

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
OCTOBER 16, 2019
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, October 16, 2019 at 6:00 p.m. at the Hollis/Brookline Middle School Library.

Chairman, Holly Deurloo Babcock, presided:

Members of the Board present: Tom Solon, Vice Chairman
 Beth Janine Williams, Secretary
 Melanie Levesque
 Cindy VanCoughnett
 Krista Whalen

Members of the Board Absent: Elizabeth Brown

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Asst. Superintendent of Curriculum Inst. & Assessment
 Linda Sherwood, Assistant Business Administrator
 Rick Barnes, Principal, Hollis Brookline High School
 Tim Girzone, Principal, Hollis Brookline Middle School
 Mary Martin, Student Council Representative
 Annie Hazelton, Student Council Representative

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Cindy VanCoughnett as Process Observer.

AGENDA ADJUSTMENTS - None

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [September 18, 2019](#)

The following amendments were offered:

Page 5, Line 34; correct the spelling of “rather”

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

5-0-1
Member Whalen Abstained

Hollis Brookline Cooperative School Board – **Non-Public** [September 18, 2019](#)

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

5-0-1
Member Whalen Abstained

Hollis Brookline Cooperative School Board – **Non-Public** [August 21, 2019](#)

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

5-0-1

Member Deurloo Babcock Abstained

NOMINATIONS/RESIGNATIONS/RETIREMENTS/CORRESPONDENCE

Superintendent Corey informed the Board he and Principal Barnes are addressing an issue they were made aware of earlier in the day; Divisions II and IV Golf Team Tournament Championship has been cancelled due to impending weather (don't intent to make up). Impacted are a number of individuals and the team, which is the #1 seed. They will reach out to the NHIAA to voice displeasure. The championships for individuals are Sunday. As a result of the cancellation, they are limiting each Division II and IV team to 2 golfers. They are trying to determine how to select those individuals. It is the balancing act between golf scores, participants that have been on the team for years, etc. His suggestion will be to not play the individual championship on Sunday, but instead have the Division II and Division IV championship. In the spring, we could gather the golfers back up and have an individual championship.

Rick Barnes, Principal, Hollis Brookline High School (HBHS), remarked we are tied for the #1 seed position. There are two teams that are not getting an opportunity to play for something they should be able to play for.

Asked if they are coordinating lobbying with others, Superintendent Corey stated he has the conversation going with other Superintendent's whose students are impacted.

PUBLIC INPUT - None

PRINCIPAL REPORTS/ATHLETIC REPORT

Hollis Brookline Middle School (HBMS)

Tim Girzone, Principal, HBMS, spoke of the hiring of Wendy Sommer as the Computer Education teacher for the 2019-2020 school year. She came in at the end of September and has done a phenomenal job with grade 7 students and the Computer Ed curriculum; particularly working on coding with some entry level Scratch.

The PSAT 8/9 will be offered to 8th grade students on November 4th.

HBMS Kindness Week is October 21st through the 25th, and will highlight social emotional learning with a focus on anti-bullying.

Asked if the PSAT 8/9 is opt in/opt out or mandatory, Principal Girzone stated it to be opt out.

Asked for additional information on the anti-bullying program, he stated the United For All Club, which is run by 3 staff members, works throughout the year, and has proposed this as an idea. The idea is to work within the ROCK Curriculum; small groups working individually with the trusted adult as the ROCK teacher teaching them about the impact we have on each other, understanding how everyone has their own needs, and helping students understand beyond their own individual perspective. Anti-bullying is part of what is encompassed in helping students navigate social interactions. Asked if it is a structured program (named), he responded it is not necessarily. There are individuals on staff who have participated in a variety of different professional development activities around the issue. There is a district-wide initiative for social emotional learning, and it aligns with the self-management and self-awareness vision the District is using as a guide.

Hollis Brookline High School

Principal Barnes noted information provided the Board on the School Profile commenting on the level of pride in the results. He stated his belief the SAT scores are #2-3 in the State.

Student Council - none

- Class size report from the high school and middle school

Principal Girzone spoke of the report included with the agenda noting some of the sections, specifically the ones under term, Q1, Q2, Q3, or Q4, are somewhat redundant in the sense that it is one cohort of students that will be represented 4 times throughout the report, e.g., smaller numbers that repeat; period 7 has a small section of 8th graders that rotate through the specialists as well as a large number for period 4 or 5 at 27 that rotated through the specialists. That is one cohort of students that appears 4 times.

Chairman Deurloo Babcock asked for clarification the number listed under “expression” is the period the class is offered in, and was informed that is the case. Asked about the acronyms, Principal Girzone stated KM-BF stands for Knight Monday through Blue Friday. For the classes that meet every other day, you have to identify the week to keep the minutes balanced. As an example P.E. and Music rotate in 1 period so one week is a blue week to make sure they get the long block and the next week the opposite class gets the long block.

Chairman Deurloo Babcock commented an 8th grade student who has period 7 that is their specialist block where they would have a class like tech ed the first marking period and health the second marking period, and art, if we track that it is where we will see the 27 cohort of students in that same period for four marking periods.

Ms. Williams asked for clarification there are those classes that have 27 students, but then there are those that have only 8. She remarked it is a very different experience to be in a class where the teacher/student ratio is 1/8. She questioned how that came to be. Principal Girzone stated there to be several contributing factors to how that came about. He spoke of the schedule being new and newly adopted. When it went into PowerSchool, at a later date than it normally would have, there were several challenges to get through. They worked through a great deal during the summer. There were other constraints put onto the schedule, e.g., without having skills 1, 7, or 8, that forced certain sections to create additional challenges to balance. If there were not those options in all the periods, it forced skills into specific periods, and then there were ripple effects from that.

Ms. Williams questioned if, in theory, next year it might not be quite so different.

Assistant Superintendent Bergskaug added if you look at some of the 8s in the grade 8 cohort, it is a significantly smaller group of students, overall the class sizes are much smaller. Another contributing factor is courses selected. If selecting a reading course versus a language also tweaks what the available sections are. In addition, as has been done historically, if you are in grade 7, Algebra 1, that new class that was created, the District has committed 1 period to that. That class has 28 students. The same is true for Algebra in 8th grade. Those are historically a larger section with that level of students so that the smaller cohorts can be in the grade 8, grade appropriate math class to provide a little more individual support and instruction to those students. Those decisions have impacted class size.

Chairman Deurloo Babcock questioned if the students in the grade 7 algebra class (28) would move into geometry next year, and was informed that is the case. She questioned if the District is prepared for the possibility the number could be greater next year, e.g., with VLACS, etc. Assistant Superintendent Bergskaug stated there to always be the possibility as students move into the District and based on what they come in with.

Some families choose to do a VLACS or other math option that would put the student at a place where they are ready for a different course despite the fact we may not have planned for that.

Vice Chairman Solon questioned if policies and/or practices allow the Administration to put in place a cut-off number, which would result in some students not receiving their choice in that regard. Ms. Williams remarked the cap is 25 for most, and questioned if policy allows the Administration to go beyond that. Assistant Superintendent Bergskaug stated it to be more of a guideline. The class size policy is an item to be discussed on an annual basis. There is no hard stop. The Board could choose to make it that way, but it is hard to say to that one child, the School Board decided that you don't have this opportunity available to you, based on policy.

Vice Chairman Solon questioned practice; has the Administration said no. Assistant Superintendent Bergskaug stated it has not. However, there are some additional limitations on a lab-based course.

Vice Chairman Solon commented on particularly those classes where there is some level of placement and recommendation. It may be that there is a minimum threshold. Where something has the potential to be over-enrolled he would think there would be some mechanism to say this is our capacity, based on enrollment qualifications, we will take the top X number, etc. Chairman Deurloo Babcock questioned if there is a policy related to recommendations. Superintendent Corey remarked what typically happens (more at the high school), is if class size is hit a discussion occurs where a review is done of the students, class, instructor, etc. He used the example of an advanced math class noting most of those students are there for the same purpose, and as a result going from 25-27 is not a big impact. Where they try to be cautious is with that category that is right in the middle because for those students, getting the attention can make a big difference because some of the motivation isn't self-motivation.

Principal Barnes noted another factor to consider is that there are certain courses where if you are going to cut a section of 7 or 8 and you are going to do that say 3 times, there are 21 students that have to go somewhere and then it becomes where do they go. Why VLACS is a nice option has been discussed. It is not for everyone, and the reality is you are not going to have 21 students in VLACS. Yes, at the high school he can, but there is also a matter of cost. Vice Chairman Solon commented there are also staffing limitations on where you circulate teachers to teach a subject. There are a lot of things, but it may highlight the need for the Board to create a framework to allow those decisions to be made.

Principal Barnes spoke of courses such as Honors Civics, Honors Economics, which are paired with the regular civics and economics courses. It is not a matter of running sections with 1 or 2 students. That is the contract for honors policy, which he cannot see being offered in the future. It was not subscribed to by a large number of students.

Courses like Guitar II often run together/combined with Guitar 1, Journalism II runs with Journalism I. Acting I and Acting II and Memoirs are semester courses so students can take semester 1 or both semesters. Some of the students are the same in the second section. It can look like a smaller number of students, but they are carrying over from before. Generally speaking, for a non-foundational level or some heavy special ed population courses, that is why those are low unless they are an AP course, which the Administration has traditionally tried to run unless very small.

Principal Barnes commented, overall, based on discussions from last year, and with the addition of the new science teacher, he feels class sizes are in better shape this year. In terms of the actual hard caps, there were not as many exceeding this year. On average those core curriculum classes have a ratio of about 1-18.

Ms. Whalen commented she believes it looks a lot better than last year, and they obviously worked hard on it. Vice Chairman Solon applauded the efforts noting there is dramatic change. He conducted a lot of sorting and only found 6 classes over the listed class size, and the largest is only 3 over.

Mary Martin, Student Council Representative, noted she spoke with a few students understanding the subject of class size would be on the agenda. She questioned, if there is a way of indicating in the class name ones that are combined so that someone reading it out of context would not think we are making classes for 1 or 2 students. Principal Barnes stated that could be done.

Asked if there is a curriculum difference between the Algebra II and Accelerated Algebra II, Principal Barnes stated there is; Accelerated Algebra II would have more content (happens at faster pace). Vice Chairman Solon commented Algebra II is over-enrolled where Accelerated Algebra II is not full, and questioned if that presents an opportunity for balancing. Principal Barnes stated those to be the scheduling type of conundrums; you have two Algebra II sections that you would think you could combine and/or balance out somewhere else, but when looking at that population (about 26 students), you need to create multiple opportunities for them to take that course in a schedule otherwise they would get boxed out of other things. That is why it ends up being a smaller sized class.

Vice Chairman Solon clarified he was questioning if there is the potential to move some of the Algebra II students into the Accelerated Algebra II class. There are advantages to being in a smaller class size. Principal Barnes stated it to be a family decision. Vice Chairman Solon commented the AP US Gov Pol class has low enrollment. Principal Barnes remarked that is another class where if you combine the two you have a much higher number than you want. Given the number of students who want that class, they are giving more leeway to that cohort. Vice Chairman Solon commented the total number is 22, which seems like a low enrollment for two sections. He questioned if it is strictly a matter of scheduling, and was informed that is the case. Principal Barnes remarked if only offering it in one place there may only be 14 students or less taking the class.

Vice Chairman Solon questioned if consideration should be given to some classes being on years and off years. Principal Barnes commented he would not hesitate if it became necessary to do that. There have been huge strides made in that curriculum, and he would argue it is one of the frontrunners; in terms of their project they testify at the State House as opposed to a mid-term. Some nice work has been piloted in that class. He understands what is being stated regarding the low numbers. Vice Chairman Solon remarked when looking at the total enrollment in AP US History and AP US Gov. he wonders if the same students are taking those classes at different times. In looking to make room to relieve some of the other pressure that was his thought process.

Principal Barnes remarked they are all very good points. As always you trade one thing for another; if you start offering less AP courses it impacts ranking. The Best Practices Committee is dealing with that dilemma; is it better to do this for the ranking because people look at it, and it is a factor. The more we offer, and the more students take, the better our ranking.

Asked if Running Start enrollment is up, Principal Barnes stated enrollment has been very solid.

Miss Martin commented a lot of students take the US History and then move on to the US Government class as they do have some overlap. She is in the class with 6 people, and feels a social studies class like that is very discussion based. Smaller class sizes for those subjects are better. When looking at this she is more concerned with Honors Chemistry where there are three sections with 23 students, which is a bit more alarming as she feels students may need more attention in that area; many labs (fire), etc.

Miss Martin spoke of having mentioned the issue of class size to some students, and the feedback received was students feel as if class sizes are growing. She noted the AP English Language class seems large. She feels that discussion and lab-based classes are classes we should try to get down in size. When those type of classes get too large you tend to lose the experience, participation goes down, if students fall behind they fall far behind.

Chairman Deurloo Babcock remarked she feels as if it is better than last year; not as many very large or very small classes.

Miss. Martin noted the Student Council is planning a few events such as Homecoming. They are working with Souhegan to get a powderpuff style game together, but that requires additional coordination. They just identified their committees; two policy committees, one to look at student IDs and how they can be used, and another to look at traffic. They want to make the second stop sign a yield sign.

DISCUSSION

- FY19 End of Year Report / FY20 first quarter Revenue & Expense Report

Linda Sherwood, Assistant Business Administrator, stated FY19 ended with a balance of \$675,732. With over 500 expense account lines, most showed savings. Those having the largest savings were in special education with out-of-district and contracted services, transportation in special education, and professional development stipends for teachers and teacher reimbursements. In addition, the District did not need to utilize the \$100,000 contingency fund.

Revenue also came in higher than expected; balance of \$223,038. Total unreserved fund balance is \$898,770. From that all of the voter approved allocations to the trusts were able to be satisfied. The resulting balance is \$489,770.

Vice Chairman Solon questioned the \$165,000 increase in revenue under the heading of “other”. Ms. Sherwood explained the category includes pay-to-play athletic fees, facility use fees, vocational education reimbursement, and an approx. \$20,000 PRIMEX rebate for Workers’ Compensation costs. The other category encompasses a good many things. When the budget is put together at the start of the year, those revenue sources are not counted on. Vice Chairman Solon spoke of the predictability of some of the items noted. Ms. Sherwood commented this will improve going forward.

Chairman Deurloo Babcock questioned the reduction in professional development, and was informed the line includes the \$3,000 stipend for teachers that is budgeted based on what teachers indicate they intend to earn and the reimbursement for workshops; budget is based on historical use and eligibility. If either is not used as intended/expected, the result is a savings.

Ms. Sherwood noted the first quarter report for FY20 (as of 10-3-19) is a very preliminary report. Although a balance of \$754,548 is shown, numerous purchase orders are being approved daily. The desire is to get purchase orders encumbered by September 30th, but the volume of purchase orders has not permitted that to happen.

She suggested the report be looked at to see what the budget is and what has been expended to date. The encumbrance/expected column will change drastically. The report provided at the December meeting will have a much more realistic number.

Noted was the reductions to the unreserved fund balance, which are not yet known (last year’s numbers are cited).

Ms. Sherwood called attention to the removal of the revenue expected from Medicaid noting the recent discussion around that funding source.

- Facilities Committee update – field update

Superintendent Corey informed the Board of receipt of approx. 60 18-wheel truck loads at the start of the week, which brought in all of the crushed stone, etc. He thanked the trucking company for making the bulk of the deliveries on Monday when school was closed. It is expected the “carpet” will arrive next week. That will be the remainder of the project. Football uprights are in, steel framing for the scoreboard is up and cemented in,

walkways are in around the field, and there are poles for the fencing on each end (8' fencing and 4' around). They have seeded all areas for grass. Drainage ponds are in. All that remains is above-ground with the two main pieces of the carpet, the roadway up to the field, and parking. They are still on target for mid-November.

Miss Martin questioned the arrival time of the trucks, e.g., if they are supposed to arrive after students arrive. Superintendent Corey stated their first load will not occur before 7:30 a.m. and the last one of the day before 2:30 p.m.

- Apportionment – legal opinion

Superintendent Corey spoke of the legal opinion received regarding apportionment. Specifically, if the formula needs to be changed for it to move forward for another 5 years. The opinion received was yes it does. Under the Deliberations portion of the agenda there will be discussion around how to approach apportionment. In his discussions with the Chairman, they would like to continue to address it in a separate meeting as has been done in the past.

Legal counsel recommended, during deliberations, there be taken an official vote on the last formula. It was approved by the legislative body, but should come back to the School Board for approval.

- Budget Committee Update

Superintendent Corey updated the Board on the information that would be presented to the Budget Committee, and noted the Board could expect to receive the new items list at its next meeting.

Regarding personnel, there are two Reductions in Force (RIFs) for Paraprofessionals, which is based on student enrollment and students aging out. The 0.4 French position is 0.2 at both the HBMS and HBHS. There remains concern with the ability to identify a French teacher. If needed, the load of an existing teacher will be increased (stipend). Staffing levels for Athletic Administration are being reviewed as are levels for maintenance staffing.

In the SAU budget, being requested is a Facilities Director position. If successful, there would not be the need for an administrative position at the COOP District.

Once again, there is a request to share staff at the SAU level; Directed Nurse (\$40,900). A portion of that was able to be incorporated this year due to further funding from the IDEA Grant. It was allocated to the largest need being that of the COOP District. A custodial substitute and a food service substitute are being looked at. He stated uncertainty all 3 positions will make it through the budget cycle. The priority is that of the Directed Nurse.

Principal Barnes has requested 2 new stipends; Art and Greek and Latin (\$200 each). The HBHS is also seeking to increase the stipend for Guitar Night and HB the Change (\$2,000 to align with other clubs and activities having the same expectations and requirements).

Principal Girzone has requested the District institute a detention stipend to support staffing detention 2 days/week. He feels that would be a good disciplinary tool to have in their arsenal as well as getting them prepared for something that exists at the high school.

Regarding academics, Principal Barnes has requested \$41,137 for textbooks and workbooks (2 major purchases are Honors Physics and Algebra I and II (\$29,000 of the \$41,137). He is trying to phase in new graphing calculators (10/year).

New computer equipment is proposed as outlined in Principal Barnes' Phase I proposal (focuses on Engineering Computer Science and Physics). Approximate cost is \$97,750. Principal Girzone has requested a set of Chromebooks for Science and English (2 sets of 25) with the accompanying carts (\$11,600).

House Bill 1612 has a minimum requirement of Windows 10 for computers. Some of the existing computers in the District will not run Windows 10. That will result in the need for replacement computers at the HBMS and HBHS. The majority of the replacements at the HBHS fall under the technology proposal; however, at the HBMS there are about 42 laptops/desktops that will need to be replaced (\$44,840).

Under the category of safety, the HBHS has Phase II of camera purchases identified (\$22,000). The HBMS has done significant upgrades over the past few years resulting in no request in this area at this time.

The Athletics Director has requested approx. \$17,000 for items related to the teams (field hockey goals, ice machine, middle school volleyball nets, soccer scoreboard). These requests will continue to be analyzed.

The area having the greatest requests is that of facilities and maintenance (\$740,000). The lists will be ranked, and prioritized. Some items will be included in this year's budget, plans will be developed to phase some in over time, and some, based on final evaluations, will be moved out to FY22.

Both the HBHS and HBMS need new intercom systems (approx. \$19,000 ea.). Phase III of the roofing project is scheduled (\$50,000). Related masonry work is at a cost of \$20,000. Principal Barnes has included funding for road paving. Phase I (Jeff Smith Road to the bridge) is at an approx. cost of \$60,000. Principal Girzone has requested a section of the back side of the building be paved (quote in process). The elevator in the HBMS is approaching end of life.

Superintendent Corey spoke of the projection of \$345,548 in unreserved fund balance. If that number continues to run well, he would recommend one of three options; 1) some time in the spring spend money out of FY20 to address some of the maintenance items, 2) if it is known there will be a larger balance, request a larger allocation to the Maintenance Trust Fund, or 3) look at the Retained Fund Balance of \$142,000, which is the amount the State allows to be carried over. That can only be expended with Board and Budget Committee approval. The recommendation could be made to increase that by the \$70,000 for the elevator so that when the time comes that the elevator goes down, there is a plan in place to address replacement.

Warrant Articles are identified as HESSA contract (\$81,139), Contingency (\$100,000), SAU Assessment (\$930,000), Athletic Trust (\$67,000), Maintenance Trust (TBD), and Special Education Trust (\$25,000).

The Consumer Price Index (CPI) is running about 2%. That has typically been used when setting guidance. Noted was that special education expenses as well as approved contract costs are not part of guidance as they are already funded and approved by the voters. What is looked at for guidance is the annual operating budget and the numbers the District has control over and flexibility with.

Superintendent Corey stated his opinion the first priority is that of the high school technology plan. The other priority is the maintenance of the aging infrastructure. He commented if the desire exists, he believes a case could be made for addressing it through a separate warrant article as opposed to utilizing unreserved fund balance. With identified needs costing in the area of \$740,000, it is concerning in regard to being able to catch up with the needs. Currently maintenance needs are funded through Unreserved Fund Balance. There may be a balance this year that would permit the request for a larger amount than is typical. He stated concern with the year when that fund balance is not available yet there remains half a million dollars in expenses.

If there were in place a maintenance trust article and logical Capital Improvement Plans (CIPs) that are being carried out, he believes that would be the best approach.

At the current stage of the process the budget is at an approx. 5% increase (prior to cuts).

Miss Martin questioned if an Honors Physics course is being offered, and was informed the intent is to offer it next year. She questioned if that would replace Principles & Problems or if they would be combined. Principal Barnes stated the idea is that there would be 3 Physics (combined Physics, Honors Physics, AP Physics).

Asked about the Greek and Latin Club, Principal Barnes stated the current Latin Teacher has done an amazing job in creating interest in the subject matter. Vice Chairman Solon stated his recollection last year it was contemplated Latin might be going away. This is a 180-degree turn. Principal Barnes responded he never thought it would go away. The numbers were a little low, but students have really gravitated.

Vice Chairman Solon questioned the projected cost of calculators. Assistant Superintendent Bergskaug noted the District has to purchase its items through a vendor a Purchase Order can be used for.

Vice Chairman Solon suggested the items listed under the Athletics requests appear to be ideal for the use of the Athletic Trust Fund. Superintendent Corey agreed noting how those items will be funded continues to be analyzed.

With regard to the elevator and other items that are truly CIP items, Vice Chairman Solon stated the desire to see them funded in a way that involves public awareness/approval and that they be viewed closely to determine if they should be funded in a manner that would come under the EB apportionment.

Vice Chairman Solon questioned the current cap on the Maintenance Trust Fund. Superintendent Corey stated there is no cap. The goal tried was to increase the trust. Last year the Budget Committee felt strongly that the expense for the fire panels should come from the trust. The balance is approx. \$80,000. There is a significant portion of roofing coming up (approx. \$120,000). The hope is to be able to fund that through the trust.

Ms. VanCoughnett noted the Budget Committee anticipates doing preliminary guidance this month.

Ms. Whalen departed at 7:10 p.m.

- Topics for future agendas

Assistant Superintendent Bergskaug commented she thought it would be best to look at the cyclical nature of Board conversations before trying to think of when certain topics should be brought up as sometimes they fit better at a particular time of year. A few items not included were the annual discussion of the athletic trust, the MOU with Harbor Homes that should occur in January (one-year agreement), and it was in February of 2018 that Policy IIB was approved, which states it will be reviewed annually.

Based on the work of the Instructional Practices Committee, the Program of Studies (POS) was intentionally delayed this year in case there were any major changes recommended.

Chairman Deurloo Babcock stated the desire to have presented/discussed summaries of work and goals for the various committees, e.g., Social Emotional Learning Committee, Instructional Practices Committee, Budget Committee. She spoke of having heard a lot of work has been done with K-12 writing. She would enjoy receiving information on that. Assistant Superintendent Bergskaug clarified there is a solid program in the COOP District. The bulk of the work for writing was K-6. There was a meeting K-12 where all writing teachers got together and reviewed the K-12 approach to ensure it is in line.

Vice Chairman Solon commented the majority of items listed deal with bureaucracy. He would like to see the Board highlight activities towards understanding and evolving the curriculum, and have it happen early enough so that having to publish the POS does not become the barrier to doing anything. He is hopeful, with the

proposed revised focus of the Strategic Plan on the “student in the chair”, that in coordination with that work, there will be a framework in which to address this.

Ms. Levesque remarked in Concord there is a Bill regarding civic engagement. One of the things heard a lot is that history, social studies, and civics is not being taught in school especially in the lower grades. Understanding that is not the case in SAU 41, she is interested in receiving an overview of those courses. She would like to have it show how it is built with what is being done at the lower levels. Assistant Superintendent Bergskaug commented the focus this year is on social studies K-12 because the State, at some point, will be releasing new standards.

Ms. Williams suggested a brief overview be provided at the end of each Board meeting highlighting events scheduled to take place in the District. Chairman Deurloo Babcock commented on students having gone to Concord to testify, the History Day the middle school students participate in, etc. Those are items that are noted on the websites, but could be more publicized through mention at meetings.

Superintendent Corey asked Miss Hazelton if that is something she could take back to Student Council. Miss Hazelton indicated she could. The request was made that she provides such information for Board meetings.

- Enrollment projections and budget timeline – informational only

Superintendent Corey noted the NESDEC information provided with the agenda. What is being seen, more from a global point of view, is their projection of growth of the District over the next ten years. That will be seen in the Brookline and Hollis School Districts before the COOP District. Already being seen is a wealth of growth in Brookline. He provided the example of 2,425 being the projected enrollment and the growth leading up to 2029 where it is projected at 2,956. Depending on where those students fall, it will require some building. Principal Barnes stated the building usage to be in the 93% at this time where 85% is capacity.

Superintendent Corey noted the agenda packet also included the 2020 Annual Meeting dates and deadlines. A formal vote on setting the date for the Annual Meeting will occur at the next regular meeting.

DELIBERATIONS

- To see what action the Board will take regarding the updated articles of agreement for the Coop School District

MOTION BY MEMBER SOLON TO APPROVE THE UPDATED ARTICLES OF AGREEMENT, AS PRESENTED

MOTION SECONDED BY MEMBER LEVESQUE

ON THE QUESTION

Vice Chairman Solon questioned if the desire was to make it accurate, e.g., Article 7 is pre budget committee. Superintendent Corey stated research would be done to identify when that occurred. Asked if there is the benefit of updating it to acknowledge the change, Superintendent Corey stated his opinion it should. He noted the Budget Committee is not “advisory” in nature.

MOTION WITHDRAWN

MOTION BY MEMBER SOLON TO TABLE APPROVAL OF THE UPDATED ARTICLES OF AGREEMENT UNTIL THE BOARD’S NEXT REGULARLY SCHEDULED MEETING

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the formation of a committee to study and potentially recommend changes to the apportionment formula

Chairman Deurloo Babcock stated the legal opinion is that in order to reset the repose of the five years, there needs to be a voted in change to the apportionment formula. She stated her belief, as the Chair, the Board should be proactive and work on analyzing the apportionment formula and coming up with possible suggested changes. She would like that process to be moved through as quickly as possible towards the goal of having a special meeting some time after January 12th and before the District Meeting to put the proposal in the hands of the Board and the Budget Committee.

A committee, consisting of a few members of the School Board and Budget Committee, could be formed and charged with reporting back in November or to conduct a workshop of the complete membership of both the School Board and Budget Committee. The third option is to create a larger committee.

Ms. VanCoughnett commented as one who was on the large committee formed in 2014, she is uncertain all of the meetings were potentially worthwhile, and they still did not achieve a unanimous decision when the recommendation was brought to the special meeting. She stated a willingness to support creating the smaller committee. The larger committee would be her last choice.

Chairman Deurloo Babcock spoke of having obtained the minutes from the special meeting conducted on January 12, 2015. The apportionment formula we currently have was approved by a vote of 672/351. That represents approx. 65-66% approval rate.

Ms. Levesque spoke of the amount of work done 5 years ago, and stated the desire to see a combination of the first two suggestions moving forward. If there are more people representing the towns in the budget process, feedback from the towns can be obtained. Perhaps one workshop and a smaller group of individuals to put the work together. Ms. Williams is supportive of the workshop or the workshop and smaller group (does not like the smaller group alone).

Chairman Deurloo Babcock stated the subject will be on the agenda for the next few months, and that public input is always appreciated. Residents are welcome to send input via email, etc.

Vice Chairman Solon indicated his willingness to support the effort in whatever manner the Board wished. He commented on his belief convening a larger committee again wouldn't necessarily produce new knowledge or make the work more productive. In conversations leading up to this discussion, the Chairman explicitly indicated her preference would be that it be a Board proposal as opposed to a community proposal, and if that is the context the third option is not the way to achieve that.

Chairman Deurloo Babcock reiterated her belief it should be a Board proposal; it is a Board responsibility.

Vice Chairman Solon commented if one of the goals is to be able to have a vote to change the apportionment formula so that it locks in place for another five years, that has to be understood; the only way to do that is to make a change.

Asked if she has given thought to re-submitting the Bill from last year. Ms. Levesque stated the timeframe for that is within the next 15 days. If the will of the Board, she will reach out to those who were involved in last year's effort, and re-submit the Bill. Vice Chairman Solon suggested, if it is believed there is the potential for a vote on it, it might create a reason to ask for the public's patience in deferring the activity for a single year.

MOTION BY MEMBER SOLON TO AUTHORIZE THE BOARD CHAIRMAN TO COORDINATE WITH THE CHAIRMAN OF THE BUDGET COMMITTEE TO SET UP A WORKSHOP TO REVIEW POSSIBLE CHANGES TO THE APPORTIONMENT FORMULA

MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
5-0-0

Ms. Whalen returned at 7:43 p.m.

- To see what action the Board will take regarding Policy IMBC-Alternative Credit Options
Given its first reading;

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY IMBC –
ALTERNATIVE CREDIT OPTIONS, AS PRESENTED**
MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Chairman Deurloo Babcock stated the main goal of the Policy Committee was to eliminate some language that referred to eight maximums in a high school career and other limits, as they are legally not permitted. There was also the desire to ensure the Principals, or designees, had the opportunity to review and approve some of the applications that come through.

She noted all three policies before the Board are related, and have had similar changes recommended.

Ms. Levesque questioned the programs being implemented that would fall under the policy.

Principal Barnes responded it does not have to always be these things, but we could be talking about VLACS, Odysseyware, which is the in-house program (similar to VLACS), offered through the CHOICE program. It could be Learn Everywhere. Asked if it would be similar to the way Phys Ed is being incorporated, he stated it would.

Asked if it encompasses situations where the District is permitting other activities to substitute, e.g., sports activities. Principal Barnes stated he does not see the sports activities as an alternative credit. Asked what controls the allowance of allowing athletics to substitute for P.E. credits, he stated it is in the POS that we have that offering and it has been approved by the Board.

Asked if there is viewed to be more work to be done on this policy, Principal Barnes responded depending on the outcome of the Instructional Practices Committee there certainly could be. The desire was to meet the requirements and make the policy current with practice.

Chairman Deurloo Babcock commented the language around the Academic Review Committee has been removed, and should be put back in in some capacity. Asked about the makeup of that committee, Principal Barnes stated it could be the Principal (not typical), would be one of the Assistant Principals, a School Counselor to advocate on behalf of the student, and a department head or two.

MOTION CARRIED
6-0-0

- To see what action the Board will take regarding Policy IHBH-Extended Learning Opportunities
Given its first reading;

Chairman Deurloo Babcock stated the changes to be the same as those that appear in the recommended Policy IMBC.

There have been extensive discussions about what extended learning opportunities are and there will continue to be discussion around that with the Instructional Practices Committee.

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY IHBH –
EXTENDED LEARNING OPPORTUNITIES, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Ms. Levesque questioned civic engagement, e.g., is Boys State, Girls State included in this area when talking about community service. Principal Barnes stated extended learning opportunities are wide open and a case could be made for a lot of different opportunities.

Asked what this policy has traditionally been used to approve, Principal Barnes noted there have been students who undertook internships at the local animal hospital, dentist office, etc.

Chairman Deurloo Babcock noted the application process involved.

Assistant Superintendent Bergskaug noted rather than just an experience or opportunity, it is an activity which the student is looking for approval for credit purposes. The discussion with the Principal revolves around whether or not it meets certain competencies and can be granted credit.

Vice Chairman Solon questioned if the policy language identifies how credit will be determined. Superintendent Corey stated past practice to have been that the Principal receives a formal proposal from the student, which contains what the student is looking to replace. He provided the example of a student who received a half credit in science because they were an LNA at one of the local assisted living facilities. From what they needed for the job requirements to be an LNA (State exam/certification), it met the requirements the District needed for the half credit science. Principal Barnes added it is not traditionally core courses, but there are times when it can be.

Chairman Deurloo Babcock noted the language states the department chair is consulted, students meet with their Counselor and review the request and contents of academic plan and graduation requirements, etc.

Asked what differentiates an extended learning opportunity from an alternative credit, Principal Barnes stated it is not always the case, but the extended learning opportunity is that kind of externship type of opportunity that is not offered in the core curriculum. Assistant Superintendent Bergskaug stated an extended learning opportunity is a type of alternative credit.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Policy IMBA-Online/Internet-Based Education
Given its first reading;

**MOTION BY MEMBER SOLON TO ACCEPT THE FIRST READING OF POLICY IMBA –
ONLINE/INTERNET-BASED EDUCATION, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Chairman Deurloo Babcock stated this to be one of the examples of an alternative credit option. There are times when students might take a course in the middle school they will not receive high school credit for, but it would act as a pre-requisite to an advanced course. The intent is to ensure that is covered in this policy.

Vice Chairman Solon questioned if the changes that have been made remove all barriers from a student petitioning to get all of their credits outside the school. Principal Barnes responded yes and no; he still has to approve it. Asked if there would be defensible grounds for not approving it categorically, Assistant Superintendent Bergskaug stated the easiest answer to that question is within policy IMBA; just for calculating Average Daily Membership (ADM), what constitutes a student. When a student falls below the 6-credit requirement, that changes the way we report to the State. We have to have a process to look at those examples for State reporting and what that student’s plan looks like if they are taking X number of courses online, VLACS, etc. and sit down and not just approve it, but approve it with a graduation plan in mind.

Asked if there would be the need to address another policy that only talks about graduation requirements, Principal Barnes stated there have been conversations about it.

Chairman Deurloo Babcock remarked it is certainly a topic for the Policy Committee. Asked if the policy would result in the Principal being able to say you will not meet the requirements to get an HB diploma, Assistant Superintendent Bergskaug responded; no, I think that developing that plan is having that HB diploma in mind, but let’s say we had a student go to a different public high school for 3 and a half years, move into the District, and it is February of their senior year, assuming they meet all of the requirements through transfer credits, they are going to walk out with an HB diploma just as if their best friend took all of their classes through VLACS and arrived to us in January of their senior year; as long as you can check the boxes of the HB requirements.

MOTION CARRIED

6-0-0

REPORT OUT BY PROCESS OBSERVER

Ms. VanCoughnett stated the meeting started off quickly and continued through. The most discussion was on class size. The meeting completed half an hour early.

NON-PUBLIC SESSION

MOTION BY MEMBER SOLON THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND (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 WHALEN

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

Yea: Cindy VanCoughnett, Krista Whalen, Holly Deurloo Babcock, Tom Solon, Beth Janine Williams,
Melanie Levesque

6

Nay:

0

MOTION CARRIED

The Board went into non-public session at 8:03 p.m.
The Board came out of non-public session at 8:28 p.m.

ADJOURNMENT

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

The October 16, 2019 meeting of the Hollis Brookline Cooperative School Board adjourned at 8:29 p.m.

Date: _____

Signed: _____