

HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD

MAY 15, 2019

MEETING MINUTES

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, May 15, 2019 at 6:02 p.m. at the Hollis/Brookline Middle School Library.

Chairman, Holly Deurloo-Babcock, presided:

Members of the Board present: Beth Janine Williams, Secretary
 Cindy VanCoughnett
 Krista Whalen

Members of the Board Absent: Tom Solon, Vice Chairman
 Elizabeth Brown
 Melanie Levesque

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
 Brian Bumpus, District Athletic Coordinator
 Mary Martin, Student Council Representative
 Carol Tyler, Database Manager

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Cindy VanCoughnett as Process Observer.

AGENDA ADJUSTMENTS

A request was made to remove the item, under Deliberations, relative to the Hollis Brookline Middle School (HBMS) Master Schedule. The expectation is that the item will be placed on the Board’s June agenda.

Superintendent Corey wished to discuss scheduling a meeting to address the bids for the turf field, which would be in May 24th.

MOTION BY MEMBER VANCOUGHNETT THAT THE AGENDA BE ADJUSTED, AS REQUESTED

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

4-0-0

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board - **Public Hearing** February 21, 2019

MOTION BY MEMBER WHALEN TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER VANCOUGHNETT

MOTION CARRIED

1-0-3

Members VanCoughnett, Whalen, and Williams Abstained

Hollis Brookline Cooperative School Board - **Organizational Meeting**. April 10, 2019

The following amendments were offered:

- Page 4, Line 2; replace “3019” with “2019”
- Page 5, Line 18; replace “agenda” with “meeting”
- Page 6, Line 17; replace “its” with “the”
- Page 6, Line 35; replace “Ms. Miller” with “Ms. Williams”
- Page 9, Line 2; replace “on” with “by”
- Page 10, Line 23; replace “funding” with “funded”
- Page 17, Line 11; delete “is”

**MOTION BY MEMBER WHALEN TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER VANCOUGHNETT
MOTION CARRIED**

3-0-1
Member VanCoughnett Abstained

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey spoke of completion of the required lead testing at all schools across the SAU. There were no issues identified at the HBMS. At the Hollis Brookline High School (HBHS), out of the 163 sites tested, 6 locations were cited; five sinks and 1 bubbler. The areas were investigated; the sinks were identified as not often used and the bubbler seldom used. The sinks/bubbler have been shut down, and the remediation company will be brought onsite. Another test will be conducted before the 30 days are up.

Superintendent Corey informed the Board of a letter of resignation received from Pat Marquette. In her letter, Ms. Marquette expressed appreciation for her colleagues and her biggest joy as having worked with the students, teaching not only math, but inspiring them to reach their full potential.

**MOTION BY MEMBER WHALEN TO ACCEPT, WITH REGRET, THE RESIGNATION OF
PATRICIA MARQUETTE AS A MATH TEACHER AT THE HOLLIS BROOKLINE MIDDLE
SCHOOL, EFFECTIVE AT THE END OF THE 2018-2019 SCHOOL YEAR**

**MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
4-0-0**

Superintendent Corey informed the Board of his nomination of Kirsten Szczeszynski for the position of Physical Science Teacher at the HBHS. Kirsten has her Bachelors in Electrical Engineering from the University of Waterloo, and will be at a Bachelor’s Step 2 and a salary of \$44,004.

**MOTION BY MEMBER WHALEN TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF
KIRSTEN SZCZESZYNSKI FOR THE POSITION OF PHYSICAL SCIENCE TEACHER AT THE
HOLLIS BROOKLINE HIGH SCHOOL AT A BACHELORS STEP 2 AND A SALARY OF FORTY-
FOUR THOUSAND FOUR DOLLARS (\$44,004)**

**MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
4-0-0**

Superintendent Corey informed the Board of his nomination of Shaun Hastings for the position of Math Teacher at the HBHS. Shaun comes to the District having received his Bachelors in Math and Bachelors in Education from Keene State University in 2011. Shaun would be at a Bachelors, step 7 and a salary of \$50,519.

MOTION BY MEMBER WHALEN TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF SHAUN HASTINGS FOR THE POSITION OF MATH TEACHER AT A BACHELORS STEP 7 AND A SALARY OF FIFTY THOUSAND FIVE HUNDRED NINETEEN DOLLARS (\$50,519)

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

4-0-0

Superintendent Corey informed the Board of his nomination of Jennifer Shreves for the position of Life Science Teacher. Jennifer earned her Bachelors in Biology and Chemistry from St. Joseph College, ME, and Masters in Public Health from the University of New Hampshire. Jennifer would join the District at a Masters Step 4 and a salary of \$50,676.

MOTION BY MEMBER WHALEN TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF JENNIFER SHREVES FOR THE POSITION OF LIFE SCIENCE TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL AT A MASTERS STEP 4 AND A SALARY OF FIFTY THOUSAND SIX HUNDRED SEVENTY-SIX DOLLARS (\$50,676)

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

4-0-0

Superintendent Corey informed the Board of his nomination of Abraham Ewing for the Tech. Ed. position at the Hollis Brookline Middle School. Abraham earned his Bachelors from Southern Oregon University, and would come to the District at a Bachelors Step 5 and a salary of \$47,805.

MOTION BY MEMBER WHALEN TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF ABRAHAM EWING FOR THE POSITION OF TECH ED TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL AT A BACHELORS STEP 5 AND A SALARY OF FORTY-SEVEN THOUSAND EIGHT HUNDRED FIVE DOLLARS (\$47,805).

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

4-0-0

PUBLIC INPUT

Josh Roby, 61 Deacon Lane, Hollis

Commented on the First Robotics team ranking in the New England District Championships (22nd place of over 200 teams in New England). That ranking moved them forward to the World Championships. The team won the Entrepreneurship Award. Students proudly pointed out they had worked with the School Board at the Annual Meeting to gain approval for \$98,000 for the program to be based in the HBMS. That was something the judges mentioned when they presented the award.

Team 1073 placed 3rd at the World Championships in Detroit. This event included over 400 of the best teams out of the nearly 4000 teams in the world.

Cam Hallett '20 was chosen as 1 of 10 students worldwide to win the FRC Dean’s List Award. This is a significant honor and includes scholarships and lifelong opportunity.

Mr. Roby spoke of concerns raised at the last meeting relative to the Robotics space at the HBMS. One of the concerns was with regard to losing the wood shop and practical skills middle school students gain from industrial arts. The plan presented does not take that away; there remains a wood shop/place for students to learn basic hands-on practical skills.

He spoke of looking forward to working with the new teacher, and commented some of the tools they hope to purchase for the Robotics team would be made available to the teacher. They are excited to know they have a sponsor who will potentially donate 3D printers to the HBMS for that new Tech Ed. position.

Also cited was a financial concern. Mr. Roby remarked the Robotics team stood up, put the effort in, and handed the Board a gift of nearly \$100,000 that can be used to make HB education better without taking anything away from other activities in the school.

With regard to concerns raised around curriculum changes, he stated the desire to be clear, what the Robotics team was talking about has nothing to do with curriculum. Curriculum changes are a result of a retirement. Although separate, he believes it important they be dealt with in parallel with structural changes to make space for Robotics. The parallelization is important because the big concern now is time. We want to get something that will be ready for school in September. He stated the belief Board approval is needed by the next meeting to be able to begin construction activities. He requested the Board, at this time, vote to approve funds for the architect so that a full plan can be readied for presentation in June.

Ken St. Hilaire, 44 Hayden Road, Hollis

Echoed the remarks of the previous speaker. He spoke of being frustrated with the feeling they have to continually reinforce how the First Robotics Program is not just an after-school activity. For many of their participants, this is their sport, their inspiration, and the primary thing that defines their continued education and career path.

Despite all the program does and provides for students, they continue not to get the proper attention needed. He commented on the number of times, since he has been part of the Facilities Committee, that he has heard someone say I support Robotics, but. That is frustrating for him as a parent and member of the community.

He commented on the team's recent success in Detroit, and of the significance of Cam Hallett being named to the Dean's List for his contribution to the team and community. Cam was one of 10 students recognized worldwide from more than 94,000 First Robotics high school students. He is only the 2nd New Hampshire student ever to be named to the Dean's List. He commented on the magnitude of opportunities now available to Cam as he looks towards his senior year.

Mr. St. Hilaire spoke of how the program helps students develop the skills that prepare them for college and beyond. In his 9 years with the team, he has had the pleasure and experience of many success stories. He shared one from the past week; his daughter is a product of the team, was always a strong student with a fantastic work ethic, but it was the robotics program that ignited a spark within her and sent her down a path from which she has never returned. She now works for NASA with the Jet Propulsion Lab (JPL). The first project she worked on at JPL was launched last week aboard a rocket and is now installed at the International Space Station. He remarked, as her dad, he can assure you everything she has done and will do in her career can be traced directly back to the day she joined the robotics team. What has truly set her apart are the skills she acquired that simply cannot be taught in the classroom.

Mr. St. Hilaire spoke of the challenges the team faces, which have been well documented during the time the Facilities Committee has been working. As the team experiences growth due to recent successes and continued strength and expansion of the middle school program, these space and resource challenges will only increase. The proposal presented will address many of the challenges at a reasonable cost and with minimal impact.

He requested the Board decouple any of the discussion about the technology curriculum from the project that will benefit the First Robotics Team. The only place the two activities will overlap is in how the existing wood shop can be shared by both programs. There is clearly unused space and obsolete equipment as well as plenty of opportunity to create a more efficient layout that will benefit both teams and allow them to share the space.

We can proceed with a project definition in parallel with the continued discussions about curriculum without really impacting either one.

The second request is that the Board authorize the Facilities Committee to go forward and prepare the detailed project plan to be presented at the June meeting for discussion and approval. Development of the plan will involve the services of a local architect. There will be costs. The primary concern is that delay in preparing a plan would jeopardize the ability to complete the work over the summer while school is not in session.

Ed Hill, 47 Mountain Road, Brookline

Stated his support for and appreciate of the previous speakers; the time they dedicate to volunteering. His daughter is involved in the program, and he is extremely grateful that she has the opportunity.

He is a Software Engineering Manager at BAE Systems. His company is extremely interested in supporting these sort of activities and encouraging people to get into STEM lines of work.

He spoke of his personal experience; there was no Robotics program when he was in high school, but there was a bridge building competition that he got involved with. He was able to represent his state at nationals for doing something far simpler. He understands why this is a great thing to get students involved with to get them into STEM. He has been a software engineer or working in some form of research for decades and can say it is very difficult to find individuals having these kind of skills. These jobs pay well. He encouraged all to consider this as a wonderful stepping-stone into what he believes to be a very rewarding career.

Meagan Schreiterer, Student

Spoke of being a member of the team. When in 6th grade, her introduction was the FLL team at CSDA. By the time she reached high school, she realized the impact the program has. In this her first year on the team, she is the Business Lead, and has the opportunity to communicate with many individuals on a daily basis. While not on the technical part of the team what she is doing is a large part of what needs to occur. Off-season competitions allow them to teach new students and allow them to integrate what they are doing into the new school year.

For the upcoming school year, they need to conduct recruitment efforts. This shop is the stepping-stone to that effort. The desire is to have the shop in place before the start of the new school year.

PRINCIPAL REPORTS/ATHLETIC REPORT

Reports are provided with the [agenda](#).

Rick Barnes, Principal, HBHS, spoke of having had the pleasure of watching the First Robotics Team at the district competition. To know they overcame challenges and excelled in the way they did in Detroit is a testament to the work they all put in.

Chairman Deurloo Babcock remarked she hears what everyone is saying about the success of the Robotics Team. It is a great program, does great work, and the students are learning great things. She believes the Board has taken the Robotics Team very seriously. She stated appreciation for the input and report provided.

Bob Thompson, Principal, HBMS, highlighted events covered in his report. Empty Bowls is in its 7th year. Student artwork is showcased during the event, and bowls created by the students are available for purchase. Money raised goes to support the Brookline and Hollis food pantries.

Brian Bumpus, District Athletic Coordinator, noted his report includes information on the implementation of the new community service initiative the Booster Club has put on called HB Helps. The High School Track Team, participated in a clean-up day in preparation for the Hollis Fast 5K road race, and will volunteer their time on race day.

NON-PUBLIC SESSION

**MOTION BY MEMBER WHALEN 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 WILLIAMS**

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

Yea: Beth Janine Williams, Krista Whalen, Holly Deurloo Babcock, Cindy VanCoughnett 4
Nay: 0

MOTION CARRIED

*The Board went into non-public session at 6:38 p.m.
The Board came out of non-public session at 7:16 p.m.*

A request was made to adjust the agenda, under Discussion, by adding the request made by the First Robotics Team.

**MOTION MADE BY MEMBER WHALEN THAT THE AGENDA BE ADJUSTED AS REQUESTED
MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
4-0-0**

DISCUSSION

- Facilities Committee Update – Field Update

Tighe & Bond has filed all necessary paperwork and responses with the Department of Environmental Services. Gove Environmental is the company utilized to conduct the environmental study. They came back the week prior to school vacation, based on the discussions with the Conservation Commission, and reviewed the questions asked relative to the wetland. They have submitted their paperwork to the State.

Tighe & Bond recommended going out to bid as they feel confident the final wetlands permit will be issued. On Thursday, May 3rd, Tighe & Bond recommended a potential Project Manager who will interview with the Superintendent and Business Manager the week of May 27th. On May 6th, bid packets were sent out to all companies that expressed interest; both local and across New England. On May 9th, a mandatory pre-bid meeting was conducted. A site walk was conducted with the potential bidders. Bids will come in on Friday, May 24th. The public opening is at 2:00 p.m. There is the desire for the Board to schedule a special meeting to consider bids received and the recommendation of the Administration.

- Revenue and Expense Update

Linda Sherwood, Assistant Business Administrator, stated the balance, on the expense side, to be \$403,277 (unexpended fund balance). Changes since last reported include Instructional Staff Support, which has a balance of \$98,404. That balance is significantly higher than last reported mostly due to the professional development stipend and teacher professional development reimbursements, which have all come in lower than budgeted. The balance in the facilities line of \$45,142 is largely due to a better than anticipated winter (snow removal cost down).

On the revenue side, the balance is \$79,151. That amount is also higher than last reported. The most significant difference being under the heading of Medicaid, which shows a \$20,000 deficit resulting from an extremely high number of rejections of claims state-wide. The Director of Student Services explained to her, the rules have expired, and temporary rules were put in place causing, just in the three districts within the SAU, over 1,000 rejections.

Total unreserved fund balance is \$482,428. From that, voter approved allocations are made; \$67,000 to the Athletic Trust Fund, \$75,000 to the Maintenance Trust Fund, and \$25,000 to the Special Education Trust Fund. Recommended for the retained fund balance is \$142,000. That would leave a fund balance to be returned to the tax base of \$73,428.

Ms. Williams questioned the balance in the professional development line, and was informed there is a \$3,000 stipend available. The District budgeted \$87,000 to cover that cost and only needed to utilize \$30,000.

Ms. Williams questioned the balance in the line for vocational program (\$6,727) and the negative balance for transportation (\$75,915), commenting she is curious about a lower enrollment and higher transportation cost. Ms. Sherwood noted the increased cost for transportation is related solely to the inability to utilize vans as intended (not yet delivered). Principal Barnes stated the number of vocational education students ebbs and flows. One of the challenges is schedules. A student going out to a vocational school is missing a significant amount of school. It depends on the students; at times there are students who are acceptable to that aspect of it and are willing to make the sacrifice.

Chairman Deurloo Babcock reiterated the District had anticipated providing its own transportation, which has not been able to occur as of yet. Principal Barnes commented the vans will assist with the scheduling aspect as well. Superintendent Corey spoke of the massive fire in Tennessee, which is one of the places where cargo vans are made. Since the District was ordering very few, it was not on the priority list. The Business Manager reported Tuesday that the vans (two 8-passenger, plus driver) are expected in within the next 7-10 days, just in time to close the year.

- Middle School Master Schedule Update

Historically, the Master Schedule is reviewed every other year. Modest adjustments have been made, e.g., late start PLC, change in start time. Last year a program evaluation of special education was undertaken as a result of significant changes to the reauthorization of IDEA. A recommendation resulting from the evaluation was that we look at the Master Schedule. The language in the report provided stated “to determine a Master Schedule that is inclusive to all”. What they are looking at is an access issue; students having a challenging time accessing the general education curriculum because of the Master Schedule.

The Master Schedule is not a single schedule for the entire school; broken down into four (one for each team). There is difficulty delivering school-wide interventions when having four master schedules. Principal Thompson provided the example of the Read 180 program; wildly successful, research-based reading program that has brought struggling readers up to grade level. In order to deliver that intervention, they essentially have to put all of the Read 180 students on one team, which is problematic as they typically place students based on a

variety of factors. The District also offers math interventions and executive functioning interventions. The delivery of those services is very challenging in the absence of uniformity in the Master Schedule.

An additional challenge is the waterfall schedule; a student may have math the first period on a Monday and then not again until Tuesday afternoon. The District works with a number of service providers that work throughout the district, e.g., speech, O.T. reading support services. They have to navigate with 5 other schools in the District, and when our schedule is constantly changing, it causes significant disruption, usually to the student's schedule because they have to be pulled for services at times and might miss a portion of a course. The delivery of special education services can be greatly impacted by the waterfall schedule.

A third factor, outside of special education, is the number of students that are accelerating. One of the options the District had in the past was the ability to offer middle school students the opportunity to take high school courses. It is incredibly difficult to do that with the current schedule. The schedule being looked at would allow students to have greater access to high school courses. Next year there are 25 students taking Algebra 1 in 7th grade. The current schedule makes it incredibly challenging to be able to schedule those students, and will result in imbalances with the teams when placing those 25 accelerated students on a single team.

There are also problems related to equity issues with planned period. The specialists do not have a 45-minute plan period as dictated in their contract. They have a 20-minute planning period because of the way the schedule works.

In September, the Instructional Leadership team, began the year reviewing the Special Education Evaluation, and identifying priorities. One of the priorities is the Master Schedule. They began their review by looking at the master schedule of pretty much every middle school in the State. What they learned is every school is different. They continued throughout the year to come up with draft schedules. In January, a representative group of teachers across disciplines, teams, and grade levels, were sent, along with the Assistant Superintendent, Carol Tyler, Database Manager, and a Board member to the New England League of Middle Schools conference where they spent the day discussing how to come up with a master schedule. After several rough drafts, they have come up with what is believed to be the best alternative to the current Master Schedule.

Assistant Superintendent Bergskaug noted the proposed schedule was included with the agenda. It removes the waterfall feature of periods flowing from the beginning of the day to the end of the day, etc. It also moves ROCK into the middle of the day so that all students have access to that curriculum. Because it is an eight-period day plus lunch, all 8 periods are equivalent. They are now able to provide services for students on any given period and are not just limited to period classes versus core classes. They essentially double the opportunities where students can receive services. The proposed schedule also provides equity to classes and programs. All courses have a long block and three shorter periods.

The proposed schedule also creates equity among staff. Teams would still be structured as teams and there would still be Common Planning Time (CPT) time for those teachers as dictated by the contract.

The proposed schedule allows the District to better meet the needs of all students. There would no longer be the need to place all of the 7th grade Algebra 1 students on a single team. The same is true for Read 180.

Some feel an 85-minute block is a long period of time and some feel a 39-minute block on your PLC Friday is a short period of time. Assistant Superintendent Bergskaug spoke of the Instructional Best Practices Committee. The Committee is looking at what does best practice look like; whether it is the 72-minute period we currently have or an 85, students need to have a class that is broken up and multiple activities taking place, learning in different ways. When looked at in terms of the overall week, it is the same amount of instructional time.

Assistant Superintendent Bergskaug remarked another area she likes is that the current schedule has a core class meeting 3 times/week whereas the proposed schedule would have all classes meeting 4 times/week.

Principal Thompson commented heterogeneity is a huge piece of the middle school experience. It is really a challenge to be able to have heterogeneity in the classrooms or teams.

Chairman Deurloo Babcock remarked the proposed schedule maintains the team approach. That is the other aspect that makes a middle school a middle school; having that team approach, a group of teachers really aware of 100 students. Those are their students and they share them as a team. Principal Thompson stated the only difference to be moving from a five-person to a four-person team. Students will still have a ¼ of their art, tech. ed., computer, health, but that specialist that is only on the team currently for ¼ (rotate), that person is just part of their regular schedule. They can still schedule the students on the team to a particular course, but in terms of teachers getting together in CPT, it will go from the four core with the rotating specialist to just the four core. One of the constraints they are working on is creating CPT time for the specialists.

Chairman Deurloo Babcock commented, in the past, when a parent met with a team they would meet with whoever was on that person's team for the ¼. That person will no longer be in those meetings. Principal Thompson stated there may be some opportunity to schedule them during that time, but there is not a guarantee. They would have to provide written input.

Ms. Williams echoed the need for the change. She stated a desire to be able to compare both the existing and proposed schedules. With regard to the hard copy of the proposal, some of the blocks are the same where others are larger or smaller. She suggested the draft identify the number of minutes per class or adjust the boxes for those visual folks who are looking at it.

Ms. Williams commented, in the current schedule, with ROCK at the start of the day, when students are late they are not missing instructional time; they are missing ROCK time. Also, ROCK is all at the same time so when you have important information to put out, you are able to use that ROCK time to have the whole school together. The proposal takes that away.

Principal Thompson remarked there is a little trade-off. At his prior school, they had their advisory program back-to-back with lunch. As an advisor, he liked that as they would start some great conversations that needed more than 20 minutes and he didn't feel the urgency to kick students out because they were just going to lunch. There were other times when students would say hey if we have a good week, on Friday could we order out or walk to Monument.

There are some who believe ROCK is not instruction and if their child is tardy to school and they miss the mark it is okay. He remarked, the most important thing they do as middle school educators is advisory. If having it at lunch will increase participation, he thinks it is the way to go. Ms. Williams stated agreement. She commented it is tricky because it is also the start of the day. She sees so much value in ROCK. You start fresh every day and you have that same advisor with you. She commented there are tradeoffs.

Chairman Deurloo Babcock noted the Master Schedule will be before the Board at its next regular meeting for a vote.

- Curriculum Discussion – Tech Education

Assistant Superintendent Bergskaug noted [Ed 306.47](#) addresses the requirements, which are broad in nature and can be met in a variety of ways. Information provided with the agenda lists the requirements and identifies how the District will accomplish them. There is the ability to teach a variety of subjects that make up Tech. Ed. The focus of the District would be energy and power technologies, manufacturing technologies, and construction technologies as well as a few other pieces that would be lightly touched upon.

Some are proposed ideas and will not necessarily be in place. The new Tech. Ed. teacher has a very strong woodworking background. What is meant by "Supply and Demand" is if a particular class is looking for

something or if there was the desire to make bowls for “Empty Bowls”, there is the need to identify how to do it, cost associated with increasing the amount of wood being used, etc. It involves more than just making a bowl; utilizing more of a manufacturing thought process.

Regardless of the tools being utilized, they are looking to always have students hands-on. Although, in the next 3 years, the District is looking to implement the use of CAD prior to actual build, laser cutting, etc., not everyone will be on the table saw. That might differ by student interest, skill level, etc. The materials may also differ.

They are intentionally identifying when they are integrating math into the work and the engineering design process. When it comes to communicating the final product, students will utilize skills gained through English Language Arts (ELA).

Safety is an important aspect. Part of that is new, safer equipment that students can use independently.

In terms of group process skills, it is a matter of how you create leaders within a small group, establish certain roles, and facilitate the transition between roles and provide feedback.

Naviance software was integrated at the middle school this year. They will look to identify how Naviance will be used to open doors for students in tech ed fields.

Included in the packet was the beginning draft of a scope and sequence. There are 45 days in which to accomplish what will be accomplished in grades 7 and 8. The desire is to identify what those 45 days will look like. There is the potential to consider bridge building in grade 7 and sound amplification in grade 8.

Assistant Superintendent Bergskaug spoke of plans to work with the new Tech Ed. teacher to nail down what grades 7 and 8 will look like next year, and then in years 2 and 3.

The question was asked of what was sought from the Board at this time. Ms. Williams spoke of wanting to be able to compare the proposed curriculum with the previous one. Assistant Superintendent Bergskaug noted the discussion was intended to be informational in nature. She also noted the Board can request access to any curriculum at any time.

Chairman Deurloo Babcock commented on her belief the public will question if students will continue to build the bridge, make the marble maze, do the shelf. Assistant Superintendent Bergskaug stated students would be working with wood and other products; some of the projects will be different. Principal Thompson commented teachers are given a curriculum and told these are the standards you need to teach. The activities the teacher decides to engage in really falls under the autonomy of the teacher. Stressed with the candidate were some of the things students have been doing that have been pretty successful. The Administration has never dictated to a teacher you will do this project. Given the candidate, he believes the District will be impressed in terms of the evolution and taking the District to the next level.

- Data Governance Plan

Assistant Superintendent Bergskaug remarked many Board members have come to her over the past year to discuss HB1612. She, Rich Raymond, Network Administrator, Kelly Seeley, Business Administrator, and Carol Tyler, Database Manager, met weekly (sometimes 3 times a week) to discuss different aspects of the Data Governance Plan (Plan).

Carol Tyler, Database Manager, stated the process to review best practices for data security/student privacy began in the summer of 2016. The Technology Team was developed and began reviewing the internal software systems to determine who has access and if the role is appropriate for the level of access. They determined the

need to review what information is collected, where it is stored, who has access to it, and how it is protected. When HB1612 was signed into law it expedited the process they had begun. They worked with that and the different components of the law, and started building the data security framework.

Within the existing software, they looked at rules-based security, assigned permissions to access to data, based on the roles. They updated the Acceptable Use Agreement (AUA) making it more complex and inclusive of staff. All staff and students were provided the AUA for signature.

A list was created of every piece of software, and rules-based security was set up, e.g., in PowerSchool teachers have teacher roles. The law requires the District to inventory, review, and vet all software applications. The inventory spreadsheet was distributed to the entire staff with a request each individual identify the piece of software used and the grade level used for. A rubric was created to determine what the vetting process would be. Some pieces of the rubric were basic; does it meet the privacy standards and the new law of privacy standards, if it does require student log-in what does that look like, there are naming conventions, e.g., don't want to use first name, last name. They developed certain protocols to put in place to protect student privacy. They looked at if the website collects or tracks data, does target marketing, if it is a curricular enhancement or a distraction (adds, etc.). Another area was cost; if there is a cost what it is, and does it need to be budgeted on a yearly basis. Every piece of software on the list was vetted.

There was a desire, particularly with licensed software, to standardize how information is uploaded, e.g., if a teacher is creating accounts for students the intent is to ensure the names maintain the privacy level. Templates were created to protect student information.

The law requires the District to publish the software inventory list, the AUA, and enrollment procedures.

At the end of June of 2018, all staff were provided software training, which focused on the requirement for a privacy pledge for software being accessed. A privacy pledge signifies the software is more or less geared toward students and would be acceptable for teachers to use. They went over what could be done when creating online accounts. When the site wasn't really geared to students 13 or below, they would allow teachers to use them as curricular resources only.

Understanding new sites will need to be vetted, the committee created a form for staff to fill out for any new resources they wished to use. The committee meets weekly to review requests. The next area of law tackled was to make the protocols for District software use available to the public.

The information is stored on the Information Technology [page](#) on the District's website for access by staff, students, and general public. The page lists the AUA Policy, links to FERPA, US DOE student privacy policies, etc. Also included is the SAU software list. The page has tabs that show licensed software, free tools and websites, curricular resources, Chrome extensions, and Library.

Wanting to understand the purpose and intent of the Plan, they spent a great deal of time reviewing the law, and used that information to develop the Plan. One of the big pieces is the need to think about data life cycle and security, e.g., how long we store information, where it is stored, etc. They understand the need to review risk assessment, external audits, and define data retention schedules and destruction of data, when necessary, e.g., if data is housed internally, when the server is no longer in use, how the server is scrubbed. Even with the current hosted systems, when students age out, what information do we still need to keep.

The Plan also includes a procedure for a data breach; how business will continue, the plan for recovery, and how we communicate to the public what we are doing and what the breach was.

Work that continues is development of policies for all three districts (EHAB, GBEF, GBEF-R, JICL, and JICL-R). The law states the need for a complete network audit and a security audit and that the funding source be

identified. Ongoing work includes the vetting of new sites, reviewing existing approved sites for updates to privacy policy or terms of use and review data retention and storage.

Asked how often teachers submit a request for a new site, Assistant Superintendent Bergskaug remarked it varies; some will submit 20 at a time. The Committee meets weekly and reviews the requests. At times there are 3 to review and other times 30.

Assistant Superintendent Bergskaug commented not only does the District have to identify what is being used in terms of what students have access to or will be working with, if Hollis Elementary is using it in grades 4-6 and Brookline Elementary wants to use it, that has to be a request and approved even though the site had been vetted. Asked for clarification, Assistant Superintendent Bergskaug stated there to be some that are rejected for a variety of reasons. If 13 and under, specific parent permission would be required to utilize the software. Sometimes there are so many pop-ups the site is determined not to be a benefit to the curriculum.

Ms. Williams commented another prohibited act would be targeting marketing. Once you create a student log-in, if the site's privacy statement indicates it will release email addresses or log-in information to a third-party site, it is rejected.

Ms. Williams questioned if any of the larger pieces of software currently used were rejected, e.g., PowerSchool, SNAP. Ms. Tyler stated all licensed software is above and beyond most of the security protocols put out. The District is hosted.

Asked about bring-your-own devices, Ms. Tyler spoke of an internal network (VBN) that enables bring-your-own devices. They are not plugged into the internal network. The District can track, and the user cannot access any internal servers (guest network). Ms. Tyler commented even the students have to sit through a training class and get their device approved, etc.

Assistant Superintendent Bergskaug noted the Plan would be brought before the Board for a formal vote at its June meeting.

- First Robotics Team Request

Chairman Deurloo Babcock spoke of the First Robotics' request to fund architectural plans for the possible renovation of the space at the middle school.

Ms. Whalen congratulated Team 1073 on their accomplishment. She echoed the remarks of the Chairman regarding the Board's utmost respect and support of the Robotics Team and program. As elected representatives of the taxpayers, given a budget to abide by, the Board does the best it can for all of the students. She spoke of being taken aback by comments that the Board was not supportive in some way and that the process was prolonged. She spoke of the need for a process to be followed.

Chairman Deurloo Babcock spoke of the process of publicizing an agenda that identifies items before the Board for consideration/discussion. Items for which formal action by the Board is anticipated appear under Deliberations. The agenda process is intended to provide the general public with information on matters before the Board, and allow the opportunity for public input prior to formal decisions of the Board. She spoke of members of the Board who were not able to be in attendance. Out of respect for the citizenry-at-large and the Board members who were not in attendance, it would be unfair to add something under deliberations that did not appear on the publicized agenda.

The purpose for amending the agenda to add the item under discussion, was to allow the requestors the opportunity for feedback. She stated her belief timing isn't as much of an issue as they may be feeling it is.

The Board can work pretty quickly on projects, and if this were to be approved in June, she believes the District would be able to meet a lot of the needs of the Robotics group. She reiterated that is simply her impression.

Chairman Deurloo Babcock commented she feels she has personally supported Robotics. She has spent a lot of time working towards the STEM center and that did not pass. We are fortunate to have a new crack at this project to help the Robotics Program and provide the needed space. However, there is the need to approach this project as methodically as all others.

Superintendent Corey remarked one of the things the SAU has taken pride in is notification to the citizenry. The facility was discussed at last month's meeting, which included a tour. This month the discussion was around curriculum as they do relate from the standpoint of space. Next week he will be providing the Budget Committee an update on both of those proposals. He feels confident, with action in June, that the District will have at least the vast majority of the project done, if approved by the Board. He spoke of recent projects and the timeframe for completion. He understands some are concerned with obtaining construction staff. The SAU has 7 facilities that are worked on every day. People enjoy the business of the SAU and respond knowing there will be more business in the future. He spoke of the support of the community and Administration. They do want it to happen. At the same time, it is important to provide the community with time to learn of the discussion and make the Board aware of opinions.

Superintendent Corey remarked he is not concerned with where the funding for the architectural study would come from as an individual has stepped forward offering the necessary funding; separate from what was passed by the voters and separate from the operating budget.

Ms. Williams stated her support of robotics.

DELIBERATIONS

- To see what action the Board will take regarding the Superintendent's Recommendations for non-union and administrative compensation

MOTION BY MEMBER WHALEN TO APPROVE THE SUPERINTENDENT'S RECOMMENDATIONS FOR NON-UNION AND ADMINISTRATIVE COMPENSATION

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the Board Chair Signing the General Assurances Requirements

A copy of the General Assurances was attached to the agenda and minutes of the April meeting and included as part of the agenda packet for this meeting.

MOTION BY MEMBER VANCOUGHNETT TO AUTHORIZE THE BOARD CHAIRMAN TO REPRESENT THE SCHOOL BOARD, AND ACKNOWLEDGE THAT THE SUPERINTENDENT HAS CONSULTED WITH ALL MEMBERS OF THE SCHOOL BOARD, IN FURTHERANCE OF THE SCHOOL BOARD'S OBLIGATIONS, INCLUDING THOSE ENUMERATED IN RSA 189:1-A, AND PURSUANT TO THE SCHOOL BOARD'S OVERSIGHT OF FEDERAL FUNDS THE DISTRICT WILL BE RECEIVING AND OF THE GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN SAID FEDERAL PROGRAMS

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy ACA – Freedom from Sexual Harassment
Given its First Reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY ACA – FREEDOM FROM SEXUAL HARASSMENT, AS AMENDED
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Principal Barnes commented on the length of time since the policy was last updated, and changes that have occurred. Proposed amendments come under the heading of “Appeal Board”; are intended to identify the School Board as the Appeal Board. The designee to handle inquiries regarding Title IX is identified as the building Principal or designee as determined by the Superintendent of Schools.

Ms. Williams spoke of concern with removing all reference to a time period for a decision to be reached. Principal Barnes stated that could be discussed by the Policy Committee prior to a second reading.

Chairman Deurloo Babcock requested the policy identify the date last adopted.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy ILD – Educational Questionnaires, Surveys and Research
- 1st Reading 4-10-19 (as amended)

Given its Second Reading;

**MOTION BY MEMBER WHALEN TO AMEND BY ADDING TO THE END OF THE FIRST PAGE: “THE SCHOOL WILL NOT PENALIZE ANY STUDENT WHOSE PARENTS OR GUARDIANS CHOOSE NOT TO OPT IN TO SURVEYS.” AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Ms. Whalen noted, as a result of discussion that occurred at the time of the first reading, the Policy Committee recommends the addition of the last sentence as a means of emphasizing the fact the school would not penalize any student/parent/guardian who chose not to opt into the surveys.

**AMENDED MOTION BY MEMBER VANCOUGHNETT TO AMEND BY ADDING TO THE END OF THE FIRST PAGE: “THE SCHOOL WILL NOT PENALIZE ANY STUDENT WHOSE PARENTS OR GUARDIANS CHOOSE NOT TO OPT IN TO SURVEYS.”, ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN**

MOTION CARRIED

4-0-0

Vote on the Main Motion

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy ADC – Tobacco Products Ban
 - 1st Reading 4-10-19

Given its Second Reading;

**MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY ADC – TOBACCO PRODUCTS BAN, AS PRESENTED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Chairman Deurloo Babcock stated her recollection the intent was to keep the policy in line with others. Assistant Superintendent Bergskaug stated that to be the case.

Ms. Williams noted the font to be different, and the insertion of quotation marks around “tobacco products”. Chairman Deurloo Babcock stated one of the questions worked on by the Policy Committee was regarding reference to tobacco products ban. When searching policies, if looking for vaping it would not come up, but if searching for liquid nicotine, vaporizers, etc. it does come up. The fact that it is a tobacco products ban is a little bit of a misnomer, but it is really pretty much across the board what is used.

Assistant Superintendent Bergskaug commented to help those parents who are searching for the policy, communications sent out by the Principals from here on out will include reference to the policy.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy AC – Non-Discrimination
 - 1st Reading 4-10-19

Given its Second Reading;

**MOTION BY MEMBER WHALEN TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY AC – NON-DISCRIMINATION, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS**

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy IJOC – Volunteers
 - 1st Reading - 2-13-19 (amended)
 - 2nd Reading 4-10-19

Given its Third Reading;

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT THE THIRD READING AND ADOPT POLICY IJOC – VOLUNTEERS

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

4-0-0

Superintendent Corey noted the bids for the turf field are expected by 2:00 p.m. on Friday, May 24th. He questioned if the Board could meet on May 29th. Three members of the Board indicated they could be available on that evening. Chairman Deurloo Babcock stated she would make the other Board members aware of the request.

REPORT OUT BY PROCESS OBSERVER

Ms. VanCoughnett commented on the efficiency with which the meeting was run, and the amount of policy work completed.

ADJOURNMENT

MOTION BY MEMBER WILLIAMS TO ADJOURN

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

4-0-0

The May 15, 2019 meeting of the Hollis Brookline Cooperative School Board adjourned at 8:49 p.m.

Date: _____

Signed: _____