

**BROOKLINE SCHOOL BOARD
SEPTEMBER 26, 2018
MEETING MINUTES**

A regular meeting of the Brookline School Board was conducted on Wednesday, September 26, 2018 at 6:05 p.m. at the Captain Samuel Douglass Academy.

Matthew Maguire, Chairman, presided:

Members of the Board Present: Alison Marsano, Secretary
Rebecca Howie (arrived at 6:11 p.m.)
Erin Sarris

Members of the Board Absent: Kenneth Haag, Vice Chairman

Also in Attendance: Gina Bergskaug, Assistant Superintendent
Kristen Maher, Assistant Business Administrator
Amy Rowe, Director, Student Services
Dennis Dobe, Principal, Captain Samuel Douglass Academy
Daniel Molinari, Principal, Richard Maghakian Memorial School
Jenny Lynch, Digital Learning Specialist

AGENDA ADJUSTMENTS - None

CORRESPONDENCE/RESIGNATIONS/NOMINATIONS

Assistant Superintendent Bergskaug informed the Board of a letter received from Karen Oppelaar notifying the District of her pending maternity leave. Her last day of work is intended to be November 2, 2018. Her expected return date is February 14, 2019.

The Board was informed of receipt of a notification of Intent to Retire from Heidi Williams. Her letter indicates an effective date of the end of 2018-2019 school year.

**MOTION BY MEMBER MARSANO TO ACCEPT THE LETTER OF INTENT TO RETIRE RECEIVED FROM HEIDI WILLIAMS, EFFECTIVE AT THE CONCLUSION OF THE 2018-2019 SCHOOL YEAR
MOTION SECONDED BY MEMBER SARRIS**

ON THE QUESTION

Chairman Maguire expressed the Board's gratitude to Ms. Williams for her service to the District and community.

**MOTION CARRIED
3-0-0**

A communication was received from Pamela Shaw, Computer Specialist, Captain Samuel Douglass Academy (CSDA), informing the District of her Intent to Retire at the conclusion of the 2018-2019 school year. In her letter, she comments "Thirty years ago I was honored to be hired by Richard Maghakian to work with the children of Brookline." "Over the years I have been given many opportunities to grow and expand my craft as 6th grade teacher, math/science coordinator, math computer specialist under Lori Wenger's leadership, and for the past 15 years as a full-time technology educator at CSDA." Last year she was able to return to her first passion of teaching math to 6th grade students, thanks to Dennis Dobe and the 6th grade team. "While there have been many educational and policy changes since 1988, one thing remains constant; CSDA students and

staff are family, we care about one another. I have been very fortunate to have spent my teaching career with such fine people.”

**MOTION BY MEMBER SARRIS TO ACCEPT THE LETTER OF INTENT TO RETIRE FROM PAMELA SHAW, EFFECTIVE AT THE CONCLUSION OF THE 2018-2019 SCHOOL YEAR
MOTION SECONDED BY MEMBER MARSANO**

ON THE QUESTION

The Board expressed gratitude to Ms. Shaw for her many years of dedicated service to the students, District, and community-at-large. Chairman Maguire commented on the impact she has made and that she will be missed.

**MOTION CARRIED
3-0-0**

A letter was received from Betsy Black, informing the Administration and Board of her Intent to Retire from the position of reading specialist at CSDA. In her letter, she spoke of looking forward to traveling, volunteering, and dabbling in different hobbies while blessed with good health. She goes on to state “As I enter my 17th year in Brookline, I have had the opportunity to work with very supportive, top-notch administrators and wonderful staff at CSDA and RMMS. I have been so fortunate to work closely with teachers and paraprofessionals who are truly inspiring and have been instrumental in helping me grow my role as reading specialist”.

**MOTION BY MEMBER MARSANO TO ACCEPT THE LETTER OF INTENT TO RETIRE RECEIVED FROM BETSY BLACK, EFFECTIVE AT THE CONCLUSION OF THE 2018-2019 SCHOOL YEAR
MOTION SECONDED BY MEMBER SARRIS**

ON THE QUESTION

Chairman Maguire and Ms. Sarris both expressed gratitude noting their children have benefited from her time in the District.

**MOTION CARRIED
3-0-0**

PUBLIC INPUT - None

PRINCIPALS' REPORT

- Principals Report

Principal Molinari spoke of the well-attended, successful open houses conducted at both the Richard Maghakian Memorial School (RMMS) and CSDA.

He highlighted some of the events noted in the Principals' Report included as part of the [agenda](#) packet.

- Principals' Goal Presentation

Principals Dobe and Molinari provided a PowerPoint presentation of the District Goals & School Opening 2018-2019. A hard copy was provided with the [agenda](#). Video can be found [here](#) (tape counter 9:05).

The presentation introduced new staff to the Brookline School District (BSD).

Mission

Consistent with the mission of SAU 41, we will ensure a strong, supportive learning environment focused on academic excellence.

Vision

"With our focus on the Whole Child, we foster capable, confident, lifelong learners who will serve as productive citizens in a global society. We are passionate about creating an environment that supports a love of learning, embraces active intellectual engagement and promotes high expectations for all."

Theme – HB1 Community

The model "Whole Child" is broken down into four major areas; infrastructure, future ready, essential standards, and habits of learning. Throughout the presentation, the slides depicting the goals each reference the area(s) that correlate.

Safety

The primary goal is the safety of the school community; partner and collaborate with emergency services to further the continuity of emergency response procedures and best practices for school safety. All Districts within the SAU have created an emergency operation plan. The plans are aligned to each other and have been submitted to the State. The District will continue to seek out security grants for continued improvement. Each school has an active safety committee.

Academic

For the past several years, focus has been on Science, Technology, Engineering, and Math (STEM).

The current goal is centered around improving the curriculum programming and instructional techniques in the areas of reading, writing, and social studies. Regarding standardized test results, reading scores have not had the same level of increase/improvement as mathematics; however the District started out at a very high level in reading, and mathematics made a lot of growth to catch up.

Will be working on ways to increase content area integration, e.g., how to bring reading to social studies, math, and science. Will continue to develop curriculum documents. They have clearly mapped what will be taught where, when, and by whom in order to avoid overlap, gaps, etc. Will look to increase student achievement not only on standardized tests, but on other measures.

Want to ensure teachers are provided additional professional development in the areas of reading instruction and writing instruction. Will look to develop a universal screening tool primarily at RMMS to help to be able to better identify students who would benefit from additional supports/services for reading and writing and will look for an even more seamless transition from grade 3 to grade 4.

Personalized Learning

Students take ownership of their own learning; set goals and are part of the evaluation process.

Jenny Lynch, Digital Learning Specialist, spoke regarding the slide displayed concerning personal learning.

She remarked some of the STEM, project-based and problem-based learning, which has been seen over the past few years has brought this personalized learning to the forefront at this grade level. Specialists are working on skills; building that knowledge-base at the rudimentary level for students to understand how to build projects, use their learning, and implement that into the classroom. She spoke of increased partnership with COOP students.

Whole Child Education Goal

Principal Dobe spoke of the need to assist students in being well rounded. The desire is to bring this to the forefront, put a name on it, and begin to structure an initiative that will help them be more mindful, efficient, and hopefully more effective in terms of whole child education particularly as it relates to Socio-Emotional Learning (SEL).

There has been a great deal of research as of late and a number of organizations on the local, State and National level are suggesting, with urgency, that schools do more in terms of SEL; helping students develop those emotional skills that will help them to self-regulate, self-manage, self-direct and be the kind of people that will be safe and responsible citizens and productive in our society in the time ahead.

Some of that has been done through the counseling program and in classes. In the time ahead, something more school-wide is anticipated. They are looking to develop ways to be able to measure and document what they are doing, how they are doing it, and how they know when it is and is not working. In addition to school-based initiatives there is a district SEL committee (across SAU41).

Principal Dobe spoke of forming attendance teams at both schools noting a high correlation of students at a young age that are having difficulty attending school regularly. There are usually matters going on that schools could perhaps positively influence in their partnership with families. That is something they wish to formalize and have more structure for in both of the buildings.

Principal Molinari touched upon current enrollment commenting the District has made great progress over the past few years to help get close to the recommended class sizes.

With regard to budgetary objectives, big ticket items include roof replacement at RMMS (above kitchen and Springvale Ave. side roof on the gymnasium) and boiler replacement.

In terms of District-wide budgetary objectives, the Kindergarten Committee will meet on October 2nd with the goal of creating a community survey and a PowerPoint intended to be presented to the Board (likely December) and eventually at the Deliberative Session with regard to full-day Kindergarten.

The Administration would like to continue discussion of the addition of a 0.8 Curriculum Administrator and a classroom teacher.

With regard to policy, the Administration wishes the Board to consider reviewing home based education, weapons on school grounds, animals on school grounds, and life threatening food allergies.

Chairman Maguire commented on the security grants that have been obtained and questioned the status of the work; particularly the front entryway of CSDA. Principal Dobe indicated grant funds need to be expended by the end of April. As of this time, there are no firm proposals or designs in place for the work to be done. That effort continues. There is a considerable amount of work being done on other buildings within the SAU and coordinated through the SAU Business Office. It is expected activity will occur over the holiday break.

Assistant Superintendent Bergskaug stated the SAU is waiting on the architect to finalize the plans. Principal Dobe commented the entryway is by far the most complex of the projects. Many of the other projects are already done or well underway; window film has been applied at both schools, boulders dropped into side of security gates on either side of campus restricting traffic during the school day to the back of the building, video camera system still under expansion, new telephone system nearly ready to go live.

Chairman Maguire spoke of efforts taken to ensure voting does not take place in school facilities while school is in session and changes made to the calendar to keep that from occurring in March and November. He noted that did occur last month, and he would like to ensure, whether through policy or otherwise, that does not happen again.

Principal Dobe stated that has been explored with town authorities. Every alternative location is not suitable for one reason or another. The question is if we can avoid having school on election days.

Principal Dobe provided his personal opinion that is the safest day of the school year because it is the day we have a law enforcement officer in the building. That is not the case any other day of the year. He understands the concerns that have been expressed. He personally feels the building is secure and students are safe during voting events.

Chairman Maguire remarked during election days, we cannot prevent someone from coming onsite with a weapon. That is a huge concern. Ms. Sarris stated, per State RSA, the school can never prevent someone from bringing a weapon onsite.

- Principals Report (continued)

Principal Molinari spoke of the Positive Recognition Program at RMMS noting one area is Kaleidoscope (recognizing student work) and the other student behavior. The school has a Lego wall in the main lobby. Any student, class or grade level that is recognized receives a Lego piece and is able to stick it on the wall. Students receive a certificate and a positive phone call home to make parents aware of the award.

Principal Dobe spoke of the results of the Statewide Assessment conducted last May. What is sought is steady progress (growth of every group of students). They are very pleased with student progress. The charts (copy attached) identify the number of students at or above proficient. Sixty eight percent of the 5th grade students (last year) performed proficient or better on the New Hampshire Statement Assessment System (NHSAS). State average is 43%.

Assistant Superintendent Bergskaug remarked the science was a late release, but the math and ELA was also a brand new test. It was Smarter Balanced prior, and although the same portal, the question bank was completely different. Although they appear to be comparable and the State was hoping they would be, it is a different question base, so it is difficult to say with 100% certainty that you can compare a cohort to the year prior.

DISCUSSION

- Transportation Update

Assistant Superintendent Bergskaug commented over the summer, the SAU Administration was in constant communication with Hollis Transportation, and it was believed we were in a really good place. The Monday before the start of school the Administration was made aware of potential concerns regarding the number of drivers.

Each year drivers are required to pass a physical. At about 3:00 p.m. the day before the start of school, the Administration was made aware one driver did not pass. A plan was developed to determine how the start of school would be handled. An alert was sent out notifying families there would be a change on the first day of school.

On Thursday, she, Superintendent Corey and two of the Hollis Principals met with Hollis Transportation to redesign the routes. They have consistently gotten students to school on time since day 3, and the home route is usually by 4:00 p.m. Many factors are taken into consideration when looking at bus routes; length, number of stops, number of children at each stop, proximity of route to Hollis (Hollis Bus 3 has been rerouted to go very early so that it can then do bus 9 route, which is the closest route to Hollis). There are teachers staying after school with students with structured activities.

One driver is waiting for an appt. to take the final test. Should the driver fail, he/she needs to wait an additional 10 days before becoming eligible to take it again.

The State has made changes recently to allow drivers to be rostered for more than 1 bus company, which is something Hollis Transportation has taken advantage of. The potential benefit of that would be that a driver could work for one company doing school routes and another for a field trip run or the COOP athletic runs, which inadvertently impact the afternoon elementary runs.

If a driver is obtained from another bus company, lengthy training is still required. Hollis Transportation is actively recruiting. Inquiries are responded to immediately. However, their experience has been that their return calls have not been responded to.

With a really low unemployment rate, individuals are hired very quickly wherever they go. That is being seen with other positions as well, e.g., paraprofessionals, custodians, food service.

The driver shortage is impacting districts across the State. Some have changed their start times so that every school in their district has a different start time. Some only provide 1 or 2 pickup spots requiring parents to go to a centralized location to speed up the routes. Some cancel all athletic runs entirely.

A new hire will take a minimum of 3 months to become fully licensed. The Governor has formed a task force to work with the issue of supply and demand of drivers. Assistant Superintendent Bergskaug state she and the Superintendent met with all members of Hollis Transportation the previous day. They are in a time of flux with the family business. It was important to have all members at the table, so they were all hearing the same message and sharing the same concern. They identified the severity of the concerns the community has and

requested predetermined contingency plans for the SAU to publish so that if there was a change there would already be a posted plan. They have already begun to work on some of those.

They were informed of the Superintendent's intent to recommend to the Governing Board that the SAU go out to bid, and that we would not be exercising the option of years 4 and 5 of the current contract. In addition, they contacted other companies; Butler, Goffstown Trucking, Christenson Transportation, First Student, Durham, and one other to see if they can be contracted in the short term to cover some of the areas they are unable to cover. There is zero availability to do that.

The Administration is aware of 3 more drivers that are in the works. An exact timeline cannot be provided as there are many factors involved in the process.

One of the former drivers has returned on an as-needed basis. With a driver out today, it went unnoticed.

The Administration discussed with Hollis Transportation contractual obligations and the requirement to have additional drivers and what that looks like for those drivers if they are sitting in the bus barn, e.g., are they compensated. In accordance with the contract language, there should be extra bus drivers sitting in the barn ready to go. Those are the expectations, which were reviewed and made clear.

Chairman Maguire commented when school first started, and it was made known buses would be late, students were allowed to be dropped off early. He questioned if that option would continue to be made available. Principal Dobe stated it would. He indicated that will need to be made part of the communication with the community. Assistant Superintendent Bergskaug noted the Hollis route is run first. Typically, at the start of the school year, students are learning the bus route/routine, which results in additional time. Despite double runs, we are now running according to the published times. She would not expect, now that the runs are more familiar, it to be like it was on day 1.

Chairman Maguire questioned the time of day the students on bus 9 leave the building. Principal Dobe stated it to be pretty consistently 3:35 p.m. Principal Molinari stated it to be about 3:30 p.m. at RMMS (about 10 minutes beyond teacher contract time).

Mr. Haag had questioned, in the short-term, if SAU vans could be utilized, if necessary. Assistant Superintendent Bergskaug spoke of a support staff member at the COOP who has a Commercial Driver's License and has been encouraged and offered to supply funding to continue that to acquire a bus driver license so that there would be an additional driver on an as needed basis. There is one van for special education use at the COOP, which is pretty much tied up all day long. That van also has a maximum of 8 passengers.

The SAU is preparing to lease two additional vans, more for athletics and other uses, and CTE programs at the COOP. Over the summer there was a fire at the plant that builds these vans. Availability of the two vehicles is expected to be the end of November.

Chairman Maguire questioned driver requirements for such a van and was informed there are no additional requirements provided there are no more than 10 passengers (multi-purpose vehicles under RSA), including the driver. Anything over that is categorized as a school bus in which case not only is a CDL required, but a bus license as well.

Chairman Maguire questioned, and was informed the athletic teams have been impacted. The SAU has cancelled, adjusted times, etc. Brian Bumpus, District Athletic Coordinator, COOP School District, has been as creative as possible. He has worked with neighboring communities to have our students picked up on their way to Souhegan, etc. The District has been as creative as possible transporting multiple teams, creating centralized locations for sporting events to avoid cancelling, etc. They have secured Coach buses at times when traveling a distance.

If there are runs Hollis Transportation is required to provide and unable to, the cost is deducted from what is paid on the contract.

Ms. Sarris questioned if there are statewide standards for bus companies. Assistant Superintendent Bergskaug remarked there are statewide standards. However, there are some pieces where there is wiggle room that our community has not experienced in the past such as limiting the number of pickup locations. While the SAU has been talking about transportation non-stop for the past 18 months, between her and the Superintendent they probably receive 40 requests for more personalized pickup spots. Every additional spot created increases the amount of time it takes. Another thing that is difficult and should be considered is the communities have a lot of dirt roads and roads that are really not designed for buses to be able to do a turn-around. There are a number of buses that are backing up and doing a reverse K turn just to make the routes possible, which is a challenge.

Amy Rowe, Director, Student Services, commented with regard to whether Hollis Transportation has higher standards with regard to licensing requirements, the answer is no. In other communities, smaller companies have been bought out by larger ones after which the discovery was made not all licensing has been intact requiring some drivers to be let go. That has resulted in some companies having an even greater shortage.

Ms. Sarris commented it sounds as if there is a great deal of red tape, which is something the Governor's task force will need to address. Director Rowe noted some of the RSAs are in education and some in transportation, which is part of the issue. The district she resides in is down 20 drivers and has cancelled all transportation to athletic events.

- Special Education Enrollment Update

Director Rowe remarked as of last week, SAU-wide, there were 121 new transfers in. Of that population, there were over 40 identified students. They continue to gain an understanding of what the needs are. Specific to Brookline, there will be a need to access the Special Education Trust Fund to cover the cost of required services. The exact figure is not yet known. With a budget that is already lean, there will be the need to access the fund in advance of the end of the year.

- New Hampshire School Board Association (NHSBA) Delegate Assembly

The NHSBA is accepting submissions for its annual 2019 NHSBA Delegate Assembly, which will be held on Saturday January 26, 2019 at The Center at Triangle Park office building, 25 Triangle Park Drive, Concord, NH. Each NHSBA member-school board is allowed to submit one or more proposed Resolutions. Proposals may be a new Resolution(s) or may seek to amend any current NHSBA Resolution. Each member-school board may send one voting Delegate. However, any and all board members are invited to attend.

All submitted and proposed Resolutions will be brought forward to the Delegation. Each and every proposal will be discussed, debated and ultimately voted on by those Delegates in attendance. These Resolutions and Statements of Belief guide NHSBA's state-wide advocacy efforts.

The deadline for submitting proposals is Friday November 2, 2018.

Ms. Sarris noted the Policy Committee is looking to review Policy JICI – Weapons on School Property. It appears the District is limited in its ability in this regard as State law dictates only the State can regulate the use of firearms. She is uncertain if this is an issue the NHSBA can address. She would like the Board to take a position on the matter of local control in this regard.

Director Rowe commented, given the most recent decision up north, she would be curious to understand if another district may be bringing the issue forward this year. Ms. Sarris stated the desire for the District to send a delegate to the Assembly, if not with our own Resolution on this issue, to support another's. Director Rowe suggested it worth consideration particularly given there have been two northern communities that have gone through and had decisions.

Ms. Sarris stated a willingness to represent the Board at the Delegate Assembly. Chairman Maguire suggested draft language be available for discussion at the Board's October meeting.

Assistant Superintendent Bergskaug referenced a recent RSA the District is required to be in compliance with by June 2019, which requires every faucet and water fountain to be lead tested. Cost is anticipated to be in the area of \$10,000. Currently tests are conducted on random faucets/fountains. Director Rowe commented the issue is that of an unfunded mandate. Ms. Sarris commented the difficulty comes with the local budget having already been set and a mandate being handed down that requires, instead of identification of a plan to institute the practice, a requirement that it be done by a time certain.

Prior to the January meeting, the Board will look to take a position on the Resolutions that will come before the Delegate Assembly for consideration.

- Curriculum Coordinators Position FY20 Budget

Assistant Superintendent Bergskaug stated the Administration is looking at the potential of structuring the position as a 0.8 so that it is full-time during the school year. It would provide an individual on the ground with the teachers and students implementing best practices with all of the work that has occurred with updating and refining the curriculum. In addition, the individual would provide support for administrators.

It is understood that would be an impact to the budget. The Administration wished to share with the Board the potential of swapping positions, looking at some of the retirements that came in and opportunities to optimize existing staff.

APPROVAL OF MINUTES

Brookline School Board August 22, 2018

MOTION BY MEMBER MARSANO TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER HOWIE
MOTION CARRIED
4-0-0

NON-PUBLIC SESSION

**MOTION BY MEMBER SARRIS 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 AND RSA 91-A:3 II (k) CONSIDERATION BY A SCHOOL BOARD OF ENTERING INTO A STUDENT OR PUPIL TUITION CONTRACT AUTHORIZED BY RSA 194 OR RSA 195-A
MOTION SECONDED BY MEMBER MARSANO**

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

Yea: Matthew Maguire, Alison Marsano, Erin Sarris, Rebecca Howie

4

Nay:

0

MOTION CARRIED

The Board went into non-public session at 7:21 p.m.

The Board came out of non-public session at 7:58 p.m.

MOTION BY MEMBER MARSANO TO APPROVE THE ADMINISTRATION'S JFAB REQUEST

MOTION SECONDED BY MEMBER SARRIS

MOTION CARRIED

4-0-0

ADJOURNMENT

MOTION BY MEMBER MARSANO TO ADJOURN

MOTION SECONDED BY MEMBER SARRIS

MOTION CARRIED

4-0-0

The September 26, 2018 meeting of the Brookline School Board was adjourned at 8:01 p.m.

Date _____ Signed _____

Student Performance in Each Achievement Level

How did my school perform overall in Science?

Test: SAS Summative Science Grade 5

Year: 2017-2018

Name: Captain Samuel Douglass Academy

Legend: Achievement Levels

■ %Level 1 - Below Proficient ■ %Level 2 - Approaching Proficient ■ %Level 3 - Proficient ■ %Level 4 - Above Proficient

Performance on the SAS Summative Science Grade 5 Test: Captain Samuel Douglass Academy, 2017-2018

Breakdown by: All Comparison: ON

| Name | Number of Students | Average Scale Score | Percent Proficient | Percent of Students in Each Achievement Level | Number of Students in Each Achievement Level |
|---|--------------------|---------------------|--------------------|---|--|
| New Hampshire | 12042 | 550 ±0 | 43 | 31, 27, 28, 14 | 3727, 3155, 3412, 1708 |
| Brookline (071) | 71 | 558 ±1 | 68 | 11, 21, 42, 25 | 8, 15, 30, 18 |
| Captain Samuel Douglass Academy (071-27765) | 71 | 558 ±1 | 68 | 11, 21, 42, 25 | 8, 15, 30, 18 |
| Students with no group (Teacher) | 71 | 558 ±1 | 68 | 11, 21, 42, 25 | 8, 15, 30, 18 |