

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
DECEMBER 12, 2018
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, December 12, 2018 at 6:09 p.m. at the Hollis/Brookline Middle School Library.

Vice Chairman Cindy VanCoughnett presided:

Members of the Board present: John Cross, Secretary
 Holly Deurloo Babcock
 Melanie Levesque

Members of the Board Absent: Tom Solon, Chairman
 Elizabeth Brown
 Krista Whalen

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
 Mary Martin, Student Council Representative

APPOINTMENT OF PROCESS OBSERVER

Vice Chairman VanCoughnett appointed Holly Deurloo Babcock as Process Observer.

AGENDA ADJUSTMENTS

Vice Chairman VanCoughnett stated the desire to amend the agenda by moving the report out by the Student Council Representative to follow public input.

Noted was that Board action on the foreign travel requests would occur under the heading of Principal Reports.

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

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board November 14, 2018

The following amendment was offered:

Page 4, Line 50; delete “what” following “will use”

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER CROSS
MOTION CARRIED**

3-0-1

Vice Chairman VanCoughnett Abstained

Hollis Brookline Cooperative School Board – Non-Public. November 14, 2018

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER LEVESQUE
MOTION CARRIED**

3-0-1

Vice Chairman VanCoughnett Abstained

Special Hollis Brookline Cooperative School Board November 28, 2018

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER CROSS
MOTION CARRIED**

3-0-1

Member Levesque Abstained

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey noted receipt of two letters of Intent to Retire.

A letter received from Don Boggis, P.E. Teacher, Hollis Brookline High School (HBHS) notifies of his decision to retire at the end of the current school year/June 2019. Superintendent Corey thanked Mr. Boggis for the tremendous job he has done for the District.

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT, WITH GRATITUDE FOR HIS
SERVICE, THE LETTER OF INTENT TO RETIRE RECEIVED FROM DON BOGGIS, P.E.
TEACHER, HOLLIS BROOKLINE HIGH SCHOOL, EFFECTIVE AT THE END OF THE CURRENT
SCHOOL YEAR**

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

4-0-0

In a letter received from Bonnie Del Signore, Math Teacher, HBHS, Ms. Del Signore states her intent to retire effective at the end of the current school year. She wrote of being extremely grateful to have been able to serve the students of the two towns for the past 22 years, and commented many people work at jobs they dislike; I have been so fortunate to have a job that I truly loved.

Superintendent Corey thanked her for her time in the District commenting on the remarkable things she has done for the students.

**MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT, WITH GRATITUDE FOR HER
SERVICE, THE LETTER OF INTENT TO RETIRE RECEIVED FROM BONNIE DEL SIGNORE,
TEACHER, HOLLIS BROOKLINE HIGH SCHOOL, EFFECTIVE AT THE END OF THE CURRENT
SCHOOL YEAR**

MOTION SECONDED BY MEMBER CROSS

MOTION CARRIED

4-0-0

Superintendent Corey spoke of discussion conducted at the last meeting regarding the potential for the Town of Hollis to utilize District playing fields. David Belanger, Chairman, Hollis Recreation Commission, was in attendance to provide the Board an update. Mr. Belanger was made aware full membership of the Board was not present, that he could address the Board, and that the Board may wish to consider the matter at its January meeting.

Mr. Belanger spoke of the unsuccessful attempt to gain two turf fields in the Town of Hollis last year. Although the turf field may help alleviate some of the need, there remains the need for at least one additional field.

The Hollis Recreation Commission (Commission) intends to investigate three (3) different options and return to the Town of Hollis Selectmen with a presentation on each.

They are currently looking at the Stefanowicz property and the property behind the Department of Public Works. The desire is not to purchase land. They were made aware there is land and the potential on the school property out beyond the turf field. The Town would fund a study to determine feasibility of putting a field on school property that both towns could utilize, whether there is water, cost to develop, etc.

Mr. Belanger remarked how the financing would work he is uncertain, e.g., lease to the Town. The intent would be for the Town to perform all maintenance on the field. The benefit to both communities would be the availability of a rectangular field centrally located in Hollis. The option of an additional field would also provide the ability to rest fields.

Mr. Belanger provided copies of maps depicting the school grounds and three options for location of a field. He noted the potential need for additional parking, which could be utilized by users of both fields, when needed.

Ms. Deurloo Babcock asked for clarification the Town of Hollis would be responsible for the cost of developing the field, construction of a parking lot, all engineering work, etc.; the COOP is not being asked to put any funds into the project. Mr. Belanger stated that to be correct. Ms. Deurloo Babcock questioned, if all requests are approved and the field is constructed, who would be the owner of the field. Mr. Belanger stated his suspicion two options would have to be considered; the Town purchasing the land from the School District or the Town paying a long-term lease to the School District at the end of which the School District retains ownership. Asked who would determine the schedule of field use, Mr. Belanger stated it would be the Commission. Asked if the Commission has a relationship with the Brookline Recreation Commission, Mr. Belanger stated they don't have a relationship there, what they do have is a relationship with all of the programs. The programs are combined. He added they have a good relationship with the Recreation Director (who is leaving) and the Athletic Director at the COOP District.

Asked if the feasibility study would cover all three field options, Mr. Belanger stated the study would result in a recommendation for the most suitable location based upon price, parking, water, etc. It is understood there would be the need to put a well on the property.

Mr. Cross questioned if the study would include water usage in its consideration. Mr. Belanger stated his belief the study would identify if there is a water source, and, if so, if it could support the addition of the field.

Superintendent Corey noted the SAU is investigating water sources for the Middle School, and have not yet identified an alternative. The information the study would provide would be of interest in terms of understanding where there is water on the property.

When asked about specifics of maintenance on the roadway and parking lot, Mr. Belanger noted the road and parking lot would most likely be gravel. Superintendent Corey questioned if that would provide the HBHS a second means of egress. Mr. Belanger referred to the maps noting the area where there is believed room for the field, which is not where you actually touch the road. Where you touch the road is near the football practice field. There would be the need to get the road there to gain the additional egress. Superintendent questioned the possibility of extending the road up to the residence to get to the field. Mr. Belanger remarked if placing the field in the general area of where it is denoted on the map, the only other egress would be to come in off that road where the school has the property or seek to obtain a Right-of-Way Easement from Mr. McLaughlin.

Mr. Belanger added were it determined the water source is below the teachers' parking lot, that the football practice field would not be used as much making that the potential site for the rectangular field, and they could put a well down there and pump it up, then yes, there would be access to a second egress because they would be trying to put the parking lot in that area.

Mary Martin, Student Council Representative, informed the Board the Student Council is exploring traffic solutions; understanding that would be a very extensive undertaking involving many levels of approvals, etc. Being considered, as a cost effective solution, is creating a right lane into the student parking lot in the a.m. Currently many students go in that direction when the drop-off lane begins to back up. There would be the need to pave an additional area of the roadway (currently gravel). During its last meeting, the Council visited the site. Although there is a light post in the area, it is not believed there would be a great deal of interference. She questioned if the Board would support additional exploration of the option by the Council.

Ms. Deurloo Babcock stated her support for investigating options to address the issue. Mr. Cross questioned if consideration has been given to addressing the exit out onto Rt. 122. He commented on having seen people making a right and going off into the dirt. Miss Martin responded it is something that is brought up every year. She questioned if there is a problem with the fields in that area in terms of why another lane cannot be created. Principal Barnes stated the bigger issue is the cost associated with paving. He echoed the remarks that many of the areas looked at involve the State; never a simple process. Entering into the parking lot on the right is something that has been discussed previously.

Mr. Cross spoke of the backup that occurs exiting out onto Route 122 suggesting were there a right lane it would alleviate some of the congestion. People already exit on the right onto a very rutted roadway. He believes there to be potential for that.

Challenge Day was conducted on December 6th. It is a school culture, team building/empathy building, resiliency training event. Participation is limited to 100. Miss Martin spoke of it being an eye-opening experience that put into perspective what goes on behind the scenes in the lives of students and teachers. It promoted tolerance and kindness. She stated it was a valuable experience, and one she believes other students could benefit from.

This year's musical; Mama Mia, will take place in March.

A large group of band and choir members were accepted into All State and Jazz All State this year; 3rd highest for band.

Ms. Deurloo Babcock spoke of the Challenge Day event and how only 100 spots were available. She believes, if a culture change is needed, the more students that get to experience this event, the more likely it is a change will occur. She echoed Miss Martin's desire to see the event continue.

When asked whether there is a structured presentation or feedback mechanism for the rest of the school on what was covered in the event, Principal Barnes stated that is being discussed now. Although they knew what would be included, to experience it is a whole different matter. It is a heavy-duty social emotional program, very impactful/effective. They offer a lot of different angles for doing it. They cannot really accommodate more than 100 at a time, but the larger question is how you go about integrating that into the school culture. It was a very profound experience for the students and staff who attended. The discussion is ongoing. He commented he can see some sort of committee at the building level figuring out how to integrate pieces of this throughout the school culture. The word they used to describe it was transformative.

PUBLIC INPUT - None

PRINCIPAL REPORTS

Hollis Brookline High School

- Foreign Travel Requests

Principal Barnes noted the trip to Spain is connected to the World Languages curriculum and the trip to the U.K. to World History and AP World History curriculum.

The trips are usually ten days in duration, and the groups are encouraged to leave a day or two prior to the start of the school break so that they can come back and have some sort of rest. The end of April is prime AP season. Over the years, they have learned that returning from a trip on Sunday night is difficult.

- To see what action the Board will take regarding the foreign travel requests

World Studies / AP World History

MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE REQUEST FOR THE WORLD STUDIES AND AP WORLD HISTORY STUDENTS' TRIP TO IRELAND, SCOTLAND, AND ENGLAND SCHEDULED FOR THE APRIL 2020 SCHOOL VACATION

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

4-0-0

World Languages

MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE REQUEST FOR THE WORLD LANGUAGES STUDENTS' TRIP TO SPAIN SCHEDULED FOR THE APRIL 2020 SCHOOL VACATION

MOTION SECONDED BY MEMBER CROSS

MOTION CARRIED

4-0-0

Hollis Brookline Middle School (HBMS)

Principal Thompson informed the Board the HBMS has received a \$2,600 grant from the Grass Roots Fund which supports local initiatives by schools to build greenhouses, raised beds, etc. The funds will go towards excavation outside the greenhouse; solar panels and to do some raised beds.

PRESENTATIONS

- Student Assessment Data Presentation

Assistant Superintendent Bergskaug provided a presentation (can be viewed [here](#); tape counter 29:00) on student assessment data; how it is looked at and utilized.

She spoke of the traditional report provided families along with score reports for the Smarter Balanced results in the spring. The information is also published in the District profiles.

Graphs were displayed showing the results of the SAU districts on both the Smarter Balanced Assessment (2016 and 2017) and those of the 2018 New Hampshire Statewide Assessment System (NHSAS). The charts

depict how our students perform compared to the State. The Smarter Balanced Assessment was administered to grades 3 through 8.

2016 was the last year the District took the paper/pencil version of the Smarter Balanced Assessment. SAU 41 was the only SAU in the State to take the paper and pencil version that year. With that version, students were given set questions to respond to (handwritten answers). Whether the results were comparable to the other districts is something some might argue.

In 2017, the District moved to the computer adaptive assessment. It was the first time our students were logging onto a computer and taking their entire assessment online. With the adaptive assessment, if a student answers a question correctly, they are provided a more difficult question. If providing an incorrect answer they are then provided another question of a similar level and then, if continuing to provide incorrect answers, the questions get a little easier.

With the first version of the computer adaptive assessment, the expectation was an overall decrease in some of the scores. There were some changes in how students respond. For example, with writing, all students did their writing directly on the computer as opposed to rough drafts on paper and making edits throughout. The process looked very different. The results were a little lower that year.

Moving into 2018, the State decided to no longer participate in the Smarter Balanced Assessment. The computer adaptive portion was maintained, but a brand new assessment was rolled out. The New Hampshire Statewide Assessment System (NHSAS) is a whole new question bank that had not been vetted across different states in the same fashion, a new question bank that was developed in a very short period of time. The assessment did not have the same level of nationally normed questions; looking at NH based questions as opposed to the entire country. It was a very different assessment, but the scale of the results was similar to that of the Smarter Balanced Assessment, and the thought was that the data would be comparable to prior years.

Comparing the results of the 2018 assessment to those of the 2017 assessment, growth was seen in math results for grades 7 and 8 and ELA results for grade 7.

Another way data is looked at is in tracking a particular cohort over time. The SAU is able to look at how a cohort from the Hollis Upper Elementary School and one from the Captain Samuel Douglass Academy compare and then what happens when they come together. The results indicate a high degree of consistency between the overall performance when students are in 5th, 6th, and 7th grades. That is what we want to see. We want to see improvement, but also that the cohort continues to achieve at a high level. The data is also reviewed to see if there are any outliers, e.g., was there one particular year that just doesn't follow the trend. If any significant changes are seen they look to drill down and identify the cause of the change.

Some of the cohorts are lower performing cohorts over time. A particular cohort was identified for the presentation as it was one that was brought up at multiple district meetings last year in the COOP School District. It is an outlier in terms of the overall grades 3-11. It is important to look at the cohort and watch it over time to see how we can best assist those students.

With regard to why participation in the State assessment is important for the District, Assistant Superintendent Bergskaug noted the District is reviewed as a district with various indicators. Indicator 1 is an achievement indicator. Based on Federal guidelines, the 95% rule requires the District to ensure at least 95% of students participate. For a cohort of 100 students, the calculation is 1 x the # of students at achievement level 1, plus 2 x the # of students at achievement level 2, plus 3 x the # of students at achievement level 3, plus 4 x the # of students at achievement level 4 divided by 95. If 100 students tested, our devisor is 95. We are artificially inflated. If there is a particular cohort where families choose to not have their students take the assessment, and only 85% of our students test, the devisor is still 95 resulting in scores being artificially deflated. That deflated value is how we are viewed as a district. Lower participation causes a proportionally lower school average.

Beginning in 2018, Every Student Succeeds Act (ESSA) requires the identification of schools in need of additional support. The schools identified fall into three categories: Comprehensive Support and Improvement (SI) schools, Targeted Support and Improvement (TSI) schools, and Additional Target Support (ATS) schools. ATS schools are identified every three years and are schools with at least one student subgroup performing at or below the level of a Comprehensive Support and Improvement (CSI) school. Subgroups include economically disadvantaged, racial/ethnic, students with disabilities, and English learners. If one of those particular groups performs at a level that is drastically below the rest of the students, the school becomes identified as an ATS school. Because of this new classification, Hollis Primary School (HPS) and Hollis Upper Elementary School (HUES) have been identified as ATS schools.

Program effectiveness is reviewed. In Brookline, enVisions 2.0 math was fully implemented in 2017. The question is, is that a successful program and do we continue to utilize that. A look at the data for grades 3 and 4 shows an overall uptick; less so in grades 5 and 6, but by 2018 you see that as an uptick. Overall, it is believed to have been a successful implementation with a high quality program. There are some thoughts that the implementation is most effective when it is implemented in kindergarten because there is an assumption that students have certain understandings (foundational basis) from prior years. Assistant Superintendent Bergskaug stated her thought is that is one of the reasons why grades 5 and 6 saw a down tick in 2017 but then continued upward as students had two years under the program.

Another way performance is reviewed is a comparison of how the District performs in relation to comparable districts. Depending on what is being looked at different districts are chosen for comparison, e.g., comparable size.

Assistant Superintendent Bergskaug noted the grade 7 ELA scores was one of the highest in the State in 2018 and the grade 11 SAT was matched with some of the highest districts.

Brand new last year was a Science Assessment. The thought was that NECAP Science was going away and we would have a year off so that the State could develop a science assessment to replace it. However, the State rolled it out very quickly, and we had a computer adaptive online science assessment last year. In addition to a new assessment, we switched grade levels; it was always 4, 8, and 11 and then became 5, 8, and 11. Grade 5 did remarkably well. As students age up and we become more content focused, e.g., biology or chemistry as opposed to science overall, our results were high, but not as high as the 5th grade results. That, and how we approach the science curriculum at the higher levels, is something the science committee is looking at.

The Class of 2019 (a year ago, as Juniors) took the PSAT. This was the first year of the grade 8/9 PSAT. As was mentioned, the day of the testing was one of the highest attendance rates and zero opt-outs. There was a lot of buy-in to that assessment. Our students scored much higher than the national average. The average was a national average not a State because there were not enough students in the State of New Hampshire participating.

The results are an important indicator because they allow students to be considered for National Merit finalists or commended students. The District had 4 semi-finalists and 5 commended students. If you look to data just released, the cohort that is currently in 11th grade has even more impressive results.

Other data looked at for the high school is AP scores; high consistently year after year. The buy-in is there; students have been working very hard towards this end goal for the entire year. There is a certain meaning; some will be earning college credit as a result. ACT scores over time; very strong performance. Another piece of data looked at is the drop-out percentage. The District is at zero percent; something to be proud of.

Assistant Superintendent Bergskaug remarked the data is only one piece of the puzzle. What she feels the District does very well is finding ways to challenge our students more authentically so that we don't just

graduate numbers/students with stats, we graduate students who have skills they can apply in real world situations, and can move our community forward.

Asked to provide additional information on credit taking the AP Exam, Superintendent Bergskaug remarked it is dependent on where they go. If you pass the exam, various schools will allow you to do different things; use it so that you don't have to take your entry-level courses, some allow you to go into a higher level course, some schools don't accept it at all.

Mr. Cross questioned the science performance information provided commenting it appears the 5th grade students performed really well and then COOP students struggled. Assistant Superintendent Bergskaug responded there were a few pieces to that, and certainly year two data would be helpful. Ms. Deurloo Babcock spoke of 11th grade students taking a science assessment commenting 11th grade students are taking SATs more than once, AP tests more than once. Having had two 11th grade students who both have had to take a science State assessment, she believes there is the need to keep the buy-in factor in mind. Other schools may have higher results, but our students are really high-achieving students who focus on their grades and their AP and SAT scores.

Assistant Superintendent Bergskaug remarked buy-in is certainly an issue. Another piece is that junior class had never taken an online assessment before. In addition, students are taking a year of Biology, a year of Chemistry, and the science assessment, even when it was NECAP, is science so it is a very different perspective. Prior, it had been fact-based questions on any given topic. The assessment focus switched from content driven questions to phenomena-based instruction. There also was a strong focus on simulations. She reiterated buy-in is the biggest piece. You can see our students do very well in science in other assessments.

Principal Barnes commented our students are so focused; juniors are doing the PSATs, SAT. Over half of them take at least one AP course. With the amount of stress they have happening anyway, the science piece is not played up as much, this particular exam. He stated his belief a very different result would be seen if the test was somehow connected to their transcripts.

Asked to bring forward the dates of future meetings, Assistant Superintendent Bergskaug stated them as January 16th, February 13th (different week because of vacation), March 20th, April 10th (different week because of vacation), May 15th, and June 19th. She stated her belief some time around March a proposed calendar will be brought forward.

DISCUSSION

- STEM Lab Update - Public Forum

Superintendent Corey stated the first public forum was conducted on December 4th. It was well attended (50+). Many of those in attendance were new to the community and had not heard about it last year. A number of people came out to hear some new pieces of data. The presentation provided information on how the rooms would be used from 7:30 a.m. - 2:30 p.m. and be available for extra-curricular activities from 3:00 - 10:00 pm.

Wonderful feedback was received from a variety of residents who had suggestions on how to enhance the presentation. A number commented they were not aware of growing class sizes, and would be willing to support this kind of project if knowing it would bring class sizes down as well. That is one of the things being looked at. These three new classrooms that would come on board would free up 3 classrooms in the older section of the building that will be used for the humanities course, a math class, and become the second physics lab.

A second public forum will be held in January. The presentation is being enhanced based on some of the feedback. Updated slides have been received from the architect that better depict the physics lab and those

spaces. At that point, he believes there will be a wealth of feedback available to engage in a discussion with the Board regarding the warrant article.

- FY20 Budget

Superintendent Corey noted the agenda packet included a spreadsheet detailing each line item of the budget. Also included was information on the results of the four rounds of budget discussion.

At its last meeting, the Board approved the financing for the turf field. That allowed for the identification of the payment (approx. \$200,000). During the time following the last Board meeting and leading up to the last Budget Committee meeting, another review of the guidance calculation was not able to be conducted. The Budget Committee rightfully determined the guidance; kept existing numbers from previous meeting, which put the District's proposed budget away from guidance (\$359,942.58). They did stress, from the Chair's point of view, they have to go through the formula again because the debt, when reinserted, does change the guidance number. They also wanted to know what the District was looking to cut, because they were not necessarily opposed to a different number, it was simply based on what they had for information that night.

Superintendent Corey spoke of the retirement accepted earlier in the evening (P.E.) and the Board's acceptance of athletics and outside activities for P.E. credit noting he and Principal Barnes are discussing the belief the entire vacated position may not need to be filled. Initial discussions focused around having 3 sections (eliminating 2 sections). That would reduce the 1.0 FTE to a 0.6 FTE. That recommendation will likely go before the Budget Committee next month.

The position of the 0.2 FTE French teacher continues to be considered. The other section at the middle school was removed as there is confidence one of the two will be filled. Another piece that is changing, because of what is changing across other budgets, is with the positions of Facilities Director and SAU-wide Directed Nurse. It does not appear those positions will appear in the next round. The present format will continue to be used with regard to facilities. At the COOP a 0.5 Nurse was already added.

Asked for additional information on the French teacher position, Superintendent Corey stated it is in the budget at a 0.2 position. Originally a 0.2 position was considered for both the middle and high schools. At this time, a single 0.2 position is being considered (high school). The HBMS won't be picking up a French teacher because there is a retirement. Superintendent Corey stated the intent is to ask the teacher to teach 4 Spanish and 1 French. Ms. Deurloo Babcock commented on French having been a class size that was too large. Principal Thompson commented next year there will be two 8th grade sections and three 7th grade sections, which will automatically result in the numbers going down.

In the area of academics, the Administration is evaluating two things at the HBHS; \$1,100 for tables/chairs and \$10,000 for HB The Change Challenge Day. Although believed a great program, there is the need to determine if grant or other funding alternatives should be sought. With a wealth of existing programs at the HBMS, Newsela will be removed (\$3,400). Ms. Deurloo Babcock suggested reaching out to the PTA for assistance with the necessary funding for The Challenge Day. Principal Barnes spoke of the donations received to assist with the program this year, and commented on the possibilities for future donations.

Under the area of new computer equipment, Principal Barnes presented a 4-5 year plan to become tech rich at the HBHS. The items listed; Chromebooks (\$31,250) and carts-social studies (\$2,500) are intended to remain in the budget. The District made the decision not to purchase computers last year wishing to do the upgrade to the WiFi. That has gone extremely well. Superintendent Corey and Principal Thompson are evaluating Chromebooks requested for the HBMS as a wealth of purchases have occurred at the middle school level for Chromebooks over a number of years, and there is the need to balance requests.

Also under academics is Smartboard for the Math Department at the middle school. Title IV is a new grant that can be used for technology. Although the Smartboard will be removed from the operating budget, it will be funded through Title IV grant funds.

There is little to no room for reductions to items listed under computer replacement equipment. Were reductions made in staff laptops, a backlog would be created increasing costs in future year(s). Assistant Superintendent Bergskaug recently participated in additional training on HB1612. One of the largest pieces is server security. The useful life of the existing equipment is dwindling. There is the desire to retain those items in the budget.

Under the category of software/hosted services, the items are all related to the operations of the Business Office, e.g., Aesop is the software used for all substitutes.

Regarding items listed under safety issues, the Administration is discussing the potential of cameras at the HBHS as many would be used for the parking lot. Consideration is being given to utilizing the parking lot funds (money collected from students) to cover the cost. The funds are typically utilized for upgrades. The cameras would provide greater security for the students' cars as well as the District in regard to supervision. That item may be moving out of the operating budget and into the parking fund. Superintendent Corey stated he and Principal Thompson have discussed the request for additional cameras at the middle school. They are both pleased with the existing coverage, and Principal Thompson is quite confident that can be taken out of the budget.

Based on where the budget is in terms of meeting guidance, it may be that the section of roof repair (\$35,000) listed under Facilities/Maintenance, could be moved to the Maintenance Trust Fund. The fund was created four years ago and began building up for future use with roof repairs. The fire panel is also listed under the fund. It is believed to be a prudent action to take. Being evaluated are window seals at the HBHS and the issue of insect control. The request for MPR tables/chairs is being reviewed. That was the result of a study completed on custodial services to determine efficiencies. Currently, the custodians set up and take down the chairs daily. The recommendation is utilizing tables where, when dropped, seats come down with it. It is uncertain if that item will make it through the budget process. Tile flooring in Room 103, if necessary, can be delayed.

Those changes and what occurs through the evaluation process will bring the proposed budget closer to guidance. It is believed a concrete number will be available when the budget is before the Board again in January. It is believed the Board's goal of reducing class sizes will be met; a large amount of that was done through Principal Barnes' efforts through the Program of Studies (no cost), and that the academic and maintenance pieces keep the District moving forward in a fiscally responsible manner.

It is known there is the potential of the STEM piece at the HBHS, in the Hollis School District, there are contracts for Paraprofessionals as well as teachers, and in the Brookline School District a warrant article for all-day kindergarten.

Asked about the turf field, Superintendent Corey stated before the Board is a Resolution requiring the Board's approval. The closing would potentially occur on the 17th resulting in the funds being in the District's account. A Facilities meeting is scheduled for January 3rd at 3:00 p.m. Tighe & Bond will be present to answer any questions posed. The plans can be reviewed, and the meeting will serve as an informal kickoff for the project.

Mr. Cross stated a question that came out of the Budget Committee meeting was if there is an idea of the amount outside funding might be. Superintendent Corey stated there to be \$150,000 currently pledged. There are others who are considering pledging. There were some who shied away as a result of the lawsuit. There is also the potential for in-kind donations from various area companies that may wish to be involved in the construction of the field. That is one of the discussions planned for the Facilities Committee during their January 3rd meeting.

- Field Consideration Request from the Town of Hollis

Superintendent Corey questioned if there are members having reservations around allowing the Recreation Commission to come onto the property and begin the process of looking at the three areas being considered, working towards getting answers to their questions from the companies they would be working with, and then coming back before the Board in January to make a more formalized presentation.

The Board expressed no concerns providing there is no cost to the District.

DELIBERATIONS

- To see what action the Board will take regarding the Bond Resolution submitted for approval by Legal Counsel

Ms. Levesque questioned the impact of this project on the tax rate. Superintendent Corey commented when the calculations were initially done last year, a lower interest rate was utilized. The impact would be approximately \$50/year on an assessed value of \$300,000. If donations of cash or in-kind services are made, that cost would be reduced. The intent of cash donations would be to pay down the balance eliminating some interest cost.

The Administration would work with Tighe & Bond on identifying the concrete number. Once that is understood, the Board would make the determination as to how to allocate the initial \$150,000 donation.

The Resolution reads as follows:

“For value received, Hollis Brookline Cooperative School District (the “District”), promises to pay to First National Bank of Bar Harbor, Maine, or its assigns, in lawful money of the United States of America, the principal sum of

ONE MILLION SIX HUNDRED SIXTY THOUSAND DOLLARS

together with interest thereon at a rate of 3.8% per annum computed on the basis of the actual number of days in a 360-day year. Said principal and interest shall be paid in ten (10) equal installments of \$200,840.66 each, commencing August 15, 2019 until paid in full.

The District shall have the right to prepay, without penalty or premium, all or part of the outstanding principal amount of this Bond at any time prior to the maturity thereof.

This Bond is issued by Hollis Brookline Cooperative School District pursuant to the Municipal Finance Act, RSA Chapter 33; approval of the voters of the District of Article 1 on the Warrant for the Annual District Meeting duly called and held on March 15, 2018 and continued on March 22, 2018, April 2, 2018, and April 3, 2018; and a Resolution of the School Board of the District duly adopted on December 12, 2018. This Bond is issued for the purpose of paying costs of installation of an artificial turf athletic field and related improvements at the Hollis Brookline High School.

This Bond has been designated by the Chairperson of the School Board and Treasurer of the District as a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986 (the “Code”) and the District covenants to comply with the requirements of the Code in order for this Bond to be a qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Code; and the District hereby covenants to file any information report and pay any rebate due to the United States in connection with the issuance of this Bond and to take all other lawful actions necessary to ensure that interest paid on this Bond shall, for purposes of federal income taxation, be excludable from the gross income of the owners thereof.

This Bond is transferable only upon presentation to the Treasurer of the District of a written assignment duly acknowledged or approved in form satisfactory to the Treasurer of the District. No transfer hereof shall be effective unless made on the books of the District kept by the Treasurer as transfer agent and noted thereon by the Treasurer with a record of payment made on the attached Certificate of Registration of Transfer.

It is hereby certified and recited that all acts and formalities essential to the validity hereof have been performed and complied with, and that this Bond is within every debt and other limit prescribed by law or by the District or by vote of its School Board, and for the payment hereof, when due, the full faith and credit of the Hollis Brookline Cooperative School District is hereby irrevocably pledged, but this Bond shall not be valid unless the Certificate of First National Bank is signed hereon.

IN WITNESS WHEREOF, the said Hollis Brookline Cooperative School District has caused this 2018 General Obligation Bond to be signed in its name and behalf by a majority of its School Board, countersigned by its Treasurer, and attested by its Secretary as of this December 12, 2018.”

MOTION BY MEMBER DEURLOO BABCOCK TO ADOPT THE RESOLUTION FOR THE 2018 GENERAL OBLIGATION BOND NO. R-1, AS STATED

MOTION SECONDED BY MEMBER CROSS

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy GBA – Equal Opportunity Employment
 - 1st Reading: November 14, 2018
- Given its second reading;

Ms. Deurloo Babcock noted the Policy Committee reviewed the policy to ensure compliance with State RSA. Amendments were made based on the Board’s previous discussion; State RSA adds the term “gender identity”. There was also a change relative to the term “national ethnic origin”, which is a term that does not really exist. The term “economic status” was removed. It had been added in by the New Hampshire School Board Association, but is not in the RSA. Reference was added to RSA 275:7, Prohibited Conduct by Employer, which is where the language “The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault or stalking.” was derived.

MOTION BY MEMBER LEVESQUE TO AMEND POLICY GBA, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT, AS AMENDED

MOTION SECONDED BY MEMBER CROSS

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the Administration’s recommended date(s) for the Annual Meeting - Snow Date

Superintendent Corey stated the recommendation of the Administration to be for a snow date of Monday, March 11, 2019.

MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE RECOMMENDATION OF THE ADMINISTRATION TO SET THE SNOW DATE FOR THE 2019 ANNUAL MEETING AS MONDAY, MARCH 11, 2019

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

4-0-0

REPORT OUT BY PROCESS OBSERVER

Ms. Deurloo Babcock stated the process was great.

PUBLIC INPUT

Janet Merrithew, 19 Forest View Drive, Hollis

Remarked Amy Rowe, Assistant Superintendent of Student Services, has been attempting to assist her with information gathering and emailed her information on the support group run by Asperger’s Association of New England (AANE). She stated her belief she is heading in the right direction, and requested members make her aware if knowing of other organizations, agencies, or people who may be helpful to her research.

NON-PUBLIC SESSION

MOTION BY MEMBER CROSS 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 DEURLOO BABCOCK

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

Yea: Holly Deurloo Babcock, John Cross, Melanie Levesque, Cindy VanCoughnett 4
Nay: 0

MOTION CARRIED

*The Board went into non-public session at 7:33 p.m.
The Board came out of non-public session at 7:55 p.m.*

ADJOURNMENT

MOTION BY MEMBER DEURLOO BABCOCK TO ADJOURN
MOTION SECONDED BY MEMBER LEVESQUE
MOTION CARRIED
4-0-0

The December 12, 2018 meeting of the Hollis Brookline Cooperative School Board adjourned at 7:56 p.m.

Date: _____

Signed: _____