

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
DECEMBER 8, 2021
MEETING MINUTES**

A meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, December 8, 2021 at 6:00 p.m. at the Hollis Brookline Middle School.

Holly Deurloo Babcock, Chairman, presided:

Members of the Board Present: Tom Solon, Vice Chairman
 Beth Janine Williams, Secretary
 Kate Stoll
 Krista Whalen

Members of the Board Absent: Elizabeth Brown
 Cindy VanCoughnett

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent of Curriculum and Instruction
 Linda Sherwood, Senior Assistant Business Administrator
 Tim Girzone, Principal, Hollis Brookline High School
 Patrick West, Principal, Hollis Brookline Middle School
 Amanda Zeller, Assistant Principal, Hollis Brookline High School
 Samantha Shepard, Student Body President
 Gabrielle Dias, Student Body Vice President

APPOINTMENT OF PROCESS OBSERVER

Tom Solon volunteered to serve as Process Observer.

AGENDA ADJUSTMENTS - None

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Several handouts were provided the Board (copies attached). The Business Administrator and Director of Facilities provided a summary of the age of the ventilation system equipment at the high school. A job description for the position of State Certified Social Worker or School Counselor was handed out as well as a communication from the Superintendent regarding the number of active COVID cases.

Superintendent Corey spoke of the monitoring done of the number of cases in both communities. From November 11th through the 24th, the district saw a significant uptick in both communities. As a result of contact tracing, they were able to identify the most likely cause of that uptick; Halloween events. The numbers represent the two communities, not simply the school system. Presently, we are 11-12 days from the Thanksgiving holiday. A slight uptick was seen this morning.

Asked where the data is generated from, Superintendent Corey stated the information is available at WMUR and it is his understanding it comes from NH DHHS.

Also identified were vaccination rates. Children ages 5-11 are now eligible for the vaccine. As a result, we will likely see an increase in our communities' vaccination rates.

The Halloween event triggered an outbreak at one of the elementary schools in Brookline. A rapid rise was seen. What sometimes is forgotten is that when you see a rapid rise at an elementary school there is a significant chance there is either going to be older or younger siblings involved. That was also experienced. There is a direct relationship between the outbreak and cases that were seen with siblings attending other schools in the SAU.

Beginning late next week, test kits will be available through the school.

A grid was provided to show how schools have been impacted (broken down by school). Superintendent Corey reiterated there are instances where there may be three separate cases coming from three different schools, but what is not known, by the general public, is that the three cases were from a single family. The number of cases does not always drive a decision, it is a matter of what is occurring in the schools.

The nursing staff serve as the point people with DHHS around contact tracing and getting the guidance for the steps we should take. When the outbreak at CSDA occurred, the district closed the schools for an additional day, which provided for 5 days out of the buildings and allowed the spread to stop. If we had to, because of an outbreak, tack a day on here or there we could do that. We do not necessarily have to do it as a remote day. The district far exceeds the number of required hours of instruction for a school year. Efforts are made to balance what could be snow days and a need for remote days (limited to 5).

Since the start of the school year, there have been a total of 19 cases at the middle school, and 35 at the high school, a portion of which are staff related.

In terms of total numbers, there have been 121 students out of 146 cases across the SAU. We presently have 2,410 students in the district. There are 833 at the high school and 337 at the middle school. Total staff is 552. There are approximately 3,000 people on campus every day that the administration monitors and works with if suspecting they have COVID symptoms or concern. When looking at the total cases across the SAU for students, it is just over 4%.

At the high school, both the cafeteria and gymnasium have been utilized. There is social distancing for those students who are looking for it at lunch. Classrooms continue to be socially distant (3') and our staff is doing a great job. We have a number of students who are choosing to wear masks and a number of students who are choosing not to. All students are doing their best adhering to required transportation and masks. We have plenty of masks for them when they board the buses.

The number of cases at the high school, divided by the total population of 833 students represents 3.3% of students with an infection. If looking at the high school in terms of the COOP district, which is 1,200 students, it is 2%. If looking at it across the SAU, 1.16%.

In terms of the middle school, when looking at it just versus its 367 students, it is a 2.72% infection rate. If compared to the COOP as an entirety, they are at .0025%, and if looking at it from the standpoint of the SAU it is 0.37%. When notices are sent out, it is for all cases within the SAU. A uniform email has been crafted that goes out to any family whose child needs to monitor their symptoms (close contact). The district moved to the email format after experiencing the spike at CSDA and learned the telephone calls were not reaching families faster than social media. The district has benefitted from the additional nurse added pre-COVID, which has

allowed us to maintain our services every day. There were very few times this year when we have not had a nurse in the building.

When looking at the decision of masks and masks optional, it is looked at by district. Superintendent Corey has informed both of the elementary district school boards that if vaccinations continue, e.g., people are able to obtain dates for vaccinations, we will likely move to mask optional on the Tuesday following the Martin Luther King, Jr. holiday. If an uptick is seen from Thanksgiving, it will be the second uptick around a holiday, and then there would be a strong likelihood he may go masks at the COOP when returning from the winter break, for the two weeks leading up to the Martin Luther King, Jr. holiday. Then everyone would move to mask optional, provided the numbers stay the same or go down.

Superintendent Corey stated he is not aware of any cases of the new variant in the State as of this time. That will continue to be monitored. Community members who are in the medical field contact the Superintendent regularly. This is not an area that he pretends to be an expert in, but at no point would he hesitate to move to masks required if feeling there is a value. He is aware that community members are concerned with the rise in numbers, but in terms of Hollis and Brookline, our numbers are maintaining pretty good stability. We are back in the range where he had a comfort level. He is hopeful not to see another spike but would not be shocked if that occurred. He has met personally with any parent who has called or wanted to meet. He believes he has been able to provide a greater comfort level.

When asked, Superintendent Corey clarified the tests that are available are given to parents requesting them, they are not being administered at the school. When contacted by the school nurse informing of symptoms and offering to send a test home, the request is made that, after the test is administered, the parent send a photo of the results to the nurse.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board November 17, 2021

The following amendments were offered:

- Page 6, Line 39; replace “fund” with “fun”
- Page 9, Line 34; replace “sand” with “and”
- Page 11, Line 34; replace “if” with “is”
- Page 3, Line 17; delete “This has been done.”

MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER SOLON
MOTION CARRIED
5-0-0

Hollis Brookline Cooperative School Board – **Non-Public**. November 17, 2021

MOTION BY MEMBER SOLON TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
4-0-1

Member Williams Abstained

PUBLIC INPUT

Chairman Deurloo Babcock opened the floor for public input at 6:22 p.m.

The public input period was declared closed at 6:23 p.m.

PRINCIPAL AND ATHLETIC REPORTS

Patrick West, Principal, Hollis Brookline Middle School (HBMS) highlighted items from the report, which was included as part of the [agenda](#) packet. Student Council will be sponsoring a “Cup O’ Joe on The Go” during morning drop off on December 10th. The Helping Hands Gift Drive is underway for those wishing to participate. Mittens can be retrieved from the main office. Each mitten contains gift suggestions. The newly purchased gifts should be wrapped and returned to the Guidance office, with the tag attached, by December 17th.

Unified Basketball is coming to the HBMS. A game against HBMS staff is scheduled for the last Friday before February break.

Tim Girzone, Principal, Hollis Brookline High School (HBHS) noted the Performing Arts Department returned to the live stage over the weekend with the performance of Clue. Students performed in front of a live audience (50% capacity) and made the production available for streaming for those viewing from home.

The Community Wellness Ambassadors (CWA) is a group of students and staff members who are looking to raise awareness on mental health. Offered are activities during the school day and resources for students within the school. Wellness Wednesdays have kicked off. There has been discussion of arts and crafts activities as well as physical activities, e.g., wellness walks, yoga.

The winter concert is scheduled for the 14th and Guitar Night for the 17th.

The report provided by the Athletic Coordinator noted Senior Constance Mulligan has been instrumental in leading the charge for unified sports at the middle school.

Members of the Board commented on being pleased with the Community Wellness Ambassadors.

Chairman Deurloo Babcock commented on the HBMS sports and the significant participation number the district had last year when there were intramural, non-competitive sports available. We are back to normal numbers. It was kind of glaring, because we do basketball, that we went from having numbers around 38 to 40 to 13. That is because of the nature of basketball. She questioned if there could be intramural type offerings like floor hockey, etc. Although not under the athletic department, if students are participating in sports that are not under the athletic department but still a sport and an intramural, it would be nice to have those numbers too.

Principal Girzone noted included in those numbers were the recreational programs and some of the other programs, which did not run last year. The intramurals offered that for students. Now recreational sports are back on the table. That information would be beneficial to the district.

Vice Chairman Solon commented on the annual review of extra-curricular stipends and participation levels and suggested it would be good to roll the requested information in with that discussion. He questioned if there is a group of students who were presented with an opportunity that did not otherwise exist. Perhaps it is simply

those who would normally participate in recreational sports that did not have that opportunity last year, but perhaps it is a group of students from within the schools that appreciate this different level.

Student Council

Samantha Shepard, Student Body President, stated the Student Council is working on fundraising ideas to ensure a fruitful spirit week. Spirit Week is the week before February break. They will be filming skits and adding new items/events. Separate classes are now doing their own fundraisers; sophomores are doing Christmas candy grams, etc.

The Student Council is partnering with the CWA to create a mental health board that will tie in resources, hotlines, etc. They will also be doing Toilet Talk, which is signs put up in all of the bathroom stalls. They just started the Wellness Wednesdays, which offers physical activities like spike ball, walks, and mindful arts and crafts.

Program of Studies

Principal Girzone noted the Program of Studies (POS), in its current form, as well as a sheet including updates and page references was provided as part of the agenda packet.

Amanda Zeller, Assistant Principal, HBHS, highlighted the areas where changes occur. Beginning with the class of 2024, Civics students will take the US Citizenship Test, as required by the State of NH for graduation. Students may retake the test as necessary in order to achieve the required 70%. The parameters were reviewed with the Assistant Superintendent of Curriculum and Instruction. The language was added into the Grade 11 courses; can be found in the heading under social studies, in the general requirements, civics course description, and in the graduation requirements (both State level and HB graduation requirements).

Under Computer Science and Engineering, the Computers and Technology course description has been updated. The interesting shift proposed this year is in the Engineering Technologies class. This class is structured as an introductory engineering and technology class with the goal of exposing students to a variety of STEM experiences. The class was structured as a semester class as a mechanism for students to try an engineering experience. A plan has been identified to provide two semesters of that introductory-type course that are not repeating and not contingent upon one another. There is also the opportunity to participate in a year-long course and receive Project Lead the Way credit (opt in as dual enrollment in fall).

Asked if Project Lead the Way requires it to be contiguous in one school year, Assistant Principal Zeller stated her belief it does, but that it would be verified.

Looking to increase senior elective offerings, it is hoped that by bringing back World Literature there will be increased opportunities for seniors.

There is the desire for Journalism. It was a 2 semester sequenced course (Journalism 1 required to take Journalism 2). Instead, they are looking to offer a single semester of Journalism. Asked if the original two semester sequence remains in place, Assistant Principal Zeller stated it does not. This replaces that. Whether it will be offered in both semesters is dependent on enrollment.

There were years where yearbook was difficult to make happen. It is not an extra-curricular that students often stay committed to from the start of the year to the end. The desire is to reinstate yearbook as a full-year class.

The curriculum for the course had identified some objectives as part of the advanced medium publishing course several years ago, but the better fit for the year-long yearbook course actually comes from the yearbook company. They have a pre-set curriculum that highlights and connects to standards. Proposed is to take yearbook out of the extra-curricular area and make it an assigned teaching class for the full year.

Member Stoll questioned if there would be an option for students to take journalism for both semesters, and was told there is that option available for some classes in the POS. It is unclear if that has been discussed for English because of the English requirement in the graduation requirements. That has to be reviewed to ensure it does not undermine a student earning the correct credits for graduation.

Chairman Deurloo Babcock commented when involved in the CavChron it would be the same thing that is happening with the Yearbook; could be your extra-curricular interest as well and it is not any longer, it is in that class. If you want to be the Editor of the sports part of the CavChron you will not have that opportunity for a full year of that experience. She wonders how that plays out with the publishing piece of it. The question was asked of the opportunity to have the class but then have an after school component for someone who has already taken one semester, but wishes to continue involvement in the CavChron.

Chairman Deurloo Babcock commented journalism schools across the country are struggling with getting people interested in real solid journalism. She feels passionately that we need to keep students interested in that. Assistant Principal Zeller responded she can inquire as to whether it could be done twice or how an extra-curricular growth opportunity could be built in.

Chairman Deurloo Babcock spoke of the desire to learn more of the yearbook course after a year of implementation to see what the curriculum actually is and whether students are getting real exposure to developing media, etc.

Vice Chairman Solon questioned if a class not identified as Honors or AP, is assumed, in the current context, to be an unweighted class, and was told that is the case.

Assistant Principal Zeller stated World Language is trying to emphasize a more authentic approach to language acquisition. They are following the Six Core Practices; Use target language for learning, use authentic cultural resources, design communicative activities, plan with a backward design model, teach grammar as a concept and use it in context, provide appropriate feedback.

Member Stoll questioned if the district looks at the languages offered and considers adding different languages. Assistant Principal Zeller commented right now we struggle to balance and staff the three we have. The district struggles to balance the French and Spanish mix a lot. Latin has a Junior/Senior component that kind of creates a group for it. It would be difficult to figure out how a fourth would fit into that puzzle. Principal Girzone added it can be challenging to support a full-time position for a completely different language for someone having that level of expertise. It comes with challenges for a school of our size to go from 3 to 4.

Vice Chairman Solon commented this would be an opportunity to consider in-school online action. Assistant Principal Zeller commented many students who do want to pursue another language do access VLACS for that opportunity. Vice Chairman Solon remarked if we offered them the opportunity to schedule it within their day, in the school, it would present it in a different context and the burden level, as far as time commitment, might balance better for them.

Assistant Superintendent Bergskaug remarked that is a possibility at this time. A lot of times it is easier if you come in later or leave early but based on what course you want and when they are available, that is an opportunity we have.

Unsequenced Semesterized Courses; there are courses where you do not have to take 1 to take 2. The courses are identified in the POS and will be worded differently to avoid confusion.

The district is reviewing prerequisites and looking at what is effective. English noted we had a grade of B- or higher in the accelerated level but did not delineate standard level and what that would look like in order to shift from English 9 to Accelerated English 10. Instead of having a department chair who may not know all of the students individually, the language calls out the need for a teacher recommendation. Science has an additional component where many times the math skills need to align with the science course or the student struggles, not due to a lack of scientific understanding but due to the mechanics of solving some of the equations involved in the science work. Physical Science was finding that if a student had not been enrolled at the same time as Algebra 1A or 1 or had already taken Algebra that they were struggling with some of the calculations of Physical Science.

An updated instrument list for Band will be included. The desire is for everyone wishing to play an instrument to be in the band.

Asked if there has been discussion about having Honors Concert Band, Assistant Principal Zeller stated she has not had that discussion. Vice Chairman Solon commented some students for whom the instrument of choice was not compatible with the jazz band had to switch to have that option. Assistant Principal Zeller remarked it is something that can be discussed.

Vice Chairman Solon noted Milford and perhaps Nashua claim to be introducing honors options in their CTE programs. He questioned if that has been communicated. Assistant Principal Zeller responded they have asked the CTE schools to send any program of studies or course offering updates. They have not yet been received. Vice Chairman Solon spoke of his knowledge that Milford is piloting it, as an honors option for many of their CTE programs. Where we still have weighting involved here, that might change the decision process for some of our students.

DISCUSSION

- Fiscal Year 2023 Budget Discussion

Superintendent Corey spoke of information provided as part of the agenda packet; Excel spreadsheet and information on the four rounds of review conducted on the new item requests.

The Budget Committee provided the district with a guidance number of \$25,345,525. That number relates to the operating budget. Many of the items the district is required to fund, e.g., special education costs, are considered “outside of guidance”. That is a great balancing tool that allows the district to take care of the educational needs of the entire student population while meeting the legally required needs of the special education population.

After completing the four rounds of budget review, the total proposed budget is \$25,278,501 or \$67,024 below guidance.

At this point, the Administration has completed the budget process, and would be fine-tuning. There are some items that are shared between multiple districts. If one district budget could not support a shared item, that could result in a change in the proposed amount. Very seldom does that increase the budget number but may decrease it. The only other unanticipated expense that could materialize would be if a student were to move into the district requiring specific services.

With regard to warrant articles, the proposed budget represents an increase of \$889,808 or 3.65% above the current year's budget. The HESSA contract cost is identified (\$88,523). The district is looking at heating / ventilation / dehumidification processes. As a result, a placeholder (\$163,000 lease payment) has been included under Energy/Expansion – Phase I. The Maintenance Trust Fund allocation of \$200,000 is identified. The Special Education Trust allocation is listed as \$25,000. The SAU Assessment (COOP portion) is \$1,070,947.

Superintendent Corey stated his belief the proposed budget is a very strong budget, and one that provides the district the ability to move forward academically and meet many of the requests of our school principals. The budget contains an increase for the P.E. Teacher, which he believes will pay huge dividends around the social emotional piece as we come out of the pandemic and provide opportunities. We are increasing the math position to maintain the class sizes that we have worked hard to get and are increasing the 0.8 Guidance Counselor to a Full Time Equivalent (FTE) based on service needs.

Discussed and remaining in place through the four rounds of review is the Social Worker/School Counselor position. A draft job description was provided as part of the agenda packet.

Included is \$23,657 for the Tech Specialist. This year we were able to add an additional specialist to meet the needs of our tech support especially since we have moved to a one-on-one environment at the HBHS. Part of that position continues to be funded through Elementary and Secondary School Emergency Relief (ESSER) funds. The desire is to phase the cost of the position into the budget over time.

In terms of shared positions, identified is an SAU Directed Food Service Substitute and an SAU Directed Instructional Substitute. Superintendent Corey remarked, if having to make a cut, it would likely be with the instructional substitute as there is a greater need for the food service substitute across the multiple districts.

Under the heading of special education personnel, the NECC program is moving over to the high school (with the population) and is seeking additional days for paraprofessionals. They will go from 180 – 210 days as it is a year round ESY program. Asked if the paraprofessionals were in the middle school budget last year, he stated some of the funding was in the budget for NECC. Some of the paraprofessionals will need to be maintained as there are students coming out of the elementary level that will need paraprofessionals at the middle school. That is why the increase is identified under the high school.

The State has changed the requirements around English for Speakers of Other Languages (ESOL), which limits the number of students a person can service while expanding the number of required minutes that we must service a student. As a result, we will have a position for ESOL, which will be shared with the Hollis School District to address those needs. Asked if that has been characterized as an unfunded mandate, Superintendent Corey responded it would absolutely be an unfunded mandate.

Superintendent Corey noted, in the area of academics, there is a very refined textbook cycle. Planned expenditures include updating sewing machines, finishing final repairs on pianos, etc. Noted was the zero dollar value associated with Social Studies textbooks. For a number of years, the district has anticipated changes to the Social Studies curriculum. That is no longer happening. After three years, the State has decided

there will not be changes. The Administration will further discuss to ensure the curriculum is exactly where we want it. There will be kiln repair, classroom chairs, and service contracts around Tech. Ed. machines.

Regarding replacement computer equipment, the district maintains its regular turnover cycle of staff laptops. Expenses include replacement of projectors, the Redcat audio system, an interactive flat panel, which is the most updated smartboard/projector system on the market. A number of access points are being updated. There is the potential for a Facility Department truck (shared item) and trailer, which would eliminate needs such as the renting of U-Haul trucks for movement of furniture, etc. There would also be the potential for minimal plowing.

Safety issues being addressed include interior and exterior rekeying and the purchase of bollards. In athletics, a new wrestling mat and final set of volleyball poles.

In terms of paving, the district allocated \$90,000 to look at the turf field (adding a parking lot) as well as addressing lighting. Vice Chairman Solon suggested the lighting be specified as parking lot lighting to avoid the impression additional lighting would be added to the turf field.

Listed is a storage container for tables and chairs that would allow the district to stop renting those items. The countertops in FACS are being redone. Monies are identified for upgrades to the AC and electric in the computer science classroom (for computers). The middle school will see Phase III of window replacement, paving of driveway section, and retiling of the base of the library. There has been some discussion with the Town around the bus loop. The Town has allowed the district to do the maintenance of the bus loop, however, the ultimate status of the Farley Building is unknown.

Asked about the ownership of the land, Superintendent Corey stated the district still shares a small section that sometimes is debated, and multiple rights of way that both the district and Town need to be able to access different things on the property, e.g., water. We have a very positive relationship that is working well.

The total warrant would be \$26,825,972.

Asked, Superintendent Corey explained the column titled Final Warrant Articles lists the warrant articles from the prior year.

The Maintenance Trust Fund has a current balance of \$99,625. With the allocation of \$200,000 and planned expenses for the HBHS paving (\$70,000), roof section (\$70,000) and HBMS HVAC upgrades (\$60,000), the ending balance would be \$99,625. Asked, Superintendent Corey stated he would not describe these items as optional.

Vice Chairman Solon commented by putting it as a separate warrant article you run the risk of funding not being available should the article not pass. Given the budget is currently under guidance, he suggested including the necessary items within the operating budget. If the voters do not pass the warrant article, it is his understanding they are effectively saying no you cannot spend funding on that.

Superintendent Corey stated he would take the suggestion back to the Business Administrator and Budget Committee. Were the scenario that the budget article passed but the Maintenance Trust Fund article did not, he would probably recommend the roof phase be done and not the lighting and parking at the field. Vice Chairman Solon stated his preference that items that are believed necessary be included within the operating budget. Chairman Deurloo Babcock stated her agreement with that approach especially for the roof section.

Superintendent Corey spoke of the information provided detailing the age, identification, location/function, and value (replacement cost) of equipment. The list consists of approx. 15 pieces of equipment that make up the ventilation and HVAC systems (many 20+ years of age) and a total cost of \$5,410,825.20. Superintendent Corey spoke of work being done, with the help of an architectural firm and energy resource firm, to identify the most logical way to approach this need. This work is in preparation for an enrollment growth already being seen at the elementary districts. The Brookline School District is assessing a renovation project and potential bond/lease item for this year's budget to make their schools ADA compliant and at the same time gain classroom space to meet incoming enrollment.

Were consideration given to what is referred to as Option 1; limit the scope of the project to the oldest units (1996 only), the estimated cost would be \$3,747,884.80 or a 15-year lease payment \$313,740.43. Option 2 would address all non A/C units (maintain current AC units and replace old ones with dehumidification/AC) and have an estimated cost of \$5,410,825.20 or a 15-year lease payment of \$452,947.38. Option 3; 3rd floor only (start of phased in approach) plus a contingency has an estimated cost of \$1,929,451.90 or a 15-year lease cost of \$161,516.99. There is also the need for electrical upgrades. A placeholder of \$300,000 is identified.

Work will continue between the Facility Director, Business Administrator, and consultant to formulate other options. The desire was to bring this information forward at this time. There may or may not be a warrant article put forth.

Vice Chairman Solon questioned if characterizing the costs as a 15-year lease is accurate in that at the end of the lease period, the district no longer owns the item(s). Superintendent Corey stated a lease simply means the mechanism of paying for the item(s). The current placeholder is identified within the budget documentation as \$161,516 as that is the cost of the 15-year lease payment for Option 3.

Asked if the lease option provides the ability to stop half-way through the term of the lease, Superintendent Corey responded at any point, the district could opt to pay the lease off (full amount). Vice Chairman Solon questioned if this equipment would be compatible with a major overhaul of the way the building is powered. Superintendent Corey stated the Board could make the decision, after the equipment was in, that it desired to go to solar, and be able to adapt the new equipment to solar. He spoke of the reduction in electrical costs associated with the solar system installed in the Hollis School District. The industry is now working on batteries that would be able to harness that power. You could potentially power your bus fleet off of the extra solar as they move to electric buses.

Member Williams departed at 7:41 p.m.

- Facilities/Educational Update

As part of the energy piece and knowing of the potential for enrollment growth, the district has been working with Banwell Architects. If enrollment projections materialize, we will be under a space crunch at the middle school and ultimately the high school. That will probably be in the range of 3-5 classrooms. The architectural firm would come in district to interview the principals and speak with the SAU Administration. They tour the facility and start to gain a sense of what we need from an educational space. The middle school summary was provided with the agenda packet. They identified the Town land versus school land and the recommendation that be addressed. They feel there is a need for additional classrooms and want to modernize the library space, which could be better utilized to meet what will become the new educational needs.

Part of this would also benefit the thriving robotics program both at the HBMS and HBHS. We would look at the old family & consumer science pieces, presently utilized for special education services, by updating those facilities. We give greater opportunities for those students needing social and life skills. There are some 16 students in preschool (3 and 4 years of age). Those students, at some point, are coming to the COOP district, and their needs will drive us to either make some of these changes or result in us having to outplace some students. An out placement will be in the neighborhood of \$200,000 - \$400,000 per year/per student. One of the reasons that programming has been put in place in the elementary districts is because of the potential cost for a student from 3 to 21 years of age.

The largest item under the high school summary is the need for four additional classrooms. The piece they are looking at is the cafeteria. They are looking at that space as becoming more of a STEM focus space and a new cafeteria building off of that. This is probably at the earliest next March but could likely be two years from now.

Superintendent Corey stated his plan to be to bring the Board (January timeframe) first renditions of what the spaces might look like.

Chairman Deurloo Babcock questioned if the Superintendent generally goes over enrollment projections. She believes the public would like to see that data to gain an understanding of what is driving these recommended changes. Superintendent Corey stated the enrollment projections should be posted online. Chairman Deurloo Babcock suggested there be an area on future agendas to discuss enrollment projections.

- SAU Job Description – Compliance and Communication Position – Updated

Superintendent Corey spoke of the updated job description provided with the agenda packet. Changes are underlined. The biggest change came as a suggestion from Mike Harris, SAU Budget Sub-Committee, who expressed there was not enough emphasis placed on compliance given the identified requirements for the position. He felt the focus had to be on compliance as there is a need for that regardless of the current environment. Communications will help us get the message out on all of the great things that happen in the district and will help further meet the need of other organizations the SAU works with. Tasks associated with compliance are what is needed to alleviate some of the workload of the Assistant Superintendent and Superintendent. It is sometimes forgotten that the SAU functions as HB1 community, but from a legal standpoint, we are the SAU, Hollis, Brookline, and the COOP. Each of our grants has to be done from that point of view. There is a great deal of time involved in the process.

The position will be discussed further at the SAU 41 Governing Board meeting and budget public hearing. It is believed the position will pay for itself in terms of freeing up the time of the Assistant Superintendent to focus more on curriculum, etc. Asked if he believes the changes in the duties alter the anticipated pay scale for the position, Superintendent Corey stated he does not. He is very comfortable with the salary listed. He will be reaching out to a community member (whose name was provided by Board members) who has recently retired. That was his field of expertise. He is willing to volunteer his time to assist us if we have someone who has to grow in that position.

Vice Chairman Solon questioned the reporting structure; if it would be as much a burden as a relief by having to now supervise that area. Superintendent Corey responded as with any new position; he believes that in the beginning it will be somewhat of a burden. With the right person selected, within a year's timeframe we should be able to see a number of the tasks being done independently.

DELIBERATIONS

- To see what action the Board will take regarding the approval of the Suicide Prevention Plan presented in October

**MOTION BY MEMBER SOLON TO APPROVE THE SUICIDE PREVENTION PLAN, AS PRESENTED
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Asked if there have been any changes since the time the plan was presented, Assistant Superintendent Bergskaug stated there have not.

**MOTION CARRIED
4-0-0**

- To see what action the Board will take regarding the acceptance of the E-Rate funding for computers

The SAU is in receipt of E-Rate grant funding totaling \$214,890. The grant, when submitted, requested 53 of the Lenovo Chromebooks for the Hollis Brookline Middle School (HBMS) (come with a 3-year warranty as well as a Google license) and 79 for the HBHS. The portion of the grant awarded for the COOP School District totals \$51,480. The intent is to purchase the Chromebooks in the spring as that will increase longevity and keep the district on a replacement cycle. The only requirement for grant acceptance is to have filtering systems on our internet.

**MOTION BY MEMBER SOLON TO APPROVE THE ACCEPTANCE AND EXPENDITURE OF E-RATE GRANT FUNDING IN THE AMOUNT OF FIFTY ONE THOUSAND FOUR HUNDRED EIGHTY DOLLARS (\$51,480) TO BE UTILIZED FOR THE PURCHASE OF TECHNOLOGY
MOTION SECONDED BY MEMBER WHALEN**

ONN THE QUESTION

Superintendent Corey stated the grant funding would be utilized to purchase Chromebooks that come with a 3-year warranty.

**MOTION CARRIED
4-0-0**

- To see what action the Board will take regarding Policy **JLDBB** – Suicide Prevention
 - 1st reading 9-15-21
 - 2nd Reading 10-20-21*Given its 3rd Reading;*

**MOTION BY MEMBER SOLON TO ACCEPT THE THIRD READING AND ADOPT POLICY JLDBB – SUICIDE PREVENTION
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

No changes have been proposed since the time of the last reading.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding policy **DAF** – Administration of Federal Grant Funds
 - 1st Reading: 11-17-21

Given its 2nd Reading;

**MOTION BY MEMBER SOLON TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY DAF – ADMINISTRATION OF FEDERAL GRANT FUNDS
MOTION SECONDED BY MEMBER WHALEN**

ON THE QUESTION

Assistant Superintendent Bergskaug noted the change made under DAF-5 by replacing “his/her” with “their”. No other changes have been made since the time of the first reading.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding policy - **ADB/GBEC** - Drug Free Workplace & Drug Free Schools
 - 1st Reading: 11-17-21

Given its 2nd Reading;

**MOTION BY MEMBER SOLON TO AMEND BY CORRECTING THE DATE OF THE FIRST READING TO NOVEMBER 17, 2021 AND ACCEPT THE SECOND READING OF POLICY ADB/GBEC – DRUG FREE WORKPLACE & DRUG FREE SCHOOLS, AS AMENDED
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Asked if the policy would be listed under both headings in the policies, Assistant Superintendent Bergskaug remarked when this was done a few years back in the Hollis School District, the New Hampshire School Board Association, which houses the policy data on their website, only placed it in A. They can be asked to place it in both areas.

MOTION CARRIED

4-0-0

Vice Chairman Solon requested, if coming back for third reading and adoption at the next meeting, that it be phrased as a single motion to approve, adopt, and rescind the prior policy.

REPORT OUT BY PROCESS OBSERVER

Vice Chairman Solon noted the meeting ran ahead of schedule in light of the fact that there was an unusually long correspondence discussion, which was very helpful. The net effect was the meeting ran very well, the coverage was extensive, and there was good input from all of the presenters. The only comment he had was the

Board is again slipping back into that rut of having meetings that are primarily about bureaucratic issues and not much about academics. The sole exception is the POS. It would have been nice to have had more freedom to learn about that as it is the heart of what is going on.

Chairman Deurloo Babcock commented hopefully the Instructional Practices Committees are rolling and we will have a lot more conversations related to those.

Vice Chairman Solon questioned if there is a way to conduct a workshop to get some of these things done in either workshops or special subsets of meetings. Our meetings are running long. Some of these topics are really the bread and butter of what we are here for.

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 RSA 91-A:3, II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF
MOTION SECONDED BY MEMBER WHALEN**

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

Yea: Krista Whalen, Holly Deurloo Babcock, Tom Solon, Kate Stoll 4
Nay: 0

MOTION CARRIED

*The Board went into non-public session at 8:10 p.m.
The Board came out of non-public session at 8:39 p.m.*

ADJOURNMENT

**MOTION BY MEMBER SOLON TO ADJOURN
SECONDED BY MEMBER WHALEN
MOTION CARRIED
4-0-0**

The December 8, 2021, meeting of the Hollis Brookline Cooperative School Board was adjourned at 8:39 p.m.

Date _____

Signed _____

December 8, 2021

RE: Masks

To: Coop School Board

From: Andrew Corey, Superintendent

Dear Members of the Cooperative, Brookline and the Hollis School Boards,

Since the beginning of the year I have been closely monitoring cases of COVID across the SAU. From November 11 – November 24 we saw a significant uptick in both communities. As a result of our contact tracing we were able to identify the most likely cause of this uptick and how it related to outside school events over Halloween weekend. Our two towns have reported the following numbers (source WMUR data):

September 8	Brookline 8 active,	Hollis 17 active	Total 25
September 9	Brookline 10 active,	Hollis 15 active	Total 25
September 13	Brookline 13 active	Hollis 14 active	Total 27
September 14	Brookline 10 active	Hollis 18 active	Total 28
September 15	Brookline 10 active,	Hollis 17 active	Total 27
September 16	Brookline 11 active,	Hollis 15 active	Total 26
September 20	Brookline 13 active,	Hollis 14 active	Total 27
September 21	Brookline 7 active,	Hollis 12 active	Total 19
September 22	Brookline 7 active,	Hollis 6 active	Total 13
September 23	Brookline 7 active,	Hollis 5 active	Total 12
September 24	Brookline 8 active,	Hollis 7 active	Total 15
September 27	Brookline 9 active,	Hollis 9 active	Total 18
September 28	Brookline 9 active,	Hollis 9 active	Total 18
September 29	Brookline 11 active,	Hollis 7 active	Total 18
September 30	Brookline 14 active,	Hollis 10 active	Total 24
October 1	Brookline 12 active,	Hollis 12 active	Total 24
October 4	Brookline 13 active,	Hollis 14 active	Total 27
October 5	Brookline 13 active,	Hollis 14 active	Total 27
October 12	Brookline 12 active,	Hollis 12 active	Total 24
October 13	Brookline 12 active,	Hollis 5 active	Total 17
October 14	Brookline 11 active,	Hollis 1-4 active	Total 11-15
October 18	Brookline 12 active,	Hollis 6 active	Total 18
October 19	Brookline 17 active,	Hollis 11 active	Total 28
October 20	Brookline 17 active,	Hollis 12 active	Total 29
October 21	Brookline 16 active	Hollis 14 active	Total 30
October 22	Brookline 18 active	Hollis 16 active	Total 34
October 25	Brookline 18 active	Hollis 16 active	Total 34
October 26	Brookline 18 active	Hollis 16 active	Total 34

October 27	Brookline 18 active	Hollis 16 active	Total 34
November 1	Brookline 12 active	Hollis 14 active	Total 26
November 8	Brookline 12 active	Hollis 14 active	Total 26
*November 11	Brookline 23 active	Hollis 18 active	Total 41
November 12	Brookline 45 active	Hollis 27 active	Total 72
November 16	Brookline 48 active	Hollis 24 active	Total 72
November 17	Brookline 47 active	Hollis 26 active	Total 73
November 18	Brookline 51 active	Hollis 23 active	Total 74
November 19	Brookline 50 active	Hollis 26 active	Total 76
November 22	Brookline 49 active	Hollis 30 active	Total 79
November 23	Brookline 35 active	Hollis 30 active	Total 65
November 24	Brookline 33 active	Hollis 33 active	Total 66
November 29	Brookline 13 active	Hollis 20 active	Total 33
November 30	Brookline 9 active	Hollis 23 active	Total 32
December 1	Brookline 9 active	Hollis 23 active	Total 32
December 3	Brookline 10 active	Hollis 20 active	Total 30
December 6	Brookline 10 active	Hollis 20 active	Total 30
December 7	Brookline 10 active	Hollis 20 active	Total 30
December 8	Brookline 17 active	Hollis 21 active	Total 38

***(11 days from Halloween)**

Vaccination rates October/November

- Brookline: 60.50% with at least 1 dose; 54.20% fully vaccinated
- Hollis: 71.80% with at least 1 dose; 65.40% fully vaccinated

Vaccination rates December 8

- Brookline: 61.7% with at least 1 dose; 54.60% fully vaccinated
- Hollis: 73.70% with at least 1 dose; 66.20% fully vaccinated

While we saw positive COVID cases rise in our two towns from November 11-November 24th we were able to identify events linked to Halloween that most likely triggered the significant uptick.

Children ages 5-11 are now eligible for the vaccine we will most likely see an increase in our communities' vaccination rate which should provide more protection for all our families. Once families have had the opportunity to be vaccinated we will begin a process of reducing mask wearing at the elementary level and ultimately recommend a change to an optional masking procedure for all Schools across our SAU. We will continue to follow the data and make adjustments based on updated information.

2021 COVID Cases

	Sept	Oct	Nov	As of Dec 7	Total
HPS	1	0	6	1	8
HUES	1	0	12	1	14
RMMS	0	2	10	3	15
CSDA	1	7	39	6	53
HBMS	3	3	9	4	19
HBHS	1	12	19	3	35
District	1	1	0	0	2
	Total Students and Staff				146
	Total students				121

Total Students across the SAU – 2410

Total Students High School – 833

Total Students Middle School - 367

Total Staff for SAU 41 – 552 - Staff – Is made up of bus drivers, coaches, food service, para-professional, custodians, regular daily substitutes and professional staff

Total students Cases SAU wide

SAU student cases 4.14%

***Total Student Cases at HBHS High School**

HS - 3.36%

Coop 2.33%

SAU 1.16%

***Total Student cases at HBMS**

MS - 2.72%

Coop .75%

SAU .37%

*Calculation is based on students cases divided by total student enrollment at each building, the Coop District and the total enrollment across the SAU.

HOLLIS/BROOKLINE hs

YEAR	TAG	AREAS SERVED	CFM	TOTAL		
1996	HVAC-1	1st flr south admin - main office (A/C Existng)	2510	\$ 357,021.50		
1996	HVAC-2	1st flr north admin - guidance	2260	\$ 357,021.50		
1996	HVAC-3	media center - library	5010	\$ 370,018.00		
1996	RTU-1	2nd & 3rd flr east - 3rd Flr east	12280	\$ 476,283.50		
1996	RTU-2	2nd & 3rd flr center - music & 3rd flr west	12490	\$ 476,283.50		
1996	RTU-3	gym - gym	12000	\$ 472,613.90		
1996	HRU-1	lockers - 2nd & 3rd flr classrooms, lockers	3080E/2380S	\$ 300,601.40		
1996	UV-1	1st - culinary arts	1500	\$ -	Option 1 Oldest Units	
1996	UV-2	Combine 3 to 1to eliminate small units	720	\$ 575,668.50	1996 only	\$ 3,747,884.80
1996	UV-3	1st - room 163	2000	\$ -	Estimated 15 year lease pmt	\$ 313,740.43
1996	UV-4	- AHU, room 170 art room	1000	\$ 62,689.00		
1996	HV-1	2nd ? - café?	3080	\$ 299,684.00	Option 2 All non A/c Untis	\$ 5,410,825.20
1998	RTU-4	auditorium - aditorium (Already has A/C)	12000		Estimated 15 year lease pmt	\$ 452,947.38
1998	RTU-5	choral - dance room 3rd flr (Already has A/C)	2500			
1998	HV-2	special ed - rooms 248, 249, 250, 362	2260	\$ 357,021.50	Option 3 3rd floor only	
2000	RTU-1C	Addition Incldues 3rd Floor	12000	\$ 476,283.50	3rd Floor Only + Contingency	\$ 1,929,451.90
2000	RTU-2C	1 Classroom	1500	\$ 357,021.50	Estimated 15 year lease PMT	\$ 161,516.99
2000	RTU-6	Mini Gym	12000	\$ 472,613.90		
					Alternate	
		Total Building	\$5,410,825.20	\$ 5,410,825.20	Updgrade Electrical Serivce	\$300,000

School Administration Unit # 1

Hollis, Brookline & Hollis-Brookline Cooperative School Districts

JOB DESCRIPTION

JOB TITLE: School Social Worker	
Job Description Approved by: Andrew Corey, Superintendent Date:	
Location: HB Cooperative	Bargaining/Business Unit: Employment Group
Reports to: Director of Student Services	Evaluated by: Director of Student Services
Supervises: None	Evaluation Period: Annual
Minimum Education/Certifications/Experience: NH Certification or licensure in School Counseling or School Social Work; Master's Degree or higher in Social Work or related field; Experience in the school and/or social service agency setting	Work Year*: School-Year *Subject to change due to individual contracts or CBAs

The School Social Worker will assist students in maximizing their potential in the learning process so the students gain and maintain social and educational success, and minimizing the effects of the risk potential caused by personal and social difficulties which may generate in the classroom, school or home setting.

Core Competencies:

Accountability, Communication, Collaboration, Team Work, Professionalism, psychosocial development of children, preventative interventions, maintain confidentiality.

POSITION DUTIES AND RESPONSIBILITIES

The essential functions outlined below are intended to be a representation of the tasks performed. It is not an all-encompassing list for any one position. The omission of an essential function does not preclude management from assigning duties not listed here is if such functions are logical assignments to the position.

Minimum Essential Functions

1. Review all pertinent materials which refer to a student
2. When appropriate, identify individual student behaviors, intervene as early as possible, and conduct assessments
3. Provide psychotherapeutic counseling to students and their families
4. Assist in developing alternative programs for students based on need, such as: attendance, economic, health, emotional, and/or family problems
5. Provide social skills training in small groups
6. Provide crisis intervention service
7. Apply the necessary professional skills to assist students to problem solve and arrive at conflict resolution
8. Develop, with the school staff (and family when applicable), an appropriate action plan
9. Work with Parents/Guardians to facilitate their support in their students educational program
10. Provide staff with essential information to better understand factors affecting student performance and behavior
11. Assist school personnel in understand a child psychologically and helping staff relate to a student in an effective and appropriate manner
12. Collaborate with school/student IEP, 504, and/or student support teams
13. Obtain and coordinate community resources to meet student and family needs

14. Understand and practice in accordance with federal, state, and local laws, all policies and statutes that relate to students and families, such as child protection/child abuse, special attendance, attendance, and educational rights and privacy
15. Assume responsibility for continued professional development
16. Perform any other duties or responsibilities as assigned by the Director of Student Services

PROFESSIONAL GROWTH AND DEVELOPMENT REQUIREMENTS

In order for continued employment, employees are required, at a minimum to maintain the required credentials for a position and not allow credential to expire or lapse.

Travel Requirements:	Limited	Equipment Used:	Office Equipment
Environment:	Inside up to 100/Outside up to 20%	Exposures/Hazards:	None
Required Work Authorization:	Eligibility to work in the United States (via I-9 verification)	Required Security Clearance:	Federal and State Background Screening

SUMMARY OF OTHER CONSIDERATIONS AND REQUIREMENTS:

This position requires employee to be able to work on multiple tasks simultaneously. Ability to work with staff, students, parents, administration, and the community.

Employee is typically able to work at his/her own pace. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Satisfactory completion of a criminal background check will be required prior to employment. Employee must pass background check to enable bonding by the district’s liability insurance carrier.

Incumbent has no authority for disciplining students during school hours.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

- | | |
|---------------------------------|---|
| 1. Lift up to 10 lbs: | Occasionally required |
| 2. Lift 11 to 25 lbs: | Occasionally required |
| 3. Lift 25 to 50 lbs: | Rarely required. Assistance may be available. |
| 4. Lift over 50 lbs: | Rarely required. Assistance may be available. |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Rarely required |
| 7. Carry 26 to 50 lbs: | Not required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |

11. Reach below shoulder height: Occasionally required

12. Push/Pull: Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

- 1. Grasping: Occasionally required
- 2. Handling: Occasionally required
- 3. Torquing: Not required
- 4. Fingering: Not required
- 5. Controls and Equipment: Office equipment, computer, keyboard, mouse, printer, copier, calculator, adding machine, telephone, FAX machine

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

- 1. Twisting: Occasionally required
- 2. Bending: Occasionally required
- 3. Crawling: Not required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Not required
- 8. Balancing: Rarely required

Work Surface(s):

Standard office desk and chair, table.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	<u>6</u>	7	8	1	2	3	4	5	6	7	<u>8</u>
Stand	1	2	<u>3</u>	4	5	6	7	8	1	2	3	4	<u>5</u>	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8	1	2	3	<u>4</u>	5	6	7	8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and

- | | |
|--------------------------|--|
| | inquiries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required |

APPROVALS and REVISIONS:

Current Approval Signature: _____

Date: _____

Original Approval Date: 12/14/11

Revision Date:

Revision Date:

Employee Signature*: _____

Date: _____

***Signature of employee is required on each job description revision and will be placed in the Personnel File**

SAU #41 is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability.