

1 **HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD**
2 **MAY 17, 2023**
3 **MEETING MINUTES**

4
5 A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, May 17,
6 2023, at 6:00 p.m. at the Hollis Brookline Middle School.

7
8 Holly Deurloo Babcock, Chairman, presided:

9
10 Members of the Board Present: Kate Stoll, Vice Chairman
11 Cindy VanCoughnett, Secretary
12 Robert Mann (arrived at 6:14 p.m.)
13 Tom Solon
14 Krista Whalen
15 Beth Janine Williams

16
17 Members of the Board Absent:

18
19 Also in Attendance: Andrew Corey, Superintendent
20 Gina Bergskaug, Assistant Superintendent of Curriculum and Instruction
21 Linda Sherwood, Senior Assistant Business Administrator
22 Tim Girzone, Principal, Hollis Brookline High School
23 Patrick West, Principal, Hollis Brookline Middle School
24 Amanda Zeller, Assistant Principal, Hollis Brookline High School
25 Carol Tyler, Director of Technology
26 Jillian Burkley, Social Worker
27

28 **NON-PUBLIC SESSION**

29
30 **MOTION BY MEMBER WILLIAMS THAT THE BOARD, BY ROLL CALL, GO INTO NON-**
31 **PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR**
32 **COMPENSATION OF ANY PUBLIC EMPLOYEE AND RSA 91-A:3, II (c) TO DISCUSS A MATTER,**
33 **WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION**
34 **OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**
35 **MOTION SECONDED BY MEMBER STOLL**

36
37 *A Viva Voce Roll Call was conducted, which resulted as follows:*

38
39 Yea: Tom Solon, Cindy VanCoughnett, Krista Whalen, Holly Deurloo Babcock, Kate Stoll,
40 Beth Janine Williams

41 6

42 Nay: 0

43 **MOTION CARRIED**

44
45 *The Board went into non-public session at 6:02 p.m.*

46 *The Board came out of non-public session at 6:57 p.m.*

47
48 **APPOINTMENT OF PROCESS OBSERVER**

49
50 Robert Mann volunteered to serve as Process Observer.

1 **AGENDA ADJUSTMENTS**
2

3 Suggested was an agenda adjustment to add, during discussion, a brief report from the Budget Committee
4 Liaison.

5
6 A request was made to remove from Deliberations Board action on the Business Administrator's project
7 recommendations. Additional information is anticipated to be available for the June meeting.
8

9 Added, under Deliberations, will be Board action on the Committee Assignments.

10
11 *There being no objection, the agenda was amended as requested.*

12
13 **NOMINATIONS / RESIGNATIONS / RETIREMENTS / CORRESPONDENCE**
14

15 Superintendent Corey informed the Board of a Letter of Resignation received from Kristine Turcotte, School
16 Counselor, Hollis Brookline Middle School (HBMS). In her letter, she states the students she has worked with
17 over the past 6 years have continuously impressed her with their perseverance and talent.”
18

19 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE RESIGNATION OF KRISTINE TURCOTTE**
20 **AS A SCHOOL COUNSELOR AT THE HOLLIS BROOKLINE MIDDLE SCHOOL WITH AN**
21 **EFFECTIVE DATE OF JUNE 30, 2023**

22 **MOTION SECONDED BY MEMBER VANCOUGHNETT**

23 **MOTION CARRIED**

24 **7-0-0**
25

26 A Letter of Resignation has been received from Jessica Minott, French Teacher, HBMS. The letter states it is a
27 decision she did not take lightly. She goes on to say that Hollis Brookline was the school where she started her
28 career, and it holds a special place in her heart.
29

30 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE RESIGNATION OF JESSICA MINOTT AS**
31 **A FRENCH TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL WITH AN EFFECTIVE**
32 **DATE OF JUNE 30, 2023**

33 **MOTION SECONDED BY MEMBER STOLL**

34 **MOTION CARRIED**

35 **7-0-0**
36

37 A Letter of Resignation has been received from Lorna Spargo, Computer Science Teacher, Hollis Brookline
38 High School (HBHS). The letter states it will be necessary for her to resign due to changes in her husband's
39 job. They will be moving to a new location.
40

41 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE RESIGNATION OF LORNA SPARGO,**
42 **COMPUTER SCIENCE TEACHER, HOLLIS BROOKLINE HIGH SCHOOL, WITH AN**
43 **EFFECTIVE DATE OF JUNE 30, 2023**

44 **MOTION SECONDED BY MEMBER VANCOUGHNETT**

45 **MOTION CARRIED**

46 **7-0-0**

1 A Letter of Resignation was received from David Hersey, School Guidance Counselor, HBHS. In his letter, he
2 states the desire to express his sincere gratitude for the opportunities and experiences that he has had during his
3 time at the HBHS. He has decided to pursue another career opportunity that aligns with his personal and
4 professional goals.

5
6 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE RESIGNATION OF DAVID HERSEY AS A
7 SCHOOL GUIDANCE COUNSELOR AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN
8 EFFECTIVE DATE OF JUNE 30, 2023**

9 **MOTION SECONDED BY MEMBER STOLL**

10 **MOTION CARRIED**

11 **7-0-0**

12
13 Ashley Clemons was nominated for the position of Math Teacher at the HBMS. She has a bachelors in middle
14 school math from Lesley University. She would join the district at a bachelors, step 10 and a salary of \$58,473.

15
16 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF
17 ASHLEY CLEMONS FOR THE POSITION OF MATH TEACHER AT THE HOLLIS BROOKLINE
18 MIDDLE SCHOOL AT A BACHELORS STEP 10 AND A SALARY OF FIFTY EIGHT THOUSAND
19 FOUR HUNDRED SEVENTY THREE DOLLARS (\$58,473)**

20 **MOTION SECONDED BY MEMBER STOLL**

21 **MOTION CARRIED**

22 **7-0-0**

23
24 Virginia Hennighausen was nominated for the position of ESOL at the HBMS. She has her bachelors in history
25 from Gustavus Adolphus College in Sweden. She would join the district at a bachelors step 15 and a salary of
26 \$66,650.

27
28 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF
29 VIRGINIA HENNIGHAUSEN FOR THE POSITION OF ESOL TEACHER AT A BACHELORS STEP
30 15 AND A SALARY OF SIXTY SIX THOUSAND SIX HUNDRED FIFTY DOLLARS (\$66,650)**

31 **MOTION SECONDED BY MEMBER STOLL**

32 **MOTION CARRIED**

33 **7-0-0**

34
35 Nominated for the position of Science Teacher at the HBMS was Clare Delay. She has her bachelors in biology
36 from the University of Mary Washington and masters in education from New England College. She would join
37 the district at a masters step 6 for a salary of \$58,236.

38
39 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF
40 CLARE DELAY FOR THE POSITION OF SCIENCE TEACHER AT A MASTERS STEP 6 AND A
41 SALARY OF FIFTY EIGHT THOUSAND TWO HUNDRED THIRTY SIX DOLLARS (\$58,236)**

42 **MOTION SECONDED BY MEMBER STOLL**

43 **MOTION CARRIED**

44 **7-0-0**

45
46 Neil Schmidt was nominated for the position of Tech Ed. Teacher at the HBMS. He has his bachelors in
47 economics from Occidental College and masters in business administration from Northeastern university. He
48 would join the district at a masters step 8 and a salary of \$61,184.

1 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
2 **NEIL SCHMIDT FOR THE POSITION OF TECH ED TEACHER AT THE HOLLIS BROOKLINE**
3 **MIDDLE SCHOOL AT A MASTERS STEP 8 AND A SALARY OF SIXTY ONE THOUSAND ONE**
4 **HUNDRED EIGHTY FOUR DOLLARS (\$61,184)**
5 **MOTION SECONDED BY MEMBER STOLL**

6
7 ON THE QUESTION
8

9 Member Solon questioned where the background connects to tech ed and was told the nominee has his tech ed
10 certification within the State of New Hampshire and has been teaching in a neighboring district.

11 **MOTION CARRIED**
12 **7-0-0**

13
14 Carolyn Silva was nominated for the position of School Psychologist at the HBMS. Ms. Silva has her bachelors
15 in psychology from the University of New Hampshire, masters in school psychology and ed specialist, school
16 psychology from Rivier University. She would be at a masters plus 30, step 5, and a salary of \$60,738.

17
18 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
19 **CAROLYN SILVA FOR THE POSITION OF SCHOOL PSYCHOLOGIST AT THE HOLLIS**
20 **BROOKLINE MIDDLE SCHOOL AT A MASTERS PLUS 30, STEP 5 AND A SALARY OF SIXTY**
21 **THOUSAND SEVEN HUNDRED THIRTY EIGHT DOLLARS (\$60,738)**

22 **MOTION SECONDED BY MEMBER STOLL**
23 **MOTION CARRIED**
24 **7-0-0**

25
26 Nominated for the position of Spanish Teacher at the HBMS was Katelyn Marengo. She has her bachelors in
27 modern language and Spanish and masters in urban education and masters in special education from
28 Northeastern University. She would join the district at a masters plus 30, step 8 and a salary of \$65,408.

29
30 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
31 **KATELYN MARENGO FOR THE POSITION OF SPANISH TEACHER AT THE HOLLIS**
32 **BROOKLINE MIDDLE SCHOOL AT A MASTERS PLUS 30, STEP 8 AND A SALARY OF SIXTY**
33 **FIVE THOUSAND FOUR HUNDRED EIGHT DOLLARS (\$65,408)**

34 **MOTION SECONDED BY MEMBER STOLL**
35 **MOTION CARRIED**
36 **7-0-0**

37
38 Nominated for the position of Math Teacher at the HBHS was Ashley Riendeau. She has her bachelors in math
39 from Plymouth State University and 9 years of experience. She would join the district at a bachelors, step 9 and
40 a salary of \$57,047.

41
42 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
43 **ASHLEY RIENDEAU FOR THE POSITION OF MATH TEACHER AT THE HOLLIS BROOKLINE**
44 **HIGH SCHOOL AT A BACHELORS STEP 9 AND A SALARY OF FIFTY SEVEN THOUSAND**
45 **FORTY SEVEN DOLLARS (\$57,047)**

46 **MOTION SECONDED BY MEMBER STOLL**
47 **MOTION CARRIED**
48 **7-0-0**

1 Carly Jennings was nominated for the position of English Teacher at the HBHS. She comes to the district with
2 a bachelors in English from Pennsylvania State University and masters in curriculum instruction from the
3 University of Virginia. She would join the district at a masters step 5 and a salary of \$56,816.

4
5 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
6 **CARLY JENNINGS FOR THE POSITION OF ENGLISH TEACHER AT THE HOLLIS BROOKLINE**
7 **HIGH SCHOOL AT A MASTERS STEP 5 AND A SALARY OF FIFTY SIX THOUSAND EIGHT**
8 **HUNDRED SIXTEEN DOLLARS (\$56,816)**

9 **MOTION SECONDED BY MEMBER STOLL**

10 **MOTION CARRIED**

11 **7-0-0**

12
13 Megan Anderson was nominated for the position of School Counselor, HBHS. She has her bachelors in
14 communications from the University of New Hampshire and masters in school counseling from Plymouth State
15 University. She would join the district at a masters step 8 and a salary of \$61,184.

16
17 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
18 **MEGAN ANDERSON FOR THE POSITION OF SCHOOL COUNSELOR AT THE HOLLIS**
19 **BROOKLINE HIGH SCHOOL AT A MASTERS STEP 8 AND A SALARY OF SIXTY ONE**
20 **THOUSAND ONE HUNDRED EIGHTY FOUR DOLLARS (\$61,184)**

21 **MOTION SECONDED BY MEMBER STOLL**

22 **MOTION CARRIED**

23 **7-0-0**

24
25 Nominated for the position of School Counselor at the HBHS was Mary Carper. She has her bachelors in
26 rehabilitative counseling and masters in vocational counseling from Assumption College. She would join the
27 district at a masters plus 15, step 17 and a salary of \$78,804.

28
29 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
30 **MARY CARPER FOR THE POSITION OF SCHOOL COUNSELOR AT THE HOLLIS BROOKLINE**
31 **HIGH SCHOOL AT A MASTERS PLUS 15, STEP 17 AND A SALARY OF SEVENTY EIGHT**
32 **THOUSAND EIGHT HUNDRED FOUR DOLLARS (\$78,804)**

33 **MOTION SECONDED BY MEMBER STOLL**

34 **MOTION CARRIED**

35 **7-0-0**

36
37 Nominated for the position of Teacher of Health and Wellness at the HBHS was Laurel Bakker. She has her
38 bachelors in athletic training in psychology from Springfield College and masters in athletic administration
39 from Endicott College. She would join the district at a masters plus 15, step 19 and a salary of \$83,730.

40
41 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF**
42 **LAUREL BAKKER FOR THE POSITION OF TEACHER OF HEALTH AND WELLNESS AT THE**
43 **HOLLIS BROOKLINE HIGH SCHOOL AT A MASTERS PLUS 15, STEP 19 AND A SALARY OF**
44 **EIGHTY THREE THOUSAND SEVEN HUNDRED THIRTY DOLLARS (\$83,730)**

45 **MOTION SECONDED BY MEMBER STOLL**

46 **MOTION CARRIED**

47 **7-0-0**

1 Nominated for the position of French Teacher at the HBHS was Kristen Allen. She has a bachelors in French
2 literature from Oberlin and her juris doctorate from Lewis & Clark University. She would join the district at a
3 masters plus 30, Step 20 and a salary of \$88,583.

4
5 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF**
6 **KRISTEN ALLEN FOR THE POSITION OF FRENCH TEACHER AT THE HOLLIS BROOKLINE**
7 **HIGH SCHOOL AT A MASTERS PLUS 30, STEP 20 AND A SALARY OF EIGHTY EIGHT**
8 **THOUSAND FIVE HUNDRED EIGHTY THREE DOLLARS (\$88,583)**

9 **MOTION SECONDED BY MEMBER STOLL**

10 **MOTION CARRIED**

11 **7-0-0**

12
13 **APPROVAL OF MINUTES**

14
15 Hollis Brookline Cooperative School Board – **Organizational Meeting** [April 12, 2023](#)

16
17 *The following amendments were offered:*

18
19 Page 2, Line 41; replace “her” with “my” and correct the spelling of “honor”

20 Page 12, Line 5; insert “with” before “so much more”

21 Page 13, Line 22; delete “it” following “when”

22 Page 14, Line 33; insert “at” following “look”

23 Page 15, Line 40; replace “and” with “an”

24 Page 18, Line 35; replace “he” with “the”

25 Page 19, Line 48; replace “he” with “the”

26 In each instance it appears, replace “Vice Chairman Solon” with “Member Solon”

27
28 **MOTION BY MEMBER WILLIAMS TO ACCEPT, AS AMENDED**

29 **MOTION SECONDED BY MEMBER MANN**

30 **MOTION CARRIED**

31 **6-0-1**

32 *Member Williams Abstained*

33
34 Hollis Brookline Cooperative School Board – **Non-Public** [April 12, 2023](#)

35
36 **MOTION BY MEMBER WILLIAMS TO ACCEPT, AS PRESENTED**

37 **MOTION SECONDED BY MEMBER MANN**

38 **MOTION CARRIED**

39 **6-0-1**

40 *Member Williams Abstained*

41
42 **PUBLIC INPUT**

43
44 *Chairman Deurloo Babcock opened the floor for public input at 7:19 p.m.*

1 Steve Ettelson, 52 - Crestwood Drive, Hollis – Chairman, Hollis Energy Committee
2

3 It is the understanding of the Hollis Energy Committee that the School Board is considering the formation of a
4 facilities committee. They would like to offer their services to assist in whatever way is appropriate. They have
5 started planning for it assuming there will be opportunities to assist, e.g., began looking for consultants to help
6 assess possible solutions for energy related matters such as oil tank replacement and lighting, and have begun
7 investigating funding sources. They have identified a matching grant with the potential of providing up to
8 \$4,000. However that has a deadline of June 15th (first \$4,000 would have to be found by then).
9

10 *The public input period was declared closed at 7:49 p.m.*

11
12 **PRINCIPAL AND ATHLETIC REPORTS**

13
14 Patrick West, Principal, HBMS, spoke of the 8th grade trip to Washington, DC. He expressed gratitude to the
15 chaperones. The trip was so incredible that students advocated for an additional day.
16

17 Earth Day was celebrated with all Rock groups planting small plants outdoors, picking up trash, etc. The
18 Greenhouse Garden Club continues to make efforts improving the greenhouse, compost food from the cafeteria,
19 and recycling.
20

21 Benton Zhang will represent the State of NH at the MathCounts Nationals in Florida.
22

23 Addyson Olszewski not only won the regional competition for the Daughters of the American Revolution essay
24 contest, but also won at the State level.
25

26 Rose Kelly will be the New Hampshire State Representative at the National History Day, which will be at the
27 University of Maryland during the last week of school.
28

29 The 8th grade choral and band students participated in the South Central District Music Festival.
30

31 Chairman Deurloo Babcock congratulated the students on their achievements and expressed gratitude to the
32 chaperones of the many field trips that have taken place.
33

34 Addressing the report of the Athletic Coordinator, Principal West noted the Spring season is wrapping up. Boys
35 Volleyball is trying to make another run at a championship. Baseball, softball, and girls lacrosse are all top 4
36 seeds.
37

38 Boys and Girls tennis teams and lacrosse teams have all improved since last year. It looks as if they will also
39 make the playoffs this year.
40

41 The high school track team has had its highest participation numbers in years.
42

43 The unified track at the HBHS has been having a great season and will participate in the State meet on May
44 30th.
45

46 At the HBMS, the end of the season is fast approaching. The baseball team was undefeated until last Friday's
47 loss to Bow. Boys lacrosse is sitting with only 1 loss. The girls lacrosse team is making great strides in their
48 season.

1 Plans for constructing the dugouts on the HBMS softball field are currently in the works.

2
3 The Athletic Booster Club continues to be a major support system for our programs.

4
5 Tim Girzone, Principal, HBHS, highlighted items from his report noting there were several students recognized
6 by the National Center for Women & Information Technology; Evelyn Mansilla, Abigail Barich,
7 Arden Goodchild, and Mindi Hu have received the Honorable Mention NCWIT Award for Aspirations in
8 Computing and Mercedes Gavin has received the Rising Star NCWIT Award.

9
10 Will Longtin was recognized as an Honorary Merit Scholar through the National Merit Scholarship Program.
11 Will was also recently named as 1 of 6 semi-finalists in the State of NH for the U.S. Presidential Scholars
12 Program. HBHS is very proud of Will and looks forward to hearing about all of his future successes at the
13 University of Oxford.

14
15 Student Body President, Austyn Kump has been accepted into the United States Military Academy at West
16 Point. Her acceptance will be recognized at the upcoming Senior Night Awards Ceremony.

17
18 Chairman Deurloo Babcock spoke of information shared last month; Austyn Kump also became the first Girls
19 Wrestling State Champion for Hollis Brookline High School, as she competed in the first ever NHIAA Girls
20 State Wrestling tournament this year. She extended congratulations on behalf of the Board.

21
22 **DISCUSSION**

23
24 *There being no objection, the Board went out of the regular order of business to take up the Update on the*
25 *Integration of the Social Worker's position at the HBHS and the CavBlock Presentation prior to the*
26 *discussion of class size numbers.*

27
28 - Integration of the Social Worker's Position at the Hollis Brookline High School (HBHS) – Update

29
30 Jillian Burkley, Social Worker, provided a presentation (can be viewed [here](#) beginning at tape counter 1:34:21).

31
32 An overview of the services provided for the caseload at the middle and high school was given.

33
34 A slide was shown depicting activities conducted during the school year. In her role, each and every month, she
35 provides direct service to students and families. At the start of her time in the district, focus was on building
36 relationships with faculty and staff, developing a referral procedure, and presenting the role of School Social
37 Worker in staff meetings. She visited each department during Professional Learning Communities (PLCs),
38 partnered with Student Counseling with Community Wellness Ambassadors (CWA) (student-led group) and
39 collaborated with the New Hampshire School Social Workers Association.

40
41 During November and December, she engaged with community members, presented a resilience training
42 workshop (during the district-wide professional development day), collaborated and updated mental health
43 resources for Student Services, collected and distributed holiday boxes from the Congregational Church of
44 Hollis (activity continued through April), and identified and provided HB students and families in need with
45 funds and gifts for the holidays.

46
47 In January and February, she developed and presented the Freshmen midterm presentation with Student
48 Counseling (how to have healthy study habits), presented classroom strategies in the February staff meeting,

1 implemented a mental health group—tech group (the idea being having a group of students to understand how to
2 use technology and have a balance for their mental health and how those come together) as well as a group for
3 Pursuit of Happiness (help students identify their personal values and belief system and create a self-care plan
4 for success).

5
6 In March and April, she collaborated with the updating of safety protocol for school policy, attended the
7 National/International Conference on School Social Work (virtually as was conducted in Colorado), and in May
8 and June she has orchestrated the school-wide Walk for Change Day with CWA and student organizations
9 throughout HBHS. She spoke of events such as Wellness Wednesdays and Green (wearing green to support
10 and acknowledge mental health awareness).

11
12 Referrals (53 at the time the presentation was prepared; 272 sessions) can be sent through a Google form by
13 staff, students and parents. For all referrals she collaborates with the School Counselor to discuss whether the
14 student requires additional support. Following that collaboration she looks to encourage the student to have
15 direct contact with her.

16
17 The different tiers of support, percentage of support provided to the different grade levels, time spent with each,
18 where/how interaction occurred, and the type of setting, e.g., student or family session, special education
19 meeting, were discussed:

20
21 Tier 1 (first contact) begins with students meeting the Social Worker to determine the approach for the student
22 and family. Services include crisis intervention and prevention, providing professional development for
23 families, family engagement/activities and empowering students to increase student engagement.

24
25 Tier II (short-term established service) provides services for behavioral and mental health needs, skill building,
26 and attendance engagement.

27
28 Tier III (short-term established service) provides individual counseling, family support, functional behavior
29 assessments, behavioral international plans, 504 Plan/IEPs involvements, and suicide assessment and re-
30 entrance.

31
32 Goals for next year include ongoing professional development to support best practices on the Role of a School
33 Social Worker through the School Social Worker American Association, monthly coffees with the School
34 Social Worker for parents and caregivers, continued engagement with community partners, continued efforts
35 towards implementation and utilization of evidence-based practices, more student-led school engagement, e.g.,
36 attendance, safety, and providing additional staff support workshops.

37
38 Member Mann stated appreciation for how the role is approached in a very creative way. He would be
39 interested to see what other opportunities there are to support and bolster the area of mental health.

40
41 Vice Chairman Stoll spoke of excitement in having a Social Worker in our schools.

42
43 Member Solon commented on having several family members who are Social Workers and of having
44 appreciation for both the impact and diversity of the profession. He questioned what her time has presented to
45 her as the largest gaps identified that she is able to address, and, based on what she has experienced, if she has
46 identified anything the Board should attempt to bring on as additional resources for identified gaps.

1 Ms. Burkley responded, being her first year, she had to find a healthy balance between educating staff on the
2 role of the Social Worker and being present for the students to come to understand the role as a resource for
3 them. There is a need to ensure the information is put out in a way that students understand the supports are
4 there, how to access them, and what to expect. She is hopeful to have more of a presence during orientation
5 when parents are in the building.

6
7 Asked if she found that those she has worked with have become advocates/referrals to help promote the
8 availability to others, she stated she has. Referrals have peeked from individuals she had not anticipated (had
9 been internal). Her presence in the schools and community has assisted with this.

10
11 - CavBlock Presentation

12
13 A presentation was provided by Principal Girzone and Amanda Zeller, Assistant Principal, HBHS (can be
14 viewed [here](#) beginning at tape counter (1:56).

15
16 Assistant Principal Zeller remarked the review is intended to look at CavBlock; specifically what we have been
17 doing and how it has changed over time, at the adaptive scheduler, how it works, and how well using that new
18 part of the tool works, what has improved and what presents issues, and looking forward at the needs that will
19 allow us to have this work the way we want it to.

20
21 The program has shown big changes, but the central idea remains the same; flexible access for students to
22 instructional support and time to spend working on work that they choose to work on. It started as a simple
23 three tiered system in which Tier I was an assigned section that you went to as a student. Freshmen were
24 supposed to stay in their sections as an additional study with some ability to leave. Upper classmen had the
25 ability to go. Tier II was when students would sign out and select to go to other classrooms or be summoned by
26 a teacher, and Tier III really had a specific forum of 4-5 teachers that hosted very small groups of students who
27 were failing classes and needed specific support to be successful. This was focused on failing grades.

28
29 There were some enrichment options. They did not carry a lot of weight; mostly focused on visiting teachers.
30 There were some contractual changes that had to be made for staff. At this point there was a shift in duties so
31 that staff had that CavBlock instructional support time. They gave up their duties. This had two big impacts;
32 study halls that used to be in individualized classrooms with a teacher supervising, all moved to the cafeteria
33 except for one period of the day when food is being served, and they are covered by daily subs. Whoever signs
34 up for the day covers study halls. Administrators supervise all three lunches. That is their duty since staff do
35 not have that as a duty.

36
37 Principal Girzone noted the Tier I is something they commonly refer to as Homebased CavBlock. Grades 9-11
38 were assigned to the Homebased CavBlock, which often times was the default location where students would
39 remain for CavBlock if they were not assigned somewhere or assigned themselves up for something.

40
41 Assistant Principal Zeller continued, they then saw a progression through Multi-Tiered System of Supports
42 (MTSS) evolving into a more structured approach. They used languages such as Response to Intervention (RtI),
43 but that turned into MTSS. Other letters have been added. There is a B in some that applies to behavioral
44 supports, but it more clearly tried to define the tiers of support. They were looking to use CavBlock to create
45 greater definition specifically around Tier II and then very much Tier III. They wanted Tier II to have more
46 emphasis on a teacher requesting a student and then Tier III to create targeted skill groups such as students who
47 needed reading support but not in a way that had them assigned to a special education reading section.

1 That was the attempt as they moved into the evolution of MTSS and part of that was collection of data (what we
2 need to use for decision making). At this point, there was no tool to do that except for paper sign-in sheets. The
3 9 boxes of sign-in sheets are what they had to go through to figure out how CavBlock was being used and
4 whether they could even start to answer the question of whether it was effective.

5
6 At this point, when they were starting to look at this, the enrichment opportunities continued to dwindle; were
7 very specific, e.g., the gym has always been a wonderful enrichment opportunity, but it seemed a little less a
8 focus of that time and it was really focused on instructional support.

9
10 She and Lauren DiGennaro, Director of Student Services, went to see the adaptive scheduler functioning in a
11 school as it is a plug-in tool for PowerSchool; something the district was already using. What they were hoping
12 for when adding this tool was to improve accountability. Prior to utilizing the tool it was difficult to locate a
13 student in the building from 10:00 a.m. to the end of the lunch period. They were looking to locate students
14 more easily, to clearly define the targeted intervention groups for Tier III and improve how well we could read
15 the data on how things are going.

16
17 The tool addresses those goals. Students sign themselves up. They choose where they go but are still
18 accountable for that. It is an easy access point to improve student accountability but also helps the admin. to
19 reach out to a student and assign when necessary. There is no longer a memory tool involved or a pass that they
20 have to locate, it is right there in their PowerSchool schedule that they can see that their teacher asked them to
21 attend.

22
23 The targeted intervention group identifies what each session addresses, who is offering, what room it is in, and
24 the number of available spaces. It is not a guessing game if a student can get into the math help section or
25 whether the English teacher is offering quiz makeups. It is in the schedule for the student to sign up for. It puts
26 more power in the hands of the students to choose what will help them the most.

27
28 On the data collection side, the tool makes it much easier than reading paper sign-in sheets. In order to really
29 organize that she would hand key things into Google Forms to create a spreadsheet and then sort that
30 spreadsheet and try to figure out what data can be pulled from that. The tool has built in reporting functions that
31 make it pleasant to ask a question and find an answer.

32
33 Assistant Superintendent Zeller commented if you have a student in your home, you have a different view of
34 adaptive scheduling; complete failure, nobody likes it, but that is not how it seems from the hallway and the
35 administrative side. It really has improved so much. However, there are some major things they would like to
36 address. It is important to remember the timeline of the rollout of this particular tool. Started in 2019-2020
37 right about the time we started looking to say what did we really mess up with the pilot, what needs to be
38 changed for next year, we all went home, and who cared about adaptive scheduler at all? The next year we
39 came back and had a special schedule to adapt to the needs of COVID and being in school. CavBlock was put
40 at the end of the day and was a tool to help us reduce building capacity at that point. It was not that important to
41 have an adaptive scheduler functional to know where the students were.

42
43 The third year we had a change in Administration. In what should have been our third year of using this great
44 tool, it really is not even our first full successful year. This year is the year we can say what do we need to
45 change to make this work the way we want it to.

46
47 Something from that first year rollout that disappeared; teachers were asked to take 10 minutes on Mondays to
48 review CavBlock with their students that week. It was part of period 4 because we were not ready to do the

1 advisory piece. During this ten-minute period, the intent was to ask every student to pull up their scheduler,
2 check what is there, make sure everyone is signed up and if not help them do that. We did not have the one-to-
3 one environment at that point. We had schedules of carts available to certain floors that were stationed in the
4 hallways so that every student, for the 10 minutes their class was assigned, could make sure they had a device.
5 This was that first year and we lost that time. That time was a check in point and a touch point, and we do not
6 have it now. We are seeing an impact. That time would change our ability to make CavBlock much more
7 effective.

8
9 What has improved is students are more in control of scheduling themselves. The Adaptive Scheduler has
10 improved the ability to locate students and has reduced hallway wandering. It has improved our ability to track
11 student time with specific instruction/course support. We have made progress towards defining Tier 1, 2, 3
12 support, and we have much better overall access to usable data about CavBlock.

13
14 What presents issues is the administration's ability to enforce student sign-ups and attendance, specifically
15 teacher requested attendance (Tier II).

16
17 Although progress has been made, we need better definition and consistency for tiered interventions;
18 specifically Tier III still lacks clear skill-based interventions.

19
20 Enrichment opportunities have been reduced in the process.

21
22 The system still feels clunky, and students lack the connection with a homebase CavBlock teacher on a regular
23 basis.

24
25 The environment for assigned study periods (cafeteria) is less effective.

26
27 Administrative lunch duty presents significant time constraint and impact on the tone of the building during 4th
28 period.

29
30 Looking forward, they lost a student connection piece, a moment to have a homebase for students to look in at
31 the use of this tool and time and have students stop for a time when they can do what they need to do to plan for
32 the week and schedule themselves in. If we have the opportunity and the time is right to look at the schedule;
33 looking at the way we have that ten minute time on Mondays to check in and establish CavBlock for students
34 would be wonderful. It would be a time to have students connect with a regular staff member, to focus on the
35 expectations for using CavBlock, and sell the enrichment opportunities. If we could look at the loss of duties
36 and the way that affects study halls and lunch periods that would be a bonus. Those are times that kind of work
37 but only at a working level not at a solid functional level.

38
39 Member Solon asked if the tool has any built-in analytics so that one can request monitoring for certain
40 conditions and report out. Assistant Principal Zeller responded there are some functions she can do, e.g., can
41 pull, on a daily basis, how many students have not scheduled themselves. She has to pull that information, she
42 is not aware if it can push the information out.

43
44 Asked what the expectation is of how staff will spend their time if students do not show up for their session, she
45 stated it to be a pretty rare instance. There are always students in the hallways who ask her where they should
46 go, and she has a good answer; she knows a particular room does not have many students in it, etc. If it is a
47 repeated thing she sees, she can also pull staff rosters to see who is underutilized and will chat with the teacher
48 and department chair to say this does not look like a resource that is really being accessed can we change what

1 this teacher is offering. Usually that happens without intervention from an admin. If a teacher does not have
2 students in their room, they know their colleagues are looking and saying I have 43 kids over here that I can
3 barely manage, and you have two why don't we team up.

4
5 Member Solon spoke of the notation on revisiting the contractual assignment of duties with respect to
6 CavBlock; specifically asking what the best way is to get input on that as we are entering a negotiation period.
7 Assistant Superintendent Zeller suggested the building Principal is likely the best person to provide ideas about
8 how to do that.

9
10 ***The Board returned to the regular order of business.***

11
12 - Class Size Numbers

13
14 May enrollment projections (based on course requests) were included in the agenda packet. Highlighted were a
15 number of specific courses; Computer Science section shows a healthy AP Computer Science section and
16 semesterized electives with a few being smaller sizes. Computer Science Principles shows enrollment at 8,
17 Video Game Design at 9 and Web Page Design 11. As was noted earlier in the meeting, there was a resignation
18 from the position (computer science courses) and the hope is that the position will be able to be replaced and we
19 can hope for an increase in these sections as we bring someone onboard. Asked what the plan would be if
20 unable to fill the position with an AP certified person, Principal Girzone stated it would likely be to approach
21 someone internally to see if there is interest in taking on an additional section and interest in attending an AP
22 institute to receive the training.

23
24 In English, the advanced writing course is usually seniors and enrollment is pretty high at this time as is the AP
25 English Lit class. Those numbers do come down as we approach the year and schedules are built. They opted
26 to run one section each assuming those numbers will come down.

27
28 In Family Consumer Science, there are healthy numbers as usual. They do limit the section sizes in foods
29 classes to 16 and the requests are plentiful.

30
31 Math sections show some of the lower enrollment numbers in some of the math classes requiring a smaller
32 student-teacher ratio such as Essentials for Algebra (3 tiers). The IMP classes are individually assigned through
33 a process that is expected to identify a handful of students.

34
35 Health & P.E. show typical numbers in wellness and freshman fitness. There are a number of elective classes.
36 Enrollment for Intro to Strength & Conditioning is expected to increase for the spring semester as is the case for
37 Unified P.E. Asked if the district continues to allow external submissions for the P.E. credits, Principal Girzone
38 stated it does and is receiving requests for that.

39
40 In Science, enrollment shows a few single sections such as AP Physics II and AP Biology (numbers in target
41 range).

42
43 Social Studies numbers show the highest sections in the Psychology class.

44
45 AP Art & Design currently has an enrollment of 9. That number is annually a smaller group and there has been
46 discussion of the potential for not running it in certain years. It was felt 9 was a number they wished to support.
47 Drawing 2 and Digital Photo 2 are classes they typically see increase as the year goes on.

1 For Performing Arts a switch was made last year in the Program of Studies where the Concert Band and
2 Concert Choir became every day/all year courses instead of every other day opposite the Jazz Choir. Jazz Choir
3 did not run as anticipated. All of the students who would have taken that signed up for the every day Concert
4 Choir in which the same curriculum will be covered. It is believed the plan next year will be to remove Jazz
5 Choir from the Program of Studies. Jazz Band is small (8). Typically that class will be small.

6
7 World Language has a change from the last two years; had used the extra 0.2 FTE in Spanish. As was the
8 original intent that 0.2 will be used in French this year for the first time. Mr. McFarland will be doing Senior
9 Quest next year and the additional French class will be taught by the department chair (teaching 5 instead of 4).

10
11 Member Solon questioned if he has seen an impact as the result of the elimination of Top 10 as far as
12 distribution and course selection, Principal Girzone stated he has not. Recently instructional practices were
13 discussed as an internal review. They have not pulled that data yet. He stated his feeling, generally speaking,
14 the pressure to take those courses is different. He does not have the same sense of that uber competitive top tier
15 of students feeling the need to take those courses instead of the want to take those courses. We continue to offer
16 a wide variety of AP and elective courses.

17
18 Asked if there is information on expected participation in CTE, Assistant Principal Zeller stated they are getting
19 those numbers right now and are looking at the schedule to see how they fit. The number is currently over 50,
20 but it is unclear if all of the acceptances have been received.

21
22 Chairman Deurloo Babcock explained for the viewing public that the enrollment numbers are not yet set in
23 stone. The Board will receive an update on what actually happens in October.

24
25 - Revenue and Expense Report

26
27 As of May 9, 2023, on the expense side of the ledger the balance (savings) listed is \$1,298,888. Savings have
28 been achieved through vacant positions, hiring savings, and huge savings in the area of special education with
29 out-of-district services that are not occurring. The Business Office is very proactive particularly at the end of
30 the year. An example provided was of lane changes that are budgeted for at the start of the year. They receive
31 a list of say 20 employees who stated a year ago they plan to advance their degree thereby receiving a larger
32 salary. At this point in the year, they look at every teacher to see if they have achieved that goal, and if they
33 have not, those dollars go back in the open balance column rather than the encumbrance column.

34
35 The revenue side of the ledger is \$113,847 over what was budgeted. Most of that is attributed to the unexpected
36 reimbursement from the New Hampshire Retirement System. After funding the various trusts and retained fund
37 balance and contingency fund for FY24, the projected fund balance is \$456,248.

38
39 - Business Manager's Recommendations Regarding the Fund Balance to Fund Projects

40
41 Superintendent Corey spoke of the communication provided, which notes the \$200,000 anticipated to be
42 returned to reduce the tax rate and opportunities for utilizing the remaining \$256,248. They include the HBMS
43 dugouts (looking at the Athletic revolving Fund), HBMS main entrance-security retrofit (\$120,000 quote),
44 HBMS exterior cameras, and additional interactive flat panels; would like to accelerate the number purchased
45 (44 needed in total). Additional information is anticipated to be available for the June meeting.

46
47 Member Solon questioned if the interactive flat panels would replace Smartboards and was told that is the case.
48 He questioned if the Smartboards would be repurposed and was told in some instances they are not as some
49 rooms are equipped only with a projector. Projectors are aged out. Those which have not reached the end of

1 life have already been repurposed. Member Solon asked if there is any idea of the scale of the cost involved.
2 Superintendent Corey responded, as there has been discussion of utilizing the Athletic Fund for some of the
3 cost, he would broadly say the cost could be anywhere from \$40,000 to \$60,000.

4
5 - Business Manager's Recommendation Regarding the Spend Down Plan for the HBHS Kitchen

6
7 During COVID the Federal Government made lunches free. Each lunch that was picked up was reimbursed.
8 That resulted in our food service balance growing exponentially because you really did not have many expenses
9 and were generating a lot of revenue. The State does not allow that to happen in a food service account.
10 Notification was received that we had to complete a spend-down plan at the earliest convenience. That plan
11 was submitted by the Business Administrator in collaboration with the Food Service Director and approved by
12 the State. Two areas are being looked at that fall under the balance we are required to spend.

13
14 By changing the food service line, we will be able to move students through quicker and change how we display
15 things. The other item is a properly sized dishwasher. A meeting is scheduled with a design team to obtain
16 final quotes on the required bids. The Business Administrator is looking to move forward as soon as possible.
17 It is expected the final cost and breakdown will be able to be provided in June. Asked if the belief is the
18 proposed expenditures gets us to where we need to be in terms of spend down or provides headroom,
19 Superintendent Corey suggested it provides headroom. These are items that may be original to the kitchen.
20 Also looked at was should the district move forward with some sort of renovation plan that impacted the kitchen
21 would all of this equipment be able to be repurposed into a new kitchen, and the answer to that is yes.

22
23 Member Williams, having been absent from the Organizational Meeting, was asked to state agreement to adhere
24 to Policy BCA – Board Member Code of Ethics.

25
26 ***Member Williams stated agreement to adhere to policy BCA – Board Member Code of Ethics***

27
28 - Preview of the New SAU 41/School Website

29
30 Carol Tyler, Director, Information Technology, provided a PowerPoint presentation (can be viewed [here](#)
31 (beginning at tape counter 2:49:24).

32
33 The website hosting company, SchoolPointe, was purchased in 2022 by Finalsity. All sites were migrated to a
34 new content management system. Our current site will be sun-setted in June (new site live on June 30th). The
35 required content migration not only provides the opportunity to freshen up the site, but also enables us to add
36 new features, content, and an update to our menu structure.

37
38 About 6 months ago a website committee was formed and reviewed various website designs, templates, etc.
39 The new site will include a homepage having three tiers of menus. The top level menu shows the district and
40 the link to all schools (drop down menu). The next level is for families and staff and includes an inquire button.
41 Following that are the major menus (district, boards, department, resources).

42
43 The school homepage has the same menu configuration at the top. The top two are exactly the same and then
44 the content within the different menus in the middle bar has the same headings but different content based on
45 each school. There is a news and events piece for every school and the district and the family portal.

1 With the current website if on the page of one school and wanting to get to another or back to the district, it
2 requires 2-3 clicks. With the new format, regardless of the page you are on, you can get to any school or district
3 by the top level menu. The dynamic menus allow for photos to be included.
4

5 A brief demonstration was provided of the site and the various links. Under School Board content, noted was
6 the recent purchase of BoardDocs, which is a new software that will be built into the website that will house the
7 policies, agendas, and minutes. The new software is very functional. Users will be able to easily search
8 policies, agendas, and minutes.
9

10 Noted was confusion between the school year calendar and the events calendar. It was suggested one could be
11 referred to as the academic calendar.
12

13 A lot of new pages have been added to provide content community members have asked for. There will now be
14 a family portal page for the district page as well as each school page. There are interactive tiles users can click
15 on to obtain information.
16

17 Asked about the curriculum information that was put together last year, Ms. Tyler stated the district page has a
18 link to departments and then curriculum. Member Solon spoke of discussion around making curriculum almost
19 a standalone entry point at an early stage because of all of the attention it is getting. He questioned if that was
20 communicated. Assistant Superintendent Bergskaug responded without cluttering the homepage she is unsure
21 how to make it any more apparent than the way it is proposed. Member Solon suggested a quick link or
22 something similar. Assistant Superintendent Bergskaug remarked there is a great deal that goes to the quick
23 link, which is what was found in the current website. It stopped being useful. The suggestion was made that it
24 could also be included in the family portal area. Chairman Deurloo Babcock remarked it is really important that
25 the information is available on the website. She believes feedback can be received after the site goes live.
26

27 Assistant Superintendent Bergskaug suggested there could be a link to the curriculum page and then go by
28 school to provide a direct link within a school page to the ones that are pertinent to that school. Chairman
29 Deurloo Babcock suggested that would be helpful for families. Also, when members of the community look,
30 they may go directly to a particular school.
31

32 Assistant Superintendent Bergskaug noted part of the roll out will be communicating to all families this is going
33 to be rolled out on this date and providing some high level features. Member Solon also suggests sending that
34 information to the Hollis Brookline News Online.
35

36 Another new page is a Frequently Asked Question page where users can obtain additional information and, if
37 not obtaining an answer to a question, can submit a form requesting it.
38

39 There is a new student registration page. Interactive registration documents show basic information needed,
40 e.g., residency requirements. Asked if there is information included as to how the school boards work, Ms.
41 Tyler stated that can be put on the new student registration page and the Frequently Asked Questions area.
42

43 Asked if users are seeking items, they believe to be administrative elements, where would they look, e.g., who
44 are the administrators, rules, etc., and was told, under schools, there is the bell schedule and academic calendar
45 as well as a new page called Meet the Staff (teacher websites linked). Asked about oversight of structure and
46 content of teacher websites, Assistant Superintendent Bergskaug stated that to be the building administrator.
47 The new Compliance and Communications Specialists comes on board June 5th. That individual's focus for the
48 first few months will be website and website content (revising and rolling out a new feature). Part of that is

1 looking at compliance of our school pages to ensure the structure is being followed once it is handed over and a
2 little bit of ensuring links are not dead and looking at teacher websites to ensure they have been updated. With
3 regard to content that is more of a Principal role.

4
5 Member Solon asked if ensuring ADA compliance of teacher websites will be addressed, Ms. Tyler stated
6 Google's final site is ADA compliant. If using Google Analytics cookies would be collected. It is currently not
7 turned on.

8
9 Asked who would be responsible for updating posts to the Board area, Ms. Tyler stated the new software,
10 BoardDocs, has all kinds of documents that can be attached to it. If something specific to the webpage it would
11 likely be the Communications and Compliance individual.

12
13 Chairman Deurloo Babcock reiterated the server where the policies have been housed is currently down. Our
14 policies are available at the SAU office. It would be helpful if individuals called ahead if wishing to view them.
15 They are available to the public.

16
17 Vice Chairman Stoll noted with the current website, under Student Services, users can find information on
18 counselors. She has not seen the Social Worker listed. She questioned if there has been any thought to
19 something along the lines of a student center that could have some college and career type information and links
20 and possibly some social work resources. Ms. Tyler stated that to be the intent of the family/student portal
21 page. Right now they are one in the same until we find the content that is specific to a parent and/or student.
22 Another tab could be added or an entire other section. It is not yet known what content is desired until the
23 feedback is received.

24
25 - Report Out from Budget Committee Liaison

26
27 Member Solon noted RSA [32:15](#), which states in part:

28
29 *"I. The budget committee shall consist of:*

30 *(a) Three to 12 members-at-large, who may be either elected or appointed by the moderator, as the town or*
31 *district adopting the provisions of this subdivision shall by vote determine, who shall serve staggered terms of 3*
32 *years; and*

33 *(b) One member of the governing body of the municipality and, if the municipality is a town, one member of the*
34 *school board of each school district wholly within the town and one member of each village district wholly*
35 *within the town, all of whom shall be appointed by their respective boards to serve for a term of one year and*
36 *until their successors are qualified. **Each such member may be represented by an alternate member***
37 ***designated by the respective board, who shall, when sitting, have the same authority as the regular member.**"*

38
39 Member Solon spoke of a question asked regarding the ability of members of the COOP Budget Committee to
40 be included in the membership for the New Hampshire School Board Association. As members they could
41 receive the emails that are sent out with legislative updates/activities, would be able to participate in webinars
42 on budgeting, Right-to-Know Law, etc. Superintendent Corey stated he would look into that.

43
44 ***There being no objection, the Board took a two minute recess at 6:25 p.m.***

45 ***The Board reconvened at 6:27 p.m.***

1 **DELIBERATIONS**
2

- 3 • To see what action the Board will take regarding the approval of the General Assurances for grant
4 submissions to the Department of Education (DOE)
5

6 Chairman Deurloo Babcock noted questions posed at the last meeting have been vetted by legal counsel. Board
7 members are comfortable with the outcome. She has reached out to counsel from the NHSBA and learned they
8 have not received any inquiries from other school boards concerning this.
9

10 **MOTION BY MEMBER WILLIAMS TO AUTHORIZE THE BOARD CHAIRMAN TO REPRESENT**
11 **THE SCHOOL BOARD, AND ACKNOWLEDGE THAT THE SUPERINTENDENT HAS**
12 **CONSULTED WITH ALL MEMBERS OF THE SCHOOL BOARD, IN FURTHERANCE OF THE**
13 **SCHOOL BOARD'S OBLIGATIONS, INCLUDING THOSE ENUMERATED IN [RSA 189:1-A](#), AND**
14 **PURSUANT TO THE SCHOOL BOARD'S OVERSIGHT OF FEDERAL FUNDS THE DISTRICT**
15 **WILL BE RECEIVING AND OF THE GENERAL ASSURANCES, REQUIREMENTS AND**
16 **DEFINITIONS FOR PARTICIPATION IN SAID FEDERAL PROGRAMS**
17 **MOTION SECONDED BY MEMBER WHALEN**
18

19 **ON THE QUESTION**
20

21 Member Solon stated the desire to ensure the Chairman was aware she was, for example, taking responsibility
22 to ensure that no one driving a van or vehicle, which is at all paid for with public funds, texts while driving, etc.
23 Chairman Deurloo Babcock responded although she understands the concern expressed, she has a great deal of
24 faith and trust in the Administration ensuring things are done correctly and appropriately. She is comfortable
25 with the motion.
26

27 Superintendent Corey requested Member Solon share his concerns with the State Representatives.
28

29 Superintendent Corey stated that he contacted the DOE and the DOE responded that the COOP School Board is
30 the only school board in the entire State that has raised a question. He has written to the DOE and the response
31 was that the language is the same as last year, to which he responded it is not. Member Solon commented he
32 finds that really disturbing, knowing that a former board member is the legal counsel for the DOE. He believes
33 that was stated, but he questions whether it is a true statement.
34

34 **MOTION CARRIED**

35 **4-3-0**

36 *Members Mann, Solon, and Williams, voted in opposition*
37

- 38 • To see what action the Board will take regarding the Business Manager's recommendation for a spend down
39 plan for the HBHS kitchen
40

41 **MOTION BY MEMBER WILLIAMS TO APPROVE THE RECOMMENDATION OF THE**
42 **BUSINESS MANAGER TO UTILIZE FY22 FUNDS REQUIRED TO BE SPENT DOWN PER THE**
43 **STATE'S FOOD SERVICE REQUIREMENTS, TO COVER THE COST OF THE RENOVATIONS**
44 **OUTLINED FOR THE KITCHEN AT THE HOLLIS BROOKLINE HIGH SCHOOL**
45 **MOTION SECONDED BY MEMBER MANN**

1 ON THE QUESTION
2

3 Member Solon questioned if the plan needs to be approved by anyone outside of the SAU. Superintendent
4 Corey stated it goes to the State which approves the spend down to ensure the dollars align with how the monies
5 have to be spent. That comes back to the district and allows it to proceed forward. The plan has been submitted
6 to the State and has been approved.

7 **MOTION CARRIED**

8 **7-0-0**

- 9
10 • To see what action the Board will take regarding the Superintendent's recommendation for administrative
11 compensation

12
13 **MOTION BY MEMBER MANN TO APPROVE THE RECOMMENDATIONS OF THE**
14 **SUPERINTENDENT FOR ADMINISTRATIVE COMPENSATION**

15 **MOTION SECONDED BY MEMBER WILLIAMS**
16

17 ON THE QUESTION
18

19 Asked to provide some of the elements that were discussed, Superintendent Corey stated increases were
20 approved in line with what was identified within the budget approved by the voters. The Board approved the
21 administrator's health insurance rates to be the same as the teachers health insurance rates and to increase the
22 contribution to the 403(b) tax-deferred retirement savings plan to match the \$2,250 cap.

23 **MOTION CARRIED**

24 **7-0-0**

- 25
26 • To see what action the Board will take regarding policy **GADA** - Employment References and Verification
27 (Prohibiting Aiding and Abetting of Sexual Abuse)

28 *Given its first reading;*
29

30 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY GADA -**
31 **EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING**
32 **OF SEXUAL ABUSE), AS PRESENTED**

33 **MOTION SECONDED BY MEMBER STOLL**
34

35 ON THE QUESTION
36

37 Member Whalen stated the policy was approved in November of 2022. However, being requested is the
38 addition of language citing examples of instances where the prohibition would not apply.

39
40 Asked who was making the recommendation, Assistant Superintendent Bergskaug stated the district
41 participated in a federal grant audit and these came back as items that were required to be fixed no later than
42 July of 2023. They felt the policy lacked specific requirements. The language can be interpreted as
43 contradictory, which is why it was changed. The proposed language is straight from the RSA and is required to
44 be incorporated.

45
46 Asked for additional clarification on the contradiction, she explained one does not necessarily know that it has
47 been properly reported to one or another agency. There was concern of should it just be reported if there is a

1 question or concern, and if it is reported twice that is fine but ignore the exceptions to when we do not have to
2 prohibit.

3
4 Asked if there is a concern with regard to compliance, Assistant Superintendent Bergskaug stated there is not.
5 She added her belief the concern was a member of the Policy Committee back in 2020 did not like the
6 ambiguity of the language, e.g., how do I know for certain if something has been reported. They wished to
7 instead state that it is always reported and wished to take out some of the exceptions.

8
9 Asked if there is a mechanism to determine whether it has been reported, Assistant Superintendent Bergskaug
10 responded not necessarily so there is a chance they could be reported twice regardless.

11 **MOTION CARRIED**

12 **7-0-0**

- 13
14 • To see what action the Board will take regarding policy **EHB** – Data/Records Retention
15 *Given its first reading;*

16
17 **MOTION BY MEMBER WILLIAMS TO ACCEPT THE FIRST READING OF POLICY EHB –**
18 **DATA/RECORDS RETENTION, AS PRESENTED**

19 **MOTION SECONDED BY MEMBER STOLL**

20
21 ON THE QUESTION

22
23 Assistant Superintendent Bergskaug stated this to be a policy that was identified through the audit as lacking.
24 The policy had consisted of the language “The Superintendent shall develop procedures for a records retention
25 system. The retention and destruction of Special Education records must comply with requirements of ED
26 1119.01(b).”

27
28 The auditors suggested either utilizing the sample provided by the NHSBA or a sample policy from a different
29 district. The Policy Committee reviewed both and recommended the proposed language. What is spelled out
30 and clear in policy is what is and has been done in practice.

31
32 Noted was that language being put back into policy will have to be changed when State law changes, which was
33 part of the discussion when it was originally removed from district policy.

34 **MOTION CARRIED**

35 **7-0-0**

- 36
37 • To see what action the Board will take regarding the committee assignments set forth by the Chairman

38		
39	COOP Policy Committee	Holly Deurloo Babcock, Krista Whalen, Beth Williams
40	Budget Committee	Tom Solon, Member, Beth Williams, Alternate Member
41	IPC Steering Committee	Krista Whalen, Holly Duerloo Babcock, Kate Stoll
42	Advisory Sub-committee	Tom Solon, Kate Stoll
43	Grading Assessment Sub-committee	Krista Whalen, Beth Williams
44	Negotiations Team	Cindy VanCoughnett, Tom Solon, Holly Deurloo Babcock
45	SAU Policy Committee	Cindy VanCoughnett
46	SAU Superintendent Performance Eval. Cmte.	Cindy VanCoughnett
47	SAU Budget Sub-committee	Cindy VanCoughnett
48	HB Elevates	Tom Solon

1 Chairman Deurloo Babcock noted as there was an immediate need for a representative to the Assistant Athletic
2 Director interview committee, she served on that committee. There are times when hiring committees come
3 about and the desire is for member(s) of the Board to participate. She requested anyone available to participate
4 on such committees make that known to her.

5
6 **MOTION BY MEMBER WILLIAMS TO APPROVE THE APPOINTMENTS AS STATED**
7 **MOTION SECONDED BY MEMBER STOLL**
8 **MOTION CARRIED**
9 **7-0-0**

10
11 **REPORT OUT BY PROCESS OBSERVER**

12
13 Member Mann spoke of the length of the agenda. The Board came out of non-public 30 minutes earlier than
14 planned, got through roughly 12 nominations with great speed, heard highlights from the Principal reports, and
15 entered into the discussion section around 7:30 p.m.

16
17 The Board agreed to move the presentations before the class size numbers, and both presentations were quite
18 interesting. Class sizes were reviewed at 8:30 p.m. and the revenue and expense report completed by 8:47 p.m.
19 The SAU website was previewed, and a Budget Committee update provided. We entered into deliberations of 6
20 items at 9:27 p.m. Comments and questions were pertinent, probing and relevant to the topics discussed.
21 Although the agenda was completed in under 3 hours and 50 minutes, in general building agendas that are
22 perceived to be 3 hours in length can be problematic; beyond 3 hours Board efficiency drops substantially and
23 keeps administrators out too late on a school night.

24
25 **ADJOURNMENT**

26
27 **MOTION BY MEMBER MANN TO ADJOURN**
28 **SECONDED BY MEMBER WILLIAMS**
29 **MOTION CARRIED**
30 **7-0-0**

31
32 *The May 17, 2023 meeting of the Hollis Brookline Cooperative School Board was adjourned at 9:46 p.m.*

33
34
35
36 Date _____

Signed _____