

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
DECEMBER 20, 2017
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, December 20, 2017 at 6:31 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
 Holly Deurloo Babcock
 John Cross
 Tom Solon
 Krista Whalen

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Linda Sherwood, Assistant Business Administrator
 Rick Barnes, Principal, Hollis Brookline High School
 Bob Thompson, Principal, Hollis Brookline Middle
 Mary Martin, Student Council Representative

APPOINTMENT OF PROCESS OBSERVER

Chairman Brown appointed Cindy VanCoughnett to serve as Process Observer.

AGENDA ADJUSTMENTS - None

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board November 15, 2017

The following amendments were offered:

- Page 5, Line 12; delete “were” following “options”
- Page 9, Line 10; delete “the recommendation”
- Page 16, Line 18; replace “501(c)(3) status” with “the private foundation”
- Page 16, Line 33; insert “month” after “9-12”
- Page 16, Line 38; replace “min-gym” with “mini-gym”
- Page 16, Line 51; replace “posted” with “posed”

**MOTION BY MEMBER WHALEN TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER LEVESQUE
MOTION CARRIED
7-0-0**

Hollis Brookline Cooperative School Board - **Non-Public** November 15, 2017

**MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

MOTION CARRIED

6-0-1

Member Cross Abstained

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey informed the Board of his receipt of a letter of Intent to Retire from Gayle Bottcher, Physical Education Teacher/Athletic Director, Hollis Brookline Middle School (HBMS). In her letter, Ms. Bottcher remarks “In the past 42 years I have enjoyed working with, learning from, and mentoring my colleagues. I have sincerely appreciated the freedom and support I have gotten from my many administrators. My biggest pride and joy is working with the students teaching them not only about physical activity but life lessons.”

Superintendent Corey extended his congratulations and gratitude for Ms. Bottcher’s many years of service to all the students that have gone through the HBMS. Chairman Brown commented on the countless number of uniforms Ms. Bottcher has washed.

MOTION BY MEMBER WHALEN TO ACCEPT, WITH REGRET, THE LETTER OF INTENT TO RETIRE RECEIVED FROM GAYLE BOTTCHER, EFFECTIVE AT THE CONCLUSION OF THE CURRENT SCHOOL YEAR

MOTION SECONDED BY MEMBER DEURLOO BABCOCK

MOTION CARRIED

7-0-0

Superintendent Corey informed the Board of his receipt of a letter of resignation from Cathy Cray, Student Assistance Counselor, Hollis Brookline High School (HBHS). The letter read in part: “Thank you very much for the opportunities for professional and personal development that have been provided me during my tenure. I have enjoyed working at the school, and appreciate the support the school provided me during my time.” He thanked Ms. Cray for her tremendous service to the students, and for working with Mr. Barnes on the transition plans as she moves to a new phase in her life.

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, WITH REGRET, THE LETTER OF RESIGNATION RECEIVED FROM CATHY CRAY, EFFECTIVE AT THE END OF THE CURRENT SCHOOL YEAR

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

7-0-0

PUBLIC INPUT - None

PRINCIPAL REPORTS

Principals Thompson and Barnes highlighted items from their Principal Reports, which were included as part of the [agenda](#) packet.

Principal Thompson spoke specifically of the 2nd Annual SeaPerch STEM Initiative; a program where 8th grade students will be working with engineers from the Portsmouth Naval Shipyard to design and build an underwater robot.

Principal Barnes spoke of the opportunity he had to accompany Mr. Duval’s AP Government class to the “We the People” competition in Concord, where they won three out of a possible six trophies.

He spoke of HBHS being placed on the AP District Honor Roll.

Principal Barnes spoke of the Program of Studies noting changes discussed previously have been incorporated. The only new amendments relate to having learned that Southern New Hampshire University is no longer offering pre-calculus as dual enrollment. They will look to partner with another, perhaps Nashua Community College. At this time, it is no longer listed as dual-enrollment. The Nashua School District sent an update of their offerings. Within the Program of Studies, the CT offerings were updated. When asked if he received any clarification from the Rochester Institute of Technology, Principal Barnes responded he had not.

Principal Barnes commented on the information provided relative to the proposal for the purchase of two additional vans for vocational transportation. Using a model similar to what has been utilized for the van purchased for special education transportation, the estimated savings that could be achieved by utilizing district owned vehicles versus contracting out for transportation, is \$43,300/year (beginning in FY20). The breakdown of how that estimate was arrived at was included as part of the agenda packet.

Principal Barnes spoke of the auto program offered at Masenic, and the transportation cost involved. The class is offered through Milford, but run at Masenic. Nashua's program is also used. The District has the ability to limit program offerings when duplicated at two locations. Principal Barnes recommended removal of Masenic from the list. There is the issue of students being away from the school for a longer period of time. There is also a safety issue with regard to the amount of time student(s) spend on roadways during times of inclement weather. Superintendent Corey stated agreement with the recommendation. When asked, Principal Barnes stated there to be 30-31 students enrolled in the programs.

When asked what the basis was for staffing assumptions, Principal Barnes stated it to have been hiring a dedicated driver for each van. Superintendent Corey stated the District is looking at para-educators as drivers as the individuals could also be utilized, after the van runs, as substitutes.

Mr. Solon questioned the need to introduce a policy for credentials, e.g., driving record, etc. that might not show up on a background check for the average staff person. Superintendent Corey stated the current background checks include all needed information. When asked if updates are provided, he stated the District is only allowed to have 1 criminal background check conducted. Updated information could only be gained through a new search/check. However, were the District to be made aware of a violation, it would have grounds to move forward, e.g., notice in newsprint, etc. The protocol would mirror that which was put in place for the van utilized for special education.

Student Council

Mary Martin, Student Council Representative, spoke of the AP Government class trip to the We the People competition reiterating the class represented the District well. The Journalism class hosted a guest speaker from NPR, who spoke with students about radio journalism, and how they can incorporate radio journalism into the curriculum to improve the CavChron. The winter sports teams have started training and competing. The music program has had a few concerts. Honors Jazz went to Souhegan High School for their Jazz Night, and participated in a friendly competition with other high schools. The Southern Rock night was held, and is a nice way for student musicians to show off their skills. The Winter Concert was conducted the previous night. A large number of students have made it into the All State program, which is very competitive.

The Student Council continues its work on the food goal of improving the cafeteria. They are working on acquiring plastic trays that could be used in place of styrofoam. The student body is interested in having another level of filtering for water. They are looking into getting that for the hydration stations. They are looking at options, and considering use of the Coca-Cola funds.

DISCUSSION

- FY19 Budget Update

Superintendent Corey addressed the large cost items remaining after the latest review/round of the budget. Under the heading of Personnel, a math position would be split between the HBHS (reduce class sizes) and HBMS (provide acceleration). Under the heading of Academics, the textbook requests are being fully funded. At the HBMS, proposed is \$9,199 for Vernier equipment for science (probeware). There had been requests for graphing calculators; however, having looked at the amount of time graphing calculators are used, they realized the same information could be accessed via a Chromebook. Both schools have requests for music education progression equipment.

In terms of computer equipment, there is a significant cost associated with the expansion of the wireless network at the HBHS (\$47,000). Principal Thompson has advocated moving his school building forward with Chromebooks. There are a series of purchases proposed, e.g., world language, math.

Under the heading of replacement equipment, based on the replacement cycle, proposed is the purchase of 12 staff laptops for HBHS (\$7,800) and 11 for HBMS (\$7,150). Also at the HBHS, Food Service devices (\$3,250), Secretary devices (\$2,410), Smartboards (\$6,000), and a projector for the auditorium (\$6,500). Copier replacements are proposed at both the HBHS (main office \$5,000) and HBMS (main office \$4,300).

Under software/hosted services, at HBHS, requests include Code for HS (part of computer science offering) (\$7,500), Family ID, which can be utilized by the Athletic Department to assist in registering student athletes (\$1,800), required filtering (\$4,950), and SAU software for payroll (\$11,340). At HBMS, the requests include Turnitin subscription (\$3,155) and Naviance subscription (\$3,030), which are software applications that are used at the high school with great success. As we move more to a 7-12 philosophy it is believed both of those pieces will allow the middle school students to enhance their skill development, and teachers at the high school level to go further than they currently do because of student knowledge in both of those software applications.

Under safety issues, there is a significant cost listed for the phone system (\$35,000). Under athletics, there are requests for the football scoreboard (purchase and installation; \$9,500) and volleyball pole system (\$2,000).

The District is doing a good job of sticking to the five-year Capital Improvement Plan (CIP). Under the heading of facilities/maintenance, items include window ballasts (\$3,000), scrubber (\$9,250), window blinds (\$1,500), window screens (\$2,000) the start of a three-year plan for painting (\$10,000), three-year plan for tile flooring (\$10,000), HVAC upgrades (\$4,000), plumbing fixtures (staff/student bathrooms) (\$5,000), student restroom counters/sinks (\$15,000), roof sections (1-5) (\$26,000), and the relining of the water tank (\$40,000).

At HBMS, library carpet (\$4,500), gym bathrooms-repairs (\$5,000), tile flooring (main hallway) (\$10,000), faucet replacement plan (\$1,100), elevator service (\$3,500) washer/dryer (energy efficient) (\$900), snow blower (\$1,500), Multi-Purpose Room (MPR) tables/chairs (\$3,000), and water bubbler (\$1,800).

Superintendent Corey commented this is probably one of the most extensive lists of facilities/maintenance items the District has been able to put forth and maintain.

When asked, Superintendent Corey stated the crack in the water tank has been repaired, and a recommendation received for replacement this spring or coming summer. The \$40,000 replaces the lining. If the entire tank had to be replaced, the cost would be far greater (\$100,000).

A comparison of the FY18 approved and the FY19 proposed operating budget shows a reduction of \$14,553.00 or 0.07%. Costs associated with the HEA and HESSA contracts are unknown at this time. The SAU assessment equates to \$806,808.00. Proposed Warrant Articles include: Contingency (\$100,000), Athletic Trust (\$70,000), Maintenance Trust (\$40,000), and the Special Education Trust (\$25,000). The result is a total of \$21,321,808.00 or -0.06%.

Superintendent Corey noted the Administration has not yet included Lacrosse in the proposed budget. He questioned the will of the Board noting, if so desired, he could provide an approximate value that could be utilized. He would not recommend including the entirety of the anticipated cost as it is unknown whether the new field would be approved by the voters, and if not approved, the District would not move forward with the program. There are funds remaining in the Athletic Trust Fund, which could make up the difference of the total cost needed if the field is approved by the voters and a Lacrosse program supported by the Board.

A spreadsheet was provided, which detailed the Athletic Department budget; what is being funded through the general fund and what is being funded through the Athletic Trust. It identified the items that have been proposed in each of the budget reviews/rounds, and total proposed for funding.

Mr. Solon questioned what the target number is for the Special Education Trust Fund. Ms. Whalen noted Budget Committee concerns, and their desire to see a cap placed on that balance. Superintendent Corey remarked a special education placement out-of-district that was going to be of significance would be \$250,000 - \$400,000. By adding the proposed \$25,000 allocation, the District would have available \$125,000 in that trust and the unreserved fund balance of about \$150,000. That would provide a total of \$275,000 that could be accessed prior to looking to the operating budget to cover such a cost. If looking for an identified cap amount, he would recommend around \$200,000. When looking at what is occurring across the SAU, and what is being asked of the voters, he is comfortable with the addition of \$25,000 to the existing balance.

Warrant Articles are funded through unexpended appropriations remaining at year end, and are funded based on the order in which they are approved, e.g., if there remains \$100,000, and the first 2 of 4 warrant articles are for \$50,000 and \$75,000, the first article would be fully funded at \$50,000, the second would be funded at \$50,000, and the last two would not be funded. That would be the case unless warrant article language identified a different distribution.

When asked about the order in which the Warrant Articles would appear, Superintendent Corey responded it is typically the teachers' contract, para-education contract, and from there a decision would need to be made by the Board. He stated his preference for the articles to be ordered so that the next would be the internal renovation (fitness center/STEM room) and the athletic field followed by the contingency and trust accounts. The Operating Budget should be last.

Mr. Solon remarked were the operating budget the last item, and include full funding for Lacrosse, if the field is not approved, there is the opportunity to amend the budget to reduce the cost items for Lacrosse. Ms. Deurloo Babcock questioned the cost of Lacrosse. Superintendent Corey stated he was originally going to suggest \$14,000 to level fund the budget. If the budget passed with that included, he would look to the Athletic Trust Fund for the additional monies needed. He commented Lacrosse would add approx. 40 new users to the Athletic Trust (approx. \$5,000). Superintendent Corey stated his belief the \$14,000 is a realistic number. There is always the potential for teacher turnover, etc., which occur naturally in every budget, he would not want to over-inflate the budget. Ms. Deurloo Babcock stated concern if putting it in the budget, there is a mechanism for funding it fully if the field passes. Superintendent Corey stated if budgeted at \$14,000 the expense for a fully-funded program for middle school Lacrosse can be covered by charging the regular \$65 fee that is charged to any athlete. When asked about the cost of helmets, he stated he would look to the Athletic Trust Fund to cover that cost.

Ms. Deurloo Babcock stated her complete support for adding monies for Lacrosse for the middle school for the spring of 2019.

Ms. Levesque asked for additional information on the proposed phone system, and was informed the current system does not have all of the desired functions of a newer system, e.g., message capability, when calling out identification of where the call originated, etc.

When asked about the hallway security cameras at the high school that were removed from the proposed budget, Principal Barnes stated there are cameras on the outsides of the rest rooms.

Mr. Cross questioned the process. Superintendent Corey explained the Budget Committee provides a guidance number, which the Administration/Board strive to meet. If unable, a request can be made of the Budget Committee to increase the guidance number. The review process starts with a list of all items desired for the budget. In each round of the review, the items are discussed, and a determination made as to whether the item can be funded in the coming year, and at what amount. The spreadsheet that is used to identify what occurred in each round of the review is maintained, and used as a starting point the following year so that items that did not end up being funded can be considered again for the following year's budget.

Superintendent Corey provided the example of the intercom system for the HBMS, which was cut in the first round/review. The reason it was cut is because it did not make it into the CIP. The intent is that everything be included in the CIP so that funding can be planned over time. It is understood the system can wait another year. If the system were to fail, the Contingency Fund could be looked to for the funding needed.

Chairman Brown questioned when the paving of the lower staff lot is planned for. Superintendent Corey remarked, if the facility request passes, the Administration would look to obtain a quote for the work to be done while pavers are onsite to address the access road to the new field. If financially feasible, he would bring the request to the Board. The next lot would likely be the staff lot on top. The lot below would be done when there is a need, and it is believed the safety issues outweigh the paving of the parking lot. That is the only place where students have to cross to get back on the sidewalk.

When asked about the cost of the volleyball pole system having decreased from \$10,000 to \$2,000, Superintendent Corey stated the system has a total cost of \$2,000. When the budget review process begins the numbers being considered are estimates. As it becomes known that items are likely to be funded, concrete prices are obtained.

Ms. Deurloo Babcock commented on the spreadsheet detailing the Athletic Department budget noting the distinction made between the different funding sources. At some point, the Board needs to engage in a discussion of the types of items that should be funded through the trust. Chairman Brown responded the discussion comes up annually; however, has not yet been finalized.

Mr. Solon stated, prior to the establishment of the trust, monies collected went into the general fund, and it was very difficult to verify that they were expended on athletics. The pay-to-play fee was not contrived to be a one for one where a parent contributes so that their child(ren) receives a certain benefit/item. It is a supplemental revenue stream to help support athletics.

The trust was created to ensure monies collected are only allocated for athletic items. Beyond that, there was no intent, at the time, to restrict it. Expenditures are approved by the Board. Historically, large dollar items were chosen for funding from the trust just because it made the request/hearing simple. Chairman Brown commented the conversations that have been had is there is no right or wrong way of how this is treated. The District is the only one in the State that has an athletic trust fund that is a revolving fund. We don't get a lot of guidance when reaching out to legal counsel asking for help. There have been some ideas thrown out of how we might want to do it, but then we try to have conversations at policy meetings, and ultimately there is a departure of opinions. It goes back to there is a requirement to conduct a Public Hearing when considering expenditures from the fund. She stated her belief, if a Public Hearing results in a consensus that a proposed expenditure is not appropriate to come from the fund, it probably shouldn't get approved, which will have ramifications.

Mr. Solon remarked the other extreme would be coming to a decision to no longer have pay-to-play fees, and, therefore, the need for the trust no longer exists. Chairman Brown commented there are some folks who would

say we shouldn't have the fee, and the costs should be budgeted, and others who would like to see fees higher than what they currently are to more closely reflect the actual cost of participation.

Ms. Whalen stated the guidance number received from the Budget Committee changed between October and November. When the 2.2% CPI figure was added into the budget, it was added into the wage lines as well. It was later realized, in a year with two contracts, it doesn't make sense to add the 2.2% into the wage lines as that would result in an increase because of the CPI and an increase due to contract obligations. Because it was late in the process, and removing that 2.2% would have made the distance between the proposed budgeted amount and guidance great, the Budget Committee decided to remove from the guidance number half of the figure associated with the 2.2% CPI (\$90,000).

Superintendent Corey explained that was kind of what pushed the vocational transportation proposal forward as the District will gain most of the difference out of that piece in addition to savings on substitutes and perhaps a small savings on athletics. He commented the budget the Budget Committee will see tomorrow night is, in his opinion, one of the best, well-funded budgets the District has had since his time in the District. The big piece would be, not knowing where the current budget will end up, the ability to potentially pre-buy some items, one of which would be the water tank. There is potential in the current budget because of the difference in healthcare cost from what was budgeted and what is reality.

When asked, he stated there would not be a line in the budget for salary increases, as those would be captured in warrant articles. The budget would show this year's figure plus the contractual obligations for lane changes because those happen whether an agreement is reached or not.

John Cross departed at 7:38 p.m.

The Board discussed how to phrase a motion to increase the budget by the \$14,000 to support the addition of a middle school lacrosse program contingent upon approval of field expansion at the March meeting. Mr. Solon suggested the amount simply be added to the budget, and, if the field expansion is not approved, a motion could be made during the March meeting to amend the budget to remove the \$14,000.

MOTION BY MEMBER DEURLOO BABCOCK TO INCREASE THE RECOMMENDED BUDGET BY FOURTEEN THOUSAND DOLLARS (\$14,000) TO SUPPORT THE ADDITION OF A MIDDLE SCHOOL LACROSSE PROGRAM
MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Ms. Levesque asked for clarification if the motion to add the \$14,000 passes, and the field expansion does not, will someone have to be on the floor to modify the Warrant Article. Superintendent Corey stated the Warrant Article could be modified or the budget could go through as is, and, as a Board, the decision could be made, at a later meeting, to encumber the \$14,000 not to be expended with the intent that it be returned as a tax offset the following year.

Ms. Levesque stated the desire for the motion to identify the increase of \$14,000 as being contingent upon the passage of the field expansion. Ms. Deurloo Babcock remarked, if the field does not pass, the Board would need to have some conversations about athletics, what the priorities of the communities are, and how we are going to continue to support some athletic programs that are on fields, which are not sufficient. Having it be in the budget and stay in the budget would be one way of ensuring that discussion takes place. Superintendent Corey commented the strategy does not need to be determined at this time. Legal counsel could be consulted to identify the best approach. Legal counsel is also in attendance at the annual meeting, and could provide guidance at that time as well. Ms. Levesque stated her support of the effort and the idea noting she simply wishes it to be clear to the voters.

Chairman Brown commented what we don't want to do is not put the money in the budget, have the field pass, and have no financial means to support the program and keep it consistent with other sports.

Mr. Solon spoke of discussion that can take place during the presentation to ensure the voters are aware of the intent. The warrant article for the operating budget will be, as currently proposed, presented after the other discussions. He questioned if the \$14,000 is likely the approximate amount that would be needed in subsequent years' budgets to continue the program. If it is not, he would prefer to see an amount added that is representative of the ongoing cost. Superintendent Corey stated it could be \$4,000 - \$5,000 off, but he believes it would be in that area in subsequent years. Superintendent Corey stated he believes the real cost at start-up to be \$22,000; however, he would look to utilize some of the \$16,000 balance in the Athletic Trust Fund to cover the cost of helmets and other items. In future years, he would expect ongoing costs to be \$17,000 - \$18,000. Mr. Solon reiterated the need to ensure the information understood by the Board is clearly articulated during the presentation to the taxpayers.

Chairman Brown questioned what the balance of the Athletic Trust Fund would be at the end of FY19 if \$6,000 - \$8,000 were utilized for Lacrosse, and was informed it would be approx. \$8,000. She remarked the former Business Administrator seemed to like to keep fund balances at 20-25% of the operating cost. Several years ago, the Board utilized a large portion of the trust fund balance bringing it to a point lower than had been seen in recent history. Over the past few years the balance has built back up slightly, and, if utilizing the fund for middle school Lacrosse, as anticipated, the fund balance would drop back down to where it was a few years ago.

MOTION CARRIED

6-0-0

- Facilities Update

Superintendent Corey introduced Cameron Hallett, Sophomore, HBHS. When the Administration began the facilities project, Cameron contacted Tom Whalen, President, Hollis Brookline Booster Club, regarding the potential for a virtual tour of the facility. The virtual tour is something Cameron did on his own, and one that highlights the next wave of students coming through. The drawings were provided by the Architect the District has hired, and Cameron purchased the software needed. Superintendent Corey reminded the Board and viewing audience, what the Administration is proposing is a STEM lab. Robotics is something that happens in the STEM lab along with a host of other courses offered during the school day. Robotics and STEM, at one point, became almost interchangeable, and are really not. The District is moving forward with more engineering, computer design, computer software, etc. Mr. Hallett provided a viewing of the virtual tour (can be viewed [here](#); tape counter 1:21), which depicted the proposed construction/set-up and equipment/use for each space.

Superintendent Corey provided the Board with a facilities funding model for the sake of promoting discussion. The STEM/Fitness Center lists a total cost of \$1,980,000. The model used was for 70% of the cost to be funded by the tax base (\$1,386,000) and 30% private donations (\$594,000). For the synthetic multi-purpose field; total cost of \$1,660,000 with 67% funded through tax base (\$1,114,000) and 33% private donations (\$546,000). The estimate for the cost of fitness equipment (\$100,000) STEM equipment (\$100,000), and field lights (\$300,000) totals \$500,000. Discussion around those items has always indicated the desire for the cost to be 100% funded through private donations.

Working off a spreadsheet prepared by the Budget Committee Chairman, the total cost of the three aspects of the proposal is \$4,140,000 (\$2.5 million bond/\$1,640,000 private donations). The funding mechanism continues to be explored, e.g., bond versus lease or a combination of the two. When looking at a bond in the amount of \$2.5 million, the breakdown of the tax impact on a \$400,000 home is \$64.00 (both communities). The lease/bond combination may be slightly higher given the higher interest rate on a lease, but overall will not be significantly higher as a lease would retire sooner. What is being sought is a funding mechanism for the field that would allow for pre-payment.

Superintendent Corey reiterated the figures provided were solely intended to begin the discussion. He is unclear of the Board's desire relative to whether 70% taxpayer funded is appropriate. There are those who believe it should be funded by the taxpayers and other who believe it should be through private donations. To date, the Board has not taken a formal position on funding or the projects themselves.

Ms. Levesque questioned the life of the bond, and was informed it would be a ten-year bond. Superintendent Corey explained, as outlined, because funding the fitness equipment, machines, and field lights, comes down to private donations for 40% of the overall cost; but 33% and 30% of the two individual projects. When asked if he believes that to be a realistic number, he stated he is uncertain. One of the things he has heard from individuals potentially interested in becoming donors is they want to know what the taxpayers will contribute, and many, he believes, will feel much more comfortable after the March vote.

Ms. Levesque questioned what would occur if the anticipated private donations did not reach the presumed percentage, and was informed, at that point, the annual meeting would have already occurred, and the District would be sitting in limbo not starting the project as it would not be funded. The Board could return to the next annual meeting with a request, but he does not believe that to be a direction the Board would want to go in. That emphasizes the importance of the Board working with the Administration to identify what the percentages should be identified as.

Ms. Levesque questioned if the two projects would be separate Warrant Articles, and was informed they would. Superintendent Corey noted, were a single funding mechanism proposed, he would want the article to reflect them being bundled from a financing point of view as that might achieve the best rate. The STEM warrant article would appear first.

Mr. Solon suggested it would be helpful to have a breakdown of the costs. He would like to see the elements of each project identified as stand-alone milestones, e.g., if funding was approved, but not at the level requested, what could be completed (different phases of the overall project that could be done independently, if necessary). He stated the desire for the donation pool to be greater than that of the Hollis/Brookline community. Most of those who reside in Hollis and Brookline don't work in those communities. The community that benefits from the brain trust and what comes out of these communities extends beyond the boundaries of the towns. He spoke of the potential for corporate sponsorship. He believes the amount of funding from private and corporate donations could be much greater than predicted between this time, and the point at which funding is needed to be in place to keep the project moving forward.

Mr. Solon commented on a question raised at the last forum regarding the desire for a trainer to be located in a private room. He questioned the risks of having a closed room. Superintendent Corey responded one of the things looked at when hiring a trainer was how do you deal with one-on-one situations, and the answer is simply you don't. The office location would be in the main lobby. Mr. Solon suggested a set-up such as a curtain rather than a door where visibility would be limited, but sound would not. Vice Chairman VanCoughnett spoke of HIPAA concerns, e.g., you cannot have people overhearing a discussion. She commented the larger issue is the trainer is currently working in an open space that has 20 students in it. There is a big jump between what exists now, and what is being considered for the future. There will need to be additional discussion of the exact set-up. Mr. Solon stated concern with a level of discomfort and risk of having a trainer working in isolation with an individual student.

Principal Barnes stated his respect for the valid concerns, and noted some may have in their mind that when a student is going to see the trainer it is like a doctor's visit where the door is shut all the time when in fact it is everything in between. Mr. Solon questioned if the door should be shut any time. Principal Barnes responded he could not think of a circumstance where it necessarily should be, and if there were an issue that rose to that level of seriousness there would likely be another adult in the room. Ms. Levesque questioned, and was informed there is intended to be a window in the door of the trainer's office.

Mr. Solon suggested consideration also be given to making the restroom facilities in the new addition gender neutral.

- Policy KHB – Advertising
- Policy KCD – Donations/Gifts

Chairman Brown noted two policies before the Board for discussion. She wished the Board to engage in a theoretical discussion around naming rights. If having a large donor, would the Board be supportive of or opposed to naming the STEM Center or field. The existing advertising policy states in part: “Neither the facilities, the name, the staff, nor the children of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that....”

Ms. Levesque stated she would not be opposed to naming rights. She questioned what other school districts have done. Superintendent Corey stated the Souhegan Field received a considerable donation; when you walk in, the person’s name is the arch on the front walkway. Ms. Deurloo Babcock stated she read through the policy and her concern is the advertising piece; a private donor who wants to add their name is something she does not see as a problem with the policy. What Mr. Solon brought up earlier was an opportunity to reach out to broader community, and some of that could be companies that would like their name on a scoreboard, etc. She is of the opinion when getting into a company name it falls more in line with advertising and may require the policy to be re-worked. She is supportive of accepting those kinds of monies, but believes the policy may need to be revised.

Mr. Solon remarked the questions that came up at the Policy Committee level, and what kept the committee from making a specific recommendation were: 1) is it exclusive; are naming rights indefinite or do you place a timespan on it, 2) restrictions; do you put restrictions on who you will accept funds from or who will be allowed to have naming rights, e.g., do you want to have the NH State Liquor Commission sponsoring the driver’s ed. program, etc. Before forming a policy, the committee would like to understand what limitations the Board may believe necessary. If no limitations, a structure could be submitted for consideration.

Vice Chairman VanCoughnett suggested it could be as simple as ensuring the policy includes an approval process for naming rights. Mr. Solon questioned, as a public institution, if the Board/District could determine that a particular company is permitted and another not, e.g., tobacco company. Superintendent Corey stated he would reach out to legal counsel at Drummond & Woodsum for an opinion as to whether there can be established criteria, and, if so, what they can be based upon. Chairman Brown stated her opinion, if the Board is going to approve or not approve, it would be preferable to have the criteria identified before being faced with individual donations.

Mr. Solon stated his first question to be is naming considered advertising and does it have to be consistent with the advertising policy (restricted by). He questioned if there was anyone in attendance that categorically objects to acceptance of donations whether that be from individuals or corporations. The response was that there was no objection to acceptance of donations.

Superintendent Corey stated he would email both of the policies to legal counsel, and follow up with a phone call requesting a written opinion.

DELIBERATIONS

**MOTION BY MEMBER SOLON TO TAKE FROM THE TABLE CONSIDERATION OF THE HIGH SCHOOL PROGRAM OF STUDIES
MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

MOTION CARRIED

6-0-0

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

MOTION BY MEMBER DEURLOO BABCOCK TO APPROVE THE PROGRAM OF STUDIES AS PROPOSED

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

When asked if there was anything that was asked and specifically not accommodated, Principal Barnes responded he did not believe so. When asked if any changes were made to the honors by contract items, he stated the only change to have been correcting reference from sophomore to junior.

Chairman Brown commented for courses for which textbooks are a student cost, the language has been amended to provide additional transparency. She stated her desire to consider fully funding that item in future budgets. Superintendent Corey stated the Commissioner of Education has put a program forward with community colleges that, with a slight change in District policy, will allow those courses to now be at no cost to students. Students will receive the credit, but will not pay the fee to a community college in the New Hampshire system.

Mr. Solon questioned if there are any courses available for which a staff member is not currently assigned/available to teach. Principal Barnes stated there are no courses available for which student enrollment would result in the need to hire.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the Annual School District Meeting dates: March 15, 2018 with a snow date of March 16, 2018

MOTION BY MEMBER WHALEN TO SET THE DATE FOR THE ANNUAL SCHOOL DISTRICT MEETING AS MARCH 15, 2018 WITH A SNOW DATE OF MARCH 16, 2018

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

6-0-0

Mr. Solon questioned the ability to adjust the date identified for the Public Hearing on the proposed FY19 budget (February 8th). Superintendent Corey stated he could query the Business Administrator as to whether another date could be considered.

- To see what action the Board will take regarding Policy **GEA** - Extra-Curricular and Co-Curricular Advisors and Athletic Coaches
 - 1st Reading: September 19, 2017
 - 2nd Reading: October 18, 2017
 - 3rd Reading: November 15, 2017 (as amended)

Given its fourth reading;

Mr. Solon noted the policy language had been amended in the last review. There had been a section titled qualifications. In it, the NHIAA qualifications for a coach were identified, but for advisors it had been simplified to indicate a requirement for three years of college or work experience. The intent was not being fully served by that wording. The Policy Committee elected to remove that entirely, and move the issue

regarding coach eligibility into the selection process (2nd paragraph). The language now states the coach has to be eligible to fulfill the NHIAA requirements.

**MOTION BY MEMBER SOLON TO ACCEPT THE FOURTH READING AND ADOPT POLICY
GEA – EXTRA-CURRICULAR AND CO-CURRICULAR ADVISORS AND ATHLETIC COACHES
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0**

TABLED

- To see what action the Board will take regarding Policy **BEDG** – Minutes
- To see what action the Board will take regarding **BEDG-R** - Access to Minutes and Public Records
- To see what action the Board will take regarding Policy **IGE** - Parental Objections to Specific Course Material
- To see what action the Board will take regarding Policy **JICFA** – Hazing
- To see what action the Board will take regarding Policy **IHAM** – Health Education

REPORT OUT BY PROCESS OBSERVER

Vice Chairman VanCoughnett stated the meeting ran 25 minutes ahead of schedule.

ADJOURNMENT

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

The December 20, 2017 meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:55 p.m.

Date _____ Signed _____