

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD  
JANUARY 16, 2019  
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, January 16, 2019 at 6:04 p.m. at the Hollis/Brookline Middle School Library.

Chairman Tom Solon presided:

Members of the Board present:      Cindy VanCoughnett, Vice Chairman  
   Holly Deurloo Babcock  
   Elizabeth Brown (participated electronically)  
   John Cross, Secretary (arrived at 6:11 p.m.)  
   Melanie Levesque  
   Krista Whalen

Members of the Board Absent:

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

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

Ms. Brown responded she was in Orlando, FL on business, her attendance in person was not reasonably practical given her location, she was alone, and could hear the proceedings.

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

**APPOINTMENT OF PROCESS OBSERVER**

Chairman Solon appointed Melanie Levesque as Process Observer.

**AGENDA ADJUSTMENTS**

A request was made to adjust the agenda to allow for Board deliberation on a request for students involved in Robotics to travel, if advancing, to the *First* Championship in Detroit, MI.

*There being no objection, the agenda was adjusted as requested.*

**APPROVAL OF MINUTES**

Hollis Brookline Cooperative School Board . . . . . [December 12, 2018](#)

*The following amendments were offered:*

Page 4, Line 42; replace the period before “Principal Barnes” with a comma

1 Page 8, Line 5; “school” should be plural

2  
3 **MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS AMENDED**  
4 **MOTION SECONDED BY MEMBER LEVESQUE**

5  
6 *A Viva Voce Roll Call was conducted, which resulted as follows:*

7  
8 Yea: Cindy VanCoughnett, Holly Deurloo Babcock, Melanie Levesque  
9 3  
10 Nay: 0

11 **MOTION CARRIED**

12 **3-0-3**

13 *Members Solon, Brown, and Whalen Abstained*

14  
15 Hollis Brookline Cooperative School Board – **Non-Public** ..... [December 12, 2018](#)

16  
17 **MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS PRESENTED**  
18 **MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

19  
20 *A Viva Voce Roll Call was conducted, which resulted as follows:*

21  
22 Yea: Cindy VanCoughnett, Holly Deurloo Babcock, Melanie Levesque  
23 3  
24 Nay: 0

25 **MOTION CARRIED**

26 **3-0-3**

27 *Members Solon, Brown, and Whalen Abstained*

28  
29 **NOMINATIONS/RESIGNATIONS/CORRESPONDENCE** - None

30  
31 **PUBLIC INPUT** - None

32  
33 **PRINCIPAL REPORTS**

34  
35 Bob Thompson, Principal, Hollis Brookline Middle School, congratulated 8<sup>th</sup> grade student Caitlin Mace, 2018-  
36 2019 HBMS Spelling Bee Champion of the World. She or her alternate will compete on February 23<sup>rd</sup>.

37  
38 The 2<sup>nd</sup> Annual Coaches vs. Cancer event put on by both the Boys and Girls Basketball teams is scheduled for  
39 January 17<sup>th</sup>.

40  
41 Principal Thompson commented on it being the 3<sup>rd</sup> year the District is partnering with the Portsmouth Naval  
42 Shipyard and research scientists from UNH to design and build remotely operated vehicles as part of the  
43 SeaPerch Program.

44  
45 Rick Barnes, Principal, Hollis Brookline High School, commented on it being the week of mid-terms, which is  
46 why the Student Representative was not in attendance.

47  
48 Principal Barnes spoke of having had the opportunity of traveling with Mr. Duval’s AP Government class to the  
49 *We the People* competition in Concord. Students testify regarding many elements of constitutional law and  
50 debate with attorneys. They made the finals and narrowly missed winning the entire event. He spoke of being  
51 very proud of their performance.

- To see what action the Board will take regarding the Potential Overnight Field Trip for First Robotics to World Competition

Principal Barnes stated the reason for the timing of the request was based upon the timing with which they learn whether students will be progressing forward and subsequent Board meetings.

Members of District staff will be attending. Chairman Solon suggested the District's insurance carrier be asked if utilizing a personal vehicle to tow the trailer would present any liability concerns.

Superintendent Corey stated, once participation is finalized, the Board would be made aware.

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE THE REQUEST FOR THE FIRST ROBOTICS STUDENTS' TRIP TO THE WORLD COMPETITION IN DETROIT, MI SCHEDULED FOR APRIL 23, 2019 THROUGH APRIL 28, 2019 SHOULD THEY QUALIFY AND BE ELIGIBLE TO ATTEND**

**MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Mr. Cross questioned why requests for travel are required to be approved by the Board. Chairman Solon responded Board members represent and are advocates for the community. He does not believe there to be a legal requirement, but is a procedure that has been followed for travel as a matter of checks and balances to ensure it is not being done with any surprise. Ms. Deurloo Babcock noted it is only overnight travel that is approved by the Board.

Chairman Solon commented quite frequently the approval includes approval of payment for staff members for activities that are potentially outside the description of their daily work requirements. It is a fair question, and one that has been asked in the past. It has not been something the Board has necessarily pushed, it is something that has been requested by the Administration to ensure they aren't called on the carpet for doing something that could be conceived as inappropriate.

Policy IJOA – Field Trips and Excursions, reads in part:

*“It is the policy of the Hollis Brookline Cooperative School Board to permit and encourage field trips to further the educational goals of the Hollis Brookline Cooperative School District. Field trips will be authorized and conducted subject to procedures and guidelines established by the Superintendent or designee.*

*Field trips are of three types:*

*I. Those that are local and return to the school the same day.*

*II. Those that are more than one day, but whose itinerary does not include travel outside the United States.”*

*III. Those that are more than one day and whose itinerary includes travel outside the United States.*

*The School Board will approve all type III trips and the first occurrence of repetitive type II trips. Athletic events are excluded.”*

Chair Solon noted the policy is not required by law, but is recommended, and has been adopted by the Board.

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

2  
3 Yea: John Cross, Cindy VanCoughnett, Tom Solon, Elizabeth Brown, Krista Whalen,  
4 Holly Deurloo Babcock, Melanie Levesque

5 7

6 Nay: 0

7 **MOTION CARRIED**

8  
9 Superintendent Corey stated Brian Bumpus, District Athletic Coordinator, provided a report, was unable to be  
10 in attendance, and requested he highlight a few areas of the report.

11  
12 He was very pleased to announce he had 40 senior student-athletes recognized by the NHIAA as Scholar  
13 Athletes. In order to be eligible for recognition, student-athletes must have a B+ average or better, participate in  
14 community service, and must letter and be currently active in at least 2 NHIAA varsity sports in their senior  
15 year.

16  
17 The Nashua Swim & Tennis Club has assured that their courts will be available to the District for use this  
18 Spring. We are currently working on a schedule with them for our matches and practices for the upcoming  
19 season, thus closing our search for a new home for the HBHS Tennis teams.

20  
21 Cameron Hayward has been hired as the Boys Lacrosse Head Coach (HBHS). Christina Meehan has been hired  
22 as the Outdoor Track Coach (HBMS).

23  
24 Chairman Solon noted the Board's receipt of the report from the Student Council Representative.

25  
26 In response to a question posted Superintendent Corey spoke of the potential to make the middle and high  
27 school schedules align better to take advantage of more opportunities between the two buildings. There remains  
28 a long way to go in that process. From there, the committee will morph up to the high school and do a review  
29 of the various components of that schedule. Chairman Solon noted members of the Board are interested in  
30 participating.

31  
32 Chairman Solon noted next month's meeting has been moved up a week (to February 13<sup>th</sup>) to allow the  
33 Brookline School Board to move their meeting up out of the school vacation week.

34  
35 **DISCUSSION**

- 36  
37 • Fiscal Year 2020 Cooperative School District Draft Budget

38  
39 Superintendent Corey informed the Board at last month's Budget Committee meeting, an agreed upon number  
40 was arrived at, and supported by the Budget Committee 5-1. There were some cuts since the time of the  
41 Board's last meeting; however, they were cuts he was comfortable with.

42  
43 At the end of the last Budget Committee meeting, they had just added in the turf field bond payment, which  
44 forced a recalculation of guidance. Unable to do the recalculation that night, the budget stood at approx.  
45 \$359,000 away from guidance. The Budget Committee requested the Administration go back and look at the  
46 numbers knowing there was some compromise there.

47  
48 Added in was the additional transportation cost (\$36,684) resulting from the awarding of the transportation  
49 contract. There were a variety of small adjustments totaling a reduction of \$4,154.97, a more concrete cost was  
50 provided for the Spanish textbook (\$1,997 reduction), P.E. teacher replacement hire from 1.0 position to 0.6  
51 position (\$31,720 reduction), the COOP portion of the Facility Director position (not proposed for FY20;  
52 \$54,724 reduction), COOP portion of the Substitute Nurse position (not proposed for FY20; \$25,732 reduction),

1 Project Lead the Way (moved out of operating budget and under Title IV; \$8,000 reduction), Newsela (\$3,400  
2 reduction), Middle School Smartboard (moved out of operating budget and under Title IV; \$4,000 reduction),  
3 Food Service Servers (moved out of operating budget and to the food service department; \$7,200 reduction),  
4 camera upgrades (for the HBHS cameras will be for the parking lots and the funding source will be the parking  
5 lot fund and for the HBMS the existing coverage will be maintained; \$42,193 reduction), Field Hockey goals  
6 (\$4,500 reduction), and move High School roof to the Maintenance Trust (\$35,000 reduction).

7  
8 The Administration also recommends reducing the total cost of window seals at the HBHS by \$2,500 and pest  
9 control at the HBHS by \$2,500. The 0.2 position French teacher at the high school will be placed under Title  
10 IV and removed from the operating budget for a reduction of \$11,216.

11  
12 Total increase of proposed FY20 budget over the approved FY19 budget is \$1,583,747.47 (6.96%).

13  
14 Asked if he had any comments, as a Board member and the Board's Liaison to the Budget Committee,  
15 specifically regarding any items that were removed. Mr. Cross commented the operating budget turned out to  
16 be about 6.87% over guidance. You must consider there were some items that were not included in that  
17 percentage, which he personally believes should have been, e.g., relief was provided. He spoke of good  
18 discussion around tax increases, the kind of budget that would be palatable for taxpayers understanding there  
19 are a number of increases for which there is no control over.

20  
21 The Budget Committee requested the Administration get the budget down a bit, and he believes they did a  
22 pretty good job of that.

23  
24 Ms. Levesque questioned the reasoning for the single dissenting vote, and was informed it was based upon a  
25 desire for a smaller increase. Superintendent Corey commented were the budget to be lowered more, it would  
26 have meant moving the day tank replacement cost out of the operating budget and into the maintenance trust  
27 fund. What he explained to the Budget Committee was the concern if the Maintenance Trust did not pass or  
28 there were insufficient unexpended appropriations at year-end to fund the article, the cost would have to come  
29 from the operating budget. The item must be addressed as the law has changed.

30  
31 Asked if there are any assurances Title IV grants will be available again in the next fiscal year, and if the focus  
32 would remain the same to allow for the expenditures to continue to be funded through that means; specifically  
33 the staff position, Assistant Superintendent Bergskaug responded it is difficult to say. Last year Title IV was a  
34 competitive grant and the District was not eligible. This year it is non-competitive. The District is eligible;  
35 must describe the purpose and how it aligns. In addition to technology, it is exposure to World Language, etc.  
36 It really depends on availability of Federal funds. The position could be moved into the budget.

37  
38 Chairman Solon suggested were the revenue and expenditure to both be listed in the budget, and the revenue  
39 stream stop, the budget side would remain consistent. He questioned if there is a reason not to do that for the  
40 items intended to be covered with Title IV grant funds. He commented there are instances where if grant  
41 funding were not available the expenditures would not occur, but in the instance of a position where the intent  
42 would be for it to continue (and be funded through the budget) if the grant funding were no longer available, he  
43 would like to see that in the budget.

44  
45 Assistant Superintendent Bergskaug stated grants are intended to supplement, and cannot be used to supplant  
46 the operating budget. The reason why they sometimes allow class size reduction under Title II, Title IV and  
47 REAP grants is because it is considered something that was not budgeted for and can be used to alleviate an  
48 instance of a bubble in a class size, etc. It is not a regular expenditure or a known side issue.

49  
50 The Public Hearing on the proposed FY20 budget is scheduled for February 6, 2019 at 6:30 p.m. at the HBMS.  
51 Following that, the Board will take its position on the budget and various articles.

1 Chairman Solon spoke of having heard comments from Board members regarding the change in how budgets  
2 are developed. In the past, some 10 years ago, the Board conducted its business and the Budget Committee  
3 theirs almost in isolation. That has changed to the way the RSA is written; the Budget Committee develops the  
4 budget and the Administration and the Board Liaison to the Budget Committee work diligently towards the  
5 development of a budget. It has had a very positive result in that there is less shock at the end, and budgets tend  
6 to be presented jointly at the Annual Meeting with a big benefit to the community.

7  
8 However, some Board members feel they are missing some understanding of it. If there is a means of opening  
9 the process up a bit more, e.g., joint meetings, that might prove helpful.

10  
11 - STEM Facility Update

12  
13 Assistant Superintendent Bergskaug noted the information provided with the [agenda](#). The STEM Center Public  
14 Forum is scheduled for February 22, 2019 at 7:00 p.m. in the Gymnasium of the Richard Maghakian Memorial  
15 School, Brookline.

16  
17 Feedback received at the first public forum was used as the starting point when considering the different goals  
18 identified by the Board. The presentation identifies a distinct difference between the activities taking place  
19 between the hours of 7:30 a.m. - 2:30 p.m. and 2:30 - 10:00 p.m., and identifying the need for both times. The  
20 Board identified a concern around class size, which requires additional classroom space. This proposal allows  
21 for that. There are byproducts of the proposal that free up space.

22  
23 The information provided included photographic demonstrations of existing space(s) and how they would be  
24 utilized, under the proposed changes (from 7:30 a.m. - 2:30 p.m. and from 2:30 p.m. to 10:00 p.m.). The pdf  
25 document is a little difficult to view in that there is animation with the presentation that shows the existing use  
26 followed by a photo that comes into frame of the proposed use.

27  
28 Ms. Deurloo Babcock commented the STEM Facility Committee was revamped; broke away from the Turf  
29 Field Facility Committee. When that was done, added to the makeup of the committee were the building  
30 administrators, the Math Department Chair/Technology & Engineering Department Chair and the Science  
31 Department Chair. The desire was to bring in the experts on the building and STEM so that they could help  
32 determine how the space would be best configured and utilized. Ms. Deurloo Babcock stated she met with them  
33 as well as the Computer Science and Physics teacher to get a handle on what this new space would be used for  
34 and how that would impact the rest of the building.

35  
36 Assistant Superintendent Bergskaug remarked the key is how the byproduct space that becomes available would  
37 be maximized.

38  
39 Chairman Solon commented on the slide that addresses design needs noting the last bulleted item; “High end  
40 laptops with graphics to handle CAD”, and asked if those are intended to be paid for through the warrant article  
41 monies. Assistant Superintendent Bergskaug stated none of it is.

42  
43 Chairman Solon stated the other bulleted items relate to design criteria for the space. That one item stands out.  
44 As an outsider looking in, it appears that is part of the proposal, that these are being funded. He suggested that  
45 item be removed.

46  
47 Superintendent Corey commented one of the reasons for including that was because of the public feedback that  
48 we needed to mention we were moving into CAD and those types of areas as they are believed to be areas the  
49 high school needs to address. Chairman Solon suggested it be reworded to identify there would be appropriate  
50 space for computer aided activities and not reference hardware.

1 Mr. Cross questioned if the proposal is being titled STEM Center or Innovation Center. He appreciates the  
2 change in focus to provide more space. Given the feedback provided during the Annual Meeting, a few months  
3 ago he indicated his belief it would be good to focus on the space itself and not necessarily what the specific use  
4 would be. He suggested the proposal speak to the issues faced and the ability to gain the needed space and to  
5 offer additional items as a result. As there are benefits that are not related to STEM, he reiterated the desire to  
6 title the proposal differently.

7  
8 Assistant Superintendent Bergskaug remarked the committee considered different names as well as how that  
9 would be perceived by the public. One of the concerns was, well last year you needed a STEM Center and this  
10 year you need an Innovation Center, what will you need next year? The decision was to drive home that is  
11 something the District continues to need.

12  
13 Ms. Deurloo Babcock commented it is important to remember that the new space is designed to accommodate  
14 many activities such as engineering and computer science. As a result of those activities there is the need for a  
15 large storage area, there is a loading dock. Were the area to be dedicated to a humanities classroom, that would  
16 not be necessary. There are things in place that make it easier to bring in materials, e.g., things that would be  
17 more appropriate for an engineering classroom. The space was designed with those uses in mind. That is why  
18 this new space is a STEM Center. The byproduct is that every single student in the building will walk through  
19 spaces that are changed because of this. The desire is to effectively communicate what is happening between  
20 7:30 a.m. - 2:30 p.m., while remembering that from 2:30 p.m. – 10:00 p.m. there will be 1-3 different groups  
21 using this space for STEM related activity. The desire is for everyone to see how positive this could be for the  
22 entire building.

23  
24 Assistant Superintendent Bergskaug noted the slide titled “Needs” that notes a reduction in class size to  
25 conform to School Board policy (additional teacher in FY20 operating budget, additional teacher made  
26 available through course changes). Asked if this would result in the class sizes the Board desires, she indicated  
27 Principal Barnes will be able to provide that information at the completion of course selection. Principal Barnes  
28 stated his belief it will bring class sizes much closer than has been the case, particularly when considering  
29 projected increases in enrollment. What is projected for this year could be larger based on the number of  
30 transfers. He is very comfortable with what the numbers will yield. It would be better.

31  
32 Ms. Deurloo Babcock commented more space provides more flexibility, options, and opportunities for smaller  
33 classes. More people help with that too, but you have to have a place to put them. There is a Physics teacher  
34 who teaches on a cart. The proposal would provide the teacher an opportunity to have a large classroom space  
35 to do real physics activities; a space the two physics teachers can share.

36  
37 Chairman Solon thanked Ms. Deurloo Babcock for the explanation that this is a STEM Center, but it has wider  
38 reaching impacts. The input from Mr. Cross is valuable and a worthwhile discussion that could continue with  
39 members of the committee. Although it is understood this proposal would have a positive impact on other  
40 areas, the fact of the matter is STEM is still a very attractive PR phrase. Although not 100% descriptive, it is a  
41 useful title. There is a lot of mention of Robotics. He questioned if it is known there will be robotics support  
42 for the proposal or at least not opposition. Superintendent Corey responded the Administration has met with the  
43 robotics community. Input has been provided. They are excited about the proposal. The piece they truly  
44 believe in is robotics moving back to the high school.

45  
46 Superintendent Corey stated the proposal is for a \$2,060,000 STEM Center. He spoke of figures provided him  
47 by the Budget Committee Chairman, which he is very confident in; however, cautioned they may change  
48 slightly due to changing interest rates, etc.

49  
50 From the standpoint of apportionment, the Hollis portion of the cost would be \$1,390,000 and the Brookline  
51 portion \$670,000. The District would propose a ten-year term through the bond bank. Current rates are 3.5%.  
52 That would mean in year 1 the payment would be \$43,060 (first 6 months of bond). The warrant would identify

1 a \$0.02 tax impact (\$100,000 home). Projected is somewhere around \$0.12 for FY21 (years 2-10). A slide  
2 would be added to the presentation to provide that information to the communities. Asked what the \$0.12  
3 represents in terms of dollars, Assistant Superintendent Bergskaug stated it to be \$241,910.

4  
5 • Field Committee Update

6  
7 Superintendent Corey stated Tighe & Bond provided the committee with drawings, which were approx. 70%  
8 complete. What remains is work below ground, e.g., drainage systems. They are working on what trees will  
9 be selected to come down as that is crucial to drainage. The committee spent a great deal of time reviewing the  
10 plans to ensure all teams/sports would fit on the field. The committee will appear before the Conservation  
11 Commission to provide an update on the plan.

12  
13 Permit applications with the State are in process. The project would result in wetland impacts. The committee  
14 is also working with abutters. If all goes well, there is the potential some tree work could begin as early as the  
15 February vacation.

16  
17 The bond is completed, and funds have been transferred.

18  
19 Asked if any progress has been made in getting Tighe & Bond to identify a Project Manager, Superintendent  
20 Corey stated that was discussed. Their recommendation was for the District to first look locally. Having been  
21 involved in several safety and security projects, as well as having just completed the HSTEP project, the  
22 Administration has access to a number of professionals who can provide recommendations in that regard.  
23 Tighe & Bond believes it would be very expensive, and not necessarily worth the expense, of paying them to be  
24 onsite on almost a daily basis. The Business Administrator has begun the behind the scenes work of identifying  
25 an onsite manager.

26  
27 Ms. Levesque questioned the tax impact of the field. Superintendent Corey stated that information was not at  
28 his fingertips, but would be provided. He stated his recollection to be had the two projects passed last year, the  
29 tax impact would have been around \$98.

30  
31 • Harbor Homes – Memorandum of Agreement

32  
33 Principal Thompson noted draft language provided with the agenda. Harbor Homes is a non-profit organization  
34 that provides health services for low-income and homeless populations in southern New Hampshire. They also  
35 partner with school districts to provide mobile crisis response. They offer an array of health services. It is their  
36 behavioral health services in particular that the District is looking to access.

37  
38 This fall, the HBMS and HBHS began partnering with Harbor Homes for mobile crisis response. If a student is  
39 having a mental health crisis, they will send a member of their mobile crisis team to the school. They can do an  
40 evaluation, work with the student, and provide resources. All of this is done with parental consent. At the  
41 middle school they have proved to be an incredible resource. There is zero cost to the schools or families.  
42 Their clinicians are highly skilled having a great deal of experience. They seem to interface and work well with  
43 students, staff, and parents.

44  
45 The District is being provided an opportunity to have an onsite clinician. The plan initially would be to start at  
46 the high school one day/week. Principal Thompson stated he and Principal Barnes have discussed identifying a  
47 dedicated space for this person to work. Their job would be to provide some mental health services and support  
48 to students. Some of those students would have been connected through mobile crisis while others would be  
49 through a very defined referral process. You have to keep in mind these are not employees of the District.  
50 What we would be doing is providing a space for an outside agency to be able to provide mental health supports  
51 to students.

1 The MOA has been recently vetted through legal counsel as well as the District's insurance carrier who have  
2 provided feedback. Most of the changes proposed by both entities are minor. The spirit and intent of the  
3 document is not changed by any of the language changes being proposed. Most simply reduce the District's  
4 exposure to liability.

5  
6 Amy Rowe, Assistant Superintendent of Student Services, noted all their services are available to all families  
7 within the District regardless; mobile response teams available 24 hours/day. Having some students who were  
8 going out to access such services, the desire is to minimize the amount of time they are missing out on their  
9 education. Harbor Homes will respond to a crisis within an hour sending a team out, and are willing to partner  
10 with districts. A great response has been seen and students are not missing classroom time. If they believe  
11 there to be a significant risk and the need to refer out, they will do that. They are licensed clinicians. The  
12 District had previously been sending students out for safety assessments.

13  
14 With students who either are not connected to a clinician or are in a waiting period to be connected, while  
15 ideally, we don't want treatment to occur during the day, if it is an option of either not receiving services or  
16 receiving them during the day, this is that bridge.

17  
18 Harbor Homes while, at this point in time, has a single day to offer, they believe they will be able to build it up  
19 to one day at the HBMS and two days at the HBHS and be able to build to the point of potentially having a full-  
20 time person onsite dedicated to both Hollis and Brookline. In addition, they have health services, both medical  
21 and dental that. Once the relationship is built and the District learns even more about what is available, should  
22 the need be identified and if the District is comfortable with the idea, efforts could move forward to capitalize  
23 on all they have to offer. They would bring their mobile unit and schedule onsite medical and dental if the need  
24 was felt in the community.

25  
26 Administration is excited about the possibility of addressing the increased need. Assistant Superintendent  
27 Rowe remarked what she is pleased with is that the District is looking at the fact that the schools are not mental  
28 health providers, but are able to connect the students to the resources. The other piece is that because Harbor  
29 Homes extends; students can build the relationships and when leaving the District, they are bridging that gap  
30 and are able to continue those supports.

31  
32 Principal Thompson commented on the importance of the continuity of services. Another example is that in  
33 June when schools wrap up, if Harbor Homes is developing relationships with students throughout the school  
34 year, those services can continue throughout the summer. Their offices are in Nashua. Having been a former  
35 High School Administrator, he commented they have had kids connected with wonderful services in their high  
36 school experience and then they graduate, and the services stopped. He sees this opportunity to connect  
37 students with Harbor Homes as bridging that gap.

38  
39 Principal Barnes stated it has been a tremendous resource for the high school. From the Student Services  
40 reorganization update, one of the key points of feedback was what are we going to do for that one position. He  
41 reiterated Harbor Homes has been a great resource all around.

42  
43 Assistant Superintendent Rowe remarked it does become a licensed space. There is a process that must be  
44 undertaken in that it becomes a licensed mobile space. The Administration has been working with Harbor  
45 Homes for it to become a licensed space so that families do give consent both from the standpoint of the mobile  
46 response team and if they were to be seen from a clinical spot, they would become their client.

47  
48 Mr. Cross questioned if the benefit of being onsite is for those students who have not been referred yet or are  
49 between a referral and acceptance of a referral. Assistant Superintendent Rowe remarked they can serve both  
50 functions. If it is a student who doesn't have an existing clinician, they can be the clinician, if they need to find  
51 a resource, they can provide that assistance, and if on a waiting list and in transition, they can do that as well.

1 Mr. Cross noted the facility is open during the summer, and questioned why office space could not remain open  
2 there rather than requiring students/families to go to the Nashua office. Assistant Superintendent Rowe stated  
3 the facility could remain available during the summer months if the decision of the Board.  
4

5 Ms. Deurloo Babcock commented one of the concerns expressed last year with the change in the position was  
6 related to confidentiality; having a staff member have the level of confidentiality that a clinician would have.  
7 She asked for clarification the clinicians would have that level of confidentiality. Assistant Superintendent  
8 Rowe stated that to be the case, but they are not an employee of the District. They are a mental health agency  
9 and the students/families are their clients. Ms. Deurloo Babcock remarked that is the reason you are  
10 comfortable with this. Assistant Superintendent Rowe stated that to be correct.  
11

12 Chairman Solon questioned if there are income qualifiers to access services, and was informed there are not.  
13 Crisis response is all grant funded. If services are accessed as a client and there is insurance, they will bill  
14 insurance. If insurance does not cover, it goes to one of the grants. No one is turned away.  
15

16 *There being no objection, the Board went out of the regular order of business to take up Deliberations*  
17

- 18 • To see what action the Board will take regarding the Memorandum of Agreement with Harbor Homes  
19

20 **MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE RECOMMENDATION OF THE**  
21 **ASSISTANT SUPERINTENDENT OF STUDENT SERVICES TO ENTER INTO A MEMORANDUM**  
22 **OF AGREEMENT (MOA) WITH HARBOR HOMES, INC. FOR THE PURPOSE OF PROVIDING**  
23 **ON-SITE BEHAVIORAL HEALTH SERVICES. THE MOA IS FOR A PERIOD OF ONE (1) YEAR**  
24 **AND IS CONTINGENT UPON THE LANGUAGE BEING VETTED BY LEGAL COUNSEL AND**  
25 **THE DISTRICT'S INSURANCE CARRIER, PRIMEX**  
26 **MOTION SECONDED BY MEMBER LEVESQUE**  
27

28 ON THE QUESTION  
29

30 Chairman Solon questioned what occurs once the year is concluded, and was informed the agreement would be  
31 revisited and a decision reached regarding continuation. A new agreement would have to be entered into at that  
32 time, if the District wished to continue.  
33

34 Chairman Solon questioned what might result in non-renewal. Assistant Superintendent Rowe commented it  
35 may be the desire to modify the agreement rather than simply continue, e.g., medical/dental services.  
36

37 Ms. Levesque questioned if there would be a form of metric to identify successes, e.g., what would demonstrate  
38 a positive outcome. Superintendent Corey asked if there would be a comfort level providing the number of  
39 students served, etc. Principal Thompson suggested there would be multiple points of measure; one being  
40 whether there is a repeated pattern of students going out multiple times. Ms. Deurloo Babcock suggested this  
41 should alleviate a lot of the concerns stated last year about the guidance restructure with overwhelming the  
42 counselors. This should alleviate their having to take a large portion of their day with a student in crisis. There  
43 may be a way to gain antidotal information from guidance counselors. Chairman Solon questioned if anything  
44 could be gleaned from the Youth Risk Behavior Survey. Principal Barnes stated uncertainty with how that  
45 would be correlated.  
46

47 Chairman Solon questioned what is seen that indicates the need for the services, and if those same drivers could  
48 be a reference point for success. Assistant Superintendent Rowe stated in terms of wanting to bring someone  
49 onsite, what she hears from counselors is that there are students who don't have access to mental health  
50 services; either they don't have a provider, or the wait list is too long.  
51

52 Chairman Solon suggested, in that context, the number of clients could serve as a metric.

1 Assistant Superintendent Rowe commented there would be the number of students who are not missing school  
2 time because the issue of being sent out for services is being addressed and the number of students who do not  
3 have access to care.  
4

5 Ms. Brown questioned who consents to service given the individual is provided onsite but not an employee of  
6 the District. Assistant Superintendent Rowe stated parents consent to service. Ms. Brown asked for  
7 confirmation if a student is in crisis a parent will have to consent before the student is seen, and was informed  
8 that is correct.  
9

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

11  
12 Yea: John Cross, Cindy VanCoughnett, Tom Solon, Elizabeth Brown, Krista Whalen,  
13 Holly Deurloo Babcock, Melanie Levesque

14  
15 Nay: 7  
16 0

17 **MOTION CARRIED**

18 *The Board returned to the regular order of business.*

- 19  
20 • Revenue and Expense Report Update

21  
22 Linda Sherwood, Assistant Business Administrator, remarked, on the expense side, three months prior it  
23 showed a very small balance of \$20,000, and today it is over \$200,000. One hundred thousand dollars of that  
24 balance is the contingency fund balance.  
25

26 Significant savings have been seen in special education in terms of contracted services and out-of-district  
27 tuition. Savings have also resulted from unfilled positions in custodial staff.  
28

29 Regarding revenue, the amount budgeted for "Other" was \$5,000. Year to date is \$9,000 and expected is  
30 \$36,237 resulting in a total of \$40,237. Unanticipated was a rebate from Primex for Workers' Compensation  
31 and the E-rate, which, although anticipated, is not included in the budget as it cannot be expected. E-rate rebate  
32 is based on the phone and internet purchases. The total revenue balance is \$34,767. The FY19 unreserved fund  
33 balance is \$253,975. Anticipated reductions include allocations to the Contingency Fund (\$100,000), Athletic  
34 Trust (\$67,000), Maintenance Trust (\$75,000), Special Education Trust (\$25,000), and the Retained Fund  
35 Balance (\$142,000). It was noted the warrant articles are funded in the order in which they are listed. The  
36 anticipated reductions/allocations exceed the available unreserved fund balance.  
37

38 Chairman Solon stated the Athletic Trust Fund is not funded through the budget.  
39

40 Superintendent Corey thanked the Business Office commenting we started a year in Brookline, Hollis and the  
41 COOP where enrollments and other things that came up lead the SAU to costs that could not have been  
42 anticipated 18 months prior when the budget was being prepared. Some very proactive measures have been  
43 taken.  
44

45 Chairman Solon questioned the School Board/SAU Assessment balance identified as \$93,912. Ms. Sherwood  
46 noted that includes the \$100,000 contingency amount.  
47

48 Asked about the negative balance of \$29,225 under Transportation, Superintendent Corey spoke of the two vans  
49 that were purchased for the vocational education program. Due to a fire experienced by the manufacturer, the  
50 District has not yet received the vans resulting in the need to cover the cost of transportation. Some of the cost  
51 is related to the bus driver shortage and the need to pay for some of the athletic transportation.

1 Chairman Solon commented on how the level of comfort, understanding, and satisfaction with the budgeting  
2 process has gone up since the current process was established. The reporting provided and the ability for Board  
3 members to have a continual handle on where the budget stands has a great deal of impact on the Board's ability  
4 to support the activities going on.  
5

6 **REPORT OUT BY PROCESS OBSERVER**  
7

8 Ms. Levesque stated the meeting moved along quickly. Although the discussion around the STEM Center was  
9 lengthy, it was a very important conversation. The time is now 7:38 p.m., and the Board has completed the  
10 public portion of its meeting.  
11

12 **NON-PUBLIC SESSION**  
13

14 **MOTION BY MEMBER CROSS THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC**  
15 **SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION**  
16 **OF ANY PUBLIC EMPLOYEE**

17 **MOTION SECONDED BY MEMBER WHALEN**  
18

19 *A Viva Voce Roll Call was conducted, which resulted as follows:*  
20

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

23 7

24 Nay: 0

25 **MOTION CARRIED**  
26

27 *The Board went into non-public session at 7:39 p.m.*

28 *The Board came out of non-public session at 10:37 p.m.*  
29

30 **ADJOURNMENT**  
31

32 **MOTION BY MEMBER WHALEN TO ADJOURN**

33 **MOTION SECONDED BY MEMBER DEURLOO BABCOCK**  
34

35 *A Viva Voce Roll Call was conducted, which resulted as follows:*  
36

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

39 7

40 Nay: 0

41 **MOTION CARRIED**  
42

43 The January 16, 2019 meeting of the Hollis Brookline Cooperative School Board adjourned at 10:39 p.m.  
44  
45  
46

47 Date: \_\_\_\_\_

Signed: \_\_\_\_\_