

Brookline School Board
Wednesday, August 24, 2022
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
Approval of Minutes – June 2022
- 6:20 Public Input
- 6:50 Principal's Report
- 7:10 **Discussion**
Brookline Board Memo – June Follow-up
Unreserved Fund Balance
Safety and Security update
Facilities update
Staffing update
- 7:45 **Deliberations**
 - To see what action the Board will take regarding the Business Administrators memo regarding the unreserved fund balance
- 8:00 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:10 Motion to adjourn

Brookline School Administrator's Report

August 24, 2022

Enrollment History

Year	September Enrollment	June Enrollment
16-17	552	567
17-18	550	550
18-19	574	573
19-20	577	580
20-21	572	583
21-22	587	591

Brookline Enrollment for School Year 22-23

	PreK-3	PreK4	K	1	2	3	4	5	6
Enrollment Total	9	11	53	85	88	84	76	92	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	3.12 sections	5 sections	4.4 sections	4.2 sections	3.30 sections	4 sections	3.57 sections
Teacher/Class Size according to Policy IIB			5 = 13.25	5 = 17	5 = 17.6	4 = 21	4 = 19	5 = 18.4	4 = 20.5
NESDEC	13	13	51	86	89	89	76	92	82

Calendar, Events, Programs

Brookline School District Total Enrollment - 580 students

RMMS - 330

CSDA - 250

Brookline Summer Construction:



Lower level view from elevator to new learning commons space



Old learning commons transformation into Grade 3 classrooms (2)



Excavation of front walkway

Upcoming Events:

August 25th - New Family Orientation
August 30th - Lynn Lyons Presentation
August 31st - Kindergarten Open House
September 1st - First Day of School
September 2nd - Preschool Orientation
September 6th - First Day of Preschool
September 7th - CSDA Open House
September 8th - RMMS Open House
September 14th - Picture Day

Brookline Staffing Needs:

RMMS:

3 Paraeducators

1 Custodian

CSDA Staffing Needs:

1 Case Manager

1 Paraeducator



Development of the ramp to the front walkway



Excavation of the playground for new hardtop access.



Replacement of new classroom exterior doors



Ramp creation off exterior classroom doors



New coating of gym floor

August 15, 2022

To: Brookline School Board

From: Andy Corey, Superintendent

Re: Clarification of information

I wanted to take this opportunity to clarify a few items that were discussed during the June Board meeting during public comment. Much of the discussion/comments involved personnel matters, discipline incidents, special education and funding. The nature of these items (personnel, special education and discipline) limits what I can state but I wanted to provide details regarding our practices and procedures as they relate to these topics.

Discipline

During the pandemic we experienced an uptick in inappropriate behaviors. Improper language, unkind acts and bullying all increased over the past two school years. Oftentimes inappropriate language and roughhousing get lumped under the topic of bullying. Our bullying protocols and procedures are clearly outlined (see attached). When a report of bullying is provided, the administrator has a set timeline and clear direction of who should be notified. The law requires both families to be contacted unless there are compelling reasons why this should not happen. During my tenure we have always notified both families of an alleged incident of bullying. The building Principal is required to either substantiate or unsubstantiated the claim of bullying. Oftentimes it is difficult to clearly define an incident as bullying. Many times it can be roughhousing, inappropriate language or an unkind act that requires intervention or discipline consequences, but which based on developmental understanding, is not bullying. Young children often do not comprehend that their words or actions are causing harm and therefore struggle to understand why there is an issue. If a claim for bullying is unsubstantiated, it does not mean that appropriate discipline consequences will not be issued. On some occasion where physical contact or a fight occurs, though rare, the Brookline Police Department is involved and determines if an assault occurred. Police involvement often raises the level of anxiety for the students and families involved. Bullying investigations are required to be sent to the Superintendent and a family has the ability to appeal the Principal's decision to the Superintendent.

Special Education

All special education decisions are made by an IEP team. The parent is part of this team and may choose to have an advocate attend or experts be present if they so choose. Parental rights are provided to parents at every meeting to ensure the family understands their rights regarding how the meeting is conducted. Personnel decisions are not linked to any student's IEP team decisions. The District is required to provide FAPE (Free, Appropriate, Public, Education), and the IEP process has many safeguards and appeals processes built in should the parent and the District disagree.

Personnel

The teachers are represented by NEA NH and their rights and responsibilities are outlined in the Collective Bargaining agreement. The District views human resources as the essential component in the education of a child. To that end, the District provides a wealth of supports to ensure a high probability of success for the individuals we hire. The last couple of years the pandemic has shrunk the applicant pool for positions, but overall our SAU and Brookline is still a destination District. Each August the District provides two days of orientation where staff is provided with training, a broad overview of the curriculum, as well as time to acclimate themselves to their building. Each new hire (novice or veteran) is provided with a mentor to assist the staff member. Each building has a Building Coach to provide another layer of support for new teachers. In response to the increase in new teachers, we have created a new, grant-funded position. The role of this instructional coach is to support teachers with instructional strategies, pedagogy, and organization of learning space. Staff members are provided professional development at internal sessions and they have the ability to seek out and attend sessions they believe will enhance their classroom instruction. Each year all staff meets with the building administration to establish goals for the school year. The administration periodically checks in on progress and formally reviews progress at the end of the year. Each new hire is observed four times per year, and teacher is not aware when the observation will occur. Each of these formal observations is documented and each observation is followed by a post-observation conference. The post conference primarily focuses on the observation, but the administrator can raise concerns regarding any other matters such as attendance at grade level meetings, participation in professional development, or punctuality just to name a few. The non-renewal decision encompasses a wide variety of employment issues not just teaching. The building administrator provides the SAU administration with regular updates regarding staff at their regularly scheduled bi-weekly meetings. From December – March there is a clear focus on who will be offered a contract for the upcoming year. The teachers who will be non-renewed are invited to a meeting with the building Principal and a second administrator. There are always two administrators in attendance at the non-renewal meeting. The Principal provides the staff member with the non-renewal notice and no reasons are provided based on the RSA's that govern teacher non-renewal. The written notice provided to the teacher informs them they have the option of accepting the non-renewal or resigning. In some instances teachers select the non-renewal to ensure they are eligible for COBRA insurance or if they believe they will be collecting unemployment. This choice of accepting the non-renewal results in no letter of resignation being provided. The School Board is provided with recommendation by the Superintendent in the form of a renewal list. This list is provided to the Board in non-public session and then during the public session the Board votes to affirm the nomination list. An individual who chooses to resign or simply to take no action after the Board had accepted the nomination list would not have that ability to resign at a later date since they no longer have an option for future employment with the District. As an SAU we understand our decision creates anxiety and oftentimes human resources will reach out to answer any questions an individual may have regarding the non-renewal/resignation process.

Funding

Community members voiced concern that Hollis was significantly outspending Brookline on school support. The Hollis budget contains a number of significant debt payments based on their recent

renovations to Hollis Primary and Hollis Upper Schools. Both Districts have approximately the same class size policies and staffing levels. One area that Hollis has more employees is Para educators. Hollis also has a curriculum administrator, a community resource officer and a full time Spanish teacher which account for roughly \$300,000 in additional payroll. Contract-wise, teachers in Hollis earn more in salary but have a smaller percentage allocated to health care. In Brookline, teacher salaries are slightly lower than Hollis, but the District contributes a higher percentage to healthcare. From an overall compensation package both districts are comparable and both districts offer the NH Retirement system to their employees. Should Brookline continue to make capital investments to their schools, they will see this budget gap close.



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts

Office of the Superintendent of Schools

4 Lund Lane

Hollis, New Hampshire 03049

603.324.5999 fax 603.465.3933

April 4, 2022

FName LName
8 School Path
Hollis, NH 03049

Dear Fname,

In accordance with New Hampshire statute 189:14-a (see page 2), your contract will not be renewed by the Brookline School District, following the 2021-2022 School Year.

In lieu of non-renewal, you have the option to resign your position effective June 30, 2022. This means that when you apply to future positions in other districts, you may list your reason for leaving the Hollis School District as a resignation, if that is the way the question is presented to you. If you are asked if you resigned in lieu of non-renewal, you are advised to answer accurately.

If a reference in the District is asked by a potential future employer for your reason for leaving, we will respond that you resigned. If asked directly if the resignation was in lieu of a non-renewal, District representatives will answer honestly and accurately.

Please indicate below which option you choose:

_____ I will accept the termination as a non-renewal.

_____ I will resign in lieu of non-renewal. I understand the District's response to potential new employer questions.

Any District benefits you are receiving will terminate on June 30, 2022.

This notice must be returned to Human Resources by April 14, 2022. Failure to return will result in designation of non-renewal and option of resignation will be revoked.

FName LName

Andrew F. Corey, Superintendent

Date

Date

TITLE XV EDUCATION

CHAPTER 189 SCHOOL BOARDS, SUPERINTENDENTS, TEACHERS, AND TRUANT OFFICERS; SCHOOL CENSUS

School Boards, Transportation and Instruction of Pupils

Section 189:14-a

189:14-a Failure to be Renominated or Reelected. –

I. (a) Any teacher who has a professional standards certificate from the state board of education and who has taught for one or more years in the same school district shall be notified in writing on or before April 15 or within 15 days of the adoption of the district budget by the legislative body, whichever is later, if that teacher is not to be renominated or reelected, provided that no notification shall occur later than the Friday following the second Tuesday in May.

(b) School boards shall have a teacher performance evaluation policy.

(c) Any such teacher who has taught for 5 consecutive years or more in the teacher's current school district, or who taught for 3 consecutive years or more in the teacher's current school district before July 1, 2011, and who has been so notified may request in writing within 10 days of receipt of said notice a hearing before the school board and may in said request ask for reasons for failure to be renominated or reelected. For purposes of this section only, a leave of absence shall not interrupt the consecutive nature of a teacher's service, but neither shall such a leave be included in the computation of a teacher's service. Computation of a teacher's service for any other purposes shall not be affected by this section. The notice shall advise the teacher of all of the teacher's rights under this section. The school board, upon receipt of said request, shall provide for a hearing on the request to be held within 15 days. The school board shall issue its decision in writing within 15 days of the close of the hearing.

II. Any teacher who has a professional standards certificate from the state board of education shall be entitled to all of the rights for notification and hearing in paragraphs I(b), III, and IV of this section if:

(a) The teacher has taught for 5 consecutive years or more in any school district in the state and has taught for 3 consecutive years or more in the teacher's current school district; or

(b) Before July 1, 2011, the teacher taught for 3 consecutive years or more in any school district in the state and taught for 2 consecutive years or more in the teacher's current school district.

III. In cases of nonrenomination or nonreelection because of reduction in force, the reduction in force shall not be based solely on seniority.

IV. In all proceedings before the school board under this section, the burden of proof for nonrenewal of a teacher shall be on the superintendent of the local school district by a preponderance of the evidence. Except as provided in paragraph III, the grounds for nonrenomination and nonreelection shall be determined at the sole discretion of the school board.

V. "Teacher" means any professional employee of any school district whose position requires certification as a professional engaged in teaching. The term "teacher" shall also include principals, assistant principals, librarians, and guidance counselors.

Source. 1957, 285:1. 1981, 250:1. 1986, 39:1. 1995, 174:2. 2000, 16:8. 2003, 204:2, 3, eff. Aug. 29, 2003. 2011, 267:1, eff. July 1, 2011.



Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 8/17/2022

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

Based on the anticipated FY22 balance as previously reported, it is my recommendation that the school board approves a retained fund balance of \$140,161. This is the maximum amount and is the same number that has appeared in previous Revenue/Expense reports.

As we are still working on the end of year final numbers, it is expected that this amount of retained fund balance will still allow funds to be returned to the taxpayer.

If the Board agrees, please request the following motion be made at the August board meeting to define this year's retention amount:

MOTION BY MEMBER _____ TO RETAIN THE SUM OF UP TO ONE HUNDRED FORTY THOUSAND ONE HUNDRED SIXTY ONE DOLLARS (\$140,161) OF SCHOOL FUND BALANCE FROM THE FY22 SCHOOL YEAR AS THE END OF YEAR AVAILABLE FUNDS ALLOW.