

Brookline School Board
Wednesday, March 23, 2022
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

6:00 Call to Order – Welcome new Board members - Superintendent Corey
Board Reorganization – Superintendent Corey

6:15 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Teacher
nominations, Attorney’s update on legal matter

6:30 Agenda adjustments

6:35 Approval of Minutes – February, 2022

6:40 Public Input

6:55 **Discussion**

Principals' Report
Data Presentation
Draft School Calendar
Special education trust fund update
Facilities Committee updates
Discussion regarding the tuition rate for the Brookline pre-school program

7:40 **Deliberations**

- To see what action the Board will take regarding the Superintendent’s recommendation regarding the nomination of teachers
- To see what action the Board will take regarding the school calendar
- To see what action the Board will take regarding administrations recommendation to change the charge of the facilities study committee to a working group for construction/renovations projects
- To see what action the Board will take regarding the recommendation by legal counsel regarding the petition warrant for a special meeting
- To see what action the Board will take regarding policy BCA - Board member code of ethics – roll call vote
- To see what action the Board will take regarding District’s policy DFA - Investments

8:00 Motion to adjourn

Brookline School Administrator's Report

March 23, 2022

Brookline Enrollment Projections for School Year 21-22

	Pre K 3	Pre K 4	K	1	2	3	4	5	6
Enrollment Total	4	8	81	82	80	80	88	81	82
Ed 306.12 Class Size			25	25	25	30	30	30	30
Divisor according to Policy IIB			17	17	20	20	23	23	23
Sections according to Policy IIB	12	12	4.76 sections	4.82 sections	4 sections	4 sections	3.83 sections	3.52 sections	3.57 sections
Teacher/Class Size according to Policy IIB			5 = 16.2	5 = 16.4	4 = 20	4 = 20	5=17.6	4 = 20.25	4 = 20.
NESDEC	8	8	97	75	77	75	95	83	83

Calendar, Events, Programs

Brookline School District Total Enrollment - 587 students

RMMS - 335

CSDA - 251



Ticket to Read Program



Matt Wilhelm Anti-Bullying Assemblies at CSDA

Upcoming Events:

March 23rd - Early Release
 April 1st - T2 Report Cards
 May 3rd - NH SAS Begins
 May 6th - Grade K Orientation
 May 9th - RMMS Book Fair
 May 19th - TIGER @ RMMS
 May 23rd - CSDA Book Fair
 May 27th - Early Release

Brookline Staffing Needs:

RMMS -
 2 MTSS Paraeducators,
 2 Paraeducators
 2 Custodians

CSDA Staffing Needs:
 1 MTSS Paradeducator;
 1 Paraeducator

Brookline School District Assessment Data Presentation

Professional Development / Collaboration Times

June 2021 end of year

August 30th, 31st, September 1st

November 12th

November 23rd

December 23rd

March 23rd

May 27th

Habits of Learning

Habits of Learning (Social-Emotional Learning, Personalized Learning, Emotionally Intelligent, Resilient)



In what stage is your district?

Implement
Review/Refine
Monitor

Goal 2021-2022

Implement a multi-tiered system of supports (MTSS) school-wide to address the whole child: social, emotional, behavioral, and intellectual.

Action Steps

1. Build common understanding of MTSS within our buildings through professional learning, site visits, and discussions
2. Continue to design, supplement, and promote social emotional learning.
3. Review/Refine our data tools to identify learning gaps and interventions.
4. Monitor data to inform interventions.

How does this specific goal reflect your long-term vision for your school/district?

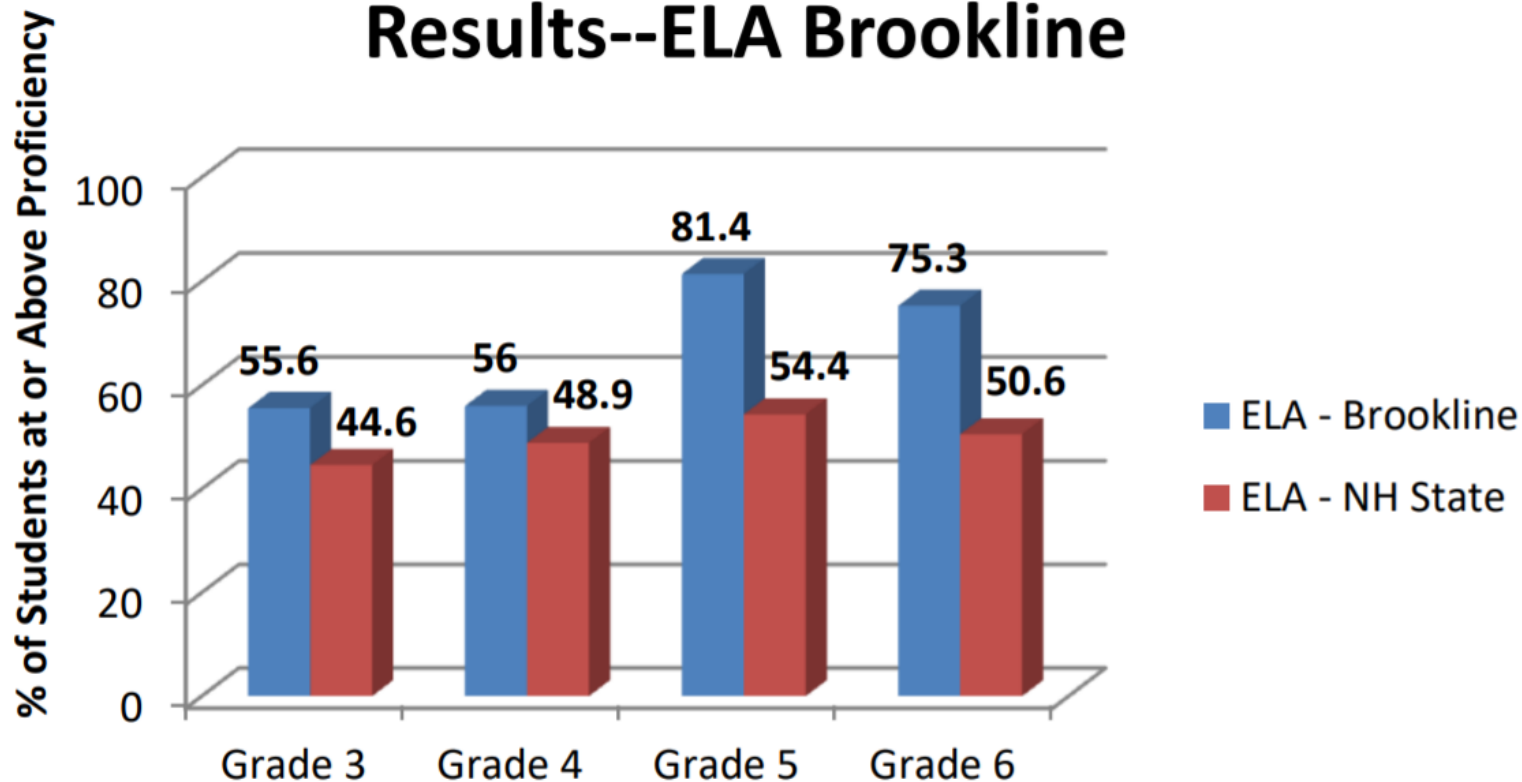
We strive to provide our students with the tools they need to be productive, resilient, cooperative, and lifelong learners in order to prepare them for their social, emotional, and academic futures.

How does data inform our decisions?

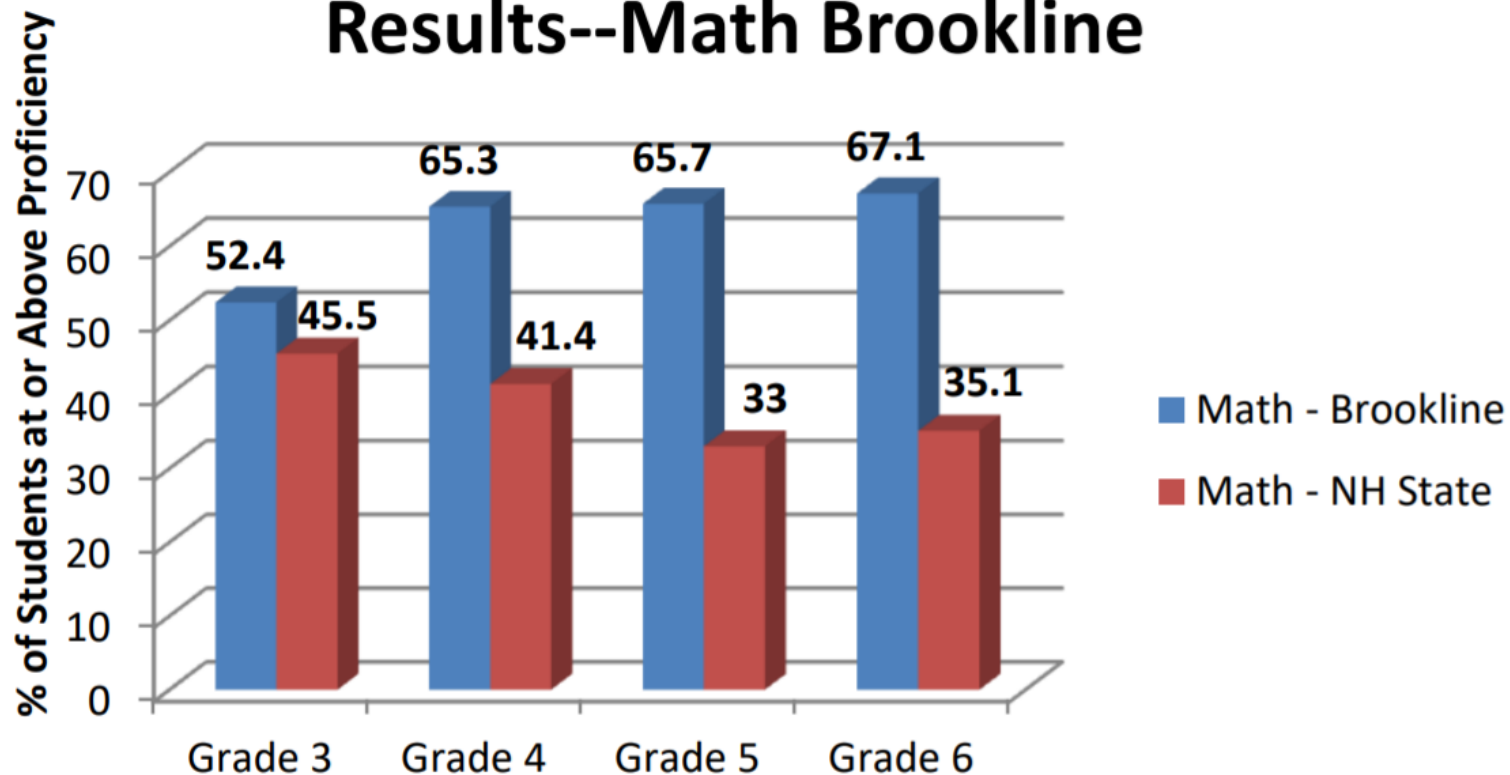
Our goal as educators is to be knowledgeable and compassionate with every student in our care.

- Benchmark Assessments - 2-3 times a year
- RTI teams examine the data and group students based on need:
 - Conversations focused on social, emotional, and academic growth.
 - Groups are flexible
 - Groups are progress monitored
- Grade level teams meet weekly for PLC (team, content discussions, student data).
- [PLC Flow Chart](#) will be conducted every 6-8 weeks prior to trimester grades closing to determine [student learning profiles](#) and intervention groups.

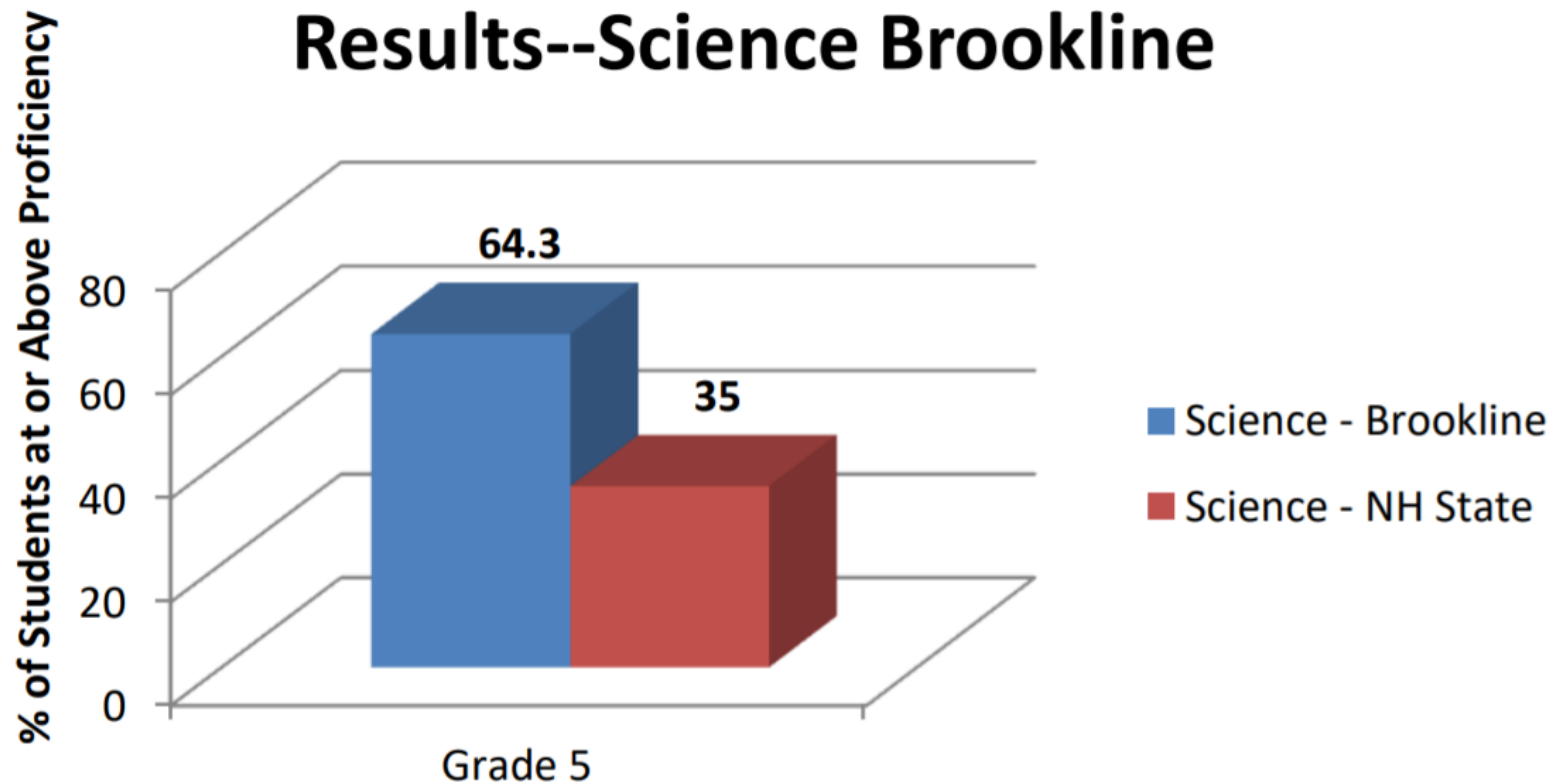
2021 NH Statewide Assessment Results--ELA Brookline



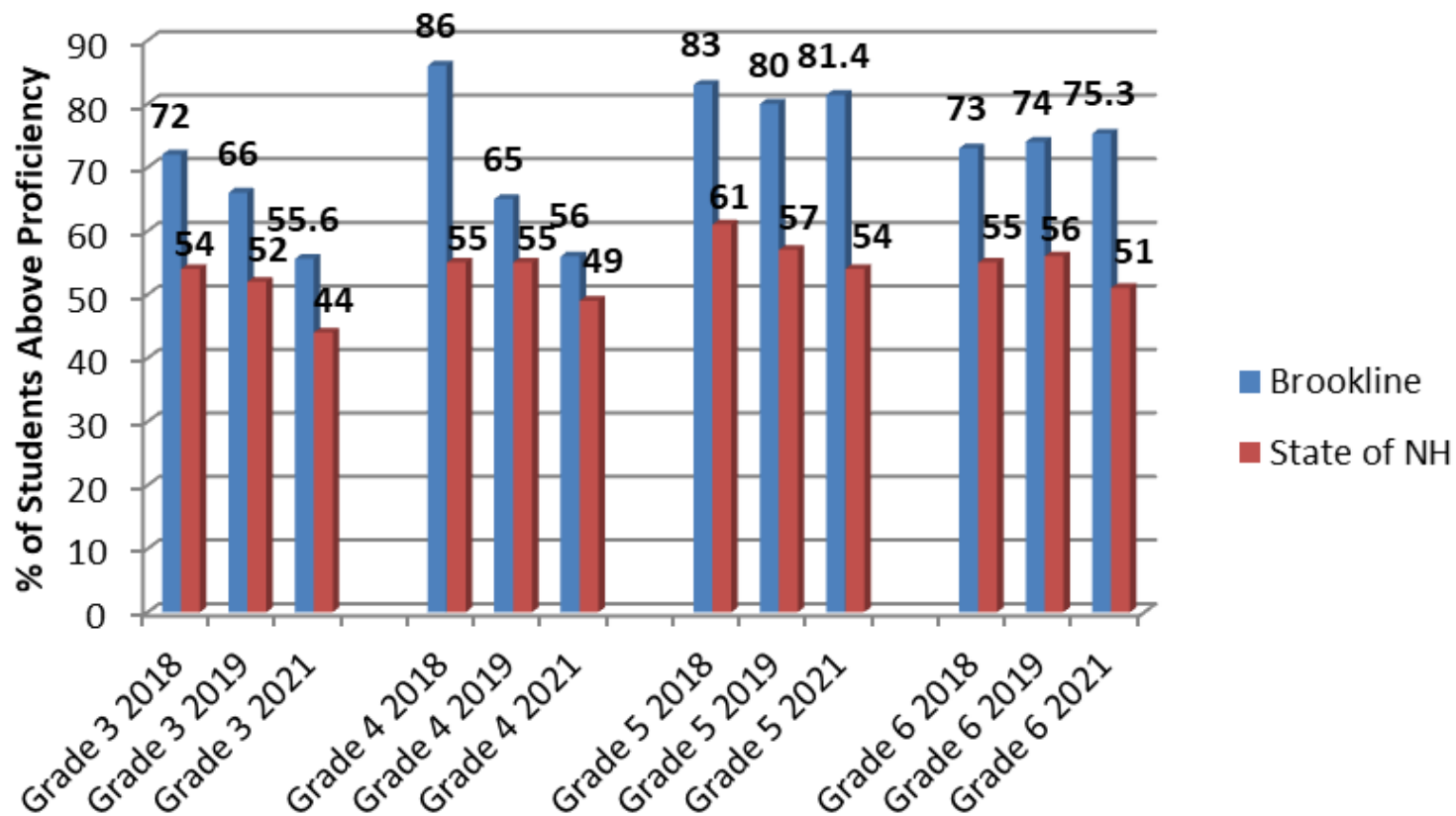
2021 NH Statewide Assessment Results--Math Brookline



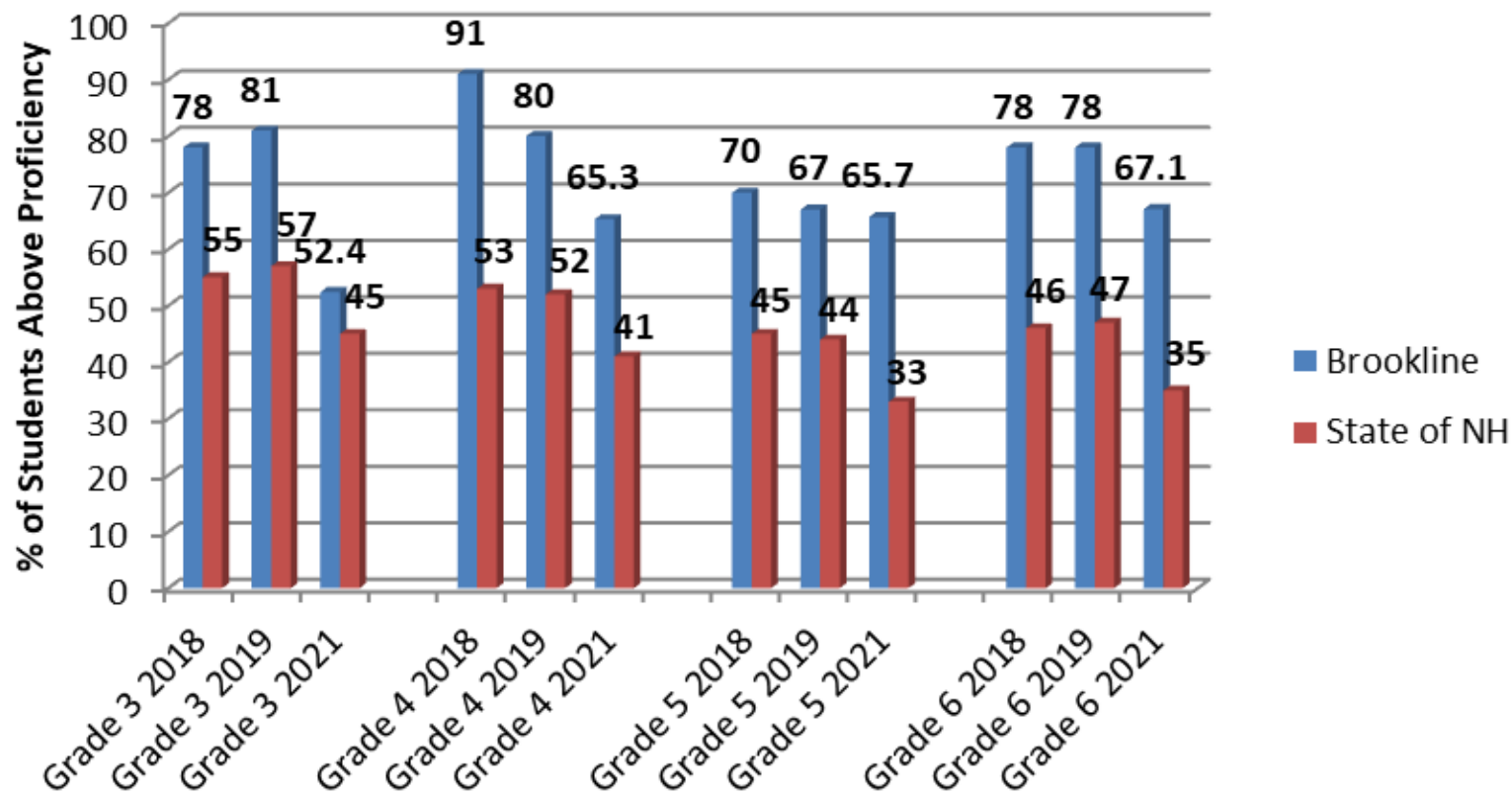
2021 NH Statewide Assessment Results--Science Brookline



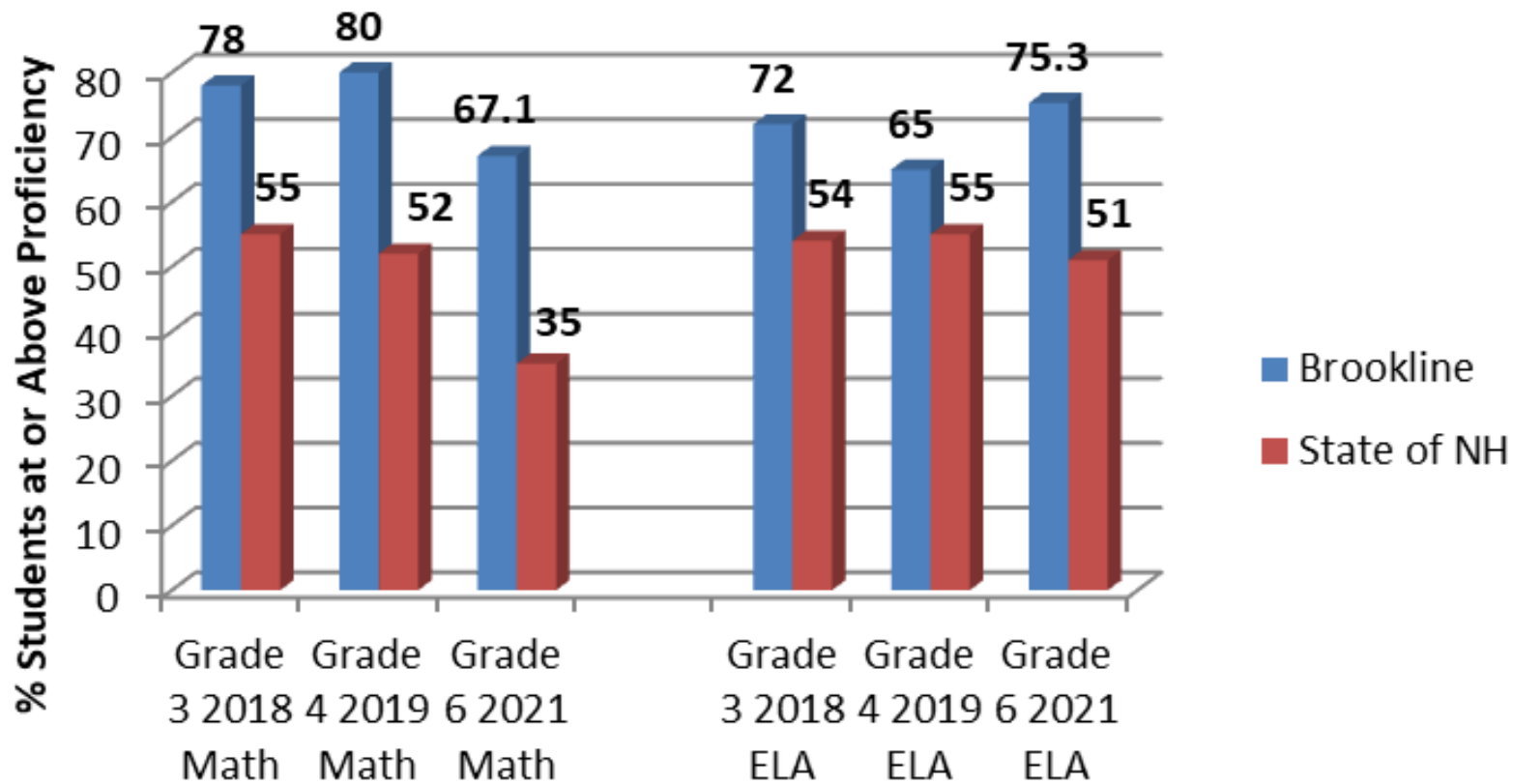
NH SAS: ELA Over Time in Brookline



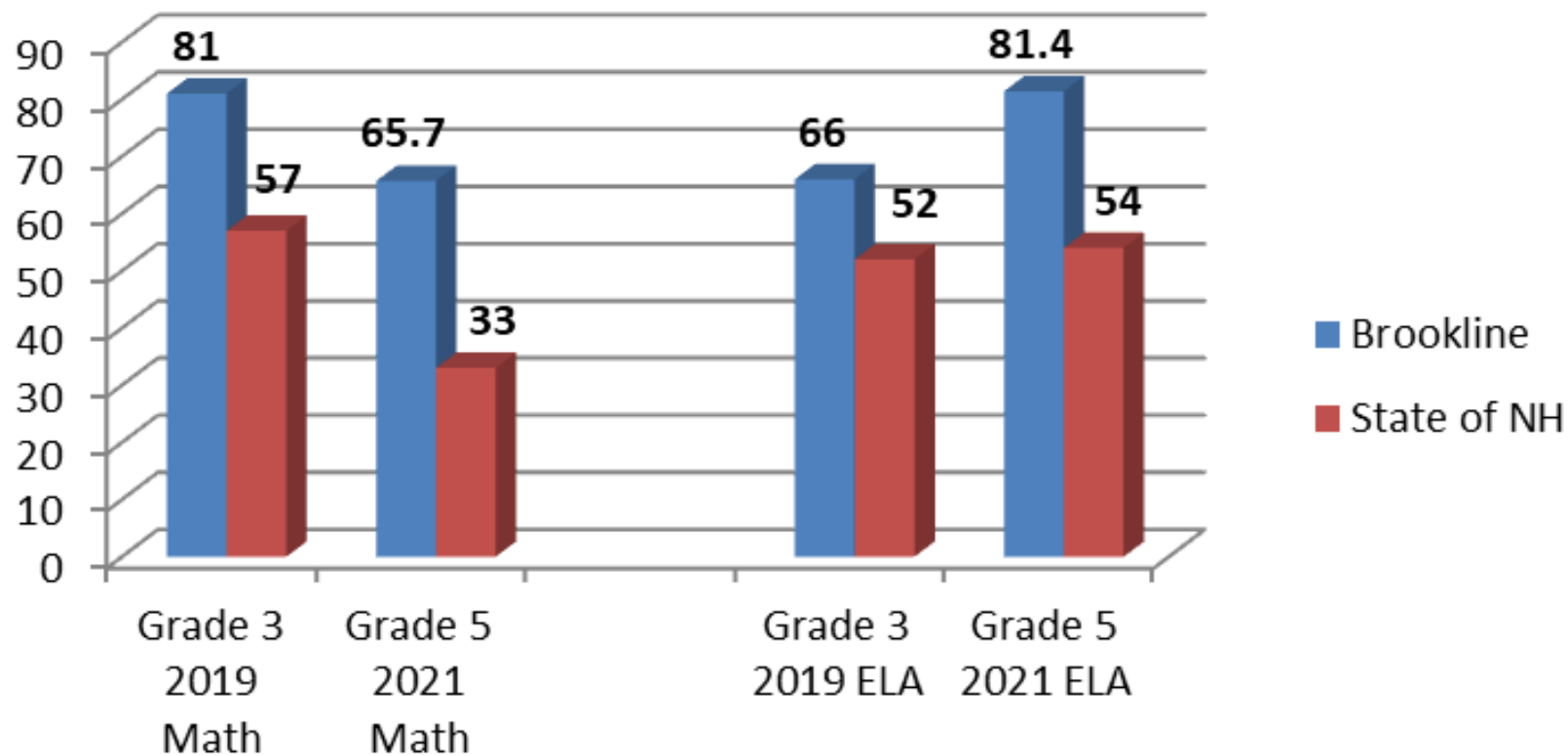
NH SAS: Math Over Time in Brookline



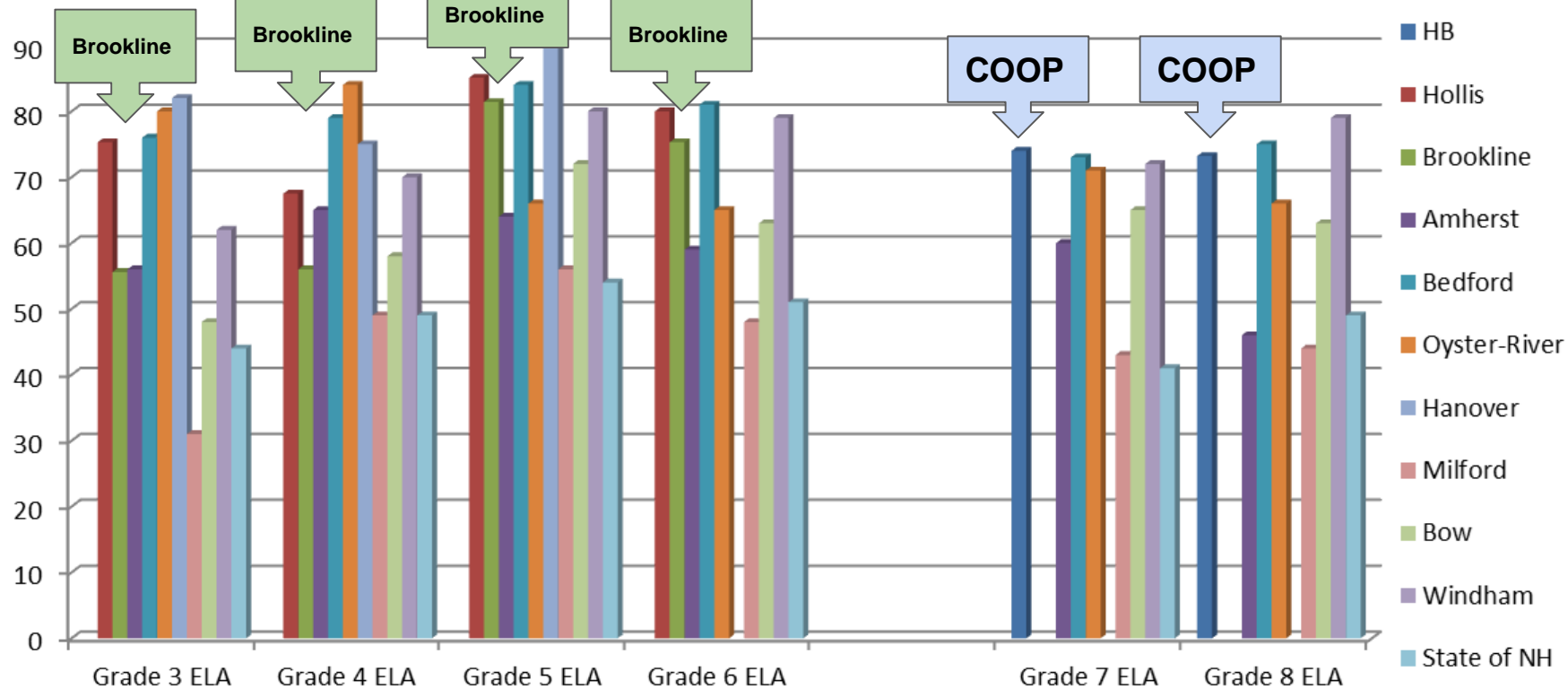
Class of 2027 Cohort Data Brookline



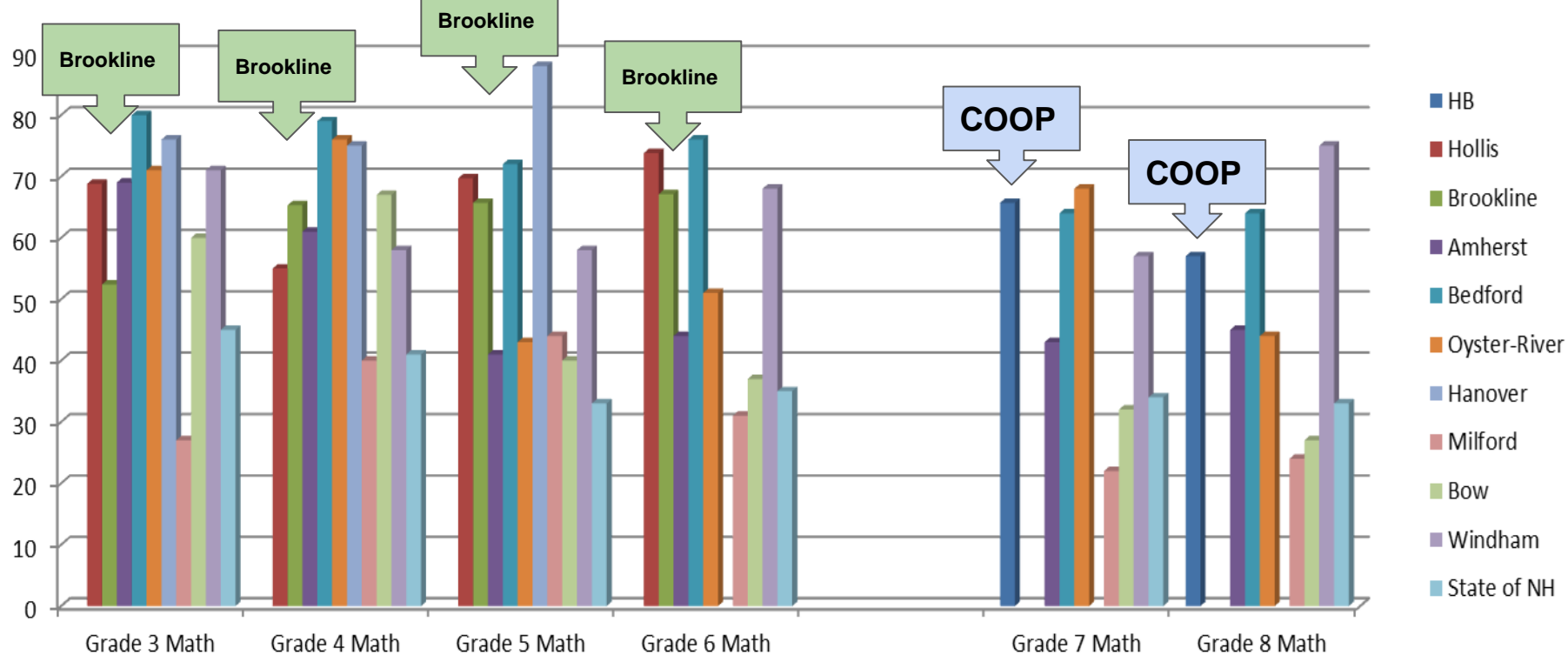
Class of 2028 Cohort Data Brookline



2021 NHSAS ELA Data Relative to Other Districts

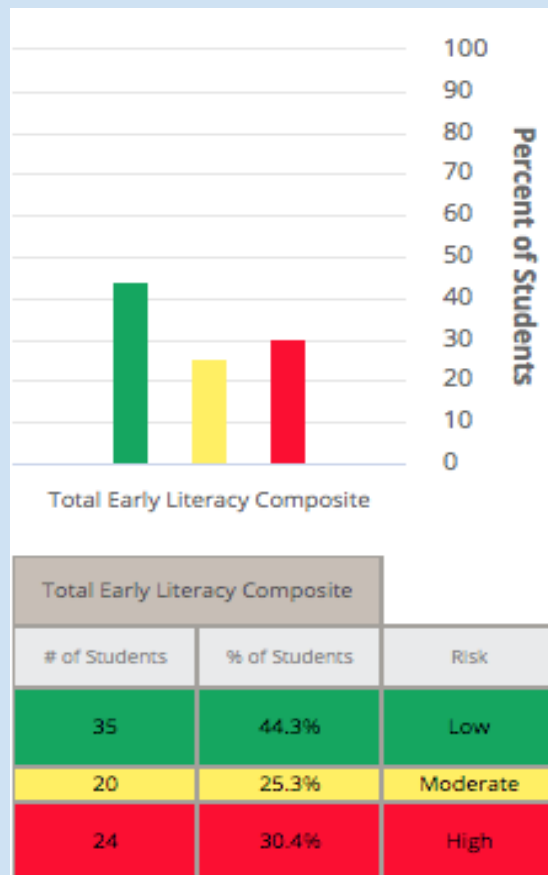


2021 NHSAS Math Data Relative to Other Districts

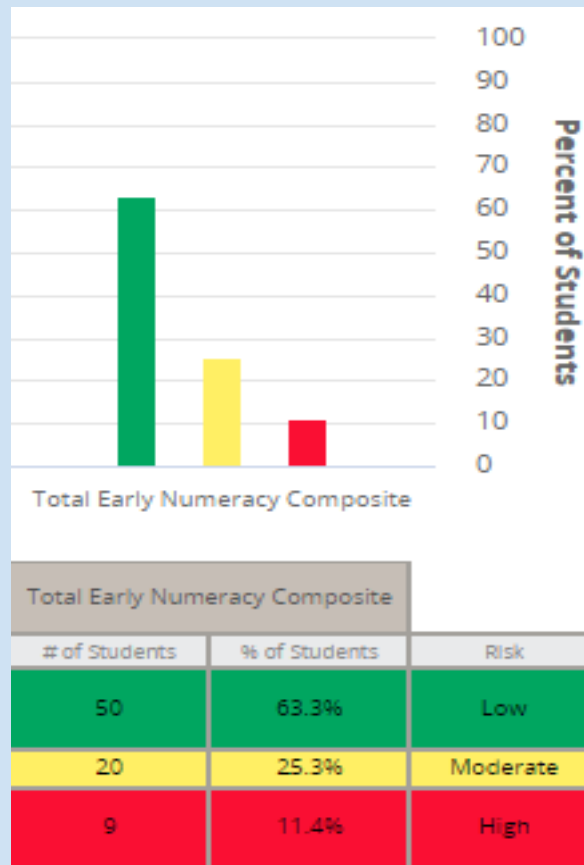


Kindergarten

EARLY LITERACY

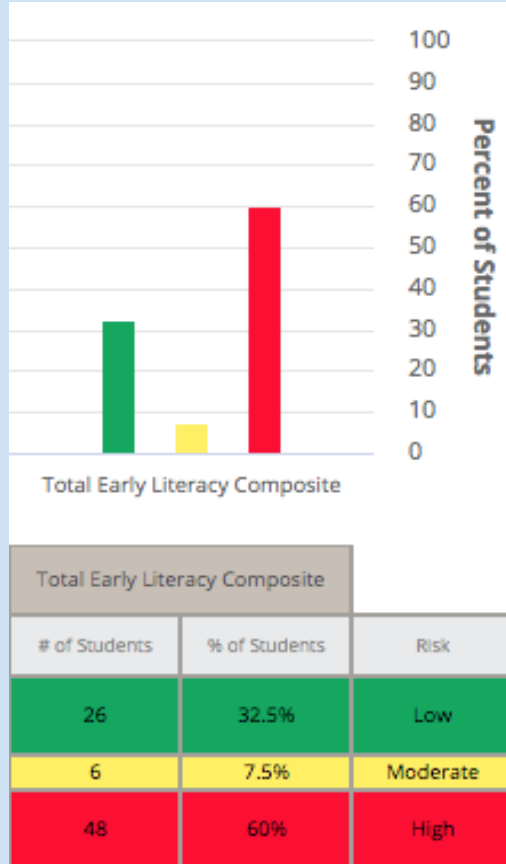


EARLY NUMERACY

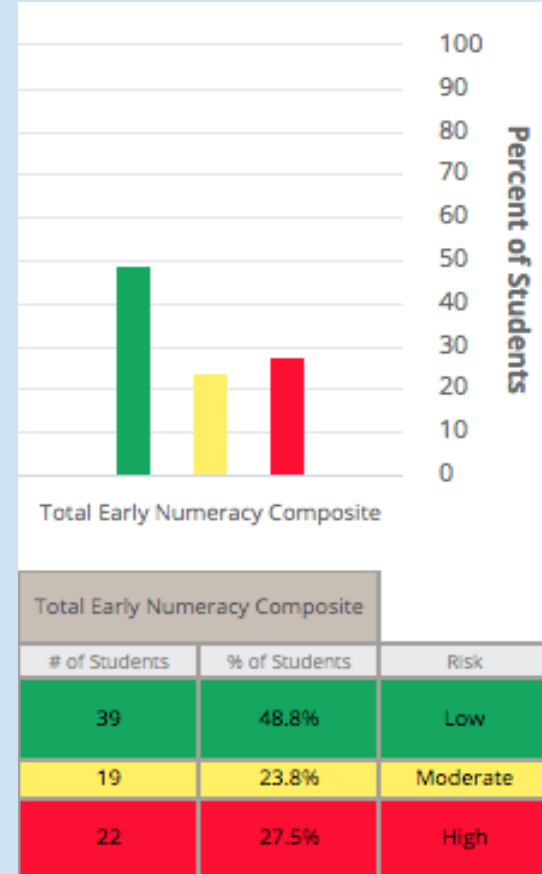


1st Grade

EARLY LITERACY

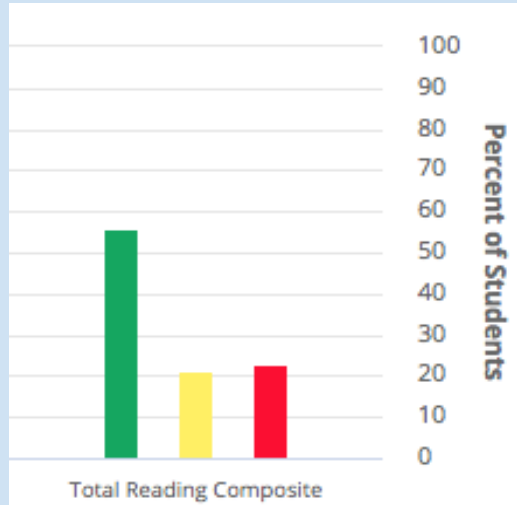


EARLY NUMERACY



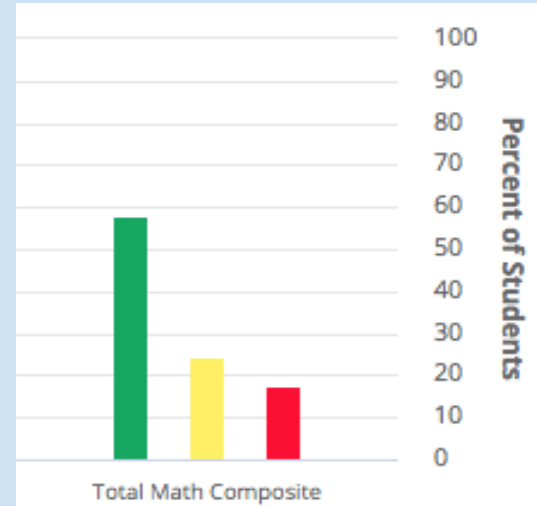
2nd Grade

READING



Total Reading Composite		
# of Students	% of Students	Risk
42	56%	Low
16	21.3%	Moderate
17	22.7%	High

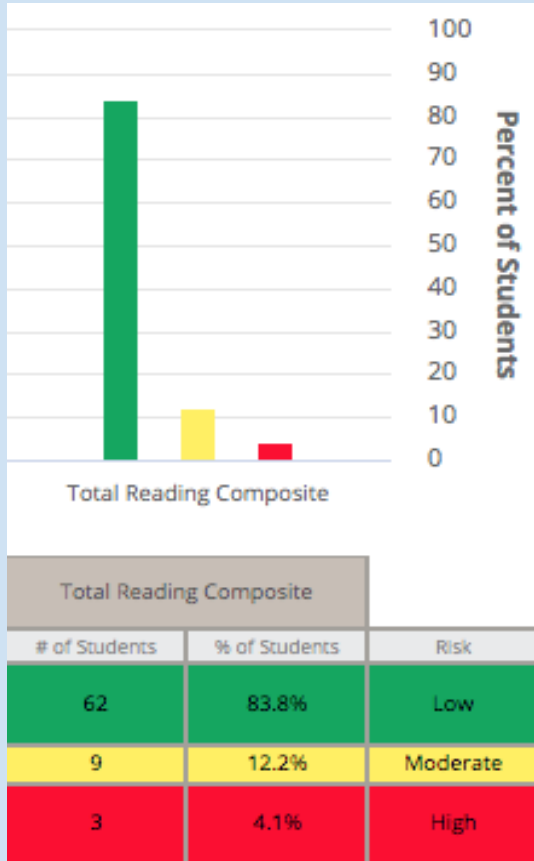
MATH



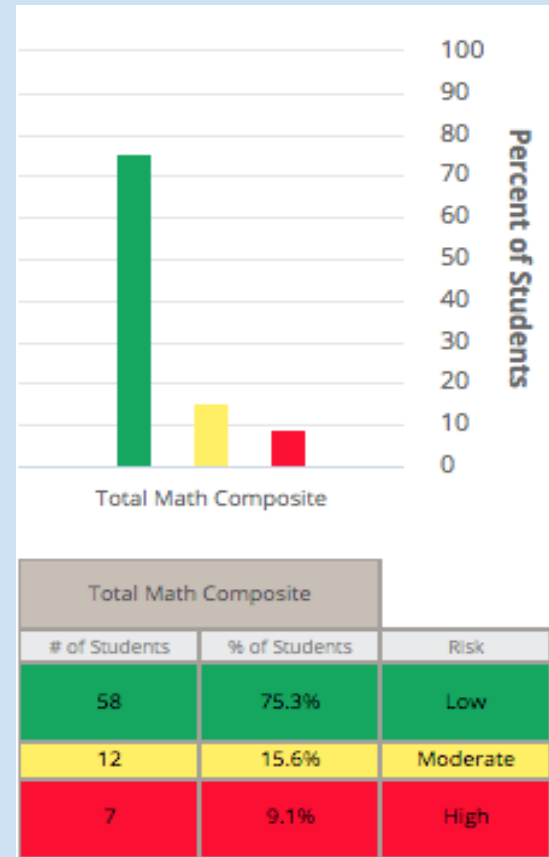
Total Math Composite		
# of Students	% of Students	Risk
47	58%	Low
20	24.7%	Moderate
14	17.3%	High

3rd Grade

READING



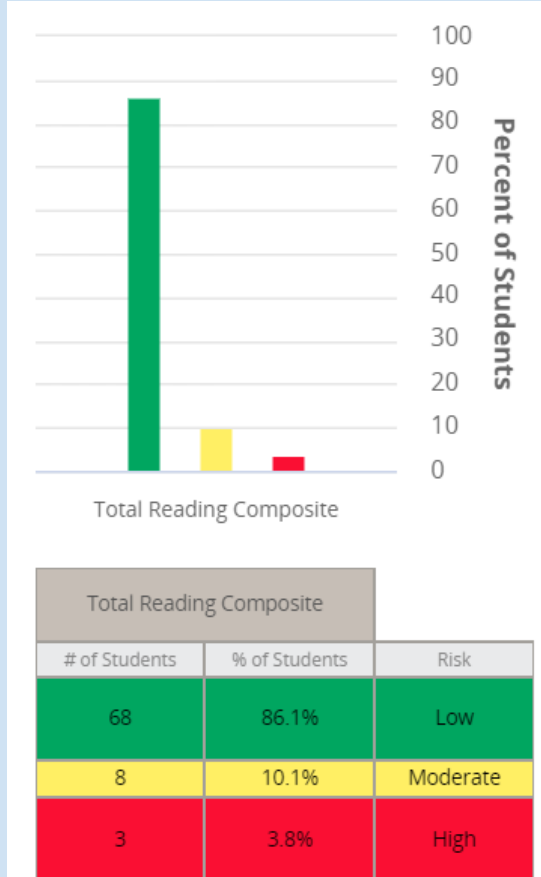
MATH



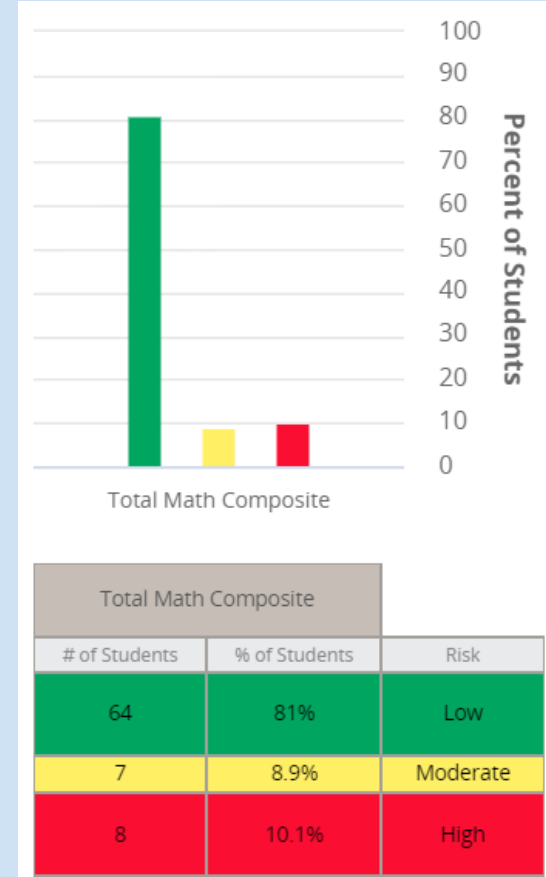
RMMS Winter aimsweb Plus				
Scores reflect only those students receiving Tier 2 intervention				
ELA Percentile Growth	88%		Math Percentile Growth	81%
1 level increase	23%		1 level increase	51%
2 level increase	14%		2 level increase	11%

4th Grade

READING

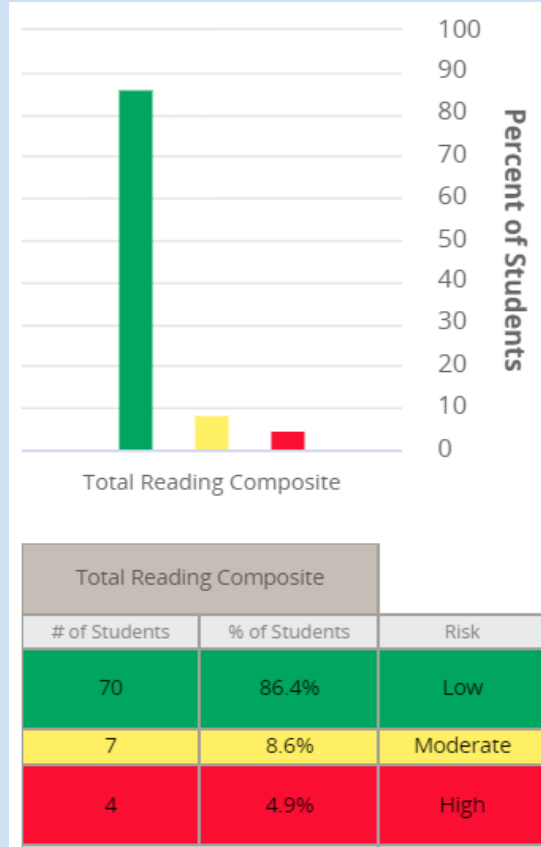


MATH

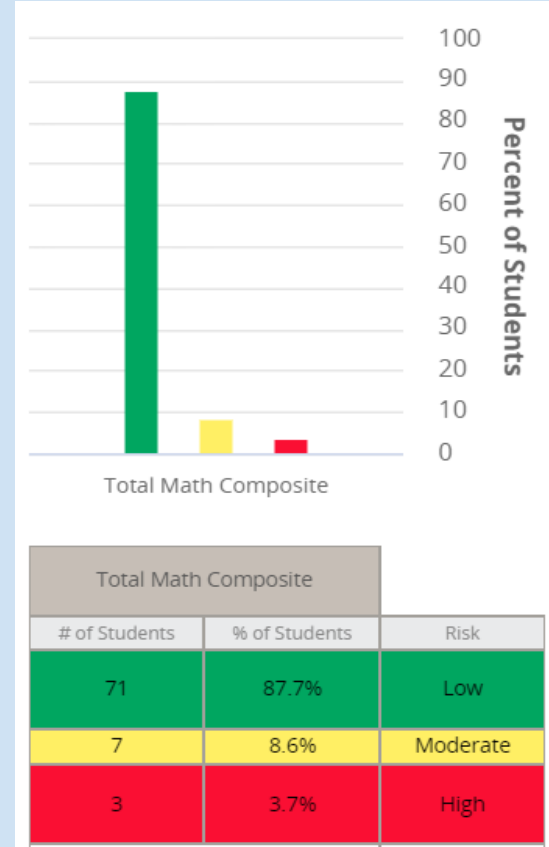


5th Grade

READING

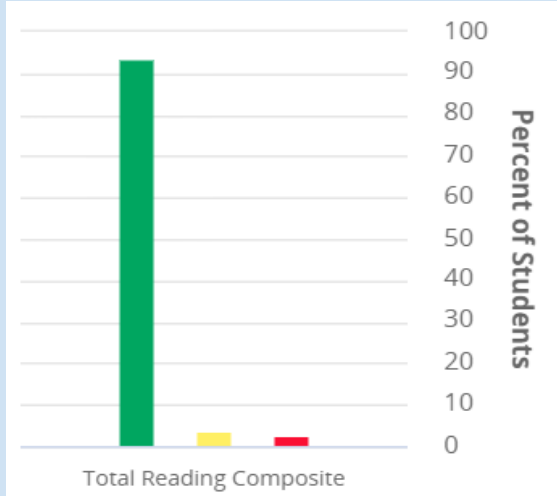


MATH



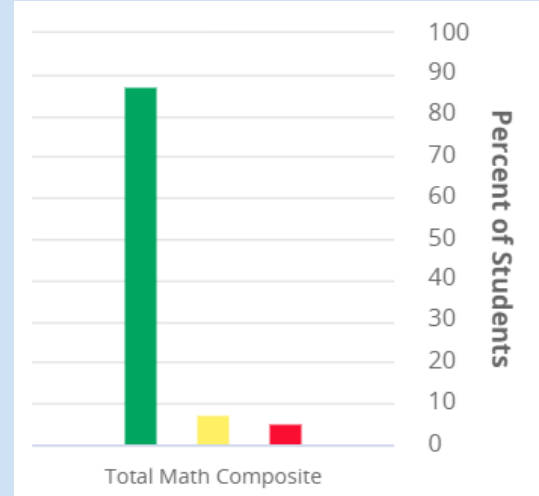
6th Grade

READING



Total Reading Composite		
# of Students	% of Students	Risk
74	93.7%	Low
3	3.8%	Moderate
2	2.5%	High

MATH



Total Math Composite		
# of Students	% of Students	Risk
69	87.3%	Low
6	7.6%	Moderate
4	5.1%	High

CSDA Winter aimsweb Plus				
Scores reflect only those students receiving Tier 2 intervention				
ELA Percentile Growth	69%		Math Percentile Growth	63%
1 level increase	6%		1 level increase	25%
2 level increase	19%		2 level increase	13%

Thank you!

Questions/Comments

Brookline School District Calendar

2022-2023

Draft

AUGUST (0 days)

M	T	W	TH	F	
22	23	24	25	26	Prof staff return on Aug. 29
X	X	X			Aug 30 - Para Educators return

SEPTEMBER (21 days)

M	T	W	TH	F	
			1	2	Sep 1 - School Begins
XX	6	7	8	9	Sept 5 - Labor Day
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

OCTOBER (20 days)

M	T	W	TH	F	
3	4	5	6	7	
XX	11	12	13	14	Oct 10 - No School Columbus Day
17	18	19	20	21	
24	25	26	27	28	
31					

NOVEMBER (17 days)

M	T	W	TH	F	
	1	2	3	4	
7	X	9	10	XX	Nov 8 - Professional Day
14	15	16	17	18	Nov 11 - No School Veterans Day
21	E	XX	XX	XX	Nov 23 - 25 Thanksgiving Recess
28	29	30			

DECEMBER (16 days)

M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	Dec 23 - Professional Day
19	20	21	22	X	Dec 24 - Jan 1 Holiday Vacation
XX	XX	XX	XX	XX	

JANUARY (21 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
XX	17	18	19	20	Jan 16 - Martin Luther King Jr. Day
23	24	25	26	27	
E	31				

FEBRUARY (18 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	Feb 27 - Mar 3 Winter Vacation
XX	XX				

MARCH (20 days)

M	T	W	TH	F	
		XX	XX	XX	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	E	30	31	

APRIL (15 days)

M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
XX	XX	XX	XX	XX	Apr 24 - April 28 Spring Vacation

MAY (22 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	E	26	
XX	30	31			May 29 - Memorial Day

JUNE (*8 days)

M	T	W	TH	F	
			1	2	
5	6	7	8	9	June 8 Last Day of Preschool
12	13	14	15	16	*June 19 - Last Day of School
19	20	21	22	23	June 20- Last Day for Teachers
26	27	28	29	30	

Legend:

X - No School for Students

XX - No School for Students & Staff

E - Early Release Day for Students

Total student days 178

*All last days include five snow days

Brookline School District
FY22
as of 03/14/2022

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,751,951	\$ 1,480,829	\$ 1,151,493	\$ 119,628
Special Education	\$ 1,661,818	\$ 1,092,673	\$ 836,587	\$ (267,442)
Student Support Services	\$ 626,895	\$ 352,407	\$ 226,625	\$ 47,862
Instructional Staff Support	\$ 238,049	\$ 107,400	\$ 85,629	\$ 45,020
School Board/SAU Assessment	\$ 435,421	\$ 294,893	\$ 103,626	\$ 36,902
School Administration	\$ 499,174	\$ 352,987	\$ 128,936	\$ 17,251
Facilities	\$ 654,845	\$ 451,578	\$ 194,460	\$ 8,806
Transportation	\$ 610,199	\$ 387,098	\$ 269,166	\$ (46,065)
Benefits	\$ 2,556,562	\$ 1,469,934	\$ 1,065,726	\$ 20,902
Architect Design	\$ -	\$ 4,600	\$ -	\$ (4,600)
Debt Service	\$ 37,100	\$ 37,100	\$ -	\$ -
Transfers	\$ 455,000	\$ -	\$ 455,000	\$ -
TOTAL	\$ 10,527,012	\$ 6,031,500	\$ 4,517,248	\$ (21,736)
Plus FY21 Expense Carryover	\$ 70,788	\$ 14,401	\$ 55,885	\$ 501
TOTAL FY21 + FY22	\$ 10,597,801	\$ 6,045,901	\$ 4,573,134	\$ (21,234)

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 6,388,823	\$ 4,800,000	\$ 1,588,823	\$ -
Adequacy Aid Grant/Tax	\$ 2,797,900	\$ 1,525,066	\$ 1,272,834	\$ 0
State				
Special Education Aid	\$ 122,546	\$ 151,105		\$ 28,559
Full-Day Kindergarten Aid (Retro)	\$ 131,662	\$ 131,662	\$ -	\$ -
Food Service	\$ 2,100	\$ 2,616		\$ 516
Federal				
Grants	\$ 190,000	\$ 74,631	\$ 115,369	\$ 0
Food Service	\$ 38,500	\$ 230,016	\$ 35,000	\$ 226,516
Medicaid	\$ 21,500	\$ 6,351	\$ 5,149	\$ (10,000)
Local				
Tuition	\$ 13,000	\$ 15,424	\$ 5,280	\$ 7,704
Impact Fees	\$ 33,000		\$ 33,000	\$ -
Other	\$ 6,000	\$ 85,743		\$ 79,743
Food Service Sales	\$ 124,400	\$ 2,611	\$ 1,052	\$ (120,737)
FY21 Expense Carryover	\$ 70,788	\$ 14,401	\$ 55,885	\$ (501)
Less: Contingency Fund	\$ 40,000		\$ 40,000	\$ -
Less: Facilities Maint. Fund	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes	\$ 647,101		\$ 647,101	\$ -
Retained Fund Balance	\$ (129,519)		\$ (129,519)	\$ -
TOTAL REVENUE	\$ 10,597,801	\$ 7,039,627	\$ 3,769,974	\$ 211,801

Total Expense Balance \$ (21,234)

Total Revenue Balance \$ 211,801

To Food Service Unreserved Fund Balance \$ (106,295)

Unreserved Fund Balance \$ 84,271

Anticipated Reductions to Unreserved Fund Balance

Anticipated Needs for FY23	
Maint. Trust	\$ 75,000
Spec Ed Trust	\$ 25,000
Contingency	\$ -
Retained Fund Balance	\$ 140,161 Max
Total Reductions	\$ 240,161

Projected Fund Balance \$ (155,890)

Please note that unexpected spec ed costs are still being determined but will likely result in expenditures from the spec ed trust.

Explanation of budget balances on current expense report			
3/14/2022			
Function	Description	Current Balance	Notes
1100	Regular Education	\$ 119,628	Hiring savings and unfilled positions
1200	Special Education	\$ (267,442)	Unexpected special ed costs
2100	Student Support Services	\$ 47,862	Primarily hiring savings
2200	Instructional Staff Support	\$ 45,020	FTE reduction savings and Network Manager savings
2300	School Board/SAU Assessment	\$ 36,902	Legal services hire than expected
2400	School Administration	\$ 17,251	Various small savings
2600	Facilities	\$ 8,806	Various small savings
2700	Transportation	\$ (46,065)	Unexpected Spec Ed Costs
2900	Benefits	\$ 20,902	Various small savings
4300	Architect design	\$ (4,600)	RMMS Bathroom Design
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ (21,736)	

General explanation of what is included in each account category		
Function	Description	Includes
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



Business Office Memo

To: Andrew Corey

From: Kelly Seeley

Date: 3/17/2022

Re: Recommendation for Usage of the Special Education Trust

Background:

It has been anticipated from the beginning of the year that the District would need to use some amount of funds from the Special Education Trust to help cover the significant unexpected special education costs for FY22.

The first estimate was as high as \$200,000, however, one of the benefits of unfilled positions and open positions filled at lower salaries is to reduce the amount that will be needed from the Trust.

Current Status:

Below is a breakdown of the unexpected special ed costs:

Extended School Year (ESY): \$39,305

Contracted Services: \$275,363

Transportation: \$46,415

Total: \$361,083

Most of this cost has been covered by unfilled positions, open positions hired at lower salaries and by regular education and special education account lines that are in a frozen status.

Recommendation:

I recommend that we use \$125,000 from the Special Education Trust and here is why:

The March expense balance is a conservative estimate. Unless the district experiences significant unexpected costs over the next three months, I anticipate the expense balance of (\$21,234) to improve. The revenue estimate should remain relatively stable over the next three months. Lastly, the projected balance of (\$155,890) offset by the \$125,000 from the Special Ed Trust would leave a balance of (\$30,890) (if everything remains the same). This balance can be offset to zero or higher by adjusting the Retained Fund Balance figure of \$140,161. This number represents the maximum amount the Board can approve. Last year the Board approved \$129K.

We can revisit the balances in May to see if we need to make an additional draw from the Trust. In this scenario we would have a public hearing in April and potentially one in June.

Please discuss with the Board and let me know how they'd like to proceed.



Business Office Memo

To: Andrew Corey

From: Kelly Seeley

Date: 3/17/2022

Re: Recommendation for a Pre-School Tuition Increase

Background:

The current tuition is \$2,400 per year (\$240/month). It has been at this rate since at least 2010. As you know, our salary costs continue to rise and it would be in the fiscal best interest of the board to consider increasing the tuition cost.

In comparing ourselves to other similar schools around us we seem to currently fall in the middle of the pack.

Recommendation:

Increase the tuition by \$100/year over the next three years:

2022-23 - \$2,500

2023-24 - \$2,600

2024-25 - \$2,700

These increases should set the district up for several years to better offset increasing costs. I would recommend revisiting the rates every five years starting with 2030.

Please discuss with the Board and let me know if they'd like to increase the tuition using this recommendation or something else they decide on.

Policy BCA - BOARD MEMBER CODE OF ETHICS

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

Re-Adopted: March 27, 2019

Re-Adopted: September 23, 2020

Re-Adopted: April 21, 2021

Policy DFA - INVESTMENT

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA 366:57.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the *GFOA Recommended Practices and Policy Statements Related to Cash Management* as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the school board and an independent auditor.

This investment policy shall be reviewed annually by the School Board.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

Re-Adoption: March 27, 2019

Re-Adoption: September 23, 2020

Re-Adoption: April 21, 2021