

**BROOKLINE SCHOOL BOARD
JUNE 20, 2017
MEETING MINUTES**

A regular meeting of the Brookline School Board was conducted on Tuesday, June 20, 2017 at 6:00 p.m. at the Captain Samuel Douglass Academy.

Chairman Matthew Maguire presided:

Members of the Board Present: Lauren DiGennaro, Vice Chairman
 Alison Marsano, Secretary
 Kenneth Haag
 Erin Sarris

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Kristen Maher, Assistant Business Administrator
 Dennis Dobe, Principal, Captain Samuel Douglass Academy
 Daniel Molinari, Principal, Richard Maghakian Memorial School
 Richard Raymond, Network Administrator

AGENDA ADJUSTMENTS - None

CORRESPONDENCE/RESIGNATIONS/NOMINATIONS

Superintendent Corey informed the Board of his receipt of a letter from Amy Fessenden, President, Brookline Education Support Staff (BESA) requesting the Board contact them to set up a meeting in the fall.

Superintendent Corey informed the Board of his nomination of Nichole Achado for the half-time Kindergarten position at the Richard Maghakian Memorial School (RMMS). Nichole has her B.S. from Colby Sawyer College, and would be placed on the salary scale at Bachelors Step 1, and a salary of \$19,034.50.

**MOTION BY MEMBER MARSANO TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF NICHOLE ACHADO FOR THE HALF-TIME KINDERGARTEN POSITION AT A BACHELORS, STEP 1 AND A SALARY OF NINETEEN THOUSAND THIRTY FOUR DOLLARS AND FIFTY CENTS (\$19,034.50)
MOTION SECONDED BY MEMBER DIGENNARO
MOTION CARRIED
5-0-0**

PUBLIC INPUT - None

PRINCIPALS' REPORT

- End-of-Year Presentation

Principal Dobe stated the desire to discuss the District SMART goals for the 2016-2017 school year as well as the major initiatives and areas the Administration would like to address looking ahead into the next school year.

SMART Goals

- Academic Goal

During the 2016-2017 school year, Brookline will increase the percentage of students who meet or exceed projected growth targets to 75% or better in Reading and 55% or better in Math, as evidenced by Spring 2017 NWEA results for students in grades 2-6 and performance on grade level benchmark assessments for students below grade 2.

Principal Dobe explained every season every student has a projected growth target (the number of points the student would be anticipated to grow). He noted the data is very fresh, and the District does not yet have all of the data. He remarked grade 3 continues to do very well on standardized assessments. CSDA performance is also quite strong.

Principal Dobe stated based on what has been calculated, despite having done well, he is confident the District will not meet the goal. One of the challenges faced in attaching the academic goals to growth targets is that our students generally do very very well, which results in much smaller gains to be made, and it is harder to meet growth oriented targets. However, the anticipation was that the District would be able to reach the target.

Principal Dobe provided a slide that indicated the percentage at each grade level and in each subject area that met or exceeded the standard on the Smarter Balanced Assessment (SBA). The SBA is connected to and designed to represent student achievement associated with new and ambitious curriculum goals and standards. Nearly 85% of the 3rd grade students met or exceeded the target curriculum standards, and in ELA nearly 80%.

A statement went out recently with individual student reports that measure the District's performance versus the State. The District's scores are very encouraging, and something the Administration is very pleased with. He commented Grade 5 Mathematics is a concern and definitely a blip.

- STEM Goal

By the end of the 2016-2017 school year all teachers will implement at least five STEM lessons over the course of the year, as evidenced by any of the following: Rubrics, lesson plans, actual student products, photographs, and videos. The focus of these lessons will emphasize Critical Thinking.

Principal Molinari spoke of the results achieved: Kindergarten teachers collaborated on 7 common experience STEM lessons, 1st grade hit their 5 lessons, 2nd grade did 6, 3rd grade did 10, 4th grade did 6, 5th grade did 9, and the 6th grade did 7. Individual teachers went above and beyond creating STEM lessons for their classes that may have been outside of their team's STEM goal.

Moving forward the District will begin to look at how to integrate more problem based learning into the classrooms. STEM is where it is very rich, but it will be integrated in other content areas as well. In addition, it will be aligned to Next Generation (Next Gen) standards.

- Collaborative Partnership Goal

During the 2016-2017 school year we will continue the partnership between district schools for staff, families, and the community. This will result in at least seven district-wide events and learning opportunities that establish a cohesive learning continuum for all students.

Principal Molinari stated this goal has been met for the past two years. He and Principal Dobe have worked hard to ensure joint staff meetings occur throughout the year. In addition, Administrators meet every two weeks to keep up on what is going on in the District.

When asked, Principal Dobe stated there to be a lot of possible explanations for what occurred in 5th grade mathematics. When bringing in a new program, particularly one as challenging to learn and implement as enVisionmath 2.0, you might see that. However, the other grades did go up, and some rather substantially. There are pacing issues and other possible explanations. The faculty is discussing this, specifically with the 5th grade team. The desire is to ensure the opportunities for the current 5th grade students moving on to the 6th grade are ramped up so that they will have what they need to be successful at the Middle School. They are anticipating an all hands on deck approach to the 6th grade teaming model, and what is done particularly for mathematics next year.

When asked, he explained SBA testing takes place in the spring only. Although there is no clear indicator of some event(s) that may have impacted the testing scores, it has been noticed that over 3 years the 5th grade performance is lower relative to the other grades in the District, and actually a dip can be seen across the State. They are uncertain if that has something to do with the test itself. He reiterated there is a bit of a dip at 5th grade on that particular assessment in general.

Chairman Maguire questioned if there is any indication of a dip in math for 5th grade in any of the other assessments that are done. Principal Dobe stated the NWEA is low for the group, but not as dramatic. That has been the case for a number of years, and is something the District is looking at very carefully. The District is also looking to see if the SBA can be scheduled a little later in the spring. There is a very wide window for when that test can be taken, and the District has been taking it at the beginning of the window. He stated his anticipation if the District is able to push back the date of the testing it will be advantageous. He noted, in its first year, enVisionmath 2.0 is already showing some very strong results.

Assistant Superintendent Bergskaug noted, in the fall, the Administration requested approval to go with the computer adaptive version of the SBA. The expectation was that the percentages would drop. ELA stayed fairly consistent, but math went way up with the exception of grade 5, which was fairly steady. That is an indicator of how important the switch to the new math program was and how much growth the District has made in math this year.

Ms. Marsano commented it is interesting to see that there was a blip seen in grade 5 for the last few years and to see that grade 6 comes right back up. Were there a consistent decline through the grades that would be one thing, but a blip is a different story.

Ms. Sarris spoke of the comment made around problem based learning, and questioned if there is a plan to re-work the SMART goal around the number of STEM activities. She commented clearly students respond well to the STEM activities. It may be just the way it is presented to the Board, but it feels like a STEM activity is a separate, special activity students do rather than the way that they are learning across the board. She requested incorporation of problem based learning into the regular lessons across curriculum going forward. She remarked she is uncertain if there is a way to qualify that in a SMART goal. Principal Dobe responded by stating they will work on that. He commented Assistant Superintendent Bergskaug can speak more about an innovation committee she is spearheading in the District. He stated her perception is correct in that they are counting the number of activities, which he believes to be a good place to start. However, he believes they are ready to make a transition. He is unsure of how to quantify the quality of those unless having a template or standard for those kinds of learning activities, and then be able to start seeing them be implemented and charted across grade levels and subject areas. Ms. Sarris suggested an outcome based goal where you are seeing some other sort of improvement in some area because of problem based learning. She stated her belief it could have a broader impact rather than counting activities although she understands that is easier said than done. Principal Dobe stated his belief that is where they are headed, and he would not anticipate another school goal like has been seen for the past few years; related to the number of activities they do.

Major Initiatives in 2017

Principal Dobe remarked in addition to implementing the Read 180 program and the enVisionmath 2.0 program, there are a few other areas that were worked on this year in each of the buildings.

- CSDA
 - Building security & intruder response.
 - Developed and implemented Canis Lupus
 - Began Portrait of a Graduate Study

In the fall, the focus was on building security; the School Board supported the efforts to make facility improvements that enhanced security and safety. They then developed some response actions; activities that were put into place so that students and staff were educated and oriented in regard to how to improve opportunities for safety and success should there be an intruder type of emergency at the school.

The Canis Lupus project was developed and implemented, which is the way to begin to start standardizing and quantifying extra-curricular activities; all of the enrichment, extension, acceleration programs that are done beyond the core curriculum. Principal Dobe remarked they are now starting to develop an ongoing record of the kinds of activities, which has helped with communication between parent volunteers and staff volunteers for the kinds of activities that would be done, when they would be done, who would sponsor them, etc.

The Portrait of a Graduate Study began. Principal Dobe remarked unfortunately, that project had to stop in its tracks when the SBA testing began. They have done a lot of the heavy lifting; have data, input from parents, students, and faculty, and it is pretty well woven together at least structurally. Now they need to start putting together the graphic representations that he believes will be very compelling and meaningful for the students.

- RMMS
 - Staff training and table top discussion for intruder response
 - Increase of technology infrastructure

Principal Molinari stated RMMS was fortunate to have Homeland Security facilitate a roundtable discussion with safety officials from the Town along with SAU staff, and building Principals and staff members. A lot had to align with what Principal Dobe shared in terms of security and intruder response.

Principal Molinari spoke of having had the ability to increase technology with iPads, laptops in classrooms, and some Smartboards.

Looking Ahead

- RMMS
 - School of the Future
 - Grade 2 Google Classroom

Principal Molinari spoke of Grade 2 Google Classroom, which was discussed recently with the Board. He noted at the following day's staff meeting a discussion would take place around what could be done looking ahead 3-5 years from now. The desire is to begin initiating some of the school of the future type ideas, e.g., problem based learning, which is already taking place, outdoor learning spaces, etc.

- CSDA
 - Implement Portrait of a Graduate Study
 - Developing new teaming models

Principal Dobe stated the desire to implement Portrait of a Graduate; begin communicating with the community about what the portrait of a graduate entails, begin to work on graphics representations, e.g., logos, maps, etc.

Development of new teaming models is an extension of the continued effort to personalize learning, to try to be more flexible in the approaches with students; to meet them where they are and ignite their interest and connect them better with their learning.

Principal Molinari stated, district-wide, there will be a move toward trimesters in the coming year. One of the results will be a longer reporting period for teachers to gather data and more narrative feedback to provide to families. They will also be working on an online grading reporting system, which will be done through PowerSchool. Report cards will no longer be sent home in the mail; will be accessed online.

Chairman Maguire questioned if there would be a smaller subset of information available through PowerSchool. Assistant Superintendent Bergskaug responded the grade book will not be open; simply a static report card at certain periods of time just because the grading in elementary is so different than in middle and high school. It is not an accumulation of assignments, but more progress over time.

Principal Molinari noted, as requested, a staffing model was provided.

With regard to budgetary considerations for FY18, the following goals and supporting recommendations were identified:

- Maintaining Optimal Class Sizes:
 - Additional classroom teacher (Grade 6)
 - Additional preschool program
 - 0.5 day teacher to full day teacher in Kindergarten
- District Wide
 - Extend Science Specialist to 1.0 Full Time Equivalent (FTE)
 - Restore Curriculum Administrator position

Ms. Sarris questioned enrollment numbers for next year. Principal Molinari noted the agenda packet included an end-of-year summary: RMMS ended the year with 324 students and CSDA with 243 students. The Kindergarten program has had 3 classes capped at 19 for full-day Kindergarten. The half-day teacher has 16 students signed up. Some are interested in full-day, but could not be accommodated. Enrollment is approaching 80 for the second consecutive year. A teacher was added to 1st grade resulting in 5 sections. Those class sizes are ranging 15-16. Grade 2 is the highest class size average ranging 22-23/class. Grade 3 is at 19-20/class. Grade 4 is 18-20/class. Ms. Sarris stated a concern for next year's 2nd grade class size (going from 4 teachers to 3). Ms. Sarris stated her opinion the District has done a great job with class sizes. However, she believes that to be an issue the Board needs to stay on top of.

Principal Dobe remarked even in the 4th grade there have been new families that have expressed an interest in registering their kids. Presently enrollment is at 80 students for grade 4 (5 classes of 20), 76 in grade 5 (4 classes of 19), and 70 in grade 6 (3 at 23-24). It is understood those numbers may change.

DISCUSSION

- Revenue and expense report

Kristen Maher, Assistant Business Administrator, stated the information provided in the agenda packet is as of June 14, 2017. It is not believed there will be any notable change before fiscal year end. With the funding of the approved Warrant Articles, the anticipated unexpended fund balance is \$118,551.

When asked about the balance that exists prior to funding of the Warrant Articles, Superintendent Corey stated his opinion the desire is to budget within 1-1.5% of actual expenditures. He noted the District did not experience much in the way of unanticipated expenses in FY17.

- Cable Project

Superintendent Corey spoke of the information provided with the agenda relative to the proposed cable project. Approx. 4-5 months ago, the District learned of the potential for utilizing eRate funds to address infrastructure needs. A consultant was utilized in an attempt to maximize available dollars. The Administration is confident the District will be eligible for a 50% match. Richard Raymond, Network Administrator, acquired multiple bids for proposed improvements to the infrastructure at RMMS.

Mr. Raymond informed the Board like most schools in the '90s, RMMS used what was called a family net bay; they would have the cable and everyone that showed up would pretty much have at it and wire the building. For the value at the time, it was good. Over the years fiber has been added to connect the 1st grade wing. Most of the cabling is cabling that was available in the '90s, which was CAT5 riser (100 mb). Being proposed is removal of all of that cabling, reusing the fiber, and installing CAT6 (latest standard) plenum riser (fireproof). Plenum is standard practice for hospitals and schools for safety purposes. Additional drops would be added to each classroom (either side of the room). Every classroom would have a drop in the ceiling for current wireless access points and future expansions. The cost came in at \$49,770. The chosen vendor, Arcomm Communications, Hillsboro, NH, did the work at ConVal Regional High School, Peterborough, NH and the John Stark Regional High School, Weare, NH.

Superintendent Corey stated a variety of funding options were reviewed. He reiterated there is a good deal of confidence the District will receive the 50% match through eRate funds (\$24,885) and proposes utilizing unexpended fund balance to fund the remaining 50%. In the event eRate funding is not provided, the recommendation would be for utilization of unexpended fund balance and the District's new allotment from the Rural Education Achievement Program (REAP). By doing so, the project could be funded without an impact on the FY18 budget. Superintendent Corey noted the same project is being done at the Hollis Primary School (HPS). RMMS and HPS are the two oldest buildings in terms of needs for updates to infrastructure.

When asked about the timeframe for project completion, Superintendent Corey stated it to be approx. 2 weeks. Chairman Maguire commented the phone system upgrade has been on the Board's radar for some time, and this infrastructure upgrade would benefit that issue as well when it once again comes up for consideration. When asked if additional wireless access points would need to be purchased, Mr. Raymond stated quite a few were purchased moving into this year, and the most difficult part is having the cable infrastructure to mount them. He stated his recommendation to be to get all of the access points we currently have and see how that saturates the building.

Ms. Sarris questioned if there is a window of opportunity for utilizing eRate funds. Mr. Raymond stated the funds can be applied for annually. The process is complex, and most districts hire a consultant, which is the approach that was taken this year. He stated his opinion that direction quickly paid for itself.

Assistant Superintendent Bergskaug commented when looking at bringing in some of the iPads and laptops through a prior REAP grant, the District was maxed out. Additional equipment cannot be purchased for student use based on current infrastructure.

When asked how the allocation would be split were it necessary to utilize FY17 unexpended appropriations and REAP funds, Superintendent Corey stated it would be a 50/50 split.

DELIBERATIONS

- To see what action the Board will take regarding **Policy JRA – Student Records and Access**; 2nd Reading

Mr. Haag noted, under the heading of Directory Information, reference to “PTA” should be changed to “PTO”. With that change, the committee recommends adoption.

Chairman Maguire questioned if the elementary schools, like the middle and high schools, have a School Resource Officer (SRO). Superintendent Corey stated the Brookline Police Department is always responsive to calls from the schools. In the Town of Hollis there is an SRO assigned to the schools. Although there is not a specific SRO assigned to the Brookline schools, there is tremendous support provided by the Police Department. Superintendent Corey spoke of the desire to utilize similar language in the policies of the different districts.

Ms. Sarris commented in the Hollis District they refer to the entity as PTA. She suggested the language could be adjusted. It was also noted that in the COOP District it is referred to as PTSA. The recommendation was for the language to read: “PTA/PTO/PTSA”.

MOTION BY MEMBER HAAG TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY JRA – STUDENT RECORDS AND ACCESS AS AMENDED

MOTION SECONDED BY MEMBER

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding giving the Superintendent the authority to hire, terminate, accept resignations, and respond to Extended School Year requests during the summer months

Superintendent Corey stated, at the current time, the District is fully staffed. With the Board’s approval, were changes to occur, he would be able to respond accordingly. Any changes would be reported to the Board.

Chairman Maguire commented, at this time, the intent is for the Board not to conduct a meeting in the month of July.

MOTION BY MEMBER HAAG TO AUTHORIZE THE SUPERINTENDENT TO HIRE, TERMINATE, ACCEPT RESIGNATIONS, AND TO RESPOND TO EXTENDED SCHOOL YEAR REQUESTS DURING THE SUMMER MONTHS BEGINNING AT THE CONCLUSION OF THE SCHOOL BOARD’S JUNE MEETING

MOTION SECONDED BY MEMBER DIGENNARO

5-0-0

- To see what action the Board will take regarding the cabling project

MOTION BY MEMBER HAAG TO AUTHORIZE THE SUPERINTENDENT TO ENTER INTO A CONTRACT WITH ARCOMM COMMUNICATIONS OF HILLSBORO, NH FOR THE CABLING PROJECT AT THE RICHARD MAGHAKIAN MEMORIAL SCHOOL, IN THE AMOUNT OF FORTY NINE THOUSAND SEVEN HUNDRED AND SEVENTY DOLLARS (\$49,770). SOURCE OF FUNDING MAY INCLUDE FUNDS FROM THE FY18 E-RATE FUND, FY17 BUDGET, AND FY17 REAP GRANT. THE BOARD SHALL BE NOTIFIED OF THE EXACT SOURCE OF FUNDING WHEN THE STATUS OF E-FUND DISTRIBUTION IS KNOWN

MOTION SECONDED BY MEMBER DIGENNARO

ON THE QUESTION

Mr. Haag commented it was noted CSDA is CAT5, and questioned if the Strategic Plan includes an upgrade to CAT6. Mr. Raymond responded CSDA has CAT5E, and there is no need for an upgrade in the foreseeable future.

MOTION CARRIED

5-0-0

APPROVAL OF MINUTES

Brookline School May 23, 2017

The following amendments were offered:

Page 1, Line 46; place quotation marks around the statement referred to out of the letter received from Amy Chaput
Page 3, Line 35; correct the spelling of "Bringing"
Page 4, Line 59; make "student" plural
Page 6, Line 54; replace "determining" with "determine"
Page 7, Line 13; replace "at" with "of"
Page 7, Line 20; replace "Ms. DiGennaro" with "Vice Chairman DiGennaro"

MOTION BY MEMBER SARRIS TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER HAAG
MOTION CARRIED
5-0-0

Brookline School – Public Hearing – Expendable Trust Fund May 23, 2017

MOTION BY MEMBER MARSANO TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER DIGENNARO
MOTION CARRIED
5-0-0

Brookline School – Public Hearing – March 21, 2017 Elections May 23, 2017

MOTION BY MEMBER SARRIS TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER HAAG
MOTION CARRIED
5-0-0

ADJOURNMENT

MOTION BY MEMBER SARRIS TO ADJOURN
MOTION SECONDED BY MEMBER HAAG
MOTION CARRIED
5-0-0

The June 20, 2017 meeting of the Brookline School Board was adjourned at 7:01 p.m.

Date _____ Signed _____