

**BROOKLINE SCHOOL BOARD
SEPTEMBER 26, 2017
MEETING MINUTES**

A regular meeting of the Brookline School Board was conducted on Tuesday, September 26, 2017 at 6:02 p.m. at the Captain Samuel Douglass Academy.

Chairman Matthew Maguire presided:

Members of the Board Present: Lauren DiGennaro, Vice Chairman
 Alison Marsano, Secretary
 Erin Sarris

Members of the Board Absent: Kenneth Haag

Also in Attendance: Andrew Corey, Superintendent
 Karen Kulick, Special Education Administrator
 Dennis Dobe, Principal, Captain Samuel Douglass Academy
 Daniel Molinari, Principal, Richard Maghakian Memorial School

AGENDA ADJUSTMENTS - None

CORRESPONDENCE/RESIGNATIONS/NOMINATIONS - None

PUBLIC INPUT - None

PRINCIPALS' REPORT

Principal Dobe stated he and Principal Molinari have been working with the Teachers to develop the first round draft of next year's school budget. They have also met with the Business Administrators, Superintendent Corey, and the Network Administrator.

Principal Molinari spoke of the events highlighted in the report, which was attached to the [agenda](#). He specifically noted the successful Open House, the Police Department being on hand to do fingerprinting for the parent volunteers, and ongoing efforts to partner with the Brookline Public Library, e.g., students will take part in field trips to the Library. The District is also looking to partner with the Conservation Commission to expose students to the trails in Brookline. The 2nd grade students recently visited the Cider Mill Pond area where they walked along the trails, looked at habitats, etc.

Principal Molinari stated the Professional Growth Model (PGM) Committee addresses how the District offers professional development to our teachers, how we evaluate teachers, etc. Last year the committee piloted its observation and evaluation plan. The District now uses that same observation plan in what is called the front line. It basically allows teachers and administrators to use the system to input their goals, administrators can view the goals online and can take their laptops and iPads into classrooms to do a direct observation, notes from which can be sent to the teacher. The PGM plan was up for renewal, and has been updated and provided to the State.

Principal Dobe remarked the Administration, educators, parents, and the Board voiced concerns around the amount of testing students are being asked to do. Adjustments have been made. The intent is to have students take the Northwest Evaluation Association (NWEA) assessment in the fall (early October) and again in the winter (late January). The change is that the test would be taken in fall/winter rather than winter/spring. Students will also take the statewide testing, which is now called New Hampshire State Assessment System (very similar to the Smarter Balanced Assessment (SBA)); however, that testing will be pushed back to May. What was found was by having the test as early as we had students were missing out on quite a bit of valuable instruction that they would have otherwise had. Many schools wait until a little later in the testing window so that students have the benefit of as much as 4-6 weeks of instruction beyond what our students had.

NWEA assessments will be used to inform instruction, and the statewide assessment for its intended purpose, which is the summative assessment; how are we doing collectively.

Principal Dobe remarked that is the model that will be used, what is believed to be best for the school, and what the community has been asking for.

Principal Molinari stated at the Richard Maghakian Memorial School (RMMS) they have a similar but slightly different approach. The 3rd grade students will take the State assessment test possibly the end of April/early May. They will look more at the testing window as a District. The 2nd and 3rd grade students will do NWEA testing winter/winter to see growth for a full year. During the fall the local assessments will be conducted. Teachers find those to be valuable; allows for one-on-one time and small group settings with students to help inform groupings.

Ms. Sarris questioned if the scoring of the new State testing is applicable to the previous SBA, and was informed it is essentially the same test by the same test management system. Principal Molinari commented the length of time to take the test has decreased (by about 30 minutes). Principal Dobe commented the Statewide Science test had been taken in the 4th grade, and has now been moved to the 5th grade (and 8th grade). It is part of that same State system; will be online (Science content). It is uncertain if there will be an inquiry task.

Regarding enrichment programming, Principal Dobe stated legal and financial details are being worked, and the hope is that would be launched as early as the following week.

Principal Molinari spoke of the recently started morning recess. The idea was that of the outgoing 4th grade students who shared with him they felt there should have been more recess time. Students and teachers have enjoyed the morning recess. In times of inclement weather students head directly to classrooms.

Principal Dobe stated the Bring Your Own Device program launched almost as soon as school started. It has been hugely popular and successful. A series of orientations were conducted for returning students and another for new students.

The Portrait of a Graduate Program will move forward. The conceptual framework is in place. There is the desire to develop attribute lists for each of the standards. From that a series of graphics will be built that will exemplify what is meant by Portrait of a Graduate; what students' experiences should look like. They will look for a way to share those (wall murals, banners, etc.). The desire is for the portrait of a graduate to be even clearer for the students; what we hope they will be, will be able to do, and what they will know by the time they leave the Brookline School District.

Ms. Sarris spoke of how pleased she is with the morning recess at RMMS. She questioned if that allows students to get directly off the buses upon arrival. Principal Molinari noted the buses arrive a little later than previously because of the change in start time at the COOP District. Students depart their buses at 8:15 a.m. (spend approx. 5-8 minutes on the bus after arrival). Ms. Sarris questioned if the morning recess could provide the opportunity for students to depart buses upon arrival. Principal Molinari spoke of the contractual/coverage issue. Vice Chairman DiGennaro questioned, and was informed students in the before school program are the first students out for morning recess.

Ms. Sarris spoke of having attended the fieldtrip to the conservation land, how pleased she is with the event, and that she would like to see that happen more frequently.

- Annual Goals Presentation

Principals Dobe and Molinari provided a PowerPoint presentation (can be viewed [here](#))

Mission

Ensure a strong, supportive learning environment focused on academic excellence.

Vision Statement

With our focus on the whole child, we foster capable, confident, lifelong learners who will serve as productive citizens in a global society. We are passionate about creating an environment that supports a love of learning, embraces active intellectual engagement, and promotes high expectations for all.

Brookline SMART Goals

District-wide; 3 focus areas

- Increased academic achievement for all students, with emphasis on high achievers at RMMS, and lower-performing students at CSDA.
- Introduction of problem-based learning.
- Begin to develop a formalized program to promote greater Socio-emotional Learning.

Academic Goal

The BSD will further support students at the performance margins such that: 85% of students in the Brookline School District will maintain or improve performance by one level as demonstrated on the Smarter Balanced Assessment. In addition, there will be added emphasis on improving achievement for students who have scored outside of the proficient range.

Principal Dobe stated the desire is for all the students to improve every year. That is difficult to achieve particularly when you have so many high-achieving students. Because of the way the standards progress, the curriculum progresses, and the complexity and challenge of the tests, if you are staying in the same performance category year after year you are growing and doing well.

He commented, at CSDA there is a portion of the population that has decreased performance since their days at RMMS. They have to look long and hard at this to determine what parts of this the school is responsible for and what can be done to turn this around. Some granular analysis has been done of the SBAs; looking at individual students and tracking their progress. That is the focus.

Action Steps

- Development of common summative and formative assessments in collaboration with our SAU 41 grade level counterparts.
- Increase opportunities for personalized learning supports and extensions.
- Informed instruction based on PLC data analysis and collaboration (SBAC, NWEA, other measures).
- Expand CSI, and safeguard RTI processes.
- Canis Lupus & Cyanocitta Cristata
- Revise and align district curriculum; horizontally and vertically
- Title 1 support and related services supports

Current Work on Academic Goal

- Full Program Implementation: Read 180, System 44, SKILLS, TLA, enVision math 2.0.
- Increased attention to 'the workshop model' in both ELA and mathematics.
- Increased academic performance through integration of the 4-Cs, STEM, and Problem-based learning into everyday learning activities.

- Professional development on research-based best instructional and differentiated practices.
- Maintain class sizes optimal for student learning.

Problem-Based Learning Goal

During the 2017-2018 school year, the goal will be to implement at least one problem-based learning task into the classroom over the course of the year, as evidenced by any of the following: Rubrics, lesson plans, actual student products, videos, and photographs. The focus of these lessons will encompass components of content-specific skills, STEM, and the 4C's.

Principal Molinari stated this to be more of a district-wide goal. They are looking for teachers to explore what problem based learning is. It falls under the umbrella of project-based learning. The desire is for teachers to take risks and do at least 1 problem-based learning task this year. He spoke of efforts already underway.

Principal Dobe commented most STEM activities are problem-based learning. They are highly engaging, high-interest challenges for the students who work collaboratively to solve them.

Principal Molinari noted each Friday the Specialists do a problem-based learning special with each grade level.

Action Steps

- Development of common science and social studies units based on new district curriculum standards.
- Integrate the 4 C's in all areas.
- Continue whole school and family STEM activities.
- PBL professional development and related book study.
- SAU 41 Grade Level PLC Teams

Current Work PBL Goal

- Science and Social Studies Resources Inventory, Budget Allocations, and Curriculum Review (Integrate PBL)
- Grade level and multi-grade level inquiry based lessons.
- SAU 41 Professional Collaboration and Training Teams.

Socio-Emotional Learning Goal

During the 2017-2018 school year, we will continue to expand our building level supports and capacities to students related to social and emotional learning where 95% of our students are on-time and in attendance at school, habitually truant students are reduced by 50%, and where behavior referrals are reduced by 20%.

Principal Dobe remarked they have been working on this aspect of the professional practice for quite a while. He spoke of some of the recognition programs in place for students, which are all part of this. The school-wide and team student management systems are all part of this. There is the desire to promote healthy life styles and proper mental health. There are students who are under extreme pressure and anxiety. The desire is to support them to develop the resilience and strength of character they need to overcome any challenges they may encounter. We want to make sure our students understand kindness and the importance of being upstanders rather than bystanders in a bullying type of scenario.

Principal Molinari commented when the goal was created a ballpark number of 95% was thrown out. He and Principal Dobe did some data seeking, and discovered last year 95.41% was the average daily attendance for the school year.

Action Steps

- Participate in NHDOE and SAU 41 SEL Audit and Action Teams
- Form School and BSD SEL committees
- Create school-wide Character Development Programs
- Promote healthy lifestyles, diet, and physical activity
- Regular Analysis of Attendance, Truancy, and Behavioral data
- Provide SEL PD for Staff - Create Advisory Programs

Current Work on SEL Goal

- School Counselor Weekly Lessons
- Monthly Student Recognition Assemblies and other recognition/celebration programs
- School Climate/Spirit Projects
- Student Code of Conduct / Behavior Matrix
- Pro-social Messaging and Displays
- RMMS Behavior Committee / CSDA-CSI
- BSD Portrait of a Graduate Project

Looking Ahead

CSDA

- Implement SEL program in conjunction with POG Project
- Implementing new teaming models

RMMS

- School of the future

Principal Molinari commented the project-based learning, field trips, etc. are more of the school of the future. They are looking to create an outdoor learning space.

- Grade 2 Google Classroom

District-wide

- Move to trimester marking terms
- Online grade reporting

Principal Molinari remarked through PowerSchool families will be able to access their child's report card. If unable to access that way, a paper copy can be sent home. Principal Dobe noted an electronic grade book will be used, and has helped standardize practices to assessment in the school.

Teams & Class Size

Pre-K - 2 classes at 15-16

Kindergarten - 4 classes at 17-19

Grade 1 - 5 classes at 15-16

Grade 2 - 3 classes at 22-23

Grade 3 - 4 classes at 19-20

Grade 4 - 4 classes at 19-20

Grade 5 - 4 classes at 17-19

Grade 6 - 3 classes at 21-24

Budgetary Objectives for FY19

- Maintaining Optimal Class Sizes: - Goal 1 of Strategic Plan
- Additional classroom teacher (Grade 6)
- Additional classroom teacher (Grade 2)
- Increase 0.5 kindergarten teacher to 1.0
- 0.5 Math Interventionist -RMMS

Principal Molinari remarked if able to increase the number of teachers in grades 2 and 6, class sizes will be able to be more optimal. Also desired is increasing the part-time Kindergarten Teacher to full time. The District is finding more and more students that want to attend the full-day program. The requested 0.5 Math Interventionist is desired to support Lisa Winters, Math Specialist, during Math Centers and Math Workshop Model.

District Wide

- Teacher Contract
- Extend Science Specialist to 1.0 FTE
- Review and analyze STEP Program as students age

Karen Kulick, Special Education Administrator, stated she and Principal Molinari will come together at the end of the month to analyze progress and the positive impact on students that seemed to be struggling last year. Forward planning is related to these students aging into 4th grade and how that carries over. The span of age grades right now is a little broad. That is a work in progress.

- Restore Curriculum Administrator Position

Principal Dobe remarked, there is no doubt, for as strong as the academic program is for students, it would be stronger still if the District had a dedicated, highly-trained professional to lead the direction of the district-wide academic program.

Vice Chairman DiGennaro questioned if throughout the year last year, Kindergarten students who began the school year as half-day students transitioned into full-day students. Principal Molinari stated that did occur, and that the exact number of students that fell into that scenario could be provided for the next meeting. At this time, approx. 5 of the 17 are on a wait list for full-day. However, the full-day program is already capped at 19.

Ms. Sarris questioned if there is a point where there is the need to examine the budgetary impact of moving to all-day Kindergarten. Superintendent Corey stated there would be a significant cost, and there is the need for further study. The State is working on determining the funding mechanism that will be used. There is the potential for that funding to go up in the future, after the first 2 years, based on Keno. The District is working to identify how much of our Kindergarten programs we are already funding, how much is being made up by the parents, and what will be the exact cost if we were to move to an all-day funded by the taxpayers so that the community can make an informed decision. The tipping point for the District is that revenue piece where right now we cannot just add another teacher because the revenue would not support that. When the model was originally passed it was with the intent that the program be revenue neutral.

DISCUSSION

Fiscal Year 19 (FY19) – Preliminary Budget Discussions

Superintendent Corey commented not all budgetary items captured in the presentation will be achieved, but it is important for the Board and community members to know what is being discussed so that down the road it is not a surprise. The Kindergarten question is something that can be discussed. There are a number of families that have made that inquiry to the Superintendent and Principal Molinari.

Chairman Maguire commented once the State funding is made known there will be half-day students who wish to become full-day students. Superintendent Corey stated that revenue was not budgeted as it was not

Known during the budget process. There may be an opportunity to increase that section once the revenue is known.

Vice Chairman DiGennaro questioned if the option for half-day would continue to exist if full-day Kindergarten is supported and funded by the State. Superintendent Corey responded the State has not mandated full-day kindergarten. There are communities in the State that still do not offer full-day programs. He is uncertain if they would move in that direction even with funding because that will be the adequacy funding. The difference between adequacy and what is paid per student is likely about \$10,000/student so to say it is full-day Kindergarten funding is not necessarily 100% accurate.

Superintendent Corey stated as of September 19th there were 34 homes in Brookline and Hollis that were under contract. Twenty-one of those are in Brookline, and are 3 or 4-bedroom homes. He does not envision those families moving in without students. Enrollment will continue to grow. There are also many new developments that are being phased in over the next few years.

When looking at the policy that was passed last year on class size and what enrollment might do, we're looking at 1 if not 2 teachers. There are a few options around those two teachers; first we want to look at our entire staffing levels to see if there is any way a position could be reallocated into the classroom. In terms of the second classroom teacher there are a few options; may want to look at establishing a contingency fund that would allow the District to use money from this year's potential unexpended fund balance and encumber that with the Board having permission to expend it. It could be targeted specifically around staffing or could be made a contingency fund that could be used for any unexpected expense once approved by the Board. That is an option that will be looked at while going through the budget season.

Superintendent Corey stated agreement this is the year the Science Specialist should be extended. The District has gained a great deal out of that position.

Under the area of curriculum; Social Studies, Math, and Science have been talked about. There is the desire to look at, through the lens of the Assistant Superintendent, should there be summer curriculum stipends so that we can enhance our already solid product; where do teachers want to go next. He commented once you get into the school year taking teachers out of the classroom to do professional development is kind of a catch 22. If things can be done creatively over the summer that is something the District would like to look at.

Richard Raymond, Network Administrator, will be before the Board in the October/November timeframe with an update on the computer replacement cycle.

The District will constantly review security upgrades at both buildings.

Superintendent Corey complimented Kelly Seeley, Business Administrator, for her work with the building administrators on the Capital Improvement Plan (CIP). The CIP projects will be brought forward and prioritized.

Superintendent Corey noted the District recently received a playground audit; the insurance company is brought in periodically to review the playgrounds for safety, etc. There is an older playground at RMMS and a relatively newer one at CSDA. There will be some recommendations coming forward based on that audit. It may be that 1 or 2 pieces of equipment may be removed.

Some of the bathroom facilities at RMMS have not been touched since the school was opened, and need to be looked at. He spoke of the new filtration system. Water comes in through the well, which is tested monthly, goes through the filtration system, and the new water bubblers have another level of filtration.

In terms of priorities for the budget, there is a different level of engagement because of smaller class sizes. A fully-loaded teacher, on the inexpensive side, is likely \$65,000 - \$70,000. When you take someone from part-time to full-time you pick up two significant costs; NH Retirement System and healthcare. Superintendent Corey stated his belief the budget process would begin with the first set of numbers in October with the hope of completing the discussions in the December timeframe. The voters informational guide will come to fruition this year.

Chairman Maguire reminded the viewing public the information provided the Board and reviewed during the meetings is available as part of the agenda packet, which is posted on the SAU website; www.SAU41.org.

Ms. Sarris commented she believes everyone recognizes the cost of a teacher, and that 2 teachers is a large increase. She suggested if considering putting in place a contingency fund to cover the cost of an additional teacher, she would prefer to see the need of an additional teacher communicated to the citizenry. If the need is already being seen, the Board should do everything it can to meet that need. She is of the belief if the need can be effectively communicated, the citizenry will support it.

DELIBERATIONS

- To see what action the Board will take regarding Policy EFAA – School Lunch Meal Payment Policy
1st Reading 8-22-17
Given its second reading;

MOTION BY MEMBER DIGENNARO TO ACCEPT THE SECOND READING OF POLICY EFAA - SCHOOL LUNCH MEAL PAYMENT POLICY
MOTION SECONDED BY MEMBER MARSANO

ON THE QUESTION

Principal Molinari stated his appreciation the Board is looking at a policy like this commenting there have been times when it has been unclear how to proceed in these matters. He stated his belief the policy is well thought out, well worded, and will provide the guidance needed.

When asked if the cafeteria staff have reviewed the policy and/or provided any input, Principal Molinari stated he shared it with the cafeteria staff, and they are excited to hear there will be something in place to address these issues. Superintendent Corey noted the Director of Food Services has been involved with the creation of the policy.

MOTION CARRIED
4-0-0

- To see what action the Board will take regarding Policy ACA - Freedom from Sexual Harassment
1st Reading 8-22-17
Given its second reading;

MOTION BY MEMBER DIGENNARO TO ACCEPT THE SECOND READING OF POLICY ACA – FREEDOM FROM SEXUAL HARASSMENT
MOTION SECONDED BY MEMBER SARRIS
MOTION CARRIED
4-0-0

APPROVAL OF MINUTES

Brookline School Board August 22, 2017

MOTION BY MEMBER DIGENNARO TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER SARRIS

**MOTION CARRIED
4-0-0**

NON-PUBLIC SESSION

MOTION BY MEMBER DIGENNARO THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3, II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF

MOTION SECONDED BY MEMBER SARRIS

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Matthew Maguire, Lauren DiGennaro, Erin Sarris, Alison Marsano

4

Nay:

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MOTION CARRIED

The Board went into non-public session at 7:08 p.m.

The Board came out of non-public session at 7:14 p.m.

ADJOURNMENT

MOTION BY MEMBER DIGENNARO TO ADJOURN

SECONDED BY MEMBER SARRIS

MOTION CARRIED

4-0-0

The September 26, 2017 meeting of the Brookline School Board was adjourned at 7:15 p.m.

Date _____ Signed _____