

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD  
MAY 17, 2017  
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, May 17, 2017 at 6:08 p.m. at the Hollis/Brookline Middle School Library.

Chairman, Elizabeth Brown presided;

Members of the Board present:           Cindy VanCoughnett, Vice Chairman  
  Melanie Levesque, Secretary  
  Christopher Adams  
  Holly Deurloo Babcock  
  Tom Solon  
  Krista Whalen

Members of the Board Absent:

Also in Attendance:                         Andrew Corey, Superintendent  
  Linda Sherwood, Assistant Business Administrator  
  Rick Barnes, Principal, Hollis Brookline High School  
  Bob Thompson, Principal, Hollis Brookline Middle School  
  Erin Moynahan, Sophomore Class Representative, Hollis Brookline High School

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Chairman Brown expressed sincere condolences to the Bazemore family at the loss of their daughter. It is a loss the whole community is experiencing this week. She expressed, on behalf of the Board, sincere appreciation for all of the time and effort the Administrative staff, Guidance Counselors, and Teachers have all spent this week really wrapping their arms around our students. All that they have done and will continue to do in the coming weeks is truly appreciated.

APPOINTMENT OF PROCESS OBSERVER

Chairman Brown appointed Melanie Levesque to serve as Process Observer.

AGENDA ADJUSTMENTS

*A request was made that the agenda be adjusted to include the following items as the first to appear under Deliberations:*

- To see what action the Board will take regarding the request to expend from the Athletic Expendable Trust Fund.
- To see what action the Board will take regarding legalizing, ratifying, and confirming all actions, votes, and proceedings of the March 21, 2017 elections, in accordance with HB329.

**MOTION BY MEMBER ADAMS TO AMEND THE AGENDA AS REQUESTED**  
**MOTION SECONDED BY MEMBER WHALEN**  
**MOTION CARRIED**  
**7-0-0**

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board . . . . . April 19, 2017

*The following amendments were offered:*

- Page 1, Line 47; replace “recorder” with “recorded”
- Page 5, Line 27; replace “provide” with “provided”
- Page 8, Line 29; insert “as a need” after “That was identified”

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

**MOTION CARRIED**

**6-0-1**

*Member Adams Abstained*

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey informed the Board of his receipt of a letter of resignation from Debra Maloney. In her letter, she remarked during her nine years at the Hollis Brookline High School (HBHS) she has had the opportunity to work with some wonderful, caring, and talented colleagues. She thanked Superintendent Corey and the Board for that opportunity. She stated her goal to help make the transition as smooth and seamless as possible, and requested her contract be terminated effective July 1, 2017.

**MOTION BY MEMBER WHALEN TO ACCEPT, WITH GRATITUDE FOR HER SERVICE, THE LETTER OF RESIGNATION RECEIVED FROM DEBRA MALONEY WITH AN EFFECTIVE DATE OF JULY 1, 2017**

**MOTION SECONDED BY MEMBER LEVESQUE**

**MOTION CARRIED**

**7-0-0**

Superintendent Corey informed the Board of receipt of a letter of resignation from Kathleen Kirby. In her letter, she identifies her intent to retire from her position as a Social Studies Teacher at the HBHS effective June 30, 2017. She goes on to state she has truly enjoyed her time working at the HBHS, is incredibly grateful for the opportunities the job has afforded her, and for the experiences and skills gained during her tenure. Having the desire to ensure her departure is as smooth as possible, she indicated a willingness to assist in the transition.

**MOTION BY MEMBER WHALEN TO ACCEPT, WITH GRATITUDE FOR HER SERVICE, THE LETTER OF RESIGNATION RECEIVED FROM KATHLEEN KIRBY WITH AN EFFECTIVE DATE OF JUNE 30, 2017**

**MOTION SECONDED BY MEMBER ADAMS**

**MOTION CARRIED**

**7-0-0**

Superintendent Corey informed the Board of his nomination of Matthew McFarland for the position of Latin Teacher for the 2017-2018 school year at the HBHS. Mr. McFarland comes to the District with his BA from the University of Maine and his MA from Brandeis University. He would be placed on Step 1 at the Masters level with a salary of \$44,319.

**MOTION BY MEMBER WHALEN TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF MATTHEW MCFARLAND FOR THE POSITION OF LATIN TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL AT A MASTERS, STEP 1 AND A SALARY OF FORTY FOUR THOUSAND THREE HUNDRED NINETEEN DOLLARS (\$44,319)**

**MOTION SECONDED BY MEMBER ADAMS**

ON THE QUESTION

Ms. Whalen questioned the level of Latin. Principal Barnes stated his belief Mr. McFarland would be able to teach more than two years. When hiring they were looking for someone that could also, as he gets his teaching legs under him within the District, build a classics program. Mr. McFarland is fluent and literate in Ancient Greek as well. He is quite accomplished in the field of classical studies, which is what he mastered in at Brandeis. He will be teaching Latin I, Latin II, and Intro. to Modern Languages. It is a full workload.

**MOTION CARRIED**

**7-0-0**

PUBLIC INPUT - None

## PUBLIC HEARINGS

### **MOTION BY MEMBER ADAMS TO RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARINGS MOTION SECONDED BY MEMBER WHALEN MOTION CARRIED 7-0-0**

*The Board recessed at 6:21 p.m.*

*The Board reconvened at 6:28 p.m.*

## PRINCIPAL REPORTS

Principal Thompson noted May 24, 2017 will be the 4<sup>th</sup> Annual Empty Bowls event. Every student and member of staff at the HBMS has made a ceramic bowl. Those bowls will be on display along with artwork the students have done throughout the year. The band will be playing. Parents and community members will have an opportunity to visit the school and purchase a bowl. Funds raised will go directly to the food pantries of the communities of Hollis and Brookline.

At the last Hollis Board of Selectmen meeting, the HBMS was recognized for the contributions made to the food pantries over the past few years. When asked if the school has an active 48 hours of hunger program, Principal Thompson stated they do not, and remarked this is probably the closest event the school has to that.

Ms. Levesque remarked she is a Trustee for Brookline, and at a meeting conducted earlier in the day, she became aware the HBMS donated \$1,200 for Neighbors Helping Neighbors. She expressed the gratitude of the Trustees.

Principal Barnes spoke of the Change the Direction Campaign, which began at the start of the school year with Judge Broderick focusing on destigmatizing conversations around mental health. He is hopeful Judge Broderick will join the school on May 25<sup>th</sup> for a walk to raise awareness of mental health issues. Any proceeds will be donated to Greater Nashua Mental Health.

## DISCUSSION

- Start Time Committee

The Start Time Committee (Committee) has been meeting for a little over a year. Although not the end result that would have been most desirable, the Committee has put forth a recommendation, which it believes will be helpful for the students by delaying the start time some. This is made possible by the ability of the transportation company to provide additional time in the morning hours. The length of the school day would be reduced slightly. At the HBMS, the proposal is possible as a result of a change in that the buses will come into the HBMS, drop students off, and proceed directly to the HBHS. Breakfast will be offered at the HBMS with paraprofessionals providing assistance. At the high school the intent, in the fall, is for cars coming from the back parking lot to do so a little later to allow the buses to leave the site without being behind other vehicular traffic. That will allow the buses a quicker departure to get to the Brookline and Hollis elementary schools.

The elementary schools will not be impacted at all. At this time, there is no financial impact. The Committee believes the recommended change will benefit students. Professional Learning Communities (PLC) will remain at 8:00 a.m. on Fridays. Teachers benefit from the PLC time; therefore, the students benefit from that. Students really enjoy the extra time on Fridays. Teachers have all said the atmosphere in school on Friday at 8:00 a.m. is enjoyable.

Erin Moynahan, Sophomore Class Representative, stated agreement the later start time on Fridays is much better than starting at 7:15 a.m. Those students that have to come in have additional time to study or just be awake.

Ms. Whalen noted breakfast will be available at both schools. The HBMS and HBHS will no longer start at the same time; there will be a 5 minute difference, which is believed will be of assistance to parents and older students who drop off and car pool.

Being proposed (see attached) is a start time of 7:35 a.m. and an end time of 2:20 p.m. at the HBMS and a start time of 7:40 a.m. and an end time of 2:30 p.m. at the HBHS. The buses generally need 10 minutes to get from the HBMS to the HBHS. The pickup at the HBHS is four minutes.

Mr. Adams questioned if there is a way of swapping PLCs, e.g., on Thursdays at the HBMS and Fridays at the HBHS to help alleviate traffic. Principal Thompson responded he understands traffic is an issue; however, noted a good many of the middle school students are dropped off by their high school siblings. Principal Barnes commented there has been discussion that, when moving to the next phase of this, there is nothing preventing them from moving the PLC any number of ways depending on the schedule, e.g., may be after school one day, during early releases, etc.

Ms. Whalen stated the Committee would like to recommend the current committee come to a conclusion and a new one be formed to address scheduling. A lot has been learned through this process, and there is belief the schedule could be changed to be more efficient. There are things that other schools are trying that are working very well, and are believed would work well in our environment. She requested the Board consider the creation of another committee at its June meeting.

Mr. Solon requested additional information on the relationship between a schedule change and the availability of breakfast. Ms. Whalen responded it is just that buses come in at different times. Right now there is a bus that comes in at 6:50 a.m. and sits there until 7:00 a.m. before students are released. With the new system, were that bus to arrive early, it would drop students off and go right to the high school. With the new schedule the school would be ready with staffing and students could be released, come in, and breakfast would be available. Mr. Solon commented although the full desired benefit is not achieved with the proposal, it is incremental, and he has not heard any negative impacts to the proposed change.

Ms. Deurloo Babcock commented as someone who was not a big supporter of a change from the start, she feels what has been proposed is a great beginning step. Looking at the schedule she believes to be an important piece and a second phase. She stated her support of the proposal.

Mr. Solon questioned if the lost time at the high school would be subtracted incrementally from all periods or in another way. Principal Barnes stated the desire to spread it out as evenly as possible; however, noted a lot of it will come from passing time. They are making up some time by ending a few minutes later. There will be lost instructional time. He commented what occurred to him recently is one metric would be to see if absenteeism goes down, not knowing how many students are absent due to simply being tired, which could result in a gain in instructional time.

Principal Thompson remarked for the middle school it is only a loss of 15 minutes a day spread out over an 8-period day. The core classes are going from 72 minutes to 71 minutes and the specialists classes are going from 45 minutes to 42 minutes. In the current master schedule students are spending more time in specials, which includes their study hall/skills class than they do in core time so this really sort of addresses that issue and creates a little bit more of an advantage for the core classes.

Ms. Whalen commented the Committee discussed loss of instruction time a great deal, and reached the conclusion because of the way teaching is done in today's environment, they don't believe this will have any detrimental impact on the instruction provided. Phase II will be the next step in the process.

Chairman Brown stated her appreciation for the effort that was put into reaching a recommendation, and the amount of public outreach. She stated her belief this is a good first step, and something that can be done without disrupting the current curriculum schedule and without a cost to the taxpayers. The Board can look at the suggestion of putting together a committee that looks more at the broader scheduling issues that involve the high school and middle school and how we instruct our students going forward to ensure we are doing it in line with how students learn now and the technology that is available.

- HBHS Master Schedule

Principal Barnes remarked he feels pretty good about the way the numbers were evened out; more of a balance with this schedule than in previous years. One of the areas focused on was bringing down some of the numbers in the accelerated English Class. With regard to those classes that identify low participation such as Acting II, Advanced Media & Publishing, a lot of those classes are combined with other courses, e.g., Acting II is combined with Acting I so they will not be running a section with 2 students. When asked if AP French would be combined with French IV, Principal Barnes stated in order to run that section and have AP French for this year it would have to run at 3 and the District would have to pay the teacher an additional per diem to teach that as she would have to teach 6 classes instead of 5. Mr. Solon questioned if the intent would be to drop that. Principal Barnes stated it was not his intention, but that is why the discussion is taking place with the Board. Mr. Solon questioned if French IV is a pre-requisite for AP French, and was informed it is. Principal Barnes commented another reason that class size is lower than normal is due to the small senior

class (around 180 whereas the outgoing was around 245). The lower numbers are being seen particularly in the AP language classes.

Ms. Deurloo Babcock remarked if you drop AP French you basically have students who won't get four years of high school French. For students who are applying to certain schools, that loss would be detrimental. Principal Barnes stated for those three students it would be. He remarked he has spoken with the Department Chair who would be teaching that course, and encouraged her to encourage other students that may not have felt they were ready for the challenge to do it. He commented, for him, it is always nice when students pass the exam, but he likes the idea of students taking on the challenge and pushing themselves. The hope is that more students would subscribe, but he does not believe that section will ever go above 7-10.

Mr. Solon stated he realizes it is a capstone course, but believes it is a very poor precedent for a trend of supporting a class of 3. Mr. Adams questioned if the Virtual Learning Academy (VLACS) offers the class. Principal Barnes was uncertain. Mr. Solon noted that could be acquired at a community college. Mr. Adams questioned if it could be combined with French IV; additional work. Principal Barnes responded that has been discussed at length. The foreign language APs have changed quite dramatically over the last 3-4 years, and the instructor didn't feel that that would be possible to do.

Chairman Brown commented this was the first year where we did honors by contract in the Social Studies Department, and questioned if it would be possible to do an AP by contract, and let the students attend the French IV section if they wanted to. Principal Barnes stated the curriculum to be entirely different. It was discussed at length, and the instructor did not believe the curriculum could be done the way it is intended, which is a big deal with a college board; if you are not running their curriculum they take issue with it.

Mr. Solon remarked one of the problems with it is it moves away from being a language curriculum to being more of a cultural curriculum. For the students who want the language, it doesn't have the appeal. The only incentive to taking it would be the possibility of getting credit. He commented the college where his daughter went theoretically had the same requirement, but she checked into it and they accepted the three years understanding she had had it in middle school. It is something that becomes an exception rather than the rule. If it was not going to be a 6<sup>th</sup> class for this instructor and there wouldn't be the need to incur additional costs for 3 students when we have, in some cases, other programs the Board would like to support but claim not to have staffing for, he thinks it is a tough argument to make.

Principal Barnes remarked the other thing you have to look at from a political perspective is when saying what kind of APs you offer and then you start showing you only offer 1 AP in a world language that shows up somewhere. He understands where the Board is coming from fiscally and pragmatically, but there are other places where that would show up. Mr. Solon remarked there can be a difference between offering it and having it. Chairman Brown remarked it would still be offered because we would not take it out of our program of studies. Mr. Solon continued if there isn't sufficient enrollment to run it in a given school year that is a question of choice. Principal Barnes stated he would have an issue with that; saying he has a class in a profile that is not currently running.

Mr. Solon questioned if there was a class that ran every other year would you say that is a class that you offer. Principal Barnes responded there are certain classes that are run every other year, and he would have to look at the profile to see if they have been included during that time. He added that has never come up in an AP class. Ms. Deurloo Babcock commented what Principal Barnes was referring to was not the program of studies, but the profile that goes to colleges, which lists all of the AP and honors classes. Mr. Solon questioned what would occur if no one signed up for the class; saying that you offer it does not mean that you have to run it. Principal Barnes commented any time you have a class that you don't run you are in danger of losing that at some point. He stated his belief the current enrollment is strongly impacted by the small size of the senior class. However, if you take something away and don't offer it one year it can be difficult to fill in future years.

Mr. Solon suggested offering the class, but identifying a minimum enrollment number. Chairman Brown noted policy identifies a minimum enrollment number. Mr. Solon remarked the Board waives the minimum for capstone classes, and AP is expressly a capstone class.

Chairman Brown commented she believes the issue would be class sizes that are 3 and 4. Vice Chairman VanCoughnett stated agreement with the concern regarding the additional cost. From the view of a taxpayer it is not very conservative to run a class for 3 students. She stated concern with the possibility of 1 or 2 of the students dropping the class resulting in a class being run for 1 or 2 students. The current numbers represent a template for what the students have identified as desired classes. There are a lot of classes that students sign up for as a backup in case they don't get the class they truly

desire. There is also the concern with deciding not to run it only to discover there are 7 students that later decide they want to take it. She questioned if the opportunity would exist to revisit the class should the latter scenario come to fruition.

Mr. Solon questioned if Principal Barnes would be supportive of continuing with the offering if only 1 student were to take the class. Principal Barnes stated for him, at this point, the decision point is it either runs or it doesn't. He stated 1 or 3 are both super low numbers. In fairness, we're not talking about the difference between 5 and 15. It is a low number. If we do it we know we are paying a dollar amount, and if that is not okay then for 1 then it probably shouldn't be okay for 3 either.

Ms. Deurloo Babcock commented the issue is that this is a 6<sup>th</sup> class for this teacher, but there are 10 French sections. She stated her assumption the French Teachers also teach Intro. to World Language, and questioned if there is a way to shift things around so that each teacher would only have 5, e.g., could this particular staff member be relieved of a French IV class. Principal Barnes stated there would be the need to raise the limits in some of the other sections.

Principal Barnes stated the other discussion that is ongoing in the World Language Department is you run two level IV classes; you have an honors level IV and a regular level IV, in French and Spanish. In the past, it was once you get to level IV it is honors IV, and they found students were shying away from a level IV language because they didn't want to do the rigors of an honors IV course. To him that is the discussion point; you really want to run two level IV sections. He stated his belief that is necessary this year because that is what students have signed up for, and the school has had that pattern for a number of years now, but going forward that becomes a discussion point of where to potentially condense classes. He stated his desire to see students take that challenge and potentially have more students taking AP that might not be successful. He wouldn't be bothered to see the score impacted if there are lower scores because students are pushing themselves.

Mr. Solon stated he would like to see the French IV curriculum be a non-advanced version of the AP level like it is in some other disciplines so that there would be I, II, III, and IV or I, II, III, and AP. Change it so that you no longer have to have level IV before AP. That would allow any student to get 4 years in high school with or without the AP instead of having three gradations of senior level French. Principal Barnes commented the students who are not up for honors French IV may decide not to do a 4<sup>th</sup> year of a foreign language. They will go somewhere. You may even things out on world languages, but there will be a pocket of students that will now choose either Latin, Art, etc.

Mr. Solon questioned if an AP class could be taken online. Principal Barnes stated he would imagine there are options out there for that. Mr. Solon commented that was the whole reason for establishing the Learning Commons environment; to allow people to take classes where there wasn't sufficient enrollment to justify having a dedicated class. Principal Barnes remarked the issue with the online piece, even if something can be found online, is the speaking component that is such a big part of the course, and pretty difficult to replicate consistently in an online environment.

Chairman Brown questioned if it is possible that the teacher who was willing to take on a 6<sup>th</sup> section would be willing to do that conversation piece, which would seem to be at a much lesser expense. When asked, Superintendent Corey stated the last time additional sections were added was when a teacher went out sick in the Science Department. It is the teacher's per diem over the course of the year. The average for those teachers ran about \$6,000 to \$8,000.

Chairman Brown remarked with regard to the French IV issue, this year because there are 13 in Honors French IV and 18 in regular French IV you really couldn't combine them into 1 section. She does not believe that to be a solution for this year. She noted the policy language reads: "It is the policy of the Hollis Brookline Cooperative School Board that class size should meet minimum and maximum standards set by the NH State Board of Education. Classes shall have a minimum of 15 students and a maximum of 25 students unless specified below." It then goes on to identify class sizes. There is no specific class size for world language. Then it says:

"Classes may have fewer than fifteen students if:

- The class is one specifically designed to be small, i.e., remedial classes, special education classes, etc.
- The class is designed to meet state minimum standards.
- The class is a capstone course in a series, i.e., Spanish 4 in the Spanish 1-4 program.
- The class is an AP Course.

In determining the sections, the Board and the administration will consider the needs of learners, current best practices, and the demands of the programs and standards."

Chairman Brown stated her belief it is not that the District has to have it because it is an AP class it is just one of the factors that would allow us to make an exception. She stated her belief what was being heard were concerns about is this current best practice to have classes that are that small, and if looking at relatively tight budgets year after year she believes it to be difficult for the Board to justify an additional expenditure of \$6,000 - \$8,000 for what could end up being 1 or 2 students.

Principal Barnes stated his belief, in this particular instance, because of the class size, that there would be a high likelihood that AP French would be back the following year. He simply wished to throw out all of the points so the Board is aware where the fallout might be if the class is taken away. To the point of could the teacher be asked to do the speaking pieces sure, but from a union standpoint, contractually, he believes there could be an argument that that is also another prep. Then you are in the same spot you are in now with this.

Ms. Whalen commented she is struggling with it because she does not like getting rid of an AP class even for a year. She questioned if there is a point in time, prior to August, when it would be known if other students have signed up. Principal Barnes stated that is not likely as things tend to ebb and flow. It could go to 1 and it could go to 7 or 8. Once the students see how things line up and start looking at the different options, is when the shifting starts. August would be a pretty solid time. He commented if the class is going to be cut he would rather do it sooner than later because it is a much easier conversation to have now when he is counting on it later on.

Principal Barnes commented he believes this discussion leads to other discussions. If you look at the schedule the lower sections tend to be with the advanced level students and those who are in need of more support. It makes complete sense with students needing more support. Then you see the middle, which is the bulk of the population and where the higher class size sections are. The next conversation is why this is happening, and one of the reasons is because we are offering more singleton courses. These running start courses are awesome, but if you only have 1 section of them now you will get into this imbalance piece of it again, and we have many of them now. We need to have that discussion philosophically, which is the intent of that second phase of the committee; does this schedule now best meet our needs and are we comfortable with this kind of schedule that is wide in the middle with the higher numbers and then tailoring to these other two small ends. It has worked well over the years, we are widely recognized for our academic excellence, but it is a philosophical discussion that we need to have.

Mr. Adams remarked Learning Commons, online courses, etc. are tailored for students who are motivated and capable of learning on their own. You can take an AP French course; use your computer with a camera, talk to a live class, share your language, etc. You can have a human interaction via social media. Principal Barnes stated he has not seen that with the AP of a foreign language. Mr. Adams commented he just found a bunch. Principal Barnes stated with all of the AP courses we have some of the best if not the best numbers in the State, and we have among the best instructors. He does not think, with the advanced courses, students would get the same experience with an online curriculum. Ms. Deurloo Babcock commented when students choose their language in middle school they look at the trajectory, and students who took the challenge of French in middle school and chose French knowing it was probably the less popular of the two languages offered, made a choice and wanted that trajectory. There are only 3 but in their mind and their plan, they intended to take this class. For these kids that was their goal. She understands the finances, but thinks it is a blip and that next year enrollment will be higher. She stated her opposition to removing the option of the class.

Superintendent Corey remarked the Board was provided a lot of valuable information, and we're only talking about 3 students, and are still at a point in the schedule where it is changing. He requested, on this particular topic, that the subject be reviewed again in June. When they sit down with the three students, if they find out it is happening on the last period of the day, 2 may drop, etc. He stated his belief they need to have some of those discussions. He commented a similar situation occurred last year where one of the sections started with 10-13 students, was a math class, and once it became part of senior options it was down to 3 or 4 students. He spoke of the discussion around the online component stating that may be looked at, but recommended if that were the direction that someone on staff be identified for students if they need a place to turn. If you are online and not understanding it that could be challenging. What could also be looked at is the honors versus the AP; mixing with a contract. He stated his presumption these 3 students will be 3 of our better students looking at select colleges that they have worked their whole career for and this is one piece on a resume that separates one person from another when looking at college acceptance.

He stated the desire to work with Principal Barnes to put names and faces to the three students for him as that may result in a stronger recommendation. He would also like to see if there are other students in the honors section that might be willing to participate. He remarked he would feel much more comfortable saying, at this present time to those French students, if there isn't X next year we are not offering it.

Principal Barnes commented when you look at the Learning Commons environment, he would like to see one of the teachers possibly go in and do their own online instruction where they could be interacting with students through Google Classroom as that continues to evolve.

Mr. Solon stated he got the impression Principal Barnes would prefer to understand the Board's position tonight as it would be much more difficult to have the discussion later. He is not convinced that this would have an impact on college admissions. Talking with admission offices and looking at it very heavily, the criteria is looking at what they have done versus what is available to them. It would actually be to their advantage to not offer it rather than offer it and show that they didn't take it. He stated a willingness to wait and see what actual enrollment is, but if nothing else the Board should at least provide a guideline that lets the students know this one is at risk.

Chairman Brown stated the Board does not vote on this matter, it is ultimately the Superintendent's decision. She cited the policy language which reads: "If the class exceeds the recommended maximum size or falls below the recommended minimum outlined in this policy, the Superintendent shall consult with the appropriate Principal and review the situation before deciding whether to take such steps as hiring additional personnel, adding/eliminating sections and/or using other resources."

Chairman Brown remarked the reason this is before the Board is to provide the opportunity for the Board to make the Administration aware of its impressions and what it is willing to support because ultimately this impacts many areas including the budget.

Chairman Brown questioned resources for students if something were to be done online. She remarked the Math program for CavBlock does learning labs, and questioned how the language teachers would do that, e.g., is there only 1 teacher covering CavBlock or if each teacher is there in their classroom every single day, and how well utilized those foreign language instructors are during CavBlock, etc. She commented if some sort of online program was done for these three students, it does seem like there is time built into the normal school day to get those students help if needed. She questioned if those teachers are accessible at that time. Principal Barnes stated they are certainly accessible to their students. He believes a few are assigned actual CavBlocks. That is where you get into that grey area of is the teacher now doing another prep. Is the time available, yes; however, he believes there could be an issue, with the current contract, as to whether the teacher would then be doing another prep.

Ms. Whalen questioned how many French teachers are on staff that can teach AP, and was informed there is the 1. Ms. Levesque remarked this issue just came to the Board today, and suggested the Board take another month to work on a solution. She commented the online aspect is important if it can be used, but also having a teacher work with the program.

Mr. Adams suggested the policy should be tightened to include a solid minimum number, e.g., if 5 students or less the section would not run. Chairman Brown commented there was discussion when the Board originally adopted the policy. Mr. Solon stated the Board could not reach consensus, and the existing language was the compromise. Chairman Brown suggested it may be that it is time to look at the policy again, and perhaps a review of the policy should take place along with the formation of the new committee to review the schedule.

Chairman Brown commented the Board had a long discussion about Math the last time it looked at class sizes, and she is pleasantly surprised she is not seeing classes that are larger than 25 in the Math department. It looks like the classes that are small are classes that likely have students in them that need the additional support. Even at 6 that is at least a reasonable number.

Mr. Solon stated his opinion in general; the Administration has done a tremendous job with the schedule as a whole. The discussion is in no way intended to be a criticism of the process it is strictly one of discussion of how we will operate. Principal Barnes stated his agreement these are all discussion items and they are good discussions to have. He stated he did consciously look at the number of classes below 15 and a dramatic reduction was made in having fewer.

Ms. Whalen remarked if there is any way we could have this teacher only be teaching 5 courses she believes that would have a significant change in the opinion around having 3 students in the AP class.

Mr. Solon questioned if the District is still conducting what was at one time called the seminar classes, and was told they should be listed under Senior Quest. When asked, Principal Barnes stated the contract honors is being done as part of that. Mr. Solon questioned Webpage Design being listed as a Math class. Principal Barnes stated it is in the Math department, it is not for Math credit. When asked if it counts as the 4<sup>th</sup> year of Math, he stated it does not currently, but when he and the Assistant Superintendent meet over the summer and start to look at different things they can get pretty



creative. When asked if he believes it should count as the 4<sup>th</sup> year of Math, he responded he needs to sit down with the Assistant Superintendent and look at the definition of what counts as a Math experience.

DELIBERATIONS

- To see what action the Board will take regarding the request to expend from the Athletic Expendable Trust Fund

**MOTION BY MEMBER SOLON TO APPROVE THE EXPENDITURES FROM THE ATHLETIC EXPENDABLE TRUST FUND IN THE TOTAL AMOUNT OF THIRTY ONE THOUSAND THREE HUNDRED DOLLARS (\$31,300) AND AS OUTLINED IN THE PUBLIC HEARING  
MOTION SECONDED BY MEMBER WHALEN  
MOTION CARRIED  
7-0-0**

- To see what action the Board will take regarding legalizing, ratifying, and confirming all actions, votes, and proceedings of the March 21, 2017 elections, in accordance with HB329

**MOTION BY MEMBER SOLON TO LEGALIZE, RATIFY, AND CONFIRM ALL ACTIONS, VOTES, AND PROCEEDINGS OF THE MARCH 21, 2017 ELECTIONS, IN ACCORDANCE WITH HOUSE BILL 329  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK  
MOTION CARRIED  
6-1-0**

*Member Adams voted in opposition*

- To see what action the Board will take regarding the purchases outlined in the Business Administrator's memo from April.

**Phase II**

\$ 6,000	HBHS Library Desktop Replacements
3,200	HBHS POE Switch Upgrades-needed to accommodate FY18 computers
17,500	HBHS Door Locks
9,250	HBMS Floor Scrubber
4,000	HBHS Window Ballasts
3,000	HBMS Security Alarm Updates
2,000	HBMS Fire Alarm Upgrade
3,000	HBMS Rebuild Pumps
5,000	HBHS Clean Well Tank
4,500	HBHS Security Cameras
2,900	HBMS Security Cameras
1,600	HBMS Locker Repairs
3,000	HBHS Back Lobby Rugs
<u>3,100</u>	MS/HS Internal Sprinkler System Piping Inspection
<b>\$68,050</b>	

Superintendent Corey remarked Linda Sherwood, Assistant Business Administrator, provided an updated revenue and expense report, which shows the District is still projecting a balance of \$283,641 to be returned to the taxpayers after all obligations are met. The memo from the Business Administrator outlining the requested expenditures was provided to the Board for its last meeting as a means of allowing a months' time between the request and Board action to provide time for public feedback. No feedback was received.

When combining the requested expenditure with the amount already approved by the Board, the total would be \$108,475. At the budget meeting a total of \$130,000 was discussed. There will be another proposal coming up shortly detailing where the Administration would like to allocate the remainder.

Mr. Solon noted, within the revenue and expense report, it identifies the full \$108,475 as Phase II and it is actually Phase I and Phase II. Superintendent Corey stated that to be correct.

**MOTION BY MEMBER ADAMS TO APPROVE THE PURCHASE OF THE ITEMS LISTED IN THE BUSINESS ADMINISTRATOR'S APRIL MEMO AND IDENTIFIED HEREIN. SOURCE OF FUNDING IS THE FY17 UNEXPENDED FUND BALANCE  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

Mr. Solon questioned if the amounts identified were based on quotes or if they were estimates. Superintendent Corey stated his belief the majority is hard quotes, but there are some where the price may have changed since budget season.

Mr. Adams questioned if this would be the last the Board would see of the security and lock upgrades. Superintendent Corey responded in terms of the door locks at the high school the answer would be no, but the next request should not be seen for two years. In terms of the security cameras, after this point it would be replacement for broken material. Mr. Adams questioned if the internal sprinkler system piping inspection is part of the normal maintenance. Superintendent Corey responded every X number of years we have the company come in and review the sprinkler system top to bottom. That is what this request is for. It is a maintenance issue but not a yearly maintenance cost.

Mr. Solon commented what had been indicated is the Administration was bringing this forward because of the year-end balance rather than budgeting it for next year.

**MOTION CARRIED  
7-0-0**

- To see what action the Board will take regarding the recommendation made by the Facilities Committee in the April memo.

Superintendent Corey stated the Facilities Committee has been looking primarily at the possibility of bringing robotics back to the high school as well as gaining more enhanced technology space, storage space, and the ongoing concern around the need for another field. What he was looking to the Board for was guidance. In the November/December timeframe the Administration had brought forth three architectural proposals for producing the plans and drawings that would allow the District to identify a not-to-exceed cost to renovate the weight room area as well as start the planning for the field.

The architectural proposals ranged from \$15,000 to \$27,500. The request was the ability for those funds to be encumbered, and permission for the Facilities Committee to interview those three firms and come back with a recommendation. Once those dollars are encumbered they could be carried forward if the work went beyond July 1<sup>st</sup>. He requested the Board consider a not-to-exceed number of the high estimate received.

**MOTION BY MEMBER SOLON TO ENCUMBER THE SUM OF TWENTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$27,500) FROM THE FY17 UNEXPENDED FUND BALANCE FOR POTENTIAL PAYMENT FOR ARCHITECTURAL SERVICES TO DEVELOP PLANS FOR FIELD AND HIGH SCHOOL FACILITIES UPGRADES  
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

Mr. Solon noted the motion was not a guarantee that the money will be expended. The intent is to make the funds available should the Board agree to expend. Superintendent Corey stated that to be correct. He noted should the Board choose not to move forward with the proposal, the funds would return to the unassigned fund balance for FY17. Mr. Adams remarked the District had a pretty substantial windfall this past year to absorb a lot of expenses in the budget. Next year the District will not have that. He sees any facility expansion overcoming a high hurdle to get approved. If the District were to hire an architect to provide a cost, by the time we get around to a fiscal position that would allow the District to move forward with that, the estimate will not be valid and will have to be revisited. He stated his opinion the District should hold off until next year's fiscal condition is understood.

Ms. Whalen stated her belief the Facilities Committee is looking at this as possibly a community effort; starting a 501(c)(3) and accepting donations. Mr. Adams stated his belief the donations should be in place first. Ms. Whalen remarked having a plan and understanding the cost as the first step would allow potential donors to understand the need and desired outcome.

Mr. Solon remarked hurdles experienced in the past were the desire of potential donors to understand the cost and desired outcome. He stated his understanding the donors who have been identified in the past are still on board potentially supporting this effort, but want to understand what the plan is.

Superintendent Corey stated he has had conversations with the gentleman who was willing to come forth with the Farley building. He still has a vision for STEM and technology, and is very much willing to once again be involved. He has not committed to the project yet other than to say he wants to be involved, but wants to know the details. Superintendent Corey commented he was on the private side of education and usually what you do is develop your plan to be able to go out to sit with people and sell them on the vision and the total cost. He noted in a different district with different funding a project was proposed this past year. He believes one of the reasons it was successful is because when they were at Town meeting all of the questions were able to be answered through the presentation. He agreed this effort may not be successful on the first go around. The committee is looking to have something prepared by November/December so that the months of January, February and part of March could be used to get the information to the voters.

He stated his belief the time is right. From an educational side where he gets concerned is when robotics was being done at the high school, membership was closer to 90-100 students. This year we had one of our most successful robotics seasons but our numbers are down to 55-65.

Superintendent Corey remarked discussions had been taking place, prior to his arrival in the District, around the need for a field. He stated the need to understand where a professional believes it should be located on the property, what that would cost, and how it could be done in phases. He believes by putting together the charitable foundation there will be support from the community. If done right, there will be opportunities for companies to match employee donations to the project. That is how the District approached the theatre, as a community venue.

Chairman Brown stated her belief if you look at the budgets and how they passed, it was a very clear mandate that the public was in support of what the school is doing. She does not necessarily think the Board should go in highly concerned that the public won't support a large expenditure at the high school. She believes most of the public is behind what is being done, how it is being done, the successes we are having, and much of the public is starting to understand that the District is in dire need of athletic facilities at the middle and high school. We are at least one rectangular field short and there are facility issues that have been known about for a long period of time. She believes going back to the public with a proposal is expected. They want to know what happened to the needs that we had and why that issue has not come back before them.

Ms. Deurloo Babcock stated her agreement with the comments of the Chair. She remarked budgets have been approved and the Board is working really well with the Budget Committee. The budget is fiscally conservative. She is of the belief this is the time to ask. People who speak to her regularly are wondering when they will see these requests.

Ms. Levesque stated the Board cannot ignore the fact that people are going to be concerned with costs. However, we do have needs as a high school, and laying out the costs to them is the way to go forward. When the proposal is made identifying phases will be important as some may have particular areas of the proposal they find of personal importance. She stated her support of moving forward with hiring an architectural firm and preparing a proposal.

**AMENDED MOTION BY MEMBER ADAMS TO ENCUMBER THE SUM OF SEVENTEEN THOUSAND DOLLARS (\$17,000) FROM THE FY17 UNEXPENDED FUND BALANCE FOR POTENTIAL PAYMENT FOR ARCHITECTURAL SERVICES TO DEVELOP PLANS FOR FIELD AND HIGH SCHOOL FACILITY UPGRADES  
MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Mr. Solon stated his belief where it is an encumbrance rather than expenditure, if it is the intent of the Board to allow the process to proceed, we should anticipate the possibility that the higher cost proposal is the most desirable one, and not limit ourselves prematurely.

Mr. Adams stated higher detail in a report is most likely identifying of materials, etc., and inclusion of that additional detail of the plan is likely what increases the cost. He stated agreement with the desire to have a product to sell, and he would like to see a 501(c)(3) formed and see donations come forward.

Chairman Brown stated her opinion there is an advantage to encumber the higher amount because it gives the committee the flexibility to interview folks. Part of that interview process would be to negotiate in an attempt to get their favorite

choice to come down to the cheapest choice. Giving them the flexibility to hire the most expensive option is something that is wise to do at this point.

***Vote on the motion to amend***

**MOTION FAILED**

**1-6-0**

*Members Brown, Levesque, Deurloo Babcock, Solon, and Whalen voted in opposition*

***Vote on the main motion***

**MOTION CARRIED**

**6-1-0**

*Member Adams voted in opposition*

- To see what action the Board will take regarding the crosswalk

Superintendent Corey spoke of the yeoman's work Principal Thompson has done on this issue. Permission has been provided from the State to install the crosswalk, which would go from the SAU side of the Farley building on a slight angle across the street, which puts the children right into the ramp down to the playground. He thanked Tom Bayrd, Department of Public Works, who assisted the District tremendously with the legwork for the signage, what would be needed, spoke with property owners of areas where signs would be placed and gained permission to install the signs, etc.

Superintendent Corey stated the cost for the sidewalk to be installed and up and running for the next school year would be \$509.36. He stated awareness of the debate as to whether the cost should be placed on the taxpayers. The Board could decide to utilize the MS23 fund. The expense could be easily funded in that manner. Superintendent Corey stated his full support of the crosswalk noting he has received a good deal of feedback from residents indicating support for a crosswalk.

Principal Thompson is in the midst of a final discussion with the Historical Society as it would impact one of their parking spaces. Superintendent Corey stated he has been in contact with Chief Sartell, Hollis Police Department, regarding how a crossing guard is employed, e.g., district employee, Town employee, etc. The model that is used for the SRO will be looked at. Chief Sartell has volunteered to take over and look into other towns that presently have SROs and find out how they offered it.

**MOTION BY MEMBER ADAMS TO APPROVE THE EXPENDITURE OF FIVE HUNDRED NINE DOLLARS AND THIRTY SIX CENTS (\$509.36) FOR THE PURCHASE OF TWO SIGNS AND ARROWS FOR THE CROSSWALK IN FRONT OF THE HOLLIS BROOKLINE MIDDLE SCHOOL  
MOTION SECONDED BY MEMBER WHALEN**

**MOTION BY MEMBER VANCOUGHNETT TO RECESS  
MOTION SECONDED BY MEMBER LEVESQUE**

*The Board recessed at 7:58 p.m.*

*The Board reconvened at 8:08 p.m.*

**MOTION BY MEMBER VANCOUGHNETT TO TABLE  
MOTION SECONDED BY MEMBER ADAMS**

Chairman Brown noted the agenda item relative to the crosswalk was tabled because of the issue Superintendent Corey brought up around the staffing of the crosswalk attendant, and to allow the Board the opportunity to gather additional information.

**MOTION CARRIED  
7-0-0**

- To see what action the Board will take regarding the recommendation of the Start Time Committee

**MOTION BY MEMBER WHALEN TO APPROVE THE RECOMMENDATION OF THE START TIME COMMITTEE AS PRESENTED WITH THE AGENDA PACKET  
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Mr. Solon questioned how this would be communicated, and, if approved, at what point in time the complete schedule would be available to the public.

Superintendent Corey responded the Administration would, as soon as possible, get the start and end times out to families, and would then work into the nitty gritty of the master schedules so that the start and end time of periods, travel time, lunches, etc. would be known. When asked, he stated that has been worked out, but is not public at this point as the Committee continues to go back and forth over some minor pieces. The Administration would utilize the newsletter and AlertNow to ensure all parents know the start and end times. That will also allow the Administration to begin working on the transportation schedule.

Mr. Solon questioned if the change of start time would have any impact to the defined work days of the professional staff contract. Superintendent Corey stated the wording in the professional staff contract has been X number of minutes before and after the school day. The union has been brought along for this whole process (teacher representative on the Committee). There have been multiple contacts with the union President, and this is not foreseen as an issue. When asked, Superintendent Corey stated he is not aware of the need for a change to the contract.

**MOTION CARRIED  
7-0-0**

- To see what action the Board will take regarding policy JKAA; 1<sup>st</sup> Reading  
*Given its first reading;*

Mr. Solon stated Policy JKAA is an existing policy, which the Policy Committee is proposing amendments to. The amendments are limited to two areas; the first is the final statement in the introduction, which is simply acknowledging a legal requirement and the second is the very last section, Duty to Report Violation. That is acknowledging legal requirements to be responsible to the policy and the law. The policy is up for a first reading. The amendments have been vetted by the Director of Student Services, and legal counsel.

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY JKAA – USE OF PHYSICAL RESTRAINT, SECLUSION AND INTENTIONAL PHYSICAL CONTACT, AS PRESENTED  
MOTION SECONDED BY MEMBER DEURLOO BABCOCK  
MOTION CARRIED  
7-0-0**

- To see what action the Board will take regarding policy EHB; 1<sup>st</sup> Reading  
*Given its first reading;*

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING, WAIVE THE SECOND AND THIRD READINGS, AND ADOPT POLICY EHB – DATA/RECORDS RETENTION, AS PRESENTED  
MOTION SECONDED BY MEMBER ADAMS**

ON THE QUESTION

Mr. Solon stated the amendment is intended to identify State Statute that must be observed, and to reference the Statute.

**MOTION CARRIED  
7-0-0**

- To see what action the Board will take regarding policy GCCBD; 1<sup>st</sup> Reading  
*Given its first reading;*

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY GCCBD – UNPAID LEAVE POLICY, AS PRESENTED  
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Mr. Solon stated the policy was requested by the Administration to clarify some ambiguity within the contracts or at least interpretation of the contracts. It was drafted by legal counsel. The intent is to make it clear that if someone chooses to take time off in a manner not permitted by their contract that it will be characterized as absent without leave and that it

may be subject to discipline up to and including termination. It was believed the contracts made that clear, but as a result of discussions that have taken place in the past year it has been determined there is not sufficient clarity for all parties involved. One notable element that will need to be clearly understood is the sentence that reads: "Unpaid leave requests received with less than 24 hours' notice will not be granted except in extraordinary circumstances as determined by the Superintendent or designee."

Mr. Adams questioned what the time period involved would be. Superintendent Corey stated this is to address potential chronic abuse.

**MOTION CARRIED**  
**7-0-0**

NON-PUBLIC SESSION

**MOTION BY MEMBER LEVESQUE 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 DEURLOO BABCOCK**

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

Yea: Tom Solon, Krista Whalen, Melanie Levesque, Cindy VanCoughnett, Elizabeth Brown, Christopher Adams, Holly Deurloo Babcock

7  
0

Nay:  
**MOTION CARRIED**

*The Board went into non-public session at 8:02 p.m.*

*The Board came out of non-public session at 8:35 p.m.*

REPORT OUT BY PROCESS OBSERVER

Ms. Levesque remarked he meeting was on time and within process.

ADJOURNMENT

**MOTION BY MEMBER DEURLOO BABCOCK TO ADJOURN  
SECONDED BY MEMBER VANCOUGHNETT  
MOTION CARRIED  
7-0-0**

*The May 17, 2017 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:36 p.m.*

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

The following proposal is the Start Time Committee’s recommendation to the Cooperative School Board. The committee was directed by the school board to research a later start time for middle school and high school students based on research done by the American Academy of Pediatrics. After a year of examination and public forums, the following recommendation is being made without impact to the elementary schools and with minimal financial impact. There is a slight reduction in the Cooperative District school day, however, following extensive discussion with administration and staff, this will not have an impact on learning. This is the conclusion of Phase I. Phase II will include a review of our current schedule at both the middle school and high school and will be directed by a new committee from the Hollis-Brookline Cooperative School Board.

\*Change in time will vary between Core classes and Specials

	<b>MS Current</b>	<b>MS Proposed</b>	<b>HS Current</b>	<b>HS Proposed</b>
Earliest Bus Pick up	6:20 am	6:40 am	6:20 am	6:40 am
Start Time	7:15 am	7:35 am	7:15 am	7:40 am
End Time	2:15 pm	2:20 pm	2:24 pm	2:30 pm
PLC Friday	8:05 am	8:05am-2:20 pm	8:05 am	8:05am-2:30pm
Change in minutes		-11 min/day * Core/Specials		-14 min/day -2.3 min/period