

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
SEPTEMBER 18, 2019
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, September 18, 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 (arrived at 6:44 p.m.)
Melanie Levesque
Cindy VanCoughnett

Members of the Board Absent: Krista Whalen

Also in Attendance: Andrew Corey, Superintendent
Bob Thompson, Assistant Superintendent of Student Services
Linda Sherwood, Assistant Business Administrator
Rick Barnes, Principal, Hollis Brookline High School
Tim Girzone, Principal, Hollis Brookline Middle School
Brian Bumpus, Athletic Coordinator
Joseph Hoebeke, Police Chief, Hollis Police Department
Brendan LaFlamme, Captain, Hollis Police Department

APPOINTMENT OF PROCESS OBSERVER

Chairman Deurloo Babcock appointed Cindy VanCoughnett as Process Observer.

AGENDA ADJUSTMENTS

Superintendent Corey requested the agenda be adjusted by deleting the first item under Deliberations, which was placed on the agenda in error.

There being no objection, the agenda was adjusted as requested.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board - **Special** September 3, 2019

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

Hollis Brookline Cooperative School Board - **Non-Public** September 3, 2019

MOTION BY MEMBER LEVESQUE TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED
4-0-1
Member Solon Abstained

Hollis Brookline Cooperative School Board August 21, 2019

The following amendments were offered:

- Page 3, Line 50; replace “10th” with “7th”
- Page 5, Line 34; replace “loom” with “loam”
- Page 6, Line 1; delete “the” before “Principal Girzone”
- Page 6, Line 27; replace “she” with “he”
- Page 6, Line 31; replace “moved” with “move”
- Page 8, Line 4; replace “censor” with “sensor”

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

3-0-1

Members Deurloo Babcock and Levesque Abstained

NOMINATIONS/RESIGNATIONS/RETIREMENTS/CORRESPONDENCE - None

MEMORANDUM OF UNDERSTANDING (MOU); Hollis Police Dept./Cooperative School District

Joseph Hoebeke, Police Chief, Hollis Police Department, spoke of changes to the MOU that deal specifically with language that will help set parameters for when the department can/cannot access video surveillance from a remote location (station). Concerns had been expressed around accessibility and privacy. The language is such that it covers any of those concerns in a thorough and complete manner while not serving as a hindrance in the event the department needs to access the surveillance in an emergency or for another purpose such as protecting safety.

Noted were proposed changes to the second paragraph under Section 11.2 so that it reads: “The Hollis Brookline Cooperative school District will authorize access of video surveillance systems inside the school district to the Hollis Police Department and the Hollis Communications Center. The scope of access will be limited to emergency situations if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Software will be uploaded on only a limited number (no more than 3) of terminals located within the Communications Center and the Police Department facility and shall only be accessed in circumstances where there is an articulable and significant threat to the health or safety of a student or other individuals. A list of computers with permissions to the video surveillance system will be provided to SAU 41 on an annual basis.”

Superintendent Corey spoke of questions that arose at the last meeting relative to sections 11.1 and 11.2. The concerns were forwarded to legal counsel, James O’Shaughnessy. The language put before the Board has been vetted by attorney O’Shaughnessy.

Superintendent Corey spoke of the outstanding relationship the SAU has with the Hollis Police Department, and how officers visit the facilities as part of their regular duties so that they are familiar with the buildings.

Vice Chairman Solon stated his question to be whether the software the District loads on the department’s computers permits recording or simply real time viewing.

Assistant Superintendent Thompson stated the system at the Hollis Brookline Middle School (HBMS) is Cloud based. He believes there is the opportunity to view recordings over a two-week period. Principal Barnes stated his belief the same is true at the Hollis Brookline High School (HBHS). Asked specifically if the Police

Department would record the video, Chief Hoebeke responded “The system, how it functions, records, and populates it to the Cloud depending on what the software requirements are. If you are going to ask if we’re going to record that data; no. We would use it primarily for what the purpose and the intent as listed in the MOU is.”

Assistant Superintendent Thompson stated there is view only access. For example, the Secretaries in the office have view only access; they are not able to go back and look at anything that was recorded.

Vice Chairman Solon remarked it is a question of whether the Board has the authority to delegate that access, and if we do not, then we need to ensure that it is not an active option. Superintendent Corey agreed reiterating the intent is not to record at the Police Department. If information was needed they would contact the Administration. It is clear, the intent is not to record. As the software is loaded on the three terminals, the Administration will ensure the I.T. folks from both the District and the Department coordinate that.

Assistant Superintendent Thompson commented on a policy adopted a few years prior (ECAD), which dictates the Superintendent, or designee, must provide authority to anyone looking to view the video.

Chief Hoebeke commented when speaking with colleagues from across the area and the State often times they are quite envious of the relationship the department has with the school district. He spoke of the work to develop a collaborative effort to ensure the safety of our children.

He requested the Board reach out should there be recommendations for how the department can provide better service to the schools. He spoke of how fortunate the community is to have someone like Rick Bergeron as the School Resource Officer (SRO). As he is approaching retirement, there is the need to consider the amount of work he does. Whoever replaces him, will not be able to do the amount of work Officer Bergeron does right out of the gate.

As populations grow within the school district, it may be time to examine the possibility of a second SRO. There are mechanisms that will allow for alleviation of some of the funding requirements, e.g., Department of Justice grants, etc.

The department is in the process of trying to plan a more practical application of active shooter training, which he is hopeful will occur in either late 2020 or early 2021. It would be a full-scale scenario training where multiple components and facets are incorporated. Tabletop exercises have occurred and allowed for strengthening of policies and procedures. The crawl, walk, run progression leads to a point where now they plan and execute an actual scenario based on a given event.

Vice Chairman Solon thanked the department for putting incredible people into the schools. The trust and benefit of that relationship is tremendous. He suggested it would be helpful if there is an opportunity for some level of outreach at the Brookline elementary schools. By doing so, as those students come up to the HBMS, it would not be a surprise for them to have the presence of an officer at school.

Chief Hoebeke commented on the police presence at the 6th grade student orientation where officers do fingerprinting and other interactive activities. The department could try to coordinate an outreach program to Brookline students who come to the COOP District.

PUBLIC INPUT

Joshua Robey, 61 Deacon Lane, Hollis / HBHS Robotics Team

Mr. Robey commented on the work with Mike Scaramellino, Tech Ed. Teacher, and Principal Girzone. They have all agreed on the layout for the shop, where all of the tools are going, sharing processes, etc. Many of the

new wood shop tools have been delivered. Robotics tools are mostly on the way. Overall things are going really well, and they are looking forward to a good year in the new space.

He spoke of the worksheet that was included with the last agenda, which placed items in categories relative to funding sources. An updated worksheet was provided (copy attached). Members had questioned if robotics received what it expected out of the list. Having spoken with Superintendent Corey, he believes they are in agreement, e.g., woodshop tools were moved out of the Article 13 column. The one remaining item is the laser engraver. It was on the original robotics list. It wasn't a high-priority item, but was there. They had it budgeted at about \$8,000. It was important to Mr. Scaramellino. He wound up with a unit that was significantly more expensive. It is deeper into his curriculum. What was purchased was at a cost of about \$26,000.

Superintendent Corey remarked it has been an ongoing discussion, which has lead to what he believes to be a great plan. They will continue to meet over the next few months, and will return to the Board with a final accounting. The same items were discussed with the Budget Committee.

PRINCIPAL REPORTS/ATHLETIC REPORT

HBHS

Principal Barnes spoke of the smooth start to the school year.

The Instructional Best Practices Committee is moving along nicely and are onto the phase of creating the sub-committees.

Asked how the Adaptive Scheduler is working out, he responded it was moved up based on student requests. They were able to split and provide additional flexibility. It will continue to be tuned. Student Council was asked to create a Google doc that could be shared with him to be able to track student comments/feedback.

Chairman Deurloo Babcock stated students can now schedule themselves, with the adaptive scheduler, for 2 different things during a single CAVBlock. Principal Barnes added students can make a change on the same day, if desired.

Noted was the ability to better track the students and the use of CAVBlock. Students can see if a space is full, and decide to go to another class rather than walking into a full room and not getting the help they need. There is also the ability for the Administration to note if there are certain times of the week where there are increased needs and make an adjustment.

Ms. Levesque questioned if students are able to get one-on-one time. Principal Barnes stated if there is a need, teachers can set up their own groupings. The program allows for a great deal of flexibility.

HBMS

Principal Girzone spoke of the start of the school year commenting the school is abuzz beginning at 6:30 a.m.

There are now two advisors for the HBMS robotics program.

Yolanda Flamino, Assistant Principal has started her transition from her teaching role at the HBHS.

The school is still accepting applications for the one-year interim computer education teacher. The class is currently covered by a substitute with over 30 years of teaching experience. School counselor lessons have been incorporated into the class.

Vice Chairman Solon stated his recollection computer education was integrated into classes as opposed to be a standalone class. Assistant Superintendent Thompson stated the HBMS had a Family & Consumer Science program that was eliminated in 2011. A course called Middle School 101 was created where there was computer literacy, guidance lessons, nurse lessons, etc. That evolved into a computer science class (2012). Asked for clarification that continues to be taught in the main curriculum, Principal Girzone stated it is.

Athletic Director

FieldTurf is the company that will be laying the turf on the sports field behind the HBHS. The Field Committee was tasked with providing a thorough review to ensure the District is receiving everything needed on the turf field.

The result is a few changes the committee is looking to implement; FieldTurf has been asked to extend the sidelines of the Girls Lacrosse Field. That field can be 180' to 210' wide. The Committee felt by extending the sidelines it would help separate three lines that currently overlap, and the wider field is more desirable. Both the HBHS and HBMS coaches have indicated a wider field is preferred.

A color wheel was provided to give the sense of what the different colors would look like against the background of the green field (sports are color coded).

Chairman Deurloo Babcock stated her pleasure with having separate lines for each sport, noting while debating the turf field, one of the questions received on a regular basis was whether it would be lined for Girls Lacrosse as it is different than Boys Lacrosse.

Currently, the NHFS standards/rules for logos dictate that lines on the field need to run through the logo. There are several products on the market that would allow for the lines to be placed after the fact and in a way that will last, not damage the turf, and not impact the rug they are laying down. Football is the only sport impacted by that requirement.

Superintendent Corey stated the intent to utilize the field as much as possible for the 7-12 student athletes first and community activities whenever they can be incorporated.

Asked if there is the potential for baseball/softball teams to utilize the field for practices, Mr. Bumpus stated it is going to be a huge benefit for the athletes for all teams to be able to get on the turf rather than practicing in the gym.

Asked if there will be the opportunity to rest fields this school year, Mr. Bumpus responded not this school year. The plan is to do some heavy lifting on the middle school fields to try to get them rehabbed. The plan is to start that process in the fall of 2020. It would take a field completely offline to do the over-seeding and get treatment in.

Asked if there is the need for a policy around the summer use of the field, Superintendent Corey stated that could be done. Everything goes through Mr. Bumpus. There is the question of whether there is a group the District would look to charge for use of the field. The example was provided of when the District needed to utilize the Souhegan field; a \$200 fee was incurred. Ms. Brown spoke on the need to review the existing policy to determine how well it covers the issues that need to be addressed.

Chairman Deurloo Babcock commented when presented to the taxpayers, one of the talking points was that club/recreational groups from both Hollis and Brookline would be able to access the fields at no cost. When you talk about those gaining revenue, e.g., fundraising, running a camp, that is a different scenario. That would involve kids from other communities, etc. participating in a camp, and we would want to look at that from a policy perspective.

DISCUSSION

- Property Discussion – Middle School Property Line

Superintendent Corey noted, at one point, the District rented the Farley Building from the Hollis School District for \$1/yr. Eventually, the Hollis School District gave the building back to the Town. The HBMS sits on Town property because it was part of the Farley Building. He pointed to a map outlining the areas of the Farley Building, Right-of-Way for bus access, front lane of school, and a yellow line down the middle, which divides the HBMS into two property lots. Easements for both the school and Town exist for utilities. The Hollis Water District goes through the HBMS (trap door in one of the science labs), goes out, back into the Farley Building, across to the Fire Station, and then down to Town Hall. All of those residences receive water from the Hollis School District water system.

He spoke with Mr. Cleveland, long-time resident, former School Board member and current Planning Board member who informed him of an agreement reached (2013) whereby the Town would exchange a 7,829 sq. ft. piece for a 7,829 sq. ft. area in the corner of the lot at the end of the parking lot (swamp). All of the right-of-ways, etc. would exist. No formal action was ever taken.

Superintendent Corey stated the desire for the Board and community to understand discussion the Administration is now involved in with the Town. Mr. Cleveland will question if the Selectmen simply wish to provide the District with 7,829 sq. ft. and be done with it. The District maintains all of the lots. Superintendent Corey spoke with Mr. Cleveland about the District continuing to maintain those in lieu of the square footage or an exchange of land. Next step is contact with Attorney O'Shaughnessy to determine best strategy around property. He has met with the Town. The hope is that an update will be available in the October/November timeframe.

Chairman Deurloo Babcock questioned when the agreement was made to do the swap. Vice Chairman Solon stated it never really came to an agreement. It reached the point where a proposal was provided, but agreement was never reached with the Town. Superintendent Corey remarked according to Mr. Cleveland it went to Town meeting in Hollis and passed. The question from his point of view was whether it reached the COOP School Board for ratification.

Superintendent Corey spoke of having had a discussion around the issue when he first came to the District. It recently came up because of questions around the Farley Building.

- Facilities Committee Update – Field Update

Ledge was encountered, and has been rectified. The expense (\$12,200) was not budgeted; however, has been addressed through savings achieved by not doing the gravel parking lot. The project is now all above ground. All piping for electrical has been buried, all catch basins in place, etc. As part of the NHDES permit, all photos of drainage have been taken and forwarded to bond counsel, Tighe & Bond, whose engineers inspect it and write the final report required for the permitting.

Superintendent Corey noted included in last month's packet, was information on the discussion had around the light bases. To put the bases in would have been at a cost of \$64,000, and would have locked the District into that particular company alone for future work. Discussions with bond counsel and Quirk Construction have noted a number of things going on in the lighting industry, which left him feeling it is not appropriate for the District to be locked into a vendor. All piping is in place. There is sufficient clearance to drive the machine that would drill the hole for the light bases, etc. The funding (\$64,000) is retained.

The only outstanding pieces for discussion are the foundation for the score board (\$10,000 item included in bid price) and the road to the field from the present parking lot (priced as an alternate), which is viewed as a safety piece, and will likely be put in place.

Target date remains mid-November. The only overage is the \$12,200. Asked if there is the ability to encumber the funds that were allocated for lighting bases, Superintendent Corey stated utilization of those funds would have to be discussed in public and a decision of the Board.

Vice Chairman Solon noted the original proposal included a contingency, and questioned if the cost incurred to address the ledge would come from that funding source. Superintendent Corey stated the price of the field, because of delays, escalated, which depleted some of the contingency funds.

Superintendent Corey commented when considering what the one item is that was not budgeted for that would finish the field, it is the bleachers. That has been discussed. The estimated cost of a set of bleachers for 1,000 fans (ADA compliant) is \$250,000 - \$350,000. The committee is considering other alternatives. Vice Chairman Solon spoke of a company that essentially recycles bleachers. He suggested that be looked into. Mr. Bumpus noted that to be how the Milford High School obtained their bleachers. He has done some research.

Asked if there is a point in time when the decision about lighting (logistically) needs to be made, Superintendent Corey stated there is not. There is the potential that doing it after the fact would disrupt grass that has grown in. There is no field element to that as all work would be outside the fence.

Ms. Brown stated concern with the elimination of the gravel parking lot. She questioned if there is adequate parking at the HBHS. She would like to see parking to accommodate Juniors and Seniors. In years past, the District was able to provide parking for Sophomores, which is a goal we can no longer meet. Superintendent Corey agreed parking is an issue. When looking at where to make cuts it seemed a logical step. From an athletic event point of view, there is not an issue. When considering where the 30 spots would have been, the area would have been isolated, and he is uncertain that is who he would want parking in an isolated area (not lit). He believes there is the need to look at paving; Cavalier Court (entrance to property) is getting to be in tough shape. When looking at parking he looks at the potential to extend the lot near the baseball field. There is a dirt lot across from it, which presents some problems. If all of a sudden we are not accessing the present football field as much, perhaps we take some of that area, and expand the dirt road to gain parking.

Paving pieces will be looked at for this year's budget. The Business Administrator has been asking for a five-year plan so that we can take care of the property. Asked if the lower staff lot that is not paved is included in the mix, Principal Barnes stated there has been discussion of paving that, however, it would result in the loss of parking spaces. He has full faith that staff can safety park in a dirt lot; however, based on prior years' experience, he would prefer not to have student parking in a dirt lot. Consideration could be given to having a monitor in the lot. Were that to be entertained there would have to be some sort of additional adult supervision that could be counted on and would not be pulled away. Superintendent Corey stated the alternative would be to do something over the wetland so that you wouldn't have to cross the road. Principal Barnes stated there to be space near the other well that is not necessarily wetland, but he is uncertain about the rules around encroachment, historic district, etc.

Chairman Deurloo Babcock commented there is the need to be mindful, when discussing transportation, of the significant amount of money expended on the transportation contract. Ms. Brown spoke of the number of extra-curricular activities for which busing is not available.

Ms. Levesque questioned if there are games scheduled to take place on the field in November, and was informed there are not. The only sport that will possibly be left playing is football. The date the turf field is intended to be completed (November 15th), is the semi-final game of the State Tournament for football. At this

stage, he is uncertain if there would be seating there. The idea is to hopefully have something in place for the spring. It would be a significant challenge in order to host.

- Middle School Tech Education – Facilities Update

Superintendent Corey spoke of the information provided (copy attached). As was indicated at the last meeting, his concern was that a number of the Tech Ed components were safety issues that would have had to be addressed regardless of the robotics aspect. Those items were categorized under the general fund on the amended spreadsheet.

Asked if about \$17,000 is expected to be moved out of the cost associated with the engraver, Superintendent Corey responded it is not at this point. It will be a discussion that will take place. The Board will be kept apprised.

Asked if the flooring and plumbing has always come out of the general fund, he stated the flooring has been on the list of work to be done. He noted the Board will see flooring items for the HBMS this year that will be necessary to be budgeted for as it would encapsulate asbestos discovered in closets, etc.

- Budget Committee Update, FY 21 Budget Update

This month will begin the budget review. Principal Barnes will provide his technology proposal in the coming months. The Budget Committee was updated on the need for paving/repairs at Cavalier Court.

The District presently uses 0.6 staffing that supports regular ed and special ed at the same time. That is being looked at to ensure it is captured correctly as in one instance that cost falls inside guidance and the other outside.

Superintendent Corey noted the SAU41 Governing Board Budget Sub-Committee meets on Friday, and is presently looking at a slight increase of 3.6%. The position of Facilities Coordinator is being discussed for the SAU. If that occurs, there would be a corresponding reduction from the COOP District portion of the administrative maintenance piece. The new position would take over the duties traditionally assigned to the COOP Administrator for buildings. The other piece being looked at is the overall administrative load on athletics and whether that can be adjusted (downward).

Vice Chairman Solon questioned the possibility of introducing solar power at the HBHS noting new incentives coming through for school districts. Superintendent Corey stated The Business Administrator, as part of the Capital Improvement Plan (CIP) had the architects and people who did the Hollis project, tour the HBMS, HBHS, and the two Brookline elementary schools looking at solar, boiler efficiencies, etc. Right now, except for demand charges, the Hollis Primary School produces all of its electrical needs. The Hollis Upper Elementary School has about 85% coming off the solar grids. There is the capability, if something moves forward for the SAU, that the SAU barn will have solar panels on the south side, which would probably meet 100% of the needs there as well.

Superintendent Corey commented not only did we get a much better building in Hollis; we were able to take around \$130,000 out of the ongoing budget cost because of energy savings.

Vice Chairman Solon spoke of upcoming roofing projects commenting that is the time to do it. Chairman Deurloo Babcock spoke of the process that was undertaken in Hollis and the way the energy project was presented to the community.

Superintendent Corey noted the Hollis District is in phase 2 of the energy project. The community funded about \$70,000 for next steps. During discussions with the Budget Committee there was talk of refinancing to

gain a more favorable interest rate. Completion of the project in November may set the COOP District up well for the potential to refinance the existing debt on the field.

Ms. Levesque questioned the timeframe it took to gain the Return on Investment (RoI) for the solar panels in Hollis. Superintendent Corey stated the \$130,000 came out of the first year's budget. That will be \$130,000 over time. The vast majority of what it cost the Hollis District for the lease for the work that was done will be covered by energy savings.

He suggested the approach be to finish the field, and next September go from a discussion phase to a study phase, and to the taxpayers with a cost for a comprehensive study.

The only aspect done differently for phase 2 of the Hollis project is in having the architect onboard from day 1. As much as the energy folks are great, you also run into a lot of code issues with older buildings.

Superintendent Corey stated the Administration anticipates a significant reduction in special education cost for the COOP budget because of students aging out.

- Medicaid to Schools Update

Assistant Superintendent Thompson stated the District participates in the Medicaid to Schools Program, which is administered by the Department of Health & Human Services (DHHS). Reimbursement is received from DHHS for expenses for rehabilitative services that are medically necessary for a student in his/her IEP. It is a significant amount of revenue for the District. On August 29th, DHHS issued new emergency rules. The rules limited the number of individuals who can order these services.

In the past, a Physician, a Physician's Assistant, an Advanced Practice Registered Nurse or a Licensed Practitioner of the Healing Arts would be able to issue the orders, which would enable the District to receive reimbursement. The new rule change removes the term "Licensed Practitioner of the Healing Arts".

That term really encapsulates a lot of our people, e.g., Guidance Counselors, School Psychologists. The vast majority of the reimbursements currently being received come through what was defined before as a Licensed Practitioner of the Healing Arts. That will significantly reduce the revenue the District receives from the program. Although an emergency rule change, DHHS is in the process of finalizing the rule, and hopes to do that by February.

Assistant Superintendent Thompson met earlier in the day with the head of the DHHS who indicated the reason for the rule change was to comply with Federal Law; other states do not have such language in their Medicaid to School Rules.

He has been in contact with legal counsel who has advised the District continue to log all services provided. They will not be submitted for reimbursement, but if they continue to be logged and there is a rule change or this emergency rule is repealed, the District would be able to submit and receive the reimbursement.

The New Hampshire Association of Special Educators along with the Superintendent's Association and Association of Business Administrators are teaming up and have written a letter to the Joint Legislative Committee on Administrative Rules, which is meeting this Friday and will take up this issue.

Revenue received for the 2018-2019 school year was \$275,000 SAU-wide.

Ms. Levesque questioned if there is any concern that services might not be able to be offered. Assistant Superintendent Thompson responded "absolutely not". The District will continue to offer the services because we are mandated to do so in a child's IEP, and because it is the right thing to do. What will be seen is a

budgetary impact for the current fiscal year as well as future years. Looking ahead to the FY21 budget, the revenue will not be anticipated (approx. \$170,000 for the COOP District). That will be offset by the reduction in out-of-district enrollment.

Asked if there is anything legislatively the District could do to help, Superintendent Corey remarked to him it is the most significant downshifting since NH retirement became the obligation of the local taxpayer.

Ms. Brown spoke of having attended a meeting, on the Medicaid side, for long-term care. There are massive changes at DHHS on that as well. Medicaid is struggling from a state standpoint.

Ms. Brown commented it sounds as if the ability to be able to receive reimbursement depends on the prescriber, and questioned if there is the ability to work with the primary care physicians of the individuals. Assistant Superintendent Thompson stated there is; however, there are a tremendous number of challenges in doing that. It is very challenging to get a doctor to the table even through a phone conversation, through a release of information. Some of the larger districts he has spoken with have indicated the possibility of bringing a consulting doctor on staff. A cost benefit analysis would have to be done to see if that would be worthwhile. There are issues of confidentiality, and parents need to agree to that. Even if able to overcome the challenges, he is uncertain if the amount of lost revenue would be able to be recaptured.

Ms. Williams commented it is not just the conversation with a provider, it is the student being present, etc. There are a lot of different, interesting layers. She questioned how other states address this. Assistant Superintendent Thompson responded these were all questions that were asked in the meeting with the head of the DHHS. He sensed there was a lot of frustration in the room that the questions were not able to be answered. Ms. Williams spoke of having been aware of this coming along, but it is not something even providers are receiving much information on. All that has been put out is, this may impact school districts.

Assistant Superintendent Thompson remarked some of the larger districts are losing a substantial amount of revenue; millions of dollars. Asked if there is the potential to share a consulting physician, he stated that to be one of the options being looked at. It will come down to cost and the ability to identify the providers, which is proving to be a pretty big challenge. Asked if there is risk with the credentials for being one who orders services given the disqualification of the designation of Licensed Practitioner of the Healing Arts by Medicaid, he indicated he had not gotten that sense. The concern on the part of DHHS is that our people are DOE certified and not board certified. He used the example of the school psychologists who are certified through the DOE. Were they board certified psychologists, they could make orders. He does not believe they are calling into question, from the delivery of services end of things, they are credentialed, but they are on the reimbursement side.

Ms. Williams noted the second page of the memo where it outlines treatment providers (thorough list). They cannot be the initial prescriber for reimbursement purposes, but they are still very much recognized as treatment providers.

- Apportionment

The Administration has contacted legal counsel regarding apportionment as the question was raised through the Budget Committee. Discussions include what the options are. It is on the radar although there are no plans at this point in time. More information will likely be available for future meetings.

Chairman Deurloo Babcock stated the desire to see the Board move in the direction of forming a committee/plan for a meeting sometime in the January/February timeframe. She would like to hear what legal counsel has to say, but would rather the process start with the Board than be brought to the Board. She stated concern if the Board does not do something ahead of the annual meeting it will be brought to the meeting and that is what the annual meeting will be about.

Vice Chairman Solon commented last year Jim Belanger introduced a bill on behalf of Drew Mason to try and get the RSA updated to say that a vote to not change would reset the five-year clock. It didn't make it out of committee. He questioned if there is the possibility something of that nature could be reintroduced. Ms. Levesque stated that could be proposed.

Superintendent Corey stated he would be working with the Chair of the Budget Committee and legal counsel, and anticipates having information for the October meeting.

Chairman Deurloo Babcock stated the October agenda could include discussion/deliberation of forming a committee.

DELIBERATIONS

- To see what action the Board will take regarding Policy EHAB – Data Governance and Security
 - 1st Reading; June 19, 2019
 - 2nd Reading; July 17, 2019 (as amended)
 - 3rd Reading; August 21, 2019 (as amended)

Given its 4th Reading;

MOTION BY MEMBER SOLON TO ACCEPT THE FOURTH READING AND ADOPT POLICY EHAB – DATA GOVERNANCE AND SECURITY, AS PRESENTED MOTION SECONDED BY MEMBER LEVESQUE

ON THE QUESTION

Vice Chairman Solon noted in the first sentence of the second paragraph of Section F, and the third sentence of Section G, “ISO” should be singular.

He questioned the second paragraph of Section F; specifically the use of the words “When necessary”. He is concerned that could put the individuals in a potentially compromised position where they could be challenged. He suggested removing the words thereby simply providing the individuals the authority to act.

Chairman Deurloo Babcock questioned if there is concern with the policy being significantly different from those of the other districts. Superintendent Corey noted the Hollis School District has adopted the policy as presented.

His understanding of the language would be an instance where the Network Administrator comes to him informing that X needs to be done to stop an activity from continuing. Once the action is taken and the activity stopped, then there is communication with the Board. He stated concern if the language is included in one district's policy and not another, and the person acts because it was unclear policies differ from district to district.

Vice Chairman Solon remarked his point is he does not think these people would do it when they don't think it is necessary. Chairman Deurloo Babcock commented it is okay to have those two words in there to give them the nuance.

Vice Chairman Solon commented a parent could come forward saying “You revealed something about my child, it wasn't necessary. Ultimately nothing bad happened. Why did you do that?” He would not want the individual to be challenged over his/her belief it was necessary. Vice Chairman Solon stated concern for the position the individual(s) could be placed in.

Chairman Deurloo Babcock remarked it does make it a little more subjective, but she thinks that was the goal; giving them the choice to decide whether it is necessary. It is not really about students; it is about securing resources. It is when they feel like they need to bring in training or there has been a data breach and there is something they need to do; it gives them the opportunity.

Superintendent Corey commented there could be a situation where, as a parent, you believed it necessary because your child’s data was there, and from his global view of the SAU he didn’t think it was necessary. He likes the idea that the language calls for it to be when one of the individuals listed believes it to be necessary.

Vice Chairman Solon noted the language does not specifically state when the Superintendent, ISOs, or designee think it is necessary, it says “When necessary, the Superintendent, ISOs, or designee.....”

Chairman Deurloo Babcock remarked the only individuals authorized to secure the resources are the Superintendent, ISOs or designee, and they have to do it as stipulated in the Data Governance Plan. The When necessary does indicate that maybe an external force decides it is necessary, but the decision is still made by those identified parties to authorize securing the resources.

MOTION FAILED

3-3

**MOTION MADE BY MEMBER SOLON TO AMEND THE LAST SENTENCE IN THE SECOND PARAGRAPH OF SECTION F BY DELETING “WHEN NECESSARY;”, ACCEPT THE FOURTH READING, AND ADOPT POLICY EHAB - DATA GOVERNANCE AND SECURITY, AS AMENDED
MOTION SECONDED BY MEMBER WILLIAMS**

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the re-adoption of the Memorandum of Understanding between the Hollis Police Department and the Cooperative School District

MOTION BY MEMBER SOLON TO APPROVE THE RE-ADOPTION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOLLIS POLICE DEPARTMENT AND COOPERATIVE SCHOOL DISTRICT, AS AMENDED

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

6-0-0

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 (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 WILLIAMS

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

Yea: Beth Janine Williams, Elizabeth Brown, Melanie Levesque, Holly Deurloo Babcock, Tom Solon, Cindy VanCoughnett

6

Nay:

0

MOTION CARRIED

*The Board went into non-public session at 7:47 p.m.
The Board came out of non-public session at 7:58 p.m.*

REPORT OUT BY PROCESS OBSERVER

Member VanCoughnett stated the meeting ran smoothly. There were no major concerns regarding the agenda and times spent on items.

ADJOURNMENT

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

The September 18, 2019 meeting of the Hollis Brookline Cooperative School Board adjourned at 8:01 p.m.

Date: _____

Signed: _____

Memorandum of Understanding

Between Town of Hollis & Hollis-Brookline Cooperative School District

1.0 Goals and Objectives

It is understood and agreed that Hollis-Brookline Cooperative School District and the Hollis Police Department officials share the following goals and objectives with regard to the **Student Resource Officer (SRO)** program in the schools:

- 1.1 To promote an atmosphere of safety and order for students and faculty members through the use of school discipline and enforcement of local, state and federal laws and ordinances.
- 1.2 To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system and respect for the law and the function of law enforcement agencies and other related topics;
- 1.3 To maintain open communications among principals, faculty, SROs, parents, Student Assistance Program staff, guidance counselors, conflict mediation coordinators and other key school personnel;
- 1.4 To utilize the SRO for problem solving, mediation, personal safety and an informational source for students involved in the criminal justice system as appropriate.
- 1.5 To support the SRO's efforts in being a positive role model and cultivating positive relationships and strengthening each student's understanding of good citizenship and accountability for their actions.
- 1.6 To foster a positive relationship between students and law enforcement officers.
- 1.7 To provide security to the school from outside threats by maintaining a visible police presence on campus, assessing threats to school security, reducing and eliminating such threats, and swiftly responding to any immediate threats or breaches of security.
- 1.8 To recognize the school principal as primarily responsible for the administration of discipline and maintaining order within the

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Between Town of Hollis & Hollis-Brookline Cooperative School District

Schools.

- 1.9** To prevent and deter the possession and/or use of weapons on campus, the illegal possession, sale and/or distribution of controlled substances and alcohol, and other crimes
- 1.10** To address criminal activity by students through the collaborative administration of school discipline and/or referral to the criminal justice system.

2.0 Cooperative Efforts

- 2.1** The presence of the SRO at the school is not intended to usurp the rights and responsibilities of the principal to enforce the rules of the student conduct code and to administer discipline in the school.
- 2.2** The parties acknowledge that not every criminal act will be handled through the criminal justice system. There will be times when the administration of typical school discipline will be sufficient to address behaviors that may constitute crimes.
- 2.3** The existence of the Hollis-Brookline Cooperative School District Administrative Procedures, the Student Conduct Code and the related disciplinary process is not intended to nor shall it usurp the mandates and responsibilities of the SRO as directed by the policies of the Hollis Police Department and/or the laws of the State of New Hampshire.
- 2.4** In deciding when to resort to the criminal justice system in lieu of, or in addition to school discipline, the Principal and SRO shall confer and each strive to accommodate the opinions of the other as to how to best handle a particular situation.

3.0 Responsibilities and Duties of School Resource Officers

- 3.1** The Hollis Police Department will assign a full-time SRO to the Hollis-Brookline Cooperative School District. The SRO is a sworn Hollis Police Officer assigned to provide the law enforcement expertise and resources to assist school staff in maintaining safety, order, and discipline within their assigned schools. The SRO will be considered an active member of the

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School community.

- 3.2** The SRO's duty schedule will be determined by the SRO's supervisor, but will generally be arranged to provide coverage throughout the school day including peak arrival and departure times before and after school. Whenever possible, the SRO will be visible patrolling the exterior and interior grounds, Particularly during the opening and closing of School and during the lunch periods.
- 3.3** The officer will notify the principal (or designee) of the assigned school when they will be absent from the campus. The SRO will be required to notify the police department when they leave the school campus.
- 3.4** The SRO will wear the issued police uniform and related equipment and operate a police vehicle while on duty unless otherwise authorized by a supervisor for a specific purpose. The SRO provides a visible deterrent to crime and is a positive representative of the Police Department to students and staff.
- 3.5** The SRO will assist with training for the school administration in law enforcement and related matters. Information about crime trends and changes in laws relevant to schools will be disseminated to the school administrative staff to assist them in effectively establishing and maintaining safe school environments. The SRO will be incorporated into each school's Safety and Security Team.
- 3.6** At the request of the staff, the SRO may also become involved with the school's curriculum and provide instruction that will enhance the student's understanding of the police mission and the responsibilities of citizenship. During the classroom instruction time, the teacher shall remain in the room. However, responding to incidents or conducting investigations will always take precedence over instructing in the classroom.
- 3.7** Programs conducted in schools by other members of the Police Department should be coordinated with the SRO to avoid redundant services and to ensure equitable distribution of such programs and services.

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Between Town of Hollis & Hollis-Brookline Cooperative School District

- 3.8** A critical element of the SRO program is an open relationship and strong communication between the school principal(s) and the SRO. SROs are required to keep the school administration apprised of criminal and non-criminal situations encountered, current crime trends, problem areas, or other areas of concern, which have potential for disruption in the school or within the community. The SRO will work in conjunction with the school administration in developing plans to prevent and counteract such activities at the school.
- 3.9** The SRO will not be primarily responsible for the enforcement of school rules, administrative rules and/or regulation violations. However the SRO will maintain familiarity with the Hollis-Brookline Cooperative School District's Student Code of Conduct. Unless requested by a school administrator the SRO will not attend disciplinary meetings with students or parents.
- 3.10** The SRO will be responsible for maintaining custody of illegal substances and/or contraband pending proper disposal in accordance with police department regulations.

4.0 Supervision of SRO

- 4.1** SROs shall abide by the rules, regulations and policies of the Hollis Police Department and be familiar with the teacher handbook. Should conflicts in these rules, regulations and policies occur the SRO will consult with a police supervisor. School personnel should contact the SRO Supervisor to report commendable performance, discuss issues or report concerns involving SRO personnel.
- 4.2** When SROs complete a Police Department Incident Report it will be filed with their supervisor by the following business day.
- 4.3** SROs will report to a uniform shift during times that school is closed or on days when students are not attending school.
- 4.4** The SRO Supervisor encourages open lines of communication between the school(s) and the Police Department. The SRO Supervisor will meet with the school principal(s) at least once each semester. To the extent that schedules permit, the initial SRO supervisor/principal meeting should be held prior to the start of the school year and be devoted to reviewing school/Police Department expectations and clarifying any

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operational procedures. The second meeting should occur mid-year and involve a preliminary evaluation of the SRO's performance as well as the identification and resolution of any developing issues. The SRO supervisor will address any concerns regarding the performance of the SRO.

- 4.5 Principals and representatives of the Police Department will collaborate with each other prior to selection of a new SRO to determine any special needs or concerns at their school.

5.0 Responsibilities and Duties of School Principal

- 5.1 It is the responsibility of the principal to facilitate effective communications between the SRO and the school staff. The principal of the school shall meet on a regular basis with the assigned SRO.
- 5.2 The principal shall be responsible for immediately reporting to the SRO; acts of theft, destruction, or violence as defined in New Hampshire R.S.A. 193-D entitled "Safe School Zones." In addition to the requirements of 193-D, the principal shall immediately report the following conduct to the SRO; any conduct involving firebombs, explosive or incendiary materials or devices, hoax or otherwise, or chemical bombs on a school bus, on school property, or at a school sponsored activity; any threats or false threats to bomb made against school personnel or involving school property or school b u s e s .
- 5.3 In an emergency situation, the school should notify the SRO or call the Police Department if the SRO is not available. Information that is not of an emergency nature may be held for action by the SRO upon his or her return to duty.
- 5.4 Any criminal enforcement action taken by the SRO which results in the charging of a student with a crime will be supported by the principal and/or school employees by their appearance in court when necessary to provide testimony relevant to the case.
- 5.5 The principal shall relinquish to a police representative all illegal substances and/or contraband.

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Between Town of Hollis & Hollis-Brookline Cooperative School District

- 5.6** The principal shall meet with the SRO Supervisor and the school shall provide information to the SRO Supervisor to assist in preparing for the annual evaluation of the SRO's performance.
- 5.7** Principals are encouraged to consult with the SRO Supervisor prior to the selection of a new SRO to share any relevant information on the needs or concerns of the school.

6.0 Investigation and Questioning of Students

- 6.1** When it becomes necessary for an SRO or any other law enforcement officer to interview a student on school premises, the principal (or designee) will be contacted. The interview will be conducted pursuant to state law, school district and Hollis Police Department policy. When immediate action is necessary or in an emergency situation, the SRO may interview a student without the presence of a school official.

7.0 Arrest Procedures

- 7.1** SROs are expected to be familiar with school rules and their application with the school. Routinely, rule infractions will not be handled as violations of law, but instead referred to the principal (or designee) for action. Any questions related to the enforcement of rules versus laws within the school should be discussed with the principal. This specifically applies to general standards of conduct.
- 7.2** The arrest of a student or employee of the school with a warrant or petition should be coordinated through the principal and accomplished after school hours, whenever practical.

8.0 Search and Seizure

- 8.1** School official may conduct searches of students' property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for the search is reasonable suspicion.

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- 8.2** The SRO shall not become involved in administrative (school related) searches unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the school official. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent.

9.0 Administrative Hearings

- 9.1** The SRO will attend suspension and/or expulsion hearings upon request of the school principal. The officer will be prepared to provide testimony on any actions that were taken by the officer and any personally observed conduct witnessed by the officer.
- 9.2** The SRO shall provide police department documents and juvenile records pursuant to department policy and state law.
- 9.3** When a subpoena for official records, reports, or documents for an administrative school hearing, is received by the Police Department, any action will be coordinated by the office of the Police Chief, the County Attorney, and the School Board Attorney.

10.0 Release of Police Information

- 10.1** Consistent with the basic tenets of the relationship between the school principal and the SRO described in this Memorandum of Understanding, open communication is essential to effectiveness. SROs should exchange information with the school principal regarding students' involvement in criminal activity in and around the school. This shall be limited to that which directly relates to and contributes to the safety of the school environment.
- 10.2** The SRO shall provide police department documents and juvenile records pursuant to department policy and state law.

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Between Town of Hollis & Hollis-Brookline Cooperative School District

11.0 Equipment

11.0 The Hollis Brookline High School will provide an office/storage or work space for the SRO's materials and personal effects; space which is sufficient for him/her to meet with students, parents, and/or school staff/administrators. Additionally, the Hollis Brookline High School will provide a computer for the SRO to utilize in order to access school databases, school security cameras, and the school email system.

11.1 Per agreement of the Superintendent of Schools, the SRO is permitted to have a fan and a small refrigerator in his office located at the Hollis Brookline High School.

11.2 The Hollis Brookline Cooperative School District will authorize access of video surveillance systems inside the school district to the Hollis Police Department and the Hollis Communications Center. The scope of access will be limited to emergency situations and investigatory matters.

Software will be uploaded on only a limited number of terminals located within the Communications Center and the Police Department facility. A list of computers with permissions to the video surveillance system will be provided to SAU 41 on an annual basis.

Attorney's input

James A. O'Shaughnessy

My changes to 11.2 is as follows:

11.2 The Hollis Brookline Cooperative School District will authorize access of video surveillance systems inside the school district to the Hollis Police Department and the Hollis Communications Center. The scope of access will be limited to emergency situations ~~and investigatory matters.~~ if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Software will be uploaded on only a limited number (no more than 3) of terminals located within the Communications Center and the Police Department facility and shall only be accessed in circumstances where there is an articulable and significant threat to the health or safety of a student other individuals. A list of computers with permissions to the video surveillance system will be provided to SAU 41 on an annual basis.

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- 11.3** The Hollis Brookline Middle School, Hollis Primary School, and Hollis Upper Elementary School will allow the SRO to utilize a meeting or conference room where he/she can confer with students and/or parents.

12.0 Conclusion

- 12.1** This policy represents mutually agreed goals and objectives of the Hollis Police Department and the Hollis-Brookline Cooperative School district for the School Resource Officer Program.
- 12.2** This endeavor is a partnership between education and law enforcement to support a collaborative multi-faceted approach to prevent crime and to intervene in the acts of such in schools. Regular meetings shall be conducted between the Police Department and School Officials to support this partnership.
- 12.3** This agreement may be terminated without cause by either party upon 30 days prior written notice to the other party. It shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.
- 12.4** This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not party hereto.
- 12.5** The cost of the School Resource Officer will be shared between the Town of Hollis (40%), The Hollis Brookline Cooperative School District (54%) and the Hollis School District (6%).

Signed:

Joseph R. Hoebeke, Chief of Police

Andrew Corey, Superintendent of Schools

Date

Date

