

**HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD
NOVEMBER 14, 2018
MEETING MINUTES**

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, November 14, 2018 at 6:01 p.m. at the Hollis/Brookline Middle School Library.

Chairman Tom Solon presided:

Members of the Board present: John Cross, Secretary (arrived at 6:15 p.m.)
 Holly Deurloo Babcock
 Elizabeth Brown (arrived at 6:28 p.m.)
 Melanie Levesque
 Krista Whalen

Members of the Board Absent: Cindy VanCoughnett, Vice Chairman

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Linda Sherwood, Assistant Business Administrator
 Rick Barnes, Principal, Hollis Brookline High School
 Bob Thompson, Principal, Hollis Brookline Middle School
 Lauren DiGennaro, Assistant Principal Student Services, HBHS

APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed Holly Deurloo Babcock as Process Observer.

AGENDA ADJUSTMENTS

The Board was provided copies (attached) of the financial proposals concerning the artificial turf athletic field at the Hollis Brookline High School (HBHS) as well as correspondence received from the Hollis Recreational Department. A request was made to adjust the agenda to include consideration of a special meeting to review/consider the proposals. Chair Solon suggested the item could be placed after “Deliberations”.

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

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board October 17, 2018

The following amendments were offered:

Page 3, Line 29; replace “Principal Barnes” with “Principal Thompson”

Page 5, lines 6 and 7; restructure the second and third sentences by replacing the “,” with a “.” following “about that” and replacing the “.” with a “,” following “throughout”

Page 5, Line 44; amend the sentence to read: “Principal Barnes agreed under the name applied science, that would be the furthest stretch.”

Page 7, Line 23; insert “offering” after “weighted”

Page 8, Line 2; delete “Principal Barnes” at the end of the sentence

**MOTION BY MEMBER WHALEN TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
4-0-0**

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Superintendent Corey informed the Board of his receipt of Letters of Intent to Retire.

**MOTION BY MEMBER WHALEN TO ACCEPT THE LETTER OF INTENT TO RETIRE
RECEIVED FROM PAUL PICARIELLO, INDUSTRIAL ARTS/TECHNOLOGY EDUCATION
TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL, WITH AN EFFECTIVE DATE OF
JUNE 30, 2019
MOTION SECONDED BY MEMBER LEVESQUE
MOTION CARRIED
4-0-0**

Superintendent Corey spoke of a letter received from Claudia Banks, Spanish Teacher, Hollis Brookline Middle School (HBMS). In her letter, Ms. Banks indicated her biggest joy to have been working with the students; teaching them not only about Spanish, but life lessons as well.

**MOTION BY MEMBER WHALEN TO ACCEPT THE LETTER OF INTENT TO RETIRE
RECEIVED FROM CLAUDIA BANKS, SPANISH TEACHER, HOLLIS BROOKLINE MIDDLE
SCHOOL, EFFECTIVE AT THE CONCLUSION OF THE 2018/2019 SCHOOL YEAR
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
4-0-0**

Superintendent Corey spoke of a letter received from Richard J. Winslow, School Counselor, Hollis Brookline High School (HBHS).

**MOTION BY MEMBER LEVESQUE TO ACCEPT THE LETTER OF INTENT TO RETIRE
RECEIVED FROM RICHARD J. WINSLOW, EFFECTIVE AT THE CONCLUSION OF THE
2018/2019 SCHOOL YEAR
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
3-1-0**

Member Whalen voted in opposition.

The Board expressed gratitude to the retirees for their dedicated service to the students and community.

Superintendent Corey read the following into the record:

“Dear Superintendent Corey,

The Recreation Commission is currently evaluating potential locations for a grass rectangular field. It has come to our attention there is land next to the new turf field that may be available and appropriate for such use. We would like to discuss the possibility with you and the COOP Board. At this time, we are looking to discuss the following:

- *Is there enough land and is it feasible to put the field there? If yes:*
 - *What is the water availability?*
 - *Is the COOP willing to lease land to the Town of Hollis for a recreational field?*

I assume some of these questions will need to be answered by an engineer. If the questions are answered positively, we can discuss the financial side at a later date, and proceed with a more in-depth engineering report with cost to develop.

The Recreation Commission does have some money set aside for preliminary reports on potential sites. We have already compiled data on two other sites, and would like to have a third property to bring forth to the Selectmen.

I am available to meet or attend any Board meetings to answer any questions.

Sincerely,

*David Belanger, Chairman
Hollis Recreation Commission”*

Superintendent Corey stated he and Mr. Belanger have spoken numerous times. He believes it to be a potential option the Board should consider, and requested the Board approve adding a discussion to the agenda for the December meeting.

Ms. Whalen commented she would be pleased to have Mr. Belanger in attendance; however, questioned if the Board would have any answers at that time. Superintendent Corey stated the Board would have the ability to begin a review of the property in question.

Chairman Solon questioned if the discussions that have occurred indicated whether the Commission was proposing covering the cost of constructing the field. Superintendent Corey stated his understanding is the Commission is looking to first conduct a site survey to determine feasibility, and that a Warrant Article would be proposed at the Town level to complete the field.

Chairman Solon spoke of having spent two years in Brookline working on the complexities of situations where the Town leased lands upon which improvements were placed by others. Taking on the role of a property owner leasing property and the legalities that come along with that is a large undertaking in terms of the complexities as well as the actual task of doing it properly. He stated concern this would become another requirement for the Administration.

Superintendent Corey stated the desire to provide the opportunity for Mr. Belanger to present the vision to the Board. Ms. Deurloo Babcock commented it is important to remember the District utilizes fields in Hollis for its programs, and she believes it important for the Commission to feel welcome bringing a proposal forward. Mr. Cross agreed with concerns around liability that may be placed on the District as a lessor.

The consensus of the Board was to place the discussion on the agenda for the December meeting.

PUBLIC INPUT

Cindy Ryherd, 150 Witches Spring Road, Hollis

Ms. Ryherd spoke of the potential for a half gym credit waiver indicating her support and commenting on the time commitment associated with high school athletics.

PRINCIPAL REPORTS

Principal Thompson noted 8th grade students participated in the administration of the PSAT 8/9. It went very well, and was one of the highest attendance days for 8th grade. There were no opt outs from students in the regular education setting. A number of parents reached out to schedule a make-up time if knowing their student(s) would be absent. The test took approx. 3 hours. Results are expected in 6 weeks.

Principal Barnes stated one of the goals for Student Services is that each Counselor have contact with all Freshmen in their caseload by the end of mid-term exams. As mentioned previously, transfer meetings are going well and are continuing on a monthly basis.

Assistant Principal DiGennaro spoke of the overview provided in the [agenda](#) packet regarding utilizing CavBlock more effectively as a multi-tiered system of supports. Building-wide discussions have occurred regarding CavBlock and CavBlock needs; general pros and cons of CavBlock. She and Assistant Principal Zeller utilized October/November to meet with individual departments to hone in on what CavBlock looks like and the needs of CavBlock for each department; how they use it/set it up, e.g., how they design asking students to come in for supports and those who come voluntarily, what the barriers are and what is working well.

In December, they are looking to start using the adaptive scheduler component of PowerSchool to create enrichment groups. They will use the Unified Arts as the starting point to create groups and start using the features of attendance and roster creation to be able to sign students up. In January/February they will work on training students to schedule themselves for groups. Work will begin with 9th grade students.

A committee was created for a multi-tiered system of supports. That committee is looking at universal screeners and data collection to identify any skill deficits or curriculum needs. They are working with the HBMS on that as well to streamline the process with data from 7th grade on its way up. What they are finding is, in addition to the universal screeners, the desire for more diagnostic information particularly when it comes to placement and transfer students coming in. With all of the transfer students coming in, there have been quite a few level changes due to being unfamiliar with the curriculum the student(s) previously received. The hope is to have curriculum diagnostic information from the District's end so that a quick assessment can be conducted to identify the needs of the students coming in. That committee is going well, and recommendations are anticipated in the February/March timeframe.

When asked for additional clarification, Assistant Principal DiGennaro remarked currently there are teachers who have CavBlock sections (for attendance keeping, etc.). Those are more randomly assigned. This adaptive scheduler will allow groups to be created, e.g., if math algebra 1 decides to have an extra help math time on Tuesdays they can say extra help math algebra 1 (this group will be created) 20 students can sign up. Eventually students will be able to log in and see all of the groups that have been created and will be able to sign themselves up for what they want for that week. Teachers who know of students that need extra help, will be able to create groups and sign the students up. Some of the upper classmen use CavBlock to maybe be in an English teacher's environment, not necessarily needing that support but wanting to have a study group or just be in the room in case they have a question, and we are allowing for that flexibility especially with the upper classmen.

When asked, Assistant Principal DiGennaro stated it to be her hope all students would be using it in the fall. When asked if it is envisioned most 9th grade students will be going to a CavBlock that has a specific purpose, she stated that to be the case. Asked if there will remain opportunities for less structured periods, she stated that would still be a possibility. As they are working on the screeners and other pieces they are also looking at, for the 9th grade, do they want to have study skills CavBlocks, essay writing CavBlocks, etc. They are looking to gain a more thorough picture of the needs and what students will use to ensure they provide those supports across all grade levels.

Ms. Whalen spoke of being pleased with the attendance and record keeping as that will provide needed data. Part of the reason for the CavBlock was the intensity of the schedules and the desire for students, if needed, to be able to take that time.

Asked if it is assumed eventually all students will be accounted for in the record keeping system regardless of the formality of their activity, Assistant Principal DiGennaro stated that to be the case. Asked if there is concern that will curtail some of the free-flowing activities, e.g., a student in a particular activity choosing to leave to join another, Assistant Principal DiGennaro stated a staff member would be taking attendance in each of the locations, but multiple activities could be occurring in any given location. Students may have to choose a particular location each day.

Chairman Solon questioned if the process is scalable so that it could be used for student directed activity beyond CavBlock. Principal Barnes responded as with any new implementation, if other opportunities come about as a result, that will be looked at. Chairman Solon questioned if the system is being brought in as a more fundamental tool for structuring the student day. Principal Barnes stated the original intent was to structure CavBlock. If there are other things that come from that, they are open to that.

Mr. Cross questioned if there could be a case where a student needs to be in a particular CavBlock, but does not wish to, and chooses to go elsewhere. Could there be a rule framework in place so that if there is a pull from a teacher that has to be satisfied before they can choose another. Assistant Principal DiGennaro commented if a student goes to another classroom that teacher will see on their attendance the student is not supposed to be there, can see where that student is supposed to be, and can have that conversation. The school counselors will be working with the students discussing that self-advocacy piece.

Assistant Principal DiGennaro spoke of school counseling noting there are a few pieces underway. New Hampshire Scholars have recognized students who have gone above and beyond high school graduation requirements, and a few years ago added the pathways of STEM and Arts. They are now adding a career pathway, and are looking for five pilot schools. The HBHS will be applying to be one of the pilot schools.

The new NH Scholars Career Pathway strand is aimed at students who have completed extensive career-driven experiences including: Extended Learning Opportunities (ELOs), Career & Technical Education (CTE) programs, Career Pathway strands (outlined in program of studies) and/or a set of CCSNH industry-aligned courses on college campuses.

As they are developing, the five pilot schools will be able to be a part of deciding on these metrics and the components of the program.

Chairman Solon commented it is somewhat of a surprise given internally we have such limited resources supporting those activities. He questioned if the school, if selected, would bolster offerings. Principal Barnes stated his believe they have a number of offerings given the number of schools we send students out to. Chairman Solon clarified in-house. He believes it warrants significant further discussion. For our students to access the CTE programs there are a lot of constraints particularly regarding scheduling. He questioned if the District would be open to making changes that would make it significantly easier for students to participate in those programs and whether they should be done in anticipation and as part of the application.

Assistant Principal DiGennaro stated the application would be received in December at which time they will understand better what is being sought. It is believed a valuable opportunity to learn more about it and to be a part of the process. Principal Barnes reiterated the District would have much more of a voice at the table to expand things. With the ELOs there are students who go out in the community doing interesting summer internships.

Superintendent Corey stated this was discussed at a Superintendent's meeting, and he cautioned everyone to not limit what was being discussed to what we know. Right now we immediately go to CTE when there is a move to start recognizing the value of any internship in the local community, over the summer, etc. It is an interesting dynamic where we hope to see this evolve where to the Chairman's point, we may need to look at some of the internal components to enhance the ability for our students to attend the CTE placement, but at the same time we are also looking at opportunities that don't presently exist for our students as we try to cultivate local companies for those juniors and seniors who may know what they want to do in college.

Chairman Solon remarked if this is something there is enthusiasm for, he would encourage the Board to place a discussion item on a future agenda to consider whether becoming a pilot school or not. He commented, as the Superintendent has indicated, we can do things proactively independent of the application, but if we do it sooner rather than later it might enhance the application. Assistant Superintendent Bergskaug added she and Principal Barnes met to discuss ways these programs can be made available to students just to bring awareness so that we can proactively plan.

Chairman Solon spoke of sitting on the CT Advisory Board in Milford, where he has asked them to consider making space available in their school for visiting students to do online work that is supervised on their campus so that if a student is coming over they can have a full day there without having to lose time traveling back and forth. Were that available, it may be that if the District adjusted its scheduling it would allow our students to go there without having to choose between taking an offering at a program like that or taking the things they feel are important for the rest of their academics.

Assistant Principal DiGennaro spoke of the ongoing efforts by the counselors to touch base with all freshmen by the end of mid-terms. Each counselor met with their freshmen in separate groups on Orientation Day, and have been utilizing CavBlock time to meet with transfers and freshmen. They have also been going into wellness classes on a rotating basis.

This is the first year the HBMS is using Naviance. What has been found is the accounts don't transfer. Some of the great tools students are using for the interest inventories, resume building, etc. won't transfer over to the HBHS because they are separate accounts. If we combine the two accounts and make it a 7-12 district account, it is more cost effective, we will have more tools at our disposal, and students will be able to use that consistently from 7-12. A request will be made that that occur as we move forward for next year.

Principal Barnes spoke of the partnership with Harbor Homes. They provide a variety of services, and have proven to be a valuable resource for our families and students particularly in the areas of mental health. Principal Thompson commented they have a host of services in addition to mental health, e.g., wellness appointments, dentistry. They are free of charge to the District and families. They will bill insurance when appropriate, but if a student does not have insurance the services are grant funded. At HBMS they were called in when having a mental health crisis, and arrived in about 20 minutes. It looks as though this will be a good partnership for the school. Superintendent Corey stated the services are available 24/7 for families.

Principal Thompson stated there to be a case management component; they will do a treatment plan and follow-up appointments. There is also consistency with their personnel so the person who shows up to respond in a crisis situation will typically be the person that will respond to that school. Assistant Principal DiGennaro added they will also help parents with outside supports. Ms. Whalen questioned what would trigger the school to reach out to Harbor Homes as opposed to utilizing one of the school counselors. Principal Thompson responded whenever there is a student demonstrating self-harm behaviors to themselves or others they would typically send them out for a safety assessment by a licensed mental health professional or through Southern New Hampshire that has an emergency mental health crisis program. Often times a parent would take their child to Southern New Hampshire and could wait in the waiting room for several hours. We don't have good control over the outcome in terms of what the follow-up would look like, and sometimes we don't have parent

buy-in when a parent has to leave work early, come to the school and pick up their child and bring him/her to the doctor. This provides an additional tool to meet the needs of the student.

Principal Thompson commented Amy Rowe, Director, Student Services, has been working with Harbor Homes. They would like to move forward with a site based clinician, which would be an individual onsite (perhaps 1 day/week). There are several hurdles that have to be overcome, but that ultimately would be the plan.

Asked if it requires parental consent, Principal Barnes indicated it does. Assistant Principal DiGennaro remarked although we do not necessarily have to send a student offsite, they do want the parent to get to the school. She spoke of the benefit of the follow-up. Principal Barnes commented one of the other services they offer is full Licensed Drug and Alcohol Counselors.

Asked if, in general, the new structure is believed to be working, Principal Barnes responded it is going better than he would have anticipated.

Ms. Whalen questioned how the 504 writing is going for the school counselors. Assistant Principal DiGennaro stated it to be a work in progress. At the SAU-wide Professional Development day 504 training was provided for school counselors across all districts.

Ms. Brown remarked if the clinicians at Harbor Homes are reporting back to the District we are gaining access to health information regarding students. She questioned what kind of training would be implemented to ensure compliance with federal regulations. Assistant Principal DiGennaro responded follow-up information the District receives on the student is always with the consent of the family. Families sign releases allowing for the exchange of information. The information the school receives is really to support the student educationally as they come back to school. They may provide other clinical pieces to the families, but the information shared with the school is intended to help the student adjust and function in school. No private medical information is shared. Principal Barnes stated it is only the information needed to know they are safe to be in the building, which is the same information the school would receive from an outside provider.

Ms. Brown asked for clarification of the prior statement made that typically when they went out to third-party providers they didn't report back, and this was one of the differences, that Harbor Homes would report back. Assistant Principal DiGennaro clarified what the District will receive is a note stating the student is safe to return to school. From Harbor Homes, with parental consent, the District will receive additional information on perhaps what their discussion was, what they learned from the student, and thoughts and suggestions in regard to what the student is feeling during the school day. It is all conversational and information the parent consents to. Ms. Deurloo Babcock spoke of the aspect of the follow-up. Harbor Homes has follow-up teams that can be put into place so that they can follow up with the family.

- Hollis Brookline High School Program of Studies

Beginning with the 2019-20 academic year, students in grades 10, 11, & 12 may count their participation in an Athletics Program at HBHS or Approved Community Based Physical Education Activity. Unified PE will provide a half credit.

The community-based activity was used as an example in the form provided with the agenda packet. The language was borrowed from another school. Principal Barnes commented the example is indicative of a process he sees could fit with how something like this would evolve in Hollis Brookline.

Brian Bumpus, Athletic Coordinator, would oversee activities. There is a school counseling piece as a counselor needs to have an awareness that students are receiving this credit outside so that they can factor that into overall planning, and the registrar piece because they have to record the information.

During previous discussion the question was raised of what kinds of activities would be included. All students and parents were surveyed. Some of the items that came up were dance, crew, club sports; there are a number of students that play club sports and also play HB sports, but there could be students who play club sports that don't play that particular sport at HB, and there should be room for discussion around that as there is a considerable time commitment, martial arts, and equestrian are examples of what the school would be looking to provide credit for with the form.

There was discussion of making this retroactive for students who have been participating in these activities since freshman year. Principal Barnes stated his belief the only way to do this, from the management side of things, is to do it going forward. This is something that has been requested for some time, and given the active nature of the student body, he believes it is time to move this forward.

Also questioned were inclusion of sports like golf and bowling. They would also look to pair up to meet the required hours (80) needed for the one half credit. Asked if a student would be able to accumulate the required number of hours over the period of two years with a particular sport, Principal Barnes responded that could be tracked. He noted the student is responsible for tracking. That is where the counseling piece is important.

Chairman Solon commented in previous discussion they have gone back and forth over the activity element of P.E. versus the instructional lifestyle discussions, and questioned if that concern has gone away. Past discussions indicated concern team sports and things of that nature fulfill the activity level, but are not necessarily structured to handle the lifestyle side of things. Principal Barnes stated his belief inherent in being on a team sport the lifestyle piece is part of that.

Asked if there would be the ability to couple a school sport with community based activities if one of the sports didn't accumulate enough hours during the season or if it would have to be two years of the sport, Principal Barnes stated there is the need to be careful not to make the window too wide. That is where they will have to see as they go through the process, e.g., completing the credit in a particular timeframe, etc. There is a possibility.

Chairman Solon questioned, if the decision is made to move forward with this beginning with the next school year, could activities students participate in this year be counted. Principal Barnes responded he is not confident of that, and would rather have this be something that begins next year.

Asked if there were other elements of the Program of Studies the Administration wished to expand upon, Principal Barnes responded the other piece considerable discussion occurred around was World History. He stated the desire to leave it as it is for the coming year. The intent was to bring awareness to the Board that the conversation is happening. Depending on the outcome, the next iteration may require the conversation to continue. Teachers are already talking about ways to adjust and put some things in the curriculum to put back any years of missing history that would result from the College Board mandating a language change in AP World History to reflect focus from 1200 CE forward. Previously the focus was 8000 BCE forward.

It remains uncertain whether the College Board will maintain that course or yield to the wishes of teachers. At this point, they will stay with the recommendation of the College Board. Chairman Solon questioned if certification for existing AP staff carry to the new one, and was told it would.

When asked, Principal Barnes stated he has not heard any discussion of the need for new textbooks. Superintendent Corey commented that is unknown. We have the experts locally that will be able to tell us if our textbooks work or if the program should be that format. A year from now this will be a big topic for the Program of Studies. The intent this year was to make the Board and public aware so that it does not come as a surprise.

Chairman Solon questioned what the cost might be should a new textbook be required during the course of the year. Principal Barnes estimated 40-50 books at a cost of \$100.00/ea. Asked if that cost would be manageable, Superintendent Corey indicated it would.

Ms. Deurloo Babcock remarked she believes the Administration has done a really good job of looking at ways to impact class size while doing what is right for the students. What the taxpayers need to know is that they take the time to say well we are not really meeting our target numbers in certain types of classes so let's try this this year to see if we can spread the students out in a little different way and that all happens through this Program of Studies and the way you change requirements or move things around, and it will hopefully allow for smaller class sizes in a way that does not increase costs or staff. She stated her appreciation for the work of the Administration.

Mr. Cross noted the language that reads "The prerequisite to Accelerated Biology is now only contingent on recommendation of the current science teacher. As a result, Accelerated Physical Science has been removed.", and questioned if the Accelerated Physical Science was previously a pre-requisite. Principal Barnes stated the Physical Science was placed in for a segment of students who, if not getting Accelerated Biology, wanted something accelerated. This year they did not run Physical Science and he does not see a demand for it now that the pre-requisition for Accelerated Biology has been changed.

**MOTION BY MEMBER WHALEN TO APPROVE THE HOLLIS BROOKLINE HIGH SCHOOL
PROGRAM OF STUDIES, AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0**

DISCUSSION

- Middle School Principal's Search Committee Timeline

A copy of the proposed timeline was included with the agenda packet. As part of the proposal, emails would be sent to parents and staff seeking volunteers for committee and panel participation. The desire is to advertise at the start of December allowing for a month to collect applications. At the start of the new year, applications would be reviewed, and interviews conducted. The committee would identify finalists, complete references and site visits, and conduct a meet and greet with the finalists so that students and the community-at-large have the opportunity to meet the finalists. During the week of February 4th, the finalists will meet with SAU Administration with a recommendation for a candidate to the Board at its February 13, 2019 meeting. The timeline also identified a proposed makeup of the committee.

When asked, Assistant Superintendent Bergskaug indicated she would consider the committee consisting of more than one Board member if representing different communities.

**MOTION BY MEMBER LEVESQUE TO ACCEPT THE PROPOSED TIMELINE FOR THE
MIDDLE SCHOOL PRINCIPAL SEARCH
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0**

- STEM Lab Update

The committee has been meeting and is planning public forums for December 4th at the HBHS and January 22nd at the Richard Maghakian Memorial School in Brookline.

One of the focuses this year has been on what the renovated space would be used for during the school day. The committee includes and has met with staff members. They have really dug into what is necessary, what is needed, and what the space can be used for. As a result the plan has been adjusted, e.g., movement of configuration. The committee wanted to ensure the space will meet the needs of the extra-curricular programs that would utilize it. At this time, the committee is reviewing the needs and working with the architect to determine what is feasible.

Ms. Deurloo Babcock commented, if passed, the best part of the plan is the way the space will be able to be utilized; Wellness would be able to use the fitness center, classes would be taught all day in the renovated space. The space would go from one that is currently used by a handful of students during the day and a good many students after school to a space that is used by a few hundred kids a day.

The domino effect in the building is that it would open up 3-4 classrooms. During the public forums, it will be made very clear what those classrooms are, what would be put in them, etc.

Chairman Solon commented it sounds as though this is turning into a primary use area as opposed to an accessory support area for curriculum. Ms. Deurloo Babcock and Principal Barnes both responded that is absolutely the case. Ms. Deurloo Babcock added there are a lot of people who want to use the space in a lot of different ways, and the need is to determine the best use of the space. In addition, there are many who want to utilize the spaces that will be freed up as a result.

Chairman Solon questioned what is envisioned about the space that makes it uniquely STEM. Ms. Deurloo Babcock stated it is who is moved in there that would make it STEM. In some ways that makes it even more flexible, e.g., computer science classrooms are now designed as open spaces. These would be flexible spaces that STEM related people would be moved into. That would be the ideal. Chairman Solon questioned if calling it a STEM area is public relations or overly restrictive. Ms. Deurloo Babcock responded that is a good question. Mr. Cross suggested it sounds overly restrictive. Chairman Solon commented what is being described and what he believes to be a good goal is to have it capable of supporting STEM but not being restricted to use by STEM. Ms. Deurloo Babcock remarked some of the infrastructure put into place there would be very specific to STEM, e.g., where you put outlets.

Mr. Cross suggested there is an argument to be made about class sizes. Discussions around the goal to get back within the guidance have touched on space limitations. The Administration can figure out what the space is used for. The goal of the Board is to identify some space and turn it into usable space so that we can comply with our policy. Chairman Solon questioned the extra-curricular activities, and was informed, at this time, it is a singular activity.

When asked if presentation materials would be available in advance of the forums, Superintendent Corey responded it is highly probable. Ms. Levesque questioned if the information will be inclusive of costs, and was informed it will.

- Turf Field Funding Options

Superintendent Corey noted the information provided (copy attached). The intent of putting the item on the agenda was to get the information out to the public.

Three bids were received; First National Bank, Municipal Leasing Company, and TD Bank. The proposals have been sent to bond council who will provide feedback in the coming days. That information will be forwarded to the Board.

Superintendent Corey reiterated the desire to schedule a special meeting for the purpose of considering the bids.

Interest rates are approx. 3.8%, which represents an annual cost for a low of \$327,000 to a high of 360,000. That is the total interest over the ten-year period. One of the issues the Board had discussed was the ability to prepay. Superintendent Corey stated that to be an issue bond counsel will be asked to review. In a brief conversation, counsel has indicated there are some that include formulas to prepay. Bond counsel has experience with and a very favorable opinion of all three lenders.

Chairman Solon questioned if the municipal lease option is available given the way the Warrant Article was structured. Superintendent Corey stated Municipal Leasing Consultants is the name of the company. They do both leases and bonds. Their proposal is a bond proposal. It appears to have leasing elements to it. Bond counsel will review and advise.

When asked about the interest rate utilized in the presentations last year, Superintendent Corey stated his recollection it was 2.5%. Chairman Solon suggested that would result in an approx. \$150,000 penalty (over the life of the bond) for having had to delay.

Asked if Municipal Leasing Consultants could be asked to comply with the proper term in time for the special meeting, Superintendent Corey stated bond counsel will reach out to each of the bidders, which may result in elimination of some. The hope is that a written statement/recommendation will be provided by bond counsel, which would be included in the agenda packet.

MOTION BY MEMBER WHALEN THAT THE BOARD SCHEDULE A SPECIAL MEETING FOR WEDNESDAY, NOVEMBER 28, 2018 AT 6:00 P.M.

MOTION SECONDED BY MEMBER DEURLOO BABCOCK

MOTION CARRIED

6-0-0

- Fiscal Year 2020 (FY20) Cooperative School District Draft Budget

Information included in the agenda packet details two of the three rounds of discussion (additions/deletions) that have occurred around budget requests. The Excel spreadsheet provided includes all new items, and breaks the budget down line by line.

An increase in special education costs has been seen (approx. \$500,000). That represents actual student services not administration of them. An enrollment spike was seen. Some of those students have needs that were not included in this year's budget.

The Guaranteed Maximum Rate (GMR) of increase for health insurance came in at 8.1%. Area increases ranged from 0-24%. That represents an approx. cost of \$300,000. Year two of the teacher's contract is another driving factor.

Superintendent Corey commented personnel is a major segment of the budget. During Round 2, there were discussions around guidance and the potential for an increase. In recent discussions with the Principals it was indicated the guidance structure is working very well and that Harbor Homes will contribute a number of services through grant funding. At this point, he does not believe he would recommend the additional 0.2 guidance position.

There are two teacher positions considered for class size reduction. During the Program of Studies discussion, Principal Barnes talked about eliminating Topics, which would free up a Social Studies teacher. Social Studies was an area of concern. What is intended is to eliminate one of the two teacher positions because the Social Studies teacher will be picked up, move over the other teacher (not yet identified), and add a 0.2 French teacher. It is hoped there will be the ability to get someone who will come in and teach 0.4 Spanish and 0.1 French at the HBMS. Both of the 0.2 positions listed in Round 2 will not make it to Round 3.

There are two positions titled SAU shared positions; Facilities Director and SAU Directed Nurse Substitute. Superintendent Corey commented neither he nor the Business Administration are certain these positions will make it through the budget process of guidance. However, they believe it important to begin the discussions as it is believed they will be needed down the road.

The Facilities Director position would be shared across the 3 districts (6 buildings) and the SAU. The dollar amounts listed represent the District's share of the positions. With regard to the position of SAU Directed Nurse, Superintendent Corey stated a greater need for students with a 504 is being seen. He provided the example of a student having a 504 and wishing to participate in extra-curricular activities. There is a trainer, but some of the extra-curricular activities are not athletics and a Nurse is required to be there. That is an expense that had to be incorporated into the budget this year. Discussions are taking place regarding the need; whole position across SAU or other half to COOP, which has already funded it. Also being seen is an uptick in nursing requirements with elementary students.

With regard to academics, Superintendent Corey noted the tables indicate both World Language Textbooks at the HBHS and Spanish 3 textbooks, which is an error (double entry), and will be corrected. At this point, they are not recommending elimination of any of the textbooks. They are going back and forth on things like music risers and the HB The Change Challenge Day. At the HBMS, the items that will not be touched are the PSAT testing, enVision math textbooks (new accelerated math program), and graphing calculators. He and Principal Thompson are discussing Newsela and the Project Lead the Way training.

New computer equipment; Principal Barnes is requesting new Chromebooks (\$31,250). Principal Thompson may decide to reallocate those (some for Social Studies and some another department). Principal Thompson and he are discussing items such as the document camera-Elmo, Smartboards for science and math. Although limited, the District does receive Title IV funds. Assistant Superintendent Bergskaug is looking to determine if Title IV funds can be used for those items. In terms of replacement equipment, the server (\$7,500/each school) is an updated data server. The food service server (\$3,600/each school) is an item the Business Administrator is reviewing to determine if it can be funded through the food service budget. If the money is available that is where the funding should come from.

The District is continuing with its current replacement cycle for staff laptops. They are also trying to work with the Budget Committee to reach guidance.

Hosted software services identified are all day-to-day operations, e.g., Tyler Consulting is payroll, Aesop Optimization is the substitute software.

The District is applying for the State safety grant to cover the cost of expanding cameras. The District qualified for the grant last year, the HBMS was recognized as the state safety school, and when Principal Thompson worked with the SRO and Homeland Security, the result of the discussions was the belief the District may not need to do a Phase II. There are very few areas that are not currently covered. The hope is to move the HBHS into Phase I to start upgrading cameras.

Under athletics, what was looked at originally was turf field start ups (soccer goals, etc.) and field hockey goals. The funding under turf field start ups (\$9,750) can be eliminated; however, the field hockey goals (\$4,500) are necessary.

Under Facilities/Maintenance, the first two items at both the HBMS and HBHS are new State mandates. The large outdoor oil tanks come into holding tanks in the buildings. Some of the requirements around the holding tanks have been changed, and those upgrades have to occur over the next year (\$22,396 at HBHS and \$17,168 at HBMS). Following an episode of lead found in water in the State, the Legislature has required that every faucet/bubbler in the building be tested (\$5,000 each building).

The Capital Improvement Plan (CIP) includes a section of roof at the HBHS (\$35,000). That cost will be moved to the Maintenance Trust. Noted is a main office security upgrade at the HBHS (\$40,000). When entering the schools there is a secretary's office that abuts the foyer. The desire is configure that in such a way that the office is the receiving place; visitors will not exit the foyer until cleared to come into the building. Whether this is the year for that work is unclear.

Superintendent Corey noted the plumbing-auto flusher will likely not make it to Round 3. Insect control relates to instances of bees, the desire to determine what is occurring, and include a placeholder to cover unknown costs. Elevator maintenance contract (\$5,000 each school). It was noted the existing elevator at the HBMS may, at some point, no longer meet code. Assurances have been provided it can be serviced for the next year.

The tables/chairs identified under the HBMS would be single units (pop a table up and the chairs come down). Existing chairs would be sent over to the HBHS to be used for annual meetings, etc. thereby avoiding the rental cost. It is likely the life skills remodel (\$15,000) will be delayed.

Warrant articles will include year 2 of the HESSA contract (\$70,621), contingency (\$100,000), SAU assessment (estimated at \$850,000), athletic trust (\$67,000), maintenance trust (\$75,000), special education trust (\$25,000), and some amount not yet understood for the innovation center.

Under the Maintenance Trust Fund, would be the roofing (\$35,000) and the fire panel at the HBMS (\$60,000). The fire panel is 20+ years old and generates false alarms, primarily in the evening hours.

The Administration is working towards achieving guidance. The Budget Committee removed from the guidance number the \$300,000 associated with the GMR for health insurance. The Business Administrator is compiling a list of other items the Administration will request be removed from guidance.

Superintendent Corey stated the belief the vast number of requests will be able to be maintained, which will move the District forward and help reduce class sizes. Achieving the smaller class sizes will be a process; cannot afford nor is there the space to do it all at once. Time will be allowed for some of the efforts being discussed to be put in place, e.g., topics classes, review of master schedule, what occurs with the hiring in French/Spanish, etc.

Mr. Cross questioned if HB1612 is impacting the District. Superintendent Corey responded it is. However, knowing this was coming, more than a year ago, Assistant Superintendent Bergskaug and Rich Raymond, Network Administrator, took over the work of addressing HB1612. The District is in very good shape. One of the elements of HB1612, which will be an expense (although timing is uncertain), is a test of the server. Mr. Raymond has been looking into the availability of free services. All faculty was notified of the changes last spring, many of which focus on the student's ability to use appropriate sites (age limits). All sites were shut down and rebuilt from scratch.

Assistant Superintendent Bergskaug remarked they began the process with a list they believed was what the teachers were utilizing, e.g., paid software, free websites, chrome extensions. A committee was formed and vetted every site. If a site did not meet the qualifications it was made inactive to students. Teachers may or may not have access. A great deal of training has been conducted to teach students and teachers what it means to be an appropriate site and how to utilize the student ID numbers rather than names. If a new site is found and desired, teachers are required to submit a form to the committee so that it can be vetted. What needs to occur now is determination of a data breach plan. That plan will involve Board approval.

Chairman Solon questioned if data retention is an area that is impacted by the change in legislation. Assistant Superintendent Bergskaug spoke of the multitude of requirements related to data retention. Chairman Solon questioned if data has to be retained in direct access format. He commented on hearing a great deal about the

use of tape now becoming a dominant method for data retention for Cloud services. Assistant Superintendent Bergskaug responded they are steering into that direction. The desire was to first address student information.

Mr. Cross spoke of additional effort that will be placed on the Administration, and questioned if those efforts are addressed in the budget. Superintendent Corey stated it to be a reallocation of manpower that fluctuates from year to year; beginning next month the Administration will begin to watch closely what the Legislature is doing. He and the Assistant Superintendent attend monthly meetings that allow them to see what is likely to make it through.

Ms. Levesque asked if the cost of lacrosse is included in the budget. Superintendent Corey stated the start-up costs were allocated through the Athletic Trust Fund. The ongoing costs will be in the athletic budget.

Chairman Solon questioned the use of new round tables at the HBMS. Principal Thompson noted tables have been repurposed to create flexible space within classrooms. The tables fold up nicely for storage. Older tables cannot be opened every single day because of their age.

Chairman Solon spoke of the resignations and questioned if there would be resulting savings, e.g., new hires coming in at lower salaries, etc. Superintendent Corey commented traditionally savings have been achieved. That was not the case this year given the commitment in the guidance department to seek out specific skillsets, which have an associated cost. Asked if the expectation is to budget with the cost identified in last year's warrant article or a different one, Superintendent Corey stated his expectation, at this time, is to use the number that was in the warrant article. More will be known after Round 3 of the budget process. The three retirements that were approved this evening will be given to H.R. in the morning after which the Business Administrator will look to what the individuals are qualified to receive in terms of the buy-out (based on CBA), versus the Masters +5, which is what is budgeted for.

Ms. Brown questioned if savings resulting from the three retirements could allow for the three class size reduction teachers to go into Round 3/4. Superintendent Corey stated there to be the potential for that. There really isn't a savings seen in year 1 because of the mandated buy-out.

Ms. Brown commented there were likely 3 positions we were short on; social studies, math, science. It seems like some creative work has been done to alleviate some of the size issues in social studies, but that leaves at least two areas of concern. Ms. Deurloo Babcock commented there may be some impact seen in science as students will be permitted to take Applied Science as a requirement. Superintendent Corey remarked it would be social studies from the Topics class that would gain to reduce their ratio. If having to choose today he would apply the teacher that is recommended to math. Science does have the mandatory cap of 24. Regarding the math and French issues at the HBMS, he stated his belief the math will be addressed through filling the two sections of accelerated math (next year), which will lower the overall ratios of the other classes.

- Review Dates for Annual Meeting

Chairman Solon spoke of the proposed schedule provided with the [agenda](#) packet for the October 17th meeting. That schedule had the District Annual Meeting scheduled for March 6th. Concerns were raised regarding being the first district meeting as well as the date coming right after school break. A request was made of the Administration to look for alternative dates.

Superintendent Corey stated a change would result in the meeting being moved to late in the month, which is believed to present a number of issues, e.g., at that point, both the Brookline and Hollis Districts will have finalized their budgets. When looking at what will be on the warrant for the facilities piece, he recommends the COOP Annual Meeting come first.

Ms. Whalen questioned if there is concern with contract approval if waiting until the end of the month. Superintendent Corey noted the COOP has the largest group. Those meetings have to occur by the 15th of April. The other piece is the issue of elections, which has the potential to result in new Board members, and Board members that have to still sit at the Annual Meeting. Chairman Solon noted the question of whether the auditorium would be available. Superintendent Corey commented there is the need to determine if the desire is to indicate the meeting will be conducted on the 6th and 7th and then have another date as a snow date.

Chairman Solon stated the desire to lock in three dates. Superintendent Corey noted the potential for the 8th (Friday) to be the snow date. That would require moving of the basketball games to Saturday.

Chairman Solon suggested the Board approve the dates of March 6th and 7th, and that the Administration look to identify a snow date.

MOTION BY MEMBER WHALEN TO APPROVE THE DATES OF MARCH 6, 2019 AND MARCH 7, 2019 FOR THE HOLLIS BROOKLINE COOPERATIVE DISTRICT ANNUAL MEETING
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
6-0-0

DELIBERATIONS

- To see what action the Board will take regarding Policy GBA – Equal Opportunity Employment
Given its first reading;

Ms. Deurloo Babcock remarked the Policy Committee utilized the New Hampshire School Board Association's (NHSBA) fall policy update to guide its agenda. Noted in the update is a change in some of the language for non-discrimination policies. There is more than one that is impacted. Policy GBA is the first one to be brought forward.

MOTION BY MEMBER WHALEN TO FURTHER AMEND IN THE SECOND PARAGRAPH BY INSERTING “DISCRIMINATE” BETWEEN “WILL NOT” AND “AGAINST” AND ACCEPT THE FIRST READING OF POLICY GBA – EQUAL OPPORTUNITY EMPLOYMENT, AS AMENDED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK

ON THE QUESTION

The question was asked of the definition of “national ethnic origin”. Assistant Superintendent Bergskaug stated her belief the intent was to be more inclusive; rather than ethnic origin or national origin.

Chairman Solon recommended a comma be inserted following “promotions” in the second sentence of the first paragraph.

Ms. Brown stated the Board has been diligent with tracking State RSA when RSA is cited. She would like to see the policy follow the language in the RSA as opposed to the recommendation from the NHSBA.

MOTION CARRIED
6-0-0

Chairman Solon spoke of a question asked of him relative to the intended uses of the turf field; some community members are speaking of what will not be allowed to be played on the field. Superintendent Corey stated it will be a multi-purpose turf field, lined for every sport the District has. The motto will be very similar to Souhegan where almost every varsity game is played on the turf field. Chairman Solon remarked community members have been informed by some that it will not be lined for girls lacrosse. Superintendent Corey stated

that to be incorrect. Dimensions mirror those of boys lacrosse. It is absolutely going to be boys/girls lacrosse, field hockey, football, boys/girls soccer. It was suggested there could be confusion based on how the field would be lined.

Chairman Solon questioned the will of the Board relative to individuals beginning to meet with community members to discuss issues that will be presented at the District Annual Meeting. Superintendent Corey stated his support of such forums.

NON-PUBLIC SESSION

MOTION BY MEMBER WHALEN THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (d) CONSIDERATION OF THE ACQUISITION, SALE, OR LEASE OF REAL OR PERSONAL PROPERTY WHICH, IF DISCUSSED IN PUBLIC, WOULD LIKELY BENEFIT A PARTY OR PARTIES WHOSE INTERESTS ARE ADVERSE TO THOSE OF THE GENERAL COMMUNITY

MOTION SECONDED BY MEMBER LEVESQUE

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

Yea: Elizabeth Brown, Tom Solon, John Cross, Krista Whalen, Holly Deurloo Babcock, Melanie Levesque 6
Nay: 0

MOTION CARRIED

*The Board went into non-public session at 8:43 p.m.
The Board came out of non-public session at 9:03 p.m.*

ADJOURNMENT

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

The November 14, 2018 meeting of the Hollis Brookline Cooperative School Board adjourned at 9:05 p.m.

Date: _____

Signed: _____

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
TURF FIELD PROJECT
\$1,660,000 2018 GENERAL OBLIGATION BOND

BID FORM

Andrew Corey, Superintendent
Hollis Brookline Cooperative School District
4 Lund Lane
Hollis, NH 03049

Dear Superintendent Corey:

We offer to purchase the above captioned Bond, dated on or about December 7, 2018, and maturing on August 15, 2028, as described in the Invitation to Bid and hereby made a part of this proposal, as follows:


Principal amount:	\$1,600,000
Fixed interest rate:	<u>3.80</u> %
Method of interest calculation:	<u>365/360</u> (e.g., 30/360, actual/365, etc.)
Total interest cost:	<u>\$ 348,407</u> (attach amortization schedule)
Fees or charges, if any:	<u>None</u>
Prepayment permitted?	<u>Yes / No</u>
Prepayment terms or penalties:	<u>None</u>

It is understood and agreed by the undersigned that you will award the Bond bid for in this proposal upon the basis of the above bid. The Bond will be sold to one bidder.

Identical bids may be decided in the judgment of the School Board or by a draw of lots.

Respectively submitted,

Name of
Institution: First National Bank

By: 
Print Name: Tony C. McKim
Address: 102 Main Street
Bar Harbor, ME 04609
Tel: (207)288-2469
e-mail: tony.mckim@thefirst.com

Hollis Brookline Cooperative School District Turf Field Project 2018

Computation Interval: Exact Days

Nominal Annual Rate: 3.800%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	12/07/2018	1,660,000.00	1		
2	Payment	08/15/2019	200,840.66	10	Annual	08/15/2028

TValue Amortization Schedule - U.S. Rule, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	12/07/2018				1,660,000.00
2018 Totals		0.00	0.00	0.00	
1	08/15/2019	200,840.66	43,980.78	156,859.88	1,503,140.12
2019 Totals		200,840.66	43,980.78	156,859.88	
2	08/15/2020	200,840.66	58,071.31	142,769.35	1,360,370.77
2020 Totals		200,840.66	58,071.31	142,769.35	
3	08/15/2021	200,840.66	52,412.06	148,428.60	1,211,942.17
2021 Totals		200,840.66	52,412.06	148,428.60	
4	08/15/2022	200,840.66	46,693.44	154,147.22	1,057,794.95
2022 Totals		200,840.66	46,693.44	154,147.22	
5	08/15/2023	200,840.66	40,754.49	160,086.17	897,708.78
2023 Totals		200,840.66	40,754.49	160,086.17	
6	08/15/2024	200,840.66	34,681.48	166,159.18	731,549.60
2024 Totals		200,840.66	34,681.48	166,159.18	
7	08/15/2025	200,840.66	28,184.98	172,655.68	558,893.92
2025 Totals		200,840.66	28,184.98	172,655.68	
8	08/15/2026	200,840.66	21,532.94	179,307.72	379,586.20
2026 Totals		200,840.66	21,532.94	179,307.72	
9	08/15/2027	200,840.66	14,624.61	186,216.05	193,370.15
2027 Totals		200,840.66	14,624.61	186,216.05	
10	08/15/2028	200,840.66	7,470.51	193,370.15	0.00

Hollis Brookline Cooperative School District Turf Field Project 2018

	Date	Payment	Interest	Principal	Balance
2028 Totals		200,840.66	7,470.51	193,370.15	
Grand Totals		2,008,406.60	348,406.60	1,660,000.00	

Last interest amount decreased by 0.02 due to rounding.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
3.848%	\$348,406.60	\$1,660,000.00	\$2,008,406.60



November 2, 2018 Revised

Andrew Corey
Superintendent
Hollis School District – SAU #41
4 Lund Lane
PO Box 1588
Hollis, NH 03049-1588

Dear Andrew,

Municipal Leasing Consultants, an independent woman-owned business, is pleased to present the following proposal to lease certain capital equipment pursuant to the following terms and conditions:

LESSOR: Municipal Leasing Consultants, its Agents or Assignee

LESSEE: Hollis School District – SAU #41, NH

EQUIPMENT: New Turf Field

EQUIPMENT COST: \$1,660,000.00 Approximately

PAYMENT STRUCTURES: **Option 1: General Obligation Note**
Seven (7) Years – Annual/Arrears
Seven (7) Annual Payments of \$272,396.42
First payment of \$272,396.42 due One Year from closing and Annual thereafter
(i.e. $\$1,660,000.00 \times 0.164094 = \$272,396.42$)

RATE: **3.59%**

Option 2: General Obligation Note
Ten (10) Years – Annual/Arrears
Seven (7) Annual Payments of \$202,022.59
First payment of \$202,022.59 due One Year from closing and Annual thereafter
(i.e. $\$1,660,000.00 \times 0.121700 = \$202,022.59$)

RATE: **3.74%**

Please initial and circle the desired option.

As part of the proposal process, we encourage you to contact us to discuss the intricacies of our proposal and your specific goals. There are many variations available to our proposed financing structure, which can be “fine tuned” as our dialog progresses.

The preceding costs are estimates and thus, the payment amount would be changed in proportion to the actual cost. The Vendor(s) will be paid upon the Lessee’s authorization and the execution of mutually acceptable documentation.

THE ABOVE QUOTES ARE FIXED FROM **NOVEMBER 2, 2018 TO NOVEMBER 30, 2018** IN ANTICIPATION OF **CLOSING / FUNDING** BY THIS DATE. THEREAFTER, THE RATE WILL FLOAT AND NOT BE LOCKED IN UNTIL DOCUMENTS ARE PREPARED FOR CLOSING AND WILL BE BASED ON THE LIKE TERM SWAP RATES.

EQUIPMENT ACCEPTANCE DATE:

This proposal is based on both the assumption and the condition that any and all equipment will be delivered to and accepted by Lessee prior to November 2, 2019.

OPTION AT LEASE EXPIRATION:

At the lease expiration, the Lessee shall have the right to purchase the equipment for One dollar (\$1.00), assuming the lease is not in default and all terms and conditions of the lease have been met.

NET LEASE:

This lease will be a net lease transaction with maintenance, acceptable insurance coverage, taxes and any legal fees the responsibility of the Lessee.

LEASE AMORTIZATION SCHEDULE:

Amortization schedules with separate principal and interest cost breakdown will be provided with the final documentation.

WARRANTIES:

Lessor is bidding only as to the provision of lease purchase financing for the purchase cost of the equipment and will have no responsibility to the Lessee or any other person for the selection, furnishing, delivery, servicing or maintaining of the equipment. All equipment manufacturer or vendor warranties will be passed to the Lessee under the agreement.

NON-APPROPRIATION:

The lease payments shall be subject to annual appropriation for each fiscal year.

BANK OR NON-BANK QUALIFICATION:

Lessee reasonably anticipates the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Lessee during calendar year 2018, will not exceed ten million (\$10,000,000.00) dollars.

FINANCIAL STATEMENTS:

If applicable, Lessee shall furnish Lessor with its financial statement for the last three (3) fiscal years and its current year fiscal budget.

AUTHORIZED SIGNORS:

The Lessee's governing board shall provide MLC with its resolution or ordinance authorizing this Agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION:

The Lessee's counsel shall furnish MLC with an opinion of counsel letter covering this transaction and the documents used herein.

REIMBURSEMENT:

If Lessee intends to be reimbursed for any equipment cost associated with this agreement, intent for reimbursement from the proceeds of this Agreement must be evidenced, and must qualify under the Treasury Regulation Section 1.150.2.

DOCUMENTATION:

All documentation will be provided by Lessor, its Agents or Assignee, and must be satisfactory to all parties concerned.

ESCROW FUNDING:

- *If applicable*, an interest-bearing escrow account will be established to make disbursements. The proceeds of the lease will be deposited into an Escrow Account. The fee on this account will be \$250.00.

We will need the following prior to disbursements from escrow:

1. Payment Request and Acceptance Certificate signed by authorized signer
2. Vendor Invoice with payment instructions (wire or check)
3. W-9 for Vendor
4. Serial numbers for any Turf Field (if applicable)
5. Insurance Certificate – Listing the applicable property and liability coverage and listing the lease number, equipment and any serial numbers.

PREPAYMENT OPTION:

The Lessee will have the option to prepay on any payment date for 102% of the remaining balance.

BASIS OF PROPOSAL:

This proposal is based upon financing being provided by Lessor and should not be construed nor relied upon as a commitment. Such a commitment is subject to formal credit review, approval and execution of mutually acceptable documentation. The contract, and not the proposal, will set forth the agreement between the parties.

We appreciate the opportunity to provide this proposal and look forward to working with you in the future. If the foregoing meets with the District’s approval, please date and sign the acceptance below and return the signed proposal to the undersigned via email or fax to 802-372-4775 and subsequently remit payment of \$695.00 for the Documentation Fee. Failure to consummate this transaction once credit approval is granted will result in a \$695.00 fee being assessed to the District. Formal credit approval will be pursued upon receipt of the signed proposal and complete credit package. **Credit approval normally takes ten (10) to fourteen (14) business days.**

If you have any questions or need further information, please do not hesitate to contact me at 802-372-8435.

The foregoing is acknowledged and accepted as of the _____ day of _____, 2018.

Hollis School District – SAU #41, NH

By: _____

Title: _____

Sincerely,
Reneé Piché

Reneé M. Piché
President

Hollis SAU 41 Opt 2

Compound Period : Annual

Nominal Annual Rate : 3.740 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	11/30/2018	1,660,000.00	1		
2 Payment	11/30/2019	202,022.59	10	Annual	11/30/2028

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 11/30/2018				1,660,000.00
2018 Totals	0.00	0.00	0.00	
1 11/30/2019	202,022.59	62,084.00	139,938.59	1,520,061.41
2019 Totals	202,022.59	62,084.00	139,938.59	
2 11/30/2020	202,022.59	56,850.30	145,172.29	1,374,889.12
2020 Totals	202,022.59	56,850.30	145,172.29	
3 11/30/2021	202,022.59	51,420.85	150,601.74	1,224,287.38
2021 Totals	202,022.59	51,420.85	150,601.74	
4 11/30/2022	202,022.59	45,788.35	156,234.24	1,068,053.14
2022 Totals	202,022.59	45,788.35	156,234.24	
5 11/30/2023	202,022.59	39,945.19	162,077.40	905,975.74
2023 Totals	202,022.59	39,945.19	162,077.40	
6 11/30/2024	202,022.59	33,883.49	168,139.10	737,836.64
2024 Totals	202,022.59	33,883.49	168,139.10	
7 11/30/2025	202,022.59	27,595.09	174,427.50	563,409.14
2025 Totals	202,022.59	27,595.09	174,427.50	
8 11/30/2026	202,022.59	21,071.50	180,951.09	382,458.05
2026 Totals	202,022.59	21,071.50	180,951.09	
9 11/30/2027	202,022.59	14,303.93	187,718.66	194,739.39
2027 Totals	202,022.59	14,303.93	187,718.66	
10 11/30/2028	202,022.59	7,283.20	194,739.39	0.00
2028 Totals	202,022.59	7,283.20	194,739.39	
Grand Totals	2,020,225.90	360,225.90	1,660,000.00	

Hollis SAU 41 Opt 1

Compound Period : Annual

Nominal Annual Rate : 3.590 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	11/30/2018	1,660,000.00	1		
2 Payment	11/30/2019	272,396.42	7	Annual	11/30/2025

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 11/30/2018				1,660,000.00
2018 Totals	0.00	0.00	0.00	
1 11/30/2019	272,396.42	59,594.00	212,802.42	1,447,197.58
2019 Totals	272,396.42	59,594.00	212,802.42	
2 11/30/2020	272,396.42	51,954.39	220,442.03	1,226,755.55
2020 Totals	272,396.42	51,954.39	220,442.03	
3 11/30/2021	272,396.42	44,040.52	228,355.90	998,399.65
2021 Totals	272,396.42	44,040.52	228,355.90	
4 11/30/2022	272,396.42	35,842.55	236,553.87	761,845.78
2022 Totals	272,396.42	35,842.55	236,553.87	
5 11/30/2023	272,396.42	27,350.26	245,046.16	516,799.62
2023 Totals	272,396.42	27,350.26	245,046.16	
6 11/30/2024	272,396.42	18,553.11	253,843.31	262,956.31
2024 Totals	272,396.42	18,553.11	253,843.31	
7 11/30/2025	272,396.42	9,440.11	262,956.31	0.00
2025 Totals	272,396.42	9,440.11	262,956.31	
Grand Totals	1,906,774.94	246,774.94	1,660,000.00	



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TD Bank, N.A.
90 Main Street
Montpelier, VT 05602
www.tdbank.com

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT
TURF FIELD PROJECT
\$1,660,000 2018 GENERAL OBLIGATION BOND
BID FORM
November 13, 2018

Andrew Corey, Superintendent
Hollis Brookline Cooperative School District
4 Lund Lane
Hollis, NH 03049

Dear Superintendent Corey:

We offer to purchase the above captioned Bond, dated on or about December 7, 2018, and maturing on August 15, 2028, as described in the Invitation to Bid and hereby made a part of this proposal, as follows:

Principal Amount:	\$1,660,000.00
Fixed Interest Rate:	
With Prepayment Fee*:	3.80%
Without Prepayment Fee:	4.05%
Method of Calculation:	30/360
Total Interest Cost:	
With Prepayment Fee:	\$327,490.33
Without Prepayment Fee:	\$349,035.75
Fees or Charges if any:	Bond Counsel Fee. No other Bank fees
Prepayment Permitted?	See fixed interest rates above

Prepayment Terms or Penalties: * May be prepaid in whole or in part upon thirty (30) days prior written notice to the Bank. In the event of any prepayment of the Bond(s), whether by voluntary prepayment, acceleration or otherwise, the Borrower shall, at the option of the Bank, pay a "Yield Maintenance Fee" in an amount computed as follows:

The current cost of funds, specifically the bond equivalent yield for United States Treasury securities (bills on a

discounted basis shall be converted to a bond equivalent yield) with a maturity date closest to the "Remaining Term", shall be subtracted from the "Stated Interest Rate". If the result is zero or a negative number, there shall be no Yield Maintenance Fee due and payable. If the result is a positive number, then the resulting percentage shall be multiplied by the amount being prepaid times the number of days in the "Remaining Term" and divided by 360. The resulting amount is the "fixed prepayment charge" due to the Bank upon prepayment of the principal of this Bond(s) plus any accrued interest due as of the prepayment date and is expressed in the following calculation:

Yield Maintenance Fee = [Amount Being Prepaid x (Stated Interest Rate - Current Cost of Funds) x Days in the Remaining Term/360 days] + any accrued interest due "Remaining Term" as used herein shall mean the shorter of (i) the remaining term of this Note, or (ii) the remaining term of the then current fixed interest rate period.

"Stated Interest Rate" as used herein means the rate at which interest is accruing on the outstanding principal balance of this Note at the time of the calculation.

It is understood and agreed by the undersigned that you will award the Bond bid for in this proposal upon the basis of the above bid. The Bond will be sold to one bidder.

Identical bids may be decided in the judgment of the School Board or by a draw of lots.

Respectfully submitted,

TD Bank, N.A.



By: Christopher A. Turley
Senior Relationship Manager
Education, NFP & Gov't Finance – Northern NE
802-371-1616 – O
802-793-7273 – C
Christopher.turley@td.com

Cc: Keith Pike
Jillian Knapp

Loan Amount: \$1,660,000

10 Years: 3.80% Interest Rate Convention: 30/360
Prepayment Penalty

Note Date:	Principal Payment	Interest Payment	Total Payments	Principal Balance
7-Dec-18	\$0.00	\$0.00		\$1,660,000.00
15-Aug-19	\$166,000.00	\$43,630.33	\$209,630.33	\$1,494,000.00
15-Aug-20	\$166,000.00	\$56,772.00	\$222,772.00	\$1,328,000.00
15-Aug-21	\$166,000.00	\$50,464.00	\$216,464.00	\$1,162,000.00
15-Aug-22	\$166,000.00	\$44,156.00	\$210,156.00	\$996,000.00
15-Aug-23	\$166,000.00	\$37,848.00	\$203,848.00	\$830,000.00
15-Aug-24	\$166,000.00	\$31,540.00	\$197,540.00	\$664,000.00
15-Aug-25	\$166,000.00	\$25,232.00	\$191,232.00	\$498,000.00
15-Aug-26	\$166,000.00	\$18,924.00	\$184,924.00	\$332,000.00
15-Aug-27	\$166,000.00	\$12,616.00	\$178,616.00	\$166,000.00
15-Aug-28	\$166,000.00	\$6,308.00	\$172,308.00	\$0.00
	\$1,660,000.00	\$327,490.33	\$1,987,490.33	

10 Years: 4.05% Interest Rate Convention: 30/360
No Prepayment Penalty

Note Date:	Principal Payment	Interest Payment	Total Payments	Principal Balance
7-Dec-18	\$0.00	\$0.00		\$1,660,000.00
15-Aug-19	\$166,000.00	\$46,500.75	\$212,500.75	\$1,494,000.00
15-Aug-20	\$166,000.00	\$60,507.00	\$226,507.00	\$1,328,000.00
15-Aug-21	\$166,000.00	\$53,784.00	\$219,784.00	\$1,162,000.00
15-Aug-22	\$166,000.00	\$47,061.00	\$213,061.00	\$996,000.00
15-Aug-23	\$166,000.00	\$40,338.00	\$206,338.00	\$830,000.00
15-Aug-24	\$166,000.00	\$33,615.00	\$199,615.00	\$664,000.00
15-Aug-25	\$166,000.00	\$26,892.00	\$192,892.00	\$498,000.00
15-Aug-26	\$166,000.00	\$20,169.00	\$186,169.00	\$332,000.00
15-Aug-27	\$166,000.00	\$13,446.00	\$179,446.00	\$166,000.00
15-Aug-28	\$166,000.00	\$6,723.00	\$172,723.00	\$0.00
	\$1,660,000.00	\$349,035.75	\$2,009,035.75	



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90 Main Street
Montpelier, VT 05602
www.tdbank.com

November 13, 2018

Andrew Corey, Superintendent
Hollis Brookline Cooperative School District
4 Lund Lane
Hollis, NH 03049
RE: Financing Commitment

Dear Superintendent Corey:

On behalf of TD Bank, N.A. (the "Bank"), I am pleased to offer The Hollis Brookline Cooperative School District (the "Borrower") a commitment for the credit accommodation (the "Credit Accommodation") described on the attached term sheet.

If the terms and conditions set forth herein are acceptable to you, please acknowledge below and return a signed counterpart to this letter on or before the close of business on December 4, 2018.

The Bank may terminate this commitment letter, and will have no obligation to extend the Credit Accommodation, upon the happening of any of the following events: (a) the Bank does not receive the accepted copy of this commitment (along with any fees due with the acceptance of this letter) by December 4, 2018; (b) the Credit Accommodation do not for any reason close by December 7, 2018; (c) the Borrower's failure to comply with any term or condition set forth herein or in the attached Terms and Conditions of Loan or the Commitment Letter Rider; (d) any material adverse change occurs with respect to the economic value, business assets, liabilities, results of operations or condition (financial or otherwise) of the Borrower or any guarantor; (e) any report or statement made to the Bank by the Borrower or any guarantor in connection herewith is or proves to be false or misleading in any material respect as of the date made or furnished; or (f) any collateral securing the Credit Accommodation (if any) shall be materially damaged by fire or other casualty.

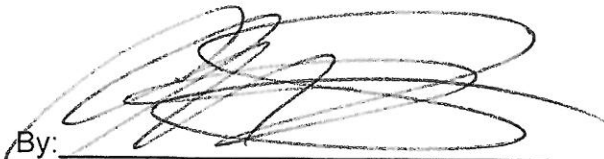
The documents signed at closing shall be deemed to be the final and complete expression of the agreement Bank and the Borrower with respect to the Credit Accommodation. Any terms and conditions that have been discussed, negotiated, agreed to or that are part of this Commitment letter and are not included in the terms and conditions of the documents signed at closing shall be deemed waived and superseded by the documents signed at closing.

This commitment letter is not intended to survive closing of the Credit Accommodation.

If you have any questions or comments on the terms of this letter, please do not hesitate to call me.

Very truly yours,

TD BANK, N.A.



By: _____
Christopher A. Turley
Vice President

ACCEPTED on this ____ day of ^{November}~~October~~, 2018

Hollis Brookline Cooperative School District

By: _____
Andrew Corey
Superintendent

TD BANK, N.A. ("BANK")

TERMS AND CONDITIONS OF CREDIT ACCOMMODATION DATED
NOVEMBER 13, 2018 ("BOND")

1. Loan.

- (a) Borrower(s): *Hollis Brookline Cooperative School District*
- (b) Facility: Up to a \$1,660,000, Fixed Rate, Bank Qualified Direct Purchase Bond to TD Bank, N.A.
- (c) Purpose: Series 2018 General Obligation – Turf Field Project
- (d) Maturity: August 15, 2028
- (e) Repayment Terms: Annual principal and interest due on August 15 of each year so as to amortize the bond over its term. See attached Amortization Schedule(s)
- (f) Interest Rate: Tax exempt, Bank qualified fixed rate:

With Prepayment Fee: 3.80%

Without Prepayment Fee: 4.05%

Interest will be calculated on a 30/360 basis.

Prepayment Fee:

May be prepaid in whole or in part upon (30) days prior written notice to the Bank. In the event of any prepayment of the Bond, whether by voluntary prepayment, acceleration or otherwise, the Borrower shall, at the option of the Bank, pay a "Yield Maintenance Fee" in an amount as computed as follows:

The current cost of funds, specifically the bond equivalent yield for United States Treasury securities (bills on a discounted basis shall be converted to a bond equivalent yield) with a maturity date closest to the "Remaining Term", shall be subtracted from the "Stated Interest Rate". If the result is zero or a negative number, there shall be no Yield Maintenance Fee due and payable. If the result is a positive number, then the resulting percentage shall be multiplied by the amount being prepaid times the number of days in the "Remaining Term" and divided by 360. The resulting amount is the "fixed prepayment charge" due to the Bank upon prepayment of the principal of this Bond plus any accrued interest due as of the prepayment date and is expressed in the following calculations:

Yield Maintenance Fee = (Amount Being Prepaid x (stated Interest Rate – Current Cost of Funds) x Days in the Remaining Term/360 days) + any accrued interest due

"Remaining Term" as used herein shall mean the shorter of (i) the remaining term of this Bond, or (ii) the remaining term of the then current fixed interest rate period.

"Stated Interest Rate" as used herein means the rate at which interest is accruing on the outstanding principal balance of this Bond at the time of the calculation.

2. Fees and Expenses:

Bank Origination fee: \$0

Late Fee: 6% of the overdue payment shall be due if received more than 15 days from the due date.

Bond Counsel: Drummond, Woodsum & MacMahon

Primary Attorney: TBD

Not to exceed TBD, plus expenses, subject to customary negotiations of the contemplated transaction

3. Collateral: General Obligation

4. Financial Reporting:

a) Borrower(s) shall furnish the following financial reports:

<u>Type of Report(s)</u>	<u>Frequency</u>	<u>Due Date</u>
Audit	Annually	240 days after year end
Approved Budget	Annually	By July 15 th of each year

b) The Bank reserves the right to request additional financial information to supplement or verify certain financial assumptions or verify the creditworthiness of the Borrower.

5. Financial Covenants (Audited Financials):

None

6. Other Conditions:

- a. The Bank complies with the US Patriot Act of 2001 (the "Act"), including, but not limited to; those sections relating to customer identification, monitoring and reporting of suspicious activities, and the prevention of money laundering. This Act mandates that we verify certain information about the borrower and any guarantor while processing the Credit Accommodation request. Furthermore, certain assumptions are made for this proposal which, if altered, could affect the overall credit approval and or the terms of the proposed Credit Accommodation.
- b. Legal Opinion. The tax exempt interest rate set forth above is subject to the Bank's receipt of a tax exempt opinion of Bond Counsel in form and substance acceptable to Bank.
- c. Governing Law: The State of New Hampshire

Loan Amount: \$1,660,000

10 years: 3.80% Interest Rate Convention: 30/360
 Prepayment Penalty

Note Date:	Principal Payment	Interest Payment	Total Payments	Principal Balance
7-Dec-18	\$0.00	\$0.00		\$1,660,000.00
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15-Aug-28	<u>\$166,000.00</u>	<u>\$6,308.00</u>	<u>\$172,308.00</u>	\$0.00
	\$1,660,000.00	\$327,490.33	\$1,987,490.33	

10 years: 4.05% Interest Rate Convention: 30/360
 No Prepayment Penalty

Note Date:	Principal Payment	Interest Payment	Total Payments	Principal Balance
7-Dec-18	\$0.00	\$0.00		\$1,660,000.00
15-Aug-19	\$166,000.00	\$46,500.75	\$212,500.75	\$1,494,000.00
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	\$1,660,000.00	\$349,035.75	\$2,009,035.75	