

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
JUNE 19, 2019
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, June 19, 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
 Elizabeth Brown
 Krista Whalen

Members of the Board Absent: Melanie Levesque
 Cindy VanCoughnett

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 School
 Brian Bumpus, Athletic Coordinator

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Tom Solon as Process Observer.

AGENDA ADJUSTMENTS

Superintendent Corey requested the Board go out of the regular order of business to conduct a non-meeting with counsel upon the arrival of Attorney O’Shaughnessy.

MOTION BY MEMBER SOLON THAT THE AGENDA BE ADJUSTED, AS REQUESTED
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
5-0-0

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board - **Public Hearing** [February 20, 2019](#)

The following amendment was offered:

Page 1, Line 24; insert “in” following “resulted”

MOTION BY MEMBER SOLON TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED
1-0-4

Members Deurloo Babcock, Brown, Whalen, and Williams Abstained

Hollis Brookline Cooperative School Board [May 15, 2019](#)

The following amendments were offered:

Page 4, Line 37; replace “worth” with “work”
Page 14, Line 17; insert ‘Williams’ following “Ms.”

MOTION BY MEMBER SOLON TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED

3-0-2

Members Solon and Brown Abstained

Hollis Brookline Cooperative School Board - **Non-Public** [May 15, 2019](#)

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

3-0-2

Members Solon and Brown Abstained

Hollis Brookline Cooperative School Board - **Special** [May 29, 2019](#)

The following amendments were offered:

Throughout the document; replace “Mr. Solon” with “Vice Chairman Solon”
Page 3, Line 41; replace “his” with “he”

MOTION BY MEMBER SOLON TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER WHALEN
MOTION CARRIED

3-0-2

Member Brown and Whalen Abstained

NOMINATIONS/RESIGNATIONS/RETIREMENTS/CORRESPONDENCE

Superintendent Corey spoke of the discussion that occurred at the Board’s last meeting regarding the outstanding job both schools have done over the past few years with safety/security measures. One of the things looked at and that comes back during security audits is egress and ingress at the Hollis Brookline High School (HBHS). He spoke of having met and conducted a site walk with the Hollis Police Chief. The Chief has provided a communication regarding this matter (copy attached). The intent was to provide the Board with the communication and ample time to review prior to a discussion at the July meeting.

The Chief expressed the same concerns expressed by Homeland Security relative to the single point of entrance/exit. Both sides of that entrance are swamp. He looked at Love Lane, the athletic fields, and the area of the practice football field up on the hill. The conclusion reached, based on his experience/knowledge is that strong consideration should be given to some means of egress towards the south side of the property; existing Right of Way between McLaughlin property and Main Street. He believes emergency personnel entering that portion of the property would have the high ground from a tactical standpoint. With some limited work, he believes it could be very much traveled and allow access into the main parking lot. Were there ever an instance where the back parking lot had to be used as an exit, it is an area he believes could accommodate that.

Work will continue towards formulating a long-term plan. At some point, the associated cost would be included in one or several budgets.

PUBLIC INPUT

Karen Coutu, 1 Petersen Road, Brookline

Is a teacher at the Hollis Brookline Middle School (HBMS). She spoke of the HBMS welcoming a new Administrator to the building next year, and suggested adding another change while asking the staff to implement a new schedule is too much. The focus should be welcoming and transitioning Mr. Girzone to the staff and allowing him to view the strengths and challenges. There is an incredible collaborative model and teaming that is happening across both grade levels, which they are always working to improve not only for delivering services to the special education students, but also the general population.

Ms. Coutu spoke of having been part of several committees over the years. Last year she was a part of the WestEd Group that examined the special education delivery model. They had many discussions with consultants, and all seemed to be on the same page, that a top down initiative doesn't work. This year she has been part of the Instructional Leadership Team (ILT) tasked to look at the schedule. That also came from the WestEd Report. It seemed as though it was a grassroots effort and that voices were being heard. However, when getting to the end of March, it no longer felt that way. It felt as though they were transitioning to a top down decision process for the schedule.

The staff had a chance to look at two schedules, voiced their opinions, and knew in May that a schedule would be presented, but were not certain which it would be. They eventually learned it was not the schedule staff had worked on. She spoke of being weary of a top down philosophy and feels it needs to go back to the grassroots effort. She spoke of the resources available at the HBMS that benefit students, and the desire to continue to work together to make a schedule that will deliver high-level instruction.

Through the WestEd process last year, she also learned that with change there is the need for Professional Development. Ms. Flynn put together a group represented by a cross-section of teaching staff, School Board member, Assistant Superintendent, and District PowerSchool expert, and brought them to a New England League of Middle Schools (NELMS) conference in January. They listened to the presenters spend time reviewing the middle school philosophy. One of the things stressed was professional development. If the vote is to proceed with the schedule, there will be a need for professional development. There are teachers who are teaching in 42-minute periods every day that will be asked to teach in 83-minute periods and teachers who are working in 70-minute blocks who will be asked to teach in periods 3 times a week. She spoke of not wanting staff to be stressed over the summer months, and requested the Board consider postponing this and help the staff move through the process again next year.

Jennifer MacLeod, 74 Mooar Hill Road, Hollis

Stated teachers are not adverse to change. They are absolutely on board with making changes that benefit students. As a testament to that, she cited the conference referenced by the previous speaker and the many staff members that have worked on the scheduling committee this year. They simply feel this particular proposal is not in the best interest of students. She read into the record the following statement prepared by members of the Science Department as well as the Art and Tech Ed Departments:

“Students learn by doing; through hands-on and inquiry-based activities and projects. This model requires a lot of set-up, cleaning equipment and preparing for use in another class. With the current schedule, there is time built in for this transition to take place. The proposed model suggests one long class per week/per section. These block classes are the only opportunity allowing hands-on learning experiences to be conducted in a reasonable and safe amount of time. These types of activities are designed to be performed in no fewer than 60

consecutive minutes in order to ensure proper safety protocol and a thoroughly conducted inquiry. The majority of these inquiries and activities cannot be started one day and finished on another.

Some examples from a variety of courses currently offered at the middle school include scientific dissections, studio-based art, chemistry-based labs, and scale up and surface area projects in math as well as engineering design activities.

With the current schedule, classes sometimes conduct hands-on activities as often as three times per week, but this proposed schedule would cut that 3 to 1. The classes are back to back to back leaving just 3 minutes of turnaround time to clean and prepare the workstations for the incoming class before that next class arrives. With safety as our top priority, we have concerns about the significant lack of turnaround time between classes. The logistics of the new schedule do not support safety nor academic enrichment for students.

We also strongly feel that going from 3 weekly inquiry activities to 1 is not in the best interest of our students.”

Ms. MacLeod remarked, from an English class point of view, they work hard to help students develop their communication, critical thinking and collaboration skills. One central way they achieve this deeper level of thinking is through student run literature discussions. By allowing students to ask the questions and run the discussions, they develop both individually and as a collaborative group. The ideal amount of time for a class to achieve this is 70 minutes.

She believes having only 1 long class per week would mean less time for students to explore their reading and deep critical thinking. Added to that is the possibility that the one long block becomes a snow day resulting in students not having the benefit of that extended discussion time. When studying a book for 8-10 classes that could result in one extended discussion. The rest would have to be more teacher lead.

Studies have shown that greater student engagement results when students are given a choice of books to read. She has several book units/year that offer students a choice of up to 5 different books. Logistically that means she jumps from group to group during that 70-minute block to ensure each of the 5 groups is achieving the deep reading and answering the questions ensuring they have gleaned from the reading what she had hoped they would. If 3 of the 4 blocks were impacted the reading selection would have to be limited. She urged the board to table the issue until further study could be done, and a truly student-centered solution found.

Sue Connelly, 59 Dupaw Gould Road, Brookline

Stated concern as a parent and teacher, that the decision may not be in the best interest of the students. Having done research, she learned class periods that are too short or too long are a detriment to both high level and low-level students because of the attention needs. You need to be able to have diversity provided within the classroom. Having been at the HBMS for over ten years, she is uncertain how she would manage jumping from 45 minutes to 45 minutes to 45 minutes. She suggested additional research be conducted prior to making such a change.

She spoke of the changes Principal Thompson instituted and the diverse team mixes. They learned, over that period, how to work together. There is a new Administrator coming on board and a different type of student coming to the school. As a Social Studies teacher, she has seen a great difference in skill level over the past 5 years. She does not want the benefit of the level of achievement we provide our students to be jeopardized in any way.

She spoke of the middle school philosophy stating hers is community based. The current schedule allows her to make connections with students, parents, and the community, which is something she values. She stated her hope the Board will consider the feedback received.

Kirsten Werne, 39 Iron Works Lane, Hollis

Is a 7th grade math teacher, and as such is concerned with the potential loss of quality curriculum time. Although the minutes are exactly the same, she does not believe the extremely short and extremely long class times will benefit the students. High school and college students are able to maintain the focus for a 90-minute class, but most of these students come to her at 11 and 12 years old, and cannot maintain focus for 90 minutes. The short class of 38-39 minutes leaves no time to introduce new material. She cannot teach and practice a new topic in 38 minutes. Students of this age need to practice the skill before going home or they will not know what they are doing. Her experience is that a class length of 72 minutes has worked well. She does not see enough of a benefit to the proposed schedule.

Katrina Hall, 10 Patch Road, Hollis

Spoke of having had the opportunity to sit in on a couple of the ILT meetings. She is concerned the process did not involve parent or student feedback. There was no union representation focused solely on that area. The proposed schedule does not address all students. It also does not help all teachers. The schedule presented was not the one created by the ILT group. She has concern with the waterfall effect, e.g., if you have math in the morning you might not have it the next day until the afternoon. Research shows students learn better at different times throughout the day. With the proposed schedule, a student that has math in the afternoon will consistently have it in the afternoon. If they are not an afternoon learner for math, they are stuck in that program.

The proposed schedule limits access to teachers during skills periods. Currently students are seen for enrichment, make-up work, and interventions during skills. With the new proposed schedule, different than the high school, they will not have a CAVBlock, and skills will be rotating through. At those times, teachers could be teaching so students won't have access to it. She echoed the desire for the Board to take another year to work towards making positive changes.

Sheila Mandragouras, 6 Barton Road, Hollis

Is the School Nurse. Approx. 20% of the population has a diagnosis of ADHD or ADD. On Tuesday and Wednesday all of the periods will be 86 minutes long. She has concerns with students maintaining concentration. She spoke of anyone trying to maintain their attention in a classroom for 86 minutes noting how difficult it is at this age group. She believes it to be too long a period of time, and not in the best interest of the middle school population.

Carol Swanson, 29 French Mill Road

Is concerned with skills. She has students that come in for help in skills on a daily basis. Currently skills are across the board, so students have access to her. She is uncertain that will work with the proposed schedule.

There being no objection, the Board went out of the regular order of business to take up Principal Reports/Athletic Report.

PRINCIPAL REPORTS/ATHLETIC REPORT

Principal Barnes highlighted items from the report provided with the [agenda](#). He commented on how well graduation went, and thanked those who were able to attend.

The PSAT will be offered to every sophomore wishing to pay and take the exam.

Chairman Deurloo Babcock thanked everyone involved in making the day such a wonderful event.

Principal Thompson congratulated the 8th grade students for their successful years at the HBMS. He thanked Principal Barnes and the HBHS staff who took time to participate in the recent step-up day.

Principal Thompson congratulated 8th grade student, Chris Pyle, who was selected as the winner of the 2019 'Governor for a Day' competition. Chris joined Governor Christopher T. Sununu at the State House in Concord on Monday, June 3, 2019, for a day full of educational experiences. Chris served as the official student 'Governor for a Day' and was publicly recognized as such. His essay was chosen based on the innovative, forward-thinking approach it displayed. He thanked Dr. DeRosa who helped to promote the essay contest in her classroom.

Brian Bumpus, Athletic Coordinator, congratulated the HBMS Girls Lacrosse Team for winning the Tri-County championship in their first year as a program.

He congratulated the Boys Tennis Team, Boys Track and Field Team, and the Baseball teams on their runner-up finishes at the high school level.

Mr. Bumpus noted the hire of a Cross Country Head Coach at the High School; Yolanda Flamino.

PUBLIC HEARING

MOTION BY MEMBER SOLON THAT THE BOARD RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARINGS ON THE ATHLETIC EXPENDABLE TRUST FUND AND THE

MAINTENANCE EXPENDABLE TRUST FUND

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

5-0-0

The Board recessed at 6:35 p.m.

The Board reconvened at 6:40 p.m.

DISCUSSION

- Budget Committee Update

Superintendent Corey spoke of having attended the Budget Committee meeting the prior month. Major discussion points were around Robotics and the Tech Ed space. A similar proposal, as had been presented the Board, around the curriculum piece was provided to the Budget Committee. A site walk was conducted. The Budget Committee supported the expenditure of the funds approved by the voters in a 5-2 vote. The two who voted in opposition did so in regard to the process not the expending of the funds. They were of the opinion it should have gone through the year-long budget process the District conducts.

The Revenue and Expense update was provided to the Budget Committee.

- Revenue and Expense Update

Linda Sherwood, Assistant Business Administrator, stated the balance, on the expense side, to be \$508,664 (as of 6-11-19). The amount is approx. \$100,000 higher than last reported; the result of end of year closeout of purchase orders and payment of final invoices. In regard to revenue, the balance is \$53,116. That figure is approx. \$25,000 less than last reported due to Medicaid revenue expectations being reduced. She referenced discussion last month of the number of claims rejected by the State (statewide). The expected revenue was adjusted down to \$23,000.

The result is an Unreserved Fund Balance of \$561,780. Reducing from that the allocations approved by the voters at the Annual Meeting: Contingency (\$100,000), Athletic Expendable Trust Fund (\$67,000), Maintenance Extendable Trust (\$75,000), and Special Education Trust (\$25,000) as well as the Retained Fund Balance of \$142,000, the total projected Unreserved Fund Balance is \$152,780.

- Extra-curricular Stipends

Ms. Sherwood spoke of the detailed information provided with the agenda packet. All of the numbers reflected are included within the budget and went through the budget process.

Vice Chairman Solon questioned if there are any anticipated recommendations for new or changed positions for the coming school year. Mr. Bumpus indicated, from an athletic standpoint, there are not.

Principal Thompson noted he would recommend to Incoming Principal Girzone that a few increases be made in some of the club stipends (for FY21) based upon the number of hours. He provided the example of yearbook citing difficulties finding consistent Yearbook Advisors. Most of the adjustments would be a few hundred dollars to get them in line with where they need to be.

A request was made that the Board be provided with stipend information on the extracurricular positions.

Vice Chairman Solon noted the stipend information provided was for the positions/stipends reviewed earlier in the year.

Asked if he is struggling in the hiring process, Mr. Bumpus remarked in comparison to last year's stipends, the lower tier were bumped up slightly percentagewise than the higher tier stipends in the hope of attracting more candidates for the assistant positions.

- MS Master Schedule Update

Principal Thompson commented during his 7 years at HBMS, this is the fourth time the Master Schedule has been reviewed. During the first review the committee determined, at the time, the schedule was sufficient, and no changes were made. In subsequent years, adjustments were made to add a late start Friday for professional staff members to have Professional Learning Community (PLC) time, and, as a result of the recommendation of the Late Start Committee, to accommodate the 20-minute late start.

The driver behind the most recent review of the schedule was changes to the New Hampshire Rules for the education of children with disabilities. There was a major revision of rules in 2017. As a result of those changes the District's special education model became non-compliant in a couple of areas. As an example, there is a new rule that states only a certified teacher is able to provide instruction to students with disabilities. That required a change in the special education model. It was that change that caused a great deal of disruption in the building. As a result of that, consultants were brought in to review the current special education model and make recommendations to ensure compliance.

The process used was the WestEd Tool. It was comprehensive and began in the fall with the consultants meeting with every one of the professional staff members and para-educators to talk about special education; what are the strengths, weaknesses, changes that should be made. From the feedback and the work of the committee, which consisted of a broad range of staff members, they came up with the WestEd Report, which identified a few key areas for improvement. Many of the items have been worked on over the past year. Examples include communication, knowledge of special education laws, and a revision to the schedule to be able to accommodate changes in the special education programming.

The year started with a review of the schedule. Looked at was the ability to create greater opportunities for students in special education to participate in the general education curriculum, to increase access to Read 180 for non-identified students. The District has a highly successful reading program, Read 180, which has to be delivered over a 90-minute period. When there are students coming in requiring Read 180, they have to be placed on a single team in 7th grade and a single team in 8th grade. That is very problematic. If there is a family making a request for a specific team and their child is in Read 180, that cannot be accommodated. Mid-year the District identifies students that can benefit from Read 180. If they are not on the team that has the Read 180 support, they either don't get the intervention or they have to change teams mid-year. Math intervention is another example of the many services the current schedule has created a great deal of conflict with.

Additionally, there are equity issues. Our professional staff receive individual plan 45 minutes/day at one time, and have a common planning time where they are able to get together with their grade level colleagues every day for 45 minutes to discuss curriculum, etc. That is not shared with the specialist staff. They receive two 20-minute plan periods, and many will attest to that not being more than a bathroom break. They don't have sufficient time to plan at one time. They also lack that common planning time. Particularly for the specialists, it really excludes them from having access to students. When students have a skills class, the specialists are teaching. When a student needs remediation or intervention in a language, access to that teacher is pretty limited.

Another issue is providing continuity of instruction by increasing seat time in core classes. That has been a concern that has been raised. Currently, in core classes, a student receives instruction 3 times/week. The thought was to try to increase the amount of face time in terms of the number of days out of the week/frequency at which a student would see a teacher.

Principal Thompson stated the process began in June 2013 after the District received the program evaluation from WestEd. In October, the ILT met and began to review the current schedule. Invitations to participate in that process were sent out to all staff members. There were approximately 10 ILT meetings throughout the year that were dedicated to a review of the schedule. In November and December, the ILT researched alternative master schedules, e.g., reached out to other schools, visited other school websites, etc. What they realized is it is not always an apples-to-apples comparison when looking at another school's schedule. In January, a representative group of staff members (teachers, school board members, SAU staff, Database Manager) were sent to the NELMS conference on master schedule design.

In February, they began the construction of draft schedules. In March, two draft schedules were shared out with staff and reviewed at department meetings. In April, draft schedules were submitted to the building level administration for review. It was recognized that one of the schedules, which had proposed having one sort of intervention block across the board, didn't work because students would only be able to see intervention during that one time, and the District does not have the staff to be able to provide that intervention. That eliminated that draft. In May, he submitted the final draft to the SAU, which was brought before the Board at its May meeting.

Assistant Superintendent Bergskaug noted if there are students who require access to a high school course, it becomes incredibly difficult, with the waterfall schedule, for those students to have that access. Another concern is students who are coming to the middle school ready to take Algebra I in 7th grade are unable to take that class as part of a team and are forced to have math off-team, which then puts their skills in a non-existent sort of territory. That creates a difference for that group of students.

Included with the agenda packet were the current and proposed schedules. The proposed schedule is a shift from what is currently in place. It is an 8-period day with lunch and ROCK pulled out of those 8 periods. It allows the Case Managers to be available to provide services for students in any of those 8 periods regardless of what team or grade level they are on. It also allows the non-Case Managers, potentially Speech or O.T., to have a consistent schedule for when they can meet the needs of the students because it doesn't waterfall. Many of

the staff are shared between buildings and even beyond the buildings into different districts. That becomes another benefit of a schedule that looks something like this.

Assistant Superintendent Bergskaug commented there were some pieces that, in her limited involvement in the process, were made clear to her. There was a concern that if they completely eliminated skills then would we be able to provide all the services we need to provide for students without forcing them to miss out on a class, and the answer at this point was no. We really needed to keep an 8-period day to allow for skills. Another concern is the 86 minutes; is that too long. It is a very long block of time. Her suggestion is to have some in-depth conversations around what an 86-minute block looks like, similar to when you switch to a 72-minute block, what does that look like, how does instruction and the classroom dynamic change. The same is true when moving to a 42-minute period.

The proposed schedule also creates equity amongst the faculty. Regardless of the subject that is taught, common planning time/individual planning time becomes the same for all the teachers.

In October, she reached out to see where the ILT was in terms of looking at a schedule. In January, she was invited to participate in the NELMS workshop. In March, she was asked to participate in a meeting to bring the new Principal up to speed on the work that had been done. She attended one after-school meeting just to clarify her position and philosophy on what she would like to see for the HBMS. That is the extent of her involvement, but she fully supports a change to a different schedule that can better meet the needs of all students, not just a small portion of the students.

Ms. Williams questioned if there is the potential teachers are teaching three 86-minute periods and then rolling right into ROCK with their students. Assistant Superintendent Bergskaug responded there is the potential if you don't build in the constraints in the system, and that is the beauty of PowerSchool Scheduler; you put in constraints so that does not happen. Asked what the odds are of that happening, she stated the odds are zero if we say it can't happen. She commented it can be addressed down to the pieces of looking at common planning time; if a team has common planning time on an odd period, they force the system to give them an even prep time so that it is a little more balanced.

Ms. Williams commented 86 minutes in a lab looks very different than 86 minutes in a skills. Assistant Superintendent Bergskaug stated there is also an interest in the Sustained Silent Reading (SSR), which is another piece in terms of potential summer work for looking at how to manage an 86-minute period. Ms. Williams asked for clarification what was being suggested was that a lot of the 86-minutes would require middle schoolers to sit still and read silently. Principal Thompson noted the current schedule has used ROCK time to build in SSR for approximately 20 minutes. Prior to the last schedule change, it was actually 40 minutes. There has been a great deal of debate during the schedule process of where is SSR. There is a ton of research that indicates when you get a child to sit down and read for a certain amount of time it has academic benefit across the board.

There is the desire not to lose that. At first glance of the schedule it is not seen. The thought would be on the block day you would not have an 86-minute skills because that is not developmentally appropriate for the students. A certain amount of that time would be dedicated to SSR. Currently the first ten minutes of their skills class is SSR for four days a week. We have had issues with that; students indicating they don't have enough time to do their homework and teachers indicating they don't have enough time to make up a test. One of the ideas is to use skills on your double day to be able to get SSR in the schedule.

Principal Thompson stated his understanding they would not book skills classes in periods 7 or 8. That is an additional constraint. Part of the concern was a parent could look at the schedule and say right after period 5 or 6 they have lunch, they have ROCK, and they have skills. We don't want students being dismissed in mass.

Ms. Whalen questioned when students would be able to seek help from teachers if no longer available at one given time. Principal Thompson stated they are not all available at one given time with the current schedule. They could be assigned to skills class themselves where they are responsible for the supervision of 20 students. That can present challenges to teachers when a student tries to get extra help. It could be a planned period where there are other professional responsibilities teachers are doing. Specialists typically are not able to provide that same level of intervention because of the way the schedule works.

Ms. Miller questioned if it was being suggested there would be no change in access. Currently the core team is generally all available during skills. Principal Thompson stated there will be access issues. There are access issues now. One model, which seemed really appealing, was doing skills all at the same time, shut down the school and everyone gets it at the same time; 100% access. Unfortunately, the special education delivery model does not allow for that without hiring double the existing staff. There are access issues now and access issues with the proposed schedule. They are different; it frees up the specialists a little bit, but may create some limitation for core teachers.

Assistant Superintendent Bergskaug remarked another constraint that was tested out was doing skills by team. When a student is in skills they have one of their team teachers with them or one of the specialists they have that quarter to try to guarantee access to one of their current teachers. Chairman Deurloo Babcock commented that is a challenge because the student may have skills with the teacher they don't need help in.

Principal Thompson remarked under the current and proposed schedules, when they sit down in the spring and look at student need, every effort will be made to pair the student with the appropriate teacher.

Vice Chairman Solon remarked when the schedule in the HBHS was moved to the current schedule, one of the goals was to create some longer block classes for subjects that would benefit from extended periods. There was a real concern about how to get the staff comfortable with the new scenario. He questioned the tools that were used and the problems that needed to be overcome to get the staff comfortable with the change.

Principal Barnes commented on having come to the District a year or two after the schedule had been implemented. Asked, he indicated, from his perspective, by the time he arrived it was not an issue.

Vice Chairman Solon noted in the high school there are now some fairly long blocks; however, they are not continuous teaching blocks. He questioned the typical activities/mechanisms used to make the long blocks manageable when not a sustained activity. Principal Barnes stated his belief it comes down to differentiating instruction; basic premise of breaking things into activities/chunks of time.

Assistant Superintendent Bergskaug stated she started with the District the year before the change in the schedule at the high school. It was department specific professional development that was provided because the science classes already had alternating double blocks in the schedule that was present before. It was really individualized to respond to the needs the department raised. Asked if she has any thoughts on how to support the schedule through professional development, she responded there are some ideas, one which she believes to be incredibly beneficial and has started in some of the schools is to go around and observe each other teaching. A quite interesting process and one done with the administrative group, is to have a high school teacher or middle school teacher observe an elementary classroom and watch all of the wheels that are in motion at the same time, e.g., small group instruction. Some of the elementary classes run for 90 minutes.

Ms. Williams commented the high school has longer blocks, but they are alternating. Looking at the schedule, she sees Tuesdays and Wednesdays as miserable days; stacked with 86-minute classes. She questioned why it would not be set up so that it is broken up. Assistant Superintendent Bergskaug noted at the high school, Tuesday, Wednesday and Thursday are long blocks and Monday and Friday are skinny block days. The other difference is that it is a 7-period day opposed to an 8-period day.

Chairman Deurloo Babcock spoke of reference to another possible schedule. What she heard was that 72 minutes is the ideal time period, and questioned if the other schedule maintained that 72 minutes. Principal Thompson stated his belief there were shorter block periods of time; was not 86 minutes. It almost looked like a variation of what is being presented tonight and the current schedule. It looked great on paper, but it was that one block of intervention time and not being able to provide students with services. Ms. Brown commented it was designed like a CAVBlock. Principal Thompson remarked with CAVBlock they are introducing flex schedule that allows students the opportunity to sign up to go see a teacher in a specific location. That would be the evolution of it. It would start as a study hall because that is what we are most used to. At some point it would become a true intervention block. It was more let's put skills all at the same time of the day with the hopes of putting it in place, build it and they will come, and a year from now maybe you can have that conversation about creating a true intervention block.

Asked if the proposed schedule makes the District compliant with the special education concerns that were brought forth, Principal Thompson stated it would. Vice Chairman Solon remarked it allows us to become compliant because it creates the mechanism. The schedule itself doesn't. Principal Thompson remarked the big thing that was alluded to is that waterfall schedule. He provided the example of a student receiving a two-hour intervention from an outside service provider. It has to be at a set time because they are contracted services. That student misses their 45-minute skills block and the remainder of that time, that hour and 15 minutes, they are missing from a rotating block. Because that block rotates that student is very limited in their access to the general education curriculum because one day they are missing science, one day they are missing social studies, one day they are missing English. When you look at the changes referenced with the changes in the standards, one of the points that the new standards states is we have to increase access to the general education curriculum. The student with the two-hour intervention had very limited access. In some cases, you could argue that that is not access at all. There are a variety of students that receive services from contracted services and outside service providers where that is the case.

Chairman Deurloo Babcock stated she has concerns about an 86-minute block and that it is once a week. She likes the 72-minute block as a parent and from an education perspective. But, we need to be compliant with the standards. She stated the desire to have had an opportunity to view the other suggested schedule, although it didn't work, to see what else could be done.

Ms. Whalen commented the pros are they get access four times a week as opposed to three. She struggles with the 86 minutes. That's an additional 13 minutes. When you look at research, a middle school student's attention span is between 12-15 minutes. She knows the teachers are all aware and do a great a job putting things into blocks. It is just an additional block in that day in that period. However, she agrees with the need for the access for those students and for those students who are going to the high school.

- Facilities Committee Update – Field Update

Superintendent Corey informed the Board the contract that was developed by Bond Counsel, Greg Im, and presented at the last meeting, was sent out. It has now been reviewed by Quirk Construction, and they have signed off on it. All required permits have been secured. There remains an issue under discussion. The Board will be kept up to date on the status of that.

Vice Chairman Solon questioned, if the contract goes as planned, what level of completion it would provide for the next school year.

Superintendent Corey stated with a start date of late June, there would likely be a mid-October/early November completion if no issues were encountered.

- MS Technical Education Program/Facilities

Assistant Superintendent Bergskaug spoke of documents provided previously and with this agenda regarding HBMS Tech Ed and Tech Center. The proposal would swap the current Robotics room with a science classroom, which would require the new science classroom to be redone to be readied for students in the fall. The proposed Robotics space would require some changes. In addition, the current Tech Ed lab has quite a bit of outdated equipment that lacks some of the safety pieces preventing student access. The proposal would remove any equipment deemed not for student use and replace it with equipment that can be utilized by students, that the curriculum supports, and also could have a dual use to be utilized by the evening tenants in Robotics.

The new Tech Ed Teacher is on his way to the State and very excited about working with the incoming Principal to finalize the program for grades 7 and 8 and clearly articulate exactly what those programs will look like.

Also included in the packet was a proposal from Dave Ely, Architect, Windy Hill Associates, regarding architectural services to review the proposed renovations from a code perspective to see what would be needed to make the space suitable for both day and evening uses.

Chairman Deurloo Babcock asked for clarification the current proposal is to switch the two classrooms, fix up the current Robotics classroom, move it over to the science classroom, and take the current Robotics space and turn that into a science classroom. Assistant Superintendent Bergskaug added it is not just for the sake of flipping the rooms; one gain would be in that you would have two science classrooms back to back to allow for collaboration and Robotics would be back to back with the Tech Ed space and would have easy access, via the garage door, to the shop space.

Asked if there is an estimate on the cost for re-flooring room 103, Superintendent Corey stated an estimate received indicated the cost to be approx. \$2,500, which is a typical cost for a room. The Administration would like to move forward with the architect, flooring, removal of obsolete equipment, and secure a storage container for the summer as the Robotics group has already discussed moving their equipment into a storage container so that the work could be phased in. While that is ongoing, he will be working with the Facilities Committee and members of the Robotics team to identify equipment that would be purchased. That would come to the Board in July.

DELIBERATIONS

- To see what action the Board will take regarding the Middle School Administration's Recommendation of the Master Schedule

MOTION BY MEMBER SOLON TO APPROVE THE MIDDLE SCHOOL MASTER SCHEDULE, AS PRESENTED AND COMMISSION THE FORMATION OF A SIX-MEMBER COMMITTEE COMPRISING THREE ADMINISTRATORS, PRINCIPAL THOMPSON, INCOMING PRINCIPAL GIRZONE, AND SPECIAL EDUCATION ADMINISTRATOR CAMPBELL PLUS THREE MIDDLE SCHOOL STAFF MEMBERS TO MEET PRIOR TO THE END OF JUNE 2019 TO LOOK AT POSSIBLE MODIFICATION TO THIS SCHEDULE PRIOR TO IMPLEMENTATION IN SCHOOL YEAR 2020. ANY MODIFICATION WOULD REQUIRE APPROVAL BY AT LEAST FOUR MEMBERS OF THE COMMITTEE
MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Vice Chairman Solon commented on the amount of time spent on the presentation and the four years spent in anticipation of it. The last two negotiated contracts were crafted to anticipate some change of this nature. It is obvious a perfect solution hasn't come about. We have reached a point where clear possible discrepancies in our delivery of services have been identified, and with the exception of the very last round of the final selection of the two possibilities, that it was a fairly full committee that reviewed the information.

The Administration believes the proposal to be the best approach at this time. He has also heard compelling discussions that there are concerns remaining and perhaps some members of staff don't feel the impact has been properly recognized. He spoke of the importance of all stakeholders understanding the reasoning for the direction being taken and that all concerns have been acknowledged, if not completely resolved.

He stated his support of the schedule to the degree that he understands it, recognizing there are concerns, and the desire for there to be one last opportunity for a final massaging of it.

Ms. Williams remarked that provides for two days to conduct a final review. Vice Chairman Solon indicated he has spoken with the Administration. There is an understanding this is a sufficient priority and the exercise would certainly qualify as professional development. Ms. Williams commented she likes the idea of having another look at this, but there are two days left. She questioned how the selection occurs for the teacher representatives on the committee. Vice Chairman Solon stated the alternative to be to approve it without the opportunity. Ms. Williams commented the other alternative is to not approve it. Vice Chairman Solon did not see that as an option based on where we stand with the issue of compliance. He reiterated the District has been trying to do this for four years. This is the closest we have gotten.

Ms. Williams stated appreciation for that. However, she remarked there is a large concern that is not being acknowledged; we have teachers saying they felt like their voices weren't heard. She spoke of having heard from many staff members. The one thing she has not heard is a single classroom teacher in support of the Schedule. She is concerned with being out of compliance, but believes there to be a middle ground. She is concerned with why the other possible schedule did not make it to the Assistant Superintendent. Vice Chairman Solon commented the Assistant Superintendent was not really in the loop as it is a middle school decision.

Chairman Deurloo Babcock stated appreciation for the motion commenting she agrees, at this point, we need to move forward with the schedule. We have to provide services and we have to have students able to gain access to the education they are supposed to get access to; all students. That is fundamental and what our job is as the School Board. That being said, she clearly heard that there is not a consensus of people feeling that they were heard or that their input was taken into consideration. Having been a Board member who participated at NELMS, the things that mattered to the staff have been considered. She has heard what is really important to the staff is continuing to have a middle school team approach. That is in this schedule. ROCK was really important, and that is still in the schedule. Another thing she heard that is really important is the opportunity for students to have a time during the day to do some work and get access to help. It is not ideal, but it is still there. The input was considered. The voices were heard, it is just the final product was developed outside of the committee. That is an issue, and she understands that. That is why she likes the motion as it provides a few days to look at it. The other option is not approving it and another year will go by.

Ms. Williams reiterated she likes the idea of what is being proposed, she just doesn't understand how it is possible in two days.

Vice Chairman Solon remarked the model he is using is similar to experiences the District goes through with contract negotiations; spend months building up to the point and then quite frequently, over the course of 2-3 hours, go from not having something to having a finished product. Having a deadline helps a lot. He is less impacted by the lack of vocal support for it for a few reasons; there was a fair amount of staff involved in the

synthesis; it did not go from point A to point Z instantly. It is much less frequent that you get vocal support than vocal opposition. While he has tremendous respect for those who have spoken, it is seven people.

Ms. Williams remarked the Board heard statements from a school nurse, math, art, technology, science, English social studies, and they were all pretty clear thoughtful responses. She agrees we will not generally hear as much in the way of positive feedback, but what she has heard was pretty alarming to her.

The question was asked of whether Incoming Principal Girzone would be available to participate. Principal Thompson stated his understanding he would be in all day the next day, again on Thursday and the majority of the day on Friday. Principal Thompson noted there is a professional development schedule for Thursday and Friday, which includes participation by Incoming Principal Girzone.

Ms. Brown commented she would have supported approval without the addition to the motion. The District has been discussing a middle school change for four years. There were long discussions, committee work, attendance at conferences. Ultimately, a decision has to be made. This looks like a reasonable decision. It is being recommended by Administrators and educators who have her utmost confidence in how they administer the school. When these people tell her they think this is a change we need to make, she has a hard time, in her independent judgment, sitting here late in the evening, to undo those many months of work. She is concerned about throwing a group of people together to undo the work they have done over a period of almost a year. She stated she would support the schedule without the additional conversation.

She is uncertain what it would add. She stated concern there will always be disappointment. Any kind of change leads to people having to figure out how to make it work. These teachers are all professionals, and that is why they are here because they are utmost professionals, and if we need to make a change so we can educate all of the students in the school, and the waterfall schedule we like and are accustomed to doesn't allow us to meet all of the students' needs, we have to figure out how to make a change.

She commented were she going to try to amend this, she would say let's give it a try for a year. But then I want some deliverables, and she would be questioning how the success or failure would be measured. She would want to have conversations early next spring about what has the impact been, how much more in compliance are our special education students, are we receiving feedback from students that they are unable to receive the kind of support they need during the skills period. Right now she has heard 70 minutes is the sweet spot, but she does not have anything in front of her, and she is an evidenced-based driven person. Right now she has to trust the individuals who she has never been lead astray by on education curriculum issues.

Vice Chairman Solon commented the additional conversation can be as brief or lengthy as the individuals involved determine.

MOTION CARRIED

4-0-1

Member Williams voted in opposition

- To see what action the Board will take regarding the SAU 41 Governance Plan required under HB 1612

Assistant Superintendent Bergskaug noted the information was provided in the Board packet last month. Approval is required by June 30th. The draft has been approved in the Brookline and Hollis school districts. The intent is that as new information is understood and after the completion of the network and security audits, any amendments would come before the boards.

MOTION BY MEMBER SOLON TO APPROVE THE GOVERNANCE PLAN FOR HB 1612, AS PRESENTED

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Vice Chairman Solon questioned if there are open issues that came out of the discussion last month that remain undefined, and was informed there not.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the Administration's proposal for the utilization of the Tech Ed space and accompanying equipment upgrades/replacement

Vice Chairman Solon stated the goal to authorize the moving forward and expenditure of the funds for the activities to begin to convert room 103, purchase a storage container similar to what is at the high school, dispose of the equipment, and any other facilities activities that are not use related, e.g., capping gas lines. In addition, he would like to have an initial evaluation of the ventilation system performed. What he specifically does not want to do is start the architectural or engineering planning work. The reason being until we have the equipment list and understand where it will go, the likelihood of the plan having to change is great.

Superintendent Corey stated disagreement with the architectural piece. By having the Architect involved now, we gain an understanding of all of the code issues around the water, gas, etc., and obtain a comprehensive plan. He would like to have the comprehensive plan by the Architect and purchase the storage container and move Robotics out. The first element that needs to be done in that room is the flooring, and then start to flip the two rooms. While that is going on, the new teacher is coming on board, and the Superintendent will start the curriculum piece with him and seek his expertise and that of community members (Robotics) that can help determine the equipment that needs to go. The Architect will get him the expertise on the ventilation system and those pieces to determine if changes need to be made. Vice Chairman Solon responded the problem is if you don't know what equipment is going in, you can't define the other. He stated the desire to wait until that step is complete to avoid doing double work or paying for time that is just sort of dragging out.

Superintendent Corey commented on his experience with working with the Architect on the Hollis Primary School projects and school safety projects. They have done a lot of design build work. He views this the same way. The Architect will be on property Friday doing the barn proposal at the SAU. He could come on site and move forward with this project. He reiterated his reason for wanting the Architect in place is that he would not want to have something structural or code related that a cost was not understood for. It could be that he would have to say to Robotics, because of the need to address code issues, etc. certain equipment could not be purchased, etc.

He would rather have something set up for the curriculum development that the Assistant Superintendent is going to be working on so that when we know what we would like to bring in, we also know we have a limited funding source, if something has to wait, there will be a nice place on the floor and that will be what we start to look for in terms of donations.

Vice Chairman Solon questioned how it could be known what equipment to bring in if it is not known what will be taught. Superintendent Corey remarked we know we want to continue projects like the marble maze. He stated the desire for everyone to be moving along in lock step between the Architect, curriculum, etc. Vice Chairman Solon indicated he does not support that and would not make a motion that would include the Architect at this time.

Ms. Williams stated her support of having the Architect involved. There is huge value in that, and there is a capped cost. Vice Chairman Solon stated his opposition is to involving the Architect at this time as he does not believe the information is available, at this time, for him to do his job. Chairman Deurloo Babcock stated the point made regarding understanding any code requirements, knowing the space available could help dictate the types and size of equipment that might be able to be purchased. She stated she would defer to the desire of the

Administration to begin the process in this manner. As of the last meeting, the Board has requested to have an Architect be part of the process.

Ms. Whalen questioned if the information Vice Chairman Solon has expressed concern with could be provided the Architect as part of the entire report. Vice Chairman Solon stated that could not occur in advance of the Board reviewing it. Ms. Whalen suggested the Architect could be provided with enough information to be able to provide options for what could occur. Vice Chairman Solon stated concern with the potential that would result in additional cost. It was noted the motion includes a cap on the expenditure. Superintendent Corey stated there to be nothing in the proposal that includes moving walls or anything of that nature. Being proposed are two roll up doors, eventually, and some sort of movable barrier between some of the equipment that would be specifically designed for day students and that which would be designed for evening students. One of his concerns in giving an equipment list now is equipment is based on square footage of your floor, and he needs the Architect to tell him how many pieces of equipment will fit. There are requirements for the amount of square footage between pieces of equipment, etc. He is concerned not having that expertise at this time would be a problem. He also needs to understand the fixed cost of renovations. In a future budget, we can always budget for another piece of equipment or look for donations, but we need the structural piece to be sound. When the Architect signs off on it, he is taking full responsibility from a code point of view. This is the process that was used at HPS, with all of the security doors, etc. It has been very successful.

Vice Chairman Solon questioned if the Superintendent has had the Architect come in and provide plans before providing him with a project description. Superintendent Corey responded he has given him his goals and vision and he has taken that and fit it into the space. That is one of the talents of an Architect. When asked about items such as ventilation and power, Superintendent Corey stated all of the power in the tech room comes down from the ceiling now. He does not see that changing. Asked why the proposal speaks to pull down power, he stated that to be to the current science room (107). Asked where it would be pulled down, Superintendent Corey remarked that is an area where he would utilize the expertise of the Architect.

Questioned how he would know what it would be pulled down for, Superintendent Corey stated they would use the time until the July Board meeting to go through all of that. The Facilities Committee will come together again. There are equipment lists. There are costs, however, he is uncertain of the accuracy given there are certain vendors the District has to use. Vice Chairman Solon questioned why the Board cannot get access to them noting he has requested them.

Superintendent Corey remarked it is not that he has not provided access to them, it is that he is uncertain if what will be purchased is 2, 3, etc. He still does not have a clear understanding of the existing equipment and what will and will not remain. Vice Chairman Solon spoke of having received a list about the existing equipment, and was informed that list is what the present teacher provided outlining what is student use and instructor use.

Assistant Superintendent Bergskaug stated her belief, depending on the equipment purchased, the ventilation system that is required may or may not need to be different and/or need to be separated. She believes the Facilities Committee will be able to meet and be joined by the new Tech Ed Teacher who can, whether or not the full curriculum is outlined, contribute his vision for what next year and the year after would look like, which would inform those decisions. The information should be available prior to the July meeting to provide to the Facilities Committee and the Architect to make plans that meet both the day and evening needs.

MOTION BY MEMBER WILLIAMS TO APPROVE THE ADMINISTRATION'S PROPOSAL FOR THE UTILIZATION OF THE TECH ED SPACE AND ACCOMPANYING EQUIPMENT UPGRADES/REPLACEMENT, AS PRESENTED, AND AWARD THE CONTRACT FOR ARCHITECTURAL SERVICES TO DAVID ELY, WINDY HILL ASSOCIATES, AT A COST NOT TO EXCEED EIGHT THOUSAND DOLLARS (\$8,000). TOTAL COST OF THE PROPOSAL IS NOT TO EXCEED FIFTEEN THOUSAND DOLLARS (\$15,000). SOURCE OF FUNDING IS A PRIVATE

**DONATION IN THE AMOUNT OF FIVE THOUSAND DOLLARS (\$5,000) AND WARRANT ARTICLE 13 APPROVED AT THE ANNUAL MEETING
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Chairman Deurloo Babcock commented we can continue to kick this can down the road or can move forward. She believes an Architect is an expert at how to plan and ensure that plan meets code. For her it seems that is what the discussion has been and the way the Administration would like to approach it. There could be a different approach that is just as valuable, but this is the approach the Administration would like to take. She stated her support.

Vice Chairman Solon questioned the driver for the difference between the \$8,000 and \$15,000 cost. Superintendent Corey stated his proposal outlines the \$8,000 for the Architect, \$2,500 for flooring, rental of a storage container (\$625), and \$3,875 to remove equipment. There is the potential some of that equipment could generate revenue. Were that the case, he would come before the Board to accept it to go back into the project to be reallocated for a future expense.

Asked about the approximate cost to purchase and install a container, Principal Barnes responded in 2016 it was around \$5,600. Asked about the probability that would have ongoing uses for Robotics, Superintendent Corey stated his belief there would be. Vice Chairman Solon questioned if the money proposed to be allocated for removal of existing equipment could instead be utilized towards the purchase of a storage container.

Ken St. Hilaire, 44 Hayden Road, Hollis

Commented throughout the facilities discussions that have occurred over the past year, they have often talked about having cold storage or a place to put items not used on a regular basis.

Chairman Deurloo Babcock questioned if the storage units are movable, and was informed they are.

Vice Chairman Solon suggested if the cost of rental was foregone as well as the cost for removal of old equipment (have removed at no cost), then there is the likelihood there would be sufficient funds to purchase the storage unit; if not 40' then 20'.

Superintendent Corey asked the Board to consider increasing the amount of the allocation if the intent is for the purchase of a storage container as opposed to rental. He cannot be certain they will be able to dispose of everything (at no cost). It is significantly large, heavy equipment. He is uncertain how they would even get it out of the school, particularly given the tight timeframe.

MOTION BY MEMBER WILLIAMS TO INCREASE THE NOT TO EXCEED AMOUNT OF THE TOTAL PROPOSAL COST TO EIGHTEEN THOUSAND DOLLARS (\$18,000)

MOTION SECONDED BY MEMBER SOLON

MOTION CARRIED

5-0-0

Vote on the main motion to approve the Administration's proposal for the utilization of the Tech Ed space and accompanying equipment upgrades/replacement, and award the contract for architectural services to David Ely, Windy Hill Associates, at a cost not to exceed Eight Thousand Dollars (\$8,000). Total cost of the proposal is not to exceed Eighteen Thousand Dollars (\$18,000). Source of funding is a private donation in the amount of Five Thousand Dollars (\$5,000) and Warrant Article 13 approved at the Annual Meeting

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding granting the Superintendent the ability to hire, accept resignations, and terminate staff during the summer months

MOTION BY MEMBER SOLON TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF DURING THE SUMMER MONTHS BEGINNING AT THE CONCLUSION OF THE SCHOOL BOARD’S JUNE MEETING AND REQUIRE NOTIFICATION TO THE BOARD OF SUCH ACTIONS

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

5-0-0

Asked how many positions remain unfilled, Superintendent Corey stated there to be two that are in the final stages of hiring.

- To see what action the Board will take regarding the Administration’s proposal regarding the athletic trust

Field Maintenance	\$ 6,950.00
Transportation	3,668.68
Transportation	12,171.02
Training Supplies	3,626.60
Athletic Supplies	237.48
Awards	1,538.88
Uniforms	202.00
Uniforms	10,083.08
Additional Equipment	2,452.00
Additional Equipment	7,883.00
Replacement Equipment	5,406.00
Dues and Fees	<u>5,778.00</u>
Total	\$59,996.74

MOTION BY MEMBER WILLIAMS TO APPROVE THE EXPENDITURES FROM THE ATHLETIC EXPENDABLE TRUST FUND IN THE TOTAL AMOUNT OF FIFTY-NINE THOUSAND NINE HUNDRED NINETY-SIX DOLLARS AND SEVENTY-FOUR CENTS (\$59,996.74), AS OUTLINED IN THE PUBLIC HEARING

MOTION SECONDED BY MEMBER WHALEN

ON THE QUESTION

Vice Chairman Solon questioned if the allocation would cover the cost of expenses already incurred or is an allocation for planned expenditures. Superintendent Corey stated the items identified during the Public Hearing were included in the FY20 budget. The allocation is for expenses of the prior fiscal year. Vice Chairman Solon noted what was placed in the budget had a total cost of \$67,000. Superintendent Corey stated that to have been the estimated cost. The projects/items were put out to bid, and the amount being requested represents actual costs.

Ms. Brown spoke of prior discussions over the amount the Board wished to retain in the Fund. Her recollection is that the resulting balance of \$41,068 is greater than had been discussed. Although not against that, she believes there are likely additional items/expenses that could be addressed. Superintendent Corey suggested the Board have a discussion around that at the July or August meeting.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the Administration's proposal regarding maintenance trust

HBMS - Replace Traveling Cable \$10,030 (end of life)

**MOTION BY MEMBER SOLON TO APPROVE THE EXPENDITURE OF TEN THOUSAND THIRTY DOLLARS (\$10,030.00) FROM THE MAINTENANCE EXPENDABLE TRUST FUND TO COVER THE COST OF REPLACEMENT OF THE ELEVATOR TRAVELING CABLE
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Vice Chairman Solon questioned if that was the only issue with the elevator noting his belief there was another immediate issue. Superintendent Corey stated the elevator was inspected and information provided that there is another 3-5 years of useful life. Principal Thompson spoke of a service call conducted earlier in the week to address an issue. The issue was addressed, but was reoccurring as of the previous day. The technician will be called back out. He has received assurances that the replacement cable will extend the overall life of the elevator.

Vice Chairman Solon questioned if the expenditures that are occurring are significant enough that the allocation to the Fund should be increased, and was informed the expenses have been in the hundreds of dollars. It was noted there is significant expense associated with replacing the elevator lift (\$40,000 for bare bones lift). Asked what the expected lifespan would be for replacement, Principal Thompson noted several quotes have been received, and he would have to review them to provide a response. Superintendent Corey noted the quote of \$40,000 is for the lift alone. It is possible replacement of the elevator could involve the digging of a new shaft.

MOTION CARRIED

5-0-0

Chairman Deurloo Babcock spoke of the need for a motion on the expenditure of \$95,000 from the Maintenance Expendable Trust Fund to cover the cost of the Fire Panel and Phase II of the roof.

**MOTION BY MEMBER WILLIAMS TO APPROVE THE EXPENDITURE OF NINETY-FIVE THOUSAND DOLLARS (\$95,000) FROM THE MAINTENANCE EXPENDABLE TRUST FUND TO COVER THE COST OF THE FIRE PANEL AND PHASE II OF THE ROOF AT THE HOLLIS BROOKLINE HIGH SCHOOL
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Assistant Superintendent Bergskaug noted the expenditures were discussed in the Public Hearing and planned for within the FY20 budget. The expenditures cover the cost of the fire panel (\$60,000) for the HBMS and Phase II of the roof for the HBHS (\$35,000). Those items will be addressed over the summer months.

Vice Chairman Solon questioned if the allocation could be made in the current fiscal year. Superintendent Corey stated the motion to be for the funding source to be the Expendable Trust. Vice Chairman Solon questioned if the funding has been allocated to the Trust, and was informed it transfers on July 1st. The current balance of the Trust is \$122,205.

MOTION CARRIED

5-0-0

There being no objection, the Board went out of the regular order of business by moving deliberation on the Administration's recommendation to enter into a contract agreement with Quirk Construction to the last item before entering non-public session.

- To see what action the Board will take regarding **Policy ACA – Freedom from Sexual Harassment**
1st Reading 5-15-19 (amended)

Given its Second Reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING OF POLICY ACA – FREEDOM FROM SEXUAL HARASSMENT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON**

ON THE QUESTION

Principal Barnes spoke of the prior discussion around including language relative to timelines. The Policy Committee had a lengthy discussion around the issue. The desire was to include timelines as guides, however, not wanting to constrain someone investigating. The recommended amendment is reference to policy GBAA Section III as there are very detailed procedures for reporting included in there as well as language stating the report needs to be made immediately to the Superintendent. It may be done in writing, and if done in writing, has to be within 24 hours. Within GBAA there is also reference to the Superintendent having to have a status report within 10 days from the start of the investigation.

Another amendment is the addition of language, under the heading of Appeal Board, which speaks to the School Board holding an informal hearing to hear the complaint and make a determination in a reasonable amount of time. Principal Barnes stated it to be his understanding that is what the law requires; that the amount of time be reasonable. That is probably an area the Board wishes to have some discretion in.

Assistant Superintendent Bergskaug added, Policy GBAA indicates a status report is required within 10 days. That does not force the District to have a finalized report, providing some flexibility.

MOTION BY MEMBER WHALEN TO AMEND THE MOTION TO INCLUDE WAIVING THE THIRD READING AND ADOPTING POLICY ACA – FREEDOM FROM SEXUAL HARASSMENT, AS AMENDED

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

5-0-0

Vote on the main motion to accept the second reading, waive the third, and adopt Policy ACA, as amended

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding **Policy EHAB - Data Governance and security**

Given its First Reading;

MOTION BY MEMBER WHALEN TO ACCEPT THE FIRST READING OF POLICY EHAB – DATA GOVERNANCE AND SECURITY

MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Assistant Superintendent Bergskaug stated the policy is a summary outlining definitions and identifies the individuals responsible for the required roles associated with the Data Governance Plan. The policy has gone forward for a first reading in the other two districts, and is one she would like to see consistent as is the plan that has been approved by the districts.

Vice Chairman Solon questioned who is ultimately responsible for the Plan and compliance. Superintendent Corey remarked ultimately it rests with the Superintendent. Asked who would be responsible for monitoring compliance, he indicated the Assistant Superintendent would be responsible for that role.

Vice Chairman Solon questioned if the Plan dictates how monitoring occurs. Assistant Superintendent Bergskaug spoke of the requirement for audits to occur, which will note any potential areas of concern to be rectified. There are requirements for continual, long-term auditing, but not necessarily annually.

She, Rich Raymond, Network Administrator, Kelly Seeley, Business Administrator, and Carol Tyler, Database Manager, serve as a team to address concerns that arise. Asked if it is more of a proactive or reactive team, she indicated it is a bit of both. There are times when they are reacting to issues that have come to their attention. Attempts are made to make a shift in that. All staff will receive yearly training to keep them apprised of existing policies and procedures and any changes that have been implemented. Additional trainings are being planned, e.g., online training around phishing, etc.

Vice Chairman Solon stated concern with difficulties arising out of individuals utilizing their phones or computers on a network to open emails, etc. Assistant Superintendent Bergskaug responded no personal devices are supported on the network. They are permitted on the guest network. Any personal device identified on the production network is shut down. That typically results in an inquiry by the user, which allows for identification of the individual who attempted to gain access, and for additional education for the individual.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the Administration's recommendation to enter into a contract agreement with Quirk Construction for the purpose of constructing the turf field at HBHS

MOTION BY MEMBER SOLON TO APPROVE THE CONTRACT WITH QUIRK CONSTRUCTION, FOR THE CONSTRUCTION OF THE TURF FIELD AT THE HOLLIS BROOKLINE HIGH SCHOOL, IN THE AMOUNT OF ONE MILLION FOUR HUNDRED FIFTY-SEVEN THOUSAND DOLLARS (\$1,457,000.00), CONTINGENT UPON ALL REQUIRED PERMITS BEING OBTAINED AND ALL LEGAL MATTERS RESOLVED TO MEET THE SPECIFICATIONS OUTLINED BY THE DISTRICT'S LEGAL COUNSEL. SOURCE OF FUNDING IS THE TURF FIELD BOND ARTICLE APPROVED BY THE VOTERS AT THE ANNUAL MEETING
MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Ms. Brown remarked she is uncertain the motion should include language requiring all legal matters to be "resolved". Superintendent Corey stated the thought process to have been that legal counsel would make a recommendation to the Board, the Board would make a determination, and the matter(s) would be resolved.

Vice Chairman Solon questioned the desired timeframe for issuing the contract, e.g., wait until all issues are resolved and permits obtained. Superintendent Corey stated all permits have now been obtained. He questioned if the contract might be approved with work contingent upon it; can sign the contract noting performance of the work is contingent upon it as opposed to approval being contingent.

Superintendent Corey stated he is seeking approval, but beginning the work is contingent on the resolution.

MOTION BY MEMBER BROWN TO AMEND THE MOTION TO INDICATE "CONSTRUCTION IS CONTINGENT UPON LEGAL ISSUES BEING ADDRESSED TO THE SATISFACTION OF DISTRICT LEGAL COUNSEL"
MOTION SECONDED BY MEMBER SOLON

MOTION CARRIED

5-0-0

Vote on the main motion to approve the contract with Quirk Construction, for the construction of the turf field at the Hollis Brookline High School, in the amount of One Million Four Hundred Fifty-Seven Thousand Dollars (\$1,457,000). Construction is contingent upon legal issues being addressed to the satisfaction of District legal counsel. Source of funding is the turf field Bond Article approved by the voters at the Annual Meeting.

MOTION CARRIED

5-0-0

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon commented the Board did a good job of allowing people to be heard.

He sent a note to the Chairman and Superintendent regarding his attendance at the three series webinars provided by the New Hampshire School Board Association. The webinars discussed the role of school boards. One of the things pointed out is that the main objective is to focus on student outcome. They say it is worth looking at agendas to identify how much of the Board's time is spent on things that directly affect student outcome. He suggested that to be something that should continue to be looked at.

ADJOURNMENT

MOTION BY MEMBER SOLON TO ADJOURN

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

5-0-0

The June 19, 2019 meeting of the Hollis Brookline Cooperative School Board adjourned at 9:56 p.m.

Date: _____

Signed: _____



HOLLIS POLICE DEPARTMENT
HOLLIS, NEW HAMPSHIRE

Joseph R. Hoebeke
CHIEF OF POLICE

June 14, 2019

Attn: Superintendent Andrew Corey
SAU 41
4 Lund Lane
Hollis, New Hampshire 03049

Dear Superintendent Corey,

Please allow this letter to serve as my formal support of your expressed desire to create a new access roadway to the Hollis Brookline High School property. The creation of this access roadway is important for two reasons. First, it will provide emergency responders with alternative means of approach to the property in cases of emergency. Second, it will allow students to be evacuated in a more effective and efficient manner, thereby aiding in the process of reunification during an emergency, or some other form of critical incident.

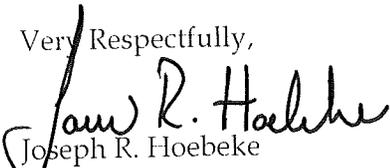
During our recent conversation, we discussed how this right-of-way from Main Street to the McLaughlin property would allow members of my agency and those of other emergency services, to access the school property in quicker manner, while providing greater access to the high school grounds. Having served as a Tactical Incident Commander for the Southern New Hampshire Special Operations Unit prior to joining the Hollis Police Department, I often times evaluate such plans using a tactical mindset. As such, I am well-aware that there is really only one true access point in and out of the high school, and this by way of Cavalier Court. Given this, I am well-aware that there are a number of scenarios that could complicate ingress and egress to the property; most notable of which is the use of a vehicle or vehicles to block portions of Cavalier Court, thereby restricting access to emergency service. This would stand to delay the response of any immediate action teams and support personnel. As we have become far too familiar with given some of the more recent critical incidents and active threat situations across this country, seconds are minutes, and minutes are hours. Any delay in response times would likely result in an even greater likelihood that more people will be hurt.

A second point of ingress and egress to the school property allows for multiple points of approach, and multiple points of evacuation. It could also serve to allow first responders to establish a command post or some other form of collection area for mutual aid response teams and other medical personnel. Moreover, such a roadway could be used to provide better for transportation resources working to evacuate students and staff from the high school property.

In closing, I feel as though the creation of the right of way is needed and is most certainly worth the costs associated with its construction. In my professional opinion, any improvement that allowed a more expeditious access to the high school property is well worth the dollar amount spent.

Please feel free to contact me directly should you have any questions about this correspondence.

Very Respectfully,


Joseph R. Hoebeke
Chief of Police