

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
NOVEMBER 13, 2019
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, November 13, 2019 at 6:00 p.m. at the Hollis/Brookline Middle School Library.

Chairman, Holly Deurloo Babcock, presided:

Members of the Board present: Tom Solon, Vice Chairman
 Beth Janine Williams, Secretary
 Elizabeth Brown (arrived at 7:44 p.m.)
 Melanie Levesque (arrived at 6:01 p.m.)
 Cindy VanCoughnett
 Krista Whalen

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Linda Sherwood, Assistant Business Administrator
 Rick Barnes, Principal, Hollis Brookline High School
 Tim Girzone, Principal, Hollis Brookline Middle School
 Amanda Zeller, Assistant Principal, Hollis Brookline High School
 Mary Martin, Student Council Representative

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Tom Solon as Process Observer.

AGENDA ADJUSTMENTS

A request was made to amend the agenda by moving discussion of the Program of Studies to be included as part of the Principal Reports.

An additional request was to move discussion and deliberation on apportionment to appear as the last item under Deliberations.

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

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [October 16, 2019](#)

The following amendments were offered:

- Page 4, Line 33; “course” should be plural
- Page 4, Line 39; delete “both” before “semester”
- Page 7, Line 43; replace “for students” with “to support staffing detention”

**MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED
6-0-0**

Hollis Brookline Cooperative School Board – **Non-Public** [October 16, 2019](#)

**MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
6-0-0**

NOMINATIONS/RESIGNATIONS/RETIREMENTS/CORRESPONDENCE

Superintendent Corey, on behalf of the SAU, wished the residents of Hollis and Brookline a Happy Thanksgiving.

PUBLIC INPUT - None

PRINCIPAL REPORTS/ATHLETIC REPORT

- Hollis Brookline High School (HBHS) Program of Studies

Amanda Zeller, Assistant Principal, HBHS, noted information provided with the [agenda](#) highlighting the major changes proposed for the Program of Studies.

Located at the top of the Math and Science sections is a flowchart showing the 9-12 pathway through the content areas. Similar pathways will be included for other content areas.

Science

Prerequisite to Chemistry will be the completion of Algebra II or taking it concurrently with Algebra II or Running Start Algebra II. This is based on teacher observations, and will raise student and parent awareness to the challenge level of the math involved in Chemistry.

Currently there is AP Physics I and II, Conceptual Physics, and Principles and Problems. At the recommendation of the science head, they would like to change them to more accurately reflect the challenge level of Physics and offer something in between an AP and the standard offerings. Proposed is AP Physics I and II, Honors Physics, and Physics. There were some issues with the expectations of a Physics that didn't involve any math at all, and that doesn't happen in Physics. They needed to be quite clear about the expectation with that science; that Physics is truly a math based science. Anatomy and Physiology had previously been broken into semesters, but no one took it as 1 semester; took 1 and then 2. Proposed is putting it back to a year-long course.

Visual and Performing Arts

There are shifts to allow for access to electives, particularly the visual arts electives. What has been seen is a bit of a bottleneck at fundamentals since it was a prerequisite for many of the art courses. Fundamentals has been removed as a prerequisite for Digital Photography, Ceramics, and Introduction to Graphic Arts. It will remain a prerequisite for Drawing and Painting, but what has been done for those is that instead of offering two separate courses, e.g., I and II, they would be simply Drawing and Painting. They can be taken more than once and will be tailored to a two-course sequence based on the student (more in class differentiation).

Improv and acting will be semester courses. Theatre Workshop will remain a year-long course, but could be taken more than once with a different focus (3 focus points).

School Counseling Department

Change in drop/add period to match current practice; 5 days for semester 1 and three for semester 2 for students to adjust schedules and not have it impact a transcript.

Top Ten Language

The following may be removed depending on the outcome of the work of the Instructional Practices Committee: “It is the policy of the board to name the Valedictorian, Salutatorian and those students who rank numbers three through ten alphabetically at the end of their senior year and those students who rank one through ten at the end of their junior year. Please see policy IKC for further details”.

Social Studies

Contract for Honors option would be dropped. It was proving problematic in terms of having the differentiation in the classroom, having an extra project, etc. It was stressful for students. It was very difficult to be transparent about grading due to PowerSchool issues. It is not simple to have a section of students and then remove a small section from that to be put in a section to receive the honors credit.

Engineering

Robotics has been redesigned to become Engineering Technologies. Designed to prepare students for the Project Lead the Way courses that follow it, and ensure not repeating efforts and curriculum in 7th and 8th grade.

As a prerequisite for Digital Engineering, students will have to have completed or take concurrent with Algebra 2 (or Running Start Algebra 2).

Computer Science

As a prerequisite to Computer Science Principles, completed Algebra 1 or Algebra 1A and 1B.

English

World Literature will be removed from the offerings.

Mary Martin, Student Council Representative, spoke of the note under the Social Studies section that World Studies will once again become heterogeneous. She questioned if that is intended to mean there will be no topics in World Studies, and was informed that is the case.

Ms. Levesque commented on the amount of work being done at the State House around civics, questioned if Civics and Economics is intended to be dropped, and was told it is just the honors option that would be dropped. All juniors are required to take a semester of Civics and a semester of Economics. The option for an honors credit (weighted grade) was not proving successful for teachers and students to manage well. Asked for further clarification, Assistant Principal Zeller explained it involved a separate project. It was often found students were leaving that until the very end. The attempt to earn honors proved to be a big stressor right during the time of midterms or finals. What they also found is that teachers did not have enough time to provide good feedback so that students could revise something that really wasn't a part of their classwork; had to do it independently. Principal Barnes added there were very few students who took advantage of it.

Asked what the content of Algebra 2 is that is viewed as necessary for the science classes, Assistant Principal Zeller responded it would be difficult to answer in specific detail; the level of reasoning and the way of balancing equations and products and having to work different variables. Some of that reaches the level of

Algebra 2. It extends beyond Algebra 1. Students who didn't have a firm grasp or weren't learning those concepts were having to learn it as they learned chemical equations. Asked what level of Algebra is required for graduation, she indicated Algebra 1.

Chairman Deurloo Babcock questioned if Honors Physics would be weighted as long as the District is weighting, and was informed it would. That allows students wanting a weighted science to move into weighted honors physics and makes it a better choice for some.

Chairman Deurloo Babcock questioned if Photo, Ceramics, and Digital Photography would be considered art credits, and was told they would.

Stated was that students will be required to take an art elective. Chairman Deurloo Babcock stated fundamentals will no longer be the required art elective for students who want to get their art elective through art.

Chairman Deurloo Babcock noted the Board looked at class sizes last month, and noticed that Honors by Contract had less than a dozen or so students. It is not a significantly popular choice for the amount of headaches that have come with it. Students in their junior year can opt into an honors or AP level history, they just would have to double up on history.

Vice Chairman Solon spoke of the extensive section on the Career and Technical Education (CTE) programs. Some of the offerings seem pretty amazing. He questioned how those could be better linked to the curriculum in terms of the knowledge we have and are able to impart to our students about them. It is hard to determine who it is appropriate for. Unless someone initiates a conversation his fear is the students are missing out on a lot of opportunities because it is just inconvenient. Between the fact that they aren't weighted comparatively with courses that we offer inhouse and that it is not an easy thing to understand, he believes the students are foregoing classes that many would benefit from.

Principal Barnes commented on a recent career and internship night, which was attended by about 60 participants. There is an interest in the community. Through the ELO Coordinator, they promoted about the trades and internships. There was some connection to CTE there. The District's partnership with Nashua in particular has grown where they were at the open house this year with a booth set up so that participants could learn about the programs. They will be in to present to freshmen and sophomore students in December to explain the offerings. It is not yet certain if it will be selective students or all students.

Assistant Superintendent Bergskaug spoke of fieldtrips planned with specific students who showed an interest in those programs directly. Prior to course selection, School Counselors brought students. Assistant Principal Zeller noted Counselors go out of their way to set up schedules that will support any student who shows an interest.

Vice Chairman Solon commented for the majority of students, there are a number of these courses, particularly in the STEM area, which are probably more advanced/rigorous than anything we offer in the school, and are really good in terms of getting experiential training, e.g., pre-engineering classes, CAD classes. He does not believe the District is promoting them to the mainstream highest level STEM and college bound students. He does not believe they are being weighted properly. If weighting, some of these classes should be weighted as highly as any of the AP classes offered.

Principal Barnes noted the District cannot control the weighting of another school. Vice Chairman Solon questioned if the District can control how it weights the grade a student gets, and was informed it cannot. Asked who controls that, Principal Barnes stated the sending school. Most schools weight. Asked if he is aware of how Nashua, Milford, and Hudson weight their engineering classes, etc., Principal Barnes was

uncertain. He noted the District does not weight its Project Lead the Way courses where students can also get college credit.

Chairman Deurloo Babcock stated that to be a discussion for the committee.

Vice Chairman Solon questioned if it is possible to gain additional descriptive information for those classes that might serve to identify target demographic. Assistant Principal Zeller responded when putting together the Program of Studies, the CTE is a difficult section to ensure it matches, but they try to use the language presented by the sending schools. Assistant Superintendent Bergskaug noted the District is limited, by the receiving school, in the number of students that can be sent. Asked if that situation allows the District to bring some of those classes internal, she stated it does not.

Chairman Deurloo Babcock commented she is aware a link is provided to the Program of Studies, and questioned if the entire pdf is ever sent to families. Principal Barnes remarked he believes they have in the past, and can easily do so.

Rick Barnes, Principal, HBHS, highlighted items from the report attached to the [agenda](#). Sub-committees of the Instructional Practices Committee have been meeting. The Top 10 Sub-committee is working towards making a presentation and recommendation for the December Board meeting.

Breathe NH was in earlier in the day providing a presentation on vaping.

Feedback from students has been very positive relative to the CTE vans and ability for students to arrive at their classes consistently on time.

Principal Barnes addressed the report from the District Athletic Coordinator commenting on the tremendous season for athletics. The football team is in semi-finals this coming weekend, which is only the second time in the history of the program.

Tim Girzone, Principal, Hollis Brookline Middle School (HBMS), spoke of the Social Emotional Learning (SEL) program and recent events.

Red Ribbon Week was celebrated at the end of October highlighting drug and alcohol awareness and prevention. A fundraising event raised funds for the Children's Resiliency Retreat, a program designed for children in grades 1-8 affected by a loved one's substance use disorder.

Due to a maternity leave, a grade 8 science long-term substitute has been hired. Mrs. Ceara Yourell will complete the remainder of the school year.

Principal Girzone spoke of the Division II Championship won by the Girls Soccer Team and the Division I Championship won by the Girls Volleyball team (undefeated on the season).

DISCUSSION

- Facilities Committee Update – Field Update

Fencing will be installed around the field this week. Early next week the final road pavement (parking area up top) will take place. The finishing touches are being put on the turf field. Tighe & Bond will be back next week to create the punch list. The project should be completed towards the end of next week. An accounting of the project finances will be provided at the next meeting. Currently, the only overage was related to the issue of ledge.

- Budget Committee Update – FY21 Budget Development

Superintendent Corey noted information provided with the agenda; Excel spreadsheet (overview of entire budget) and the Budget Detail, which depicts what has occurred in the various rounds of review of new item requests.

The FY20 operating budget is \$23,282,955. At the conclusion of Round 3 of the review process, the FY21 proposed budget is at \$23,518,463.24, a difference of \$235,508.24 or 1.01%. Warrant Articles will be put forth for the HESSA contract (\$81,139), Contingency Fund (\$100,000), Athletic Trust Fund (\$67,000), Maintenance Expendable Trust (\$310,000), Special Education Trust (\$25,000), and the District's portion of the SAU budget (\$910,255). The infrastructure is aging, and there are a number of items requiring attention. As a result, the decision was made to significantly increase the amount allocated to the Maintenance Trust Fund, utilizing FY20 unexpended appropriations to fund that. If all Warrant Articles were to pass, the increase over the FY20 budget would be \$583,538.24 or 2.39%.

There remains an additional review/round to be conducted. Principals Barnes and Girzone will be before the Budget Committee this month with their proposals. Following that, Superintendent Corey and Kelly Seeley, Business Administrator, will go through round 4 with the Budget Committee.

Superintendent Corey spoke of the new items that remain after Round 3 of the review; advocating for a 0.2 French teacher in both buildings. Requested stipends remain as do the 4 shared positions. He does not envision all 4 making it through to the proposed budget. The #1 priority is the shared nurse. That is believed essential to do all of the services across the District and meet the needs of the students. Asked for additional information, Superintendent Corey stated typically 1 extra session has been covered at the HBHS. Salary differential has been used to cover that cost. He provided the example of a retirement resulting in a new hire at a lesser salary, and the differential from the budget being utilized.

Under the category of textbooks/workbooks rotation, Principal Barnes' initial request has grown. Items such as piano repair, French horn, band riser and choral rise have been included. It is uncertain they will all make it through all rounds, but this is a good starting point. Principal Girzone has included a phased approach for graphing calculators. Under new computer equipment, computer science, Rich Raymond, Network Administrator, is working with the department head as it is believed a similar piece of equipment could be purchased through Lenovo. There are requests for Chromebooks, and the annual rotation of staff laptops.

Under HB1612, computers must be able to run Windows 10 (security purposes). There are computers in both buildings that will have to be replaced to accommodate that requirement. With regard to safety issues, at the HBHS there is Phase II of cameras and a performing arts winch. The theatre program has struggled with items constantly being moved up and down from the ceiling. Under athletics, listed for the high school are field hockey goals, soccer scoreboard, and ice machine and at the middle school a carbon volleyball pole system (current system is in good shape; however, equipment is very heavy). Superintendent Corey reiterated an uncertainty all of the items listed will make it through the final round of review. He provided the example of the soccer scoreboard and the intent to play nearly every home soccer game on the new field, which will be equipped with a scoreboard. Whether there is the need to replace the scoreboard on the existing soccer field is uncertain.

Regarding Facilities/Maintenance, at the HBHS, listed are intercom replacement, window blinds, window screens, window seals, LED light replacement – Phase I, hydraulic actuator pump, and relining of the parking lot/driveway. At the HBMS, MPR tables/chairs – Phase 3, intercom replacement, nurse cot, student chairs (20 @ \$50), chilled water pumps, LED light replacement – Phase I, and flooring replacement. Items included on the list with a zero dollar value (and shaded) were moved into the Maintenance Trust category.

A request will be made for relief from guidance with regard to the computer upgrades to meet the requirements of HB1612.

Superintendent Corey spoke of asbestos uncovered during the summer work at the HBMS. That expense has been placed into the Maintenance Trust.

Superintendent Corey noted the SAU 41 Budget Sub-Committee would meet on Friday, and would be bringing their recommended budget to the SAU 41 Governing Board in December for Public Hearing.

Asked about preliminary guidance, Superintendent Corey stated his belief it was \$23,011,000±. At the onset, the Budget Committee did not want to include salaries as they were already approved by the voters. They needed to go back and extract the administrative salaries as those are not per a Collective Bargaining Agreement, etc. He stated his belief the guidance number will increase.

Noted was that the proposed budget, in its current form, and preliminary guidance are approx. 1% apart. Superintendent Corey stated his belief the reason the numbers are closer at this point than in the past is related to excluding from guidance the computer costs associated with HB1612 and special education costs that will be lessened (non-guidance side; approx. \$500,000 reduction).

Asked if he gets the sense the Budget Committee is more bottom line targeted, Superintendent Corey stated during his time it has been a dialogue. What they are truly looking for is justification. Vice Chairman Solon commented he is wondering if the Budget Committee will want to take the bundle of things in guidance and get them aligned with guidance despite the fact there are offsetting savings. He questioned the comparison between the proposed budget, in its current form, and the guidance number if all non-guidance related items were removed. Chairman Deurloo Babcock stated it was at 0.8% once everything was taken out. The Budget Committee Chairman was revising the spreadsheet, which should be included with the meeting minutes. Superintendent Corey commented it is about 1%. It wasn't that guidance was not set because of concern about the number, it was not set because of unknowns. He used the example of the health insurance Guaranteed Maximum Rate, which was at 4.1%. Traditionally they will look at that number differently than the guidance number, which was a multiplier of 2%. When you take out the teachers raises that were already approved, the multiplier became 0.7%. Overall, it is a CPI increase of about 2%, but you take out your contracts, and you have 0.7%.

Asked if there has been a willingness to consider combining the larger capital items such as roof and paving into a bond, given their expected lifespan, Superintendent Corey spoke of the decision made a few years ago not to bond a single roof replacement understanding roofs don't break down all at the same time. Vice Chairman Solon commented on the low interest rates and the opportunity. There has been a desire in the past to take things having a long life and distribute the payment over the lifespan. Superintendent Corey commented one of the Hollis Budget Committee members brought that up in relation to the whole budget given the favorable rates. He stated he would bring the discussion to the Budget Committee noting the more significant sections of roofing planned for the coming years. Vice Chairman Solon commented on his belief voters may look more favorably on bonding larger expenses than contributing greater amounts to the Maintenance Trust Fund. He questioned if transferring funds from unexpended appropriations at year end is required to be presented at Annual Meeting to be voted on, and was informed it is. Superintendent Corey commented the Board has the ability to determine to cover the cost of a portion of the roof with funding from the current year's budget. Were the trust utilized, should there be monies remaining at project completion, it would remain in the trust. Noted was that there could be a warrant article for a bond and another to address the capital items if the bond article does not pass. Superintendent Corey spoke of the dollar amount coming off from non-guidance in the coming year, he is uncertain that would be the best strategy. It is not a bad time to begin the discussion.

DELIBERATIONS

- To see what action the Board will take regarding the timeline for the FY21 budget and Annual Meeting

**MOTION BY MEMBER LEVESQUE TO APPROVE THE DATES/SNOW DATES OF MARCH 17, 2020, MARCH 18, 2020, AND MARCH 19, 2020 FOR THE HOLLIS BROOKLINE COOPERATIVE DISTRICT ANNUAL MEETING, AND A START TIME OF 6:30 P.M.
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Superintendent Corey noted the schedule has been discussed with the towns of Brookline and Hollis.

**MOTION CARRIED
6-0-0**

- To see what action the Board will take regarding Policy IMBC-Alternative Credit Options
 - 1st Reading; 10-16-19

Given its second reading;

**MOTION BY MEMBER SOLON TO AMEND POLICY IMBC – ALTERNATIVE CREDIT OPTIONS, ON THE FIRST PAGE BY INSERTING “APPEALS CAN BE BROUGHT TO AN ACADEMIC REVIEW COMMITTEE.”, AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Chairman Deurloo Babcock noted the language was inadvertently removed during the initial review.

Vice Chairman Solon commented, as written, it is open to the Principals’ management of approving alternative credit/courses. Chairman Deurloo Babcock stated there to be nothing in policy that prevents a student from taking a certain number of them, but it has been left to the Principal or his/her designee to approve. Should a Principal not approve a course, providing the student follows the language in the policy, an appeal would be able to be brought before an Academic Review Committee. Vice Chairman Solon questioned language regarding the makeup of the Academic Review Committee.

Assistant Superintendent Bergskaug stated the idea was that the makeup of the committee would depend on what was being appealed. Asked, Principal Barnes stated the makeup would be administrative and staff. Vice Chairman Solon questioned if the makeup could be defined. Assistant Superintendent Bergskaug commented one of the policies has a defined committee. There were concerns with the makeup including a community member as well as a Board member. The concern with the community member was that of student privacy. The Board member had to be removed in case the appeal went beyond the committee. Typically the makeup would be an administrator, school counselor, and a department head (based on the subject matter).

Vice Chairman Solon suggested language referring to building administration and staff (if that is the desired makeup) be included in the policy. He used the example of a student looking to appeal a decision and reviewing the policy, which does not identify the makeup of the review committee. He/she could lobby for having others, perhaps even some outside of the school, sit on the committee. Chairman Deurloo Babcock suggested the discussion could be had at the Policy Committee around procedures that could be included in the Program of Studies. The procedure could be referenced in policy.

Ms. Levesque questioned if any students have utilized the policy. Principal Barnes stated it is used every day, e.g., VLACS. Asked how they are approved; he indicated a request form is submitted through the school counselor. The form is approved by an administrator.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Policy IHBH-Extended Learning Opportunities
- 1st Reading; 10-16-19

Given its second reading;

MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING OF POLICY IHBH – EXTENDED LEARNING OPPORTUNITIES

MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Ms. Levesque noted the need to insert “to” before “two” in the first sentence of the 6th paragraph.

No additional changes have been proposed by the Policy Committee since the time of the first reading.

Chairman Deurloo Babcock commented this and the next policy are connected to the alternative credit policy. The changes made were in the removal of any language that indicated there was a maximum. Vice Chairman Solon noted the policy also refers to the Academic Review Committee; any changes made in that regard to policy IMBC should be carried over here as well.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Policy IMBA-Online/Internet-Based Education
- 1st Reading; 10-16-19

Given its second reading;

MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING OF POLICY IMBA – ONLINE/INTERNET-BASED EDUCATION

MOTION SECONDED BY MEMBER LEVESQUE

ON THE QUESTION

No additional changes have been proposed by the Policy Committee. This policy also refers to the Academic Review Committee; any changes made in that regard to policy IMBC should be included in this policy as well.

Vice Chairman Solon questioned the use of “his/her”. Asked if Administrators are aware of concerns or sensitivities to the issue in policy, Principal Barnes stated no one has made him aware as it pertains to policy. Superintendent Corey stated he has not heard anything in that regard. Asked for her thoughts, Miss Martin suggested moving to “their” would be more tolerant, but if it hasn’t been brought up, she is uncertain it is necessary to make such a change to all policies.

Chairman Deurloo Babcock suggested it to be an area that could be changed as work continues on policy. It can be done with these three policies this time. Ms. Whalen spoke of the enormity of the task of going through every policy.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Policy KF-Community Use of School Facilities
Given its first reading;

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY KF-
COMMUNITY USE OF SCHOOL FACILITIES, AS PRESENTED
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Chairman Deurloo Babcock stated the driver behind review of the policy was the new field. Changes have been made to mirror current practice. Language referring to specific other organizations has been removed as that language can be found in the current fee schedule. However, a request has been made of the Principals, their Administrative Assistants, Athletic Director and Athletic Coordinator to form a committee to take a look at that fee schedule. It has not been updated in some time. The policy is being brought for a first reading; however, the intent would be not to have it before the Board again for a second reading prior to the January/February timeframe.

Vice Chairman Solon questioned if there is a template available from the New Hampshire School Board Association. He suggested it be reviewed to see if any other updates should be considered.

**MOTION CARRIED
6-0-0**

- To see what action the Board will take regarding Policy IIB-Class Size
Given its first reading;

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY IIB-CLASS SIZE,
AS PRESENTED
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Chairman Deurloo Babcock noted language within the policy requiring a yearly review. The only recommended change is in Visual Art (removing class size identification). The HBMS struggles to get class size under 20. The belief is the class size could range between 20 and 25. Assistant Principal Zeller referenced issues with the fundamentals of art and students not being able to get into those classes, which in turn keeps them from being able to get into the drawing and paint classes they desire. The target remains at 20, but the desire is for more flexibility.

Vice Chairman Solon questioned if there are space limitations. Principal Barnes stated fundamentals could probably go more than 20, but digital photography may not, painting tends to be a bit smaller. Vice Chairman Solon questioned if there is the need to expend funds through the budget in preparation for larger classes. Assistant Superintendent Bergskaug stated her belief one of the constraints was when a dark room was being used. Looking strictly at provisional art at the HBMS, mathematically it is impossible if you have a class larger than 200 perfectly split between the two teams (1 teacher teaching 5 sections).

Vice Chairman Solon requested the Policy Committee consider whether AP courses still need to be exempt from the default class size. He spoke of having heard concerns about classes being too large for many of the AP classes. If classes are under enrolled, he would like consideration to be given to whether it is the best use of resources, particularly in light of the available programs, e.g., Project Lead the Way.

Principal Barnes commented the only caveat would be if the District continues to weight and doing a top ten, and now there is no longer a weighted course; is there a disadvantage. Vice Chairman Solon remarked there are

so many classes that are weighted, if a particular class is under enrolled, he would like the Administration to have some flexibility.

Assistant Superintendent Bergskaug spoke of enrollment in AP French, which Principal Barnes has reviewed. Every other year the choice is not to run it. Sometimes there are multiple offerings. It is a challenge for French because the world language learning has been dedicated to French. Vice Chairman Solon noted that is covered separately as a capstone class. Chairman Deurloo Babcock stated the policy language doesn't make it so that an AP class has to be run if enrollment is under 15. Vice Chairman Solon stated the desire to make it the exception when it goes under 15.

Ms. Whalen stated agreement the policy language, as written, provides the option. She hesitates to cut back on AP classes. She appreciates having the opportunities available. Vice Chairman Solon questioned if the opportunity is simply to obtain a weighted grade. There are other opportunities that give more benefit to the students in terms of credits. Some of the AP classes are having their curriculum cut back and restricted. The College Board is playing a lot of games with their programmatic elements. Ms. Whalen responded as a smaller school we already have more of the limited offerings of AP courses. She believes the AP classes are being offered giving students an opportunity to try college level courses. That is what leads to some of the success in the school. Vice Chairman Solon requested the question be asked. When the class sizes were designated it was a number of years ago. Given ongoing discussions with the Instructional Practices Committee as well as changing curriculum and course offerings, he would like to know if it is still imperative that we run small AP classes. Principal Barnes responded "it depends". Chairman Deurloo Babcock stated her belief the language provides the opportunity for the Principal and Administration to say this is an AP class and falls under this category.

She would rather see consideration given to not running the program in a particular year if enrollment is very low.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Apportionment

Chairman Deurloo Babcock informed the viewing audience of a joint meeting conducted with the Budget Committee on November 7th to discuss how to best approach the apportionment formula. On January 12, 2020, the five-year period of repose for the current Articles of Agreement will come to an end. In order to trigger the five-year repose period, a change would have to occur with the formula. In the absence of that, a change could be proposed each year.

During the joint meeting, a variety of scenarios were reviewed. Ultimately, the Budget Committee voted (3/2) to recommend the apportionment formula 95/5 on the operating budget, meaning the budget would be apportioned 95% based on Average Daily Membership (ADM) and 5% based on Equalized Value (EV) and the capital costs apportioned 100% on EV. A dollar would be added to Hollis' assessed portion prior to apportionment.

At this point, the proposal has been submitted to legal counsel to ensure a change of that nature, were it to be presented to and passed by the voters at a special meeting, would reset the repose. Legal counsel has expressed some concerns.

Ms. Whalen commented the conclusion some came to during the workshop was that the formula we have now appears to be working, and there is the desire to send the message that we are happy with it, but at the same time bring it before the voters for an opportunity for amendments and feedback. The desire is for the Board to respond to the end of the repose period, and hold a special meeting in January to address it in the hope of avoiding having the issue monopolize the Annual Meeting. She spoke of the prior instance of bringing an

amendment forward and the three attempts to amend it before ended up back at the original proposal. She believes, regardless of what is brought forward, there will be amendments and discussion. The process would avoid the situation of bringing the issue forward every year. If there is concern the \$1 change is not sufficient, a different proposal could be brought forward.

Ms. Brown stated her recollection one of the amendments that was brought up 5 years ago was to put it back to what it had been before; 100% ADM. One of the reasons residents went to the podium to speak against that was that it wouldn't lock it, and the matter would come back the following year and the same conversation had again. One of the sentiments of the meeting was the desire for this matter to be behind us for 5 years. With regard to the legal opinion provided, this is not an issue where there would be damages from someone who challenges it. The worst thing that happens in the event of a legal challenge is that the matter is brought back the following year. We have the opportunity, as a Board, to form a committee, conduct a study, and have it ready in order to be discussed at the next annual meeting. The up side is that we can lock a formula in for 5 years, and have at least 5 years where the District can move forward and worry about something other than apportionment. The risk seems small.

She spoke of proposed legislation, which would have allowed a vote in favor of keeping the same formula and for that vote to set the repose clock. That legislation may be able to pass next year. Moving this out even one year may work in our favor. Ms. Levesque stated the Bill was passed in the House and voted Inexpedient to Legislate (ITL) in the Senate. A Bill voted ITL in Senate cannot be brought back the next year. It would have to wait another year. Then there is the issue of whether it would gain support. The view of some Senators was from the perspective of a town that wanted to try to make a change but couldn't because it was locked.

Chairman Deurloo Babcock spoke of apportionment being a divisive topic that paralyzes the community in terms of moving forward with anything for the COOP. That is the challenge. What is best for the students is a stable environment where we can continue to work on budgets, teacher contracts, etc. She stated her belief, as a School Board, it is their responsibility to keep that calm level so that they can move forward through the things that impact students. Having this discussion occur during a special meeting allows community members the time to really dig into it and discuss it. When the last meeting on this took place in January of 2015, there were 1,023 votes in the secret ballot box. Although she does not like the \$1 change, the current formula was a shift from 100% ADM. It moved in a direction it needed to move. It has worked, and there have not been significant concerns raised.

Ms. VanCoughnett stated agreement with the desire to get the subject matter before the residents so that it can be discussed. She is not thrilled with the \$1 change, but the Board likes the current formula, and this is the way believed that message could be put out.

Chairman Deurloo Babcock noted the member of the Budget Committee who recommended this change pointed out the apportionment formula is complicated to explain, and anything that we do to make it more complicated requires that much more education. The change of \$1 is a way of saying the formula exists the way we believe it should.

Ms. Levesque spoke of the importance of getting residents out to participate in the discussion/vote, and concern with the \$1 change in that it is very symbolic. If going with a percentage, even if small, it says more than just \$1. To her, adding \$1 makes it more debatable.

Ms. Brown stated there are some in both communities that will not support anything other than 100% ADM or 100% EV. We're never going to be able to get those extremes to vote in support of anything other than the formula they perceive to be fair. The last time we were able to get 60+ % of the voters to come to a meeting at an odd time of year, that were willing to say we are willing to vote for a compromise. The dollar really is symbolic. She stated her impression many of the Board members believe if we could just put the formula we have up for a vote, for the next 5 years, we would do that. Any shift in any direction is going to open up the

floodgates. She does not wish to be in a position where the Board was 5 years ago where there was a movement in Hollis to dissolve the COOP. That is what small token percentages do; fire up people who have backed off of the issue politically (are okay with the compromise). Going forward with the \$1 is symbolic and says, as a Board, and as a Budget Committee, at least at this point, we still support the compromise.

Ms. Whalen stated the Board went through this all. This was the formula the Board came forward with the last time. It was amended to 50/50, a lengthy discussion ensued, and a vote was taken, which failed. Then it came up 75/25 (ADM/EV), there was discussion, and it failed. Then we got to 100% ADM and went through all of the discussion. It was likely an hour was spent on each proposed amendment. At the end of that, we got back to the current formula, and the motion passed. It was a compromise.

Chairman Deurloo Babcock commented no matter what the approach is, there will be some sort of controversy. During the last vote, the 50/50 amendment that was suggested was 50% based on ADM and 50% on EV. It was not carried by a card vote and not counted. Meaning that the vote was so clearly a no that we didn't even count the cards. The 75/25 was also not carried by a card vote, but we did count the votes and it was 655 no/255 yes. The last attempt for the 100% ADM amendment also was not carried by a card vote and again not counted.

The voters that night came out very clearly to support the COOP School District. It is pretty clear to her that, as a community, she feels that in the last 5 years, under the direction of the current Administration and Superintendent, we have gotten closer and more connected as a community. She feels the voters will come out and want to see that this School Board has said we like what we have been doing for the last 5 years, where we're going, and this has worked.

Vice Chairman Solon stated his opinion the reason the apportionment formula that was brought forth ultimately passed was that it was brought forth by the School Board as a work product of the committee not because of the numbers that it represented, and because those who participated came to vote, were supportive of the COOP in general, and were at the point of saying I'm not going to let someone's last minute numbers erase a year's worth of work by people from both committees. He does not want people to underestimate the importance of the number the Board brings forward. If bringing it forward piggybacking on that work and making that statement, that is the power of the statement; has nothing to do with the math.

The reason for changing it would be if we, as a committee, think there is some fundamental inequity in the formulation that 5 year's of experience leads us to believe we should try to rectify. Were that the case, the Board should make that attempt knowing full well that there are strong believers in both extremes and really good cases that could be made for it all. It is either going to be done on a personal logic level or a sheer emotional level. If picking the number that we have here is simply one of trying to ride the coattails of the committee, he is not saying that is bad, but he does not want people to feel that the approval was there because people actually agreed that is the right number.

Ms. Whalen remarked the numbers in terms of ADM and EV have not changed for 5 years. We are still at about 50/50 ADM and 70/30 EV. Vice Chairman Solon agreed the situation is very similar to what it was 5 years ago, and it is likely to be that way for the next 5 years.

Vice Chairman Solon remarked if members are inclined to support this proposal other than the concern for the possibility that someone will come out of the woodwork and challenge it, he defers to Ms. Brown and her statement in that one could be upset if the only change was ½ a percent. We don't know what the threshold is at which someone would say it is a substantive change or it is not. The lawyers don't know either.

Chairman Deurloo Babcock remarked the people of the community get to decide. The Board is simply making the decision to put it out there, and to do so in a proactive way where the Board is saying it is time to look at this, and we're okay with where it is.

Vice Chairman Solon stated his belief the Board is following the spirit of the law, which is at a 5 year interval the community comes out and makes a positive affirmation.

Ms. Brown commented she kept thinking about how this would look if it had to be litigated. Her guess is that this meeting will look a whole lot like the one conducted 5 years ago; there will be 3 different amendments thrown on the table, they will be voted down, there will be this lengthy conversation, and there is a good chance this proposal will get passed. If that is what happens and that is what gets litigated, she thinks a Judge would say the spirit of the Statute is that the community is going to address this through the vote of the legislative body at least every 5 years, and it looks like the community did that. The \$1 change is symbolic, but if it goes along with that debate that is believed will occur in January, she does not think a Judge would have a problem with it because it follows the letter of the law, and the spirit of the law as well.

Ms. Williams questioned if the idea of a three-year average for ADM came up with legal counsel. Superintendent Corey stated he did not address that with legal as it was not the question he was requested to pose. Ms. Williams commented she is still not a fan of the \$1 change. It is a personal preference and perception. The averaging is a way that leaves percentages as is, that gets presented to the voters, we have the conversation, etc. Superintendent Corey responded he does not believe there to be any doubt that would constitute a change. Chairman Deurloo Babcock commented on the importance of understanding the impact was less favorable for Brookline in that scenario. Particularly with the projections, Brookline has a slight decrease each year.

Ms. Brown reiterated, the important piece of the discussion is that this is the formula that was the result of a year's worth of work, and it was supported by the community, and we really don't have a change in demographics, economics, EV or anything that would disrupt those other two facts. Nothing has changed to justify putting a dozen of our community members and our Administration through another year of work.

The floor was opened for public comment.

Brian Rater, Chairman, Budget Committee/Brookline Finance Committee

It is important to understand that if we think of ourselves as a single community rather than two towns, we have a situation where about 40% of our residents live in one part of that community (Brookline), and under the current apportionment formula, those residents are paying about 47% of the expenses of the COOP. That 40% of the residents don't have the benefits of a large business base that the other has, their median age is younger and median income lower. The tax burden felt on individual families is significantly more in that population than it is in the other population. That is difficult to express in these numbers, and why some are concerned with the apportionment formula the way it has developed over the years.

Ms. Brown stated if looking at the State's demographics, the median income as of 2017 of Brookline is actually higher than that of Hollis. Brookline's median income is \$127,222, Hollis is \$126,379. That fact that keeps getting floated out there is a misstatement. With regard to the other factors, when you look at the cost per pupil or the amount each community pays per student that is sent to the COOP, it is costing Brookline about \$2,000 less per student. You have to look at all of the facts, which is why the committee spent a year discussing the facts. The work that was done 5 years ago was really valuable work, and she does not believe the Board or Budget Committee has the appetite to relive that year-long process.

Vice Chairman Solon commented even if to undergo that process again, he does not believe the outcome would be substantially different. He is a Brookline resident and knows what he would like to see done on a personal level for personal gain. There are arguments on both sides, and he does not want to open those up. He appreciates Mr. Rater voicing his opinion and the participation he has had because these are necessary things we need to keep in mind. He believes where the formula is at is the most likely candidate for continued support.

The Warrant Article language provided by legal counsel is as follows:

To see if the school district will vote to amend the Articles of Agreement of the Hollis Brookline Cooperative School District as follows:

Article 5:

The operating expenses, excluding principal and interest payments on bonds, of the Hollis-Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on Average Daily Membership (ADM) and Equalized Valuation (EV) according to the table below:

<u>ADM Weight</u>	<u>EV Weight</u>
95%	5%

The expenses related to principal and interest of bonds (current and future), of the Hollis-Brookline Cooperative School District, payable in each fiscal year, shall be apportioned based on Average Daily Membership (ADM) and Equalized Valuation (EV) according to the table below:

<u>ADM Weight</u>	<u>EV Weight</u>
0%	100%

After the calculations are made as set forth above, an additional amount of \$1 will assessed to Hollis prior to apportionment.”

**MOTION BY MEMBER SOLON TO RECOMMEND AMENDING THE APPORTIONMENT FORMULA AS RECOMMENDED BY THE BUDGET COMMITTEE AND REFERENCED BY LEGAL COUNSEL
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Vice Chairman Solon questioned what the motion would trigger in terms of next steps. Superintendent Corey stated legal counsel has suggested a date at the end of January for a special meeting. The proposed warrant article would be reviewed by the Department of Revenue, a Public Hearing conducted, and a vote of the Board to move to the Warrant, which would take it to the special meeting.

Asked if input from the DRA could be received in time to make any necessary amendments in December, Superintendent Corey stated it would.

MOTION CARRIED

6-1-0

Ms. Williams voted in opposition

Superintendent Corey provided the Board with a handout (copy attached) delineating potential dates surrounding the conduction of a special meeting. Legal counsel proposed February 4th; however the Administration is scheduled to be at a meeting in Brookline on that date. Counsel has indicated the Board would have to hold a special meeting prior to the 12th of December. If the meeting date was determined to be January 28th, the Public Hearing would be on January 10th. The last day to post a warrant with the article would be the 13th. It would be published in newsprint on the 17th, a copy of the attested and certified warrant would be provided to the clerk on the 16th, and then the special meeting with a snow date of the 30th.

The 11th is the date of the next School Board meeting. He suggested all of the dates could be used if the special meeting date was scheduled for the 30th and a snow date in early February. If a date is voted on this evening, the requirement of doing so before 12-11-19 is met.

The Board expressed the desire to avoid scheduling a Public Hearing on a Friday.

MOTION BY MEMBER SOLON TO SET THE DATE FOR THE SPECIAL MEETING FOR AN APPORTIONMENT VOTE FOR JANUARY 28, 2020 WITH A SNOW DATE OF JANUARY 30, 2020
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
7-0-0

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon commented the Board kept to a very good schedule. He applauded the Chairman on the policy work and getting the Board through those items efficiently.

NON-PUBLIC SESSION

MOTION BY MEMBER SOLON THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (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 LEVESQUE

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

Yea: Melanie Levesque, Elizabeth Brown, Beth Janine Williams, Tom Solon, Holly Deurloo Babcock, Krista Whalen, Cindy VanCoughnett

7

Nay:

0

MOTION CARRIED

The Board went into non-public session at 8:37 p.m.
The Board came out of non-public session at 8:54 p.m.

ADJOURNMENT

MOTION BY MEMBER WHALEN TO ADJOURN
MOTION SECONDED BY MEMBER LEVESQUE
MOTION CARRIED
7-0-0

The November 13, 2019 meeting of the Hollis Brookline Cooperative School Board adjourned at 8:55 p.m.

Date: _____

Signed: _____

Hollis-Brookline Special Meeting Calendar:

Action	RSA Parameters	Coop Special Meeting	Snow Date
Board vote to hold special meeting and approve warrant article proposing amendment to Articles of Agreement		Before 12/11/2019	
Post notice of Public Hearing	At least 7 days prior to public hearing	12/27/2019	
PUBLIC HEARING DATE		1/10/2020	
Last day to <u>post</u> warrant with warrant article	14 days before day of meeting (not including meeting day or posting day)	1/13/2020	
Publish Warrant in Newspaper	Within 1 week of posting the notice of the special meeting	1/17/2020	
Provide copy of attested and certified warrant to Clerk		1/16/2020	
SPECIAL MEETING DAY	Between Jan 12 and March 17	1/28/2020	1/30/2020