

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

A regular meeting of the Hollis Brookline Cooperative School Board was held on Wednesday, January 18, 2017 at 6:00 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  
Eric Pauer (arrived at 6:41 p.m.)  
Cindy VanCoughnett  
Krista Whalen

Members of the Board Absent: Christopher Adams

Also in Attendance: Gina Bergskaug, Assistant Superintendent  
Kelly Seeley, Business Administrator  
Linda Sherwood, Assistant Business Administrator  
Amy Rowe, Director, Student Services  
Rick Barnes, Principal, Hollis Brookline High School  
Bob Thompson, Principal, Hollis Brookline Middle School  
Maryanne Shanley, Chairman, Start Time Committee

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APPOINTMENT OF PROCESS OBSERVER

Chairman Brown appointed Krista Whalen to serve as Process Observer.

AGENDA ADJUSTMENTS - None

APPROVAL OF SCHOOL BOARD MEETING MINUTES

Hollis Brookline Cooperative School Board . . . . . December 21, 2016

*The following amendments were offered:*

- Page 3, Line 9; replace "Ms." With "Mr."
- Page 7, Line 52; replace "recommended" with "recommending"
- Page 8, Line 49; replace "Administration" with "Administrator"
- Page 12, Line 36; replace "impressive" with "impression"

**MOTION BY MEMBER SOLON TO APPROVE AS AMENDED  
MOTION SECONDED BY MEMBER WHALEN  
MOTION CARRIED  
5-0-0**

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Assistant Superintendent Bergskaug informed the Board of receipt of a letter of Intent to Retire from Lara Evans, Hollis Brookline High School (HBHS) World Language Department, effective at the end of the 2016-2017 school year.

**MOTION BY MEMBER SOLON TO ACCEPT THE LETTER OF INTENT TO RETIRE RECEIVED FROM LARA EVANS  
EFFECTIVE AT THE END OF THE 2016-2017 SCHOOL YEAR  
MOTION SECONDED BY MEMBER WHALEN  
MOTION CARRIED  
5-0-0**

Assistant Superintendent Bergskaug noted the following Hollis Brookline Cooperative School District Officers to be elected March 14, 2017:

One School Board Member, Brookline for Three Years

One School Board Member, Brookline for Two Years  
One School Board Member, Hollis for Three Years  
One Budget Committee Member, Hollis for Three Years  
One Budget Committee Member, Brookline for Three Years

Filing period: January 25, 2017 - 5:00 p.m. on February 3, 2017

### PUBLIC INPUT

Ana Birch, 16 Broad Street, Hollis

Stated she cares a great deal about the issue of the sidewalk across Main Street. She is uncertain if the funding for the sidewalk is being considered as part of the proposed FY18 budget, and offered to assist with fundraising efforts should that be desired. She spoke of the increased pedestrian safety that would result from the construction of a sidewalk, and her belief this is an issue of interest to community members. Having some funding available would be an important first step.

### ATHLETIC PRESENTATION

Mr. Rhon Rupp, Athletic Director, HBHS, provided a PowerPoint [presentation](#). Director Rupp highlighted the 2016 standings for the numerous athletic teams.

Director Rupp noted all athletes are now required to participate in ImPACT testing. The response has been positive with 292 athletes having completed testing through the HBHS, 6 through another facility, and 5 submitted waivers. Winter sports testing is underway.

During the first seasonal Coaches Meet and Greet, coaches reviewed with parents the school policies and Athletic Agreement. They then broke out into rooms for the required team parent meetings.

The District purchased a storage container, which was placed along the wall outside of the cafeteria. A dividing wall was constructed to separate long-term and seasonal storage. The Booster Club donated shelving, which was installed. Items are being moved from the weight room into the container (large bulky items).

A new outdoor scoreboard was donated by Coca Cola. It will be placed on the side field, which will support Field Hockey and Boys Lacrosse. The location was approved by the Hollis Historical District Commission. The District is currently working with the Hollis Energy Committee to install a solar energy system to power the scoreboard (estimated installation; Spring 2017).

Ms. Deurloo Babcock stated a desire to receive information relative to spring and winter sports as well, e.g., participation numbers, etc. Chairman Brown suggested such information could be provided in a written report forwarded to the Board through the Principals' Report.

When asked about the uniform replacement cycle, Director Rupp noted for the spring they are doing baseball uniforms and in the fall, contingent upon budget approval, they would look to acquire uniforms for football and boys' soccer. If possible, they will look to purchase uniforms for Boys' volleyball and Boys' and Girls' as well (relatively small costs).

Vice Chairman Solon questioned if club sports are participating in ImPACT testing. Director Rupp stated it was offered to all. He believed there to be a good number of members of Crew that took the testing; although not required.

In addressing the budget, Director Rupp noted the salary for the position of Trainer, which had formerly been funded through the Athletic Trust Fund (Fund), is intended to be included in the FY18 operating budget. There is the desire to offset that amount in the FY18 budget. As a means of accomplishing that, the following items have been identified as items that could be purchased out of the Fund instead of the FY18 budget.

Replacement padding on the stage and back wall of the gym (Hollis Brookline Middle School (HBMS))	\$ 5,000
Replacement of field hockey goals (HBMS)	3,800
Lacrosse helmets (already purchased)	3,000
Soccer mats	4,000
Wrestling mats	13,000

Fertilizing athletic fields (Groundskeeper certification to apply chemicals)

2,500

**TOTAL**

**\$31,300**

Beginning Balance in Fund: \$ 4,500

FY16 Athletic Fees 59,875

**Balance \$64,375**

FY17 Trainer (estimated) \$32,000

**FY17 Available Balance \$32,372**

Ms. Deurloo Babcock questioned if the language surrounding the creation of the Fund has been identified. Vice Chairman Solon responded the actual language is extremely simplistic and does not go into a detailed description of permitted expenditures. Ms. Deurloo Babcock asked for clarification the Trust is funded through athletic fees, and was informed that is correct. Vice Chairman Solon commented there was a basic assumption the Fund would be relatively level funded.

Vice Chairman Solon commented by including the salary for the Trainer position in the general operating budget, should there be a drop in level of participation, that funding would not be jeopardized.

Chairman Brown remarked what she has learned since the last Board meeting is this may be the only district in the State that has the athletic pay-to-play fees put into an Athletic Trust. When looking to legal counsel for guidance, there is not a great deal to be provided. She suggested, long-term, there is the need for further discussion around this issue.

Ms. Deurloo Babcock expressed concern with the possibility of unanticipated expenditures that could arise before the end of the school year. Vice Chairman Solon commented the main goal, from a historical standpoint, is that monies collected in a school year be expended in that school year so that it is considered a real-time investment by parents in the programs. What has been presented is a plan for doing that.

It was noted the expenses being proposed would not occur immediately, and that prior to any expenditures being made there is the requirement for a Public Hearing and a Board vote.

Chairman Brown reiterated the desire to have continued discussion around the uses of the Athletic Trust Fund. Assistant Superintendent Bergskaug commented as the composition of the Board changes year after year, there is a different conversation about the Athletic Trust. Putting something down on paper with regard to the specific uses of the Fund would be helpful in the long-term. She noted the Administration begins its budget process in August, and if a different direction were desired in the creation of the FY19 budget, understanding that ahead of time would be very helpful.

Chairman Brown indicated a desire for the Board to discuss developing a statement of purpose or something akin to that going forward.

PRINCIPAL REPORTS

Bob Thompson, Principal, HBMS, noted on February 14<sup>th</sup> and 15<sup>th</sup> members of the United States Navy from the Portsmouth Naval Shipyard will be at HBMS, and will work, over those two days, with the 8<sup>th</sup> grade students in a joint collaboration in which the students will build underwater vehicles. A month later the students will travel to UNH to test those vehicles at the indoor pool. The school is very excited to have the opportunity to work with the Portsmouth Naval Shipyard. This came about as a result of our students attending the Nashua STEM fair where the Portsmouth Naval Shipyard had a booth set up. A number of staff are going to UNH this coming Saturday to be trained on how to build an underwater robot. The school looks forward to hosting the Portsmouth Naval Shipyard in February as part of the ongoing STEM Initiative to bring STEM activities into the building and to get the students out into the community.

When asked what students are provided the opportunity to participate, Principal Thompson responded the requirement from the Portsmouth Naval Shipyard is grades 8 through High School. All 8<sup>th</sup> grade students will participate. For these two days, this is what the 8<sup>th</sup> grade students will do. Students will be broken up into groups of 3. While at UNH, students will receive a tour of the engineering program. Funding comes from the Portsmouth Naval Shipyard. They will show up on the 14<sup>th</sup> in mass with all of the necessary equipment, tools, engineers, etc. The only expense the District will incur is the cost of the buses to UNH.

- Class Sizes – Update

Rick Barnes, Principal, HBHS, spoke of the Master Schedule (Schedule) noting there are a number of ways to look at the Schedule. Although there are a number of drivers, the primary one is what do the students need to graduate and have success at the most competitive schools and beyond. Within the Schedule there are courses where participation is both less and more than preferable. When looking at a large schedule that has well over 300 entries it is important to take a 10,000' view to ensure a teacher is not being overtaxed or underutilized. There are a great many variables to be considered. The schedule attached to the agenda is the one being used in the current school year (as of January 10<sup>th</sup>). Course requests come in, and at times, when seniors see where their first choice lands on their schedule if it is 1<sup>st</sup> or 7<sup>th</sup> period, they know they can get Options. They will take advantage of that Option if they don't need a course, and that can result in a lower section. When the Schedule is reviewed for total teaching load, it tends to stay within a comfortable range of anywhere from as few as 80 students, depending on the subject, and as high as 115 students.

Mr. Pauer noted for Algebra 3/Trig 7<sup>th</sup> period there is a maximum of 25 students with an actual of 3. Principal Barnes noted that particular section was brought up previously; 7<sup>th</sup> period seniors. Mr. Pauer noted the AP Calculus class with a current attendance of 8 students; 1<sup>st</sup> period seniors. Principal Barnes noted the Algebra 3/Trig is a class with students who are not AP students and not necessarily your foundation level student. For students who will pursue postsecondary education it is a real boost to their transcripts. There were about 25 requests for that course, and 18 enrolled. One of the sections ended up dropping down significantly because it was 7<sup>th</sup> period. Efforts were made to move those students' schedules around. In some cases it can be really easy to do, but in some cases it could result in a lot of disservice to a student's schedule.

Mr. Pauer highlighted the Honors Civics and Economics classes that identify current class sizes of 2, 3, and 4. He stated his assumption those sections are augmented with the regular classes. Principal Barnes stated that is the contract for honor level. As part of the process he noticed there is a relatively lower amount of students than he believed would opt into the contract for honor level. There was less subscription to the honors than is the case when you separate out sections. From a scheduling standpoint it is a lot easier to schedule some of those classes together.

Chairman Brown remarked it is juniors that are able to take either the Honors Civics or Economics classes by contract. Principal Barnes stated there to be approx. 180 juniors and approx. 15 utilizing that option. He commented he looked at a U.S. Lit. and an Honors U.S. Lit. to try to come up with a comparison, and the number there was around 16-18% of students opting for that. For AP World History, which is a first run this year, numbers were higher than what was anticipated; nearly half the sophomore class decided to subscribe to that. Quite a number of students dropped that once sections were developed and schedules were developed as students realized they were not ready for the rigor. That is a little bit of a learning curve for the Administration as well; that number of students will not necessarily be ready for that.

Vice Chairman Solon questioned the status of getting athletic participation to qualify for the physical education requirement. Principal Barnes responded that discussion continues. When asked if that would have to be approved by the State, he stated it does not. Mr. Pauer commented the NESDEC projections show a drop of 27 students between this year and next, and questioned how that is seen impacting the number and size of sections. Principal Barnes responded probably in the number of senior courses as the current senior class is the largest class for some time.

When asked if enrollment in Robotics is reducing, Principal Barnes responded it is down by 1 section from last year. There is a little bit of an ebon flow; Robotics II doesn't run every year. When asked why that is split into two sections, he stated the desire to keep the program going and noted in order to do that it had to be split out so that more students can access it (different periods).

Chairman Brown questioned what the number of maximum seats is intended to reflect, and was informed those are the caps that are set within PowerSchool. She questioned P.E. classes in particular being set at maximum seats of 28 when policy identifies 35. Principal Barnes responded they don't want to go as high as 35. In some cases they have gone into the 30s, but try to keep them at 28. Chairman Brown stated her belief the class size guidelines are intended to help drive the number of Full Time Employees (FTEs). Vice Chairman Solon noted the guideline is set at 20%. You would have to have a larger drop before the FTE was impacted.

Chairman Brown remarked the ones she finds as greatest concern are the math sections that look to be consistently and persistently over the recommended class size; Algebra 1 at 22, 24, and 25, Algebra II at 23 and 24, etc. That is governed by policy, which states the preferred class sizes for Math, Science, Language Arts, Social Studies, and Foreign Language is targeted at 20. Principal Barnes remarked he shares that concern in terms of the Math Department. Class sizes were

over the 20s more than he wanted last year. That was done in conjunction with advising the Superintendent and through discussions with teachers. He stated that to be an area of concern for the future.

Chairman Brown remarked in talking about class sizes and staffing, these are some things that have to be pondered; why we have Math creeping up above what is identified in policy and P.E. way below. The core classes are what she believes to be the priority for the Board. She would like to see the policy adhered to, and that the preferred maximum class size be the norm not the exception. She stated her opinion the maximum seat number identified in PowerSchool should be what is identified in policy as the maximum class size. When the policy was adopted in 2015 the Board specifically discussed the language to ensure there was a maximum preferred size for those core classes. Vice Chairman Solon agreed it would be helpful if the maximum seat number were based on policy.

Director Rowe, remarked part of it is the number of electives being offered, e.g., there are Math Teachers that are teaching other Math courses. The policy can be adhered to, but it will be at the expense of other courses being offered that we are also accustomed to offering, unless there is the desire to look at additional staffing to do that. It is not just the Math Department it is other departments as well. Vice Chairman Solon commented it comes down to a matter of staffing, number of classrooms, etc. Principal Barnes noted he is looking at availability as well, e.g., there is a P.E. requirement. If he sets the number at 50 they will try to schedule students in, and it will not necessarily work with the other courses that are offered. You want as many opportunities for students to take those required classes as you can have. If you narrow that focus then that student X might not get another AP course or might not get a foundations level course because they are not running.

Vice Chairman Solon stated his belief the number being placed into PowerSchool as the maximum number of seats, to some degree, is trying to get the software to balance. From the standpoint of using the information provided to evaluate resources, etc., it is misleading to have a number in there that differs from policy.

When asked about the drivers to larger class sizes, Principal Barnes stated there has been a large increase in Math in the number of students wanting to double up in order to accelerate. Some of that is a K-12 issue in how students are organized in Math. The problem has compounded itself at the High School where now if a student was not placed in a certain class earlier in the pipeline, when reaching the high school they are allowed to double up, and are choosing to do so instead of choosing an elective. More students chose to double up this year than has ever been the case, particularly in Geometry and Algebra II. In addition, with the restructuring that was done with moving positions around within Special Education and Math, he is unsure if the sections that were given up to do that were recovered. That had to be done and continues to be needed. However, he is uncertain those sections on the regular education side were recovered. Had there not been all of the doubling up there would have been no issue.

Principal Barnes remarked there is a lot of good work going on, and discussions continue between the HBMS and the HBHS around acceleration and what those pathways are. Every year it gets better and better. He is confident over a few years that will begin working itself out. Assistant Superintendent Bergskaug has put together a committee to look at Math sequencing K-12. Those are all pieces of the puzzle that get glaringly obvious when you get to the high school and see numbers like that. The question is do you add more staffing; maybe. He suggested that would be a good thing to do to get more sections back and bring some of the numbers down, but you have to be mindful of projection enrollments, which appear to be a flat line for the next 3-5 years.

Ms. VanCoughnett questioned if a class is maxed out and a student expresses a desire to double up, if that is accommodated. She commented that could create a situation where accommodating such a request could result in overcrowding a class that could be filled with students that are right on level and may need the teacher's time more than the accelerated student. Principal Barnes commented the question becomes when does that request come in, and remarked it seems as if there have been more overrides that have not been as successful this year as in the past. This year it seems as if more students have dropped classes, which is kind of unfortunate because yes it is good that the student was given the chance, but did that result in a student needing that course not getting in because another student overrode, got in, and then dropped it. Although he does not suspect there are a lot of those situations, there is the need to review that to determine how many overrides are being successful, is that a result of doubling up, etc. It is a balancing act.

Mr. Pauer spoke of hearing of a student not getting into a basic class that is needed as a sophomore or junior. That student had to speak up and get the situation corrected. He questioned what is done to ensure a student is not lost in the algorithm of optimizing. Principal Barnes responded counselors are very good at reviewing schedules. That is why more exceeding the maximums are seen on his end because he does not feel he should be in the position of denying a student a course that he/she needs. If 20 is where the comfort level is and the class size is at 23, can he do 24 when the maximum is 25? He does not want to go there, but he does not want to deny a student that needs the course to graduate.

Unless a teacher says that cannot be done he will land on the side of helping the student out. He commented the Virtual Learning Academy Charter School (VLACS) is a double-edged sword particularly in Math; they have a lot of great courses, but their Math courses are not our Math courses. That is a known. There have been a number of students who have done VLACS and been successful at the next level, but there have been a number of students who have struggled at the next level.

Ms. VanCoughnett asked for clarification, in general, the doubling up is happening in sophomore year; Geometry/Algebra II, and was informed that is the case. She questioned if Geometry is a pre-requisite for Algebra II and was informed it is not. Assistant Superintendent Bergskaug spoke of having participated in a joint 7-12<sup>th</sup> Math Department meeting earlier in the day, and that this discussion occurred; opening the lines of communication with regard to what conversation that 7<sup>th</sup> grade teacher has with a parent looking at that 12<sup>th</sup> grade outcome. Shared was the fact that with the Program of Studies that was approved, regardless of the track, every senior will have available college-credit options in the Math Department. What was talked about a good deal is that families are looking for students to take Algebra II prior to the SAT as part of the SAT covers Algebra II content. It could be that the SAT is driving the doubling up; looking to improve scores.

Principal Barnes commented when they go to core selection night the goal by a population that is very driven is how I can get to Calculus and AP Calculus as quickly as possible. That is the race. The race in Science is how I can take as many Science courses of possible. He stated his belief the Administration has gone a long way towards addressing that by going back to the way it used to be done. He believes that will resolve any issues in Science, but the Math piece still needs work.

Chairman Brown stated her impression what she is hearing is one of the reasons why P.E. classes are offered is to give students flexibility. She suggested if having a child who has a very rigorous schedule and a lot of AP classes, but still needs the P.E, and can't get it because their rigorous classes are keeping them from it, her personal opinion is there are choices that need to be made, and budgetary choices are being made. There is a place for VLACS, and VLACS is a perfect fit for P.E. because students can take strength training, personal fitness, etc. There are numerous options that can be done on their own timeline.

Chairman Brown stated when looking at the Math, we should not be having 24 students in Calculus classes and Algebra II when we have multiple sections of other classes where the maximum class size is supposed to be 35 and we have 18 and 17. They are getting a lot of one-on-one interaction with teachers in classes she does not necessarily think require the same level of one-on-one interaction as the AP Calculus students need and possibly the Algebra II students deserve. There is only so much that can be spent on Teachers, and there is the need to look at the Schedule and allow the educational demands of everybody to drive it versus individual students. She stated, when next before the Board, the maximum seat needs to be the number identified in policy. If that cannot be complied with the discussion needs to be had from a policy standpoint.

Assistant Superintendent Bergskaug added in looking at some of the smaller P.E. classes, if the sections were to be reduced, a Math class could not be offered in that facility. Room space is also one of the many restrictions that have to be considered. Chairman Brown commented it has been a while since the Board has discussed capacity issues, etc., and questioned if every classroom in the building is filled every period. Principal Barnes stated utilization is high, but not every classroom is utilized every period. If going back to more mobile Teachers, which has its own drawbacks, you could probably squeeze in a section here and there.

Vice Chairman Solon commented addressing P.E. is a legitimate question, and if concerned about that there is a real argument for allowing athletics to count for that because a large number of the students involved in this effort to jam in the maximum academic content are also heavily participating in the athletic programs. The tradeoff that has been highlighted in terms of space brings up the point that if we are going to abide by our desire for smaller class sizes, particularly in Math and Science, it would probably require cutting down on the number of electives offered. Vice Chairman Solon remarked there are two reasons; space, and from a scheduling standpoint you can't give as much flexibility. There will be students who are just scheduled out of the opportunity to take some of those electives.

It is a fundamental question the Board needs to decide; is the Board supportive of maintaining maximum flexibility and options or more concerned with focusing on the narrower range of core classes and smaller class sizes.

Principal Barnes responded he believes that to be spot on; however, added the need to mandate that seniors take 6 courses. He stated his belief, based on what he has seen, most students will do that anyway, but when you mandate that senior year you force the creation of some of the sections. Seniors have to have 6 credits. When you do that they have to go somewhere. You might need to have smaller electives. That was established for a very good reason a long time

ago; to drive up the rigor senior year. Principal Barnes stated his opinion this is not the same school it was even 10 years ago. He stated his belief the vast majority of the students will go to college, and will take 6 credits because they have to in order to be competitive.

Vice Chairman Solon questioned the timing for such a discussion to occur in order to have a meaningful impact on the next school year. Principal Barnes stated the Administration begins core selection in the February timeframe. He stated the discussion to be informative for him in term of sizes identified in policy. He can go back and look at things with the higher maximums to see theoretically what that would do. The P.E. issue he believes would entail multiple months of discussion and review.

Mr. Pauer noted the last paragraph of Principal Barnes' report addresses the SAT, and asked if the scores are available. He commented the SAT changed last year, and there is a concordance table that goes between the old and the new test. Principal Barnes remarked when indicating that our results were among the best in the State he did not look at all 89 schools, he looked at what he considers peers. Students did very well in Math and were very competitive with like communities. Assistant Superintendent Bergskaug questioned if what was being referred to was the SAT in total or the school day administration of the SAT for juniors. Mr. Pauer stated he is aware the State pays for most of the students to take Reading and Math. Writing is optional and has to be paid for by the student. He is interested in how the District is doing compared to previous test results, e.g., is progress being made. That is somewhat of an indicator of what is being done with Math. Principal Barnes stated it is information he has, and he can bring it forth to the Board at a future meeting if so desired. He commented it is difficult to compare last year's SAT with the one before even with the concordance. He does not believe there to be enough data for an apples-to-apples comparison.

Director Rowe added another reason why a comparison is difficult is because all juniors had to take the test whereas in previous years it was optional. There are students who don't qualify to take the New Hampshire Alternative Assessment, but are significantly below grade level, and had to take the test. It is a small percentage, but those results are calculated into the scores. It was suggested the comparison be with sister schools for another year.

#### DELIBERATION

- To see what action the Board will take regarding Policy JLCK – Special Physical Health Needs of Students; 1<sup>st</sup> Reading  
*Given its first reading;*

Chairman Brown noted the policy is required by law, and not currently in place.

#### **MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY JLCK – SPECIAL PHYSICAL HEALTH NEEDS OF STUDENTS MOTION SECONDED BY MEMBER WHALEN**

#### ON THE QUESTION

Mr. Pauer commented on a peanut ban that was put in place at the Captain Samuel Douglass Academy (CSDA), and questioned if that was put in place because of health needs, and if there is State or Federal law relative to that. Director Rowe stated that would fall under a 504 related issue. There is no peanut specific law. She commented the HBMS is a peanut safe school, which means peanuts are not allowed in classrooms.

#### **MOTION CARRIED 6-0-0**

- To see what action the Board will take regarding the Homeland Security Grant to support the implementation of the COPsync program

Chairman Brown spoke of the presentation that was provided by COPsync (9-21-16). The District's contribution (50% match) to the Emergency Management Performance Grant would be in-kind, e.g., costs associated with hourly wages of staff participating in training. Assistant Superintendent Bergskaug stated total costs to be \$23,520 of which the SAU would be responsible for a 50% match (\$11,760). There is the requirement for staff to participate in two training sessions. The salaries of those staff members will be calculated for the time expended, and those dollar amounts will go towards the 50% match. She noted that amount would far exceed the required match. The amount would be tracked SAU wide.

**MOTION BY MEMBER SOLON TO ACCEPT THE TERMS OF THE EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG), AS PRESENTED, IN THE AMOUNT OF ELEVEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$11,760.00) FOR THE PURCHASE OF SCHOOL EMERGENCY NOTIFICATION SOFTWARE. FURTHERMORE, THE BOARD ACKNOWLEDGES THAT THE TOTAL COST OF THIS PROJECT WILL BE TWENTY THREE THOUSAND FIVE HUNDRED TWENTY DOLLARS (\$23,520), IN WHICH THE SAU WILL BE RESPONSIBLE FOR A FIFTY PERCENT (50%) MATCH (\$11,760.00). FURTHER, THE BOARD AUTHORIZES THE SUPERINTENDENT AND BUSINESS ADMINISTRATOR TO SIGN ALL DOCUMENTS RELATED TO THE GRANT  
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Mr. Pauer asked for clarification on the matching dollars. Vice Chairman Solon explained that amount of money is being contributed in-kind cumulatively from within the SAU. The salaries paid to participants in training, expenditures that have already been made towards elements of the program that come under the heading of qualifying expense, etc. as opposed to any standalone budget line items. Assistant Superintendent Bergskaug added that the costs associated with training for the Police and SAU staff will also be included. She reiterated the amount will far exceed the requirement. Director Rowe spoke of a recent tabletop training session that was conducted, and noted costs associated with the hourly wages of the participants will also go towards the match. A similar tabletop exercise was conducted in Brookline, which will also be included in the total of the match.

**MOTION CARRIED  
6-0-0**

DISCUSSION

- Van for Special Education - Update

Director Rowe noted inclusion in the Board's agenda packet of information on State RSAs regarding the multi-purpose passenger vehicle. If meeting the requirements, the driver of the vehicle does not require a CDL bus driver license. Under Saf-C 1312, the vehicle needs to be 10-passenger or less with all of the stated accessories. She commented on the number of conversations that have occurred over the potential uses of the vehicle. She stated, if the purchase is approved, she will be able to remove \$30,000 from the FY18 budget. Through those savings and use of funds from FY17 surplus, the purchase would not result in an increase to the proposed FY18 budget.

Director Rowe commented in order for her to have the ability to implement the program safely in year one she believes there is the need for it to be a vehicle dedicated to special education. Part of the reason she believes that to be necessary is to ensure her folks know the procedures around checking the van in/out, inspections, mileage tracking, etc.

The ability to utilize the vehicle is based on the fact that special education students that are going out into the community have an adult with them already. Were that not the case an additional individual would need to be hired to travel with student(s). The instances that the vehicle would be utilized occur Monday-Friday.

Director Rowe stated four (4) quotes were received (new vehicles); two were 8-passenger vehicles (\$26,496 and \$33,025) and two were 10-passenger vehicles (\$35,547 and \$32,920). An 8-passenger vehicle and the lowest quote would be suitable as the typical maximum number of passengers would be 5 (plus the driver). An additional \$2,000 is required for fit-up.

It was noted the vehicle would be utilized to conduct a few trips/day across town, thereby minimizing the cost of insurance, repairs, etc.

Chairman Brown questioned when the purchase would be made. Director Rowe stated, if the desire of the Board, she has sufficient funds encumbered that could be utilized to cover the cost. Vice Chairman Solon remarked the sooner it is purchased the sooner it can begin to be utilized. He questioned the functional advantage programmatically to have the vehicle versus paying for transportation. Director Rowe spoke of the advantage of a more typically looking vehicle for the students and the ease associated with the availability of a District owned vehicle. She noted the 72-hour turnaround for any changes when arranging for the use of a bus. Because of staffing issues with the bus company, changes cannot always be accommodated. A District owned vehicle would have a positive financial impact; daily trips alone are costing \$45-\$55. When asked, she stated the existing contract with the bus company states the District cannot utilize another provider. Kelly Seeley, Business Administrator, stated what Director Rowe uses the bus company for is billed on a per-trip basis.



When asked what would occur with the vehicle during the summer months, Director Rowe stated it would be a great option for Extended School Year (ESY) trips. The cost of what is expended on those transportation needs was not calculated. When asked, she stated the size of the group to be similar. There will be certain situations that dictate the use of a bus, but it is the smaller groups that are incurring a great deal of transportation costs.

When asked how quickly a vehicle could be purchased, fit-up, insured, etc., Ms. Seeley responded it may be a matter of the timing associated with ordering; vehicle is not on the lot.

Vice Chairman Solon remarked he is supportive of the request as described, except that the amount of travel doesn't constitute anywhere near \$30,000 of expenses in a year. Director Rowe noted in addition to the costs already stated, there are costs that would be associated with a student who travels to the NH Food Bank each day (\$250/day) as well as the cost of transportation for ESY fieldtrips. Director Rowe spoke of the fluidity of those pieces, e.g., were one circumstance to come to a close it would be replaced by another. When asked, she provided the broad example of a handful of students for which over \$100,000 is expended on transportation.

Vice Chairman Solon questioned if staff members are comfortable with the responsibility of driving a vehicle like this. Director Rowe remarked she is asked each day by staff if they could drive the students rather than waiting for a bus. Ms. Whalen questioned if the students are comfortable with the scenario of the bus driver and para accompanying them. Director Rowe stated were there such a concern that student would be transported on a bus.

When asked, Director Rowe stated her recommendation to be for the lowest bid on an 8-passenger vehicle (\$26,496). Ms. Whalen stated her support for the purchase. She requested the Board take formal action at its next meeting to allow time for her to make the Budget Committee aware of the potential purchase. Mr. Pauer stated agreement with the proposed purchase and the desire to ensure the Budget Committee has ample time to pose any questions, etc. Chairman Brown noted she brought the issue forward to the Budget Committee at a previous meeting when she attended in Ms. Whalen's absence. At that time, there were no concerns stated.

Chairman Brown commented if the intent of the Board is to put the responsibility on the Director to manage the vehicle and demonstrate its cost effectiveness, it is also incumbent upon the Board to also provide her control over the use of the asset.

- Revenue and Expense Report FY17 Budget

Ms. Seeley stated the information provided with the agenda packet represents a snapshot in time. The two variances that stuck out on the expense side of things are the regular education (\$139,407 balance), which is in large part the result of savings gained through the hiring season, and special education line (\$199,489 balance), which have been discussed previously. In terms of revenue, the sum of \$580,000 was anticipated from Catastrophic Aid and the actual amount received was \$671,604. Expenses and revenue result in a balance of \$670,062. Once all of the FY18 obligations for the budget are addressed, the remaining balance is \$433,062. From there the FY18 purchases (\$130,000) and the \$30,000 for the van purchase would result in an ending fund balance of \$273,062, which would be returned to the taxpayers.

Mr. Pauer noted the Board has not yet taken a formal position on the proposed special education trust. He questioned if the amounts listed for the contingency, Athletic Trust, and Maintenance Trust are subject to a vote of the Board. Ms. Seeley stated they would be the Warrant Articles presented at the district meeting. It was noted the Athletic Trust, although a Warrant Article, is not taxpayer dollars.

Chairman Brown stated the desire to see the proposed allocation to a Special Education Trust at a higher level. Unless it is funded in the \$100,000 - \$150,000 range it would not be sufficient to protect the rest of the budget. She would like to see it funded at a rate that would allow the District to cover a single unexpected circumstance. Ms. Seeley commented the language of the warrant article would state "up to" a certain amount, and reminded the Board that warrant articles are funded in the order they are presented/approved.

When asked, Ms. Seeley stated the School Board/SAU Assessment (\$100,000) is the contingency line. The existing balance is \$100,000. Approval of the warrant article would allow those funds to be retained. The year-end balance in the benefits line (\$95,965) is the result of hiring that has occurred, e.g., health insurance is estimated for a particular number/type of plans, which differed from actuals.

- Start Time Committee – Update

Ms. Whalen informed the Board the Start Time Committee (Committee) has a set of times it has concurred with the bus companies will work. They are in the process of continuing to work with the Principals on how it will look if those times are changed, and are working with the Hollis and Brookline School Boards and elementary school Principals.

A public forum will be conducted at 6:30 p.m. on January 30<sup>th</sup> at CSDA. There is the possibility for another to be scheduled in the April timeframe. The purpose of the public forum is to provide and receive information. The intent is for the Committee to continue to meet during the months of February and March, and make adaptations as necessary. The hope is to bring a proposal to the Boards in the April timeframe for a formal vote.

Vice Chairman Solon suggested consideration be given to a Moderator for the meeting to address questions that may be posed by citizens not able to be in attendance. He stated his hope a great deal of public input will be received on the issue particularly given if the decision is budget neutral, the Board(s) can make the decision unilaterally. Chairman Brown questioned if Ms. Shanley could solicit the help of a student who might be able to determine the right platform for receiving input from citizens not in attendance that could then be advertised to the public. Ms. Deurloo Babcock suggested Facebook Live.

Maryanne Shanley, Chairman, Start Time Committee, commented she is very interested in public feedback and would love to receive input from every person that could potentially be impacted, but is concerned with the amount of time that is available to try to get such a mechanism in place for the January 30<sup>th</sup> public forum. Vice Chairman Solon suggested it could be as easy as having an individual present monitoring the social media outlet and relaying questions posed. Chairman Brown commented whatever platform is established for communication does not have to stop at the conclusion of the public forum. Vice Chairman Solon noted if there is to be a change it will impact the scheduling at the HBHS. If the high school begins its scheduling process in February, he is uncertain what the repercussions would be. He remarked the more information that can be gathered earlier and the greater awareness that can be achieved, the better.

Assistant Superintendent Bergskaug remarked scheduled for this morning's Leadership Team meeting, which was cancelled due to inclement weather, was the opportunity for the Principals to sit together and determine what made sense based on contracts, staff, and what is in place so that answers could be provided when questions arise. There is no longer sufficient time to accommodate a drastic change to the schedule. Scheduling will not be impacted by any change proposed. Mr. Pauer noted instructional time would be reduced slightly.

The recommendation of the Committee is for the HBMS and the HBHS to have a start time of 8:00 a.m. The HBMS would be released at 2:45 p.m. and the HBHS at 2:55 p.m. The elementary schools would begin the school day at 8:45 a.m. and be released at 3:30 p.m.

Ms. Shanley commented the idea is to take advantage of the gap between the COOP School District runs and the elementary school runs and push them back a little. Chairman Brown remarked what was learned with the bus company is there is more time than they necessarily have to have between the COOP School District runs and the elementary school runs, and they are willing to compress that time and allow the District to get more of a delayed start time at the COOP School District without pushing the elementary schools' time too much. Moving the start time at the COOP School District to 8:00 a.m. keeps us more in line with start times around the State.

Vice Chairman Solon questioned if the Livestream would be the same as what is accessed through the SAU website, and was informed it would be the Town Hall streams because of the location of the forum.

- Facilities Committee – Update

Ms. Deurloo Babcock stated the Facilities Committee conducted a tour of the third floor corner to consider how it could be configured to accommodate the needs. Superintendent Corey and Assistant Superintendent Bergskaug have been working on putting together a group that would include key players from the different clubs and groups that utilize the space. The intent is to schedule a meeting in the coming weeks. The group will discuss how the space is currently utilized, the difficulties being faced, and whether there is a construction solution that could occur within the existing building footprint.

- Enrollment Projections (based on current students)

Assistant Superintendent Bergskaug stated there to be projections for the next five years. Beyond that it becomes unpredictable. In both Hollis and Brookline a large influx of 3<sup>rd</sup> and 4<sup>th</sup> grade students has been seen. Looking at the

Kindergarten numbers is not really useful data. Looking at the high school over the next five years; next year there is a drop that then goes back up for a few years, and then a little bit of a drop again. The further you go out the less we know. The HBMS has slightly more of a drop than the HBHS. As a result the overall numbers for the COOP School District go down over time.

Mr. Pauer questioned how the numbers compare to the NESDEC projections. He questioned the justification for doing a straight line versus what NESDEC is paid to provide. Vice Chairman Solon stated the difference to be that the information provided is a snapshot in time of the current population moving through. It does not take into account the potential for students moving into and out of the District.

The NESDEC projections are based on birth rate. They take the birth rate and factor that in at the early stages. As they move the cohorts through it is a weighted average. Essentially it takes the past say five years and applies an algorithm to that that tries to predict what will happen to the group going through. The challenge that has historically had for the COOP District is that our changes in enrollment have not been driven by birth rate, but by housing development and students moving in and out of the District. It has not been a model that has been particularly accurate for our towns. Our towns have been much more volatile based on real estate trends.

Vice Chairman Solon commented the interesting thing is most of the people moving into town have children in the elementary districts. The COOP School District sees a 3-5 year lag. Watching what is occurring at the 3<sup>rd</sup> and 4<sup>th</sup> grade levels has more of an impact on what the COOP will see than almost anything else.

Chairman Brown noted there were 15-20 students that entered the HBHS this year over the summer. Assistant Superintendent Bergskaug commented as the economy is improving, employment is bringing people to this area.

NON-PUBLIC SESSION

**MOTION BY MEMBER SOLON THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND 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 taken, which resulted as follows:*

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

**MOTION CARRIED**

*The Board went into non-public session at 8:38 p.m.*

*The Board came out of non-public session at 9:58 p.m.*

ADJOURNMENT

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

*The January 18, 2017 meeting of the Hollis Brookline Cooperative School Board was adjourned at 10:02 p.m.*

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