

Brookline School Board Meeting  
Wednesday, June 30, 2021  
**Captain Samuel Douglass Academy**  
**6:00 PM**

All times are estimates and subject to change without notice

- 6:00 Call to Order  
Appointment of a process observer  
Agenda adjustments  
Nominations, Resignations, Correspondence
- 6:05 Public Input
- 6:15 Public Hearing—Maintenance Trust
- 6:25 Principal's Report
- 6:30 Discussion
- Facilities committee update
  - Fiscal Year 2021 Revenue and Expense Report
  - Unreserved Fund Balance
  - Staffing update
  - Lawsuit update
- 7:00 Deliberations
- To see what action the Board will take regarding the administration's recommendation for the Maintenance Trust
  - To see what action the Board will take, if any, regarding the use of the unreserved fund balance
- 7:30 Non-public under RSA 91—A: 311 (a) Compensation and/or (c) Reputation
- 7:35 Motion to Adjourn

**Brookline School District**  
**Expendable Trust: Public Hearing**  
**June 23, 2021**

<b>Brookline Maintenance Expendable Trust</b>
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**Background**

Principals Dan Molinari and Trisha Bouley identified several needed repairs/improvements for their respective buildings during the budget process. At the FY22 Budget Hearing, the Brookline School Board recommended that the funding source for these particular items be the Brookline Maintenance Expendable Trust. The voters approved the Board's recommendation during the 2021 voting session. Therefore, this is the official request to use the Expendable Trust for the following expenses.

**FY22 Requested Items/Estimated Cost**

<b>RMMS</b> Classroom Flooring	\$ 22,723
HVAC Controller Replacement	\$ 22,178
Exterior Door Ramps	<u>\$ 8,000</u>
<b>Total</b>	<b>\$ 52,901</b>

**Brookline Maintenance Expendable Trust Status**

Current Balance:	\$ 69,966
To be add in FY22:	\$ 75,000
FY22 Expenditures:	<u>\$ 52,901</u>
Resulting Balance:	\$ 92,065

<b>Brookline Special Education Expendable Trust</b>
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There is no request at this time for use of the Special Education Expendable Trust

**Brookline Special Education Expendable Trust Status**

Current Balance:	\$200,163
To be add in FY22:	\$ 25,000
FY22 Expenditures:	<u>\$ ____</u> 0 There is anticipated use in FY22 but amount is unknown at this time
Resulting Balance:	\$225,163

# Brookline School Administrator's Report

June 30, 2021

## Calendar, Events, Programs

June 17th - Grade 6 Graduation

June 18th - Last Student Day and School Celebrations

## Brookline Administrator's Report

### BSD:

- 6th Grade Graduation
- End of Year Events

### **21-22 Brookline Enrollment (Tech Planning) Projections for School year 21-22**

	Pre K-3	Pre- 4	K	1	2	3	4	5	6
W/ current 2020-2021 enrollment as of 5/2021	12	12	81	75	71	79	88	81	80
Home schoolers committed				2	3	2	1	1	1
New Student				3	5	2		1	2
Out of district						3			1
<b>Projected Enrollment Total</b>				80	79	80	89	83	84
Divisor according to Policy IIB			17	17	20	20	23	23	23
Sections	12	12	4.76 sections	4.70 sections	3.95 sections	4 sections	3.87 sections	3.61 sections	3.57 sections
Teacher/Class Size			4 = 20.25	4 = 20	4 = 19.75	4 = 20	4 = 22.25	4 = 20.75	4 = 20.50
Teacher/Class Size			5 = 16	5 = 16			5 = 17.8		

**Bold – Grade Level/Position Change**  
**Bold/Underline – New Staff**

**Brookline School District Staff**  
**2021-2022**

**Professional Staff**

*Richard Maghakian Memorial School*

**Pre-K**

**Stephanie Rogers**

**Grade 1**

Lisa Boucher  
Megan Healy  
Jill Robinson  
Darby Shaw  
**Kiersten Gould**

**Grade 2**

Corrine Lozowski  
Katie Milewski  
Jessica Laflamme  
**Brandon Brown**

**Grade 3**

Kathryn King  
Nicole Machado  
Lisa Talcott  
Caitlin Wirth

**Kindergarten**

Lauren Arruda  
Megan Dever  
Emily Ekis  
Allie Hills Everett  
**Janet Auger**

*Captain Samuel Douglass Academy*

**Grade 4**

Jane Gauthier  
Shelley Kosek  
Lisa Lindsay  
Samantha Meehan  
**New**

**Grade 5**

Melissa Leafe  
Renelle Stone  
**Bridget Combes**  
**Jessica Coutu**

**Grade 6**

Hanna Furbush  
Brittany Hicks  
Tim Putnam  
Greg Snoke

**Brookline School District Specialists**

**CSDA**

**New** - Reading Teacher  
Lauren Melia – Reading Specialist  
Adam Wallis - Band  
Christina Catino- Music/Chorus  
Kristen Leroux - Gott - Art  
Tammy Van Dyke- Phys. Ed./ Health  
Maureen Lorden, Nurse  
Jessica Visinski Bumpus - Guidance/504 Coord.  
New - Library  
Karin Pillion- Math Specialist

**RMMS**

Kim Beaudette – Reading Specialist  
Patricia Waller - Reading Specialist  
Shannon Sinclair- Music  
Monica Boisvert- Art  
Steven Martus - Phys. Ed./ Health  
Cathy Burbee, Nurse  
Deborah Bowry- Guidance/ 504 Coord.  
Kristine Murray- Library  
Lisa Winters - Math Specialist

**New** – Digital Learning Specialist

**Special Education Staff**

**CSDA**

Sarah Griffin, Case Manager  
Kathy Harris, Case Manager  
Jaime Matylewski, Case Manager  
Kimberly Frye, ESOL

**RMMS**

Amanda Bent, Case Manager  
Karen Oppelaar, Case Manager  
Stephanie Rogers, Case Manager  
**New**, Case Manager

Lauren Saltalamacchia - Speech Pathologist  
Brooke Wilson- Speech Pathologist  
New - School Psychologist, RMMS/CSDA  
Mary Driscoll, Occupational Therapist RMMS/CSDA



DRAFT

RMMS

Brookline, NH

MEETING NOTES

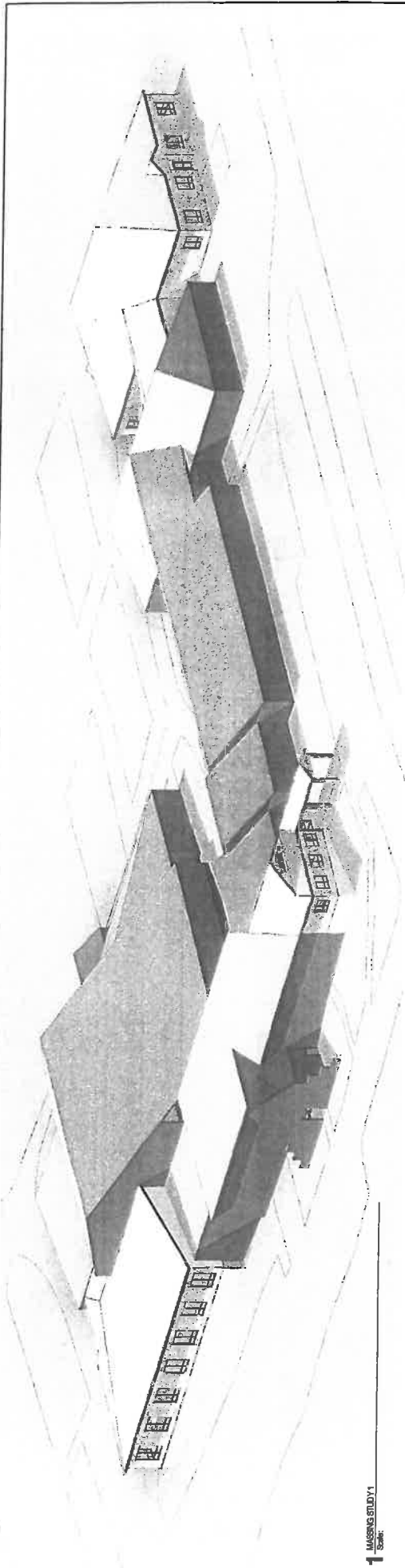
Date: 6 16 21

Present: Andy, Kelly, Daniel, Lance, Jeremiah, Ingrid, Mike Davey, Patricia

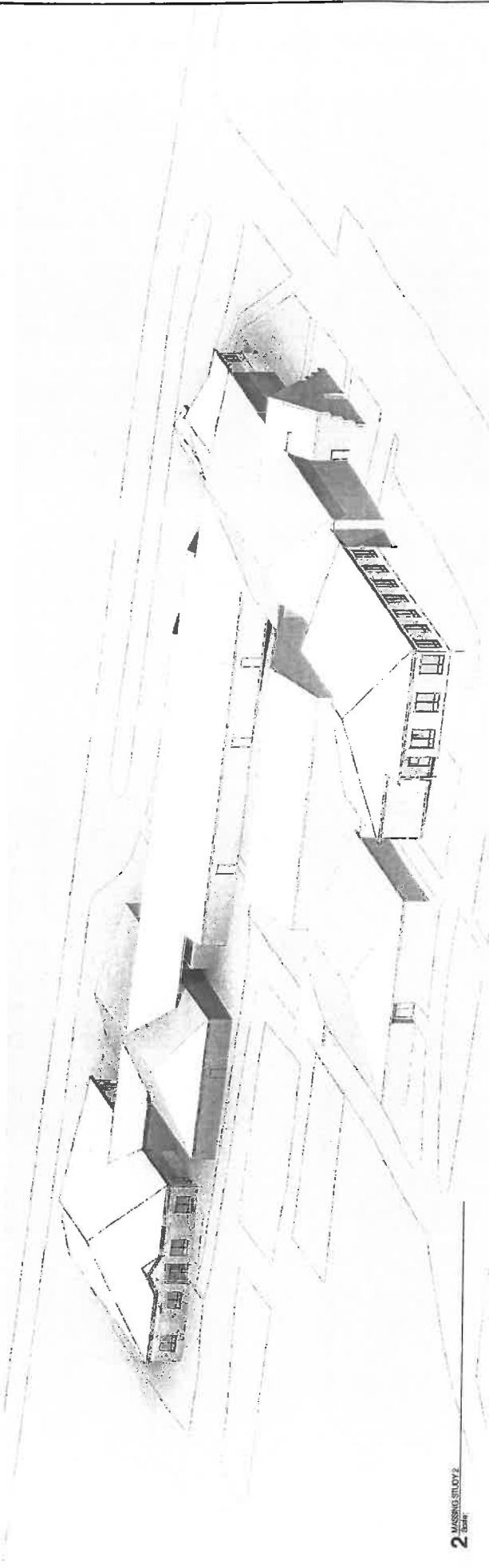
copy: all attendees

Action		Item
	1.0	<u>NEW BUSINESS - RMMS</u>
	1.1	Reviewed revised layout Two kindergarten classrooms near the kitchen to be pre school for easier drop off Preschool rooms do not need an attached preschool playground to the classrooms
	1.2	Grade 2 existing classrooms are under 900sf so will need a variance from state DOE
	1.3	Kelly reviewed kitchen and café plan with food service director and they love it
Daniel	1.4	OT and speech to be near café Need a breakdown of spaces required for all sped areas- Daniel to send special ed administrator to Banwell so we can review the plan with them
	1.5	Do not need a conference room in the admin area- will use the one near the sped/art or the room in the lower level
	2.0	Captain Samuel Douglas Academy Review
BA	2.1	Reviewed possible locations for classroom additions Need to increase size of cafeteria Kitchen is in good shape so don't need to redo this
EEL	2.2	Mech: need to review scope to see if we can reuse the existing mech room near the café. Find new space for janitor closet and staff work room so café .
BA	2.3	Prefer the classroom addition to the top of the plan so it keeps the existing portables usable while the addition is being built
Patricia	2.4	Need additional storage rooms – Patricia to review and advise on how much storage we need
	2.5	Other schools- reviewing the other schools at the meeting tomorrow so sit tight until we start our review.
ALL	3.0	Next steps: <ul style="list-style-type: none"> <li>• Board meeting last wed of the month. Target the September meeting for the March 2022 bond article</li> <li>• Banwell to stop the design at this point and get pricing</li> <li>• EEL to start MEP review of the building for energy improvements</li> </ul>
		NEXT MEETING - TBD

IN



1 MASSING STUDY 1  
Scale



2 MASSING STUDY 2  
Scale

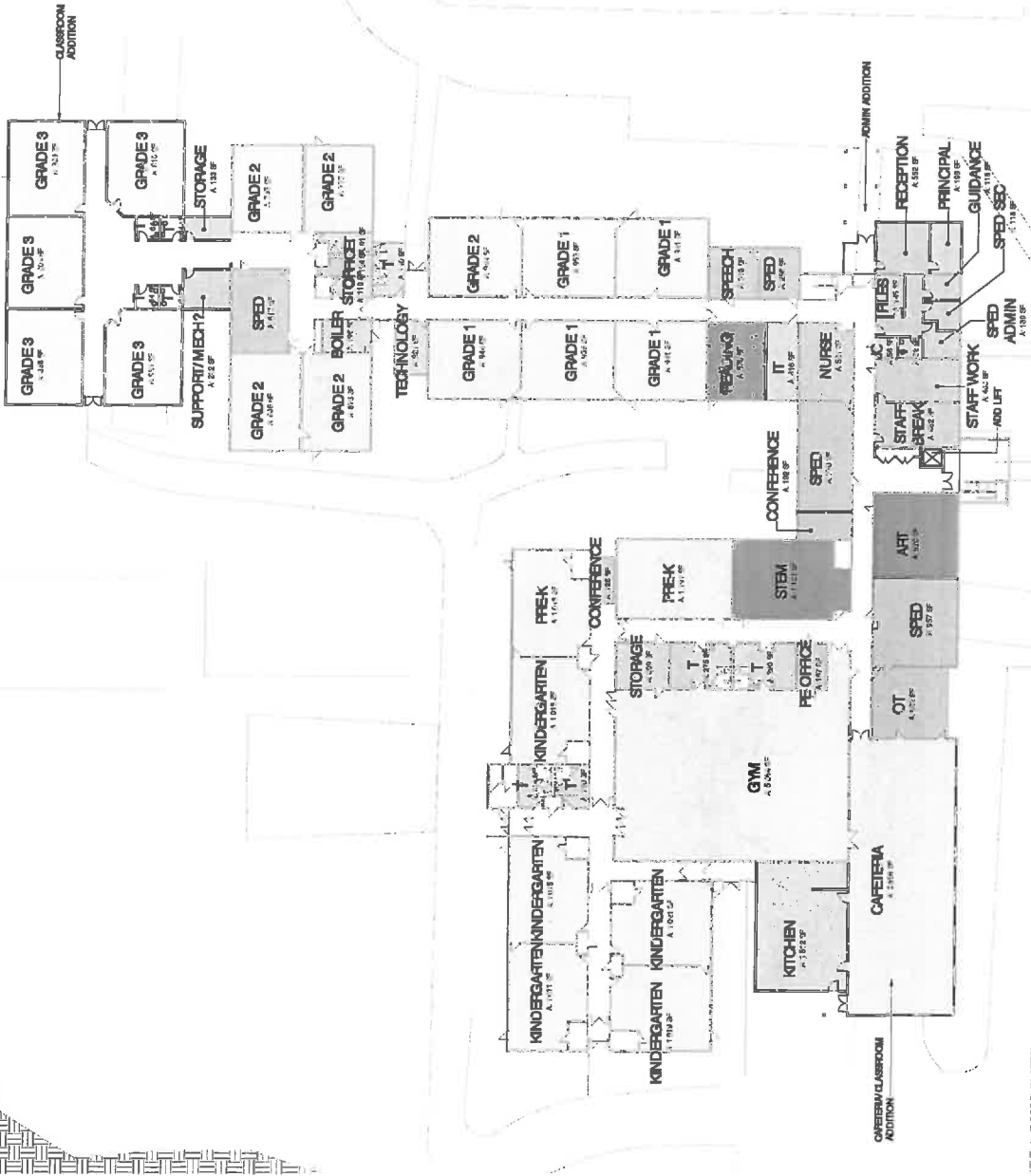
# RICHARD MAGHAKIAN MEMORIAL SCHOOL

22 MILFORD STREET  
BROOKLINE, NH 03033  
6/16/2021



# Department Legend

- ☐ CLASSROOM
- ☐ CORE
- ☐ EDUCATIONAL SUPPORT
- ☐ FACILITIES
- ☐ SPECIALIZED CLASSROOM
- ☐ SPED



1 LESS 1 - ROOFVIEW OPTION 4  
Scale: 1" = 20' 0"

2 LOWER LEVEL - ROOFVIEW OPTION 1  
Scale: 1" = 20' 0"

## RICHARD MAGHAKIAN MEMORIAL SCHOOL

22 MILFORD STREET  
BROOKLINE, NH 03033

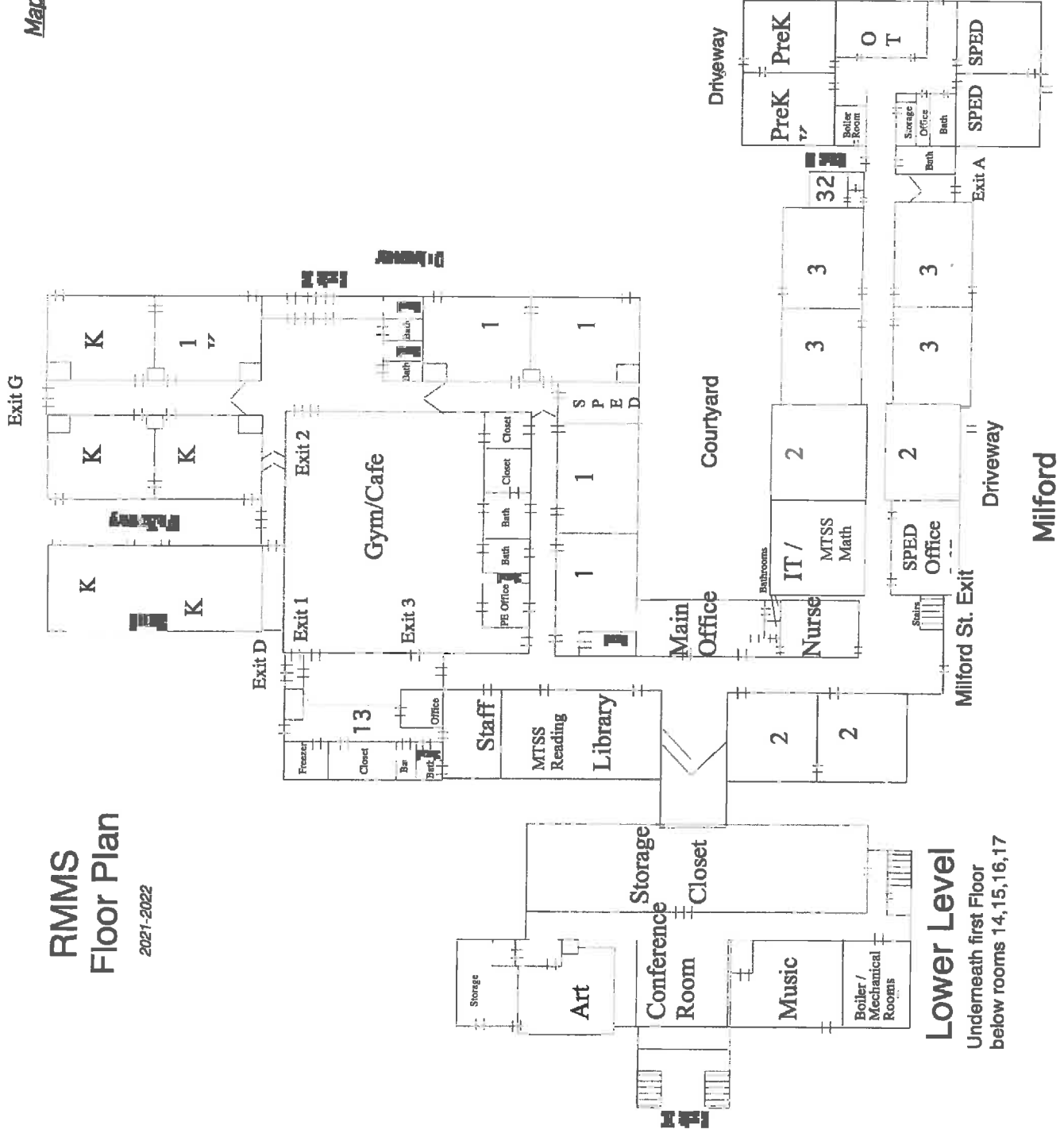
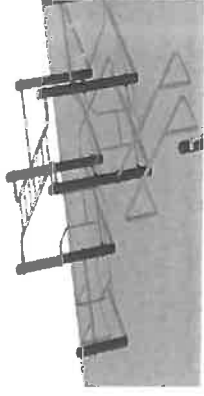
8/16/2021





# RMMS Floor Plan

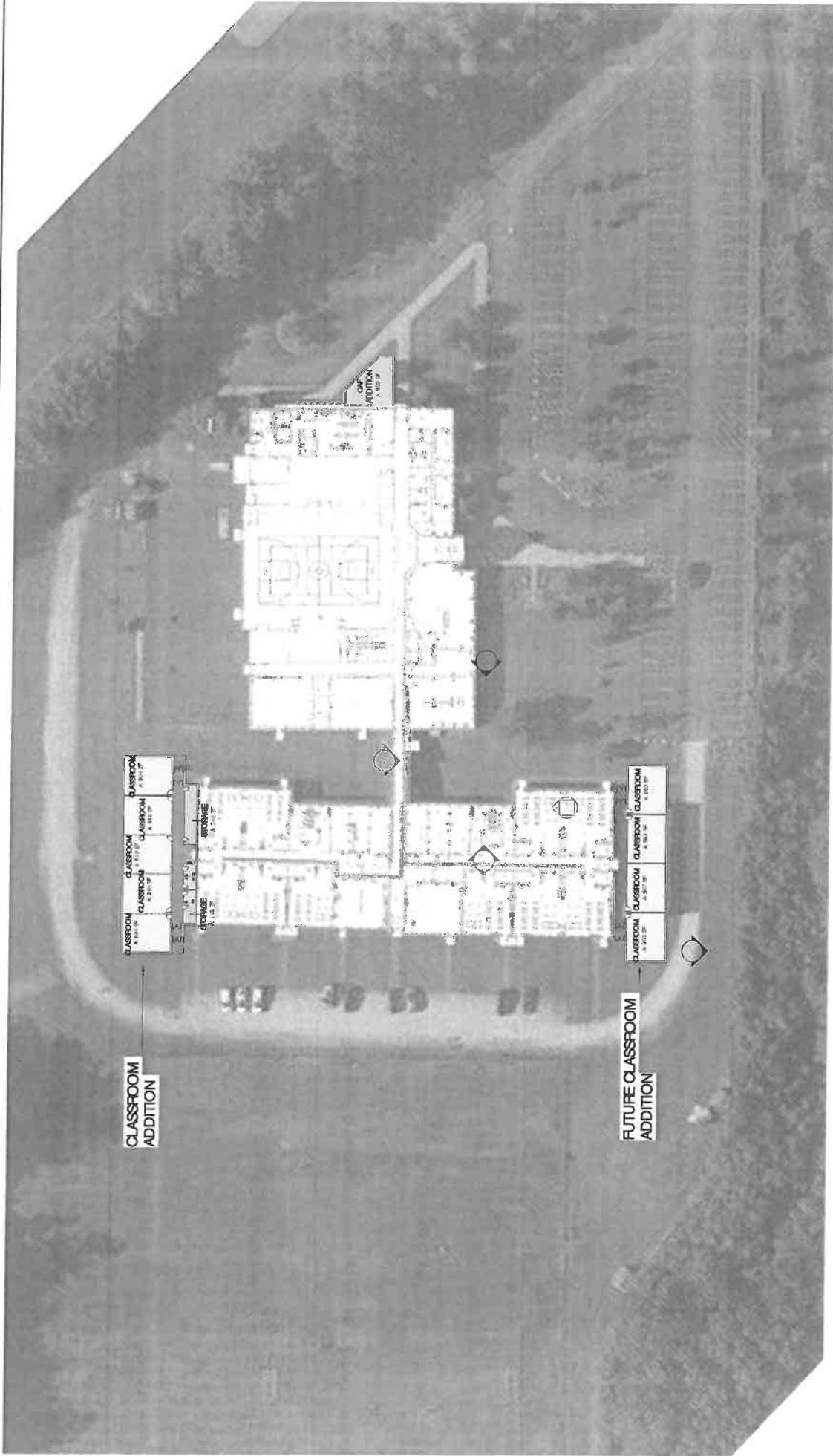
2021-2022



## Lower Level

Undereath first floor  
below rooms 14, 15, 16, 17

Milford



# CAPTAIN SAMUEL DOUGLASS ACADEMY

24 TOWNSEND HILL RD  
BROOKLINE NH 03033

8/18/21



1 LEVEL 1 - FLOOR PLAN  
Scale: 1" = 30'-0"

**Brookline School District**

**FY21**

**as of 06/10/2021**

<b>Expenses</b>				
<b>Description</b>	<b>Budget</b>	<b>YTD Expense</b>	<b>Encumbered</b>	<b>Balance</b>
Regular Education	\$ 2,730,922	\$ 2,101,389	\$ 508,332	\$ 121,201
Special Education	\$ 1,348,707	\$ 1,109,400	\$ 230,122	\$ 9,185
Student Support Services	\$ 659,891	\$ 555,360	\$ 120,102	\$ (15,571)
Instructional Staff Support	\$ 228,723	\$ 124,241	\$ 51,515	\$ 52,966
School Board/SAU Assessment	\$ 392,885	\$ 323,356	\$ 29,049	\$ 40,480
School Administration	\$ 518,447	\$ 438,004	\$ 49,664	\$ 30,779
Facilities	\$ 691,383	\$ 584,035	\$ 121,311	\$ (13,962)
Transportation	\$ 573,304	\$ 428,169	\$ 85,210	\$ 59,925
Benefits	\$ 2,463,458	\$ 1,879,974	\$ 457,939	\$ 125,546
Debt Service	\$ 38,500	\$ 38,500	\$ -	\$ -
Transfers	\$ 465,000	\$ 100,000	\$ 403,267	\$ (38,267)
<b>TOTAL</b>	<b>\$ 10,111,220</b>	<b>\$ 7,682,427</b>	<b>\$ 2,056,511</b>	<b>\$ 372,282</b>
Plus FY20 Expense Carryover	\$ 121,419	\$ 44,056	\$ 11,803	\$ 65,560
<b>TOTAL FY20 + FY21</b>	<b>\$ 10,232,639</b>	<b>\$ 7,726,483</b>	<b>\$ 2,068,314</b>	<b>\$ 437,842</b>

<b>Revenue</b>				
<b>Description</b>	<b>Budget</b>	<b>YTD Revenue</b>	<b>Expected</b>	<b>In Excess of Budget</b>
Local Property Tax	\$ 5,898,356	\$ 5,898,356		\$ (0)
Local Impact Fees	\$ 13,000	\$ 36,519		\$ 23,519
Adequacy Aid Grant/Tax	\$ 3,210,223	\$ 3,084,295	\$ 125,928	\$ -
<b>State</b>				
Special Education Aid	\$ 56,910	\$ 68,818	\$ -	\$ 11,908
Building Aid	\$ -		\$ -	\$ -
Food Service	\$ 2,100	\$ 2,300	\$ -	\$ 200
<b>Federal</b>				
Grants	\$ 195,000	\$ 196,914		\$ 1,914
Food Service	\$ 40,500	\$ 201,921		\$ 161,421
Medicaid	\$ -	\$ 21,739	\$ -	\$ 21,739
<b>Local</b>				
Tuition	\$ 13,000	\$ 14,160	\$ 1,000	\$ 2,160
Other	\$ 5,000	\$ 60,059		\$ 55,059
Food Service Sales	\$ 127,400	\$ 2,007	\$ 125	\$ (125,268)
FY20 Expense Carryover	\$ 121,419		\$ 55,859	\$ (65,560)
Less: Contingency Fund FY21	\$ 40,000		\$ 40,000	\$ -
Less: Facilities Maint. Fund FY21	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund FY21	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes FY21	\$ 409,731		\$ 409,731	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 10,232,639</b>	<b>\$ 9,587,088</b>	<b>\$ 732,643</b>	<b>\$ 87,092</b>

**Total Expense Balance \$ 437,842**

**Total Revenue Balance \$ 87,092**

**Unreserved Fund Balance \$ 524,934**

**Anticipated Reductions to Unreserved Fund Balance**

<b>Estimated Needs for FY21</b>	
Maint. Trust	\$ 75,000
Spec Ed Trust	\$ 25,000
Contingency	\$ 40,000
Retained Fund Balance	\$ 129,519 Max
<b>Total Reductions</b>	<b>\$ 269,519</b>

**Projected Fund Balance \$ 255,415**

<b><i>Explanation of budget balances on current expense report</i></b>			
<b><i>6/10/2021</i></b>			
<b>Function</b>	<b>Description</b>	<b>Current Balance</b>	<b>Notes</b>
1100	Regular Education	\$ 121,201	New hire salary savings and Covid-19 related savings
1200	Special Education	\$ 9,185	Lower salary expense offset by anticipated contracted services
2100	Student Support Services	\$ (15,571)	Increase in BCBA costs
2200	Instructional Staff Support	\$ 52,966	New hire salary savings
2300	School Board/SAU Assessment	\$ 40,480	Contingency fund unused; increase in annual meeting expense
2400	School Administration	\$ 30,779	New hire salary savings
2600	Facilities	\$ (13,962)	Covid-19 expense Dec-Jun
2700	Transportation	\$ 59,925	Bus route correction
2900	Benefits	\$ 125,546	Health insurance choices and lower salary associated benefits
5100	Debt Service	\$ -	
5200	Transfers	\$ (38,267)	
		<b>\$ 372,282</b>	

<b><i>General explanation of what is included in each account category</i></b>		
<b>Function</b>	<b>Description</b>	<b>Includes</b>
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense

Proposed Use of Anticipated Year End Fund Balance			
Accelerated Project List by Priority			Proposed Budget Yr
RMMS/CSDA Building Evaluation/Recommendations			Estimated Cost
	Upcoming Enrollment Increases - Several options to be presented		New
		Brookline Workforce Housing potential enrollment increases	\$ 30,000
		Potential Preschool enrollment increases	