

**BROOKLINE SCHOOL BOARD  
JUNE 28, 2023  
MEETING MINUTES**

A regular meeting of the Brookline School Board was conducted on Wednesday, June 28, 2023 at 6:00 p.m. at the Richard Maghakian Memorial School.

Colleen Micavich, Vice Chairman presided:

Members of the Board Present: Tracy Perry, Secretary  
Alyson Manion  
Kelly Zakar (arrived at 6:27 p.m.)

Members of the Board Absent: Kenneth Haag, Chairman

Also in Attendance: Andrew Corey, Superintendent  
Lauren DiGennaro, Director of Student Services  
Donna Smith, Assistant Business Administrator  
Patricia Bouley, Principal, Captain Samuel Douglass Academy

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**AGENDA ADJUSTMENTS**

Superintendent Corey requested the MTSS summer update identified under the Principal Report be consolidated into the discussion item of the MTSS summer timeline.

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

**CORRESPONDENCE / RESIGNATIONS / RETIREMENTS / NOMINATIONS**

Fay Brown was nominated for the position of 3<sup>rd</sup> grade teacher at the Richard Maghakian Memorial School (RMMS). She comes to the district with a bachelors in math and elementary education and masters in education curriculum instruction from Plymouth State University. She would be at a masters, step 3 and a salary of \$51,911.

**MOTION BY MEMBER MICAVICH TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF FAY BROWN FOR THE POSITION OF THIRD GRADE TEACHER AT A MASTERS STEP 3 AND A SALARY OF FIFTY ONE THOUSAND NINE HUNDRED ELEVEN DOLLARS (\$51,911)**

**MOTION SECONDED BY MEMBER MANION**

**MOTION CARRIED**

**3-0-0**

Steve Lebel was nominated for the position of math specialist at RMMS. He has his bachelors in special education and elementary education from Riviere University, masters in curriculum instruction from Lesley University, and doctorate in curriculum teaching and learning from Northeastern University. He would join the district at a masters plus 45, step 14, and a salary of \$79,670.

**MOTION BY MEMBER MICAVICH TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF STEVE LABEL FOR THE POSITION OF MATH SPECIALIST AT THE RICHARD MAGHAKIAN MEMORIAL SCHOOL AT A MASTERS PLUS 45 STEP 14 AND A SALARY OF SEVENTY NINE THOUSAND SIX HUNDRED SEVENTY DOLLARS (\$79,670)**

**MOTION SECONDED BY MEMBER PERRY**

**MOTION CARRIED**

**3-0-0**

Henry Kopezynskie was nominated for the position of music teacher at RMMS. He has his bachelors in music from Berkley College and will join the district at a bachelors step 2 and a salary of \$43,294.

**MOTION BY MEMBER MICAVICH TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF HENRY KOPEZYNSKIE FOR THE POSITION OF MUSIC TEACHER AT THE RICHARD MAGHAKIAN MEMORIAL SCHOOL AT A BACHELORS STEP 2 AND A SALARY OF FORTY THREE THOUSAND TWO HUNDRED NINETY FOUR DOLLARS (\$43,294)**

**MOTION SECONDED BY MEMBER MANION**

**MOTION CARRIED**

**3-0-0**

**APPROVAL OF MINUTES**

Brookline School Board ..... [May 24, 2023](#)

*The following amendments were offered:*

- Page 14, Line 18; replace “things” with “thinks”
- Page 18, Line 12; replace “themselves” with “themselves”
- Page 19, Line 10; delete “was” following “were”

**MOTION BY MEMBER MICAVICH TO ACCEPT, AS AMENDED**

**MOTION SECONDED BY MEMBER MANION**

**MOTION CARRIED**

**3-0-0**

**PRESENTATION**

- Bronze Award

Patricia Bouley, Principal, Captain Samuel Douglass Academy (CSDA) introduced two CSDA students, Josie and Janelle, who had provided a wonderful end-of-year assembly for CSDA. They did such a remarkable job she wished for their presentation, and information on the project they created, to be shared further (can be viewed [here](#) beginning at tape counter 5:10).

Janelle and Josie introduced themselves noting that they have officially bridged to cadets, which means they have reached their 7<sup>th</sup> year of Girl Scouts.

The Bronze Award is when girl scout juniors team up to make a difference in their community. They learn important leadership skills, discover new passions, and how seemingly small actions can make a big difference in the community. The Bronze Award is the highest honor a Girl Scout Junior can achieve.

For their project they chose to construct a buddy bench. According to the U.S. Department of Justice, every 7 minutes, a child is bullied. They constructed the bench not wanting their playgrounds to remain part of the

statistics and wishing to promote inclusion and give students a safe space to eliminate loneliness, promote inclusion, and foster friendships.

The concept is one where, if you are sitting on the buddy bench, you are looking for a friend, and should join in when asked. If not sitting on the bench, you ask someone who is to play with you and keep on expanding your circle of friendship.

Having researched various types of benches, they found what they desired and began shopping for supplies. Mark Barchard from HMB Construction generously donated all of the supplies. After measuring out all of the pieces, he helped them prep the wood into the correct sizes. He coached them through using power tools to assemble the bench. They followed step-by-step plans to build the bench.

Their sponsor, Mark Barchard, works for a company named HMB Construction based out of Brookline, NH. They knew he could help them as he is an expert who has been working for many years in construction. They are grateful for his help.

Photos were displayed of the process of constructing the bench as well as some historical photos of the Scouts and their scouting activities.

Josie and Janelle expressed gratitude to their friend Courtney for helping them paint the bench, and Mr. Barchard for coaching them through constructing the bench and donating all of the needed supplies. They thanked Principal Bouley for taking time out of her schedule to make this happen. They thanked their parents for guiding them through this amazing adventure.

Katrina Loff, outgoing President, Brookline PTO

Over the past several years the team has worked diligently to provide fun and enriching experiences to all students in our district from Pre-K through 6<sup>th</sup> grade including field trips, assemblies, guest speakers, and school and community events. They love to show their appreciation and gratitude to teachers and staff for the incredible work they do each and every day. A few years ago when COVID impacted the daily academic routine it also impacted the Brookline PTO in regard to the support they were able to provide to the schools.

While the team put their creative hats on to offer things like at-home cookie kits and virtual field trips, they found themselves in a place where they were not spending nearly as much of their budget simply because they could not. Instead, they saved for the unknown. School year 2022-2023 was the first academic year post COVID that they were business as usual and have loved all of the adventures the students participated in this year.

This past August she randomly followed up on a lead to become a charitable gaming partner with the River Casino in Nashua. Within 3 days she was background checked, fingerprinted, and submitted paperwork to the New Hampshire Lottery Commission. The Brookline PTO was approved for 10 charitable gaming days in the fall of 2020, and as luck would have it, we were selected again at the beginning of this year.

Between both gaming periods, they deposited a grand total of \$45,115. As this academic year has come to a close, the team has completed a final budget review and is pleased to announce that, through the savings during the COVID years, ongoing fundraising efforts, donations, and partnerships from our incredible parents and the community, and this newly found charitable gaming partnership, they are excited to present the Brookline School District with a check in the amount of \$50,000 to be used for the CSDA playground.

They are thrilled to help get this project off the ground and cannot wait to see the impact it will have on our students for many years to come.

Principal Bouley expressed gratitude on behalf of all of the families, students, and staff.

Vice Chairman Micavich expressed gratitude for the generous donation and thanked the members of the PTO for all of their work.

### **PUBLIC HEARING**

**MOTION BY MEMBER MICAVICH THAT THE BOARD RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING ON THE SCHOOL BUILDING MAINTENANCE EXPENDABLE TRUST FUND**

**MOTION SECONDED BY MEMBER MANION**

**MOTION CARRIED**

**3-0-0**

*The Board recessed at 6:16 p.m.*

*The Board reconvened at 6:21 p.m.*

### **PUBLIC INPUT**

The intent of the public comment period is for the Board to receive input from the public. It is not to be a back and forth discussion. The Board will consider the input provided during the deliberations portion of the agenda.

*Vice Chairman Micavich declared the period for public input open at 6:23 p.m.*

Cathy Levitt, 2 Burch Hill Road

Commended the Board for the August plans explained on page 5 of this evening's agenda. She believes this to be a fantastic start for the safety and wellbeing of our Brookline school students. They deserve the support of the School Board, district leadership and school administrators. Our school kids deserve the support of their community despite any grumblings of indoctrinating children. Please be assured there are far more community members who support these plans to provide a safe learning environment for our children and who support your teachers as they role this out. We know there are Brookline residents for whom racism and prejudice are simply not a big deal, but there are more of us who want better for our kids, for our neighbors, and our community as a whole.

The safety and wellbeing of the children of our community outweighs any discomfort that might arise when or if parents complain about Brookline kids practicing inclusivity and kindness in our schools.

Member Manion commented that the Board is committed to this process, and she appreciates that is being recognized.

*The Public Input period was declared closed at 6:53 p.m.*

## **PRINCIPALS' REPORT**

Patricia Bouley, Principal, CSDA, highlighted items from the report included as part of the [agenda](#) packet. Included was enrollment information; 2023-2024 had a total projected number of students (as of 6-22-23) of 568.

Year-end activities were noted through a series of photos and information provided by Principal Bouley as were upcoming events. Also included was an updated list of Brookline School District professional staff and open positions.

### - Discipline Data Review

Principals Bouley noted she and Principal Molinari gathered initial data to determine whether any patterns/consistencies have been seen with regard to behaviors problems encountered this school year.

In the first half of the school year, RMMS experienced approximately 58% of the overall number of incidents (41% of which occurred in the September/October timeframe) and at CSDA 37% of the overall number of incidents were experienced by January (only 17% of which occurred in the September/October timeframe).

For the second half of the year (February through June), RMMS experienced 42% of the overall number of incidents and CSDA 64%.

The high percentages shown for RMMS at the start of the school year may be related to age; students are excited to be at school, but they are not certain how to behave at school. At the end of the school year, the percentage at CSDA is its highest; perhaps students are tired/want to move on. That is information that requires further review.

Understanding concerns raised, information was gathered on the number of incidents of inappropriate behavior and the resulting consequences. At RMMS, they have had approximately 25 after-school detentions, 42 recess detentions, 14 lunch detentions, 1 in-school suspension, 1 out-of-school suspension, and 31 bus suspensions. At CSDA, they had 33 after school detentions, 14 in-school suspension days, 18 out-of-school suspension days, and 15 bus suspensions. At CSDA, they also had loss of computer privileges, which typically means the administration received a go guardian alert from the SAU stating that students were using the internet inappropriately. They had 12 incidents, 7 of which resulted in students losing privileges for 2 weeks or more.

An additional review of the available data will be conducted to try to determine whether there is some commonality to the behaviors at particular times of the year, but more importantly, moving forward, what can be done to help eliminate those time periods. Perhaps events such as the Passion Event should be done more often and perhaps, at CSDA, during the March/April timeframe when it appears students may need additional encouragement to be more positive.

Member Perry remarked what gets measured gets managed. She appreciates seeing the numbers. She would like to understand the types of behaviors the numbers reflect, e.g., bullying, smaller incident type issues. She is aware of concerns that some behaviors with children may be related to their IEPs or 504s and understands the requirement for protecting the confidentiality of children. She would like to separate out incidents of bullying. To her, those numbers would assist in understanding what is being seen in the schools, e.g., language concerns, bullying. She questioned if there are both minor and major referral forms that would identify these in more detail and stated the desire to drill into those details. The work she would like to see the Board do over the summer months will be informed by some of these metrics and this data. There were 18 parents/community

members who took the time to reach out to the Board to provide information related to bullying incidents, racist comments, etc.

Member Zakar remarked within the New Hampshire School Boards Association sample policies there is an appendix form for Policy JICK that is a reporting mechanism for administrators to report investigations to the Board. She understands what the staffing situation has been at our elementary schools and the pressures placed upon the administration but is hopeful, with the additional support coming into the district next year, we can tighten up some reporting mechanisms to keep the Board better informed and make reporting easier.

If there is something the Board can do to help in the development of a system or if there is an existing one that is helpful for administrators to track the data, extract metrics that are helpful for the community, Board and District in order to track these behaviors, she would like to be made aware so that efforts can be made in that regard.

Vice Chairman Micavich remarked, part of what the Board has consistently heard from those reaching out was that there is a feeling of not being comfortable reporting, and a lot of incidents reported later in the year had been ongoing. She stated concern with the culture. Some of that might have to do with eyes on and relationships. She spoke of the number of paraprofessionals needed for next year, and asked what the plan is to get those positions filled.

Lauren DiGennaro, Director of Student Services, stated the SAU is casting a wider net with different platforms to recruit applicants; reaching out to those we learn are considering a change in employment, working with agencies, etc. Interviews are currently being conducted. Efforts will continue throughout the summer.

Superintendent Corey stated the staffing piece related to paraprofessionals will continue to be a problem. It is a competitive market. One of the things we do not do in Brookline or Hollis is offer a benefit package. That is a big drawback. In the COOP School District, because its school day is so much longer, they automatically qualify for benefits. When conducting interviews, individuals often select the COOP district. We have widened our parameters, will look to conduct more direct recruiting and will need to be more flexible and perhaps create smaller chunks of time as there may be some individuals who would be able to give us 3 hours but not 6, etc. We need to be more flexible, but at the same time that is a lot of management from the viewpoint of consistency for the student, etc. Human Resources, special education, and the building staff are all working across the SAU to try to figure that out.

On the professional staffing level, we are doing well in comparison to a lot of the neighboring districts. It will be very competitive again when we go into the fall as we are just not seeing applicants come out of the college ranks because of everything that is going on in education. We are losing, at times, math teachers and science teachers to corporate America at double their income.

Vice Chairman Micavich remarked, eventually, if unable to hire directly, we will have to look to agencies. That is a really expensive path to take, but one we may have to follow. We would gain a sense of what it is like to have to hire say 10 people from an agency at \$60/hour rather than the \$20/hour that we pay, and that will inform our next negotiations. We have to meet the needs of all students. She would guess that a lot of the para responsibilities are implementing behavior plans, and if we are short 11 or 12 paras, the stress that will cause to the rest of the building will be and probably has been a climate issue.

Asked when the paraeducator contract would be negotiated next, Superintendent Corey stated they are in the 2<sup>nd</sup> of a 4 year contract. Asked if it is possible to open up negotiations mid-contract, he stated there to always be the opportunity to approach the union.

Member Perry remarked, as we go into budget season, it is a conversation we have to have in the community.

## DISCUSSION

### - MTSS Summer Update / Summer Timeline for Policy Work, SEL Curriculum, Review

Director DiGennaro stated the information gathered data wise as well as antidotally over this past year is driving a lot of the work that has already begun with the MTSS process. It is looking at behavior and academics and the supports and structures that fall in that realm. The Social Emotional Learning (SEL) Tier I (all students) curriculum is necessary at this time. They are looking at this work as a reset of building expectations, building culture, personal responsibility, civic responsibility for students; as they walk into a building what does that mean for them to be in school as an individual, as part of a classroom, as part of a grade level, as part of a school.

Committee work began earlier in the day with research and independent review of the MTSS process, articles, SEL programs. Sixteen staff are working this summer; cross section of classroom teachers, interventionists, special educators, and administration.

The SEL Tier I curriculum piece is the #1 goal. They are looking to have recommendations by August 7<sup>th</sup>. They are vetting trainings; both in-person and online trainings that may be necessary, costs, time, lesson structures, how it works with our school, and what it provides. Many of these programs can provide interventions including Tier II, not that it would be the only Tier II interventions and supports, but if it builds off the Tier I that is an option for us as we develop our own Tier II and Tier III options for SEL and for behavior. They are looking for extra resources, if the rollout can be throughout the year, etc. with all of those training components.

Along with that, they are looking at structures and supports in both buildings. As we start out the school year, how can we welcome students back with this reset of expectations and behaviors? Looking at visuals to have in both buildings, in classrooms, in hallways, in the lobby using the wolf and blue jays to really provide the students with clear information and expectations on what it means to be a student. Taking those first few weeks and working on modeling instruction of what does it mean to be in the playground, in the hallway, in the cafeteria, to walk down the hallways. It is really just having them take part in positive cultural components for the school building.

In addition to this, they are looking at the universal screening process and Tier II intervention plans; looking at this from different scopes as we are navigating limited resources and limited staffing in certain intervention areas. How can classroom teachers work together for Tier II supports? This again is academic and social emotional. The universal screening process currently utilized is AimsWeb. Because of some of the different needs being seen in reading and math, we are looking at secondary layers of universal screenings to build off of the AimsWeb and target very specific areas; targeting very specific skills and then developing the best intervention tools.

The process for looking at student data/reflecting on and making changes to student data is going to be a team model on a more regular basis. This data will be looked at by an appropriate team of administrators, specialists, classroom teachers, school psychologists, guidance counselors, whoever is needed for certain discussions. This will be done every 4-6 weeks per grade level.

This is an ongoing process. This is not going to be perfect day one. This is going to be a 1-2 year endeavor for many components. Some will be moved along faster than others. A lot of this is really taking the time and



putting in the time and effort to instill in our students that pride in community and investment in their school and in learning.

Through this research and development we're planning the rollout for the opening days of school with the staff and what those weeks of school look like for the students having consistency across classrooms, grade levels, and the building.

Asked about the universal screening process involving both academic and SEL and whether a screener has been identified for SEL, Director DiGennaro stated that to be part of the SEL program. A lot of the programs that are being researched have different screening tools. We want consistency, common language, and those pieces to tie in together and therefore are researching the available options. The AimsWeb for academics has been in place, which is why some of the components will move along a little faster than others. We want to find the right tool to capture the desired data for SEL.

Asked about the new team model that will meet every 4-6 weeks and whether that would consist of teachers or include administrative oversight as well, Director DiGennaro responded there would be Staff/MTSS facilitators (data keepers) who will look at the data, e.g., behavioral reports, AimsWeb data, classroom information to really look at specific students in these conversations. The curriculum administrator and student services administrator will be the administrative presence at these meetings. There will be classroom teachers, MTSS facilitator, and then any specialists that are needed for those discussions (will vary by what the referral is to the Tier II process).

A handbook has already started to be developed for the MTSS process, will continue to be developed over the summer and be a continuous work in progress as the year goes on.

Asked how the district is setting the expectation of staff buy-in, Director DiGennaro remarked that is where they started the conversations in February; how do we view behaviors, understand behavior because it is a complex concept. They have gotten a really great response from staff as far as the approach being taken with this process to really be proactive and frontload the instruction, teaching, and modeling so it is not just this behavior consequence piece. We need to understand where the behavior is coming from, to ensure every student understands what appropriate behaviors and expectations are in different scenarios and settings. For the new teachers, that is something that we are going to start discussing in new hire orientation and something we will continue in those three opening days as a lot of the work of the committee over the summer will be rolled out in presentations in collaborative groups, in trainings that will all take place and begin on those three opening days.

Principal Bouley commented on having been on the mentoring committee this year as they were revamping the mentoring program. She will be working with the new hires this year as part of that training on mentoring. It is really important to start right then and there. With an additional administrator on board, she will be able to tie in more fully with those new teachers.

Member Zakar remarked as the groups work on aligning the Tier I program with expectations, behaviors and consequences, she wants to be respectful of the work the Principals have done to devise those behavior metrics. She asked if those would be tied into the work being done and updated and was told that is exactly what they are doing, they are crafting those kinds of expectations and behavior grids into language that students can clearly understand.

Asked about incorporating a Code of Conduct in the handbook or policies whereby students are informed of the consequences associated with particular actions, Director DiGennaro responded, if there is an appetite to



formalize that in different ways that could be looked at. Looking at this from a proactive approach, we are starting at a base level of being a student, being in a school, and what that looks like and then with the tiered systems looking at how to help approach and manage and teach behaviors if they are escalated or if things are seen and caught. Once we develop this complete model, we can look at formalizing that process if that is the desire.

Member Zakar questioned if there has been discussion of the possibility of bus monitors. Vice Chairman Micavich commented on her experience and the difficulty involved in monitoring students on the bus. She believes the need is in the classroom, and as an educator although she hates to say this, we need very specific and strict punishments for behaviors. It sounds like we are doing that. The bus is always an issue though because it is always the most unstructured time in someone's day. If wanting to monitor the whole bus, you would have to have 4+ people. She believes it would be best to get through a year and see if the percentages are reduced based on the proactive approaches. The proactive approaches do have to involve the bus. Member Manion spoke of the amount of time spent on the bus, and the possibility of a proactive approach including encouragement for activities on the bus, e.g., drawing, writing stories.

Member Perry expressed her gratitude for all of the work being done. She is excited for the students and the teachers. She commented on the culture survey that was done and the feeling of vulnerability expressed by teachers. Perhaps some of that vulnerability will dissipate with the expectations of our students being written down, clean, and able to be pointed to by the teachers as what is expected of all students.

Superintendent Corey noted a fresh set of eyes would look at the 2022-2023 school year. When living in an environment every day there could be things you don't see. Some programmatic and curriculum time will be spent as well as training for administrative staff during the retreat and with staff in the building to ensure we are all using the same vocabulary. When we get to the budget process, we will discuss additional staffing. We had some great success this year at the COOP with adding a social worker, which allowed them to do a number of things that enhanced services for students.

He has heard mentioned several times a mechanism where we can present data to the Board, in a non-identifiable way, on a regular basis. We have a variety of different pieces ongoing, some are budget related, some long-term and some short-term. The hope is that the August/September timeframe can be used to pull this all together and provide it to the Board as a roadmap for the year knowing that we might have to detour in places to address what comes up.

Vice Chairman Micavich asked what the guiding question would be for the review. As an outside agency conducting a review of incidents and how to correct them, she would think the guiding question would be what is in the best interest of students in order to prevent as many incidents as possible. She asked if the individual would take into account the legal and political climate we are in, with laws restricting certain conversations, or just looking at it purely as what should be done. Superintendent Corey stated his belief they would start by looking at practices and procedures; what are we doing in the trenches. Having that person gives us what they see as the reality. Based off of that we can draw some conclusions to at least start our journey down that roadmap. There are some firms that do that across the State. He reached out to legal counsel, Drummond & Woodsum, who will make recommendations on different people who have expertise in this type of work. Their expertise will also be a driver for us because we will not be the first district they are coming into.

- Revenue and Expense Update

Donna Smith, Assistant Business Administrator, addressed the report dated 6/19/23 noting there have not been many changes on the expense side of the ledger since the last reported. This report does account for the \$40,000 transportation expense that came up just before the last meeting.

Ms. Smith stated the desire to acknowledge the Food Service Department for their hard work and efforts as they had a great year in food service sales. She spoke of a discussion she had with Amy Cassidy, Director of School Nutrition. Ms. Cassidy attributed the year to a few things; all food service workers are very passionate about their jobs and the nutrition for the children, they always try to offer choices, e.g., vegetarian or gluten free by request, they are very resourceful with their ordering and planning, and they strive to provide excellent customer service.

At the bottom of the report is a line titled Food Service and Grant Unreserved Fund Balance showing a total of \$132,084. This revenue needs to be removed from the bottom line as it is specific to the grants in food service.

After reviewing expenses and revenue and backing out the food service grants, we are left with an Unreserved Fund Balance of \$8,378. Once the Maintenance Trust Fund is funded at \$55,000 and the \$140,000 set aside for the Retained Fund Balance, the projected fund balance is a negative \$186,622.

Using the FY23 Retained Fund Balance to fund the ADA project of \$108,162 (approved by the Board at its May 24<sup>th</sup> meeting), the negative balance would be \$78,460. The Board also approved the use of up to \$100,000 from the Special Education Trust to cover the cost of unanticipated special education expenses. The amount that would be needed is \$78,460.

Superintendent Corey thanked Ms. Smith for all of her efforts. We are about to start the audit process that goes on for each of the entities. Both Ms. Smith and the Business Administrator, Kelly Seeley, have done yeoman's work, especially when considering the unexpected special education expenses that came in after the budget had already been set as well as the ADA compliance numbers.

### **DELIBERATIONS**

- To see what action the Board will take to authorize the Superintendent to hire, accept resignations, and terminate staff during the summer months

The Board traditionally does not meet in the month of July, and authorizes the Superintendent to take steps needed to fill any positions that may come up as a result of maternity leave, someone needing surgery, etc. The Superintendent typically emails the Chairman of any such actions so that he can in turn notify the members of the Board. An update is provided the Board in August informing of any employee who has changed or moved into a position.

Member Zakar stated the voters elected the Board to work for 12 months a year. Her concern is that significant hiring, firing, resignations, terminations could happen during the month of July that the Board would be abdicating its responsibility for. She understands people go on vacation in July. When she looked at the SAU calendar it appears both the Hollis and COOP school boards have July meetings scheduled. Especially given all of the work the Board has committed to doing this summer, she is not in favor of foregoing a July meeting.

Superintendent Corey stated the COOP has a July meeting, but still provides him the authority just because of efforts to get people onboard as soon as possible. The Hollis School Board is not meeting in the month of July.

What the COOP does is more like a budgetary workshop. Because that is the largest budget, they try to get a jumpstart on that in July.

Member Manion stated she is completely in favor of giving Superintendent Corey the ability to especially hire and not wait on a Board meeting in the month of July. Before leaving tonight, she would like the Board to decide on a July meeting, which she would strongly be in favor of, not as a budgetary workshop, but given all of the policy work being done.

Member Zakar questioned if there has ever been a time when the Superintendent has hired an administrative position without the Board's input, under this authorization. Superintendent Corey stated he has not. Typically with administrator contracts they are obligated, especially at this point. The only way he could see a Board letting someone out of their contract was if they were making a professional growth change, e.g., someone going to go from a Principal to a district office position. He would struggle if he wasn't aware of it long before that as most administrators tell people when they are looking for that. He does not anticipate that happening anywhere across the SAU.

Member Perry stated agreement with her colleagues regarding the work that needs to be done over the summer and stated a willingness to look into forming smaller committees. She has reviewed policies where there is the possibility of forming smaller/advisory committees where 2 or 3 members of the Board could participate. She feels as though there is the need to meet.

Vice Chairman Micavich stated a willingness to meet in July believing there to be a very positive momentum going. She wants to give Superintendent Corey the authority to hire, accept resignations and terminate staff during the summer months.

**MOTION BY MEMBER MICAVICH TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF UNTIL THE AUGUST BOARD MEETING, AND REQUIRE NOTIFICATION TO THE BOARD OF SUCH ACTIONS**

**MOTION SECONDED BY MEMBER MANION**

**MOTION CARRIED**

**3-0-1**

*Member Zakar Abstained*

Vice Chairman Micavich questioned the action required to schedule a July meeting.

Member Perry suggested it does not have to be a typical Board meeting, and suggested members of the Administration would not have to be present. Member Zakar commented if there is no decision in the meeting minutes to not have a July meeting then a July meeting would simply be scheduled. If scheduling is problematic, we could meet on a date in July outside of the typical schedule and make the public aware. If there are sub-committees, perhaps they could work together in advance of that meeting.

Member Perry suggested it may be a larger question of how we go about doing some of this work. We have a lot of positive momentum, but with sub-committees such as the Policy Committee, she cannot participate as her attendance would constitute a quorum. She is uncertain how the work gets done. We have from now until September to get some work done. She questioned if it has to be a formal Board meeting for the members to sit around and talk about policies, goals for the next year, etc.

Superintendent Corey stated a gathering of a quorum of the Board would have to be a public meeting. No sub-committee can have 3 or more Board members in participation as that would constitute a quorum/meeting of the Board ([RSA 91-A:2 I](#)).

A July meeting can be scheduled and be conducted in a workshop format where the Board is conducting all of its business in public, but has the focus on policy work, etc. We have a functioning Policy Committee, there is interest going on with SEL, and there is a budget component. The workshop could encompass those three components. There is the requirement to include public input, but we could eliminate most of the other typical items, e.g., acceptance of meeting minutes. It would be up to the Board if they wished to include on the agenda deliberation on any of the policies or finalizing them for August. If there were a policy or policies that the majority of the Board was really comfortable with, the decision could be made to have a first reading, waive subsequent readings, and adopt during the August meeting in an effort to have something in place for the start of the school year.

The piece that is required is for the work to be done in a public setting. We do have a Policy Committee meeting scheduled for July. From that more policies will be brought forward.

Understanding the consensus is a desire for a July meeting, he will work with the Chairman and Vice Chairman to get that scheduled.

- To see what action the Board will take regarding the administration's recommendation for the Maintenance Trust

**FY24 Requested Items/Estimated Cost**

<b>RMMS</b>	Cafeteria Tables (4)	\$ 9,500
	Fire Panel	69,000
	Burglar/Panic Alarm-EOL	15,000
	Wiring Update	23,100
	Access Points	7,250
	Bollards	<u>\$ 1,000</u>
	<b>Total</b>	<b>\$124,850</b>
<b>CSDA</b>	Fire Panel	\$ 66,500
	Exterior Doors – Phase II	10,000
	Exterior Lighting	10,000
	Bollards	<u>\$ 2,500</u>
	<b>Total</b>	<b>\$ 89,000</b>
<b>Grand Total</b>	<b>\$213,850</b>	

**MOTION BY MEMBER MICAVICH TO APPROVE EXPENDITURES FROM THE BROOKLINE MAINTENANCE EXPENDABLE TRUST, IN THE TOTAL AMOUNT OF TWO HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$213,850), AS OUTLINED IN THE PUBLIC HEARING**

**MOTION SECONDED BY MEMBER ZAKAR**

**MOTION CARRIED**

**4-0-0**

- To see what action the Board will take to authorize the Superintendent to sign the agreement with DECCO and the Board

Superintendent Corey noted the discussion that occurred during the April 19, 2023 meeting. The Agreement has been vetted by legal counsel. This will provide a gathering point that can accommodate all of the students for the short term. It would only be for the short-term while waiting for the buses to come from the barn to retrieve the students. He wished to thank DECCO once again publicly for their willingness to allow the district to utilize their facility should some sort of an emergency arise forcing us to evaluate the building.

Member Zakar questioned if there was any further conversation about the presence of DECCO employees. Principal Bouley stated she had reached out to them but has not received information back as of yet. Member Manion stated the intent of her previous comments was to ensure that in the instance of an emergency all of our students are supervised by staff in an area separate from DECCO employees. She would imagine that Brookline Police would be on the scene as well.

Member Zakar stated the draft agreement did not include that language. It was noted that the facility is used as a training facility Monday through Thursday. An outdoor drill was conducted on a Friday. Member Manion remarked the document we are authorizing the Superintendent to sign is just that partnership. It doesn't necessarily break down the details. In the event of an emergency it is much easier to pull out the playbook and follow the step-by-step of this is what is going to happen in the event of an emergency. She wished for that playbook to include that DECCO employees know that this is what they do and that CSDA staff and faculty also understand what is supposed to happen to ensure separation.

Member Zakar noted the language of the Agreement allows us to gather on the property and DECCO warrants and represents the property is in suitable condition, etc. It mentions a subscribed area and states CSDA may not access any other area of property without expressed permission or direction of a duly authorized representative of DECCO. She wondered if that language could state DECCO employees will not have access to that space in the event of an emergency. Superintendent Corey stated he would take the Agreement back to legal counsel with a request to add language.

- To see what action the Board will take regarding Policy **IHBAA - Special Education: Determination of a Specific Learning Disability**
  - 1<sup>st</sup> Reading 11-30-22 (as amended)

*Given its 2<sup>nd</sup> reading;*

Superintendent Corey stated his understanding no changes were made since the time of the first reading, which is why there is a comfort level to moving to adoption at this time.

**MOTION BY MEMBER MICAVICH TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY IHBAA - SPECIAL EDUCATION: DETERMINATION OF A SPECIFIC LEARNING DISABILITY**

**MOTION SECONDED BY MEMBER ZAKAR**

**MOTION CARRIED**

**4-0-0**

- To see what action the Board will take regarding Policy **IJOC** - Volunteers
  - 1<sup>st</sup> Reading 11-30-22 (as amended)

*Given its 2<sup>nd</sup> reading;*

Vice Chairman Micavich noted, during the last discussion, Chairman Haag spoke of how burdensome the volunteer training can be. Having gone through it, she learned of the time required. Although there are areas of incredible importance, there may be a mechanism for improving upon the process to lessen the burden and what is envisioned to be a barrier to gaining volunteers in our schools.

Member Perry suggested some of it might be triggering for people. Member Zakar added one of the things discussed was the possibility of doing certain aspects of the training in odd years.

Highlighted were the proposed amendments delineated on the copy provided with the agenda.

Member Manion questioned if the district is experiencing a shortage of volunteers and was told that is not the case. She understands the training might be lengthy, but it is necessary. If we are going to have volunteers with our students, they need to put in the time to understand things to watch out for with our students and children that are not theirs.

Vice Chairman Micavich responded she was not suggesting that there does not need to be some level of training. There are some things in there that we could be sued over if a volunteer did, and we had not informed them they should not do.

Member Perry remarked as a community volunteer she has done that training. She has done it for baseball, for Girl Scouts, etc. She has done multiple things to be able to work with children and volunteer. She is more than happy to do it, but she also knows that there are many parents that cannot do that. In her son's class there aren't many parents that have been able to volunteer. To hear that we have a lot of volunteers is great and surprising.

Member Zakar commented they can be supervised volunteers and by being supervised volunteers they are never left alone in the building, don't have regular direct contact with students, cannot perform duties of designated volunteers, and they are not held to the same provisions as Policy GBCD, which is the background investigation.

Member Perry asked if those who indicate they are available to volunteer for field trips go through those checks, Member Zakar stated they do. When you are a chaperone for a field trip you might need to take a child to a restroom, etc.

Member Manion remarked she just doesn't like the argument that we are cutting back training because it is too long when we don't have a shortage of volunteers. Vice Chairman Micavich suggested a review could be done of whether there is a more reasonable amount of time that a person needs to put in so that we can have adequate volunteers. The last time she heard about volunteers she heard that we were short in the cafeteria and a lot of other places. Not that parents can replace staff but when we have a building where there are behavior issues, etc. more eyes are better.

Member Zakar commented another example that was provided was a volunteer at CSDA who goes through this training when their child(ren) are in 4<sup>th</sup> grade and they plan to volunteer for grades 4, 5, and 6. Should they have to go through the exact same training if they have already received it once in the same school or could they not be required to take it the second year or perhaps only half of that training and then re-do the full training the following year.

Superintendent Corey suggested the Board move forward with the second reading, and through the Policy Committee and his office, they would work to get answers to the questions posed.

The changes proposed included removal of paragraph G. Language from that paragraph that was believed relevant was incorporated into paragraph F.

**MOTION BY MEMBER MICAVICH TO AMEND POLICY IJOC - VOLUNTEERS, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE SECOND READING, AS AMENDED**

**MOTION SECONDED BY MEMBER ZAKAR**

**MOTION CARRIED**

**4-0-0**

- To see what action the Board will take regarding Policy **JICA** – Student Dress Code

*Given its 1<sup>st</sup> reading;*

This is a new policy for the district. The Policy Committee utilized a template provided by the NHSBA as a starting point. The first three paragraphs are verbatim from the template. The Policy Committee modified and simplified the district standards wanting to create a policy that was not specific to any gender presentation and to identify items of clothing that are not permissible.

The language that follows, is again from the template. Principal Molinari raised the question of having a policy that aligned more closely with the Hollis School District's policy, which is brief. The Policy Committee heard from some teachers in the district. It is clear that the professional staff, at least at CSDA, would like to provide input. They provided several examples from the Bedford, Milford, Nashua, and Amherst schools. The Policy Committee will consider that input at its next meeting.

Member Manion asked and was told the COOP School District has a policy that is also brief. Member Zakar stated concern if the district were to look to the COOP district's policy there could be significant pushback from professional staff within the District.

Vice Chairman Micavich remarked dress codes are a struggle regardless and she struggles with this language a bit as there is a lot of judgement that has to occur. Without providing specifics, which she is not necessarily in favor of, the administrator would be left to rely on it constituting a health problem, etc.

Member Manion stated even the language around offensive can be a matter of perception. If that language is going to be included, it should be defined.

Member Zakar agreed the issue with the way things are now is that it is all left up to the administrator who is then put under pressure perhaps from the professional staff according to cultural norms, etc.

Vice Chairman Micavich noted the proposed language would not alleviate that. It says a shirt, pants and shoes. She suggested adding "or violence" at the end of #2 under the heading of "Students must not wear"

Member Zakar spoke of a student wishing to present research done around dress codes to the Policy Committee and/or full Board.



**MOTION BY MEMBER ZAKAR TO ACCEPT THE FIRST READING OF POLICY JICA –  
STUDENT DRESS CODE  
MOTION SECONDED BY MEMBER MANION  
MOTION CARRIED  
3-0-0**

*Vice Chairman Micavich stepped out and was not present for the vote.*

**ADJOURNMENT**

**MOTION BY MEMBER ZAKAR TO ADJOURN  
SECONDED BY MEMBER MANION  
MOTION CARRIED  
3-0-0**

*The June 28, 2023 meeting of the Brookline School Board was adjourned at 8:06 p.m.*

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

DRAFT