

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD  
AUGUST 12, 2020  
MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, August 12, 2020 at 6:00 p.m. at the Hollis Brookline Middle School Library.

Holly Deurloo Babcock, Chairman, presided:

Board Members Participating: Tom Solon, Vice Chairman (arrived at 6:03 p.m.)  
Elizabeth Brown (arrived at 6:08 p.m.)  
Cindy VanCoughnett  
Krista Whalen  
Beth Janine Williams

Members of the Board Absent: Kate Stoll, Secretary

Also Participating: Andrew Corey, Superintendent  
Gina Bergskaug, Assistant Superintendent of Curriculum and Instruction  
Bob Thompson, Assistant Superintendent of Student Services  
Kelly Seeley, Business Administrator  
Rick Barnes, Principal, Hollis Brookline High School  
Tim Girzone, Principal, Hollis Brookline Middle School

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**APPOINTMENT OF PROCESS OBSERVER**

Chairman Deurloo Babcock appointed Cindy VanCoughnett as Process Observer.

**AGENDA ADJUSTMENTS** - None

**ACCEPTANCE OF MINUTES**

Hollis Brookline Cooperative School Board. . . . . [July 22, 2020](#)

*The following amendment was offered:*

Page 26, Line 25; correct the spelling of “Last”

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

**3-0-1**

*Member VanCoughnett Abstained*

Hollis Brookline Cooperative School Board. . . . . [July 31, 2020](#)

**MOTION BY MEMBER WILLIAMS TO ACCEPT, AS PRESENTED  
MOTION SECONDED BY MEMBER WHALEN  
MOTION CARRIED**

**4-0-0**

**NOMINATIONS/RESIGNATIONS/CORRESPONDENCE**

Superintendent Corey read into the record the following Press Release:

*“EVERFI, the leading social impact educator innovator, today announced the winners of the academic scholarships for the First Annual National Financial Literacy Bee.*

*Hosted by EVERFI, and sponsored by a number of leading financial institutions, the National Financial Literacy Bee was designed to teach real-world financial education skills in a fun and engaging manner to students across the country who are social distancing at home during the extended school closures. The nationwide initiative, which coincided with Financial Literacy Month and ran from April 20-24, drew nearly 40,000 participants.*

*The National Financial Literacy Bee consisted of a five-part course and an essay contest where students wrote about their financial dreams and how they plan to achieve them. Winners of the National Financial Literacy Bee were selected by EVERFI and received a total of \$20,000 in college scholarships. The first-place essay contest winner was William Bird, 16 years old from Hollis Brookline High School in Hollis, NH who received \$10,000 in scholarship funds.*

*The winning essay described aspirations of starting a new clothing brand, establishing an orchestra and exposing underprivileged youth to new musical instruments, and building a family legacy of college graduates to ensure long-term financial stability.”*

Superintendent Corey congratulated William commenting he had the privilege of talking to him on the phone. He is a wonderful young man with tremendous potential. He remarked he looks forward to seeing what he does during his remaining time at the Hollis-Brookline High School.

Superintendent Corey noted completed projects include road repair at the high school (Jeff Smith Lane to top of driveway), installation of light bases for the turf field (high school), and asbestos removal from the middle school.

The NHIAA has decided to move forward with sports. Brian Bumpus, District Athletic Coordinator, has prepared an extensive proposal for the Board’s consideration. A copy will be provided Board members this evening and will be posted on the SAU’s website in the a.m.

Chairman Deurloo Babcock noted the Board continues to receive email communications, and is thankful to be hearing from the community. Many of the concerns and questions are expected to be addressed during the discussion period.

## **PUBLIC INPUT**

Joe Garruba, 28 Winchester Drive, Hollis

Stated he was present as he owes it to his kids to do what he can to see that they are not required to wear masks any more than is absolutely needed. The Board’s plan that was submitted about a month ago included relief from masks when social distance requirements are met. Presumably, the change in language to require the masks in addition to social distancing is driven by the teachers. There are many employees throughout the State who are working with the public, and we, as a State, are managing the COVID risk without a mask requirement. He questioned why we must subject our children to requirements that go beyond what is required of adults in the State.

## **DISCUSSION**

- Budget/Financial Update

Kelly Seeley, Business Administrator noted the auditors are currently in-house. The desire is to wait for their work to be completed before providing an official report. The current estimate for the end of year fund balance is \$900,000. The District has expended from FY20 funding to prepare for the re-opening, e.g., PPE, automatic faucets and toilets, outdoor tents (total less than \$200,000). Asked if there were any significant amounts that were anticipated but not expended, Ms. Seeley stated there to be a 55% reduction for transportation costs, which has resulted in a savings of approximately \$350,000.

Superintendent Corey noted additional savings from stipends not paid out as a result of spring sports not running. In a number of cases, amounts that would have been paid out to advisors were pro-rated based on the inability to continue with their club/activity. There were facility savings that resulted from under use of the buildings.

Vice Chairman Solon commented, prior to the pandemic, the Board was under the impression the District was on track to save approximately \$400,000.

With the auditors in-house conducting their work, the final figure could go up or down depending on adjustments. The auditor's report is not provided until the end of the calendar year, but the report based on their work for the end of this fiscal year should be available in October.

During prior meetings mention was made of the possibility of utilizing fund balance to pre-pay some items. Asked if a recommendation would be forthcoming, Superintendent Corey stated the \$900,000 or the final figure the auditors come up with, is what will be returned to the tax base to offset taxes. What will be asked for later in the meeting is to slightly increase the Unreserved Fund Balance (UFB), which has already been factored into the estimate. All warrant articles have also been factored into the amount cited.

Ms. Seeley informed the Board of the hiring of Lance Finamore to the position of SAU Facilities Director. Mr. Finamore comes to the District from the Berklee School of Music in Boston having served as the Life Safety Director. Mr. Finamore has education, facility, and life safety experience.

- Registration Data Update

Assistant Superintendent Bergskaug stated 86% of the SAU's student population has completed the registration process. Approximately 350 students have not yet submitted registration. A reminder was sent out on Friday. Another would be sent out the following morning; one to those who have not completed the process and another to those who started but did not complete the process.

Currently there are 563 students at the high school that have stated the desire to be in-person, which represents 81% of the 82% of high school students that have responded to registration. One hundred and twenty five high school students have requested remote learning. There are 149 high school students who have not yet made their desire known. At the middle school, 282 students have stated the desire to be in-person and 65 indicated the intent for remote learning. Fourteen percent of the middle school population has not yet responded.

Asked how the number of remote students breaks down by grade at the high school, Assistant Superintendent Bergskaug stated the 10<sup>th</sup> and 11<sup>th</sup> grades seem to be the area where there is more focus on remote learning (nearly double).

It seemed as though the early responders felt strong that students were returning. More remote learning students have registered in the last day or so.

She stated her belief some are waiting for the final language relative to the wearing of masks before making a decision. There is the potential some have not yet notified the District of the intent to homeschool.

- Updates to Reopening Plan

The proposed changes state that “students and staff in the Hollis-Brookline Cooperative School District will be required to wear a face covering (surgical mask, cloth mask, gaiter or face shield) when physical distancing guidelines, as determined by the Centers for Disease Control (CDC), are not able to be achieved. Teachers will build in periodic mask breaks that allow for students to physical distance per CDC guidelines and remove their face coverings.

Student exemptions to the face coverings guidelines will take place as part of a formal IEP, 504 or IHP team meeting. All students & staff will be required to wear a face-covering when: riding the bus, entering/exiting the building, arriving to/leaving a classroom, engaging in small group classroom activities, walking in the hallways and other common areas as determined by the building principal, and when asked to do so by an adult.”

If it is the teacher in the classroom and there are to be no mask breaks in the classroom then the teacher needs to identify that as such. There will be some classrooms that have signs posted that say this is a 100% mask zone or something to that affect. If you are in the hallway and don't have your mask on, any adult can request you to do so just as if you are violating any of the school rules.

Tents have been procured for both the middle and high school, which will allow students to be outdoors in the open air; perfect time for a mask break.

Assistant Superintendent Bergskaug spoke of the language associated with Daily Symptom Monitoring. The proposed language reads as follows:

Daily symptom monitoring will be required of both students and staff. Parents must complete the symptom monitoring form through PowerSchool prior to the designated time each school day. Parents will be required to respond to questions similar to those below as they pertain to their child's health:

Has your child been fever free (below 100° F) for the past 12 hours?

Has your child been in contact with a person known or suspected to be infected with COVID-19 in the past 72 hours?

Has your child had any of the following symptoms: (fever, cough, sore throat, runny nose, shortness of breath, fatigue, chills, muscle aches, loss of taste and smell, difficulty breathing, diarrhea, vomiting, or abdominal pain)?

For students, the monitoring must occur before arrival and, depending on the building, there will be a set time. Should the student have any of the symptoms, they would not come to school for the day, but there is a follow-up call by someone from the nurse's office to gather additional information as there may be a long history of one of these symptoms or some other diagnosed situation for that student, in which case it would not mandate a 14-day quarantine.

Member Williams noted the advisory group agreed fever should be spelled out as below 100.0° F just because 100.4 is the accepted universal number, and we are now changing that.

With regard to the language around face coverings, she suggested the last sentence be amended by replacing "when asked to do so by an adult" with "when asked to do so by an employee of the school District".

Member Williams questioned where the line is drawn around the definition of face coverings. There have been a lot of questions around the ever-changing guidance. Member Brown remarked the CDC hasn't been willing to say face shields do not provide any protection. She read information that suggested face shields are a good substitute for children in a school setting who may not be able to tolerate a mask. Stating the District will follow published guidelines will allow a reasonable amount of time to ensure we continue to stay in compliance should the information being put out change.

Assistant Superintendent Thompson commented as the guiding documentation utilized to formulate the Plan are updated, the District will review the procedures that are being put in place. The American Association for the Advancement of Science did come out with an article about fleece gaiters and their effectiveness. When that research is peer reviewed, he would imagine it would work its way into the CDC report or something that the DHHS puts out. Our procedures are going to change, but he would argue, working with diverse populations of students, we are going to need some flexibility with face shields when we have students that have speech deficits or are on the autism spectrum. It may not be ideal from a health and safety standpoint, but we have to balance that with the needs of children, and that may mean allowing face shields.

Member Williams stated her complete agreement noting she has concerns, but believes it important to follow the guidance and make changes as they occur. It is mentioned in the American Academy of Pediatrics that a child should wear a mask unless there are particular circumstances involved. It also clearly states if a child may touch their face more because they are wearing a face mask, they are increasing the risk of transmission. If that child could do better with a face shield, it is some sort of protection.

Assistant Superintendent Thompson commented he would have concern if the IEP team of a child with a disability states that child can wear a face shield, but that is it, we have a major privacy issue. The SAU takes great measures to protect the privacy of children with disabilities. If face shields were limited to those students, one could literally go classroom to classroom and identify those children having disabilities, and that does not sit well.

Member Brown spoke of the amount of inaccurate data being put out regarding COVID and how even the "peer review journals" are being fast tracked. It is very difficult to discern what is valid and invalid data. We have to not start jumping toward every moving target, shield the administrators from every shiny object the public is trying to throw at people, and really go back to some founding documents that we are going to be committed to following. Although there may be other data out there, we will allow it to be filtered to a certain level of professionalism before we change again.

Chairman Deurloo Babcock questioned if the definition of face coverings should be removed and a statement put in identifying the guideline that will be utilized. Vice Chairman Solon agreed suggesting that the examples be removed, and language added identifying the benchmark.

Member Williams noted the variances in the guidelines. The State of New Hampshire has veered off in numerous areas from the CDC guidance, but with good reason. It was suggested the American Academy of Pediatrics seems to be in line with the individuals we are concerned with. Member Williams stated different people are going to have different risks and different reasons to wear the face covering they wear. Assistant Superintendent Thompson remarked there would be greater flexibility for the Administration were the language to follow the American Academy of Pediatrics, Center for Disease Control, and the Department of Health and Human Services. When the American Academy of Pediatrics came out with their report at the end of June it was in conflict with some of the items in the CDC. The administrative team reviewed both in trying to manage risk. Allowing for a few agency reports to be able to guide the decisions around masks would provide a little flexibility.

Chairman Deurloo Babcock commented if approving the language without specifics it is not that the Board does not support the decisions the Administration makes it is that the concern is literally today there was an article about gaiters, and tomorrow we could see an article about cloth masks, etc. We all have to live with the ambiguity of the fact that every day something can change. To give the Administration the control of that decision makes the most sense.

The suggestion was made that for the Hollis-Brookline School District, the language “administrator-approved face covering” be utilized. Ultimately the responsibility rests with the Superintendent unless he/she chooses to designate it.

Vice Chairman Solon suggested if the language around symptoms could include “previously unreported” as a means of avoiding a missed day of school for those students who experience seasonal allergies, etc. Member Williams commented she understands the intent, but a student could have a runny nose this week and again two weeks from now. Assistant Superintendent Bergskaug provided the example of a student having asthma; that student has an asthma action plan on file, there is a conversation likely at the start of every school year. For those specific individuals, constant communication with the school nurse is going to be important.

Chairman Deurloo Babcock spoke of the time needed to work through these issues, and of the importance of trusting in the professionals to make these determinations. Superintendent Corey noted the nurses will reach out to those individuals responding yes to the monitoring, and if it is the opinion of the nurse the situation is not COVID related, that student will be able to attend school, and at some point may not require the parents to answer that question in the same way if the symptoms remain constant, etc. The Administration is quite confident the nurses are very capable of doing this. They address similar issues now.

Member Brown remarked if a student has a cough in the morning resulting in a yes response, by the time the student is cleared by the Nurse, there may no longer be transportation available. She spoke of the number of symptoms identified, and the concern students with school reluctance will always fall into one of the categories. She wants to ensure the District does not overwhelm the nursing staff dealing with routine things that are not COVID related that they never get to actually realize they have the kid who was sent to school with true COVID symptoms in front of them. Assistant Superintendent Bergskaug commented with all of these items it is easier to start stronger, see how things go, reassess, and potentially make some changes.

Asked how they correlate how these have been answered with who shows up in the building, Assistant Superintendent Bergskaug noted the list of those students who are not expected to be in school on any particular day will be available to the school nurse and an Administrator. That list would be cross-referenced with attendance at first period. During the retreat earlier in the day they looked at plans for dividing those who arrive to school into zones and the administrator in each of those zones viewing who is present (could result in identifying a student who was not expected to be in school).

The other list would be those who did not respond to the monitoring and reaching out to determine if the student is expected in school.

Asked about the timeframe for parents to complete the monitoring form, she noted for the program that has been in place since the end of March, it was sent out at 6:00 a.m. and had to be completed prior to 30 minutes before arrival. With a greater volume that might be a different amount of time (before getting on bus).

Chairman Deurloo Babcock commented it will be a difficult and cumbersome process in the beginning and it will take a while to become routine. There will be parents that will forget to fill out the form. The question was asked of those who may not have access. Assistant Superintendent Bergskaug commented the District is aware of who does and does not have access based on the remote learning experience. Based on the first presentation of the proposal, the District has heard from those individuals, and will make individual plans to accommodate them.

It is cumbersome. None of this is a good experience, but in order to make this happen, we are all going to be a little bit inconvenienced and things are going to be a little bit different and a little bit more challenging, but that is the only way we can make it work.

Vice Chairman Solon questioned if the start time should be pushed out an hour. Member Whalen noted such a change would impact the elementary districts as well. Chairman Deurloo Babcock commented that is something that could be considered, but is not part of the present discussion. She is concerned with the amount of time it will take to get the students in the building and settled. She noted the way the schedules have been designed provides for some additional time at the start of the day.

Vice Chairman Solon questioned what is anticipated in regard to responses to repeated failure to abide by the mask requirement. Assistant Superintendent Bergskaug responded it would depend on the circumstance. It could be there is the need for instruction to occur/behavior changes. It could be insubordination. You have to take it on a case-by-case basis.

Vice Chairman Solon questioned what would occur with persons having special circumstances that prevent them from being able to wear face coverings, e.g., will their involvement in classrooms, etc. be limited to avoid an unregulated risk to the rest of the population. Assistant Superintendent Thompson responded we're talking about a very small population of students. For the most part what we are talking about is in the absence of a face covering, use of a face shield. We believe the vast majority of our students will fall into that category where if they cannot wear a mask they will wear a face shield. An example of a student that may not be able to wear a mask or face shield could be a student on the autism spectrum or one having a significant intellectual disability. By default, given the nature of their specialized program, they are not spending a lot of time in the regular education environment to begin with. There are other precautions we can take in the absence of a face shield; outfitting our special education environments and some of the regular education environments with plexiglass.

Asked if a para that is working with that student would have stronger PPE such as the N95 masks, etc. he stated they could. Assistant Superintendent Thompson added when they looked at strategically placing plexiglass in areas that make sense, they started in student services with the vulnerable populations of students and in environments where you cannot maintain 6' of social distancing, e.g., speech or occupational therapies.

Member Whalen asked if discussions would be conducted with the students relative to the guidelines. Principal Barnes indicated it would have to be two-fold; creating videos about what it will be like returning to the school buildings and discussions with students (expectation of staff). Principal Girzone commented addressing the student body will look different, e.g., CAVBlock or ROCK setting or a community meeting where the Administration zooms into the classrooms.

Vice Chairman Solon questioned if the Administration has an indication of the percentage of staff that will be returning to the buildings. Superintendent Corey stated the Administration is still in impact bargaining with staff. They are engaging in very positive discussions. It is believed a concrete number will be known in the coming weeks. One of the things he knows will create a bit of an issue is with some of the surrounding districts now moving to fully remote or a hybrid, which may create some childcare issues for some of our staff. The SAU is working to address those situations through H.R.

Asked if he can share whether it would be a majority or minority, Superintendent Corey commented on the concept discussed at the Board level called Room and Zoom, which is the piece that is in discussions. Asked if the proposed face covering practice is addressing any major concerns, Superintendent Corey responded the policy as it is, and what we are doing, has been very well received by staff.

### Building Schedules

Principal Barnes stated his schedule is largely the same as discussed at the last meeting. Based on feedback received, he is proposing having two CAVBlocks in the middle of the day on Monday and Tuesday and two at the end of the day on Wednesday and Thursday. Friday would be left the same. On Monday, the advisory piece of CAVBlock was removed. However, the intent is to proceed with exploring advisory in the form of a pilot for this year knowing that to do it with fidelity is probably going to require something to be explored through negotiations and made part of a contract. He stated belief there is staff who will be interested in taking this on to show what it can accomplish.

Another change is the shortening of the 10 minutes at the start of the day to 5 minutes. The reason being the need to add 5 minutes to the end of the day to stagger release.

Chairman Deurloo Babcock stated her belief in order to be able to call CAVBlock advisory and have every single staff member acting in an advisory capacity during CAVBlock, we will probably need to negotiate that into a contract. Now we are asking teachers to pilot it, which will result in some teachers and some students involved in it. Principal Barnes stated that to be the intent and hope.

Chairman Deurloo Babcock remarked the purpose of CAVBlock has always been to help students get access to help, but also to alleviate the stress and pressures of the structure of our day. She spoke of being a strong advocate of CAVBlock and would love to see this pilot program. She accepts the compromise, but is hopeful students understand this is a COVID compromise.

Member Whalen stated agreement commenting she was on the committee to develop CAVBlock. She gets nervous when she starts to see it start to move away from the original intent.

Member Brown echoed her frustration with the schedule, and the fact that the data came in the way it did indicates it is a very small subset of students that we are making this adjustment for. There are only 140 students who will be in remote learning, and her guess is a very small subset of those remote learners will have transportation to come to the high school for the last period of the day. What you have done is gutted CAVBlock and the importance for the students who are getting up in the morning and getting to school, and who need it. We have always said it is two-fold; to provide Response to Intervention (an opportunity for students to speak with teachers in the middle of the day) and what has been stated over and over as why we need to have unstructured activities in the building including the ability to go hang out in the gym is because the students need a mental break. These students have not been around each other since March 13<sup>th</sup>. They need CAVBlock more this year than any other year ever.

She stated concern taxpayers will come to District meeting stating we have let our teachers out of school an hour early 2-3 days/week, we asked them to do advisory, they weren't willing to do that. She added she may be on the other side of the podium at District meeting. We cannot be paying people on the clock for time not providing services. Opening the doors at 1:42 p.m. for students to leave is not consistent with our job. Although she was never been enthusiastic about the advisory aspect, she believed if ever there was a time when we might need to see if it would work, this would be the year.

Students need CAVBlock and they need it during the day. Every student she has mentioned this schedule to has stated the exact same thing; no one will stay.

Member Williams stated agreement with the comments made particularly having seen the numbers. It is important to compromise and hard to ignore that there may be pros and cons on both sides of this. She is pleased with the compromise in theory, but is curious about the number of students who are doing remote; if there is an indication if they would be utilizing that. There is a reason they are not coming into the building to begin with, which leaves her curious as to why we would make that compromise when that data is not available, and there is uncertainty it would impact enough students to justify losing the value of keeping it.

Principal Girzone spoke of having reviewed the video of the last meeting. He was remiss in not mentioning students will be asked to bring with them each day a fully charged personal device. Those who need one can be loaned one through the District.

In an effort to spread out the lunches as much as possible, they have opted for the ABC lunch format where groups will be divided up during their 5<sup>th</sup> or 6<sup>th</sup> period class. They opted for the three lunches on Monday through Thursday and a grab and go model on Friday. The desire was to minimize the amount of time and the number of students at any given lunch. Principal Girzone noted the school is in the process of devising the arrival and dismissal procedures.

Noted was a potential scenario where there is the Monday through Thursday block days and Friday skinny day. There will be weeks where there is not the 4 full block days; may run a run off 8 period day to allow for all classes to remain balanced with minutes.

Chairman Deurloo Babcock questioned if an orientation day is planned for 7<sup>th</sup> and 9<sup>th</sup> grade students. Principal Barnes stated the current plan is to have it on September 8<sup>th</sup>. It would be less actual time. The intent is to give the students an opportunity to step foot in the building on their own time and find their classes, which is even more important this year. Those discussions are ongoing. That information will go out to families as early as the next newsletters.

Chairman Deurloo Babcock noted high school students have received schedules, and questioned if changes are anticipated. Principal Barnes stated that would be discussed the following day. The Administrative

team will look to see what the impact will be. There certainly could be some shuffling when talking about 20% of students potentially staying remote.

Member Williams asked for clarification of the intent behind bringing a charged device, e.g., to minimize the risk of exposure. Students will not be sitting behind a computer for the entire 7 hours. There will be reduced paper product, but it will not be eliminated. Assistant Superintendent Bergskaug stated that to be correct.

Vice Chairman Solon remarked that is the opposite of what was said earlier; because of social distancing there will be students who will have to rely on their device to see presentations as they won't have clear sight of the boards.

Assistant Superintendent Bergskaug remarked there are few intents behind it; one is that we are developing Google Classroom from day 1 for all teachers. It is the same format so that we all have a high level of familiarity and preparation should we have to pivot to remote, should a student have to quarantine, etc. We want to be back in the building because we truly believe that that person-to-person communication/face-to-face learning has a ton of value. There is no way we can go paperless, but we are doing our best to minimize the use of paper.

Vice Chairman Solon remarked if you cannot do it over the screen that means the remote students cannot have access. Assistant Superintendent Bergskaug remarked were she the teacher and she were to find it would be more beneficial for her to do something on the board that she didn't necessarily pre-plan because it is in the moment/based on a question, and she really wants to get to the route of the issue, if she has a student watching remotely they are still participating in that learning.

Vice Chairman Solon questioned the student who does not have a clear view of the board because of the way a room has to be arranged. That was one of the fundamental things stated about social distancing. Assistant Superintendent Bergskaug responded she did allude to the fact that it is not optimum, but it is not that they cannot see the board. She stated they would go room by room and section by section the next day to look at who is and is not physically in the room. The intent is that everyone can view the board. If it becomes a problem, they will move to a different classroom.

Member Williams commented it will vary from classroom to classroom. She cannot articulate the number of problems that have been faced since March in her line of work, and you find a solution. It is not always the same solution for everyone. We will adjust as we go; when there is a problem we will look for a solution. It was the intent behind it that she was curious about. It cannot be black and white because every classroom, teacher, and student is different.

Vice Chairman Solon stated the need to have the option for every student to access the material through their screen whether they choose to use it personally and whether there is an alternative. Assistant Superintendent Bergskaug remarked she did not disagree but to say that every student will be logged on when they are physically present she would disagree with. Have the ability to access it on a screen, yes. Vice Chairman Solon remarked if it can be accessed by a screen, it has to be delivered to the screen. Whether they choose to access it that way or not, it has to be delivered to the screen. Unless staff is thinking along the lines of I have to make this information accessible by screen, they are going to disadvantage a notable portion of our student population. Assistant Superintendent Bergskaug responded one way it was framed is that we are planning for remote instruction and delivering it in person.

## **DELIBERATIONS**

- To see what action the Board will take regarding the Superintendent's recommendation for the Retained Fund Balance

In 2013, voters approved an Article permitting the retention of 1% of the current fiscal year's net assessment in accordance with RSA 198:4-b, II. Typically the District retains approximately \$142,000. The request this year is to retain the maximum amount permitted (\$189,000) because of the unknowns around COVID. Requests to expend from the fund go before the Budget Committee and the School Board. Some of the unknowns for FY21 are compensatory education. Although it is believed the SAU did a strong job regarding special education services, there will be a process that starts in September to identify any needs.

The District may encounter difficulties related to staff members whose children are in a hybrid situation and may choose to access the ability to take an intermittent leave. Substitute costs may increase.

Even with the requested increase in retained fund balance, the District is looking to return to the tax base approximately \$900,000. The increase in this year's budget was approximately \$600,000. Should there be increases in compensatory education expenses, the Special Education Trust Fund would be looked to first. If increases in substitute costs and/or the hiring of a teacher, he would first look to see if that could be funded within the operating budget. If unable, the contingency fund would be looked to. The UFB provides a safety net should there be an instance such as a piece of equipment failing. The request is for the fund to be retained at \$189,000 for this year.

Vice Chairman Solon noted the fund is a lapsing fund meaning the dollars do not carry over from one year to the next.

**MOTION BY MEMBER VANCOUGHNETT TO RETAIN UP TO THE SUM OF ONE HUNDRED EIGHTY NINE THOUSAND DOLLARS (\$189,000) OF SCHOOL FUND BALANCE FROM THE FY20 SCHOOL YEAR**

**MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Vice Chairman Solon noted the intent is specifically to retain the \$189,000.

**MOTION WITHDRAWN**

**MOTION BY MEMBER WILLIAMS TO RETAIN THE SUM OF ONE HUNDRED EIGHTY NINE THOUSAND DOLLARS (\$189,000) OF SCHOOL FUND BALANCE FROM THE FY20 SCHOOL YEAR**

**MOTION SECONDED BY MEMBER VANCOUGHNETT**

**MOTION CARRIED**

**6-0-0**

- To see what action the Board will take regarding the Superintendent's recommendation for the updated language regarding face coverings

**MOTION BY MEMBER WILLIAMS TO ADD TO THE RETURN TO SCHOOL BUILDING PLAN 2020-2021 THE AMENDED LANGUAGE RELATIVE TO FACE COVERINGS AND DAILY SYMPTOM MONITORING**

**MOTION SECONDED BY MEMBER WHALEN**

**MOTION CARRIED**

**5-1-0**

*Vice Chairman Solon voted in opposition*

**REPORT OUT BY PROCESS OBSERVER**

Member VanCoughnett noted the meeting ran ahead of schedule until reaching the point in the agenda where discussing the updates to the re-opening plan. There was an approximate hour long discussion on face coverings and the re-opening plan.

**NON-PUBLIC SESSION**

**MOTION BY MEMBER SOLON THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**  
**MOTION SECONDED BY MEMBER WILLIAMS**

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

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

6

Nay:

0

**MOTION CARRIED**

*The Board went into non-public session at 8:00 p.m.*

*The Board came out of non-public session at 8:11 p.m.*

**ADJOURNMENT**

**MOTION BY MEMBER BROWN TO ADJOURN  
SECONDED BY MEMBER WHALEN  
MOTION CARRIED  
6-0-0**

*The August 12, 2020 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:12 p.m.*

Date \_\_\_\_\_ Signed \_\_\_\_\_