

HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD

MAY 19, 2021

MEETING MINUTES

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, May 19, 2021, at 6:00 p.m. at the Hollis Brookline Middle School.

Holly Deurloo Babcock, Chairman, presided:

Members of the School Board Present: Beth Janine Williams, Secretary
Kate Stoll
Elizabeth Brown (arrived at 6:22 p.m.)
Tom Solon, Vice Chairman (participated electronically at 6:45 p.m.)
Cindy VanCoughnett
Krista Whalen

Members of the School Board Absent:

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Asst. Superintendent of Curriculum and Instruction
Bob Thompson, Assistant Superintendent of Student Services
Tim Girzone, Principal, Hollis Brookline Middle School
Samantha Shepard, Student Council Representative

NON-PUBLIC SESSION

MOTION BY MEMBER WHALEN THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND 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: Beth Janine Williams, Kate Stoll, Holly Deurloo Babcock, Krista Whalen,

4

Nay:

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MOTION CARRIED

The Board went into non-public session at 6:01 p.m.

The Board came out of non-public session at 6:25 p.m.

APPOINTMENT OF PROCESS OBSERVER / APPOINTMENTS BY CHAIR

Chairman Deurloo Babcock appointed Member Whalen as Process Observer.

AGENDA ADJUSTMENTS

Superintendent Corey requested a deliberative item be added providing him the authority to hire. The district is heading into a difficult hiring market. Interviews are underway, there are candidates that will be interviewing with multiple districts, and the desire is to have the ability to move forward with offers of employment without delay.

The SAU 41 Governing Board established several sub-committees for which representation is requested from the Board.

Assistant Superintendent Bergskaug will provide the Board information on the policy manual review.

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

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Superintendent Corey informed the Board of a letter of resignation received from Brian Varnell, Chemistry Teacher, Hollis Brookline High School (HBHS), effective June 30, 2021. In his letter, Mr. Varnell states he is grateful for the opportunity and has enjoyed working with the school community.

MOTION BY MEMBER WILLIAMS TO ACCEPT THE RESIGNATION OF BRIAN VARNELL AS A CHEMISTRY TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN EFFECTIVE DATE OF JUNE 30, 2021

MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

Asked if the position has been posted, Superintendent Corey indicated it has.

MOTION CARRIED

6-0-0

Superintendent Corey informed the Board of a letter of resignation received from Rebecca Bagtaz, Special Education Case Manager at the HBHS. In her letter, Ms. Bagtaz states she has been offered a position in a school district much closer to her residence.

MOTION BY MEMBER WILLIAMS TO ACCEPT THE RESIGNATION OF REBECCA BAGTAZ AS A SPECIAL EDUCATION CASE MANAGER AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN EFFECTIVE DATE OF JUNE 30, 2021

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

6-0-0

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board – **Organizational Meeting** [April 14, 2021](#)

The following amendments were offered:

Page 4, Line 29; insert “of” before “resignation”

Page 8, Line 34; insert “to” before “host”

MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED

MOTION SECONDED BY MEMBER STOLL

MOTION CARRIED

6-0-0

Hollis Brookline Cooperative School Board – **Non-Public** [April 14, 2021](#)

MOTION BY MEMBER WILLIAMS TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER STOLL

MOTION CARRIED

6-0-0

PUBLIC INPUT

Chairman Deurloo-Babcock noted, as the agenda was moving ahead of the anticipated schedule, should members(s) of the public arrive and wish to provide input, that would be permitted.

PRINCIPAL AND ATHLETIC REPORTS

Student Council

Samantha Shepard, Student Council Representative, highlighted the report provided with the agenda.

Teacher appreciation week went very smoothly. The council is working in different policy groups addressing updates to the Student Council Constitution, election process, and role descriptions. Seniors are in the home stretch and excited for prom and graduation.

Tim Girzone, Principal, Hollis Brookline Middle School, addressed the Principal and Athletic reports included with the [agenda](#).

The report provided by the Athletic Coordinator notes the spring sports season is off to a good start. The Nashua Telegraph Coach of the Year was awarded to Bob Ouellette for swimming and Joel Sanborn for ice hockey.

At the Hollis Brookline Middle School (HBMS), 101 athletes are participating across five different teams. All teams will take part in an interscholastic scrimmage with Milford (home and away meets).

Spring participation numbers show a slight decrease in participation from 2 years ago, which is consistent with what has been seen throughout the year. It is felt that when we start to return to the standard slate of sub-varsity and middle school offerings, these numbers will fall back in line with what is typically seen.

HBHS is, once again, very well represented with 28 NHIAA Scholar Athletes for the 2020-2021 school year. These are student-athletes who have maintained a B+ average or better, have participated in community service, and have played 2 or more sports in their senior year.

Principal Girzone addressed his report noting several middle school students had their artwork nominated to be displayed in the virtual NH Youth Arts Month exhibition, which took place at the Milford drive-in.

Statewide assessments were successfully conducted for 7th and 8th grade students both in-person and remote.

Interviews are being conducted for the various open positions.

Projected enrollment numbers were highlighted; current enrollment for 7th and 8th grade totals 383. For the 2021-2022 school year total enrollment is projected to be 360. Course selections are near completion.

The HBMS and HBHS are partnering with the Portsmouth Naval Shipyard for a Pop-up STEM event on May 25th. The event will include 10 different tents set up for demonstrations of differing trades that take place at the shipyard.

The HBMS is preparing for the end of year celebration (June 4th / rain date June 11th), which will include academic awards as well as planned events.

Asked about the average number of enrollments that occur during the summer, Principal Girzone remarked there are transfers out and in. Last year the result was an additional 12-15 students. Assistant Superintendent Thompson echoed it is typically 15-20 depending on the year. Assistant Superintendent Bergskaug added there are several families that opted to homeschool this year that have not communicated what their plans are.

Chairman Deurloo-Babcock congratulated Bob Ouellette and Joel Sanborn on being awarded Coach of the Year. She extended congratulations to all winter and fall athletes on their seasons.

Chairman Deurloo-Babcock remarked district policy requires the Board receive projected numbers in terms of course requests and scheduling. She suggested the matter be brought before the Policy Committee for consideration of changing the policy language to indicate the information be required by June.

Principal Girzone commented we were in a different place last year when the policy was written. Regarding how the high school takes their course requests and the middle school follows suit, they are on pace with where he would anticipate future years being.

Chairman Deurloo-Babcock stated the desire to recognize that Principal Barnes was named the New Hampshire Principal of the Year.

Principal Girzone highlighted information from Principal Barnes' report. For the National Merit Finalist, of the 1.5 million entrants some 50,000 with the highest PSAT/NMSQT Selection Index scores qualify for recognition in the National Merit Scholarship Program. Kai Jimeno, class of 2021, has been named as a finalist from an elite pool of around 15,000 of the original 1.5 million entrants.

The Prom will take place at Beaver Brook on May 21st (rain date May 22nd). Class Awards Day is June 9th. Senior Awards Night will be conducted on June 9th on the Lacrosse field. Graduation is set for June 12th at 10:00 a.m. (rain date June 13th).

- Construction of Master Schedule – Update

Projections for average enrollment numbers across all sections and courses throughout the building have been identified. Principal Girzone stated the desire to walk the Board through the thought process that went into the schedule prior to the information being put into PowerSchool.

Engineering Department

The HBHS has seen steady growth in the program. The goal moving forward is to add an additional Project Lead the Way Engineering course. It is suggested a wider range of Project Lead the Way courses could be offered for either an entry level or Capstone course for students particularly interested in that field. The teacher is currently teaching one math section. There is the potential for the need to increase the current .83 position in math.

English Department

Noted were the Journalism 1 and 2 enrollment numbers (24 and 7). Journalism 1 will run in semester 1 and Journalism 1 and 2 will be combined into one section as a semester 2 course.

Regarding College Comp. enrollment (25), the goal is to run two sections. A single section of 25 was considered. It is a course offered for college credit. Offering 2 sections prevents students from not getting into the course, which could potentially be our community college bound students needing that course for credit. The intent was to ensure that opportunity is provided. That class is typically capped at 20 because of the large amount of writing that takes place.

As Vice Chairman Tom Solon was participating electronically, in accordance with the Right to Know Law, Chairman Deurloo Babcock requested he state, for the record; where he was, why his attendance in person was not reasonably practical, who, if anyone, was with him, and whether or not he was able to hear the proceedings.

Vice Chairman Solon responded he was out of state, his attendance in person was not reasonably practical given his location, he was alone in the room he was in, and could hear the proceedings.

Chairman Deurloo Babcock stated, for the record, those present at the meeting were able to hear Vice Chairman Solon and reminded the Board all votes would be taken by Roll Call.

Family Consumer Science

These are free choice electives. Enrollment numbers are healthy. They do run at max sections. Upper classmen are prioritized for enrollment. For example, a section of 48.5 students in Foods & Nutrition 2 will not be run; those are often freshmen who will have the opportunity to take that class at some point during their 4 years.

Math

The accelerated Algebra II numbers are upwards of 24 on average. It was reduced to 2 sections so that the standard Algebra II sections have a better teacher/student ratio.

The Running Start Algebra II sections will be at 18. It is often a natural progression for students who come from the Algebra IA freshman year, Algebra 1B sophomore year, and General Geometry in the junior year. Those numbers are typically capped around 15. It was felt a class size of 18 for what is typically a junior/senior class was a good target number.

P.E./Wellness

We currently have a 1.0 position open in P.E. as well as a 0.6 position. Numbers depicted for class size assume those positions will be filled. Current course request would support a 0.4 increase to the current 0.6 position. Section sizes of 39, 45, and 47 will not be run at that size; will prioritize upper classmen.

For wellness classes, the number of students is divided by the 10 sections.

Science

Noted was that AP Physics II (enrollment; 13) is a singleton course. If not offered, there are no other options within the building. The desire is to offer this class for students particularly interested in this field.

The AP Environmental Science enrollment number for the current year was 35. Two sections were run. In the coming year, requests have totaled 45. This is a more accessible option for students seeking an AP science course. Three sections will be run.

The Honors Anatomy & Physiology course has received 29 requests for enrollment. The decision was made for two sections. If creating a single section, it would create a similar circumstance where we would be boxing out about 5 students from having this as an option with science courses being capped at 24.

Social Studies

The AP Psychology class sections are at about 24/section, which is a little larger than was the case this year. Requests have increased and the decision was made to stay at 4 sections, which allowed for an increase in the number of freshmen U.S. History classes (increased to 11 sections). It was felt, for this heterogeneously grouped course, 19.3 students/section was a more beneficial number for every student who takes that required course.

Visual & Performing Arts

Concert Band (every other day class) is run with two sections of 13 instead of one section of 26. With the current COVID guidelines around performing arts and music, the intent was to avoid a situation with 26 students (could not perform pieces in one ensemble). The number of 13 is lower than the target, and is not ideal, but the decision was reached not knowing where COVID guidelines will end up.

The Improv Theatre II numbers are significantly low; however, history has shown it will typically fill in after schedules run. Improv I is a prerequisite. Acting II is not running. What will likely be seen is an increase in the number of requests for Improve II when scheduling occurs. The same is true for Guitar II. Guitar I is a prerequisite for Guitar II.

AP Studio Art is running with 6 students but is embedded into Drawing and Drawing 2. Although, at first glance, those sections appear to be 6 students in a class it will be 18 or 19 students/section.

World Language

Opted to run two sections of Latin II with 14 students/section. This is almost a full retention of the current juniors who are taking Latin I. They looked at the students currently taking Latin I with the goal of retaining them for their senior year, and the increase in enrollments from this year's Latin II. The goal is to build that program up, and in support of that, it was felt that offering a second section would help that cause.

The 0.4 French position was added last year; 0.2 at the middle school and 0.2 at the high school. The idea is, for that cohort of students at the middle school, offering three sections of 7th grade and three sections of 8th grade each year prevents that every other year scenario where the French IV has a low enrollment number. We are not quite there yet, but the 0.2 French position will be utilized within the World Language department by adding another section of Spanish I.

Spanish I numbers are targeted at four sections. If only running three sections of Spanish I and one section of French I, all our entry level language courses would be at capacity to start the year. Adding a section of French I was considered, but that would create two small sections at 13 each instead of adding a section of Spanish I (18.3/section). Spanish is also a more common choice for any freshmen who might move into the district.

AP French will run (every other year) with one section of 8 students. This cohort of students is an example of a year where there were only 2 sections of 7th grade Spanish. At the middle school 6 sections (three 7th grade and three 8th grade) were taught this year. That will follow suit in the coming years at the high school.

Member Stoll asked for clarification on some of the electives, e.g., Human Relations has 35 requests with a single section at 22. Principal Girzone stated the class will run at 22 and upper classmen will be prioritized.

Chairman Deurloo-Babcock noted mention of P.E. and 1.6 teachers. It is felt there are enough requests to justify 2 Full Time Equivalent (FTEs). Principal Girzone responded the number of requests is great. Chairman Deurloo-Babcock spoke of the alternative credit system for students who participate in sports and asked for clarification that every student who needs a P.E. class will be able to participate. Principal Girzone stated the freshmen wellness fitness class captures .5 of the 1 credit required by the State. After the freshmen year, they need 1 semester in any one of the electives. Those students would be prioritized to get one of those classes.

Chairman Deurloo-Babcock remarked with this situation it was a common class to take your sophomore year. Principal Girzone noted there used to be a sophomore P.E. class. Asked if the priority is to get seniors in who need the requirements, but also to meet the needs of our students, Principal Girzone responded seniors needing .5 P.E. credit would be prioritized.

Assistant Superintendent Bergskaug noted before schedules are released, councilors are instructed to review all their senior schedules.

Chairman Deurloo-Babcock commented she feels as though the Social Studies numbers are always a little on the high side. AP Psychology is a little tight, and she feels it was the right decision to reduce the number of U.S. History classes. By adding a section of History you have to take away from AP Psychology, but that is tight. AP U.S. History is at 24, which is on the high side should there be any move-ins or transfers. Legal Studies with 2 sections, which is an elective, is 23. Some students will have to be dropped from Sociology. It is a department that, as we look toward staffing, considerations could be made for that. She remarked she will always make a case for ensuring support of AP Studio Art because for many of our students who take it, it is directly related to what they will be taking in college.

Member Stoll agreed with the remarks around Social Studies. The numbers around Sociology and AP Psychology are high. Those classes involve a lot of writing, etc. Principal Girzone noted the increase in the

second semester of Civics from 4 to 5 sections. That is why the Sociology number is high as you take from one to give to the other. Chairman Deurloo-Babcock noted the sociology classes will be run at 25. Ten requests will not be able to be accommodated, but it is an elective. As we look at trends, we need to consider this.

Member Brown commented the number of requests for French seems to be getting smaller (Capstone). She questioned if AP French is an option through VLACS and was informed it is not. Chairman Deurloo-Babcock noted the drop that is seen each year from Honors French to AP French.

Vice Chairman Solon questioned at what point the realities of scheduling kick in so that it is known how close they are to balancing sections. Principal Girzone stated the end product that is presented to the Board in October is the final product. Changes take place; there will be seniors who opt not to take the advance class at the start of the day or choose to do a VLACS class or an ELO instead. Suddenly you go from a number of 14 to 11. That will draw attention when originally the number was 14.5 and made a lot of sense; had it not it would have been 28. By the end of the current school year/beginning of July the scheduling process will be in place, but he cannot say that there would not be additional changes once the school year gets underway and schedules get released. When schedules are released in the summer, he believes students will also say, for different reasons, that they want to make course request change. School counselors have contracted days during the summer that they meet with students regularly.

Vice Chairman Solon questioned how it would be addressed if having a situation where there are say 30 requests, the decision made to run two sections, and at some point, with scheduling, the only way that those 30 students can get that class is to put 22 in one section and 8 in another. Principal Girzone remarked there are literally thousands of schedules that get run through PowerSchool to avoid that sort of imbalance. What you will see is, with the best of intentions, staying as close to that middle number as possible and scheduling things based on experience, at the appropriate time during the day, opposite other similar classes that might be taken by that college-bound student who needs particular classes. There is a lot that goes into avoiding that situation at least out of the gate when the schedule is created by PowerSchool. It is the human element that happens after that is where you will see some numbers move away from that median more so than through the scheduling process.

Vice Chairman Solon asked if students request more than they can take resulting in 1st, 2nd, and 3rd choices for PowerSchool to use when doing that balancing. How do you treat a situation where there is an imbalance that makes for an undesirably low section? Principal Girzone responded there are lots of reapplications of the schedule to try and make it work. The number of conflicts is low. Typically it is with the higher-end elective courses that are single courses. There are more than 7 AP classes offered in the building. You cannot take every AP course possible because it would overlap at some point with another in a given period.

Vice Chairman Solon asked, if coming out of that process, the best solution ends up with some sections that are of a size that is low enough that had it been the original projected enrollment the class would not have been authorized, do you revisit the question of keeping that section or just live with it? Principal Girzone stated were there absolutely no solution to it, it would be something, per policy, that he would bring to the SAU along with an explanation of the outcome of each option.

Vice Chairman Solon questioned if the current projection balances completely with current staffing, except for the positions yet to be filled. Principal Girzone stated that to be the case. Vice Chairman Solon asked, understanding you will not be able to give everyone what they want as there are some cases where requests exceed class number and sizes, but in terms of target sections offered, does that align with current staffing? Assistant Superintendent Bergskaug responded yes and no; if you look at target sections offered, to Principal Girzone's point earlier, we could increase the number of sections for P.E. to offer the target size that we typically offer, but we will not, based on staffing levels. Vice Chairman Solon noted P.E. has a low number of sections offered resulting in high enrollment. He thought the sections offered was already scaled to staff and

was simply looking to confirm that. Assistant Superintendent Bergskaug stated yes, it is scaled to staff. If you were to look at how many sections the suggested number would be, it would include increasing staff. The overall numbers ended up being fine, but people did not get their favorite classes to teach because decisions had to be made based on what the student requests are and what makes most sense.

To the point made by Chairman Deurloo-Babcock around the high numbers for social studies, could that have warranted increased staffing that was not budgeted for, potentially. Decisions were made to meet the existing staffing levels.

Member Brown questioned if there is a sense of why there are so many requests for P.E. that we cannot accommodate.

Member VanCoughnett responded we lowered staff; we had three FTE previously and are now down to 1.6 FTE. Member Brown stated that was cut back with the belief the policy change in allowing students to receive the alternate credit would reduce the demand. Assistant Superintendent Bergskaug stated there to be the potential that we said no to non-freshmen this year because of COVID and hoped that they would have an alternative credit source. It is hard to say but looking at the request there is more than the 1.6 FTE can accommodate, but that may just be an anomaly since we are 1.0 FTE this year.

Member Brown questioned if there are students who basically need an unstructured hour in their day to do something that is social. We have had a couple of tough school years. A 0.4 FTE P.E. teacher is not the most expensive thing in our budget, and it may be less expensive than trying to deal with other social and emotional needs that might be able to be fulfilled by an hour of walking in the woods or hitting a ball. Superintendent Corey agreed. Principal Girzone will complete the process and if there is a section or something that is not budgeted then it becomes the Superintendent's problem to see if it can be funded to meet the students' requests. One of the questions he would have of the Principal is how many of those students signing up are also athletes that could be getting their credit through their sport. Given we are almost 4 months away, it is not that expensive to find that in the budget. The more expensive part is the benefit side of a full-time position. Should Principal Girzone come back with a need whether it be for math or some other section, they will look to the potential of funding that in the budget.

Member Brown questioned if it would have to be an FTE position, e.g., if able to fill the 0.6 position and were successful in hiring a 0.4 FTE or 0.2 FTE.

Member Williams echoed the remarks and questioned how many of our student athletes take advantage of earning that alternative credit and how well known that process is. Assistant Superintendent Bergskaug suggested it is a good question to ask because there is probably, to some degree, a lack of knowledge. That information will be gathered and available for the June meeting.

Chairman Deurloo-Babcock commented on the process and how it provides an understanding for why sorting the spreadsheet by class size in October is not always the most effective way of understanding what our classes are. There are instances where the number of requests for enrollment result in multiple sections that may result in one of the sections being on the smaller side. We are meeting the needs of our students. A teacher who teaches two sections of AP U.S. History for example is combining the efforts for both of those classes. It does not matter if it is 20 in one and 10 in the other, you still needed the two sections.

Vice Chairman Solon remarked it is also important to understand this list is structured to optimize the utilization of our staff. If you have got the staff and they are available to teach, what is the value of eliminating a single class just because it is small, and have the teacher doing something that may not be optimum for the school.

Member Stoll commented the opposite of the students who are getting their P.E. credit in sports and in school because they need that extra time are the sophomores who really have a lot of angst around P.E. and really do not want to take that extra half credit. If they are not getting it when they are a sophomore that angst increases every year when they are just trying to get a class to get the credit that they need to graduate.

Member VanCoughnett provided the example of Personal Finance where three sections will be run at a maximum of 25/section and asked if the district has ever shifted a class completely out of the schedule. Assistant Superintendent Bergskaug stated she could not answer for the time beyond her five years in her current position. The challenge is that contracts are out, we are paying employees for full time. What would we put in place of that? It would also most likely have to be something quasi related to their area of certification.

Vice Chairman Solon noted conversations around the experiences with mixed mode and remote learning clearly make other options available. The two extremes are for students who really want to take something that we do not have room for, allowing them to do remote learning on campus whether through VLACS or some other approved method where they just go to the room and log on without having to be remote from the school, and the opposite is true. We have talked about the fact that we now know that our staff is very accomplished at teaching remotely and the possibility of offering openings to our other schools in the area that might have students that for instance want to get an AP course that is not offered in their school where we might have a small enrolled class. He questioned if the district is any closer to the reality of either of those options.

Superintendent Corey stated discussions have been occurring between the Principals. Principal Barnes has been participating with his colleagues from the south-central region around the potential of sharing those type of offerings. There is staff with particular expertise that is not always available at each school. That is one option out there. In some ways we have to start to look beyond the traditional school day for some of our courses. There would likely be a group of students who would be willing to take a course that began at 2:30 p.m. Another cost-effective approach is if there is an offering that we cannot make a reality then we need to look at it in some sort of hybrid form because it could occur outside the normal school day and could potentially be very cost effective because you could be paying a teacher for an added section of that course instead of a different stipend. That would allow for offering a course at 6:00 p.m. for someone who wants to teach remotely. In the internal discussions, there have been a lot of things that have happened during COVID that will allow greater flexibility as we move into the future, and we just need to start refining them and taking advantage of them.

Vice Chairman Solon requested an upcoming meeting agenda include discussion around what the Board needs to do to promote this. Superintendent Corey stated he would not be opposed to that and would suggest finding one or two small ways to start and grow from there. It could be that there is a remote component of your own high school that exists on a more permanent basis. There was a small group of students who excelled in this environment.

DISCUSSION

- FY21 Revenue and Expense Report

During the last meeting, Superintendent Corey questioned the will of the Board regarding use of the Unreserved Fund Balance to address needed maintenance items. The request was made for additional information. Kelly Seeley, Business Administrator, provided an update (included with agenda) and the Revenue and Expense Report. Projected, as of 5-7-21, is an FY21 Unassigned Fund Balance (UFB) of \$1,724,647. There are four major areas where savings were achieved; transportation (result of COVID), co-curricular program (result of COVID), special education (because of the way many of the services have been delivered), and regular education. Reducing from that balance allocations to the Athletic Trust Fund (\$50,000), Maintenance Trust Fund (\$115,000) and the Retained Fund Balance (\$180,760) results in a projected fund balance of \$1,378,706.

Taxpayers are seeing reduced revenue from the State because of budget decisions at that level. Were the funds remaining returned to the tax base it would lessen the amount that has to be raised through taxes for the coming year.

Referring to the document titled “Proposed Use of Anticipated Year End Fund Balance”, Superintendent Corey noted the first new item (\$30,000) listed, which is included in the document but not recommended to be addressed at this time. The item proposes a review of COOP facilities as we start to prepare for an enrollment spike. A study is presently being conducted in the Brookline School District. If the desire of the Board at some point in the next fiscal year, the company conducting the study in Brookline can expand the study to include the COOP. The study would look at projected enrollments, facilities, recommendations around energy, items requiring updates, etc. The desire was for the Board to be aware of that as it will most likely occur at some level even if the decision is not to fund the anticipated \$30,000 cost. The company offers a free component where they do the study first with the desire of getting themselves to a contract and the eventual mix were a bond to be passed as an outcome.

The next item is the HBHS Tech Plan (year 3) (\$115,174). The overall plan has been approved by the Board and the Budget Committee. The cost for year 3 is anticipated for FY23. If funded through this means, technology will be made available sooner than anticipated and would reduce the expense from the FY23 budget.

The largest, most expensive phase of the roofs is the oldest section of the HBHS, which is included in the Capital Improvement Plan (CIP) for FY23 at a cost of \$195,000. Roof repairs were broken down into sections to avoid going to a bond and as a means of breaking free from the scenario where the entirety of the roof needs to be fixed at once. The result is a steady dollar amount allocated to roofing based on the CIP, which avoids fluctuations in the budget/tax rate. Also planned for FY23 is the oldest section of the HBMS roof (\$100,000). Those items, categorized as Priority #1, total \$440,174. Priority #2 includes Phase II of the HBMS window replacement (\$80,000 in CIP for FY23). Priority #3 addresses paving projects that include several sections at the HBMS (\$60,000 - FY23), the complete circular drive/expansion at the HBHS (\$60,000 - FY23), dirt teacher’s lot at HBHS (\$150,000 - FY24), and HBHS back lot (\$300,000 - FY25). Total of Priority #3 is \$570,000. Priority #4 includes the main office security renovation at the HBHS (\$86,000 - FY23). Total of all items identified is \$1,176,174.

Superintendent Corey remarked when looking at the UFB it is through the lens of what we are potentially returning to the tax base from the Hollis School District, the Brookline School District, and the COOP School District. Each of the elementary districts are looking to encumber funds for projects. In Hollis, the Board has encumbered \$300,000 to address a heating component requiring enhancement. In Brookline, that discussion occurs next week. At the COOP, he sees the need of the balancing act. When looking at the priorities, his recommendation would be to move forward with the Tech Plan Year 3 as that gets equipment to students. He believes the Board should look at the next major section of roofing (\$195,000). If encumbering the funds we could look to get the work done this summer, if possible. The third area is the circular drive expansion (\$60,000). He sees these as the three biggest areas where headway and balance can be achieved. The total of those items is \$370,174, which would allow for returning over a million dollars to the tax base. It is believed the UFB has the potential to continue to increase by year end.

The older roof section would likely be in the Maintenance Trust in this year's coming budget, which would allow the requests for the Maintenance Trust to remain steady.

There had been discussions of considering a bond. He cautioned a million dollars is not a significant number to be bonding. There is the potential, if enrollment goes as projected, that we could be looking at needing a bond for a facility at the COOP, e.g., potential addition at the middle or high school. We are starting to see this enrollment creep. In Brookline, the Kindergarten and grade 1 numbers are up. In Hollis, he is seeing the highest enrollment in kindergarten since his time in the district. The difficulty is in trying to determine if this will be an enrollment bump (2 or 3 years) or the new normal.

Although an item was included under Deliberations, action is not required until the June timeframe so that formal Board action would be available for the auditors.

Member Whalen stated she does not support bonding maintenance items. She does not see it as fair to the taxpayers to put maintenance items out on a bond and risk the bond request not passing resulting in maintenance going unaddressed for an additional period of time. She is uncertain if the Town of Hollis should take on the responsibility of 70% of a maintenance item. She questioned if there is any idea what Hollis or Brookline will be returning to the taxpayer. Superintendent Corey stated their UFBs are typically much lower than that of the COOP district. Hollis will likely return between \$100,000 and \$200,000 and Brookline's UFB is projected to be around \$175,000. The other piece of note is that Brookline, for the first time, supported the article around retained fund balance. They will be able to retain approx. \$110,000.

Chairman Deurloo-Babcock spoke of a communication received from the Chairman of the Budget Committee. She reminded the Board when the FY22 budget was presented at the COOP Annual Meeting, she presented a \$650,000 UFB. Although there were no promises made, there was conversation around returning that amount to the tax base. Asked what the position of the Budget Committee is, Chairman Deurloo-Babcock noted the Budget Committee has not met since the time of the COOP Annual Meeting and has not weighed in on the proposed encumbrances.

Member Brown noted, even if returning the \$650,000 there would remain \$526,174, which exceeds the cost of the items recommended by the Superintendent. She stated she wholeheartedly agrees with not bonding roof repairs. She questioned if it is known whether the equipment desired for year 3 of the tech plan can be obtained. Superintendent Corey stated there would be some potential delays. He would anticipate receipt some time in December/January.

Member Brown questioned availability of contractors. She would also like confirmation that the estimates received previously remain valid and materials are available.

Superintendent Corey remarked, in terms of the roof, approving the request would allow the funding to be encumbered. If unable to get the work done this summer, the district could enter a contract to have the work done next spring rather than waiting to see if the budget passes in March of next year and starting the bid process then. One of the big issues is getting ahead of the contract season. He spoke of a major project starting this summer in Hollis and the ability to secure all needed services and vendors. The Administration has been working regularly with roofers, and because of the phased approach, they know they are going to have regular work and will work hard to stay in that cycle if the winning bidder.

Member Brown suggested addressing all items listed under Priority #3 at the same time believing there to be economies of scale that could be achieved and that doing so would be less disruptive.

Member Williams stated agreement with the comments made. She does not like the approach of bonding maintenance items. She too expressed concern with the potential for cost increases. Superintendent Corey responded there has been a slight increase in technology costs, which seem to be heading back down. Costs are up tremendously for items such as plywood. Ms. Seeley will be asked to investigate how recent the quote is for the roofing projects.

Assistant Superintendent Bergskaug stated the tech plan that was presented to the Board two years ago was at \$104,174. Ms. Seeley recalculated year 3 with the cost that was just paid.

Member Williams questioned the number of roof sections and life expectancy. Superintendent Corey responded the life expectancy is between 20-40 years. He stated his belief the HBHS was divided into 7 sections. He was uncertain of the number of sections at the HBMS.

Member Williams stated her belief a study of enrollment is a high priority. With the potential for housing development in Brookline, an enrollment increase could happen quickly.

Member VanCoughnett stated her support for funding the tech plan and the main office security renovation. She asked for a sense of the Board as to whether a bond would be considered. Chairman Deurloo-Babcock stated she has heard Members Williams, Brown, and Whalen all indicate they are not supportive of that. She personally would not want to see the Board fund maintenance items with a bond. She is concerned due to enrollment issues and because the high school has always been too small. She would rather see the Board look to bond in the future after a facilities study identifies what is needed. She is of the opinion the dirt teacher's lot should be on hold until that is figured out.

Member VanCoughnett stated her belief providing the Budget Committee with a sense of the Board may have them look at this request through different lenses. Asked for her opinion, she stated agreement with not bonding maintenance items. She does not see Hollis taking on the larger responsibility. The items on the list have continually been kicked down the road. There is no guarantee a bond would pass. If not passing, the items would continue to be delayed.

Member Stoll stated she does not believe a bond is necessary to address maintenance items. She would like to address some of the items proposed and would be supportive of items that impact students first.

Chairman Deurloo-Babcock questioned if moving to year 3 of the Tech Plan, would the rotation of tech items be impacted, and the district be put in a position of having to replace year 3 items at the same time as year 2 items. Assistant Superintendent Bergskaug commented some of year 2 items that were budgeted for were pre-purchased with grant funds that became available due to COVID.

Member Brown commented she does not believe there is the need to be concerned with returning the entirety of the UFB. She suggested taking guidance from the Hollis School District, which is spending upwards of 75% of the UFB. If we get anywhere near the 50% mark, we should do it unapologetically. The paving, the need for the additional lane at the HBHS, and the safety issues will all impact students.

Vice Chairman Solon clarified he has been in support of bonding these items. The main reason being the long lifespan of the items, e.g., roofing, paving. They are not like an expense that creeps up on you and they depreciate over a long period of time, which he believes to be consistent with bonding. He does not believe it useful to bond a small item, but cumulatively, there is over a million dollars' worth of projects identified. Recognizing he is in the minority in his view, he requested the cost be spread along a time period as was originally proposed so that it is not a small window of taxpayers that contribute to these expenses. He believes the highest priority to be getting a handle on the impact of expected enrollment increases. He would like to see an analysis done with a variety of projections that identify steps that need to be taken when certain milestones are reached. It should include recognition of what took place this past year regarding proposals for a facility in Brookline and keep that on the table but in ownership of the COOP.

He stated support of the tech plan being brought forward and utilizing UFB to cover the cost as well as the next phase of the HBHS roof so long as the schedule for the future sections does not get further compressed as well. If window replacement has a reasonable return on investment regarding energy efficiency, it may be best to get that done as quickly as possible. Paving is more of an uncertainty for him given the number of moving parts. He would hate to see an area paved and later dug up. He would like to understand the thought process of near-term facility changes that might be required. In general, what the Superintendent has proposed makes sense with the caveat that we understand where we think we are headed in the near future.

Member Stoll questioned if it is understood what economies of scale could be achieved through efficiencies such as conducting all the identified paving projects simultaneously. Superintendent Corey stated he would look to have that information for the June meeting. He will also look to obtain information on the potential cost savings/payback associated with window replacement. He will confirm with the Business Administrator the quoted cost for the roof section.

Chairman Deurloo-Babcock requested additional information be sought on what would be included in the study at the anticipated \$30,000 cost.

Vice Chairman Solon spoke of the paving noting even the smaller projects are good size. He does not believe all the work could be done at one time, and that after the machinery has been onsite for a week's time you have reached your economies of scale.

Chairman Deurloo-Babcock stated her sense there is the appetite to address some of the items, but there are differing opinions as to which ones. She did not get the sense that members want to spend the entirety of the UFB. It does not seem the Board is in favor of bonding most of these items.

- Committee Assignments

Chairman Deurloo-Babcock stated her appointments to be as follows:

	<u>Liaison(s)</u>	<u>Alternate(s)</u>
Policy Committee:	Beth Janine Williams (Chair) Holly Deurloo-Babcock/Elizabeth Brown	
Budget Committee:	Cindy VanCoughnett	
Signers of Manifests:	Kate Stoll/Beth Janine Williams	Cindy VanCoughnett
SAU 41 Budget Sub-Cmte.:	Krista Whalen	
SAU 41 Policy Committee:	Cindy VanCoughnett	
RSEC:	Krista Whalen	
HB Elevates	Tom Solon	
Instruct. Practices Steering Cmte.:	Holly Deurloo-Babcock/Tom Solon/Krista Whalen	
Weighting Sub-Committee:	Elizabeth Brown/Holly Deurloo-Babcock	
Grading & Assessment Sub-Cmte.:	Krista Whalen/Beth Janine Williams	
SAU 41 Admin. Compensation:	Kate Stoll	
SAU 41 Benefits Working Group:	Tom Solon	
SAU 41 Rent/Lease Fac. Sub-Cmte:	Elizabeth Brown	

POLICY UPDATE

Assistant Superintendent Bergskaug spoke of prior discussion around sending district policies to the New Hampshire School Board Association for review. The district is on the wait list for the summer of 2022. However, the NHSBA is doing a review of the list of policies for all 4 districts against the last updated date. They will identify areas that we need to look at based on changes in law. When asked when the pre-scan information might be received, she indicated that would likely be provided by July.

DELIBERATIONS

- To see what action the Board will take regarding policy **JLCJ** – Concussion and Head Injuries
1st Reading: 3-17-21 (as amended)
2nd Reading: 4-14-21
Given its third reading;

MOTION BY MEMBER STOLL TO ACCEPT THE THIRD READING AND ADOPT POLICY JLCJ – CONCUSSION AND HEAD INJURIES, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Member Williams noted Section B – Duty to Report has been amended to read: “All District employees shall report any accident or incident which involves a student head injury. The report shall be filed in the same manner provided under Board policy EBBB as for that of any accident requiring first aid. Additionally, Teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks that the teacher believes may be related to concussion. The school nurse will notify the student's parents or guardians.”

There had been discussion of making the words match, e.g., shall versus should. By definition “shall” is mandatory. The one that was more questionable was the third sentence that begins “Additionally, Teachers

should....". It was amended to "will", but the Policy Committee recommends the word "should". The consensus was that we cannot require this to be done. It is a perception. If we are trying to require something that is a potential perception, who would be following up on it, what would happen if people do not, etc. It was felt the word "should" was most appropriate.

Member Stoll questioned why the word "shall" was not used in the last sentence. Chairman Deurloo-Babcock commented "will" and "shall" have the same meaning. Most of the language was straight from the NHSBA recommendation.

Member Brown commented she is not concerned with the use of "will" in the last sentence. She had been concerned with giving teachers a mandatory requirement to do something she thought was subjective. She is agreeable to the language as proposed.

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

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

7

Nay:

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MOTION CARRIED

- To see what action the Board will take regarding policy **JICD** – Student Discipline and Due Process
Given its first reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY JICD –
STUDENT DISCIPLINE AND DUE PROCESS, AS PRESENTED
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Assistant Superintendent Bergskaug stated the Policy Committee reviewed the existing policy and has proposed some necessary changes. The title had "due process" in it. The district had a separate due process policy that was recommended. The language was incorporated. The bulk of the changes were in the identification and defining of what certain pieces are, e.g., what does it mean to be removed from the classroom, what detention means, etc.

Vice Chairman Solon suggested replacing "his/her" with "their". He requested the policy be reviewed by legal counsel prior to adoption. He would like to ensure references to State RSAs are accurate, and that the policy is not overly constrained to RSA.

In the third paragraph under Section IV, insert "and" before "will be made available". Delete "At all times," at the start of the last paragraph on the first page.

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

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

7

Nay:

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MOTION CARRIED

- To see what action the Board will take regarding policy **JLF** – Reporting of Child Abuse and Neglect
Given its first reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY JLF –
REPORTING OF CHILD ABUSE AND NEGLECT, AS PRESENTED
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Chairman Deurloo-Babcock stated the Policy Committee worked to ensure inclusion of language “designated volunteers, and contracted services providers”. Added was language identifying steps already taken by the district, e.g., sign posted within the school that is readily visible to students, etc.

Member Brown suggested the word “notify” be reconsidered.

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

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

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Nay:

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MOTION CARRIED

- To see what action the Board will take regarding policy **BCA** – Board Member Code of Ethics

**MOTION BY MEMBER WILLIAMS THAT THE BOARD, BY ROLL CALL, STATE AGREEMENT
TO ADHERE TO POLICY BCA – BOARD MEMBER CODE OF ETHICS
MOTION SECONDED BY MEMBER WHALEN**

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

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

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Nay:

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MOTION CARRIED

- To see what action the Board will take regarding policy **DFA** – Investments

The Board was informed of the State requirement to review the policy on a yearly basis. The intent is to provide an opportunity, at least yearly, to consider investments. In large districts that receive tax dollars in a single transfer, there may be a decision to invest as a means of generating revenue. As identified within the current policy, the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, is authorized to invest the funds of the district subject to specified objectives and standards of care.

MOTION BY MEMBER WILLIAMS TO ADOPT POLICY DFA - INVESTMENTS
MOTION SECONDED BY MEMBER STOLL

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

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

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Nay:

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MOTION CARRIED

- To see what action the Board will take regarding the Superintendent's Recommendation for Administrative and non-union compensation

MOTION BY MEMBER WILLIAMS TO APPROVE THE SUPERINTENDENT'S
RECOMMENDATION FOR ADMINISTRATIVE AND NON-UNION COMPENSATION
MOTION SECONDED BY MEMBER STOLL

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

Yea: Beth Janine Williams, Kate Stoll, Holly Deurloo Babcock, Krista Whalen, Cindy VanCoughnett

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Nay:

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MOTION CARRIED

Members Brown and Solon Abstained

- To see what action the Board will take regarding the committee assignments set forth by the Chairman

MOTION BY MEMBER WILLIAMS TO APPROVE THE APPOINTMENTS AS STATED
MOTION SECONDED BY MEMBER STOLL

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

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

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Nay:

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MOTION CARRIED

- To see what action the Board will take regarding the annual authorization of the School Board Chair, to sign on behalf of the Board, the General Assurances FY 2022

MOTION BY MEMBER WILLIAMS TO AUTHORIZE THE BOARD CHAIRMAN TO REPRESENT THE SCHOOL BOARD, AND ACKNOWLEDGE THAT THE SUPERINTENDENT HAS CONSULTED WITH ALL MEMBERS OF THE SCHOOL BOARD, IN FURTHERANCE OF THE SCHOOL BOARD'S OBLIGATIONS, INCLUDING THOSE ENUMERATED IN [RSA 189:1-A](#), AND PURSUANT TO THE SCHOOL BOARD'S OVERSIGHT OF FEDERAL FUNDS THE DISTRICT WILL BE RECEIVING AND OF THE GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN SAID FEDERAL PROGRAMS
MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

Asked if he was comfortable having this responsibility and authority, Superintendent Corey stated he is.

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

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

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Nay:

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MOTION CARRIED

MOTION BY MEMBER WILLIAMS TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF UNTIL THE SEPTEMBER BOARD MEETING
MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Vice Chairman Solon questioned why this request was before the Board in May when it is traditionally addressed at the June meeting.

Superintendent Corey spoke of heading into a difficult hiring market. There are candidates that will be interviewing with multiple districts, and the desire is to have the ability to move forward with offers of employment without delay.

Superintendent Corey noted the Board would be informed of any such action(s) at its next meeting.

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

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

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Nay:

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MOTION CARRIED

HOLLIS BROOKLINE HIGHLIGHTS

The 2021 HBMS Drama Club’s presentation “The Virtual Family” on Video on Demand continues through Friday, May 21st (11:00 pm).

Member Williams commented on being pleased with being able to see the middle school sports teams in action.

Chairman Deurloo-Babcock wished students a safe and healthy prom.

Member Stoll expressed gratitude for the donation of funds for the senior graduation signs and those who drove around delivering them.

REPORT OUT BY PROCESS OBSERVER

Member Whalen spoke of being pleased with the discussions that took place, and progress with policy work.

ADJOURNMENT

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

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

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

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Nay:

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MOTION CARRIED

The May 19, 2021, meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:50 p.m.

Date _____ Signed _____