

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
DECEMBER 9, 2020
MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, December 9, 2020 at 6:00 p.m. at the Hollis Brookline Middle School Library.

Holly Deurloo Babcock, Chairman, presided:

Members of the Board Present: Tom Solon, Vice Chairman
 Kate Stoll, Secretary
 Elizabeth Brown
 Cindy VanCoughnett (electronic participation began at 7:46 p.m.)
 Krista Whalen
 Beth Janine Williams

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Bob Thompson, Assistant Superintendent of Student Services
 Tim Girzone, Principal, Hollis Brookline Middle School
 Rick Barnes, Principal, Hollis Brookline H.S., (participated electronically)
 Drew Mason, District Moderator

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Tom Solon as Process Observer.

AGENDA ADJUSTMENTS

A request was made to add, under Discussion, a COVID-19 update and discussion of the Revenue and Expense Report handed out at the start of the meeting (copy attached).

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board. [November 18, 2020](#)

The following amendments were offered:

- Page 4, Line 32; replace “remotely” with “remote”
- Page 7, Line 24; capitalize “Chemistry” at the start of the sentence
- Page 9, Line 36; insert “Vice Chairman Solon stepped down and Chairman Deurloo-Babcock presided.”
- Page 14, Line 17; delete “If”
- Page 14, Line 46; correct the spelling of “handling”
- Page 15, Line 10; “student” should be plural
- Page 17, Line 31; delete “to” before “the class”
- Page 20, Line 32; replace “monetary” with “non-monetary”

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

Hollis Brookline Cooperative School Board – **Public Hearing** [November 18, 2020](#)

The following amendment was offered:

Page 1, Line 1; correct Board name

**MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED
7-0-0**

Hollis Brookline Cooperative School Board – **Non-Public** [November 18, 2020](#)

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

ANNUAL MEETING DISCUSSION

Drew Mason, District Moderator, provided the Board a description of an alternate process approved by the Legislature and signed by the Governor ([HB 1129](#)) for addressing both annual meetings and elections.

He stated his recommendation to be that all 5 districts (Towns of Hollis and Brookline, Brookline School District, Hollis School District, and COOP School District) follow this process, and spoke of the ease that comes with all districts conducting the process the same way. It is up to the governing board of each district to choose which method and decide on some of the alternatives. He spoke with the Hollis Select Board on Monday. It appeared to him that 2 members were in support and 3 did not provide an indication either way. He has requested they make their decision no later than January 11th.

The process is a bit like what occurred last summer, but on a larger scale. A letter must be sent to all registered voters in the district (roughly 11,650 in Hollis and Brookline), which would describe the process, announce the schedule, and addresses the first virtual meeting that needs to be conducted; to present the rules and the warrants. It is up to the governing body to decide if they want to allow public input. That follows a period of up to 7 days to accept public comment (he recommended that be in written form).

The second virtual meeting allows the governing body to decide on the final warrant. Again, it is up to the governing body whether to permit public comment/input at that meeting. He strongly recommended the ballots be printed in a form to use the AccuVote machines noting the amount of time needed to hand count. Following that, a drive-thru vote is conducted, which would have a larger turnout and be done in March. The recommendation of the New Hampshire Municipal Association is that it be done on the normal voting day; March 9, 2021.

Constructing a timeline will be a challenge; uncertain how long it takes to print the ballots in AccuVote format. There will be the need to push back the public hearings to 25 days before the 1st meeting and petition warrant articles 5 Tuesdays before the first meeting.

He commented on being uncertain how Brookline would do a drive-thru vote.

Chairman Deurloo Babcock asked for clarification all voting would occur on that single drive-thru day. Mr. Mason commented, unlike last summer, Hollis and Brookline voters would only vote in a single location.

Chairman Deurloo Babcock stated the process allows for public input, but does not really address the potential for amendments. The governing body would be making that decision as there is no way for the public to vote on proposed amendments. Mr. Mason agreed there is no way for the public to vote on amendments; however, public comments could be received, some of which would presumably be proposed amendments.

Chairman Deurloo Babcock clarified when this was done last summer, they did allow for public comment in the Zoom meeting, they just didn't allow for amendments. This process doesn't really allow for amendments either. Mr. Mason stated it does not, at the virtual meeting.

Vice Chairman Solon noted all meetings occurring on the same day is a suggestion, and not a requirement. Mr. Mason responded it is not exactly a requirement, it is a strong recommendation by the New Hampshire Municipal Association, and there is statutory language around "voting day". The towns would probably have to vote on March 9th for what would normally be on the ballots. He cannot assert categorically that it is required to be on March 9th.

Vice Chairman Solon asked for clarification the SAU budget would remain a question on the town and school district ballots, and was told that would be the case. He noted a large change from what was done in the past is that you cannot receive the ballots in advance. Voters would have to stop at the voting location and fill out all of the ballots.

He questioned how the January 11th date was arrived at for the Select Board to reach a decision. Mr. Mason stated that to simply be the next meeting of the Select Board. Asked when the decision would need to be made by the School Board in order for the process to be conducted, Mr. Mason responded that he was uncertain noting the need for him to understand if the districts are interested in pursuing this path. He is of the belief public hearings would have to start in the 3rd or 4th week of January. Vice Chairman Solon noted the next meeting of the COOP School Board is scheduled for the third week of January (20th).

Superintendent Corey commented where this process could present some issues for the COOP School District is the need to post a public hearing by the 15th. Of concern is that the last day for negotiated cost items is the 30th of January. If moving to the process described, it would be the 12th of January, which puts a lot of pressure on contract negotiations. He is uncertain that can be accomplished. Petition articles would also have to be provided by January 12th as opposed to February 1st.

Vice Chairman Solon commented this may not be possible, particularly in light of contract discussions.

Asked if the March 9th date is dictated by RSA, Mr. Mason responded for local voting day it is specified by RSA. There are procedures to postpone it, e.g., weather conditions. Chairman Deurloo Babcock stated concern with the timing, volunteer support, etc. involved with voting for 4 town meetings on a Tuesday. Asked if it could occur on a later Saturday, Mr. Mason stated he also is concerned with the logistical problems.

Superintendent Corey noted the COOP School District was scheduled to have their annual meeting on March 2nd. Hollis was the 10th. He is concerned with the volume; voters have to drive up and receive their ballots, pull

over and park/go into a building to fill them out (four different ballots) and then drive to wherever the collection point is.

Vice Chairman Solon commented the normal voting session is not governed by that March 9th date for this district as it is done in a meeting format. He questioned, if normally a town meeting voting district, does the March 9th date apply.

Mr. Mason stated the basic requirement, for a town meeting, is voting day is the 2nd Tuesday in March. The Annual Meeting has to be at a certain point, which he did not recall (believe it has to be in March). Given the current situation, he is of the belief there is some flexibility to declare that, due to the COVID emergency, we are changing our annual meeting date. He does not, at this time, have any opinions from the Office of the Secretary of State that that is acceptable.

Member Brown noted language on the election page of the Secretary of State website [NH-SOS - Election Dates](#), which is unclear. It lists New Hampshire Election Dates 2020-2021 – Town Elections March 9, 2021, Alternate Town Elections May 11, 2021. She questioned the May 11th date. Mr. Mason stated there to be a provision within the RSAs that allows the town meeting to vote at the meeting (to start in subsequent years) to move the entire meeting date to May. You can change the entire process, but you have to do it at an annual meeting.

Member Whalen suggested the Board consider a Zoom meeting at the start of January to discuss the opportunity. It is hoped, at that time, there might be a better understanding of the status of contract negotiations.

Chairman Deurloo Babcock commented the structure makes sense. It is the date that causes concern. There is also concern with the inability to allow the legislative body to make amendments, but it seems we may have to let that go again. She is also concerned with trying to do that kind of drive-thru vote on a Tuesday.

Also noted was concern with what weather conditions could be in March. Mr. Mason stated his hope the Secretary of State's Office will provide additional guidance; he believes it to be forthcoming.

Chairman Deurloo Babcock was in support of a Zoom meeting being conducted in early January to continue the discussion. She questioned if any members of the Board were struggling with the structure proposed. Vice Chairman Solon stated his concern to be with the actual logistics of executing the vote. He is of the belief having this voting process on a normal weekday may not be possible. Member Williams commented it is unknown what March will hold in terms of whether our students will be in-person or remote. If they are in-person, that creates additional concerns. Superintendent Corey stated a desire to understand if the State would allow changing the March 9th date to accommodate voting on a Saturday (6th or 13th). There is concern with whether there would be ample daylight in March for voting to be conducted. He is uncertain the required volunteers would be available on a Tuesday.

Vice Chairman Solon suggested, if using the model suggested by the Superintendent, January 13, 2021 would be the date for the first meeting. That means we would have had to have mailed the letter to all registered voters prior to January 7th. Mr. Mason stated the ordinary public hearings need to be at the end of January, not the first virtual meeting. There are standard notice requirements for a public hearing. The virtual meetings would presumably be in February. The letter has to go out 7 days prior to the first virtual session. Asked if the public hearing would be conducted in person, Mr. Mason stated that could be conducted via Zoom. The question posed was whether attendance at the public hearing would be greater if the proposed process were utilized.

The Board scheduled a special meeting, to be conducted via Zoom, on January 6, 2021 at 7:00 p.m. to discuss the proposed structure.

Asked if it would be a single letter sent to registered voters should all districts agree to the structure, Mr. Mason stated his belief if enough cooperation, it could be one letter sent from Hollis and one sent from Brookline. Because it is not personalized, he would imagine bulk mail rates could be used.

Mr. Mason questioned what his response should be to the Hollis Select Board should they wish to conduct a drive-thru vote on the 9th; at the schools. Chairman Deurloo Babcock stated there to be the need for further discussion as it would depend on whether or not students are in the schools. If they are in-person, the schools could not be used. Superintendent Corey reiterated his concern with darkness; safety issue.

Vice Chairman Solon suggested he make them aware the Board is likely to seek an alternative to a Tuesday voting day.

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey spoke of the Conflict Waiver provided the Board (copy attached). The letter is in relation to a discussion around the rental rate for the SAU. The potential for conflict is derived by the fact that the Hollis School District is the owner of the property, every member of the Hollis School Board is also a member of the SAU 41 Governing Board, the SAU 41 Governing Board Chairman is also a member of the Brookline School Board, and the Superintendent serves multiple districts. The Conflict Waiver was done so that notice is made to the public of the inherent conflicts should discussions take place around a long-term lease for the SAU. The Hollis District is utilizing Thomas Closson, Esq. for representation and the SAU is utilizing James O'Shaughnessy, Esq.

Also provided was an update on the Articles of Agreement. There are no changes except for the final appendix. All footnotes, etc. are there to formalize dates, e.g., instead of 12-4-90, the date is written out.

The Governor had put aside \$10 million in supplemental funds that could be applied for. The COOP School District submitted for \$11,801.66, and received \$7,967.39. The amount covers expenses that occurred from the summer until December 30th, and is in addition to the funding received that used the calculation of \$200/student.

The Diversity, Equity, and Inclusion (DEI) Advisory Committee has met, and minutes of their meeting(s) are posted on the SAU website. They will meet again on December 17th, and will look to finalize the language of the resolution. They hope to bring a larger plan to the Board in the January timeframe. Forty residents participated in the Zoom meeting, which went well.

Vice Chairman Solon questioned if any reason was given for the reduced payout from the State. Superintendent Corey responded they basically took the requested amount and made it work so that everybody received about 70% of their request.

PUBLIC INPUT

Melissa LeClerc, 16 Townsend Hill Road, Brookline

Spoke of the Program of Studies and the proposal to reduce the science requirement from physical science, biological science, and one additional science to just the physical science and biological science. She spoke of the information provided for consideration of this change, and suggested there may be additional considerations. A lot of the rationale provided was regarding chemistry. As an engineer and someone who values STEM in the community, she wanted to convey her thoughts that, at least as proposed, the concern that chemistry is difficult for many of our students does not seem to correlate with the solution proposed. She values the chemistry curriculum as fundamental in many college courses of study.

In the past, there was a class that would prepare students for entry into chemistry. Her child took a physical science/chemistry combination class as a freshman, and found it a strong way to prepare himself for the chemistry class he is in today. Chemistry is one of the best ways to teach the scientific method in a hands-on way and grasp mathematical concepts as they apply to science.

She would like the curriculum and requirements to reflect the values this community has. She sees a strong support by many for a strong STEM program, and would like to see that reflected by not decreasing the science requirement for graduation.

PRINCIPAL REPORTS

Tim Girzone, Principal, Hollis Brookline Middle School (HBMS), highlighted the report provided by Brian Bumpus, Athletic Coordinator. The HBMS is ready to open regular season practices and tryouts this coming Monday, December 14, 2020, with games starting in mid-January. Teams have already been participating in pre-season skills work and are looking forward to the winter season. The middle school is wrapping up the one-month intermural basketball program this week. High participation numbers were seen. Offered were basketball skills and inter-squad competition to 28 girls and 30 boys.

After much discussion and consideration in regard to remote learning, for the high school student athletes, the Athletic Department recognizes that mandating student athletes to switch to remote learning for the duration of their season would be extremely difficult to impose on a variety of levels. Therefore, it is the recommendation to encourage student athletes to learn remotely if possible, during their season, but not require it.

Addressing the report provided by Rick Barnes, Principal, Hollis Brookline High School (HBHS), he noted two of the sub-committees of the Instructional Practices Committee are reconvening. The weighted versus non-weighted grading committee had planned to meet earlier in the day, and the grading and assessment committee is seeking a date to meet in December. Once a decision is reached regarding adjustments to the policy on class rank, the Instructional Practices Committee plans to reconvene with next steps for that.

Principal Girzone noted highlights from his own report including the ability to administer the spelling bee this year. Eleven students participated.

The HBMS is currently accepting applications for the position of building maintenance supervisor.

Member Williams commented on the plan presented at the last meeting regarding student athletes and remote learning noting, at that time, what was discussed was taking this direction for certain sports. She questioned if the current proposal is in concert with that. Superintendent Corey responded Mr. Bumpus had moved in the direction of considering remote for all sports. He quickly realized that is not the best learning format for some.

There will be specific situations where students will be asked to go remote. He provided the example of the hockey team that will potentially be practicing early in the morning. Because of COVID, showers at the rink cannot be used. Athletes will be sent home so they can shower, and it may be easier for them, on that given day, to be a remote learner for the day. He would not want a child from Brookline feeling obligated to get back in time for their first period class, etc. There is the option of perhaps having them jump on remote for their first period and they transition to the building when there is a study, etc. Once teams are selected and it is understood who the students are, those decisions can be made.

Chairman Deurloo Babcock congratulated the spelling bee winners. She noted the weighted versus non-weighted grading sub-committee did meet earlier in the day. They are in a holding pattern because so much of their work goes back to whether or not changes to the class rank are put in place.

- Program of Studies

Principal Barnes stated the agenda packet provided a walkthrough of changes proposed to the Program of Studies. It is designed to reflect past discussion (of the preliminary report) and what was decided by the working group.

With regard to computer science, the original discussion was replacing web design with cyber security. The working group decided to push this out a year to give time for development of the curriculum and materials to support the change. No changes are recommended for 2021-2022.

In regard to English, some of the prerequisites are being addressed to be more consistent with other subjects like social studies and math. It is a consistency issue. The working group agreed it made sense to align the prerequisites across the departments.

For math, there are no significant changes recommended.

For P.E., it was quickly recognized that this is more of a budget issue. The 0.6 position is currently in next year's budget. It has not been changed or removed. There was nothing for the working group to discuss. It will either stay in the budget or it will not.

No personnel changes have been noted for the Counseling Department.

In regard to science, the proposed reduction in science credits had strong support to keep the requirement at 3 sciences. The working group discussed other offerings that could be put in place. The large issue that was discussed at length was anatomy and physiology. The only real change sought within regular anatomy and physiology is to not have chemistry be something that is concurrent. It was noted that you did not have to necessarily take chemistry for honors anatomy and physiology and yet you had to take it for regular anatomy and physiology. After discussion, the group felt if it were up to the department chair, and chemistry was not necessarily required for anatomy and physiology that would open things up a little, not necessarily force as many students as we have into the chemistry pipeline, and still provide them with a rigorous science experience at the high school.

There was discussion of offering more courses down the road; moving into potentially offering a heterogeneous environmental science course. Currently the only offering is AP environmental science, and it might be a relevant option to have a regular environmental science again. Not proposed for next year.

What is being sought is to ensure the wording of prerequisites for accelerated science courses are aligned 9-12 so that students are progressing to have accelerated biology and chemistry in line for the sophomore year and

have relevant math skills and allow a little more flexibility and access into the regular anatomy and physiology. There are a number of students who would like to access that course and may not be able to do so without taking chemistry concurrently. This change would address that.

No changes are proposed in the areas of social studies, visual and performing arts or world languages.

Any designation of OdysseyWare will be changed to Edgenuity as the in-house online learning platform is shifting.

CTE offerings will continue to focus on Nashua offerings.

Additional courses have been designated by the State as qualifying for New Hampshire Scholars. These will be indicated in the Program of Studies so that the multiple paths available to earn this designation are clear.

Vice Chairman Solon questioned if there is information available from past meetings that shows the changes being made. Principal Barnes stated the only thing of substance in terms of wording would be along the lines of the prerequisite for anatomy and physiology and it would change from the requirement to take chemistry concurrently if they haven't already taken it. Chemistry would be recommended or permission of the department chair. They would not need to take chemistry concurrently to take regular anatomy and physiology. That would really be the only change.

Chairman Deurloo Babcock remarked what is being stated is that the current 2020-2021 Program of Studies would have changes to the prerequisite language in English and in the one course in anatomy and physiology for science, and in overall all accelerated science classes.

Principal Barnes stated that to be accurate. The prerequisite change would be in anatomy and physiology. In the English department they are cleaning things up to be consistent across departments.

Asked if there is any change proposed to the introductory language for CTE, Principal Barnes stated there is not.

Member Whalen noted Member VanCoughnett has indicated she is agreeable with the Board voting on this at this time.

There being no objection, the Board went out of the regular order to take up deliberation on the Program of Studies.

- To see what action the Board will take regarding the High School Program of Studies

MOTION BY MEMBER SOLON TO APPROVE THE HIGH SCHOOL PROGRAM OF STUDIES, AS PRESENTED

MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
6-0-0

The Board returned to the regular order of business.

DISCUSSION

- COVID-19 Update

Superintendent Corey stated the COOP School District will be moved to remote learning beginning Monday. The most recent COVID case impacted 6 staff members, and has created difficulty from a staffing level. He and the Assistant Superintendents have pitched in covering lunch duties and they have doubled up studies where possible. There is concern when doubling up studies that although appropriate distancing can be achieved, you are still bringing many students together. The same is true for lunches.

With the COOP, because it is grades 7-12, it has the least impact from a childcare situation for families. Having talked to students during lunch duties, he understands this won't be popular. It is very difficult to make this decision as he has seen the interaction of the students firsthand. It is believed very effective curriculum can be delivered in remote learning. What is also being seen is rates rising. This week alone, just at the middle school, there were 53 new students who were unable to come to school because someone at home was exposed. At the middle school, the year started at about 81% in-person and 19% remote. That has changed, and as of today it is 64% in-person and 36% remote. The high school is holding steady. It is more an issue of staffing. The return to in-person would be January 19, 2021.

A number of staff will be onsite during the remote period. Special education services will be delivered onsite for those students requiring it. This decision will allow for the freeing up of some substitutes, which will help in the other districts to get them to next Friday.

As part of the re-opening plan, this decision was left up to the Superintendent. He has discussed this with the Assistant Superintendents extensively. It is a decision they had hoped to avoid, but believe it to be the right decision at the right time. A notice would be sent out to families the next day.

Vice Chairman Solon asked if there is any indication a significant portion of the staff will come onsite to deliver remote instruction. Superintendent Corey stated his belief the district will see pretty much staff who are on and able to, in the building on a daily basis. They very much like having their own technology in their own classroom. It will help with some childcare issues. Staff members will be permitted to bring their children into the building during that time period. During free and prep. periods staff members can assist each other with childcare. Noted was that surrounding districts are contemplating this same decision (fully remote).

Asked if the breakfast and lunch programs would be reinstated, Superintendent Corey stated breakfast and lunch will be available for every student. If a staff member brings their children in, as long as they are a New Hampshire resident, they are covered under the law as well. Pickup will absolutely occur. Also being considered is deploying buses to certain locations as some of our families live quite a distance from the school.

Asked if any savings would result in regard to busing, Superintendent Corey stated there may be a minimal savings. Where savings may be seen are in the areas of utility and substitute costs. Some of the monitors will be able to be utilized by special education.

Member Williams questioned the main driving factor for the middle school going remote, and was told staffing is the issue at the middle school as well. What has tipped the scales is more staff teaching from home than in

person because of quarantines that have come about. He commented 37 of the 53 students that transferred to remote this week did so because they were in quarantine, had exposure, or had COVID. Seven transitioned to remote for the remainder of the year, and nine were precautionary.

Chairman Deurloo Babcock spoke of her appreciation for the staff and the decisions they have to make every day. She stated her full support for going remote, she just wishes things were different. She spoke of the importance of re-opening on January 19th.

Superintendent Corey noted sports will begin on the 14th. Teams are to be selected by the weekend of the 18th. We go on a two-week stop of sports and then resume on January 4th. Sports, activities, and clubs will be conducted while in remote. Asked if the district will be busing for sports, he explained there will not be the need for busing until after the new year as no games would start until mid-January.

Member Williams echoed the remarks around supporting the decision. Her only reservation is that we are not seeing transmission in the schools, and numbers will continue to go up. Every single day the students can be in-person is a gift for the students who are choosing that.

Superintendent Corey spoke of how well the students are doing in terms of following protocols, and of the positive things that are occurring, e.g., students are receiving college acceptance letters. Being remote is very difficult on the students.

Asked to clarify the staffing issue is that of staff having to quarantine not of staff having contracted COVID, Superintendent Corey responded, at this point, it is a quarantine issue waiting to see if there is the potential for those staff members to contract it. Assistant Superintendent Thompson stated there to have been 4 staff members in the COOP who have tested positive for COVID since the start of the school year; out of 13 total confirmed cases. Across the district there have been 24 total cases, which in comparison to any other district is incredibly low. It is not a transmission issue it is a staffing issue.

Member Brown thanked Superintendent Corey for providing notice to students/families in advance of going remote. She spoke of the anxiety for the students in not knowing from day to day if they would be there the next. Having the opportunity to prepare will reduce that level.

Member Williams commented the other stress she continues to hear from students is that the last time they went remote they didn't come back. She spoke of the need for families to continue to be diligent during this time.

Superintendent Corey commented on staffing issues that arise when other districts go fully remote resulting in daycare issues for our staff and in their going remote.

From January 4th through the 15th, notices will be sent to families asking that they continue with the symptom monitoring so that when we get to the 15th an informed decision around re-opening can be made.

Member Brown questioned if the district has the ability to require a negative test such as the colleges were doing before the start of the semester. Member Williams advised strongly against that. Superintendent Corey responded the district does not have the legal means at this point. There is a lot of talk of testing coming out and schools doing testing. He is uncertain if families would participate in that, and cannot see it as a reason to not have someone attend school unless the State passed something.

Chairman Deurloo Babcock stated the desire to see a counselor available in the building during the remote period noting concern with student mental health. She clarified when discussing remote learning, it is that which is spelled out in the re-opening plan; a more synchronized approach than was the case in the spring. The

expectation for families is that your students will be signing on and be in class according to the current bell schedule.

Asked if the counseling department has the ability to schedule virtual appointments with students, Superintendent Corey stated they do. In some instances, across the SAU, that is already occurring. He does not believe the buildings will be locked down as they were the last time, and there will be more flexibility.

- Revenue & Expense Report

From the various funding sources that have been made available, the COOP district has received \$319,728.37. Superintendent Corey expressed his gratitude for all the work behind the scenes to ensure that grant funding could be received.

Year-to-date expenditures total \$7,505,565 with an additional \$16,76,081 encumbered. The anticipated year-end balance is \$842,073. Revenues are on target. Anticipated is a minimal shortfall of \$22,189. At present, the unreserved fund balance is anticipated at \$819,884. For the sake of projections, the amount of funding allocated to the various warrant articles last year were used to come to a projected fund balance of \$238,884.

From a budget standpoint, the large piece is in facilities (\$56,651 over). That area is where all of the COVID supplies are. The hope is that if there is a new stimulus passed, the Governor will either apply a dollar amount per student or that there will once again be supplemental funds to apply for to reduce those costs.

Vice Chairman Solon questioned if the grant funding received (COVID related) is identified under revenue, and was told the grant funding is included in the reports. Asked if a larger balance would be likely if continuing on the current path because of grant funding received, Superintendent Corey stated there to be the potential. It would really come down to staffing, e.g., if having to utilize a long-term substitute, etc. There are a number of maternity leaves that will increase the substitute line.

The COVID and personnel pieces are the two volatile areas where there remains uncertainty. Asked if grant funding could be utilized for personnel costs, he indicated it can. Part of the \$11,000 recently received will offset some of the cost of the monitors that were brought on. The first round (\$200/student) went to cover a significant portion of the monitors and those type of substitutes. It could only be utilized for expenses incurred up to December 31st. The hope is that there will be additional funding that could cover expenses incurred in the January to June period.

- FY22 Budget Discussion

In Round 3.1 of the budget review process for new item requests, under personnel, what is envisioned is continuing to push for the SAU Directed Facilities Substitute (\$16,600 at each building). The SAU Directed Food Service Substitute and SAU Directed Instructional Substitute will likely fall by the wayside as they are shared costs, and there are other budgets that will not be able to support those. It has been proven the district could move to a permanent substitute next year if required as there is flexibility in the substitute line.

In the area of academics, the social studies textbooks (\$24,000) will be removed. The State has not yet finalized social studies curriculum. Until the requirements are understood, the purchase of textbooks will be delayed.

The only other pieces being considered are under the heading of shared services/software where the district is looking at the filtering software (Go Guardian), which is a 7-12 tool for Chromebooks that will provide additional filtering. It is believed those costs will increase. Original discussions were for that product to be K-12; however the benefit of that is not seen. Moving to a 7-12 item will help compensate for the increased cost.

The cost associated with a camera for the turf field remains under consideration. That may come out of the bond; waiting to learn of final expenses around bleacher and lighting work.

The current proposal would result in an increase to the operating budget of \$662,174.34 (2.81%). That amount does not include the reductions discussed. Noted was that no retirement notifications have been provided. The district incorporates funding to cover costs associated with retirements. In the absence of any notices, there will be a slight reduction to the budget. Taking into consideration allocations to the various trusts (reductions in the allocations to the Athletic Trust Fund, Maintenance Trust Fund, and Special Education Trust) and understanding the HEA and HESSA contract costs are not yet known, at this time, the anticipated budget represents an increase, over FY21 budget) of \$607,994.34 (2.44%).

The district received back the results of the testing for the 11th grade students. There is a little concern with the math results not being as strong as is typically seen (nationwide trend). Discussions are ongoing regarding including funding in the budget for activities over the summer/fall during the evenings that would target that specific group of students. With other students there is time to catch up. The test results showed improvement in reading and language arts.

Chairman Deurloo Babcock commented on the cohort that took that test being the current seniors. Although the 11th grade test, those students took it at the start of their senior year. We may want to keep in mind, even if those students have left the district, perhaps we can offer something. Asked if the current juniors are expected to be tested in the March timeframe this year, Superintendent Corey stated that to be the expectation. Those results are typically 4-6 weeks in the making. Vice Chairman Solon remarked we know our spring instruction was not where we wanted it to be, potentially the current junior class has had a year to recover. Superintendent Corey commented it may be a situation where funding is included in the budget, and if not needed, it will return to the tax base at the end of the year. Vice Chairman Solon stated the need for the funding to be specifically earmarked for this.

Vice Chairman Solon questioned if Member Stoll was aware if the VLACS organization collects similar data, and if it is publicly available. He was looking to understand if purposely built remote instruction performed differently than places that did it on a contingency basis. Member Stoll responded they cannot make the testing results public school to school. She believed it to be a great question. Vice Chairman Solon requested the Administration reach out to ascertain whether the information is publicly available.

Superintendent Corey noted the proposed budget, as it currently stands, is below Budget Committee guidance (multiplier of zero).

Asked about the SAU assessment, Superintendent Corey stated it may be slightly low. That information will be known for the 4th round of budget review.

- Diversity, Equity, and Inclusion (DEI) Update

This issue was discussed under the heading of correspondence.

Chairman Deurloo Babcock noted the Policy Committee has held off on some policy because of the work being done with the DEI Advisory Committee.

*There being no objection, the Board took a five minute recess at 7:41 p.m.
The Board reconvened at 7:46 p.m.*

As Member VanCoughnett was participating electronically, in accordance with the Right to Know Law, Chairman Deurloo Babcock requested she state, for the record; where she was, why her attendance in person was not reasonably practical, who, if anyone, was with her, and whether or not she was able to hear the proceedings.

Member VanCoughnett stated she was in State, her attendance in person was not reasonably practical due to COVID restrictions, she was alone, and could hear the proceedings.

Noted was that all present were able to hear Member VanCoughnett.

The Board was reminded all votes would be taken by Roll Call.

DELIBERATIONS

- To see what action the Board will take regarding Policy **IKC** – Class Rank
 - 1st Reading; 10-21-20
 - 2nd Reading 11-18-20 (as amended)

Given its third reading;

MOTION BY MEMBER SOLON TO AMEND POLICY IKC – CLASS RANK, BY REPLACING “CLASS OF 2023” WITH “CLASS OF 2022” AND ACCEPT THE THIRD READING, AS AMENDED MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Chairman Deurloo Babcock noted concerns raised by the Board were brought before the Policy Committee. The decision was made to amend the policy so that the change to how class rank is handled will begin with the Class of 2022. The district has not been calculating or presenting rank to our students for many years, but in the last 7 or 8 years have announced the top 10 students at graduation. This policy removes that practice and instead puts in place that we will not be reporting class rank, but will have an academic achievement that will be recognized and outlined in the Program of Studies.

For the past five years there has been an exception to the policy whereby class ranks have been reported for the sole purpose of the service academy application process. The service academies were contacted, and approximately 50% reported they require rank. It is known that other districts in the area, who do not rank, get students in the service academies. However, we do not know what they do behind the scenes or how they assist their students.

Chairman Deurloo Babcock stated she spoke with the Assistant Principal in charge of student service and guidance earlier in the day. When reporting rank to service academies, the students themselves do not receive that number.

The Policy Committee decided to put the policy forth continuing with the exception. She stated her opinion the goal for the Instructional Practices Steering Committee and the sub-committee that worked on class rank, was to get rid of that practice; that the culture of our school is impacted negatively by the practice of continuing to announce top 10. It puts undue amount of pressure on the students in the top 20, creates an environment of stress, struggle, and perhaps a little bit of hyper competitiveness, and, at times, is not in keeping with true academic integrity.

It was also felt by the committee that those students who are applying to service academies are applying to serve their country, and there is the desire to provide them what we think they could need to do that.

The change to the Class of 2022 was the result of student input. That was also the original intent of the Instructional Practices Committee; to start with the juniors.

Member Williams noted the need to replace reference to “his/her” with “their”.

MOTION BY MEMBER SOLON TO AMEND BY REPLACING THE SECOND PARAGRAPH WITH THE FOLLOWING LANGUAGE “THE GRADE POINT AVERAGE RANGES FOR THE UPPER TEN PERCENT (10%) AND UPPER TWENTY-FIVE PERCENT (25%) WILL BE PUBLISHED IN THE HOLLIS BROOKLINE HIGH SCHOOL SCHOOL PROFILE. DATA FOR THE GRADUATING CLASS IN THE CURRENT SCHOOL YEAR, TAKEN FROM THE END OF THE MOST RECENTLY COMPLETED SEMESTER, WILL BE USED.”

MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Vice Chairman Solon remarked when the Board was asked to make the exception that now exists, what was presented was a requirement that a candidate had to verify that they were in the upper certain percentage of their class, not specifically their class rank. The condition of not reporting class rank drove that exception. It was not related to the top ten. They were somewhat independent and were captured in the same policy. The proposed amendment will allow a student to self-report their GPA and for any requiring school to make a determination of some relatively relevant characterization. Top ten percent and upper quarter are commonly reported and used indexes, but there is nothing sacred of those specific ones. The profile can take aggregated information and publish it as it intends to now, and then the self-reported GPA, in combination, can answer the questions that the majority of institutions have. He stated his understanding it would also fulfill the requirements put forth by the service academies in the past.

Member Stoll commented she had wondered how what you are replacing that with actually solves the issue and serves the purpose of giving the rank to the service academies. She does not necessarily agree that just providing a range and GPA is going to serve its purpose.

Vice Chairman Solon stated the way it was presented was that the student needs to be in a certain percentage of their class. We have to be able to make this statement.

Chairman Deurloo Babcock stated her belief the question asked of the service academies was do you need us to produce class rank. She would have to clarify that with the Policy Committee. For the sake of transparency, Chairman Deurloo Babcock suggested the policy go back to the committee where it could be amended, and then brought back before the Board and public for further review/consideration.

Vice Chairman Solon commented he, and he believes other members of the Board, do not support the policy with that paragraph in it. He viewed this as a compromise, but is also comfortable were the Board to simply eliminate the second paragraph.

Member Williams stated her dislike for the second paragraph, and that she does like the idea of a compromise. Chairman Deurloo Babcock commented she sees the exception for a class rank as a compromise. Member Whalen stated appreciation for the amendment offered. She continues to have concern with the reference to rank. The impetus for this is to avoid hurting students. Other districts indicate they don't rank, but they have not indicated, if specifically asked, if they would provide it. As a district that takes things literally, she would not want to take a stance with policy, and end up causing harm. Principal Barnes has indicated the exception has not been misused in the 5-6 years that it has been in place. She struggles with not wanting to cause harm through reporting class rank or not reporting class rank. She does not believe the exception will be harmful to anyone.

Member Brown commented when the policy was changed it was a compromise as it was believed that revealing class rank was not a good thing. If we adopt this amended language, we are going to not necessarily give a numerical number, but basically give rank to the top ten and top 25 percent. The issue of not trying to gun for the top ten would be gunning for the top ten percent or the top twenty-five percent because those are important numbers as those you can reveal to the college. If you go through Naviance, most of the high performing schools are going to say things that are required, recommended, and optional. Class rank is almost always recommended. These students wanting to get into these elite schools want to be able to do most of the things in the recommended category, and the language would give certain students the ability but not all of them.

Vice Chairman Solon stated agreement noting he had not considered it in that way.

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

Yea: 0

Nay: Elizabeth Brown, Krista Whalen, Cindy VanCoughnett, Holly Deurloo Babcock, Tom Solon,
Beth Janine Williams, Kate Stoll

7

MOTION FAILED

**MOTION BY MEMBER SOLON TO AMEND BY REMOVING THE SECOND PARAGRAPH
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

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

Yea: Cindy VanCoughnett, Tom Solon, Beth Janine Williams

3

Nay: Elizabeth Brown, Krista Whalen, Holly Deurloo Babcock, Kate Stoll

4

MOTION FAILED

**MOTION BY MEMBER WHALEN TO ACCEPT THE THIRD READING AND ADOPT POLICY IKC
– CLASS RANK, AS AMENDED
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Member Brown stated the policy currently discusses that we will have academic recognition in the Program of Studies. We just passed a Program of Studies that has no academic recognition in it.

Vice Chairman Solon remarked at the last meeting the discussion was that it could be an appendix in the next school year.

Chairman Deurloo Babcock stated the academic achievement aspect will be a procedure that would be an amendment to the Program of Studies. That amendment will come before the Board for a vote.

Member Brown stated next year's senior class will have no ability to have their academic achievement acknowledged. Chairman Deurloo Babcock stated her understanding the plan is to amend the Program of Studies in the next 6 months. We can amend it in July if we have to.

Member Brown remarked the Board was being asked to blindly vote on what this policy means. She would like to see the language in the Program of Studies and determine if that is adequate and a framework that is consistent with all of the discussion.

Member Williams stated her agreement with wanting to see it, but questioned how the language is included in the Program of Studies in advance of a policy being in place.

Vice Chairman Solon stated that to be a communication error as there was a proposal that was part of the top ten committee. Chairman Deurloo Babcock noted the proposal did not include a threshold. That would have to go back to the steering committee.

Vice Chairman Solon stated the threshold was not based on percentage, but on raw GPA so that there was no restriction in how many could achieve a given level. Part of the problem is the choice of those thresholds is somewhat dependent on the outcome of the weighting committee as one of their goals is to ensure the ranges could be achieved by people who were not in honors jazz and honors chorus, etc.

Chairman Deurloo Babcock stated the need to pass a policy to replace "top ten" with "academic achievement" in order to really move forward with the academic achievement work. The desire was to complete the policy so that work could continue. The Program of Studies can be amended in the middle of the year.

Vice Chairman Solon stated the pressure of passing the Program of Studies was to assist in the scheduling. It is correct, we are being asked to vote on something with a little bit of blank check in it. Member Brown added you are also asking students to take classes without knowing what the academic achievement protocol will be.

Chairman Deurloo Babcock commented on the desire to move away from students choosing classes based on that. We need to work with the guidance department to ensure they are letting students know that this is really about making the best choices for you. The Board could take the sentence about academic achievement being reported out and not include it in policy. The policy could simply state we don't rank and the exception for class rank will be made for the service academies. A proposal could be brought before the Board for academic achievement being recognized at graduation.

Member Brown stated her belief that removing the concept of academic achievement from this would be a pretty radical change not to have been noticed in the agenda.

Chairman Deurloo Babcock stated the motion could be amended so that the policy receives a third reading and comes back before the Board for a fourth reading and consideration of adoption. Vice Chairman Solon commented he does not believe taking it out is a change to the functional policy.

Chairman Deurloo Babcock suggested the motion should be amended to have a third reading, and then bring the policy back for a fourth reading. If this amendment fails, we revert back to the current policy on this, which is that we continue to announce top 10.

**AMENDED MOTION BY MEMBER DEURLOO BABCOCK TO ACCEPT THE THIRD READING
MOTION SECONDED BY MEMBER WHALEN**

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

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

7

Nay: 0

MOTION CARRIED

Vote on the main motion to accept the third reading of Policy IKC – Class Rank, as amended.

ON THE QUESTION

Vice Chairman Solon questioned the will of the Board relative to removal of the second sentence or to have it remain with backup information.

Member Brown stated academic achievement could be laid out in the policy. That would have the same impact as amending the Program of Studies.

Chairman Deurloo Babcock questioned the will of the Board relative to the removal of the sentence around academic achievement or with it being included with a definition. Member Brown stated the desire for it to be defined in policy. Vice Chairman Solon stated he did not feel strongly either way. He did feel strongly about the exception; opposed.

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

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

7

Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding Policy **EFD** – Wellness
 - *1st Reading; 10-21-20*
 - *2nd Reading 11-18-20 (as amended)*

Given its third reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE THIRD READING AND ADOPT POLICY EFD – WELLNESS, AS PRESENTED
MOTION SECONDED BY MEMBER WHALEN**

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

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

7

Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding policy **KCD** - Public Donations to Schools
 - *1st Reading; 11-18-20*

Given its second reading;

The following amendments were noted:

In the 8th paragraph, insert “or their designee” following “Superintendent”

In the 9th paragraph, change the next to last sentence to read: “A record of all monetary gifts and the use of such gifts will be kept by the Superintendent or their designee and reported to the Board.”

**MOTION BY MEMBER WILLIAMS TO AMEND POLICY KCD – PUBLIC DONATIONS TO SCHOOLS, AS STATED, AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Chairman Deurloo Babcock noted the Policy Committee addressed all of the recommendations and amended the values to be \$1,000 all the way through except where the language reads “less than \$5,000”.

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

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

7

Nay: 0

MOTION CARRIED

MOTION BY MEMBER WILLIAMS TO ACCEPT THE THIRD READING, AND ADOPT POLICY KCD – PUBLIC DONATIONS TO SCHOOLS, AS STATED, AND ACCEPT THE SECOND READING, AS AMENDED

MOTION SECONDED BY MEMBER STOLL

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

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

7

Nay: 0

MOTION CARRIED

MOTION BY MEMBER WILLIAMS TO TAKE FROM THE TABLE THE ARTICLES OF AGREEMENT

MOTION SECONDED BY MEMBER SOLON

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

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

7

Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding the Articles of Agreement prepared by legal counsel
Tabled October 16, 2019

Superintendent Corey noted the Articles of Agreement were brought to the board about 6 months ago. At that time, it was noted the changes had not addressed when the COOP went from an informal to a formal budget committee. The information was brought to Attorney O'Shaughnessy who was asked to go back through annual meeting reports to track the changes that have occurred. The last page of the document includes a footnote identifying actions taken and dates of those actions. Another change was spelling out of dates rather than listing numerically.

Vice Chairman Solon remarked he does not believe the Board can approve the Articles of Agreement. Superintendent Corey stated legal counsel suggested he bring it before the Board and have the Board approve that this is the current version.

Vice Chairman Solon stated his belief that did not have to be done as all of the items were approved by the Legislative body.

Superintendent Corey spoke of the length of time since the process was done and brought to the Board. Vice Chairman Solon spoke of having no means of knowing if what was before the Board was accurate. Member Brown agreed the Board has not had time to absorb this.

Member Brown stated she had specifically asked to have the text of the amendment from the SAU Administration twice this week and never received the information. She has no way to cross-check this. Vice Chairman Solon commented he does not know what the data would be to cross-check the document. Superintendent Corey stated it to be the minutes of the Annual Meetings.

Chairman Deurloo Babcock commented on the fact that legal counsel has gone through the reports and provided the dates when amendments occurred. Vice Chairman Solon stated his belief legal counsel would certify the changes.

Member Brown spoke of updates that need to occur. Chairman Deurloo Babcock noted a warrant article would be required to effectuate any further changes. Member Brown suggested an opinion could be requested of counsel to certify that he has gone through the records and believes the document provided to be a true and correct copy of the Articles of Agreement.

Superintendent Corey asked for clarification what is desired is a letter from counsel as to the validity of the document. Member Brown stated the desire for legal counsel to identify the work that was done and attest to his belief this is a true and correct copy of the Articles of Agreement.

Superintendent Corey stated that information will be obtained. Vice Chairman Solon remarked if legal counsel certifies it to be a true copy, that is all that is needed. The Legislative body has approved a series of changes, and legal counsel is simply attesting to it being a true and accurate record of what was done, that is all that is needed.

Chairman Deurloo Babcock remarked the other issue is the desire to provide a proposal to make further changes. Vice Chairman Solon stated the desire to see Article 4 removed. The district does not do anything at the Farley Building and does not own it. Member Brown stated Article 4 is basically void because the Hollis School District doesn't own the property. She does not believe Article 13 has been followed through with.

Vice Chairman Solon stated the desire to start the process of creating a warrant article to address needed changes. Member Brown stated Article 14 needs updating as does Article 2.

Chairman Deurloo Babcock questioned the desire of members to review the Articles for the purpose of crafting a warrant article.

Superintendent Corey questioned if this is the year to put an article before the Legislative body. Member Williams questioned the amount of prep work that has to go into this noting the timeline, cost, etc. Chairman Deurloo Babcock stated the only way to change the Articles of Agreement is through a warrant article, which needs to be crafted by legal counsel and approved by the Board. It is all housekeeping and things that can be done, however, as the Superintendent has pointed out, we will be throwing 9 ballots at our constituents in a drive-thru vote. The Board would decide whether or not a warrant should be put forth. There is the need for a group to review the language outside of a meeting. Vice Chairman Solon and Member Brown stated a willingness to work on proposed language for a warrant article.

The Board discussed noticing appointments by the Chair, and the limited timeframe to conduct the work to meet deadlines. Superintendent Corey spoke of efforts to notice every action the Board could consider. However, if there is a pressing need for amendments to the Articles of Agreement, knowing that we have to have things ready for what could be a very unusual annual meeting season, residents would be made aware of the appointments and the reasoning for doing it at this time through review of the meeting minutes and/or video.

Chairman Deurloo Babcock appointed Tom Solon, Elizabeth Brown, and Beth Janine Williams to a sub-committee to review the Articles of Agreement.

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE THE APPOINTMENTS OF THE CHAIR,
AS STATED**

MOTION SECONDED BY MEMBER WHALEN

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

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

7

Nay:

0

MOTION CARRIED

HB HIGHLIGHTS

Member Williams expressed gratitude for the amazing job being done by all.

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon stated the meeting went swiftly. There were two unanticipated discussions that were not part of the agenda, and even with those extended discussions, the Board got through it. He commented that the majority of the Board's time is spent discussing policy and practices that don't necessarily affect the students. It would be nice if we could move that needle although he is uncertain how.

NON-PUBLIC SESSION

MOTION BY MEMBER WILLIAMS 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 WHALEN

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

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

7

Nay:

0

MOTION CARRIED

The Board went into non-public session at 8:44 p.m.

The Board came out of non-public session at 9:08 p.m.

ADJOURNMENT

**MOTION BY MEMBER SOLON TO ADJOURN
SECONDED BY MEMBER WILLIAMS**

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

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

7

Nay:

0

MOTION CARRIED

The December 9, 2020 meeting of the Hollis Brookline Cooperative School Board was adjourned at 9:09 p.m.

Date _____ Signed _____

Hollis Brookline Cooperative School District

FY21

as of 12/8/2020

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 6,277,583	\$ 1,673,118	\$ 4,504,478	\$ 99,987
Special Education	\$ 3,625,493	\$ 1,082,338	\$ 2,478,877	\$ 64,278
Vocational Program	\$ 30,000	\$ -	\$ 36,272	\$ (6,272)
Co-curricular Program	\$ 866,805	\$ 213,014	\$ 630,217	\$ 23,574
Student Support Services	\$ 1,453,567	\$ 341,886	\$ 1,032,157	\$ 79,523
Instructional Staff Support	\$ 791,056	\$ 265,946	\$ 519,160	\$ 5,950
*School Board/SAU Assessment	\$ 1,076,555	\$ 401,390	\$ 578,238	\$ 96,927
School Administration	\$ 1,096,640	\$ 493,258	\$ 595,115	\$ 8,267
Facilities	\$ 1,551,511	\$ 572,751	\$ 1,035,411	\$ (56,651)
Transportation	\$ 1,198,236	\$ 217,179	\$ 809,501	\$ 171,557
Benefits	\$ 5,152,792	\$ 1,474,210	\$ 3,475,640	\$ 202,941
Debt Service	\$ 810,228	\$ 741,568	\$ 55,000	\$ 13,660
Transfers	\$ 952,000	\$ -	\$ 952,000	\$ -
TOTAL	\$ 24,882,466	\$ 7,476,658	\$ 16,702,067	\$ 703,741
Plus FY20 Expense Carryover	\$226,253	\$28,907	\$59,014	\$138,332
TOTAL FY19 + FY20 Expense	\$ 25,108,719	\$ 7,505,565	\$ 16,761,081	\$ 842,073

Revenue

Description	Budget	YTD Revenue	Expected	Balance
Local Property Tax	\$ 16,027,029	\$ 7,250,000	\$ 8,777,029	\$ -
Adequacy Aid Grant/Tax	\$ 5,988,348	\$ 1,577,230	\$ 4,411,118	\$ -
Impact Fees	\$ 20,000		\$ 20,000	\$ -
State				
Special Education Aid	\$ 371,639		\$ 371,639	\$ -
Building Aid	\$ 199,362	\$ 99,681	\$ 99,681	\$ -
Food Service	\$ 3,000		\$ 3,000	\$ -
Vocational Aid	\$ 5,000		\$ 5,000	\$ -
Federal				
Grants	\$ 260,000	\$ 3,000	\$ 257,000	\$ -
Food Service	\$ 38,000	\$ 59,349		\$ (21,349)
Medicaid		\$ 60		\$ (60)
Local				
Tuition	\$ 24,000	\$ 23,086	\$ 914	\$ 0
Food Service Sales	\$ 359,000	\$ 6,580	\$ 331,071	\$ 21,349
Other	\$ 70,000	\$ 17,752	\$ 30,000	\$ 22,248
Plus FY20 Expense Carryover	226,253		\$ 226,253	\$ -
Contingency & Trusts	\$ 392,000		\$ 392,000	\$ -
Unreserved Fund Balance	\$ 1,314,088		\$ 1,314,088	\$ -
Less Retained Fund Balance	\$ (189,000)		\$ (189,000)	\$ -
TOTAL REVENUE	\$ 25,108,719	\$ 9,036,737	\$ 16,049,793	\$ 22,189

Total Expense Balance	\$842,073
Total Revenue Balance	\$22,189
Unreserved Fund Balance	<u>\$819,884</u>

Anticipated Reductions to Unreserved Fund Balance

Funded in this order:

Estimated Needs for FY21	
Athletic Trust	\$ 67,000
Maint. Trust	\$ 200,000
Spec Ed Trust	\$ 25,000
Contingency	\$ 100,000
Retained Fund Balance	\$ 189,000
Total Reductions	\$ 581,000

Projected Fund Balance

\$238,884

Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 99,987	Hiring savings and staff on unpaid leaves
1200	Special Education	\$ 64,278	Lower contracted and OOD services; OOD tuition savings
1300	Vocational Program	\$ (6,272)	Higher # of students attending Nashua Voc Ed
1400	Co-curricular Program	\$ 23,574	Some extra-curricular activities not running due to Covid
2100	Student Support Services	\$ 79,523	Savings in contracted services (speech and OT)
2200	Instructional Staff Support	\$ 5,950	No after school detention duty; Hiring Savings; IT repairs & equipment savings
* 2300	School Board/SAU Assessment	\$ 96,927	\$100,000 contingency fund
2400	School Administration	\$ 8,267	Savings in consulting services
2600	Facilities	\$ (56,651)	Covid-19 supplies
2700	Transportation	\$ 171,557	Special Ed transportation savings
2900	Benefits	\$ 202,941	Savings in insurance, taxes, and retirement due to hiring savings
5100	Debt Service	\$ 13,660	Re-financing Turf bond
5200	Transfers	\$ -	

General explanation of what is included in each account category

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus and transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line to make total expenses match total revenue, and match the budget.

November 24, 2020

Ms. Erin Sarris
Board Chair
SAU 41
4 Lund Lane
Hollis, NH 03049

Mr. Robert Mann
School Board Chair
Hollis School District
4 Lund Lane
Hollis, NH 03049

RE: Conflict Waiver Request to SAU 41 and Hollis School District

Dear Ms. Sarris and Mr. Mann:

SAU 41 (the "SAU") has asked our firm to represent the SAU in the matter of negotiating a lease agreement for use of the SAU administrative building, which is owned by the Hollis School District (the "District"). Because our firm is general counsel to both the SAU and the District, our representation of the SAU in this matter would be adverse to the District and thus would constitute a conflict of interest under the NH Rules of Professional Responsibility for lawyers. Notwithstanding the conflict, we believe that we will be able to provide competent and diligent representation of the SAU in this matter and to the District in all other unrelated matters. Under these circumstances, the Rules permit us to represent the SAU in this matter provided that both parties consent to the representation.

The advantage to providing consent is that we are familiar with the SAU and the District and the situation necessitating the lease agreement. In addition, the consent will avoid the SAU having to find new counsel (I understand that the District has arranged for separate counsel for this matter). Note that either party may withdraw its consent at any time.

If you agree to our representation of the SAU with respect to this discrete matter, our understanding is that, if issues concerning the lease agreement arise between the parties, we will represent the SAU for those issues, and the District will obtain separate counsel.

Please call me if you have any questions about this letter. On behalf of your respective school boards, if you agree to waive the above conflict of interest and consent to our representation as described herein, please confirm by countersigning this letter and returning a copy to me.

Very truly yours,

/s/ James A. O'Shaughnessy

James A. O'Shaughnessy

Gregory Im

JAO/GI/dmf

cc: Andrew Corey, Superintendent

November 24, 2020

Page 2

Agreed and Conflict Waived:

SAU 41

By: _____

Erin Sarris
Board Chair

Date: _____

HOLLIS SCHOOL DISTRICT

By: _____

Robert Mann
School Board Chair

Date: _____