

BROOKLINE SCHOOL BOARD  
OCTOBER 25, 2016  
**MEETING MINUTES**

A meeting of the Brookline School Board was conducted on Tuesday, October 25, 2016 at 6:03 p.m. at the Captain Samuel Douglass Academy.

Chairman Matthew Maguire presided.

Members of the School Board Present: Erin Sarris, Secretary  
Lauren DiGennaro  
Kenneth Haag

Members of the School Board Absent: Patricia Lynch, Vice Chairman

Also in Attendance: Andrew Corey, Superintendent  
Gina Bergskaug, Assistant Superintendent  
Kelly Seeley, Business Administrator  
Dennis Dobe, Principal, Captain Samuel Douglass Academy  
Daniel Molinari, Principal, Richard Maghakian Memorial School  
Brian Radar, Brookline Finance Committee (arrived at 6:25 p.m.)  
Linda Chomiak, Brookline Finance Committee  
Gale Taylor, Brookline Finance Committee

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AGENDA ADJUSTMENTS - None

NOMINATIONS / RESIGNATIONS / RETIREMENTS / CORRESPONDENCE

Superintendent Corey informed the Board he followed up with Hollis Transportation regarding the bus stop issue brought before the Board at its last meeting (Hillside Drive). A second stop has been added at the top of the hill, which will be in place for a period of time, and if not accessed, would be discontinued. He also followed up with the family that brought the issue forward. There is uncertainty as to whether they would want their children walking up that end of the street as they believe it is, in some ways, the same walk as the other end. He expects to receive an update from Hollis Transportation in the next 30-40 days.

PUBLIC INPUT

Linda Chomiak, Brookline Finance Committee, commented her daughter is now a freshman in college. She wished to convey to the Hollis/Brookline school system how well her child is doing with her post-secondary education as a result of the education and preparation she received in the SAU.

Gale Taylor, Brookline Finance Committee, stated her daughter is also a freshman in college, and has been relaying how prepared she was for this part of her educational career.

PRINCIPALS' REPORT

Principal Molinari stated the desire for Teachers to present at Board meetings to showcase what is occurring in the district. For the November meeting, the Unified Arts Team will provide a 10-15 minute presentation on activities being conducted during enrichment time, in December, the Math Specialist along with a Math Teacher from both the Richard Maghakian Memorial School (RMMS) and the Captain Samuel Douglass Academy (CSDA) will provide an update on the implementation plan for the enVision Math Program, in January, a presentation will be provided by the Science Specialist along with a Teacher from each school, in February a discussion will be had on English Language Arts (ELA), and in March, a technology update will be provided. Principal Dobe commented on the benefit of hearing from those who are directly involved in and overseeing curriculum areas.

Principal Molinari spoke of a tree located in the front of RMMS, which may need to be removed. A septic problem occurred earlier in the year, which was the result of roots of the tree growing through the septic pipe and into the foundation of the school. The recommendation received was for removal of the tree. Several quotes have been received, and the estimated cost of removal is \$500.00.

Principal Dobe noted both RMMS and CSDA received the New Hampshire Partners in Education Blue Ribbon Award (school volunteer program excellence) thanks to the efforts of the PTO and their work in coordinating volunteer efforts in the schools.

With regard to the Smarter Balanced Assessment and NECAP Science results, the District has its results, but has not yet received the State-wide results. Principal Dobe requested the opportunity to postpone reporting out to the Board until its November meeting to allow for a more cohesive report to be provided.

Principal Dobe expressed his gratitude for the efforts of Assistant Superintendent Bergskaug in putting together an In-Service Day program the staff is really excited about. On November 8<sup>th</sup> all SAU41 staff will attend a day-long professional development program at the High School, which will consist of broad and wide-ranging activities put together by teachers for teachers.

Principal Molinari noted November 3<sup>rd</sup> is Math Night, which is a District event. The Math Specialist will provide families with information on how to access student accounts; navigating enVisions account, and Southern New Hampshire University will be in attendance to put on math activities for students.

On October 26<sup>th</sup>, Teachers will receive training on the COPsync program with the Police Department.

Principal Molinari noted RMMS enrollment has gone up by 6 students and CSDA by 1 student, since the Board last met.

## PRESENTATIONS

- Capital Improvement Plan

Kelly Seeley, Business Administrator, provided a PowerPoint [presentation](#). She remarked as the buildings across the SAU are aging, the Business Office recognized the need to evaluate the status of all aspects of the buildings. The evaluation methodology was to conduct discussions with administrators, building maintenance supervisors, the Superintendent, and outside sources/vendors. The Facility Audit Tool was utilized, which is a spreadsheet designed to capture the status of all the systems in each building. The evaluator assigns points based on functional condition and safety/compliance. When sorted, the final totals bring the highest priorities to the top. The audit tool will evolve to full usage. However, this year it is evaluating only the functional condition.

An example was provided identifying the system type, item to be inspected, the point assigned to functional condition as well as safety/compliance, total points, and a description of the issue.

Areas of concern that were identified through this process for RMMS include (in no particular order): playground surfaces, window repairs, base and eve trim replacement, security monitoring, HVAC repairs, parking lot repairs, gutter work, boiler replacement, interior and exterior door repairs, flooring, septic inspection, panic button; add, intercom repairs, water filtration system, generator, ceiling grid replacement, septic pipe repairs, and Cat 5 replacement. Areas identified at CSDA include: fencing repairs, window repairs, phone system, exterior door repairs, gutter repairs, playground repairs, music room carpet, fire panel replacement, handrail repairs, parking lot repairs, site drainage repair, and hallway ramp tile.

The areas identified were broken down into two categories; under \$20,000 and over \$20,000. The two groups will be updated annually based on changes that may occur. Ballpark estimates will be utilized at the onset, and will be refined as time permits.

Ms. Seeley provided slides (attached) that detailed the Capital Improvement Plan (CIP) for the years 2018-2021, intended to address each of the areas of concern identified for both of the schools based on category (under or over \$20,000), and prioritized under the year in which the item would be addressed. Items listed for FY17 have either been addressed or are pending. The totals for each of the years were identified: FY18; \$141,500, FY19; \$182,000, FY20; \$245,000, and FY21; \$84,000. Understanding the amounts required assists in the budgeting process and identifying the needs associated with the Maintenance Expendable Trust. The current balance (as of 6-30-17) in the Expendable Trust was identified as \$55,616. Needs identified for FY18 total \$141,500.

Ms. Seeley stated the information would be utilized during the budgeting process, and, if necessary, based on the needs of the budget, items could be pushed out further on the schedule.

When asked where the estimates were derived from, Ms. Seeley stated the majority were derived from vendors or the Building Maintenance Supervisors and Principals.

Principal Molinari commented the evaluation sheet allowed the Administrators to go through each aspect of the schools. He spoke of a meeting conducted with the two Principals and the Maintenance Supervisors, during which they went through each school to review all of the information.

Ms. Chomiak commented the analysis allows for great decision making on how quotes should be solicited, e.g., projects can be bundled to achieve economies of scale not only within the SAU, but through combined efforts with surrounding districts that may have more buying power. She offered to work with the SAU, when the time comes, to seek out such opportunities.

#### INFORMATIONAL

- SB2 Calendar

Superintendent Corey noted the calendar provided with the agenda (copy attached). The calendar includes the action required, the State RSA that governs the action, and the due dates for each required action as well as potential snow dates. The calendar requires the Board to utilize the time between now and December to wrap up budget discussions. The Public Hearing is scheduled for January 16, 2017, and the first Deliberative Session is scheduled for February 6, 2017.

Ms. Sarris noted January 16, 2017 is Martin Luther King Jr. Day, and the schools will be closed.

- Standards Based Report Card example(s)

Assistant Superintendent Bergskaug spoke of the examples provided with the agenda. The intent was to simply provide an idea of what a Standards Based Report Card looks like. The District is nowhere near that point. The Committee is taking a step back to discuss grading practices and to align philosophies. Information will be shared with the community to ensure an understanding of all parties before moving forward with ideas such as what standards are there, will we have a 3-point scale or 4-point scale, will we show numbers or meets expectations or exceeds expectations, etc. There are a good many conversations that need to take place. A book study has just started to talk about grading philosophies, which is being run through Google Classroom. The Committee will convene in December to discuss some of what the book has brought us to, and figure out the appropriate next steps in terms of where we are based on what the book is showing us, and appropriate philosophies, and then going back to the work that was done last year to see where that lines up.

After that point, another update will be provided to the Board, and work will begin to lay out work that will involve the community. Assistant Superintendent Bergskaug stated the desire to add a community member to the committee.

Chairman Maguire commented on the examples that were provided being more elementary school based, and asked if there are other examples for the middle school and high school levels. Assistant Superintendent Bergskaug responded there is no committee developed for the Hollis Brookline Cooperative (COOP) School District at this time. When asked, she stated other districts are doing standards based report cards at the higher levels. In New Hampshire, there is also a competency based report card, which is a little different. She remarked it makes sense to start at the elementary level, have a shared understanding, which could inform where to go next, if any changes are in fact made.

- SAU41 FY18 Draft Budget

A copy of the draft was attached to the [agenda](#).

Superintendent Corey noted the SAU41 Budget Sub-Committee will meet again on November 4<sup>th</sup>. The expectation is that a budget will be agreed upon at that time, and will then be brought forward for a Public Hearing at the SAU41 Governing Board meeting scheduled for December 10<sup>th</sup>.

The proposed budget for the SAU, which consists of 13 employees that support the three districts, is \$1,487,949. The adjusted or default budget is \$1,468,656, which represents a differential of \$19,292. A significant driver is the cost of health insurance, which is an issue being faced throughout the State. Superintendent Corey stated he has spoken with other local Superintendents, and learned of Guaranteed Maximum Rates (GMRs) as high as 20% and as low as 8%, which is a district having a single, high deductible, health plan for all of its employees. The average is around 13.9% GMR.

The biggest driver in the SAU budget is the need for temporary help during peak times of the year, e.g., middle of August and start of school when there is work involved in vetting approx. 300-400 volunteers. That is the same time when the

district traditionally is bringing on board 30+ new employees. Both of the Accounting Specialists are retiring on December 31<sup>st</sup>. The SAU has hired on one and is in the process of hiring on the second. One of the Accounting Specialists was .93 whereas the replacement will be a 1.0 Full Time Equivalent (FTE), which results in an impact of just over \$3,000. The last driver is the addition of supervisory duties to the position of Human Resource Coordinated as the SAU looks to streamline the business process. That results in a salary adjustment of an increase just under \$6,000.

The SAU has a Fund Balance of \$126,127. GASB 45 is an accounting survey/analysis that is required to be performed every other year on pensions, etc. The Director of Student Services is working towards a Certification in Advanced Behavioral Systems. Those two items have been taken out of the SAU operating budget, and will be offset by the Fund Balance. That will avoid having a spike in the budget from one year to the next for items that are not recurring on a yearly basis.

- Start Time Committee - Update

Superintendent Corey provided the Board with a report prepared by the Start Time Committee (copy attached). The committee began a series of meetings on March 1<sup>st</sup> and concluding on September 23<sup>rd</sup> at which point the committee decided to bring forward the information it had gathered. Part of that information was derived from a survey, which resulted in responses from 620+ individuals across the SAU. The concept of a later start time was supported even if the result was an increase in cost. He noted the increase was not publicized, and is not known at this time. During the course of the study, the committee considered four options. The first, switching the elementary and COOP start times, was not recommended as the committee felt, during the winter months, the time change would result in elementary students being out during periods that that would be too dark. The second, additional busses for the COOP, was not recommended as it would be cost prohibitive. The third, starting a little later but retaining the same dismissal time, was not recommended as it would not result in a significant time change. The fourth option, K-12 buses, was also not recommended by the committee, as it would be cost prohibitive and resulted in age range concerns.

What the committee arrived at, simply for further study, were two possible proposals; 1) push back the start times of both the elementary and the COOP districts whereby the COOP school district would run from 8:00 a.m. - 3:00 p.m. and the elementary schools 9:00 a.m. to 3:45 p.m., which resulted in the same concern relative to the level of darkness that would exist during the winter months for the youngest students, and 2) the elementary school district would run from 8:00 a.m. to 2:30 p.m. and the COOP 8:45 a.m. to 3:30 p.m.

When the committee presented to the COOP School Board, an additional option the committee was asked to look at is reviewing the COOP master schedule and determining if a 7 period day is necessary or if a drop schedule could be used where classes didn't necessarily meet each day, and the times were not all equal. The committee has agreed to continue its work and investigate that option. There was also some discussion of refocusing the efforts on the value of the minutes versus the education, e.g., what does it truly mean to give up 15 instructional minutes particularly in terms of the work that is being done with Google Classroom, etc.

Superintendent Corey commented the reason the committee had committed to providing a report in the timeframe it did was related to the possibility a recommendation could have budgetary impacts. At this point, the committee is not recommending anything other than the further study, and is not considering option(s) that would result in a major cost impact. He noted the COOP School Board is hopeful, if a change is going to be made, that it be instituted in time for the start of the next school year.

Superintendent Corey spoke of when CavBlock was instituted at the High School and concern expressed about instructional impact(s). What has been seen is students' grades have gone up pretty much across the board because they are provided time during the school day to get the additional help, seek out information, and, if doing very well, to utilize the time as a study hall. On Fridays, the COOP District now has Professional Learning Community (PLC) Fridays. That is being looked at as well, has not had a negative impact at the High School and was implemented this year at the Middle School. That data is being tracked. It is believed those two pieces will provide pretty strong data in terms of what can be done for next steps.

Ms. DiGennaro asked for clarification the committee would be investigating the master schedule for the overall length of the school day. Superintendent Corey responded the scientific research addresses the 8:30 a.m. timeframe. Although the committee is uncertain it could achieve the 8:30 a.m. start time, the goal is to get as close to that as possible. Ms. DiGennaro stated a concern with families who have to get to work early and others who feel 7<sup>th</sup> grade is still too early for students to be getting themselves ready and out to the bus. Those students would not gain a benefit from additional sleep as they would still be getting up at 6:00 a.m. She questioned whether there would be any morning support at the Middle or High School whether in the form of a study hall, etc. In the event the elementary school day were to end at 3:45 p.m.,

for those students who have to attend a before-school program that would make for a very long day. She would like the entire community to be taken into account when considering options.

Mr. Haag echoed those same concerns. Ms. Sarris stated there to be at least one committee member who is a community member who has the same situation. She stated these conversations are incorporated into the committee's discussions. Ms. DiGennaro stated her belief a start time of 8:45 a.m. is swinging really far, and she would prefer to look at a middle ground.

Chairman Maguire stated his opinion a 9:00 a.m. start time would require students to attend some sort of a before-school program to accommodate family schedules. Were such a change to be made, there would likely be a huge increase in before-school programs, which could defeat the purpose for a lot of those who participate in that. He does not believe the community would be supportive of such a late start time, particularly at the elementary school level. He questioned if the committee had considered shortening the school day, but extending the school year. Superintendent Corey stated it is an option that he does not believe has been discussed as the shortening of the day came up as part of the COOP discussion. He noted the SAU has the longest school day going. He stated his belief the hope of the committee is to bring the information forward to both the Brookline School District and the Hollis School District to gain feedback as any solution has to be done SAU-wide and has to be beneficial for all.

Ms. DiGennaro questioned the protocol for each of the School Boards in terms of any recommendation that comes out of the committee's deliberations. Superintendent Corey stated his belief the greatest reason why any change would need to be SAU-wide is related to transportation. It would be cost prohibitive for any individual district to go out on its own to obtain transportation. The solution would have to be a compromise that could be accepted by all entities.

Ms. Sarris commented looking at the big picture, a lot of communities in the State are engaged in this same conversation. It may be something that, even if not driven by the community itself, might be driven by surrounding communities. The same concerns around a potential change and how it impacts extra-curricular activities, etc., which we are all interdependent upon may eventually come up through the change that happens in other school systems. That is another reason why it is important to be out in front of the conversation and be gathering as much information as possible.

## DISCUSSION

- Brookline School District FY18 Budget

Superintendent Corey noted the agenda packet included the first draft of the FY18 budget. Administrators have been through a few rounds of discussions. At the onset of the budget process, Administrators are asked to include everything that the school system needs as well as wants and desires for the coming year. From there the Superintendent, Assistant Superintendent, and Business Administrator begin the process of trying to reach a number that is workable. At the onset of this year's cycle, the initial draft proposed an increase just under 7%. The current first draft provided to the Board represents an increase of \$320,742.50.

Superintendent Corey noted some of the larger items include a placeholder relative to teacher negotiations in the amount of \$120,166.61, the GMR for health insurance identified as a 15.9% or \$117,466.32 increase, and an approx. 1.8% or just under \$30,000 increase for the New Hampshire Retirement System. Those three items make up the vast majority of the \$320,742.50 increase. There are two other pieces included in that number; \$40,000 for the Expendable Maintenance Trust and a \$10,000 placeholder for a special education trust. The previous rate of about \$10,000 for the Expendable Maintenance Trust is not believed adequate to address the maintenance needs for the future. It would be an increase for the first year, but would be consistent for the next few years. The Administration is proposing the development of a special education trust. A \$10,000 placeholder has been identified in the draft budget.

Superintendent Corey explained currently the budget is well managed, well developed, and has run very well during his time in the District. However, an aspect that cannot be controlled is costs associated with special education, and the mandates of the Federal Law. If a student moved into the District tomorrow, and required special education services, the District is mandated to fund those services. There is no contingency plan within the budget for such an expense. What the Administration is looking at in terms of a special education trust is the ability to form a savings account that could be carried over multiple years. The guidelines that would be put in place would prohibit accessing the funds without a vote of the Board and the Finance Committee. The current proposal is for \$10,000. He noted the least out-of-district placement that could be utilized is at an approx. cost of \$40,000 for the student and close to that same amount in transportation. Placements could range from \$80,000 to, in some cases, up to \$500,000. Superintendent Corey stated that to be something he is passionate about; every student deserves what he/she is entitled to. If such a scenario were to come to fruition, monies associated with regular education expenses would have to be reallocated. The Administration strongly

believes establishment of such a fund should be considered. It was noted the COOP School District and the Hollis School District have contingency funds that could be utilized in such a situation.

Superintendent Corey stated one of the things the Administration looked to address in the budget is staffing in terms of classroom teachers. Typically a Teacher at grade 6 would have been subject to Reduction in Force (RIF) because of enrollment. The recommendation is to instead allow the Principals to reassign a teacher to a grade having a more robust enrollment as it is believed three teachers at the 6<sup>th</sup> grade level will be appropriate next year, and there are bubbles in a few of the grades. The Administration is recommending the position of Curriculum Coordinator continue to not be funded, and that the monies be utilized next year to fund a teacher. The Administration is recommending a swap; have seen a decrease in a special educator in a specific program, and believe that need could be covered within the District. The recommendation is to swap the special educator to a classroom teacher (not the same individual but the dollars). From a budgeting standpoint the staffing level will be the same, but there will be two additional teachers able to target the larger grades.

Once the budget is passed, and available funds are known, the Principals would be asked to allocate the teachers to the appropriate grade levels whether at RMMS or CSDA. The first round of the budget produced a draft budget that has an increase that is slightly over 3.5% of which 1.5% is the placeholder for negotiations and slightly over 0.5% is associated with Warrant Articles the voters would vote on.

The plan moving forward into the November meeting would be to review the draft budget line-by-line. The intent would be for a brief School Board meeting followed by a Budget Workshop to conduct a thorough review. The Administration is looking to the Board to understand if the staffing recommendations is a direction the Board wishes to take, if the Administration should presume to be prepared for the November meeting with language for the Special Education Trust Fund (Warrant Article), and in terms of the Expendable Trust, if there is a comfort level between the Board and the Finance Committee to increase that allocation.

Ms. Chomiak remarked by not utilizing a RIF, the district is saving money in the long run based on the cost of turnover, e.g., letting someone go in one year to have to bring another employee on the following year and incur the cost of training, etc. Ms. Sarris questioned the cost associated with movement of teachers from year to year. She spoke of the desire to have consistency within the teams, etc. Superintendent Corey stated any changes could be viewed through that lens as well.

Ms. Taylor questioned if the Administration has ever moved teachers in such a way so that a particular group of students had the same teacher for two years, and was informed that has occurred. Principal Molinari commented that is the current situation in one of the grades. Superintendent Corey shared information he has received from a few relatively local companies that are moving contingents of employees to this area, and have promoted the towns of Brookline and Hollis to those employees. There is the concern if the budget were cut so fine next spring he might be placed in the position of having to inform of the Board of the need for an additional teacher. The discussion for November is what is believed can be supported by the taxpayers, but at the same time he will look for an understanding that we don't want to pit an operating budget against a teachers' contract because the greatest resources are the teachers.

Ms. Chomiak questioned if the Administration receives information from the Town relative to home sales. She suggested it would be helpful to provide information to the taxpayers so that they can clearly see what percentage of previous years' tax bills was associated with the School District. Principal Molinari commented when he joined the district last summer, RMMS had 278 students. At this point in time, not including the 7 students that will be enrolled in November, enrollment has increased by 38. He commented the district looks at information such as birth records to understand where enrollment may head. As an example, for the current Kindergarten the District had 20 students based on birth record information obtained; however, there are 80 students in that grade. The current number of birth records associated with students that will enter Kindergarten next year is 22.

Mr. Haag commented he sees the idea of a special education trust to be an example of forward thinking. He stated his full support of the proposal regarding the shifting of teachers, and that he is pleased with the strategic look represented by the proposals made.

Mr. Haag questioned, and was informed the NESDEC has gone from predicting a flat enrollment to an increase in Brookline of about 6-7 students/year. One of the things they struggle to predict is the communities situated in areas where corporations are located.

DELIBERATION

- To see what action the Board will take regarding reconsideration of Policy GAA – Job Descriptions  
Adopted: September 27, 2016

**MOTION BY MEMBER SARRIS TO AMEND POLICY GAA – JOB DESCRIPTIONS, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA  
MOTION SECONDED BY MEMBER DIGENNARO**

ON THE QUESTION

Mr. Haag explained to the Board and viewing audience the proposed amendments would result in the policy mirroring that which is being considered by the SAU41 Governing Board and the Hollis School Board, and which has been adopted by the COOP School District. The desire is for the policy to be consistent across the three districts. The most notable amendments throughout the policy and associated procedure are assignment of the responsibilities associated with job descriptions, e.g., format, maintenance, distribution, to the Human Resources Coordinator/Office rather than the Business Administrator/Office.

**MOTION CARRIED  
4-0-0**

**MOTION BY MEMBER DIGENNARO TO ACCEPT THE FIRST READING, WAIVE ADDITIONAL READINGS, AND ADOPT POLICY GAA – JOB DESCRIPTIONS, AS AMENDED  
MOTION SECONDED BY MEMBER SARRIS  
MOTION CARRIED  
4-0-0**

- To see what action the Board will take regarding Policy IIB - Class Size; Third Reading, as amended  
First Reading; 8-23-16  
Second Reading 9-27-16  
*Given its third reading;*

**MOTION BY MEMBER SARRIS TO AMEND POLICY IIB – CLASS SIZE, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA  
MOTION SECONDED BY MEMBER DIGENNARO**

ON THE QUESTION

*Chairman Maguire noted Vice Chairman Lynch provided a written statement she wished to have read into the record:*

“Re: Class Size policy IIB, under discussion:

My thoughts on this policy:

As I have stated in previous Board meetings, this is not a policy, but a procedure (as stated in the document: “establish a process”.) There are two different types of documents, Policies and Procedures. This one is Procedure. It does not belong placed with Policies.

It is part of the job of administration to start a discussion on class size/type of class when they feel there is a need. We certainly do not have policies/procedures in place for other things that need to be discussed. We do not need this document.

Per the NH Department of Education:

Ed 306.17 Class Size

(a) Class size for instructional purposes, in each school shall be:

- (1) Kindergarten – grade 2, 25 students or fewer per educator, provided that each school shall strive to achieve the class size of 20 students or fewer per educator;

- (2) Grades 3 – 5, 30 students or fewer per educator, provided that each school shall strive to achieve the class size of 25 students or fewer per educator; and
- (3) Middle and senior high school, 30 students or fewer per educator.
- (b) These class size requirements may be exceeded for study halls, band and chorus, and other types of large group instruction, including but not limited to, lectures, combined group instruction, and showing of educational television and films.
- (c) In the interest of safety, the maximum number of students in laboratory classes in such areas as science and career and technical education shall be determined by the number of work stations and the size and design of the area. In no case shall the number of students in laboratory classes exceed 24.”

Ms. Sarris commented the Board reached the point where it believed class sizes were too large; however, they were within the parameters outlined by the State. She questioned how that point was reached, e.g., budgetary constraints, etc. She questioned if the Administration is of the belief were such a policy in place it would have prevented class sizes from reaching a point believed to be too large.

Principal Dobe stated that to be his belief. He commented the advantage he sees to having the policy in place is that a discussion would be initiated based upon established guidelines of what is believed to be ideal class sizes as opposed to a discussion being reactionary. He suggested, in the past, the Board and Administration has found itself in a position where very late in the summer, as a result of a large number of move-ins, the desired class sizes were increased without the ability to make necessary adjustments to maintain optimal class sizes. What the policy would allow the Board and Administration to do is to plan more cautiously, and really consider what is believed to be best, in advance, to avoid being in a position of very difficult situations for students and educators.

Principal Molinari commented it is a policy about one of the most important functions in the school; providing an appropriate class size for students. He highlighted the changes that have been proposed since the last reading. Ms. DiGennaro commented she is unaware of the history of how class sizes got to this point; however, she is of the belief taking this step to adopt a policy is vital for this and future boards to ensure these discussions take place.

Chairman Maguire stated his view having such a policy in place identifies guidelines for what the philosophy is, as a community, relative to class size. The intent is not to identify a trigger point at which additional sections/staff are added, but rather to identify at what point a discussion is required. Ms. Sarris noted the Hollis School District has a similar policy in place, and she would like to have that level of consistency for the students. Although the points expressed by Vice Chairman Lynch are well taken and she agrees she would not want to mix up procedure with policy, she also believes putting the community focus on what the State guidelines are is an important message to relay to the community.

Mr. Haag stated agreement with the comments made, and questioned if it is the thresholds that are an area of concern for others on the Board. Ms. DiGennaro stated her opinion the policy, as proposed, is accurate and appropriate. Ms. Sarris stated the one difference she noted between what was proposed and what has been adopted by the Hollis School District is that the Brookline policy identifies 17 in grades K-1 and the Hollis School District identifies 18. Ms. DiGennaro reiterated the numbers cited simply identify a point at which discussion takes place.

Superintendent Corey noted the Hollis School District adopted a policy because they would go through these multiple discussions, and there was nothing to go back to. When new Board members came on, there was no starting point. There is nothing within the proposed policy that states the Brookline School District could not have larger class sizes. If you look back to 2008 when everything crashed, there are sometimes reasons why we let things get a little bigger than usual. What the policy does is forces that discussion, which is not a bad discussion, and the five members that are sitting on the Board at that time can then make a decision. If the community disagrees with their decision the community can come and voice their concerns.

**MOTION CARRIED**

**4-0-0**

**MOTION BY MEMBER DIGENNARO TO ACCEPT THE THIRD READING AND ADOPT POLICY IIB – CLASS SIZE, AS AMENDED**

**MOTION SECONDED BY MEMBER SARRIS**

**MOTION CARRIED**

**4-0-0**

APPROVAL OF SCHOOL BOARD MINUTES

Brookline School Board. . . . . September 27, 2016

*The following amendments were offered:*

Page 8, Line 32; replace “detail” with “detailed:  
Page 12, Line 38; replace “head” with “ahead”

**MOTION BY MEMBER HAAG TO APPROVE AS AMENDED  
MOTION SECONDED BY MEMBER SARRIS  
MOTION CARRIED  
4-0-0**

AGENDA BUILDING

- RMMS/CSDA Unified Arts Team; presentation on activities being conducted during enrichment time.
- Brookline School District FY18 Budget
- Smarter Balanced Assessment and NECAP Science results; report

ADJOURNMENT

**MOTION BY MEMBER HAAG TO ADJOURN  
MOTION SECONDED BY MEMBER SARRIS  
MOTION CARRIED  
4-0-0**

*The October 25, 2016 meeting of the Brookline School Board was adjourned at 6:33 p.m.*

Date \_\_\_\_\_ Signed \_\_\_\_\_

## CAPITAL IMPROVEMENT PLAN UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
R-Window Repairs	\$ 4,216					
C-Fencing Repairs	\$ 5,500					
C-Exterior Door Rprs	\$ 7,850					
C-Playground Rprs	\$ 2,450					
C-Egress Path Imprv	\$ 2,000					
R-Security Monitoring System		\$ 5,000				
C-Window Rprs/Rpl		\$ 12,500				
R-HVAC Repairs		\$ 6,900				
R-Panic Button SS		\$ 2,000				

\*OP=Operating, TR=Expendable Trust, B=Bond, CR=Capital Reserve Fund

## CAPITAL IMPROVEMENT PLAN UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
R-Flooring 2 clssrms		\$ 7,000				
R-Parking Lot Rprs		\$ 16,000				
C-Parking Lot Rprs		\$ 13,500				
R-Intercom Rprs		\$ 5,000				
C-Gutter Repairs		\$ 1,500				
R-Septic Inspection		\$ 1,800				
R-Kiln		\$ 8,500				
R-Plygrnd Surface		\$10,000				
R-Water Filtration		\$ 6,800				
R-Boiler Rplcmnt			\$ 8,000	\$ 8,000	\$ 8,000	

\*OP=Operating, TR=Expendable Trust, B=Bond, CR=Capital Reserve Fund

## CAPITAL IMPROVEMENT PLAN UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
C-Handrail Repairs			\$ 1,000			
R-Gutter Repairs			\$ 2,000			
R-Interior Door Rprs			\$ 5,000			
R-Ceiling Grid Rplmnt			\$10,000			
C-Music Rm Carpet			\$ 6,000			
C-Hall Ramp Tile			\$10,000			
R-Flooring-2,3 Wing				\$ 9,000		
R-Exterior Door Rprs				\$ 5,000		
C-Gym Lights Rplc				\$10,000		

\*OP=Operating, TR=Expendable Trust, B=Bond, CR=Capital Reserve Fund

## CAPITAL IMPROVEMENT PLAN UNDER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$\$ Source*
R-Septic Pipe Rprs					\$ 4,000	

\*OP=Operating, TR=Expendable Trust, B=Bond, CR=Capital Reserve Fund

## CAPITAL IMPROVEMENT PLAN OVER \$20K PRIORITIZED BY YEAR

Projects	2017	2018	2019	2020	2021	\$ Source
R-Base & Eve Trim		\$20,000				
C-Phone System		\$25,000				
R-Office Renovation			\$30,000			
C-Fire Panel			\$40,000			
C-Site Drainage			\$40,000			
C-Energy Mgmt Sys			\$30,000			
R-Roof Rplc-Gym				\$ 40,000		
C-Retaining Wall				\$160,000		
R-Generator				\$ 21,000		
R-Roof Rplc-2,3,PK					\$30,000	
R-Cat 5 Rplcmnt					\$50,000	

## TOTALS BY YEAR

### 2018:

Under 20k - \$96,500

Over 20k - \$45,000

**Total - \$141,500**

### 2019:

Under 20k - \$42,000

Over 20k - \$140,000

**Total - \$182,000**

### 2020:

Under 20k - \$24,000

Over 20k - \$221,000

**Total - \$245,000**

### 2021:

Under 20k - \$4,000

Over 20k - \$80,000

**Total - \$84,000**

## FOCUS DISCUSSION AREAS

Expendable Trust Balance as of 6/30/17:

**\$55,616**

**Under \$20K Needs for FY18: \$96,500**

**Over \$20K Needs for FY18: \$45,000**

**Total: \$141,500**

10/18/2016

**BROOKLINE SCHOOL DISTRICT  
2017 SB2 ANNUAL MEETING DATES AND DEADLINES  
USING RSA REGULATIONS**

Action	RSA Parameters	Dates	Snow Dates	Day Type	RSA Reference
Last day to <u>post notice</u> of budget hearing	"...the second Tuesday in January..."	1/10/2017		Required	40:13,II-a (a), 32:5,I
Last day for negotiated cost items to be finalized	"...the second Tuesday in January..."	1/10/2017		Required	40:13,II-a (b), 273-A:1
Last day for petitioned warrant articles	"...the second Tuesday in January..."	1/10/2017		Required	40:13,II-a (b), 39:3
<b>PUBLIC HEARING DATE</b>	"...on or before the third Tuesday in January."	<b>1/16/2017</b>	<b>1/17/2016</b>	<b>Chosen</b>	40:13,II-a (c)
Last day to post warrant, budget and default budget	" on or before the last Monday in January."	1/30/2017		Required	40:13,II-a (d), 39:5, 197:7
<b>FIRST SESSION - DELIBERATIVE</b>	"....between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays...."	<b>2/6/2017</b>	<b>2/7/2017</b>	<b>Chosen (btw 2/4 and 2/11 inclusive)</b>	40:13, III
Annual report with final budget and ballot questions made available to the legislative body	at least 7 days prior to meeting	3/7/2017		Required	40:13, II
<b>SECOND SESSION - BALLOT VOTING</b>	"....the second Tuesday in March...."	<b>3/14/2017</b>		<b>Required</b>	40:13, VII
Submit signed and completed forms to DRA	"...within 20 days of the close of the meeting..."	4/3/2017		Required	21-J:34

# **Start Time Committee Report**

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## Start Time Committee Members

Claire Actis - Coop Support Staff Representative

Andy Corey - Superintendent

Mary McGarry - Community Representative

Laurie Miller - Hollis School Board Representative

Maggie O'Hara - HBHS Student Representative

Claire Pare - Coop Staff Representative

Brian Rater - Coop Budget Committee Representative

Erin Sarris - Brookline School Board Representative

Maryanne Shanley - Community Representative

Grant Snyder - HBMS Student Representative

Bob Thompson - Coop Administration Representative

Cindy VanCoughnett - Coop Board Representative

Krista Whalen - Coop Board Representative

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## **Why Did We Form Committee Again?**

**American Academy of Pediatrics recommends that teenagers start school later**

### *Two Principal Biological Factors*

1. *During adolescence, melatonin is secreted later in evening which shifts circadian rhythm.*
2. *During adolescence, the body needs longer to fall asleep after a 14.5-18.5 hour day.*

**CDC has stated that insufficient sleep is a public health problem.**

## **What did we do and when did we meet?**

*Brainstormed, Developed, Distributed and Analyzed Survey, Met with Key Players on:*

- March 1st
- March 25th
- April 8th
- April 18th
- June 17th
- July 15th
- August 26th
- September 23rd

## Survey

- Announced on Hollis Brookline Journal, on both town websites and SAU site
- Survey was available on SAU website and paper copies distributed to all schools, both town libraries as well as both town halls

### RESULTS

- 620 plus responses with majority in support of later start time even with financial impact

## Options Considered

- **Switch Elementary and Coop**
  - *Too dark for elementary students in winter*
- **Additional Busses for Coop**
  - *Cost Prohibitive (\$250,000/bus)*
- **Start a little later but keep same dismissal time**
  - *Not significant time change*
- **K-12 Busses**
  - *Cost Prohibitive*
  - *Age Range Concerns*

## **Proposal**

**Push back start times for BOTH Elementary and Coop**

COOP	8:00AM - 3:00PM (7 hours)
ELEMENTARY	9:00AM - 3:45PM (6.75 hours)
<b><u>OR</u></b>	
ELEMENTARY	8:00AM - 2:30PM (6.5 hours)
COOP	8:45AM - 3:30PM (6.75 hours)

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