of the District's requirement to comply with a request for records within 14 days (previously 30 days) and to clarify that it is a request to inspect records not to receive copies of records.

Another proposed change is intended to clarify the Notice of Rights; the District is obligated to provide an annual Notice of Rights (FERPA), and to clarify the cost of copies of records.

The heading "Military Recruiters" is amended by adding "and Institutions of Higher Learning"

The final proposed change is the addition of the last paragraph, which details information found under RSA 193-D:7, and is relative to information the District is allowed to share with law enforcement and reporting agencies, under the Safe Schools Act, regarding crimes committed on school grounds.

Vice Chairman Solon questioned if the cost identified for copies of records is set at \$0.15/page, and was informed it is. He questioned if the last paragraph could simply state the requirement to comply with the RSA rather than including the actual language of the RSA. Chairman Brown stated that could be looked at, and may be consistent with the change the board wishes to make in terms of referencing State Statute.

Mr. Adams questioned, and was informed the records are retained in paper form. He requested confirmation that parents are notified, through the handbook, of the types of records that are retained. It was noted there is a section in the handbook that references FERPA. That would have to be reviewed to identify whether or not it details the types of records retained.

Mr. Adams noted, at the State level, a committee is reviewing the longitudinal data system that is out there, student records, etc. He is uncertain if the proposed policy is 100% focused on that. He commented a lot of data is being held in the school databases and some of it is going up to the State. He questioned if the policy before the Board was the correct one to address that issue. When asked for clarification, he stated he was referring to information that is placed into software that is then loaded into the State database. He reiterated he is uncertain if Policy JRA is the mechanism for addressing the particular issue. Director Rowe stated her belief there is a data management policy in place.

Vice Chairman Solon questioned if the title of the policy should be amended to read: "Student Records Access".

When asked, Mr. Adams stated he would be happy to keep the Board apprised of action occurring at the State level.

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

Yea: Holly Deurloo Babcock, Tom Solon, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen, Christopher Adams
6
Nay: 0

MOTION CARRIED

Overnight Field Trips

- HBHS Honors Choir to attend “Sing ‘N Joy Choral Festival” by Interkultur; February 15, 2017 – February 20, 2017

Principal Barnes stated the High School Honors Choir would like to participate in a trip to Princeton, NJ to attend the Sing ‘N Joy Choral Festival. The dates of the trip are February 15th through the 20th. In addition to participating in the festival, the students will be allowed the opportunity to tour some schools including Princeton. This trip is not scheduled to coincide with the February vacation.

MOTION BY MEMBER SOLON TO APPROVE THE REQUEST FOR THE HOLLIS BROOKLINE HIGH SCHOOL HONORS CHOIR TRIP TO PRINCETON, NJ SCHEDULED FOR FEBRUARY 15, 2017 THROUGH FEBRUARY 20, 2017

MOTION SECONDED BY MEMBER WHALEN

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

Yea: Holly Deurloo Babcock, Tom Solon, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen, Christopher Adams
6
Nay: 0

MOTION CARRIED

- HBHS Band “World Strides Heritage Festival”; April 6, 2017 – April 9, 2017

MOTION BY MEMBER SOLON TO APPROVE THE REQUEST FOR THE HOLLIS BROOKLINE HIGH SCHOOL BAND TRIP TO WASHINGTON, DC SCHEDULED FOR APRIL 6, 2017 THROUGH APRIL 9, 2017

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Principal Barnes stated the request to be to allow the High School Band to travel to Washington, DC April 6, 2017 through April 9, 2017. The students will have an extremely rare and unique opportunity to be part of a private performance with the Marine Corps Band (President’s band).

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

Yea: Holly Deurloo Babcock, Tom Solon, Elizabeth Brown, Cindy VanCoughnett, Krista Whalen, Christopher Adams
6
Nay: 0

MOTION CARRIED

APPROVAL OF SCHOOL BOARD MEETING MINUTES

Hollis Brookline Cooperative School Board September 21, 2016

The following amendments were offered:

- Page 9, Line 44; delete “test” before “testing”
- Page 15, Line 13; delete “Policy IKC Class Rank; 1st Reading”
- Page 15, Line 14; replace “regarding” with “proposed by”

**MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE AS AMENDED
MOTION SECONDED BY MEMBER ADAMS**

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

Yea: Chris Adams, Krista Whalen, Cindy VanCoughnett, Elizabeth Brown, Tom Solon, Holly Deurloo Babcock
6
Nay: 0

MOTION CARRIED

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE - None

PUBLIC INPUT - None

PRINCIPALS' REPORTS

Principal Thompson spoke of a meeting conducted on September 28th to discuss the feasibility of a crosswalk across Main Street; in front of the Farley Building. Representatives were present from the School Board, Hollis Selectmen, SAU41, Hollis Department of Transportation, and New Hampshire Department of Transportation. Turnout was great. A basic crosswalk could be installed for approximately \$5,000. That price could vary (all the way up to about \$40,000) depending on the type of signage used. The Board of Selectmen will conduct a Public Hearing on November 7th at 6:30 p.m.

Principal Thompson stated, although not yet official, word was received from the Hollis Brookline Rotary that the school is the recipient of a \$2,500 grant for the greenhouse. Additionally, the District's Rotary Club matched that \$2,500 grant. Those funds will afford the school the opportunity to purchase the greenhouse. Fundraising activities will continue as there will be the need to purchase additional items.

Chairman Brown commented on the Public Hearing scheduled regarding the potential of a crosswalk on Main Street, and encouraged the citizenry to attend and show support for the crosswalk. As the crosswalk is proposed to be located on a State road located in the Town, and intended to be utilized by the citizenry, the cost should not be that of the school district.

Maryanne Shanley, 7 Buttonwood Drive

Questioned is Brookline residents would be allowed to speak at the Public Hearing given the location of the proposed crosswalk is in the town of Hollis. Principal Thompson commented at one of the previous Board of Selectmen meetings he attended with a parent from Brookline, the Board allowed the parent to speak. Ms. Shanley stated concern if the number of Brookline residents wishing to speak was great, that might not be the case.

Chairman Brown stated she would be respectful of the Selectmen should they choose to control their meeting by only permitting Hollis residents to speak. However, she would be delighted if they would listen to all members of the public wishing to provide input.

Vice Chairman Solon suggested a letter of support signed by residents of both Brookline and Hollis could be delivered to the meeting by a Hollis resident. When asked, Chairman Brown stated she would be happy to open a dialogue with the Selectmen to learn what would be required, and would report back.

Principal Barnes noted receipt of a donation in the amount of \$3,000 from DesignLinx Hardware Solutions. Don and Patricia St. Pierre are the owners of the company and proud parents of students in the District. The St. Pierre family offered the donation to cover a portion of the 2016-2017 expenses for Project Lead the Way; engineering courses where students are able to earn both high school and college credit. Principal Barnes stated appreciation for the continued support and timely donation.

Chairman Brown stated appreciation for the support/donation.

PRESENTATION(S)

The following presentations were provided. Hard copies were attached with the [agenda](#). The video can be viewed [here](#).

- Start Time Committee

Ms. Whalen stated in May of 2015 the Student Council presented to the School Board their concerns related to start time. The Start Time Committee (Committee) was established in September of 2015 and given the mission to analyze the pros and cons of changing to a later start time for the COOP to include a public survey, analyze additional financial burdens, and analyze affects to the after-school activities.

Ms. Whalen spoke of the amount of science that supports a later start time. The biggest principles are that during adolescence melatonin is secreted later in the evening and slower for those of the younger generation. Yes it is true that kids are busier in this day and age with modern technology; however, even if all of those activities were taken away, kids simply have a harder time going to bed/falling asleep, and therefore sleep later. In addition, insufficient sleep is becoming a huge public health problem. It is something that is being studied all over the country and something that is resulting in change all over the country. What is being found is that kids can get to bed usually around 11:00 p.m. It is difficult to get 8-9 hours of sleep, if starting school at 7:15 a.m. Ms. Whalen commented in some of its studies, the Committee saw that one of the bus routes is picking students up at 6:05 a.m.

The Committee developed, distributed and analyzed a survey, and met with key players between March and September. In meeting with the owners of Hollis Transportation to discuss busing, a lot of good ideas and information was obtained.

The survey was widely publicized and distributed. Six hundred and twenty plus responses were received with the majority of them in support of a later start time even if that resulted in a financial impact. When asked for specifics in terms of the level of support, Ms. Whalen noted the survey question "Would you support a change in bus service if there was a financial impact?" had a response of 363 indicating yes and 151 indicating no. Mr. Adams questioned the percentage of adults responding to the questions versus high school students, and was informed that information could be provided.

During the course of the study, the committee considered four options. The first, switching the elementary and COOP start times, was not recommended as the committee felt, during the winter months, the time change would result in elementary students being out during periods that would be too dark. The second, additional busses for the COOP, was not recommended as it would be cost prohibitive. It was also relayed to the Committee there would be difficulty in acquiring drivers for additional buses. The third, starting a little later but retaining the same dismissal time, was not recommended as it would not result in a significant time change in the a.m., and would result in the loss of approx. 25 minutes in the school day. The fourth option, K-12 buses, was also not recommended by the committee, as it would be cost prohibitive and resulted in age range concerns.

What the committee arrived at, simply for further study, were two possible proposals. The first pushing back the start times of both the elementary and the COOP districts whereby the COOP school district would run from 8:00 a.m. - 3:00 p.m. and the elementary schools 9:00 a.m. to 3:45 p.m. Concerns included level of darkness that would exist during the winter months for the youngest students, and how that would impact COOP vocational students that attend the different high schools in the area. Having met with Principal Barnes to discuss the issue, the Committee believes that is not as much of a hindrance and that the district can work with the high schools used for Voc. Tech. as well as try to find other transportation for students if there is the need for transportation to the high school to get on the buses to go to the other high schools. The second option would be for the elementary school districts to run from 8:00 a.m. to 2:30 p.m. (would reduce the school day by 15 minutes) and the COOP 8:45 a.m. to 3:30 p.m. (would reduce the school day by 15 minutes).

The Committee does not believe a change would be too detrimental to extra-curricular activities (sports). It is understood some schools would continue to want to start games earlier, which would result in our students being released from school. However, the Committee felt that to be something that already occurs.

Ms. Whalen noted there are a number of other schools considering such changes. It is believed to be something that will be seen a lot in the State as well as Massachusetts.

Maggie O'Hara, Committee member, noted Massachusetts has already begun implementing some of these changes in some of the schools. It seems to be working.

Maryanne Shanley, Committee member, commented Erin Sarris, Brookline School Board Representative, noted, if we lose 15 minutes from the day, if they start later the kids are going to be more able to learn in that shorter amount of time. Ms. Whalen noted teachers have commented that on Fridays when the students arrive after PLCs, they are so much more attentive and ready to go. That is one of the reasons the Committee felt strongly about the 8:00 a.m. start time as opposed to the 8:30 a.m. start time, which is the recommendation from the American Academy of Pediatrics. It seems to be working now on Fridays.

Ms. Whalen noted the presentation would be provided to the two elementary school districts. As much as the desire had been to make this an independent decision for the COOP School District, the Committee could not identify a means of accomplishing that.

Vice Chairman Solon spoke of studies that have concluded the lighting of electronic devices leads to suppression of the melatonin, and questioned if the Committee encountered any of that research. He commented the flip side of that is that it has been discovered that by changing the lighting in classrooms for the early morning classes, it actually wakes kids up. Some schools have changed to a type of blue lighting, which increases alertness levels. There are things that can be done in the facilities to help increase alertness and learning ability. There is a lot of research being done currently on the combination of the two going hand in hand. He spoke of having listened to a 30-minute (national) report where interviews were conducted with students, teachers, and parents, which concluded with the statement that the logistics of changing school hours is often very difficult particularly because of transportation. They went back to the scientists and said based on what you know, how do you make it work, and the one thing they have tested that has been effective is changing classroom lighting for the early morning hours.

Ms. Whalen responded she would assume that would keep the kids awake for a little bit, but there remains the issue of them not getting enough sleep, and how that is detrimental to their health. Vice Chairman Solon agreed, and commented we might be able to achieve a compromise of an 8:00 a.m. start time, which isn't optimum. The question the Board has to answer is what can we do to help our students, and one of the things is if they are going to be here we might as well make it beneficial for them so there is not this adversarial role between sleeping kids and awake teachers.

Ms. Deurloo Babcock stated her understanding of the desire for kids to get more sleep and start the school day later, and suggested the Board consider looking at the entirety of the schedule with an eye towards ending the school day by 2:45 p.m. Although it may result in the loss of minutes during the course of the school year, she is of the belief the District currently has the greatest amount of minutes per week. She stated kids are struggling with mental health issues and need more rest and sleep, and less time in the building might help them. It might only be 10 minutes a day. But it could make a difference, and could also make a difference for those students that have to leave early for sports.

Principal Barnes applauded the efforts of the Committee, and the patience displayed by the students who have been waiting and seeing it through. He remarked one of the things that is important to remember is we are past the days of minutes meaning better instruction. When you look at research and the best schools, the biggest indicators are the families the students come from, and we know we have high-quality families in the District. The next biggest thing is the quality of instruction, and he believes we have the best teaching staff among our peers in the State. A later start time has his full support one way or another. He believes the time has come to make a change.

Mr. Adams questioned if there has been any feedback with regard to parental scheduling. Ms. Whalen responded she does not know if it has as much affect in the COOP level as it does at the elementary level. The Committee discussed that a great deal, and felt instead of after-school programs they will likely have to focus more on before-school programs if such a change were to be made. Both the Hollis and Brookline School Districts have that option available. There will be the need to work with the elementary districts, and those school boards will have to reach out to their communities. It was noted there is the need to relay to the communities that the issue is not restricted to middle and high school students.

Ms. Whalen stated it is understood there are many more steps to this process. This is the first proposal. The Committee agreed if the Board would like the Committee to continue conducting research or other activities it would.

Vice Chairman Solon spoke of the schedule and noted the Instructional Practices Committee worked for half a year to come up with it. What drove the schedule was two-fold. The belief there needs to be a minimum classroom length, not so much for having students in a seat, but because many classes required either preparation time or wrap-up time, and creating a schedule that allowed enough flexibility to schedule as many lab-based classes and other classes that required an extended period as possible. That is why there is a sort of hybrid schedule.

The other was the extreme pressure that was coming from the community to give the students access to a ton of classes so that they would have the credentials to be competitive on college applications. That may have changed in the sense that two things are occurring; there are other opportunities for students who want to gain additional credits, and college admission programs are changing. What he does not believe has changed is the desire staff has to have enough time to get into a subject in depth.

Vice Chairman Solon suggested it may be time to consider dropping a period from the school day. He commented one of the best things for many students is that 5 or 10 minutes after the class is over when they may get a few moments of one-on-one time either with a classmate or the teacher to absorb what has just happened. He reiterated it may well be that the extreme pressure to have 7 periods in a day may be moving away.

Ms. Deurloo Babcock questioned if the school day hours suggested would be consistent throughout the week, and was told they would. She noted that would add 5 minutes to the week. She questioned what would occur with Friday morning PLCs. She remarked there may be ways to gain back minutes, and suggested the Committee continue its work to consider the suggestion being made regarding the number of periods/day, possible block schedules that differ from current practice, etc. She commented when CavBlock was introduced there was concern expressed about instructional impact(s). It may be time to look at it with the idea that we do a great job instructing our students when they are in front of us, but maybe we need to take a little time off their plates.

Chairman Brown commented a lot has happened in public school education in ten years, and this is something that we should be looking at. It started off as a desire to move start time, but she believes there may be a solution that is something other than just moving the clock. It may be something the COOP District wants to determine before putting a proposal before the elementary school districts. The COOP District should at least know how much time is needed, when that time is optimal, and ensure it is functioning as desired before trying to roll it out.

It was noted that currently (Monday through Thursday) the District has the longest school day in the State. Superintendent Corey thanked the Committee, and recommended the Board keep the Committee active noting many of the issues being brought up have been discussed by the Committee. One of the issues discussed at length is how education is moving more into technology, and students are doing work at different times of the day. The direction the Board has provided would allow the Committee to delve into those discussions. With regard to start and end times, that issue is more a function of transportation whereas decisions made regarding how to utilize the time in front of students, is a different discussion. He added he would not be opposed to adding individuals to the Committee as the work moves into more of the curriculum components of the school day and the master schedule at both the middle and high school. He stated his opinion the elementary schools should be provided with an update and the understanding that work continues to determine a direction.

Vice Chairman Solon questioned if there is anything actionable in terms of bringing a plan forward to the community as a whole to build consensus to make a change for the next school year. Ms. Whalen stated her belief there is the need to begin with presentations to the elementary districts. Vice Chairman Solon questioned if the District is limited to the push-out or if there are other options remaining on the table. There is the potential to gain time in the a.m. He suggested it to be valuable to identify that because as a potential near-term deliverable people need to understand what the ramifications would be of considering that option. He commented this is the third year the District has discussed this issue, a great deal more information has been obtained and there are some real scenarios being considered, but he does not get the sense the District is closer to gaining approval to do it. Ms. Whalen stated she is of the belief if able to gain interest on the part of the elementary districts the COOP District is one step closer. She reiterated it is completely dependent upon the issue of transportation. Vice Chairman Solon suggested conducting large-scale forums with the expectation that this is leading up to a proposal that may be provided at the District meeting.

Superintendent Corey stated his belief that is possible. He stated the desire to conduct another meeting of the Committee, provide the presentations to the elementary districts, and report back to the Board at the November meeting. Ms. Whalen reiterated her desire for the outcome to be something that truly addresses the health issue. She would not want the result to be a token measure of providing a few additional minutes in the morning, but instead to give them another 45 minutes to an hour to sleep. It was noted, in general, the Committee is pleased with an 8:00 a.m. start time. Miss O'Hara, remarked Hopkinton, which was the #1 school in the State in a recent study, starts the school day at 8:00 a.m. and ends at 2:15 p.m. The Bedford District starts at 7:52 a.m. and ends at 2:17 p.m. The most high-performing schools in our State are starting later and ending around 3:00 p.m. The Committee's proposal does not differ much from what those districts are already doing.

- Capital Improvement Plan (CIP)

Kelly Seeley, Business Administrator, provided a PowerPoint [presentation](#). She remarked as the buildings across the SAU are aging, the Business Office recognized the need to evaluate the status of all aspects of the buildings. The COOP School District was the first to undergo this evaluation. The presentation was completed in June, and presented to the COOP Budget Committee. She noted some of the information included in the presentation may be out of date at this time.

The evaluation methodology was to conduct discussions with administrators, the District Maintenance Supervisor, the Superintendent, and outside sources/vendors. The Facility Audit Tool was utilized, which is a spreadsheet designed to capture the status of all the systems in each building. The evaluator assigns points based on functional condition and

safety/compliance. When sorted, the final totals bring the highest priorities to the top. The audit tool will evolve to full usage. However, this year it is evaluating only the functional condition.

An example was provided identifying the system type, item to be inspected, the point assigned to functional condition as well as safety/compliance, total points, and a description of the issue.

Areas of concern that were identified through this process for HBMS include (in no particular order): chorus room roof, MPR floor crack, water tank replacement, computer room AC, HVAC computer upgrade, elevator, locker room roof, circulating pumps, library carpet, water system, fire alarms, security systems, parking lot, and scrubbers. Areas identified at HBHS include: door handles/locks, weight room renovation, security cameras, computer room AC, mini gym relamp, parking lots, lighting relays, masonry work, storage, back lobby carpet, lower lot paving, bell system, window screens, student restroom partitions, phone system, window ballasts, duct work cleaning, well tank cleaning, egress, energy efficiencies, scrubbers, blinds, plumbing fixtures, painting, science lab upgrades, athletic fields, and tile flooring.

The areas identified were broken down into two categories; under \$20,000 and over \$20,000. The two groups will be updated annually based on changes that may occur. Ballpark estimates will be utilized at the onset, and will be refined as time permits.

Ms. Seeley provided slides that detailed the Capital Improvement Plan (CIP) for the years 2017-2021, intended to address each of the areas of concern identified for both of the schools based on category (under or over \$20,000), and prioritized under the year in which the item would be addressed.

Vice Chairman Solon commented on some of the items identified, such as Middle School elevator service, which he does not view as a capital improvement. Ms. Seeley stated that particular item to be identified in the under \$20,000 category. Vice Chairman Solon remarked when you think of capital improvement, you think of items other than those which are maintenance functions. Ms. Seeley stated service is a maintenance function, and explained the reason the decision was reached to show the items in this manner is to get it in the budget. There is a maintenance line in the budget, but the maintenance needs are not being analyzed and reviewed in this way.

Vice Chairman Solon questioned the criteria used for identification of items appearing on the CIP, and was informed the criteria is a repair that is needed or something where the District is lacking in performing on a consistent basis. When asked, she stated all of the items are facilities related. Vice Chairman Solon suggested the plan be referred to as a facilities plan or something similar as opposed to a CIP.

Ms. Kelly stated last June two vendors looked at the roof at the High School. The questions that were asked were how long the roof will last, can it be replaced in sections, and, if so, how many, what is the cost for each section, and what is the total replacement cost. The first vendor suggested replacing the roof with an EDPM roof (current type) beginning in 2019. Remaining life was stated as 5-7 years for five sections and 8-10 for the remaining five. Cost per section ranges from \$15,000 to \$161,000 for a total replacement cost of \$520,000.

The second vendor suggested replacing the roof with a coal tar roof beginning in 2019. Remaining life was stated as "good to fair". Cost per section (three sections) ranges from \$260,000-\$315,000 to \$380,000-\$460,000 for a total replacement cost of \$925,000 to \$1,120,000.

Vice Chairman Solon questioned the rationale for a coal tar roof. Ms. Seeley stated that roof type has a longer life expectancy; however, there are other issues associated with that choice. She stated the type of roofing to be used is something that should be researched.

Totals for each of the years of the CIP, including roof costs with Vendor #1, were identified: FY17; \$138,700, FY18; \$524,185, FY19; \$380,501, FY20; \$130,364, and FY21; \$599,012. Understanding the amounts required assists in the budgeting process and identifying the needs associated with the Maintenance Expendable Trust.

Totals for each of the years of the CIP, including roof costs with Vendor #2, were identified: FY17; \$138,700, FY18; \$521,100, FY19; \$814,600, FY20; \$446,600, and FY21; \$881,000. Understanding the amounts required assists in the budgeting process and identifying the needs associated with the Maintenance Expendable Trust.

Ms. Seeley identified the focus discussion areas as: HBHS weight room renovation, HBHS athletic fields, HBHS storage, HBMS water solution, HBHS roof, HBHS egress, and energy efficient initiatives.

Vice Chairman Solon questioned the determining factors between the costs identified as \$50,000 to \$250,000 for the HBMS water solution. Ms. Seeley responded at the time the presentation was first presented, there were a few different options regarding what could be done; one was a great deal more expensive than another. It is a question of what is identified as a need and what is chosen as the approach. When asked when it would be known what items/direction are not a matter of choice, Ms. Seeley stated there will be costs involved for both the COOP District and the Hollis School District, as the owner of the system. The Administration is working with vendors to provide quotes.

Mr. Adams questioned what the actual issues are noting the additional well has been addressed, and there is now piping coming up to the high school. Ms. Seeley stated there is piping that comes to the Middle School. However, the Middle School does not have a well, and is completely dependent on the piping, which is very old. Vice Chairman Solon explained the High School had three wells, one of which had basically failed and the others were being overtaxed. A new well was drilled for the High School (in the middle of the field). That was not sufficient for the entirety of the COOP District. The Middle School relies on water from the Hollis water district, which pulls from Rocky Pond. For many years the issue there was the number of leaks in the system. That was addressed in recent years. The Middle School is on a separate water system, which is shared not only with the Hollis schools, but with the Town and a number of residents.

Ms. Seeley noted the age of the piping and the concern, were they to fail, there would be no water coming to the Middle School. Vice Chairman Solon noted they pull from the swamp to irrigate the athletic fields.

Superintendent Corey noted the same individual who located the well for the High School is investigating the Middle School; looking for a well. There are pieces that have to be addressed with the Hollis School District to get it from where it resides to their schools before we can worry about bringing it up to the Middle School. It is a complex issue that is being discussed with the owners of the well to make sure service can be provided to all who utilize that well. He noted there is no charge for the water.

- Revenue and Expense Update; 1st Quarter FY17

Ms. Seeley noted the report provided is through 9-30-16. She remarked as the fiscal year has just begun, it is too early to make any definitive comments about where we will land at the end of the year. She spoke of savings achieved in the areas of salaries as a result of having gone through the hiring season, and the cost of heating oil continues to go down.

- Curriculum

Assistant Superintendent Bergskaug spoke of proposals for the high school curriculum to create some pathways for acceleration of students:

Tech-Rich Writing Experience

Assistant Superintendent Bergskaug remarked all of the sophomores take a writing course. If that means that we are meeting 100% of our students then we could have uniform exposure and instruction in more advanced Google Docs and Google Classroom so that there is a uniform experience by all of our students. By the time they have completed that we can be assured that they have a certain experience and certain training.

The idea of bringing Chromebooks to every student, in writing specifically, would assist with quite a few things; we would have technology available right away to all of our writing students and it would be the same technology. One of the advantages of a Chromebook is quick startup time, which would allow students to start working right away, and the editing process happens right then and there. Teachers can be providing feedback while students are writing, which really enhances the editing process, which is a piece that students struggle with, e.g., editing their own work and incorporating feedback from teachers to strengthen their final product.

When asked if the assumption is that 100% of students, when doing the writing, are doing it on school-supplied hardware, Assistant Superintendent Bergskaug responded yes.

Vice Chairman Solon questioned whether features such as spellcheck are turned off on the devices. He stated a desire to understand at what point we abandon the personal checking of spelling, grammar, etc. Principal Barnes commented they are very pleased with the current vocabulary program, which consists of workbooks, and although costly, he believes it worthwhile as it produces results. However, they have learned of an online version. Although not a great cost savings, the online program allows them to do a lot more than the workbooks do. He stressed the point there are other things they

can do with regard to vocabulary and grammar within the writing course, and perhaps beyond by having Chromebooks accessible all the time.

Vice Chairman Solon commented one of the byproducts of using the workbook was penmanship, and there has been a lot of data coming out that links the lack of handwriting to decreased retention.

Member Adams questioned if Chromebooks are being used currently. Principal Barnes stated they are used in the Middle School, and he has found, when speaking with students that are bringing them to the High School, every student he has asked has indicated it works well, is responsive, and does what is needed. There is interest in Chromebooks, but he does not believe there would be a one-to-one device situation.

It was clarified what was being discussed was the use of Chromebooks for sophomore students in the semester-long writing course. Assistant Superintendent Bergskaug commented it is just writing, and it is having quick access to the writing and the editing. Hopefully more interactions can take place electronically between the student and teacher.

Ms. Deurloo Babcock commented students are still writing and editing in their English classes and doing spelling and vocabulary. This is just about students learning how to edit and receive feedback directly from their teacher right on Google Docs, which she sees as one of the most important ways that students can learn how to write.

Chairman Brown commented on having gone through this class last spring at home, she is aware there is a whole other grammar component that is independent from the writing. Ms. Deurloo Babcock remarked grammar is the skill associated with writing, but writing is the process of getting their thoughts on the paper.

When asked, Assistant Superintendent Bergskaug stated currently the writing class is not necessarily computer based. It depends on whether or not technology is available. There are times where there is handwriting that has to later be typed. The end goal is to get the product into Google Docs.

Vice Chairman Solon asked, and was informed the proposal is currently reflected in the latest proposed budget.

Accelerated Biology Option for Freshmen

Assistant Superintendent Bergskaug remarked in prior years freshmen had the opportunity to take accelerated Biology with appropriate recommendation from the Middle School. The requirements remained for the number of science courses, but that opened up different opportunities for them. In the 2012-2013 school year 9th grade students were required to take either Physical Science or accelerated Physical Science to better align the curriculum with the NECAP science assessment. The NECAP science assessment is given in the 11th grade, and covers anything science, but a lot of times focuses on Physical Science, which they were not exposed to in high school. Since that cohort has gone through, the results have not changed at all. With the change of NECAP science (hopefully this is the last year) by offering accelerated Biology to freshmen again we open up doors for some students who are really focused in math and science. That creates an opportunity for students to take higher level science courses or elective science courses that they wouldn't otherwise have room for in their schedule.

It allows for content-rich transcript for those interested in pursuing a career in the field, and opens up scheduling options for those students who are in band and chorus. Those courses further limit their schedule. By taking a limitation off their schedule, it just provides more opportunities.

Vice Chairman Solon questioned the 7-12 science sequence that would utilize this. Assistant Superintendent Bergskaug commented earlier in the day she put out the Science and Math Curriculum Steering Committees; two different committees to look at alignment K-12. Right now science is in flux with what is being taught at the Middle School, and what is being taught 6th, 7th, and 8th so that is a conversation to be had, but the students who would be eligible for 9th grade accelerated Biology would not necessarily have a different exposure in 7th and 8th grade at the Middle School.

It was explained 7th grade is Life Science and 8th grade is Earth Science. Vice Chairman Solon questioned if it would still be Life Science and then Earth Science and then Biology for the students in lieu of Physical Science, and was told that would be the case. When asked if that is because there is the belief the specific topics covered can be foregone or because it is believed the topics are already rolled into other subjects, Assistant Superintendent Bergskaug responded it is a combination. She stated it is important also to know they are also looking at 6th, 7th and 8th grade to see what is being covered in terms of what makes sense when considering progression of learning. It makes more sense to cover Earth Science with some integrated Physical Science topics in 8th grade, and then for those 9th grade students in accelerated

Biology, what they are missing out on is some Earth Science that is in 9th grade right now and some Physical Science that is addressed in the Biology curriculum to some degree and certainly will be addressed when they hit Chemistry and Physics.

When asked what those students who are not participating in the accelerated class would be receiving in the 9th grade, she stated the same course would still be available; Physical Science and accelerated Physical Science.

It was noted a proposed set of requirements were identified for those students wishing to enter accelerated Biology; A in Algebra in 8th grade along with a recommendation by the 8th grade science teacher or successful completion of an A in VLACS Physical Science with a completion date of August 1st.

The regular non-accelerated Biology would continue to be a 10th grade course.

A brief discussion ensued with regard to the offerings in high school, and how some students could find there to be limitations with regard to courses that could be taken were there to be a requirement for Physical Science. It was noted a requirement of graduation is a credit in a lab Life Science course. Everyone will need Biology.

Tech-Rich Physic Experience

Assistant Superintendent Bergskaug remarked as we are incorporating much more science into our elementary districts our students are coming into the middle and high schools with more skills. Twenty First Century Learning encourages doing science using an inquiry approach. By providing the option of Chromebook with newer Vernier probes and Probeware we could ensure uniform exposure and instruction in the latest data collection technology for all students taking Physics. This would guarantee inquiry-based lab investigations, increased familiarity with the use of graphical analysis, enhance the writing-feedback process for lab reports, and provide additional opportunities for research.

Assistant Superintendent Bergskaug stated some of this is already in place. One of the difficulties would be once the data is collected how you get that information to some other usable format. A thumb drive could be used to move the information over, but you would have to make sure that all student devices have the program. By using the app on the Chromebook it would be right there ready to go, shared in their Google Drive, and integrated into a lab report. All of a sudden the data is there and students are manipulating the data to look at trends, results, etc. In addition, they are able to use the Chromebook to do research. They are using that to do a finalized report that can be shared with the teacher providing that feedback tool.

Mr. Adams questioned why classrooms couldn't use the laptop that runs the software that runs the probes and thumb drive then over to whatever Excel program to graph the data, and was told that could be done. However, one of the problems is having the thumb drive available for all students and taking the time to do that, and then having all students have access to Excel versus having it as an app in the Google Drive. This simply streamlines the process.

Mr. Adams commented the District is getting more and more tied into this educational industrial complex by getting sucked into Google. The more we integrate the less ability we have to extract ourselves later on or the more costly it would be.

When asked about the cost, Assistant Superintendent Bergskaug stated this is integrated into the budget, which will be introduced next month. The Lab Quest Mini, which would connect to the Chromebook, is \$149/each. Depending on the sensor and its capabilities, it ranges from \$7 to \$109/sensor. She spoke of having a proposal from a Science Department Head, which includes computers at \$500/each (laptop). Her proposal was to go with the Chromebook at \$250/each. She spoke of having purchased a Lab Quest Mini, which will arrive in a few days, and can be brought over to the High School to compare what it is like to use all of the probes with a Chromebook and a traditional laptop to see if there is a cost benefit to using the Chromebook.

The science classes do not typically use the Probeware connected with a laptop because of availability and other factors. What they have are Lab Quest devices, which date back to probably 2008-2010. Their useful life has ended, and there is the need to make a new investment to really continue the inquiry approach, and the decision needs to be made of continuing with the old technology or consider something that has greater capabilities.

The intent is to ensure more of a uniform exposure for all physics students and take away some of the roadblocks so that students focus on the inquiry.

Vice Chairman Solon questioned if the District is any closer to having calculus based physics available. Assistant Superintendent Bergskaug stated that to be a question the Science Steering Committee will take on. Vice Chairman Solon commented he would find it difficult to support investment in the proposed items if students are not allowed to use higher-level math to do data analysis. He commented last year Mr. Wilcox was unable to support students who had AP Statistics and AP Calculus using those skills to process and analyze the data. He didn't have the option of splitting his time up and helping those students and those who didn't have those skills. That is really where he thinks the tools that have been described start to blossom; when they are past the point of learning the math of doing analysis and they are really looking at the results of sophisticated analysis.

Assistant Superintendent Bergskaug commented the AP Physics is something a K-12 committee would take a look at, but is also a different curriculum to some degree. Vice Chairman Solon responded he was using that as an example, and that he is aware there has been an expressed desire of blending the topics of a math department and the topics of a science department so that they support one another, and one of the clear areas has been bringing high-level math into physics and maybe even biology and chemistry. They are doing the same kind of problems, but using very different math. What is being described would mesh it really well if they can get that money into it. Spending tens of thousands of dollars on this equipment and then telling students but you can't use what you know to run the equipment would be misdirection.

DISCUSSION

- Regional Services and Education Center (RSEC) – Update

Superintendent Corey stated many years ago Milford, Amherst, and Hollis/Brookline came together and formed a regional collaborative. The three Superintendents sit on the Board of Directors and each of the districts is represented through a revolving system. The Board meets monthly.

It is a group of schools PreK-12 that provide services to the special education population. As a founding member, the SAU receives a discounted rate for students who attend.

RSEC's middle school programming recently expanded to meet the needs of autistic children. One of the driving forces behind that was the Hollis Brookline Cooperative School District looking at how to better serve all of our students, and try to minimize the amount of travel for the students.

Superintendent Corey noted the Board currently has openings for community members wishing to participate.

Ms. VanCoughnett's electronic participation ended.

AGENDA BUILDING

Policy IHBG – Home Education Instruction and Access to Public School Programs by Non-Public, Public Chartered Schools or Home Educate Pupils; 2nd Reading

Policy EEA – Student Transportation Services; 2nd Reading

Policy JRA – Student Records and Access; 2nd Reading

FY18 Budget Discussion

Discussion on Proposals Received relative to the Field and Weight Room area

Start Time Committee – Update

Discussion of Potential Ramifications of Every Student Succeeds Act

REPORT OUT BY PROCESS OBSERVER

Ms. Deurloo Babcock spoke of the informative presentations and discussion that followed. She noted the Board stayed on task and completed its business in a timely manner.

ADJOURNMENT

**MOTION BY MEMBER DEURLOO BABCOCK TO ADJOURN
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
5-0-0**

The October 19, 2016 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:47 p.m.

Date _____ Signed _____