

Hollis Brookline Cooperative School Board

Tuesday, September 19, 2017

Hollis Brookline Middle School Library

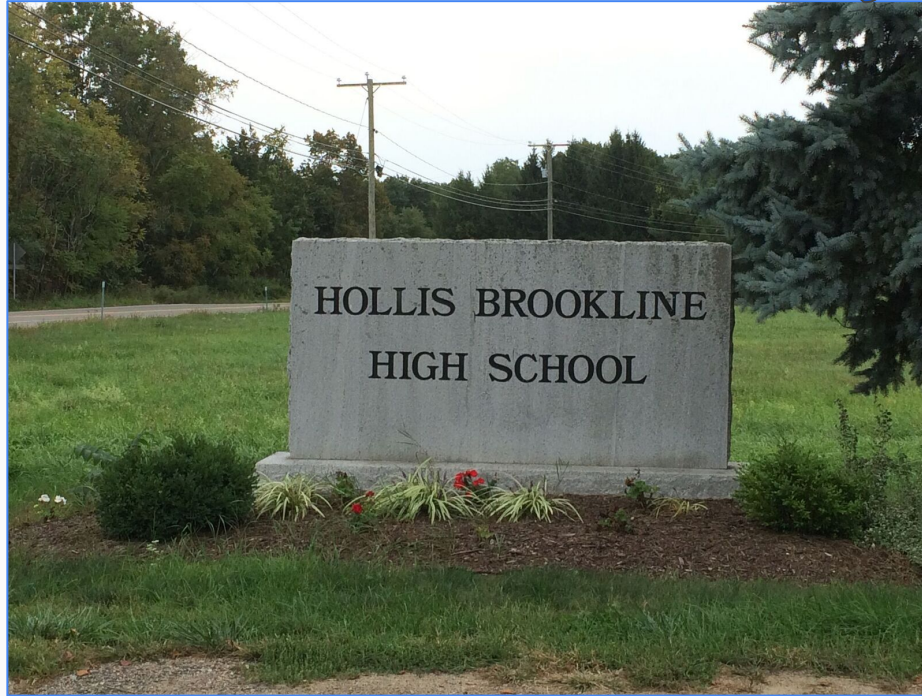
6:00

All times are estimates and subject to change without notice

*Please note we are meeting on Tuesday this month

- 6:00 Call to Order
- 6:05 Appointment of a process observer
Agenda adjustments
- 6:10 Approve meeting minutes
Nomination/ resignations/correspondence
- 6:15 Presentation – Update on the facilities study – Assistant Superintendent, Gina Bergskaug
- 7:00 Public Input
- 7:20 Principal Reports
 - Building goals and objectives – Principal Barnes and Principal Thompson
 - Physical Education credit for participation in high school athletics or approved extended learning opportunities– Principal Rick Barnes
 - High School Administrative Structure – Principal Rick Barnes
- 8:30 Deliberations
 - **To see what action the Board will take regarding the Business Administrator’s recommendation for the retained fund balance**
 - **To see what action the Board will take regarding GEA, extracurricular and co-curricular advisors and athletic coaches, first reading**
- 8:45 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 9:00 Motion to Adjourn

Hollis Brookline High School Facilities Study





Goals--Long term & history

- Community expressed desire to bring robotics program back to HBHS
- School Board identified desire for field in summer 2016
- FY17 focus on STEM in feeder districts
- 2016-2017 investigated pathways for acceleration in STEM at HBHS
- FY18 converted 0.8 FTE math/computer science → 1.0 FTE computer science

Goals--Short term

- Determine curricular needs
- Bring robotics program back to HBHS
- Transform weight room facility into cross training fitness center
- Create a private space for the trainer to work with student athletes
- Install new rectangular field

Process

- November 2016, Facilities Study Group was formed at Board meeting
- Group met in January 2017 to determine charge and refine purpose
- Split into subcommittees for focused work
- May 2017, Board authorized expenditure of FY17 funds to hire architect firm
- June 2017 interview firms
- June 2017, Board accepts recommendation of committee
- July-September 2017, begin committee work with Banwell

Process cont.

DRAFT Brookline Hollis High School Program Enrollment = TBD Core Design= TBD									
NAME	SCHOOL /GRADE	STATE STANDARD	EXISTING ROOM #	EXIST. AREA	EXIST NEEDS	NEW NEEDS	RECOMMENDATIONS	WANTS	COMMENTS
Specialized Classroom									
COMPUTER LAB/ RESEARCH	HS	750 sf min. 30 sf/ HS student minimum x 25 students		1,300	1,300				Exist has 20 desktop computers + seating for 22 in PBL. New room to have 25 students max with 6 desktop computers and laptops/ tablets for all others. Adjacent to Fabrication Lab. Room used by Robotics Business group as well.
COMPUTER INSTRUCTION	HS	360 sf min. 30 sf/ HS student minimum x 12 students	Not Exist	0					400 Small group instruction. 12 student Software group could use
ROBOTICS SOFTWARE GROUP	HS	750 sf min. 30 sf/ HS student minimum x 25 students		1,000	800				HS exist sf to be confirmed. 12 students in group. New room can be remote from Robotics Fabrication and Research Labs. General HS classroom can be used for this.
ROBOTICS FABRICATION LAB	HS	1500 sf min. 75 sf/ HS student minimum		1,150	1,500				300 Exist lab at MS and shared with business group. New lab shared by Mechanics and Electrical group. # of Students requires confirmation for DOE compliance
ROBOTICS CUTTING ROOM	HS		Not Exist	0	150				adjacent to Fabrication Lab
3D PRINTER	HS		Not Exist	0		80			adjacent to computer research lab
FABRICATION LAB STORAGE	HS		Not Exist	0		130			adjacent to computer research lab
ADMIN - TEACHER OFFICE	HS			80	80				Computer teacher and Director of Robotics. Adjacent to labs
Specialized Classrooms Subtotal				5,530	3,830	210	0	0	700
Core Area									
EXERCISE ROOM	HS			2,622	2,500				Machines instead of free weights. 600 sf open fitness area for flexible use with curtain. Storage at perimeter of room
TRAINER				212	208				Existing in Exercise Room. Move to existing Athletic Directors office
ADMIN- ATHLETIC DIRECTORS	HS			208	220				Move from first floor concession area. Shall be adjacent to exercise room. Ideally with windows into exercise room, Main Gym and Mini-Gym
Core Area Subtotal				3,042	2,928	0	0	0	0
Facilities Support									
TABLE AND CHAIR STORAGE	HS							430	adjacent to main gym (alternate)
ATHLETIC UNIFORMS STORAGE				860	400				More efficient LF in closets in locker corridor. Equipment storage to detached trailer/ shed
TOILET- GIRLS	HS			50	50				
TOILET-BOYS	HS			50	50				
TOILET- GIRLS	HS		Not Exist			50			New at second floor
TOILET- BOYS	HS		Not Exist			50			New at second floor

9/12/2017

1

→ Quantifying needs...

→ Examining specs

DRAFT Brookline Hollis High School Program Enrollment = TBD Core Design= TBD									
NAME	SCHOOL /GRADE	STATE STANDARD	EXISTING ROOM #	EXIST. AREA	EXIST NEEDS	NEW NEEDS	RECOMMENDATIONS	WANTS	COMMENTS
Facilities Support Subtotal- Itemized				960	500	100	0	480	Does not include shed or vehicle maintenance
Outbuilding(s)									
DRAMA SET STORAGE	HS			metal shed		200			For set panels currently discarded after every show
ATHLETICS STORAGE	HS			trailer/ shed		360			Equipment
TABLE AND CHAIR STORAGE	HS			metal shed	0		480		alternate is attached to main gym
Outbuildings subtotal				0	360	200	480	0	Not included in Base Building square footage

Existing Conditions



- Existing space in middle school
- Overcrowded & cluttered

Existing Conditions



- Overlap of safety zones for machinery
- Lack clear sightlines for supervision

Existing Conditions



- Lack of appropriate storage
- Blocked doorways

Existing Conditions



- Insufficient space
- Lack clear sightlines for supervision

Existing Conditions



- Large weight room
- Wasted space overhead

Existing Conditions



Existing Conditions



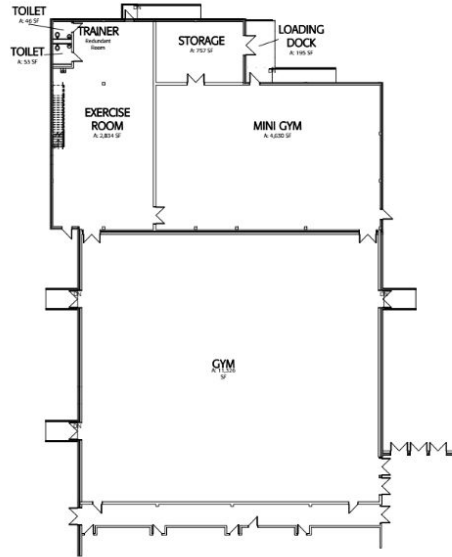
- Lack of privacy for trainer when working with student athletes
- Inefficient use of space by the far wall

Existing Conditions

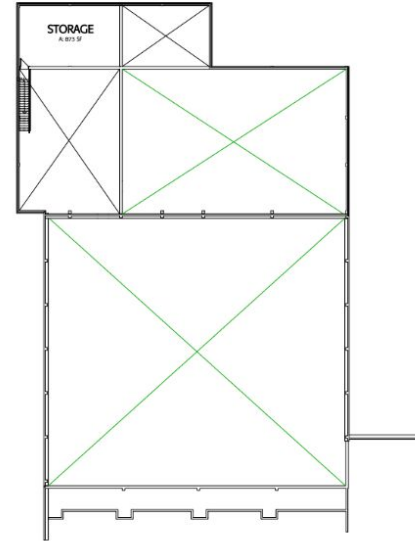


- Storage room for wrestling mats
- Wasted, unused space overhead

Existing Conditions



1 LEVEL 1 - EXISTING PLAN
Scale: 1/16" = 1'-0"



2 LEVEL 2 - EXISTING PLAN
Scale: 1/16" = 1'-0"

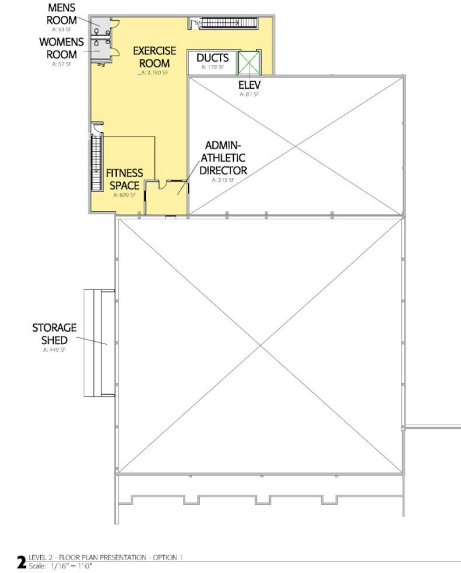
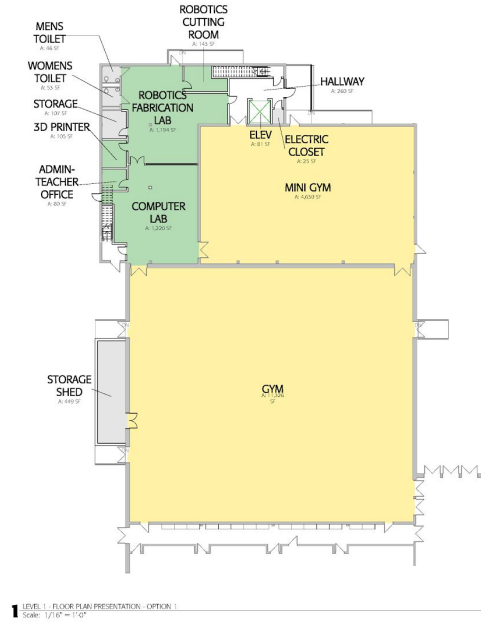
EXISTING PLANS

Hollis Brookline High School
Hollis, New Hampshire

09/08/2017



Proposed Option



Department Legend

- Class Room
- Faculty Support
- Specialized Classroom

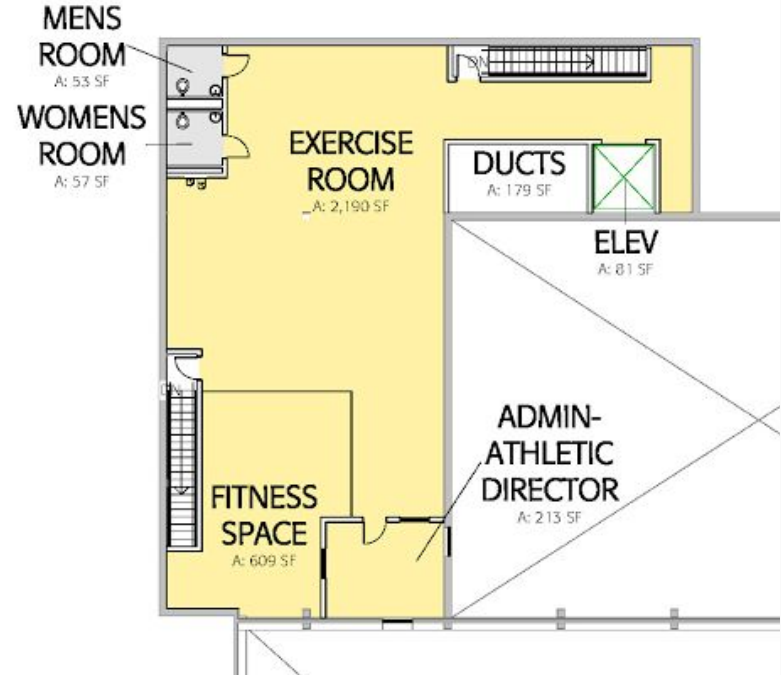
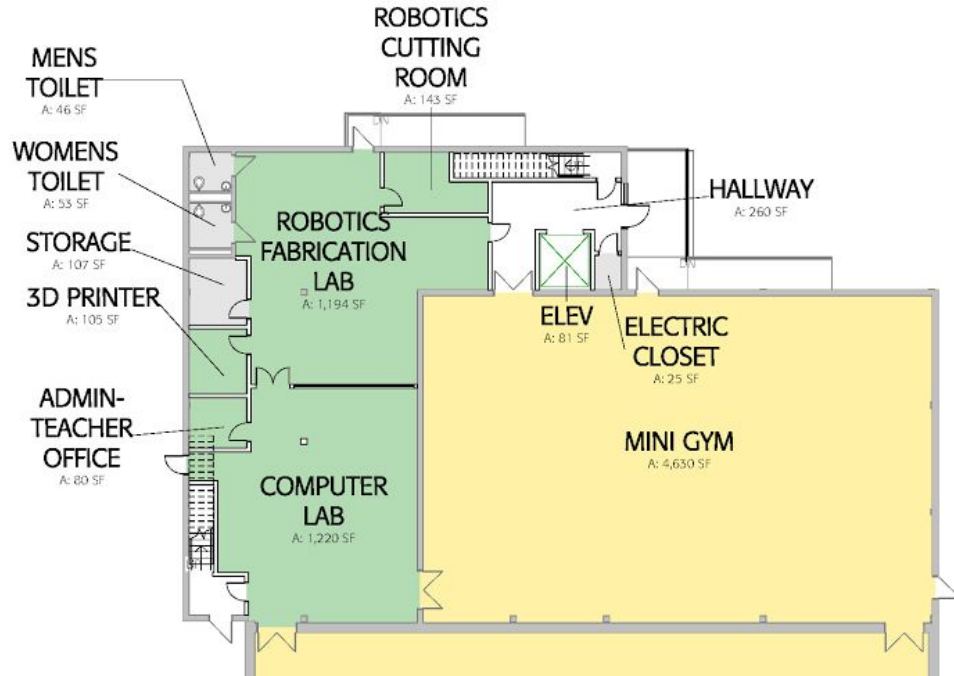
PROPOSED PLANS

Hollis Brookline High School
Hollis, New Hampshire

09/12/2017



Proposed Option



Proposed Renovation to Include:

- Updated facilities for instruction of:
 - ◆ Robotics courses
 - ◆ Engineering courses
 - ◆ Computer courses
- US First Robotics Team to return to HBHS
- Appropriate storage of materials for robotics, theater, and athletics
- Cross-training fitness center to meet the needs of >300 student athletes in any given season
- Appropriate space for trainer to work with student athletes
- Improved supervision of gym and mini gym

Proposed Renovation to Include:

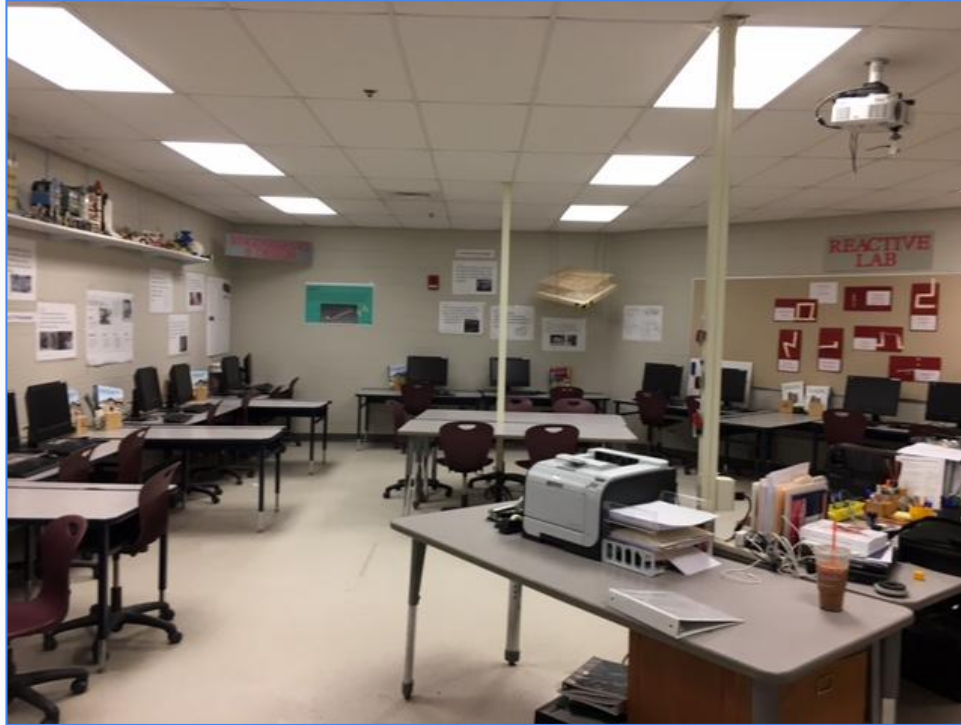
- Creation of instructional space for:
 - ◆ Robotics course(s) at HBMS
 - ◆ HBMS Robotics team to utilize space
- Leverage the HBHS facility assets better for after-hours robotics use
 - ◆ Improved security
 - ◆ Improved supervision
 - ◆ Remote classrooms for team meetings and small group
 - ◆ Mini gym for robotic testing
- Equipment lockers in “equipment” corridor near gym
- Optional storage shed addition by the gym

Curricular Needs



- Articulated K-12 vertical progression of coding, CS, and robotics
- Shifting of entry level course from HBHS to HBMS
- Addition of higher level offerings to the HBHS department

Classroom Needs



- Flexible work space
- Appropriate ventilation for computers
- High end computers to handle graphics
- Wireless upgrade
- Computer space
- Table space for project work/build
- Kit storage
- Moveable
- Ceiling mounted electrical

Robotics Needs

- Clean Space (finer tools/computers)
- Dirty Space (large tools)
- Wireless upgrade
- Work space
- Computer space
- Table space
- Robotics storage
- Moveable
- Ceiling mounted electrical

Should be mobile



Storage



Proposed Field Options

- Grass Field basics (1)
 - ◆ Ready for seed
 - ◆ Excludes sod, bleachers, lighting, irrigation
- Grass Field (2)
 - ◆ Sod & irrigation
 - ◆ Excludes bleachers, lighting
- Grass Field (3)
 - ◆ Sod, bleachers , lighting
- Synthetic Field (4)
 - ◆ Synthetic field only
- Synthetic Field (5)
 - ◆ Synthetic field with bleachers, lighting



Hollis Brookline High School Facilities Study...Questions?



To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Principal's Report
Date: September 19, 2017



Crosswalk. On September 13th a crosswalk was installed on Main Street in front of HBMS. We would like to take this opportunity to thank the board for their support of this project. We would also like to thank the students, parents, staff and community members who invested their time in making this project a reality. It is our intention throughout the fall to provide students with education on the proper use of the crosswalk. HBMS administrators will carefully monitor this area during high pedestrian traffic times.

Homeland Security Audit. On September 27th the New Hampshire Department of Safety and Homeland Security will conduct an audit of the HBMS facilities. The audit will allow HBMS to continue to make improvements to the safety and security of the building. This information will also be used to update our Emergency Operations Plan (EOP) that outlines all of the safety and security protocols in place at HBMS.

Enrollment. As of September 13, 2017 HBMS had a total student enrollment of 418. This includes 213 7th graders and 205 8th graders. We have 208 enrollments from Hollis and 210 from Brookline.

Opening Days of School. Our registration day on August 23rd was very successful as we had approximately 85% of our students come to school that day to receive their schedule, tryout their locker, tour the building and have their school picture taken. Our opening weeks of school went very smoothly. If our opening days of school are any indicator, we are going to have a tremendous school year.

Washington, D.C.- This year's 8th Grade Washington, D.C. trip will take place from Tuesday, March 27th through Friday, March 30th. The approximate cost of the trip is \$725 dollars. Scholarships are available to families who may have a financial need. Information regarding the trip will be presented to parents at 8th Grade Open House Night. We are in need of registered nurses and EMTs who might be interested in chaperoning the trip.

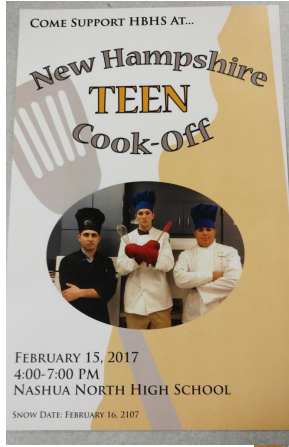
Calendar of Events:

September 27th- Department of Safety and Homeland Security Audit

October 10th- PTSA Meeting (6:00 p.m.)

October 20th – School Dance

Hollis Brookline Cooperative School District



HBHS Goals 2017-2018

HBHS

- The Core Values Committee will continue developing a proposal for approval addressing how the “Five I’s” will be measured at the high school.
- Create and implement a formal BYOD building procedure.
- Participate in SAU wide committee to review best practices in use at the Coop.
- Collect and review data regarding the implementation of late start time and its impact on student achievement & *wellness* to determine next steps

Strategy 5.7 – Develop a financial plan to secure funding for needs identified.

Facilities & Maintenance at HBHS

- 2016-17 Stretch Goal: Pave Lower Lot Currently Used for Parking



Involvement in the HB Community



HB the Change @HBtheChange · Jan 21
Another amazing job at the soup kitchen!!! Thank you to all who helped! #hbthechange #bethechange #niceisnormal
pic.twitter.com/hnDcLjIEv

1 2



HBMS Goals 2017-18

HBMS

- Ensure that all curriculum is aligned and accessible to students.
- Develop and integrate of a systematic approach to ensure the social and emotional well being of all students
- Collaborate with emergency services to improve the safety and security of HBMS



HBMS

Goal: Ensure that all curriculum is aligned and accessible to students.

Strategy 1.1 – Create a cohesive comprehensive curriculum, instruction, and assessment system aligned to SAU 41 standards

Strategy 1.5- Implement new programs that are consistent with our mission and vision.

- Creation of a vertically integrated middle/high school PLC group in Algebra.
- Implementation of STEM curriculum supported by the HBMS Community Greenhouse.
- Continue to develop and refine assessments in PLC that allow for greater coordination at each grade level.
- The creation of a K-12 Steering Committee district-wide for social studies and English Language Arts.

HBMS

Goal: Develop and integrate of a systematic approach to ensure the social and emotional well being of all our students

Strategy 1.4 – Provide a socially, emotionally, intellectually and physical school climate for all school members.

Strategy 1.5- Implement new programs that are consistent with our mission and vision.

- Provide training and support to all school community members in suicide prevention and intervention.

- Develop and implement research based programs that meet the social and emotional needs of students.

- Collaborate with the Office of Student Wellness to assess current school wide supports for students and make systematic improvements to those supports.

- Implement and monitor attendance action plans for students who miss 10% or more of the school year.

HBMS

Goal: Collaborate with emergency services to improve the safety and security of HBMS

Strategy 5.4 Provide and maintain safe and healthy facilities for all students and staff.

Strategy 5.5. Develop and implement a comprehensive safety plan for all SAU 41 buildings.

- Address action items outlined in the Fall 2017 Homeland Security Safety Audit
- Update the current Emergency Operations Plan (EOP)
- Continue to seek grant opportunities for funding safety and security budget items
- Continue planning for a full scale joint emergency response drill at HBMS





To: Andrew Corey, Superintendent

From: Rick Barnes, Principal HBHS

RE: September Board Report

Informational:

- PE for Credit- (Attached)
- Enrollments Snapshots (Attached)
- Goals Review (Attached)

Action Items:

- Organizational Structure- (See Attached)

The 2017-18 school year began with a sprint to the start. However, staff and students are beginning to settle into their fall routine. We appreciate the dedication of our veteran staff who have done a remarkable job in facilitating the transition of our talented cohort of new staff. I've already had more than one new staff member remark on how wonderful it is to work with our students. One day with our students is all that one needs to recognize that HBHS is truly a special place.

Open House: Our recent gathering of parents coming to meet the staff was highly successful! I had many parents email and comment on how happy they are to be a member of both of our communities. Our staff did an amazing job representing us as a district during our open house.

Enrollment: Speaking of students, there seems to be more of them. We are currently at 817, which is 16 more than our projection of 801 last spring. This is significant number given that our senior class is at 179 and the current eighth grade class is at 209. This puts our 2018-19 projection near 850 students. If the trend of a net increase of students to the high school continues, next year's actual enrollment could be more than 850. This means that space will likely become an issue. As you can see in the enrollment snapshot provided, we have been forced to exceed recommended maximums in some classes. If our actual enrollment numbers continue to increase at this rate, that number would also continue to grow.

Respectfully Submitted,

Rick Barnes

Principal

Draft Proposal of Alternative Pathways for PE Credit

Rationale: An increasing number of students are choosing VLACS as an alternative for PE because they either need more room in their schedule to take another class or find room for a study in their schedule.

Vision: Our vision is to create alternative pathways for students to earn the required PE credits for graduation through participation in any number of activities including but not limited to high school sports, club sports, and other approved outside activities.

Data:

Number of students choosing Physical Education via VLACS for the last four years.

16-17	34
15-16	9
14-15	4
13-14	1

*Number of Students playing one or more sports at the high school**

16-17	845
15-16	798
14-15	776
13-14	809

*Some students are counted more than once as they are a two and three sport athletes

Items for Consideration:

Currently Fitness (PE) and Wellness are offered in relation to one another. A decision would be needed on how to continuing offering our Wellness curriculum to our freshman. One solution is to make wellness a semester course. Freshman would then choose to take a study or choose another elective for the next semester. However, this could drive the need to hire additional staff in other elective areas.

Another solution would be to requiring ALL freshman to take at least one semester as a study period which would not only serve to reduce student stress during the transition from middle school to high school but to act as another mechanism to offer the elements of an advisory NEASC is looking for as well.

Further data will be needed before a final recommendation can be made such as: a student activity survey and a review anticipated impacts on 18-19 master schedule and staffing needs. Once this additional information is gathered and reviewed, a recommendation will be brought back to the board for final consideration and approval.

Course	Enrolled	Max
Accel Eng 10	26	25
Algebra 1A	17	15
Algebra 1A	17	15
Algebra 2	26	25
AP English Language & Comp.	26	25
AP World History	27	25
Intro to Modern Languages	19	15
Intro to Modern Languages	18	15
Pre-Calculus	26	25

Students Doubling Up

Math	20
Science	90



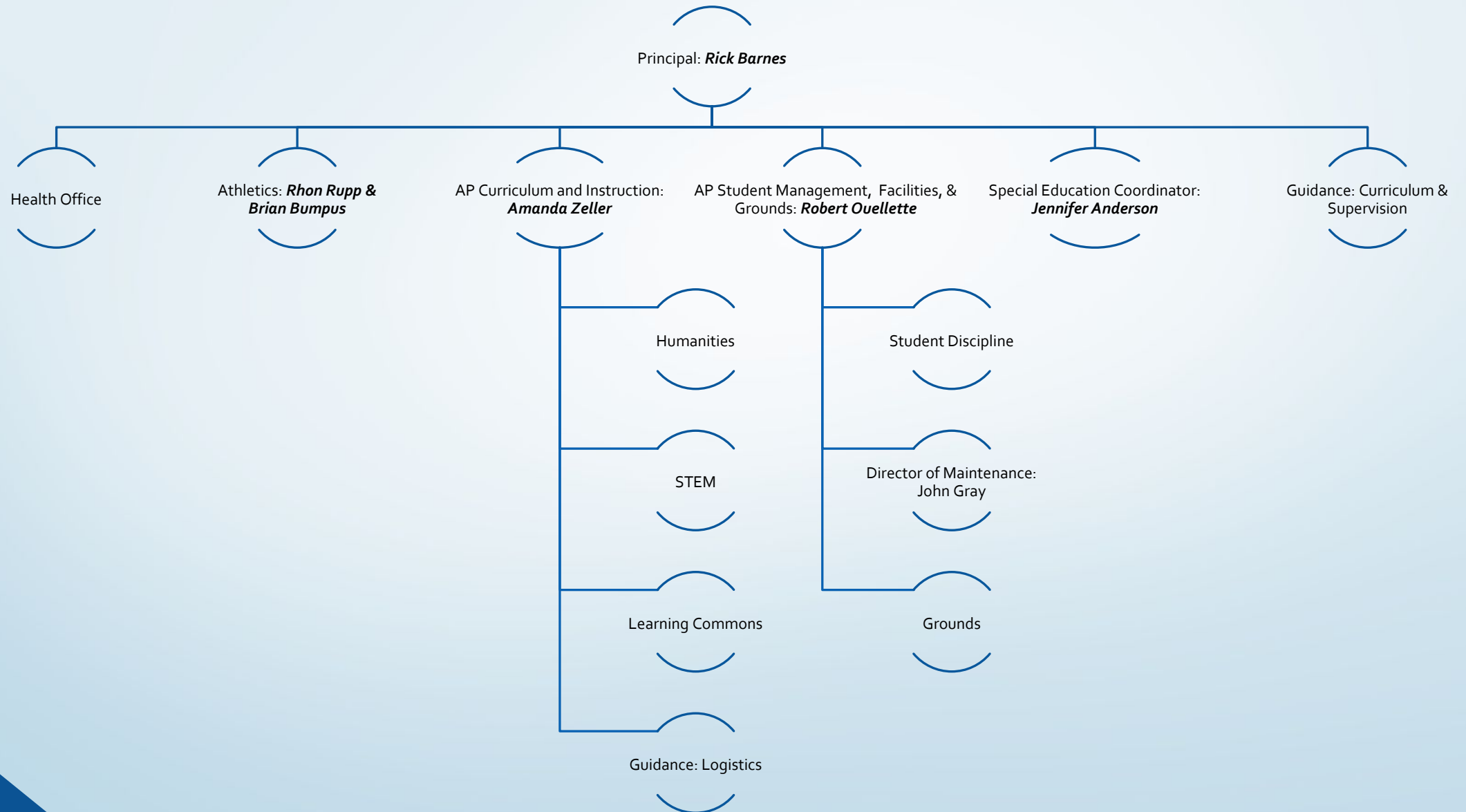
Realignment of HBHS Administrative Roles and Responsibilities

September 19, 2017

Why?

Currently, the high school is in the second year of not having a Director of Guidance. The position performs vital functions throughout the school year and are now in need of administrative oversight to ensure they are completed in a timely manner. Additionally, there are a number of long term initiatives that require specific expertise such as ongoing implementation of NEASC recommendations as well as meeting the growing needs of an aging facility and grounds.

Administrative Roles and Responsibilities



Role of the Principal

Role: The principal is the professional leader of the school. Either directly or through the proper delegation of authority, he/she is the supervisor of everything that occurs in the building as it pertains to staff and students. The duties and responsibilities now fall under four categories:

- Curriculum and Instruction
- Personnel Development
- Administration
- *Supervise all Aspects of Guidance and Counseling Services*

Role of Assistant Principal

- Traditionally, both positions have been generalists splitting the large workload of student management/discipline and supervision and evaluation of staff.
- Continuing with this model is inefficient as it does not allow the organization to:
 - Adapt to the needs students, staff, and parents that are constantly evolving.
 - Capitalize on the strengths of individual administrators.

Successes

- NEASC
- Curriculum
- Instruction
- Facilities
- Grounds
- Athletics
- Special Education
- Guidance

Role of the AP Revised

- Devote one AP to Student Management and Facilities
 - Discipline Grades 9-12
 - Maintenance & Custodians
 - Grounds (Shared with Athletics)
- Devote one AP to Curriculum & Instruction
 - Includes some Guidance related tasks that were previously performed by the Director of Guidance such as:
 - School Profile
 - Master Schedule
 - Standardized Testing
 - Program of Studies



Special Education Coordinator

- Manages all aspects of the Special Education Program
- FIEMUS
- CHOICES*

Recommendation

- Acceptance of the realignment of administrator responsibilities in particular to include the redistribution of the responsibilities of the Director of Guidance.
 - 2017-18 Only
 - Through negotiations, budget process, or both reconfigure and reestablish the Director of Guidance position beginning 2018-19.

Benefits

- Aligns with the strengths of our current administrative team
- Meets the demands of long term initiatives requiring specific expertise as we go about:
 - Implementing NEASC recommendations and evaluating and implementing instructional best practices.
 - Addressing the ongoing needs of an aging facility and grounds.





Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 9/7/2017

Re: Retained Fund Balance – Hollis Brookline Cooperative (RSA 198:4-b.II)

It is my recommendation that the retained fund balance be maintained at its present funding level (rounded up) of \$142,000 for the following reasons:

- a) Ensures the retained fund balance is tax neutral as compared to last year's tax rate
- b) The school district's budget already contains a contingency fund of \$100,000
- c) The district has a maintenance trust fund if urgent repairs are required which can be used to supplement the retained fund balance with proper approvals

Please request the following motion be made at the September board meeting to define this year's retention amount:

MOTION BY MEMBER _____ TO RETAIN THE SUM OF ONE HUNDRED FORTY TWO THOUSAND DOLLARS (\$142,000) OF SCHOOL FUND BALANCE FROM THE FY17 SCHOOL YEAR.

EXTRA-CURRICULAR AND CO-CURRICULAR ADVISORS AND ATHLETIC COACHES

The conditions outlined in this policy cover all co-curricular advisor, extra-curricular advisor, and athletic coaching positions offered by the Hollis Brookline Cooperative School District.

It will be the responsibility of the building administrator(s) and/or athletic director to maintain a job description for each position, a copy of which is to be kept on file in the appropriate school building for reference. The building administrator(s) will have the authority to review these job descriptions annually, with input from each stipend position holder, and propose to the Board any changes, including new positions for Board approval.

Selection Process

Any open co-curricular advisor, extra-curricular advisor and athletic coaching positions will be posted within the Hollis Brookline Cooperative School District before they are posted publicly. Notices of vacancies will be advertised as necessary, to be determined by the Superintendent.

The athletic director and/or principal will screen applications for appropriate qualifications, competencies, and experience and will conduct interviews where appropriate. The principal will check references. The Superintendent will make the recommendation for hire to the School Board for approval.

All persons approved by the School Board for coaching positions will be subject to criminal background checks, consistent with School Board Policies GBCD and IJOC. Persons who have been selected for coaching positions may be hired on a conditional basis, pending a successful completion of the criminal records check.

Coaches Eligibility

Persons selected for coaching positions must meet the “Coaches Eligibility” criteria established by the New Hampshire Interscholastic Athletic Association (NHIAA). Coaches must also receive ongoing and continuing education and training as required or recommended by NHIAA

Additionally, persons selected for coaching positions must be at least 21 years of age, have a valid driver’s license and have at least a high school diploma.

Compensation

The table found *TBD* is to be applied in determining the stipends for all co-curricular advisor, extra-curricular advisor and athletic coaching positions of the Hollis Brookline Cooperative School District.

It is the responsibility of the building administrator to file the necessary paperwork with the Superintendent's office for the timely payment of each stipend.

Each stipend recipient will receive a written contract for their advising or coaching position prior to commencement of the related activity or at the time of hire, whichever occurs later.

The stipend table will be reviewed at least annually by the School Board by *<date, meeting, or relation to contract year>*.

Continuation and Dismissal

All positions will be for one school year or season only. The athletic director and/or principal will make re-appointment proposals for the following school year or season. The recommendation for re-appointment will be made by the Superintendent and forwarded to the School Board for approval. *Do we want re-appointments subject to board approval?*

An advisor or coach may be dismissed from his/her duties at any time for unprofessional conduct, violation of School Board policies, violation of expectations and responsibilities, and/or any unethical behavior that places students in danger or places the District in an unprofessional light.

Code of Ethical Conduct

Advisors and coaches are required to adhere to all school board policies relative to codes of conduct, behavior, and expectations. Additionally, coaches are required to adhere to all standards of sportsmanship established in School Board policies and/or by NHIAA.

Violation of any code of conduct may result in immediate termination and/or dismissal.

Legal References:

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check
NHIAA By-Law Article I: Policy, Section 32: Coaches Eligibility

First Reading: September 20, 2017