

HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD

JUNE 20, 2018

MEETING MINUTES

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, June 20, 2018 at 6:02 p.m. at the Hollis/Brookline Middle School Library.

Tom Solon, Chairman, presided:

Members of the Board present: John Cross, Secretary
 Holly Deurloo Babcock
 Elizabeth Brown (arrived at 7:56 p.m.)
 Melanie Levesque
 Krista Whalen

Members of the Board Absent: Cindy VanCoughnett, Vice Chairman

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

APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed Melanie Levesque as Process Observer.

AGENDA ADJUSTMENTS - None

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [May 16, 2018](#)

The following amendments were offered:

Page 5, Line 41; identify the “Unidentified Female Speaker” as “Janet Merrithew”.

MOTION BY MEMBER WHALEN TO ACCEPT AS AMENDED

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

4-0-1

Member Cross Abstained

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey spoke of the Board having been provided with a copy of a draft version of the 2018-2019 Coaches Handbook. The item will appear on the agenda for the Board’s August meeting.

Superintendent Corey informed the Board, at this time, there is no update on the lawsuit related to the turf field. He spoke with James O’Shaughnessy, Esq., Drummond Woodsum, earlier in the day. The court has not issued anything.

Superintendent Corey informed the Board of his nomination of David Hersey as a Guidance Counselor at the High School. Mr. Hersey has his Bachelors in Psychology from Keene State College, and Masters in School Counseling from Rivier College. He would join the District at a Masters, Step 2, and a salary of \$46,333.

MOTION BY MEMBER LEVESQUE TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF DAVID HERSEY FOR THE POSITION OF HIGH SCHOOL GUIDANCE COUNSELOR AT A MASTERS, STEP 2, AND A SALARY OF FORTY SIX THOUSAND THREE HUNDRED THIRTY THREE DOLLARS (\$46,333)

**MOTION SECONDED BY MEMBER WHALEN
5-0-0**

Superintendent Corey stated his nomination of Matthew Portu for the position of Social Studies Teacher at the High School. He has his Bachelors in History from the College of the Holy Cross, and his Masters in Education from Providence College. He has taught for 5 years, but will be joining the District at a Masters, Step 1 and a salary of \$44,984.

MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF MATTHEW PORTU FOR THE POSITION OF SOCIAL STUDIES TEACHER AT THE HIGH SCHOOL AT A MASTERS, STEP 1 AND A SALARY OF FORTY FOUR THOUSAND NINE HUNDRED EIGHTY FOUR DOLLARS (\$44,984)

**MOTION SECONDED BY MEMBER WHALEN
5-0-0**

Superintendent Corey nominated Susan Joyce for the 0.8 position of High School Guidance Counselor. She comes to the District with her Bachelors in Education in Psychology from Georgian Court University. She has her Masters in Education and her substance abuse certification also from Georgian Court University. She will be at a Masters +30, Step 1, and a salary of \$38,549.60.

MOTION BY MEMBER WHALEN TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF SUSAN JOYCE FOR THE 0.8 POSITION OF HIGH SCHOOL GUIDANCE COUNSELOR AT A MASTERS PLUS 30, STEP 1, AND A SALARY OF THIRTY EIGHT THOUSAND FIVE HUNDRED FORTY NINE DOLLARS AND SIXTY CENTS (\$38,549.60)

MOTION SECONDED BY MEMBER DEURLOO BABCOCK

ON THE QUESTION

Ms. Whalen questioned how the substance abuse certification would be useful. Principal Barnes remarked it is great to have as a skillset. He spoke of how David Hersey's background is working with at-risk kids and Easter Seals. He has done a lot for students who are in rehab for alcohol and drug. He has many hours in that area.

Chairman Solon questioned how the 0.8 schedule is distributed, e.g., shortened day or shortened week. Principal Barnes stated it to be a shortened day. One of the key components of the plan was to have everyone in place 5 days/week.

**MOTION CARRIED
5-0-0**

Superintendent Corey informed the Board of his nomination of Devin Fauteux for the position of STEM Engineering Teacher at the High School. He is a former student and is coming to the District as the STEM/Engineering Teacher. He has his Bachelors in Math Education and Masters in secondary education from Boston College. He will join the District at a Masters, Step 1, and a salary of \$44,984.

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT THE SUPERINTENDENT'S
NOMINATION OF DEVIN FAUTEUX FOR THE POSITION OF STEM ENGINEERING TEACHER
AT A MASTERS, STEP 1 AND A SALARY OF FORTY FOUR THOUSAND NINE HUNDRED EIGHT
FOUR DOLLARS (\$44,984)
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

Mr. Cross questioned the scope/responsibility of the role, e.g., is there coordination with other districts in terms of a holistic approach for preparing students for STEM as they come up into the COOP School District. Superintendent Corey stated that approach comes through the office of the Assistant Superintendent. It is working closely with the Brookline and Hollis School Districts to prepare students. He stated his belief one of the pieces Mr. Fauteux will be looking to explore is the students that will be coming to the High School in the near future will be much better prepared in the STEM field for what is happening at the elementary level. Part of Principal Barnes' goals for next year is looking at STEM through the lens of offerings, and what we need to do to be able to challenge the students that are in the pipeline.

When asked if there is a specific curriculum for this position, Principal Barnes stated it is predominantly through Project Lead the Way (3 of the courses). The other two are standard robotics curriculum.

One of his goals is to evaluate the programs. He is aware Mr. Fauteux is interested in looking at what students are already doing at the elementary schools to see if we want to change those going forward; when we do the Program of Studies we might want to do something different based on what students are coming to the District with. When asked if Project Lead the Way requires additional certifications of the teachers to offer the college credit, he indicated participation in the certification courses is required, e.g., for each course it is a two-week intensive. Mr. Fauteux will do 6 weeks over the summer in preparation (WPI credential).

**MOTION CARRIED
5-0-0**

PUBLIC INPUT

Janet Merrithew, 19 Forest View Drive

Remarked Superintendent Corey said that he would give Amy Rowe a copy of her input from last month. She emailed Director Rowe regarding a parent support group for parents of special needs children and has not heard back. After the last COOP School Board meeting, a member of the Board assured her that the Board would support such a group. Another member had questions. She requested members contact her with any questions.

When asked, Superintendent Corey noted he has relayed the information to Director Rowe, and he believes it to be the hectic time of year that has delayed a response.

Mr. Cross questioned the process for providing feedback. Superintendent Corey responded he made Director Rowe aware. He spoke of there being a number of things involved in closing up the year in the area of Student Services that have consumed her time. The process starts to slow in the next week, and he is confident that will provide the opportunity for response. Ms. Merrithew has been a long-standing member of the community and involved in the District. Her inquiry will receive a response.

PRINCIPAL REPORTS

- End of Year [Presentation](#) - Principals Barnes and Thompson

2017-2018 HBHS Goals

- Continue development of a proposal for approval addressing how the Core Values (Integrity, Innovation, Involvement, Individuality, Intellectual Curiosity) will be measured at the high school

Principal Barnes stated Amanda Zeller, Assistant Principal, has been meeting with a building level committee all year to look at ways to integrate the core values. Brian Bumpus, Assistant Athletic Director, will show what has been done with Athletics in terms of core values. This is the start as we begin to layer these in. The goal from the outset has always been to find ways to do this that are authentic rather than hanging rubrics around the building, pointing to them, and saying that we do them. We are looking to do it slow and do it right. He provided a few examples, e.g., National Honor Society, which fits the integrity marker.

The committee continues to look at varying models, e.g., Senior Seminar may be something to incorporate for all students.

- Create and implement a formal BYOD building procedure

Principal Barnes spoke of the number of students that bring their own device into the building. The question was if there IS a way to systematize it so that any teacher can know for sure they will have a laptop. The Bedford School District did a nice job with their model. Principal Barnes spent time researching what they did; required all students to buy a laptop. There are systems in place to provide for students who don't have one. Based on what he saw with what they were doing, there are infrastructure pieces that we don't currently have, e.g., FTEs. He became increasingly concerned with discussion of what screen time is doing with students. Through all of the research he has done, nothing says more screen time is good. Teachers are doing a great job with Google Classroom, but he is starting to be questioned by more and more parents about the amount of time students spend on a computer. He is questioning what the school's role is in enforcing that. He has paused the activity and will reach out and challenge the teachers as we approach the end of the year. There is the need to look at what research is saying about what technology is doing to kids and the way they are interacting with each other.

One of his goals is to bring forth a vision for technology at HB.

Mr. Cross stated he is pleased to hear the remarks. From an industry perspective, when students leave high school and college, they will go into the workforce and will be expected to focus and be productive, not be distracted constantly by their devices. There seems to be a lot of focus on learning the technology almost for technology's sake and not as a tool.

Principal Barnes remarked from a research base, that human interaction, building of empathy is something that is lacking, and he strongly believes this is a big piece of it.

- Participate in Instructional Best Practices Committee (if formed)

Principal Barnes noted the committee was not formed. They continue to forge ahead when it comes to best practices. This year the District ranked #5 in the State and one of the few schools that made the AP District Honor Roll for the access it provides to students to take the exam and the rates at which our students do well on it.

The school participated in the SAU-Wide Social Emotional/Wellness committee, which he believes has been groundbreaking in a lot of ways for the District. Feedback has indicated it has been a good experience.

There was great collaboration with educational consultants utilizing the West Ed tool, which is looking at the delivery model for student services overall. In terms of the Student Services reorganization, he is pleased with

how that has turned out in the form of hiring. Some of that is the way it was envisioned, but also the work that was done to negotiate the contract, which is very competitive.

He spoke of Challenge Day, which is a program that some area high schools have undergone that focuses on building empathy, a little bit of resilience in students and that face-to-face interaction. From what he has seen and the research that has been done, it is a very impactful day. It is something being considered as a long-term initiative. The HB the Change Club did an amazing job fundraising and worked with the Rotary, which is sponsoring this program as well as the Senior Class that donated over \$3,000 to support the effort. The intent is to train 100 students and 20 teachers to be the ambassadors for bringing around this cultural piece of not being on the phone so much, building empathy, understanding and respecting other people's point of view and seeing each other as human beings. We have a wonderful school culture, but in this digital age that we live in, bullying exists in all schools, and this is seen as an innovative ongoing opportunity.

- Review data regarding the implementation of later start time and identify emerging trends

Principal Barnes provided Health Office and attendance data. He spoke of being pleased with the information the data provides, e.g., in 2014-2015 there were over 7,500 Health Office visits and now it is under 5,000. The data shows the two Nurses that are working in the Health Office are doing a phenomenal job with outreach. They are spending quite a bit of time working on the policy end of issues such as the ability to address the need of students for injectables, e.g., diabetes. He stated his belief some of the initiatives have resulted in a stress reduction for students.

In terms of attendance data, the information suggests the number of absences has declined. Principal Barnes stated one of the reasons students are absent is related to too much work, stress, etc.

2017-2018 HBMS Goals

- Ensure that all curriculum is aligned and accessible to students

Principal Thompson commented the real heavy lifting this year in terms of curriculum was in Mathematics. The work that was done was to ensure the accelerated 8th grade Math class was a true Algebra I class. This course, over time, has taken on new standards and new information has been brought into it. The vehicle by which they were able to achieve this was the late start PLC Friday; 8th grade Math Teachers would meet with 9th grade Algebra Teachers, plan units of study, look at assessments, give common questions/assessments and analyze the results to ensure consistency of practice.

This was also true in the World Language Courses; more on the elementary to middle level. The World Language Teacher from the Hollis schools worked with the HBMS World Language Teachers to develop certain skills or an understanding of the flow of curriculum.

This year they saw a great deal of implementation of curriculum with the greenhouse; Health and Science classes and after school as part of the Green Group. It was also done in collaboration with the High School and their Green Group.

Every year it becomes more and more impressive to see the tools, apps, technology teachers are using. This year the process of adding SmartBoard technology to the HBMS began. If a teacher wants students to read the Gettysburg Address, but we have students that read at the 4th grade level, there are apps that will take the Gettysburg Address and drop it down to a 4th grade level. They can do it in the form of a document that looks very similar so that other students don't know the particular student is reading the 4th grade version. The technology being used is really about giving students access to the curriculum they wouldn't have had before.

Principal Thompson spoke of the interdisciplinary units of study in 8th grade English & History. He remarked he would define English & History at the HBMS as Humanities. The English teachers are taking the units of studies that are being done by the History teachers and using it to teach content.

Read 180 is a research based reading intervention program that is used for students who are struggling readers. The data provided indicates the number of students accessing Read 180 is going down. The research based reading programs that have been implemented throughout our schools, starting in Kindergarten, have really lead to significant improvements in students' reading levels. Last year there were 20 students accessing Read 180 and there are now 9-10.

Mr. Cross remarked to him there are two important things; are we progressing students and is there substantial Lexile change. For the few students for whom the data indicates there has not been significant progress, what would the next step be? Principal Thompson responded when we identify students who are not learning, going to Student Services results in the student receiving whatever resource is needed. There is a strong philosophy of every student gets what every student needs. When you start to look at students that are reading 3 grade levels below, Read 180 is not going to work. From there a much more structured program is looked at. There are a variety of interventions.

Mr. Cross questioned if there is something comparable for math and was informed they are working on that. There are math interventions but looking at what is being done in comparison to Read 180, it is not as black and white.

Ms. Deurloo Babcock questioned if they are identified students or students who are struggling who are within the typical scale. Principal Thompson responded most are students that are either identified as having an IEP or a 504, but not all. He commented were he in another district and had a student who was a struggling reader, if tested for special education or they tried to put the student on a 504 and he/she didn't qualify, they would say we can't give him/her Read 180, that is a special education intervention. We don't put students in these categories of you are on an IEP or a 504 so you have access to this but because you are in regular education you don't. This is done in-school. There are 3 components; independent practice, teacher-lead instruction, and a computer component.

- Develop and integrate a systematic approach to ensure the social and emotional well-being of all students

One of the things undertaken by the District at the start of the year was bringing in the National Alliance on Mental Illness to do the Connect Suicide Prevention Program. The intensive, full-day training program was done with all staff.

The District has implemented the Mental Health First Aid, which is essentially along the same lines as first aid and CPR; if you were to encounter an individual that was having trouble breathing or needed CPR you would be trained to do that. This also works for mental health as well. He reiterated all staff is trained in this nationally recognized, research-based program known as Mental Health First Aid. It is a training the District would like to extend to parents next year as well.

He spoke of steps taken to revise the advisory system to incorporate more of what they call SEL; Social and Emotional Learning. As a middle school the hallmark of what they do is done in ROCK/Advisory Program where the goal is every adult gets to know a group of students very well and makes strong connections with them.

Principal Thompson spoke of the attendance action plans. Students who miss more than 10% (18 days) of the school year are identified. When they come in there is an action plan in place, e.g., a series of steps to ensure attendance improves. This year there were 19 students on action plans. This is the 3rd year of action plans; the

first year there were 40 students on action plans. The number of students who are habitually truant or have chronic absenteeism at the middle school is going down significantly as a result of the action plans.

Chairman Solon spoke of the Superintendent review process noting one of the comments that came as feedback from part of his administrative staff was a desire to have a focus on professional development for social and emotional training. Often times when we focus on professional development we give the opportunity for people to pick what they want not necessarily what they need. This was pointed out as an area where it is becoming an increasing component of the requirements. He credited the building administrators for making this happen and the Superintendent for hearing what came back in that review and very quickly putting it into action.

- Collaborate with emergency services to improve the safety and security of HBMS

Principal Thompson commented this involves several steps; getting all staff trained in FEMA incident command training for school, updating Emergency Operations Plan, which also includes reunification plan. They received a \$40,000 Public Infrastructure Grant. One of the things done early in the year was having a crosswalk installed across Main Street.

As a result of the efforts as a school, they were recognized by the Department of Homeland Security as the recipient of the 2018 Homeland Security School Emergency Preparedness Award.

Principal Thompson spoke of the HB One Community, e.g., combined 7-12 clubs, shared resources whether it be coursework, athletics, etc.

2018-2019 HBHS Goals

- Evaluate and enhance current STEM offerings and research alternatives to the March 2018 STEM proposal and make a recommendation on how to acquire the necessary space for related programs
- Review and implement recommendations as appropriate that were developed by building level committee led by consultants utilizing the West Ed Tool
- Continue to develop vertically aligned (7-12) Professional Learning Communities
- Perform a technology needs assessment for the high school that takes into account recent purchases and practices as they relate to the impact on technology and instruction in the building

2018-2019 HBMS Goals

- Revise the HBMS Core Values
- Implement new special education model as outlined by the building level Implementation Team using the West Ed Tool for School Improvement
- Explore implementation of the PSAT at the middle school level
- Further develop personalized learning for all students
- Continue to develop vertically aligned (7-12) Professional Learning Communities
- Continue to make enhancements to the safety and security of HBMS, making HBMS a national spotlight school

When asked about the percentage of students that opt out of testing, Principal Thompson stated this year, in sum total, there were around 25 who opted out. The number has been increasing over time. He stated his belief there is sort of a movement afoot amongst parents that they don't believe in traditional standardized testing, but PSAT is something they see as a tool that will help them down the road when it comes to looking at colleges, universities, and that sort of step towards the SAT. He believes with that they would get a lot of buy-in.

Chairman Solon noted the goal at the HBHS to create and implement a BYOD building procedure and questioned if that has occurred. Principal Barnes replied it has not. When asked where he expects to go with the work that has been done so far, he indicated the first thing would be a needs assessment. Some work was done prior to Assistant Superintendent Bergskaug arriving, which she has picked up. There are other assessment tools out there to look at where we are in the building; identifying those trends and seeing what is currently going on in terms of technology and its use, and then developing a plan. He could see them going department by department. His struggle with the idea of everyone having a laptop is that might be great for certain subjects, but not what other areas want, and technology is more than the laptop.

Chairman Solon requested the item be a high-level 7-12 Board topic. There are policies around it, and he believes there to be a good deal of data in recent years that may conflict with data reviewed when the policies were adopted. Principal Barnes stated he would welcome that. Superintendent Corey stated this to be the topic for the committee that was discussed. This goes right into the core of where they are heading with curriculum; you can't separate technology but need to balance screen time with the resources that are available with the personalized learning. This would be one of those things that, as a 7-12 discussion, is put on the agenda multiple times next year.

Ms. Deurloo Babcock questioned if what was being discussed was BYOD at the HBHS and the HBMS, and, if so, whether the HBMS already has a procedure in place. Principal Thompson stated the middle school developed policies about 4 years ago. When asked if those would have to be looked at as well, Superintendent Corey responded it will have to be 7-12. Assistant Superintendent Bergskaug added it is more than BYOD. That just gives you the vehicle to have access. The real question that has to have a hard look is instructional practices; when is it actually augmenting the curriculum versus just another option.

Chairman Solon commented on research he has seen that indicates the evidence of having a device with you, using it or not, actually hurts comprehension and attention. It needs to be looked at in the broad scope. There may need to be some action specifically on policy as well as curriculum.

Ms. Deurloo Babcock questioned the logistics, e.g., does it go to the formation of a best practices committee. Superintendent Corey stated it would start with a review of instructional practices. Once that is clarified the group can move back to the issue of policy.

There being no objection, the Board went out of the regular order of business and recessed to conduct the Public Hearing.

PUBLIC HEARING

- Athletic Trust Fund

MOTION BY MEMBER WHALEN TO RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

5-0-0

The Board recessed at 7:16 p.m.

The Board reconvened at 7:26 p.m.

Ms. Sherwood indicated Kelly Seeley, Business Administrator, has requested additional direction from the Board. She struggles each year with whether the funds could be utilized for regular expenses or the unanticipated expenses.

Chairman Solon stated, unless a motion is made and approved to change it, it is to be used for general operation of athletics; doesn't necessarily have to be a year-to-year payment. When established it was allowed to potentially accumulate to pay for a specific item if there were not sufficient funds for a desired item(s). It is at the discretion of Administration as to which elements of the budget will be used. Past practice had sometimes been to try to use it for big items just so that it made it an easier meeting to authorize expenditures, but it is not a contingency or rainy day fund.

If the Board wishes for that to be different, it would have to be a conscious effort and decision to make it a contingency fund.

Ms. Levesque questioned where the funds would come from if an emergency situation arose that was athletic based. Chairman Solon responded athletics are an integral part of our school and where the Administration chooses to get the money in the case of an emergency, we look to them to say where the best place is for those funds to come from. If taking it out of the athletic budget is going to hurt the athletic programs and there is money elsewhere they have the freedom to do that; it is a bottom-line budget. However, were there an emergency outside of athletics, this money cannot be used for that. Ms. Deurloo Babcock commented as long as the money is being used for athletics that is what matters to her.

The Board returned to the regular order of business.

- End of Year Athletic Presentation - Brian Bumpus, Assistant Athletic Director

2017-2018 Year in Review

Brian Bumpus, Assistant Athletic Director, spoke of the tremendous athletic year at the HBHS level.

- NHIAA Scholar Athletes

Seniors who played 2 or more sports during Senior Year, maintained a B+ average or better, and participated in community service. This year they recognized 20 of the Senior student athletes.

- Sportsmanship

Three teams won the Sportsmanship Award for their sport. This is an award received by the top 3 teams in a division (per sport).

- Championship Teams

HBHS Girls Volleyball team won their 7th overall State championship and 4th in Division I. Both the HBHS Girls and Boys Basketball teams won championships this year.

In addition, there were two individual State champions this year.

- Communication

Brian Bumpus, Assistant Athletic Director remarked communication is an area they have worked hard to improve. For the past two years they have hosted Meet and Greet nights at the HBHS. They have proposed doing the same at the HBMS.

They have implemented the use of the FamilyID registration system. The District currently uses MySchoolBucks. They put together a registration form to try and bring athletics on board. Unfortunately, that has not turned out to be user friendly. They have conducted the research, met with representatives of FamilyID and believe that system will suit the needs of the District.

The department has created an increased presence on social media.

- Athletic Trainer / Fitness Center

- New trainer has become valuable member of team
 - Taken over responsibility for ImPACT Testing
 - Strength and conditioning (his skillset has been utilized by numerous teams)
 - Open communication
 - Approachable for students and parents
 - Wealth of knowledge
 - Plans to integrate summer training program in future
- Fitness Center revitalization
 - Removal of old, outdated equipment
 - Installation of modern equipment
 - Allows for versatility, safety, and user-friendly environment

- Coaches Handbook

Assistant Director Bumpus spoke of additional amendments that need to be made to the current handbook. Work will continue in this regard. An over-arching coaching philosophy will be developed. A draft of the 5 Is was provided.

Goals

- Coop Athletics
 - Develop relationship between programs at both schools
 - Roll-out Coaches Handbook to all coaches
 - Develop corresponding middle school uniform purchase cycle
 - Develop Coop Athletics website (rolled out earlier in the day)
- Field Maintenance
 - Met with professional to provide recommendations
 - Develop long-term strategic plan for renovation of all fields
- Facilities
 - Continue to improve and develop fitness center
 - Evaluate and identify needs in all fields and facilities

Chairman Solon questioned if consideration has been given to an evaluation process for coaches as is done with other staff positions within the District.

Assistant Director Bumpus responded that is something that needs to be addressed. Currently coaches are given evaluations at the end of the season. He stated his opinion the same evaluation should be given at the high school and middle school levels for consistency and continuity between the two schools.

When asked about the timeframe needed to create a more formalized process Principal Barnes stated his belief it would not take long, e.g., an afternoon.

Ms. Deurloo Babcock questioned if a committee format would be helpful to the discussions of objectives, evaluation, philosophy, etc. Assistant Director Bumpus stated he would agree with bringing in coaches to take part in the discussion and believes that would help develop a sense of ownership over it.

DISCUSSION

- Revenue and Expense Update

Linda Sherwood, Assistant Business Administrator, addressed the report provided with the [agenda](#) noting, as of 6-7-18, the unreserved fund balance, after reductions, is \$231,195 (anticipated to be returned to the taxpayers).

Listed on last month's report were three potential expenses; fire panel replacement, underground tank repair, and leaking pipe repair. Those items have been addressed and are incorporated in the expense section of the report dated 6-7-18. In the revenue section, the largest difference from when last reported is "Other" as shown under "Local". Included in that are the pay-to-play athletic fees, facility use fees, and vocational education reimbursement from the State.

- Clubs/Organizations - Stipends

The column titled "Proposed" references (FY19) stipends new beginning in FY19. Chairman Solon noted the incorrect value listed in the HBHS Extra Curricular and Performing Arts Stipends for the Department Chair of Guidance. It is listed as \$8,500 and should be \$3,151.

Chairman Solon reminded the Board the building Principals have the authority to define any of the stipends that are considered Tier 1 or Tier 2. The Board has the authority to change the dollar value of the stipends beginning next year if there is a belief it is necessary. There are two ways a position could be altered; moved to a different tier if it is believed the pay scale is under or over valued in one or more positions, the compensation for a stipend can be changed blanketly. The expectation is that a request/recommendation would come from the Administration to do that, and it would be based on the ability to fill, the need to pay, and the availability of people in those positions.

Principal Barnes stated, for FY19, the Administration is looking to add \$400 to create the beginnings of a stipend for Guitar Night Advisor. The next two represent an increase of \$200 for the current stipend(s) for HB The Change. It was noted there is no \$800 increment; rather than splitting a stipend it would have to be made into 2 separate stipends.

Ms. Sherwood stated she was not clear because it was removed from the Collective Bargaining Agreement (CBA), she didn't realize they had to stay within the tiers. Chairman Solon remarked it still has to be published. There still has to be a structure unless it is completely abandoned. Superintendent Corey stated his opinion there needs to be structure and the tiers help with that. He would see the District staying with tiers to provide a framework.

Next is \$400 for the Physics Advisor (Physics Club). The SOPE stipend has been on the books for some time but has been unfilled. He does not see that being filled in the future. The school is not affiliated with that organization. The line will be deleted.

Ms. Sherwood identified the stipends that were not paid in the current year as: Dance Team, Chess Club, and SOPE. Principal Barnes indicated each of the three could be deleted from the list.

Superintendent Corey noted there are a group of students that will be heading to the high school that are very active in chess. Mr. Cross questioned if the best approach would be to leave the line item in and zero it out. Chairman Solon questioned if it is being advertised as an available extra-curricular activity to the students. Ms. Deurloo Babcock questioned if the position is not filled due to lack of student interest and was informed that is the case. Principal Barnes stated his belief, were there interest, they would be able to identify a faculty member to fill the slot. Ms. Deurloo Babcock suggested only removing items that are duplicates or will not be utilized in the future. Chairman Solon stated the desire to understand if the opportunity is being advertised. If it were to start up again and there was a great deal of interest it might not be a Tier 1 position. He commented he does not feel strongly about it, but if not hiring for the position, not anticipating having the resources to allocate to do it, and not advertising it, then it should be removed. Principal Barnes remarked the intent with the things that are not being done is to be able to pay for some of the increases being requested so that the total cost is neutral.

When asked if there are students moving into the high school this year that are interested in chess, Principal Thompson stated they did have an active chess club this year. At the HBMS, clubs are driven by student interest, which is not understood until September. His preference is to leave it in place and that there be flexibility to accommodate the interests of the student body. Chairman Solon commented if it is going to be on here, they will budget for it and assume they will pay for it. That may restrict their willingness to support other things.

Assistant Superintendent Bergskaug commented a problem that is faced is trying out a new club that will not be paid for for a few years, and for the middle school by the time we say we are going to budget for it and provide a stipend that group of students has moved on. It is difficult to know where the interest will be. Chairman Solon commented it is less of a controversy when it is a \$400 position.

The consensus was to delete the SOPE stipend.

Superintendent Corey stated for the procedure to work, all of these have to come through in September. If something is taken out now something else cannot be increased. With the new format, all of the requests will be part of the budget proposal. They will be approved or denied with the budget.

Mr. Cross questioned if the stipends are solely compensation for time and was informed that is the case.

Principal Barnes noted the addition of the Bass Fishing Assistant Coach (\$600) and Bass Fishing Head Coach (\$1,600; Tier V and requiring Board approval).

When asked about the number of students participating in bass fishing, Assistant Athletic Director Bumpus stated for the first few years it was a team of 4-5 students and last year it was 10-11. The Field Hockey Assistant Coach (\$1,600) is new in FY19 as are the football-scoreclock (\$375) and Golf Assistant (\$900). Chairman Solon noted the increment of \$375 is not one they have. Assistant Athletic Director Bumpus noted there is a scoreclock operator for football and track meet manager positions. The associated costs are actually officials payments; we pay those amounts out of the officials account, but because they are employees of the District they need to be paid out of the same account line that these stipends are being paid out of. It is a per/game dollar amount.

Chairman Solon stated his opinion they should not be stipends. Ms. Sherwood reiterated the chart being utilized was created for accounts payable/payroll. When utilizing the information to identify stipends, those instances would be removed.

Other new stipends include Golf Assistant (\$900), Girls Soccer Assistant Coach (\$1,600), Spirit-Winter Assistant (\$1,600), Swimming Assistant Coach (\$1,600), and Boys Tennis and Girls Tennis (\$900 each).

Chairman Solon stated concern there are additional assistant coaches that are not being compensated. When asked if that is the case, Assistant Athletic Director Bumpus stated there are some sports that do have volunteers that help. The ones being considered for addition to the list are primarily numbers based. Based on the stipends already within the system they feel the sports are covered as far as coaching goes.

Ms. Deurloo Babcock commented when you pay someone you have a stronger method of holding them accountable to the evaluation process, etc. She stated appreciation for the fact that the positions have been added.

Ms. Brown questioned baseball stipends; specifically that additional coaches are needed. Ms. Deurloo Babcock commented she has seen a lot more volunteers than those listed. She reiterated she sees it as a step in the right direction.

Superintendent Corey stated his strong belief a Varsity Coach, a JV Coach and an Assistant Coach is ample. He coached for 20 years, and that is more than enough for staff.

Ms. Brown commented on the number of volunteers who are purportedly playing the role as coach and going with that name and authority. If they really are an unpaid volunteer that doesn't have the authority or command we need to be able to monitor that. She spoke again of baseball and the number of coaches needed. She questioned who is receiving the stipend and was informed Jay Sartell was the paid JV Baseball Coach. Ms. Brown commented we have a teacher who is donating a lot of his after school hours and making a real impact on those kids, but we are not paying him.

Assistant Athletic Director Bumpus stated Trevor Duval was the JV Coach for a long time, and he elected to not be in that role anymore; to step back and be the volunteer. Chairman Solon noted one of the things to avoid is volunteers being paid by the coaches (split their stipend).

Ms. Brown questioned the Boys Soccer Freshman line; whether it has been filled in the last 4 years. Principal Barnes stated they have struggled to fill that position, but he is not certain it has been 4 years. Assistant Athletic Director Bumpus stated it has not been filled. The position is not anticipated. He asked that it remain in the system as an Assistant position. Boys Freshman should be removed from the name so that it simply indicates soccer assistant.

Principal Thompson stated the new requests for FY19 include DC Chaperones (\$3,000) (20 @ \$150), DC Prep two \$500 stipends. Also for FY19 are stipends for Boys and Girls Lacrosse (\$2,350 each), and videogame club (\$600). For FY20 proposed is the addition of Robotics (3) (\$1,350); for every 15 students have to have an advisor, and ski club advisor (\$1,000).

When asked about the amounts of the stipends, Principal Thompson stated this year the Robotics stipend was a different amount. There were two people who stepped up to do it, but there was only 1 stipend. The stipend was split in half. The amount for FY20 should be identified as \$2,700. Chairman Solon stated they should be budgeted at the same level.

Chairman Solon remarked the question has come up about Lacrosse, based on the ambiguity of the field status. In August, Assistant Athletic Director Bumpus will make a presentation about field use. At that point, he will be looking at options. At this point, he would like to leave the stipend in there to identify what the cost is and how it is captured in the budget. However, at the same time, we have an obligation to make sure we have a safe place for the kids to play without bumping someone else. He requested no action be taken related to that

stipend until the Board has received the presentation and understands what its options are, as far as facilities, to do so.

- General Assurances - Federal Funds FY19

The New Hampshire Department of Education (NHDOE) has developed a “General Assurances, Terms and Requirements for Participation in Federal Programs” document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. The federally funded education programs which flow money through the NHDOE require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered “general assurances”.

The submission of general assurances is required by:

- Federal regulation 34 CFR § 76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes
- Applicable regulations of other federal agencies

The NHDOE has consolidated the general assurances into one document, which also now includes terms and requirements in an effort to provide more guidance relative to implementation of the underlying assurances. NHDOE requests an annual submission for all of the Local Education Agencies (LEAs). This will simplify the collection of assurances and facilitate the requirement that the Commissioner certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEAs. As such, both the Superintendent and the local School Board are required to sign the certification page of the document.

- Chairs’ Meeting Update

Chairman Solon spoke of the miscalculation by the State for some past reimbursements, which results in revenue of approximately \$11,000 to Hollis and \$3,000 to Brookline. Because it is old money, it will automatically be added to the amount that gets returned to the Towns’ General Fund.

Hollis has two contracts up for negotiation this year. Budget discussions have already begun. A series of public hearings are being conducted for expenditures from the various trust funds.

Staffing is going well throughout the SAU. Although not in the highest paying areas, the work environment and the level of collaboration that takes place is very appealing to perspective staff.

Administrative Retreats are scheduled.

Superintendent Corey informed the Board the SAU is advertising and interviewing for the Business Office position that was approved during the budget process. The receptionist at the HBMS moved on, the position was reduced to 28 hours/week, and Maryann Johnson, Superintendent’s Assistant, has taken the position. The SAU will be advertising for a full-time position in the next few weeks. The hours of the former Receptionist as well as those of the current Assistant will be combined for the full-time position.

- Budget Committee Update

Mr. Cross informed the Board, at the last meeting, the Business Administrator provided an overview of the budget and informed the committee the FY18 audit had completed with no findings. The Budget Committee is considering inviting the Auditor in for Q&A but only if there are substantive questions.

The Business Administrator presented the Facility Report, which prioritizes facility improvements and informs the budget process.

Mr. Cross noted he informed the Budget Committee that the Board is working on putting together a Workshop to discuss improving upon the Annual Meeting. The Budget Committee expressed interest in being involved in that process. The next meeting is August 29th.

- Board Priorities

Chairman Solon spoke of the desire to identify priorities for the term. The item will be placed on the agenda for the Board’s next meeting.

DELIBERATIONS

- To see what action the Board will take regarding the Administration’s proposal regarding stipends

Chairman Solon noted what the Board was considering was the list provided with the agenda amended to delete the position of SOPE, and the three *official* positions would exist, but not be identified as stipends.

MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE ADMINISTRATION’S RECOMMENDATIONS FOR EXTRA AND CO-CURRICULAR STIPENDS FOR FY19

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the Business Administrator’s recommendation for the Athletic Trust Fund

The requests are as follows:

Field Maintenance	\$ 2,987.98
Equipment Repair	3,478.24
Transportation	5,949.20
Transportation	18,829.49
Travel	70.71
Training Supplies	350.00
Athletic Supplies	0.00
Awards	4,267.86
Uniforms	12,102.49
Uniforms	0.00
Additional Equipment	<u>\$ 992.27</u>
Total	\$49,028.24

Beginning Balance 7/1/17	\$38,055.77
FY17 Approved Reimbursement	(25,792.56)
FY18 Voted Transfer	67,000.00
Interest to Date	323.51
FY18 Requested Reimbursement	<u>(49,028.24)</u>
Anticipated Ending Balance 6/30/18	\$30,558.48

**MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE EXPENDITURES FROM THE ATHLETIC EXPENDABLE TRUST FUND IN THE TOTAL AMOUNT OF FORTY NINE THOUSAND TWENTY EIGHT DOLLARS AND TWENTY FOUR CENTS (\$49,028.24), AS OUTLINED IN THE PUBLIC HEARING
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

Chairman Solon explained the intent would be to move monies from the Athletic Trust Fund into the General Fund to be used to offset the expenses.

Superintendent Corey explained further the voters approved the monies for the fund. The only way the funds can be expended is by a vote of the Board after a Public Hearing is conducted.

Ms. Brown asked for clarification the transfer would result in a reimbursement as opposed to an expenditure. Superintendent Corey stated the items listed were discussed during the budget season and placed into the budget. There have been other times when he has come to the Board, at the recommendation of the Athletic Department, with a request to expend funds for unanticipated items. Each time an expenditure is requested a public hearing is required.

MOTION CARRIED

7-0-0

- To see what action the Board will take regarding the Business Administrator's recommendation for school lunch prices 2018-2019

A communication from Kelly Seeley, Business Administrator, indicates "the State Department of Education has notified the SAU that our school lunch prices are out of compliance with the Healthy Hunger Free Kids Act. Based on the United States Department of Agriculture calculations our current weighted average price for 2017-18 across the SAU is \$2.80. The required weighted average price for 2018-19 is \$2.90.

Failure to bring the price into compliance will require the general fund of each district to fund the price differential. If nothing is done, the state may also withhold our federal and state revenue associated with the school lunch program resulting in additional funding requirements on the general fund."

**MOTION BY MEMBER WHALEN TO INCREASE THE PRICE OF SCHOOL LUNCHES TO THREE DOLLARS AND TEN CENTS (\$3.10) AT THE HIGH SCHOOL AND TWO DOLLARS AND NINETY FIVE CENTS (\$2.95) AT THE MIDDLE SCHOOL, EFFECTIVE AUGUST 1, 2018
MOTION SECONDED BY MEMBER BROWN**

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding policy [IHCD](#) - Dual Enrollment for Community College System of New Hampshire; 2nd Reading

Given its second reading;

Ms. Deurloo Babcock explained, if not passed at this time, the District would not be able to avail itself of the reimbursement for students who fulfill their requirements for this past year for any credit they may receive from the Community College System of New Hampshire. Moving forward they will pay for it directly.

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY IHCD – DUAL ENROLLMENT FOR COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE, AS PRESENTED
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

Ms. Levesque commented as a former Trustee for the Community College System and remembering when this school did not really support students taking classes through the community college or online learning, she is really impressed by what the District is doing today and the relationship with the community college system that is allowing students to be able to graduate with college credits.

Ms. Deurloo Babcock noted this policy is written for students to be able to take dual credit, but does not address who would actually receive reimbursement or be eligible for funding because the NHDOE has very specific courses that meet requirements; basically, STEM courses, students in certain grades, etc. The policy still states the District is not responsible for tuition, that parents in different situations would have to cover the cost of certain fees for different courses.

Assistant Superintendent Bergskaug added it meets the criteria to allow our students to be reimbursed and/or do this at no charge next year, but still leaves the door open for our other offerings for dual enrollment as the District has numerous opportunities in addition to the very select group that the State is considering.

Chairman Solon commented the language that is struck through addresses specifically a course at an approved college for college credit and the proposed language addresses advanced coursework. He questioned potential consequences from the lack of specifically referencing the colleges. Assistant Superintendent Bergskaug commented it is sort of intentionally vague. There is another policy where if a student does enroll in a college course there is a process for the student, though an application with the assistance of Guidance to the Principal, to question if graduation requirements could be met through a particular course.

Chairman Solon commented on the obligations the policy places on the Administration and questioned if the task would be too large. Assistant Superintendent Bergskaug stated the Administration is already meeting all of the obligations in order to have dual enrollment.

Mr. Cross commented on hearing discussion of reimbursement and that the District is not responsible for any cost. It was explained the reimbursement comes from the NHDOE.

Assistant Superintendent Bergskaug stated the need for this policy to be adopted and in place as well as a Memorandum of Understanding (MOU) with the signature of the Board Chair and Superintendent defining dual-enrollment, indicating what the District will do, etc. The MOU was distributed at last month's meeting.

Mr. Cross questioned use of non-gender specific terms noting the policy goes back and forth between reference to "him/her" and "he". That will be made consistent.

**AMENDED MOTION BY MEMBER DEURLOO BABCOCK TO AMEND BY ADDRESSING GRAMMATICAL ERRORS, ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY IHCD - DUAL ENROLLMENT FOR COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE, AS AMENDED
MOTION SECONDED BY MEMBER LEVESQUE**

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding granting the Superintendent the ability to hire, accept resignations, and terminate staff during the summer months

Superintendent Corey remarked historically the Board grants the Superintendent the authority this time of year because of the number of vacations, etc. occurring. At this time, there is 1 opening for a long-term science position (1 year). When such an action occurs, the board is informed via email. Having the ability to react quickly allows for the hiring process to be undertaken without delay.

MOTION BY MEMBER WHALEN TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF DURING THE SUMMER MONTHS

MOTION SECONDED BY MEMBER DEURLOO BABCOCK

MOTION CARRIED

6-0-0

REPORT OUT BY PROCESS OBSERVER

Ms. Levesque noted the meeting ran an hour over schedule. The end-of-year presentations and discussion of stipends needed additional time.

NON-PUBLIC SESSION

MOTION BY MEMBER DEURLOO BABCOCK THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO 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

MOTION SECONDED BY MEMBER WHALEN

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

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

6

Nay:

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MOTION CARRIED

The Board went into non-public session at 9:14 p.m.

The Board came out of non-public session at 9:22 p.m.

MOTION BY MEMBER CROSS TO APPROVE THE RECOMMENDATION OF THE SUPERINTENDENT TO ALLOW A NON-RESIDENT STUDENT TO ATTEND THE HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT AT THE APPROVED POLICY TUITION RATE

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

6-0-0

ADJOURNMENT

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

The June 20, 2018 meeting of the Hollis Brookline Cooperative School Board adjourned at 9:24 p.m.

Date _____ Signed _____