

Hollis Brookline Cooperative School Board.

Wednesday, June 17, 2020

Hollis Brookline Middle School Library

7:30 PM

All times are estimates and subject to change without notice

7:30 Call to Order

7:35 Agenda Adjustments
Approval of Meeting Minutes (May 13, 2020)
Nominations/Resignations/Correspondence

7:40 Principal Reports

7:50 Public Input

7:55 Non-Public under RSA 91-A:3 II (a) compensation and/or (c) reputation

8:00 Discussion
➤ SAU41 School Year Transition Planning
➤ ESY Update
➤ Bleacher Update
➤ SAU Rent

8:15 Public Hearing—Hollis Brookline Cooperative School District Maintenance Trust and the Hollis Brookline Cooperative School District Athletic Trust

8:30 Deliberations
➤ To see what action the Board will take regarding the administration's recommendation for the Hollis Brookline Cooperative School District Maintenance Trust
➤ To see what action the Board will take regarding the administration's recommendation for the Hollis Brookline Cooperative School Athletic Trust
➤ To see what action the Board will take regarding the administration's recommendation to refinance the turf field bond
➤ To see what action the Board will take regarding the administration's recommendations for teacher nominations
➤ To see what action the Board will take regarding the superintendent's recommendation for administrative compensation

9:00 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Tim Girzone, Principal HBMS
Re: Principal's Report
Date: June 17, 2020

Information Only

End of Year Celebrations:

Administration and staff have developed and shared with students and parents an 'End of Year Awards (Slideshow) Ceremony' for students in Grades 7 and 8. The slideshow ceremony included videos from administration and staff recognizing the academic as well as non-academic student accomplishments from throughout the year. The ceremony was highlighted by the awarding of the annual 8th Grade Robert E. Kelly Character Award to student *Tommy Koch*. A plaque with all prior award winners' names is being designed and built for display in the main office by our Tech Ed teacher, Mr. Scaramellino.

End of Year Awards Ceremony

HBMS also hosted a 'Reverse Parade' for students in both Gr. 7 & 8 to celebrate the year and offer parents, students and teachers an opportunity to see one another one last time before summer and provide some closure to the year.

Material Collection:

HBMS hosted 3 Book/Material return days. The process was safe and effective in the collection of school issued materials as well as the return of student owned materials that had been left behind at school when we transitioned to Remote Learning in March. From this process we are confident we have an accurate record of items that have been returned and those that still need to be returned. HBMS administration will be in contact with families who have yet to return school issued materials in the coming weeks.

Master Schedule Update:

The development of the Master Schedule for SY '20-'21 has continued throughout our Remote Learning environment. Our registration process is complete as is the course section determination and teacher course assignment process. The process of balancing team assignments is well underway, which includes transition meetings with elementary school staff and families, and the determination of special education service assignments across all four MS teams. Once the team assignments are complete, students will be uploaded into the master schedule frameworks that have already been carefully developed and copied into PowerScheduler (PowerSchool).

Welcome to HBMS (Rising 7th Graders):

A 'Welcome to HBMS' slide show for incoming 7th grade students and their parents has been sent out which replaced the typical 'step-up day' this year.

Welcome to HBMS

HBMS administration also took part in Zoom meetings with all 6th Grade classes to meet students and answer questions about Middle School.

Staffing Updates:

- HBMS has named Mrs. Wendy Sommer as the candidate of choice for the Computer Education Teacher (1 year interim) position
- HBMS has named Mrs. Ceara Yourell as the candidate of choice for the 8th Grade Science Teacher position

Respectfully Submitted,
Tim Girzone
Principal, Hollis Brookline Middle School

To: Andrew Corey, Superintendent
From: Rick Barnes, Principal
RE: June Board Report

This correspondence marks the final report for the regular school year that was anything but. As principal, I could not be prouder of how our community came to together to make the best of a very difficult situation.

Remote Shows: *Trap* The show must go on, and that it did. Students and staff did an exemplary job modifying and adapting a script for the stage to an online production. The play sold a lot of tickets and was viewed in multiple states across the country. We are grateful that the playwright made himself available to our students to give his advice on how to modify his work.

Guitar Night: Just when we needed a morale boost the most, HB's annual tradition found a way to adapt and overcome the challenges of digital production. The result was three days of incredible performances by our talented students made available to all for a donation. The Guitar Night Club raised over \$2000 from the shows to be donated to the Brookline Food Pantry.

Professional Development Opportunity for Teachers: We will be offering professional development opportunities for staff during the last days of school to identify areas in our curriculum where we can respectively engage one another in our approach to teaching about race, culture, and other aspects of diversity. We are grateful for the thoughtful and hard work Mrs. Johannsen and Mrs. Cleary put into providing this important opportunity for our staff.

Step Up Day for Rising Freshman: Yes, this is another activity gone remote. Please [click here](#) and enjoy!

Master Schedule Update: Like everything else, the pandemic made its own impact on our master schedule. Given the constraints placed upon staff, we are happy to report that student schedules will go home with report cards on June 19. Instructions will also be available on how families can contact counselors over the summer to get answers to any questions.

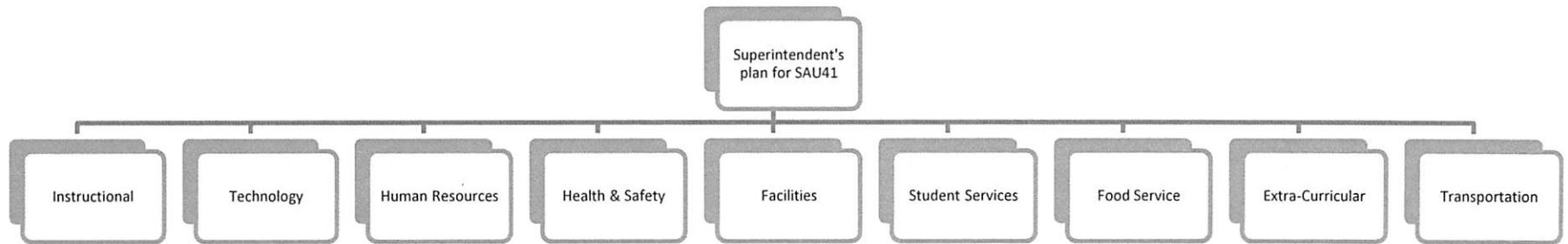
Graduation: At the time of this report, a tremendous amount of work was entering its final stages. The was a true team effort involving 50% of the staff in one way or another. We could not have had this event without the willingness of so many of our staff to be there for our seniors. This was an amazing class that will be greatly missed.

On behalf of a grateful staff, we want to say thank you to our Cooperative School Board and SAU for their support, trust, leadership, and encouragement in unprecedented times.

Respectfully Submitted,

Rick Barnes
Principal

SAU41 2020-2021 Transition Framework



This document represents the framework of how SAU41 will develop transition plans for the 2020-2021 school year. This structure follows the methodology of Incident Command, which allows team members to focus great attention on a narrow scope of the work. Sub-committee leaders report back to the superintendent, who will identify areas of intentional or unintentional overlap, allowing the superintendent to make decisions with the best interest of the SAU41 community in mind.

Each sub-committee will be tasked with reviewing key considerations that have been given to them based on the guiding references listed. They will also identify additional considerations that might be pertinent only to SAU41. The goal of the sub-committees is to convert these considerations into guidelines or procedures for the individual buildings to follow. Each of the individual buildings will have working groups whose goal will be to take the guidelines and procedures and put them into place in their buildings. The purpose of this work is to ensure the health and safety of all school community members as we begin to plan for the 2020-2021 school year.

Subcommittee Descriptors:

Instructional: School day, materials, paperless, gaps, training around material use

Yolanda Flamino, Asst Principal HBMS

Gina Bergskaug, Asst Superintendent SAU41

Patricia Bouley, incoming Principal CSDA

Greg Snoke, 6th Grade Teacher CSDA

Jennifer Given, Social Studies Teacher HBHS

Michelle O'Brien, 3rd Grade Teacher HPS

Shannon Dwyer, 2nd Grade Teacher RMMS

Ellen Lenczak, School Nurse HPS

Carol Swanson, 7th Grade Math Teacher HBMS

Technology: Distribution, PD, training, required use parameters, resources

Candi Fowler, Principal HUES

Carol Tyler, Database Manager SAU41

Rich Raymond, Network Director SAU41

Amanda Zeller, Asst Principal HBHS

Penny Currier, Tech Integrator HPS

Maureen Lorden, School Nurse CSDA

Mark Meskell, Tech Specialist HBMS

Mary Albina, Tech Specialist Brookline

Human Resources: Return to work, volunteers, CBA

Paula Izbicki, Principal HPS

Carrie Marsh, Human Resources SAU41

Jennifer Campbell, Student Services Administrator HBMS

Nicole Tomaselli, Curriculum Administrator Hollis

Jill Robinson, 1st Grade Teacher RMMS

Lisa Stone, 5th Grade Teacher HUES

Sheila Mandragouras, School Nurse HBMS

Christine Haight, Reading Teacher HBHS

Lynda Durkee, Senior Secretary CSDA

Health & Safety: temps, protocols, drills

Dan Molinari, Principal RMMS

Bob Thompson, Asst Superintendent SAU41

Bob Ouellette, Asst Principal HBHS

Ellen Lenczak, School Nurse HPS

Kelly Seeley, Business Administrator SAU41

Kelly Ducharme, School Nurse HBHS

Tim Putnam, 6th Grade Teacher CSDA

Erin White, Health Teacher HBMS

Karin Pillion, Math Specialist CSDA

Amanda Inman, 5th Grade Teacher HUES

Facilities: PPE, RN & office space, bubblers, restrooms, hallway traffic

Rick Barnes, Principal HBHS

Kelly Seeley, Business Administrator SAU41

Ed Hinckley, Building Maintenance Supervisor HUES

Ann Robinson, Senior Secretary HPS

Lynn DiZazzo, 7th Grade English Teacher HBMS

Cathy Farwell, School Nurse RMMS

Chuck Stohl, Building Maintenance Supervisor HPS

Dawna Bosquet, Building Maintenance Supervisor CSDA

Student Services: SEL, monitoring for comp ed requests, complex medical cases, backlogging of referrals

Lauren DiGennaro, Asst Principal HBHS

Bob Thompson, Asst Superintendent SAU41

Amy Rowe, Asst Director Student Services SAU41

Anne Elser, Student Services Administrator Hollis

Amanda Morin, Student Services Administrator Brookline

Jessica Visinski-Bumpus, School Counselor CSDA

Heidi Moore, Case Manager HUES

Amber Fox-McNeil, School Nurse HBHS

Sandy Van Sciver, Reading Teacher, HPS

Claire Actis, Paraprofessional HBMS

Food Service: bag lunch, new lunch schedule if serve in cafeteria, cash-free?

Tim Girzone, Principal HBMS

Amy Cassidy, Food Service Director SAU41

Lin Illingworth, English Teacher HBHS

Caryn Miller, 6th Grade Teacher HUES

Stacie Sanborn, School Nurse HUES

Sam Boudreau, Tech Integrator HUES

Inger Walega, Food Service RMMS

Extra-Curricular: clubs, activities, sports, elementary clubs and Before/After School

Brian Bumpus, 7-12 Athletic Coordinator COOP
Tim Girzone, Principal HBMS
Allie Buschmann, 8th Grade PE Teacher & Athletic Director HBMS
Matt Barbosa, Music Teacher HBHS

Meeting #1 Agenda:

Review considerations
Develop additional considerations for list
Report back to central group

Bob Pooler, 6th Grade Teacher HUES
Lynne Ouellette, Art Teacher HBMS

Transportation: STA

Meeting #2 Agenda:

Convert considerations into guidance

Guiding References:

-American Academy of Pediatrics (AAP)

<https://www.aappublications.org/news/2020/05/05/covid19schoolopening050520>

-American Federation of Teachers (AFT)

https://www.aft.org/sites/default/files/covid19_reopen-america-schools.pdf

-Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

-Environmental Protection Agency (EPA)

https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf

-Learning Policy Institute (LPI)

<https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief>

-Maryland Public Schools Recovery Plan

<http://www.marylandpublicschools.org/newsroom/Documents/MSDERecoveryPlan.pdf>

-National Association of School Nurses(NASN)

https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/COVID-19_Interim_Guidance_Role_of_the_School_Nurse_in_Return_to_School_Planning.pdf

-National Council on School Facilities (NCSF)

<https://www.facilitiescouncil.org/covid19-guidance>

-New Hampshire School Nurses Association (NHSNA)

<https://nhsna.wildapricot.org/resources/NHSNA%20Working%20Draft%20Coronavirus%20Considerations%203.pdf>

-Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>

-Primex Risk Management Road Map to Reopening Schools

[https://www.dropbox.com/sh/7amwv2lw10tea9t/AABolbbhexDzwGDFBgdi4ampa?dl=0&preview=Risk+Management+Roadmap+to+Reopening+Your+Campuses+\(May+13th+Session\).mp4](https://www.dropbox.com/sh/7amwv2lw10tea9t/AABolbbhexDzwGDFBgdi4ampa?dl=0&preview=Risk+Management+Roadmap+to+Reopening+Your+Campuses+(May+13th+Session).mp4)

-United Nations Educational, Scientific and Cultural Organization (UNESCO)

<https://en.unesco.org/news/back-school-preparing-and-managing-reopening-schools>

-World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions>



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC:
Date: 6/12/2020
Re: Turf Field Bond Refinance

Now that interest rates have started to drop, an RFP was sent out to request bids on refinancing the turf field bond. We received two bids on the June 2nd deadline with the following interest rates:

TD Bank - 2.0%
Frist National Bank – 2.43%

For both bids there are no prepayment fees and no closing costs. The legal fees for both would be \$1,500 - \$2,000.

The Board has 30 days from submission to accept the bid.

Hollis Brookline Cooperative School District

Expendable Trust: Public Hearing

June 17, 2020

Maintenance Expendable Trust

Background

Principals Rick Barnes and Tim Girzone identified several needed repairs/improvements for their respective buildings during the budget process. At the FY21 Budget Hearing, the Hollis Brookline Budget Committee recommended along with the Hollis Brookline School Board that the funding source for these particular items be the Hollis Brookline Maintenance Expendable Trust.

FY21 Requested Items/Estimated Cost

HBMS	Asbestos Abatement	\$ 54,050 (clear building of asbestos)
	Roof Repairs	\$ 20,000 (repair chronic issues)
	Elevator Replacement	\$ <u>43,000</u> (hold to combine with FY22 funds)
		\$117,050
HBHS	Roof Section	\$ 50,000 (Phase 3 of 10)
	Masonry Work	\$ 20,000 (associated with roof replacement)
	Plumbing Fixtures	\$ 5,000 (end of life for identified fixtures)
	Air Handling Upgrades	\$ <u>10,000</u> (needed repairs/upgrades based on evaluation)
		\$ 85,000
	Total	\$202,050

Maintenance Expendable Trust Status

Current Balance:	\$ 99,416
To be added in FY21:	\$ 200,000
FY21 Expenditures:	\$ <u>(202,050)</u>
FY21 Ending Balance:	\$ 97,366 (Anticipated)

Special Education Expendable Trust

There are no plans at this time to use any of these funds in FY21.

Special Education Expendable Trust Status

Current Balance:	\$ 180,073
To be added in FY21:	\$ 25,000
FY21 Expenditures:	\$ <u>0</u>
FY21 Ending Balance:	\$ 205,073 (Anticipated)

Athletic Expendable Trust

Background

The Athletic Expendable Trust is funded by parent paid athletic fees. The total fees collected in one year are sent to the Trust in the following year. An annual request and public hearing occurs each year to spend all or part of that allocation. This year's request is for athletic expenses that were assigned to the Athletic Trust Account via the budget process and are as follows:

FY19/FY20 Request for Budgeted Purchases

FY19 Purchases-June

Description	FY20 Budget for Athletic Trust Reimbursement	Actual Costs June 2019	Balance
Field Maintenance		\$1,164.71	
Equipment Repair		\$2,599.00	
Transportation		\$579.60	
Awards		\$456.28	
Replacement Equipment		\$472.44	
June 2019 Total		\$5,272.03	
FY19 in Total	\$67,000.00	\$65,268.77	\$1,731.23

FY20 Purchases July - May

Description	FY20 Budget for Athletic Trust Reimbursement	Actual Costs July - May	Balance
Field Maintenance	\$3,500.00	\$1,825.00	\$1,675.00
Transportation	\$4,300.00	\$3,760.93	\$539.07
Athletic Balls	\$7,448.00	\$7,448.00	\$0.00
Training Supplies	\$4,257.50	\$3,142.44	\$1,115.06
Athletic Supplies	\$2,071.00	\$2,069.29	\$1.71
Awards	\$5,010.00	\$3,003.55	\$2,006.45
Uniforms	\$19,445.21	\$18,548.29	\$896.92
Addl Equipment	\$1,000.00	\$1,000.00	\$0.00
Replacement Equipment	\$9,543.29	\$9,543.29	\$0.00
Dues and Fees	\$10,425.00	\$9,979.00	\$446.00
FY20 Total Thru May	\$67,000.00	\$60,319.79	\$6,680.21

Total Requested: \$60,319.79 FY20
 \$ 5,272.03 FY19
 \$65,591.82

Athletic Expendable Trust

Current Balance: \$ 104,098
 FY19 Jun Expenditures \$ (5,272)
 FY20 Expenditures: \$ (60,320)
 To be added in FY21: \$ 40,390
 FY21 Expenditures: \$ (67,000) per FY21 Budget Documents
 FY21 Ending Balance: \$ 11,896 (Anticipated)