

HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD

JUNE 21, 2023

MEETING MINUTES

A regular meeting of the Hollis Brookline Cooperative School Board was conducted on Wednesday, June 21, 2023, at 6:02 p.m. at the Hollis Brookline Middle School.

Holly Deurloo Babcock, Chairman, presided:

Members of the Board Present: Kate Stoll, Vice Chairman
Cindy VanCoughnett, Secretary
Robert Mann
Tom Solon
Beth Janine Williams (arrived at 7:17 p.m.)

Members of the Board Absent: Krista Whalen

Also in Attendance: Gina Bergskaug, Assistant Superintendent of Curriculum and Instruction
Linda Sherwood, Director of Business Operations
Tim Girzone, Principal, Hollis Brookline High School
Patrick West, Principal, Hollis Brookline Middle School
Brian Bumpus, Athletic Coordinator
Lance Flamino, Math Teacher, Hollis Brookline High School

APPOINTMENT OF PROCESS OBSERVER

Tom Solon volunteered to serve as Process Observer.

AGENDA ADJUSTMENTS

A request was made to amend the agenda to include a non-public session following Agenda Adjustments.

Member Solon requested the agenda be further amended to include discussion around a Budget Committee item/update.

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

NON-PUBLIC SESSION

MOTION BY MEMBER SOLON THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE

MOTION SECONDED BY MEMBER MANN

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

Yea: Tom Solon, Cindy VanCoughnett, Holly Deurloo Babcock, Kate Stoll, Robert Mann

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Nay:

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MOTION CARRIED

*The Board went into non-public session at 6:04 p.m.
The Board came out of non-public session at 6:22 p.m.*

**MOTION BY MEMBER SOLON THAT THE BOARD SEAL THE MINUTES OF THE NON-PUBLIC SESSION UNTIL THE SEPTEMBER, 2023 HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD MEETING
SECONDED BY MEMBER VANCOUGHNETT**

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

Yea: Tom Solon, Cindy VanCoughnett, Holly Deurloo Babcock, Kate Stoll, Robert Mann

5

Nay:

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MOTION CARRIED

NOMINATIONS / RESIGNATIONS / RETIREMENTS / CORRESPONDENCE

A Letter of Resignation was received from Adam Wilcox. In his letter he states, “an engineering job has been offered to me and I will be accepting it. This is not a decision I took lightly as my 9 years of teaching at Hollis Brookline have been the best, most enjoyable years of my career.” “Although I am not personally motivated to leave education, unfortunately, at this stage in my life, it is not a sustainable long-term career path that will allow me to support the needs of my family due to the rising costs of goods and services outpacing that of wages. Please notify the SAU of my intentions, and know that if I ever return to teaching, I will be calling HBHS first.”.

MOTION BY MEMBER STOLL TO ACCEPT THE RESIGNATION OF ADAM WILCOX AS A PHYSICS TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN EFFECTIVE DATE OF JUNE 30, 2023

MOTION SECONDED BY MEMBER VANCOUGHNETT

MOTION CARRIED

5-0-0

A Letter of Resignation was received from Domenic St. Laurent. In the letter, she states “I cannot think of a better way to have started my teaching career, and will always look back at these first few years with positive memories.”

MOTION BY MEMBER STOLL TO ACCEPT THE RESIGNATION OF DOMENIC ST. LAURENT AS A CASE MANAGER AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN EFFECTIVE DATE OF JUNE 30, 2023

MOTION SECONDED BY MEMBER VANCOUGHNETT

MOTION CARRIED

5-0-0

A Letter of Resignation was received from Lance Flamino. In his letter he states, “An opportunity outside the field of education presented itself to me.” “Pursuing this opportunity is the correct choice for myself and my family at this time. I am truly grateful for my time at the Hollis Brookline High School and the opportunities that have been afforded to me during the course of my tenure.”

MOTION BY MEMBER STOLL TO ACCEPT THE RESIGNATION OF LANCE FLAMINO AS A MATH TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN EFFECTIVE DATE OF JUNE 30, 2023

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0

A Letter of Resignation has been received from Shaun Hastings from the position of Math Teacher at the Hollis Brookline High School. In his letter he states “My time here working with students and administration has been nothing short of wonderful. However, after careful reflection of my professional growth and future goals, I have decided to leave the Hollis Brookline High School.”

MOTION BY MEMBER STOLL TO ACCEPT THE RESIGNATION OF SHAUN HASTINGS AS A MATH TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL WITH AN EFFECTIVE DATE OF JUNE 30, 2023

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0

Chairman Deurloo Babcock commented on it being a tough list of resignations for the District. We are sad to see all of those folks go. She commented on the resignations representing three coaches as well.

Assistant Superintendent Bergskaug informed the Board of the nomination of Olga Thompson for the position of Math Teacher at the Hollis Brookline High School (HBHS) for the 23-24 school year. Ms. Thompson has her bachelors in cultural studies from National University of Ostroh, masters in cultural studies at the National University of Kyiv and a specialist cert math and teaching at Chapman University. She joins the district at a masters plus 30, step 15 and a salary of \$77,750.

MOTION BY MEMBER STOLL TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF OLGA THOMPSON FOR THE POSITION OF MATH TEACHER AT THE HOLLIS BROOKLINE HIGH SCHOOL AT A MASTERS PLUS 30, STEP 15 AND A SALARY OF SEVENTY SEVEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$77,750)

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0 _ _

Nominated for the position of French Teacher at the Hollis Brookline Middle School (HBMS) was Jessica Cormier. Ms. Cormier comes to the district with a bachelors in Middle Eastern studies from Dartmouth and a masters in Near Eastern studies from Princeton. She comes to the district at a masters plus 15, step 16, and a salary of \$76,882.

MOTION BY MEMBER STOLL TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF JESSICA CORMIER FOR THE POSITION OF FRENCH TEACHER AT THE HOLLIS BROOKLINE MIDDLE SCHOOL AT A MASTERS PLUS 15, STEP 16 AND A SALARY OF SEVENTY SIX THOUSAND EIGHT HUNDRED EIGHTY TWO DOLLARS (\$76,882)

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0 _ _

Nominated for the 0.6 science position at the HBHS for the 23-24 school year was Elizabeth Bauer. She comes to the district with a bachelors in chemistry and math from St. Olaf College and her Ph.D. in physical chemistry from the University of Illinois. She would be at a masters plus 30, step 15, and a salary of \$46,650.

MOTION BY MEMBER STOLL TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF ELIZABETH BAUER FOR THE 0.6 SCIENCE POSITION AT THE HOLLIS BROOKLINE HIGH SCHOOL AT A MASTERS PLUS 30, STEP 15 AND A SALARY OF FORTY SIX THOUSAND SIX HUNDRED FIFTY DOLLARS (\$46,650)

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0 _ _

Assistant Superintendent Bergskaug informed the Board of a communication received from Stacey Plummer, Hollis Education Association Hollis Brookline Cooperative, in accordance with the requirements of RSA 273-A:3, stating the desire to bargain a master contract for the contract year beginning 2024.

APPROVAL OF MINUTES

Hollis Brookline Cooperative School Board [May 17, 2023](#)

The following amendments were offered:

Page 10, Line 39; replace “assigned” with “signed”

Page 14, Line 12; replace the comma with a period following “course selection”

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS AMENDED

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0

Hollis Brookline Cooperative School Board – **Non-Public**. [May 17, 2023](#)

MOTION BY MEMBER VANCOUGHNETT TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

5-0-0

PUBLIC HEARING

- Hollis Brookline Maintenance Expendable Trust

MOTION BY MEMBER MANN TO RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING ON THE HOLLIS BROOKLINE MAINTENANCE EXPENDABLE TRUST

MOTION SECONDED BY MEMBER STOLL

MOTION CARRIED

5-0-0

The Board recessed at 6:35 p.m.

The Board reconvened at 6:39 p.m.

PUBLIC INPUT

Chairman Deurloo Babcock noted the floor would be opened for public comment and would remain open for half an hour. Once those in attendance have provided input the Board will move on with its business. However should a member(s) of the public arrive during that half hour period and wish to address the Board, they will be permitted to do so at a time convenient to the Board during the course of the meeting.

Residents providing input were asked to state their name and address for the record and that input be focused on items included on the agenda. The public input period is not intended to be a back and forth discussion, but rather an opportunity for the Board to hear from residents before acting on agenda items.

Chairman Deurloo Babcock opened the floor for public input at 6:40 p.m.

No public input was offered.

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

PRINCIPAL AND ATHLETIC REPORTS

- Math Presentation – Informational

Lance Flamino, Math Teacher, HBHS, stated the intent of the project was to conduct a review of the K-12 math curriculum throughout the school year with the goal of exploring both written and taught curriculum in the Brookline, Hollis, and Hollis Brookline Cooperative School districts. Areas of specific focus were horizontal and vertical alignment and communication, a look into the accelerated math program, and a review of common courses taught at multiple grade levels.

The process began with a good deal of research reviewing curriculum documents, test data, and acceleration models and practices. Interviews were conducted with building administrators, math specialists and teachers. Explorations included looking into problem solving techniques and strategies of students with varying entry points to common course through a common formative assessment. The data was collected and analyzed. A report was created describing the process, findings and recommendations.

A copy of the presentation depicting the timeline and steps taken, the summary of findings, and recommendations as well as the formal report was included as part of the [agenda](#) packet.

A brief summary of the findings notes:

- math learning and instruction is a priority in SAU 41

It is something that is front of mind for both administrators and teachers.

- teachers and specialists work diligently to try and match the written curriculum with the taught curriculum, but face challenges with pacing and gaps in learning and retention

That is partially because math is such a compounding/building subject.

- fact fluency and number sense are viewed as a concern across grade levels

- the accelerated program is placing students appropriately and focused on avoiding pitfalls of content compaction such as skimming or skipping
- commonly taught courses across grade levels are providing a similar experience but not totally common

Being 100% common is not necessarily an expectation, but there are certainly some differences.

One of the overarching takeaways from the project was that there are a lot of great things happening in terms of math instruction in SAU 41, and many of the improvements will be made at the margins by working to continually improve instruction.

With regard to recommendations, he suggested:

In terms of alignment and commonly taught courses at Hollis and Brookline Schools, providing time to meet and collaborate within the groups in a structured and directed way. Dedicating time specifically to work on math would work well particularly in the primary grades as they are teaching multiple subjects.

There was an expressed desire from staff for professional development; high quality in math specific. Some of that is already happening.

Regarding the accelerated program, he recommended continuing to refine the placement process, incorporating the teaching of study habits, particularly with younger students, consider a statistics course at the HBHS as an additional opportunity as well as an off-ramp for students who may be accelerating early and find themselves looking for another path.

In terms of intervention, he recommended exploring a more structured approach to Tier II intervention at the middle and high schools.

In regard to staffing, parity with math specialist positions between Hollis and Brookline and support for new teachers to mitigate the impact of teacher turnover.

Asked for a summary, for the viewing audience, of Tier I, Tier II, and Tier III instruction, Mr. Flamino stated Tier I is the instruction all students would receive in the classroom, Tier II students would be identified; struggling in a certain area and needing more supports, but not intensive supports (study halls or CavBlock), and Tier III is students requiring pull out services, e.g., access to a math specialist.

Chairman Deurloo Babcock touched on the recommendation that commonly taught courses have time to meet and collaborate. She remarked that a course mentioned frequently in the report was Algebra 1, which is taught at 7th, 8th, 9th, 10th and even 11th grade. She questioned if it is physically possible to have some professional learning community (PLC) time dedicated to that group of teachers. Assistant Superintendent Bergskaug stated it is quite challenging with the lack of substitutes, but early release time provides some of that opportunity. The struggle with early release time is that the buildings don't have the same start and end times so the early release times don't fully overlap. There is about an hour of overlap in the two-hour period of time. It is possible, but a bit more of a challenge. Asked about Friday PLC time, she stated it does overlap for middle and high school and could be used specifically for Algebra 1. The Geometry PLC is ready to go for next year between grades 8th, 9th, and 10th.

Chairman Deurloo Babcock spoke of the professional development occurring the following week, and questioned if it is voluntary given teachers are not in the buildings. Assistant Superintendent Bergskaug stated

it to be voluntary. It was offered last year and was well received. It is during the summer and is optional. It sells out, but not all of the 25 are SAU 41 employees. Some of our teachers enjoy that. It is being offered again next week; a different level of Ongoing Assessment Project (OGAP), but next year we are doing full OGAP for all K-6 teachers, 4 full days during the school year. They asked for it and are getting it.

Noted was that some of OGAP stemmed from formative assessments that were used originally but is K-8 primarily math instruction professional development on why math is taught a certain way and how to encourage teaching multiple methods for solving problems.

Assistant Superintendent Bergskaug commented that Mr. Flamino did a common formative assessment for all Algebra students. OGAP gives a framework for the discussion of the results. Teachers can really take a look at a formative question and analyze the student approach to the solving; really dig into how and why students are answering the way they are so that if there is a misconception early on in the attack of the problem, we can target that.

Chairman Deurloo Babcock spoke of the comments in the report around study habits, soft skills, etc. She stated her experience that, at times, the math department has a focus on test results and not on the process. Daily practice and homework aren't necessarily graded. Although she understands the philosophies and reasons for that, she lives with teenagers and understands sometimes when things aren't graded, they don't do it. There is the need to try to encourage kids to keep up with the work to develop those study habits and soft skills.

Mr. Flamino spoke of that being a current conversation within the math department at the HBHS and trying to discuss it as a continuum; we are getting freshmen at 14 years of age, what skills do they need and how to we encouraged that and in an appropriate way that will help them and what it looks like as they progress through the curriculum at the high school.

Chairman Deurloo Babcock commented on the Board having regularly discussed a statistics course. There is an AP Statistics Course, but what is being recommended is more of a basic level of statistics such as the Board has discussed as another offering for the math department.

Asked for clarification of the recommendation around exploring a more structured approach for Tier II, Mr. Flamino responded formalizing it is what he is suggesting. In speaking with administrators and teachers, Tier II intervention is certainly happening, but in a less formal way that perhaps varies from teacher to teacher. If it becomes a bit more structured, e.g., after a unit test, breaking that test down into certain competencies or subject areas and identifying groups of students that struggle with something we know they will need later on, and ensuring we are getting them somewhere where that can be focused on.

Member Mann commented on mention made of fact fluency and number sense being viewed as a concern. It sounds as if the professional development suggestion is a counter to that concern. Mr. Flamino stated it to be something that is addressed specifically in OGAP. That would be part of it. Also some of that is teachers having time to discuss strategies that work well and being able to implement them. One concern that came up with staff is concern over covering a certain amount of content and not missing anything but also being able to go back and spend time filling those gaps or practicing with fact fluency.

Member Solon added it sounds as though the fluency issue is really fundamental and may be a larger issue in the elementary schools where it needs to be addressed. He questioned if it is a function of what we have for our curriculum expectations in the elementary school that creates the time crunch. At the COOP we don't have specific oversight of any of that, but as we are moving into strategic planning for the SAU, perhaps that is an

area we need to focus on; is our curriculum aimed too much at high achievers or too aggressive to foster building of fundamental knowledge.

Mr. Flamino responded that is a big question to answer really specifically. In his opinion, that is a piece of it, and part of that is math programs are designed where they identify all of the things to cover in a year where it is believed it will take 250 days to cover and needs to occur in 180, etc. A recommendation from an individual who has been writing math programs for years was that teachers need to be strategic users of those and it would be very rare that you could cover everything in a math program. They need the time and flexibility to really dig into a new program and know what is really important and needs to be covered so those fundamentals can also be incorporated.

Member Solon noted specific reference to students using VLACS to circumvent the current pathways, and asked Mr. Flamino to elaborate on what it was he was describing. Mr. Flamino remarked if a student is not recommended for the accelerated program, they might take pre-Algebra through VLACS over the summer so they can take Algebra I earlier. VLACS may not, in some respects, be quite as rigorous as the preparation they would receive in district. They perhaps may be rushing through it a bit covering it over the summer rather than throughout the entire school year. Despite the fact that they might get the credit and pass, they might be missing some of the skills and higher level problem solving abilities necessary to be successful moving forward.

Member Solon noted when discussing a statistics course mention is made of how relevant it is to so many subject areas. He questioned if any elements of our curriculum introduce that subject matter in the general curriculum prior to COOP participation. Mr. Flamino responded they are at the basic level. Whereas a probability statistics course, that would come typically after Algebra II, would be more rigorous, pieces of probability and statistics are sprinkled throughout the curriculum starting very early. Member Solon provided the example of some 15 years ago the idea of percentages seemed to be brushed over pretty quickly and he wonders if that is one of those areas, because of assessment work, that gets compromised when trying to fit 250 days of instruction into 180 days of school. Mr. Flamino commented that is possibly the case. His experience is that is typically what happens in Algebra I. That is usually the last unit in any Algebra I program and if you get to it, you generally cannot give it the same amount of time and attention as you might other subjects.

Chairman Deurloo Babcock added, and you are getting to it in June where their minds and brains are not as fresh.

Member Solon spoke of wondering what barriers there are to moving forward with some of the ideas provided that the Board can address. The Board is very limited in what it can do. He asked if the requirement is based on schedules, if there are CBA limitations that impact the strategies, etc. How much of this has to do with time available for instruction versus time availability for planning or development versus funding. These are the kinds of things the Board can impact.

Mr. Flamino responded with his belief time availability for the work is the biggest challenge particularly with so many competing interests for the teachers to collaborate and not sacrifice time in the classroom for that or overlooking the many other things that are important that take up some of that time. That is a particular challenge at the primary levels because each teacher teaches so many different subjects.

Member Solon stated the survey clearly showed that the majority of staff members are interested in additional professional development. He asked if he got a sense from them as to what they saw prevented them from getting that professional development. Mr. Flamino stated from the survey respondents he might not have received a specific sense of that. From some of the interviews, he believes part of it is the amount of time dedicated to it, particularly during the year. By the time we get to June there is not always a huge appetite to

sign up for summer professional development and sometimes the feeling was maybe training on a new curriculum feels more like a salesman is talking to them rather than someone who has taught with and used the program specifically. Part of the challenge might be finding that good professional development and making it available.

Member Solon questioned if there was any mention of individually pursuing the professional development commenting, as a district, we have fairly generous opportunities for people to pursue areas of interest on their own. Surprising to him is how frequently that goes unused although it is a point of heavy interest when it is discussed in contract terms. He gets the sense they want professional development but only want it within their workday.

Assistant Superintendent Bergskaug added specifically for the elementary teachers they are looking for direction as to which professional development would be a good math professional development or a helpful one. During the school day it is really challenging to send all of the teachers out when there are students in the buildings and no substitutes. It is a balance. That is one of the reasons why she is bringing in the professional development.

Member Solon asked what could be done to make that accessible without messing up the day, and what would be an appropriate incentive to get people to invest their time outside of the school day. Assistant Superintendent Bergskaug responded payment for participating in professional development during a non-contract day would certainly be helpful.

Chairman Deurloo Babcock commented the plan, from a curriculum review perspective, was that we were piloting this. She questioned if the intent would be for the Board to give feedback on the pilot in the future, if there are plans that we will move from a pilot program to this is the way we are going to do this, etc. Assistant Superintendent Bergskaug stated there are no plans to do it for the next school year. She would love to have the conversation to see if the Board feels it is valuable. Maybe part of that is what are we going to do with the recommendations and what impact do they have, and then look to see if that is something we want to move forward with.

Chairman Deurloo Babcock stated that would be noted as an item to put on a future agenda (perhaps July or August).

Member Solon asked Mr. Flamino, having completed the process and knowing what was most beneficial in the process, if you were to now do it again, to what degree would you alter the process? Mr. Flamino stated a lot of it could be the same. If he could go back and do it again spending a bit more time trying things out like the common assessment with Algebra; attempting more small pilot opportunities like that at different grade levels would be something he would want to do; something a bit more tangible. Moving forward something like that would be easy to refine and put in place. If talking about HBMS and HBHS using PLC time for something like that would be an easy first step.

Athletic Report

Brian Bumpus, Athletic Coordinator, highlighted items from his report, which was included as part of the [agenda](#) packet. He spoke of the great spring season at both the HBMS and HBHS with 4 championship teams. He congratulated the players, coaches, parents, and community for the accomplishments and the support provided.

At the high school, every team that has a tournament made the tournament this year.

At the middle school, both lacrosse teams made the playoffs. The track team completely exploded with participation numbers this year.

The HB Athletic Booster Club ran a sold out golf event (144 golfers), and raised a little over \$13,000, which will help support our teams and programs with different needs throughout the season. They are discussing hopefully switching up our camera system (have had some issues with live streaming services).

Chairman Deurloo Babcock expressed congratulations to all of the teams. She specifically congratulated the entire Athletic Department, noting five state championships this year.

- Middle School Dugouts

A deficiency was noted with the lack of dugouts at the HMBS softball field. Mr. Bumpus has been working through the bid process to try and gather bids in order to remedy the situation and have the dugouts installed as soon as possible. It has been challenging getting contractors to respond. To date two have responded. One provided a bid for \$29,900 to install both dugouts, which includes slab foundation, three-walled structure with a roof that would mirror the footprint of the HBMS baseball dugouts. The contractor would utilize pressure-treated lumber to frame the dugouts and composite materials for any siding or other component of the dugout that would be exposed to the elements, which would help with the longevity of the structure.

A second bid arrived after the report was submitted, and was in the area of \$136,000 for the two dugouts. Identification of what that cost would provide has not yet been received.

With those two bids available, he feels it is clear the desire would be to move forward with the bid received from the Brookline-based business, Green Nature Homes (have students in the district). This organization has done a lot of work on the Town fields as well.

Member Solon noted that during the meeting of the Budget Committee, Tom Whalen mentioned that Hollis is going to be constructing four dugouts and there may be an opportunity for economies of scale. He asked if this organization is the one doing the work for Hollis. Mr. Bumpus stated his belief they are participating in the bid process, but he is uncertain where that process stands. Asked if he was made aware of the opportunity, he stated he was and has been talking with the Town; however they are further behind in the process.

Mr. Bumpus added there is a business that would be willing, if able, to donate the materials, which would reduce the overall cost.

Asked if Green Nature is amenable to the idea of materials being donated, he stated they are, providing the materials they are seeking can be obtained.

Asked when the bid expires and what the construction schedule would be, Mr. Bumpus stated an expiration date was not provided, but their intent is as soon as approval is gained, they will get to work on construction. They have been onsite to review the area to be assured there will not be any permitting concerns. They have every intention of having the dugouts completed before the start of school. Asked about the deadline for a decision of the Board, Mr. Bumpus stated his hope to have the dugouts constructed prior to November 1st. If going back to them tomorrow with Board approval, they would start construction as soon as possible and would have them constructed and ready for use by August 18th.

Member Solon spoke of a communication received from a parent who is particularly appreciative of the unified sports that are occurring and the impact that is having. He recognized the Athletic Department for the work that has been done in expanding that program and bringing more and more students into participation.

Principals' Report

Tim Girzone, Principal, HBHS, congratulated all of the athletic teams. Once again, HBHS invited local military veterans into our school to host Q&A sessions with our Civics and Government courses.

The District Band Concert involved 138 of Adam Wallis' band students at the upper and lower Hollis and Brookline elementary school, about 40 of Liz Nault's Band and Jazz Band students, and 30 or so HBHS Concert and Jazz Band students.

This year's NHS Chapter Project included over 70 students taking part in a full scale assembly production line building beds for children in need (Sleep in Heavenly Peace), which took place earlier this month.

Mr. Matt Barbosa and our HBHS Performing Arts Department's spring performance took place earlier this month with evening shows on June 2nd and 3rd.

The Physics position will remain at 0.6 next year. That is a 1.0 position, and the long-term plan is to return to that 1.0 position. Ms. Bauer comes to us with a chemistry background. We do have our teachers in chemistry and physics teach physical science. With some shuffling of coursework, they were able to design this position with a chemistry section and two physical science sections.

The Computer Science position continues to be difficult to fill. When the course enrollment numbers were run a lot had lower enrollment numbers. Mr. Fauteux will attend an AP institute and will take on a 6th class next year (AP Computer Science). That will remain an offering for our students as will the personal financial courses (semesterized); were 3 on the schedule and were consolidated down to 2 sections. Some of the lower enrollment elective courses such as web design and computer game design, will be collapsed for the coming year if unable to fill the position.

Noted was that an exchange student from Norway will be hosted next year.

A handful of new course proposals will be brought forward to be assessed at the July meeting (for consideration of inclusion in the Program of Studies in the fall for the following school year).

Member Solon commented on the 0.6 science position and asked if the hope was that would be a 1.0 position this coming year and if it is budgeted for a 1.0 position. Principal Girzone stated the schedule was built and they were able to accommodate Mr. Wilcox's request for the 0.6 status (he had agreed to come back for this year as 0.6). When learning of his resignation there was an opportunity to post it and the 0.6 worked out. Member Solon asked if expanded to a 1.0 position would Ms. Bauer be interested in the position. Principal Girzone stated his belief the long-term plan would work out well for the district and the individual. Asked if there is interest on his part to make it a 1.0 position for the coming year, he stated there is not; for schedule and personnel reasons.

Chairman Deurloo Babcock congratulated the graduation committee and all who were involved. She expressed congratulations to students and staff for all of the accomplishments noted in the report.

Patrick West, Principal, HBMS, spoke of the many activities that occurred as part of the End of Year Celebration.

The Spring Choral concert was Monday, June 5 and the Spring Band Concert was Wednesday, June 7th at 6:30pm. Both groups did an outstanding job during their performances.

Congratulations to our fifteen (15) students and two (2) teachers who all reached the 25+ Book Challenge by June 1st this year!

The 8th grade teachers put together an academic challenge for students on June 14th. Students were challenged with 8th grade questions from their core classes, teacher trivia, current events, and other fun games. Students and staff appeared to have a lot of fun and we hope to make this a school-wide event for the end of the 2024 school year.

This week was the end-of-year professional development where staff were offered the avoid, deny, defend training opportunity as well as stop the bleed training to continue increasing our safety preparedness in the building. Staff also took up the incident command training.

Chairman Deurloo Babcock congratulated the students and staff for the many accomplishments noted in the report.

DISCUSSION

- Fiscal Year 2023 Revenue and Expense Report

Linda Sherwood, Director of Business Operations, remarked that although the numbers on the expense side of the ledger have not changed a great deal since the last report, Jessica Sennott, Accounting Specialist, has processed over 700 invoices.

Out of the \$27.6 million budget, we are still showing \$1,280,176 of funds not expected to be expended at this time (report dated 6-12-23).

On the revenue side, again not much has changed. She spoke of a discussion she had with the Director of School Nutrition, Amy Cassidy, earlier in the day. Food service numbers look great this year. She asked her for her opinion on why our food service sales have been so great (parent funded). A few of the quotes were “We are passionate, myself and all staff at the COOP feel like all of these kids need to eat and be nourished to succeed in school and perform their best. This means we must provide them with variety and choice.” “We are also very resourceful; we carefully watch, count, and forecast what to make. I look at the numbers to see what sells and what does not.” “This age group eats”.

After voter approved allocations to the Maintenance Trust (\$300,000), Special Education Trust (\$25,000) 2% to the Retained Fund Balance (\$398,433) and Contingency Fund (\$125,000), the Projected Fund Balance is \$330,221.

The Business Administrator provided a communication and spoke with her about the desire to convey the message that even though our numbers could fluctuate a little as we are not yet at the end of the fiscal year, there is confidence that the anticipated savings will be achieved.

- Unreserved Fund Balance Update

With a Projected Fund Balance of \$330,221 (which includes retaining 2% or \$398,000), and the \$200,000 anticipated to be returned to the taxbase, the remaining amount would be \$130,221.

Funds remaining are 100% a result of changes in student services; programming and/or special education students moving out of district.

Assistant Superintendent Bergskaug spoke of Warrant Article 6, approved by the voters, that increased the amount allowed to be retained from 2.0% to 2.5%.

The Business Administrator has requested the Board consider retaining up to 2% and the following additional expenditures:

- **HBHS Dugouts** - At least one bid was received - maximum cost for this project would be **\$30K**. This can be funded by the Athletic Capital Reserve Fund, which currently has a balance of \$84K.
- **HBMS Main Entrance** - Security Retrofit (similar to HBHS) Quote - **\$120K**
- **HBMS Exterior Cameras** - A recent audit of exterior cameras shows that HBMS needs several additional cameras to be up to par with our safety standards - Quote: **\$26K**
- **Additional Interactive Flat Panels** - We have six scheduled to be purchased in the FY24 budget, but we need 44 (for both buildings) to be fully supplied. Recommendation: six additional panels at **\$30K**

The total estimated cost for all four projects is \$206,000. If the funding source for the dugouts were the Athletic Capital Reserve Fund, the total cost needed would be \$176,000.

This would be funded by the final unreserved fund balance (at this time it is \$130,221) and a reduction in the amount that would be retained (\$45,799) resulting in a new retained fund balance of \$352,634.

In FY24, there exists a contingency fund of \$125,000. That would leave \$477,634 held in reserve for Board approved uses.

Total Estimated Cost of Projects:	\$206,000
Funded by Athletic Capital Reserve:	<u>-\$30,000</u>
Sub-Total	\$176,000

Year-End Unreserved Fund Balance:	-\$130,221	Estimate as of 6/12/23
Reduce Retained FB Set-Aside:	<u>-\$45,799</u>	\$352k = new retained FB
	\$0	

As the unreserved balance is only an estimate (at this time), we would ensure the \$200,000 is returned to the tax base and would not purchase anything that would cause the retained fund balance for FY24 to drop below \$300,000.

Member Solon commented on being troubled with there being a relatively large amount and that the district underspent in an area (special education) that frequently results in a request of the voters to ensure compliance when costs exceed expectations. He finds it uncomfortable that when we have a surplus, we're finding ways to spend it, yet when we have things that push our budget higher than anticipated we ask that those items get funded. He is concerned with the lack of reciprocity in the process.

He also understands that we cut things out of budgets to make the budget palatable. It is one thing if it is frugality and another, in his mind, if it is that anticipated needs did not occur. That is what he is seeing here is that we had anticipated needs that did not occur. We had anticipated needs that we funded because we thought we would have a very heavy load in special education, and we were fortunate that load was not as heavy as anticipated. That is a particular one that we always talk about. We don't have control over that. When the role of the dice is in the favor of having a surplus, he would like to find a way to do it.

He would like to understand if what is being stated is that essentially all we are doing is pre-spending and that if we don't do it now, we will have to do it next year through the budget.

Assistant Superintendent Bergskaug responded that all of the items would show up in the budget. The security retrofit was part of what the Administration was looking at and was part of the discussion around the science labs. It is something that has been discussed for years, and really is a need.

- Budget Committee Update

At the last meeting updates were provided around food service. The big concern expressed was the difficulty in hiring. Unlike many of our staff positions, we are directly competing with commercial industry in this area. Although we increased the pay considerably, apparently, we continue to have issue with competitiveness with industry for people working in that area.

Member Solon stated he contacted the New Hampshire School Boards Association (NHSBA) to inquire about including membership of the Budget Committee on NHSBA mailings, trainings, etc., and the response was they don't want to add them to the formal roster just because it is difficult for them to keep track of actual board members and to double the number of people, they have to keep track of. They have no concerns with forwarding of their emails of legislative updates so that the Budget Committee members can have access to that information. When it comes to trainings/webinars, he was told there are no objections to them having access to that so long as the respective Board approves of that happening.

Member Solon questioned whether the School Board members had any objections to members of the Hollis Brookline Cooperative Budget Committee being aware of and participating in NHSBA trainings offered. Without objection, he would forward the emails he receives that include that type of information, to the Budget Committee Chair for distribution.

The consensus of the Board was that sharing of that resource would be helpful to the Budget Committee.

DELIBERATIONS

- To see what action the Board will take, if any, regarding the use of the Unreserved Fund Balance

Member Solon questioned if including in the language of a motion for the Unreserved Fund Balance that a minimum of \$300,000 would be allocated to a Retained Fund Balance would have an impact on the approved allocation to the Maintenance Trust.

Assistant Superintendent Bergskaug responded the language of the warrant articles for allocations to the various trusts states an amount "up to" assuming there is an available balance.

Member Solon noted the Maintenance Trust would be funded prior to a Retained Fund Balance. If \$300,000 is available to be allocated to the Maintenance Trust that would have to occur.

Chairman Deurloo Babcock remarked that is a different deliberative item on the agenda, and questioned if it informs his opinion on this item.

**MOTION BY MEMBER WILLIAMS TO APPROVE THE EXPENDITURE OF ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000) TO COVER THE COST OF THE SECURITY RETROFIT OF THE MAIN ENTRANCE AND TWENTY SIX THOUSAND DOLLARS (\$26,000) FOR EXTERIOR CAMERAS AT THE HOLLIS BROOKLINE MIDDLE SCHOOL AND THIRTY THOUSAND DOLLARS FOR THE PURCHASE OF SIX (6) ADDITIONAL INTERACTIVE FLAT PANELS IN THE ORDER IDENTIFIED, PROVIDED FUNDS REMAIN AT YEAR-END IN EXCESS OF THE TWO HUNDRED THOUSAND DOLLARS (\$200,000) THE DISTRICT HAS INDICATED WOULD BE RETURNED TO THE TAXBASE AND THE ABILITY TO ALLOCATE A MINIMUM OF THREE HUNDRED THOUSAND DOLLARS (\$300,000) TO THE RETAINED FUND BALANCE
MOTION SECONDED BY MEMBER STOLL**

ON THE QUESTION

Member Mann spoke of being surprised to see security and safety elements being brought as elements to spend from an unreserved fund balance. He would have anticipated those elements to be in a Capital Improvement Plan (CIP).

Assistant Superintendent Bergskaug stated the items have been on the CIP and have been pushed out. The District applied for building aid specifically for these types of items and was not successful. Rather than wait to put them in the FY25 budget, the thought was can we do them now.

MOTION CARRIED

6-0-0

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

MOTION BY MEMBER MANN 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 WILLIAMS

ON THE QUESTION

Member Solon questioned if the Chair is typically aware when these actions are taken. Chairman Deurloo Babcock remarked the Board typically hears about them as they occur.

The desire for regular updates was expressed.

MOTION CARRIED

6-0-0

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

FY24 Requested Items/Estimated Cost

HBHS	Roof Section	\$117,000 (Phase 8 of 10; Section 4)
	Road Paving	120,000 (student dirt lot & front area additional edges)
	Kitchen Renovations	40,000 (project pieces not eligible for food service funding)
HBMS	Flooring	\$ 21,200 (Library landing, Music, CS and Teachers' room)
	HVAC Upgrades	10,000 (targeted upgrades to improve airflow and operations)
	Elevator Replacement	68,000 (\$43K in Trust being held for this repair)

Total Requested \$376,200

MOTION BY MEMBER WILLIAMS TO APPROVE EXPENDITURES FROM THE HOLLIS BROOKLINE MAINTENANCE EXPENDABLE TRUST IN THE TOTAL AMOUNT OF THREE HUNDRED SEVENTY SIX THOUSAND TWO HUNDRED DOLLARS (\$376,200), AS OUTLINED IN THE PUBLIC HEARING

MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

Asked if the allocation for the elevator is a repair or replacement, Assistant Superintendent Bergskaug stated it to be a replacement although some repair needs to be part of the overall project. Asked if there is a firm quote that indicates the \$68,000 requested and the \$43,000 held in trust will cover the cost, she stated the Administration is making progress moving forward. Timing with equipment is not working out in an ideal fashion, however we are ready to move forward. Asked if it is known when the work will be conducted, she stated it would not be during the summer months.

Asked if the costs are committed or valuable, based on timing, she stated it to be based on a quote that is pending. She was uncertain if the quote includes any language based on timeline.

Asked what the additional edges that are being paved are, Principal Girzone stated his assumption the area, if parallel to the building driving out, where there is a section of pavement along the driveway that kind of extends for a second lane (is all broken up in that area). It is a noted area for improvement.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the donation of materials for the construction of the Middle School dugouts

MOTION BY MEMBER SOLON TO AUTHORIZE THE SUPERINTENDENT TO ACCEPT, WITH GRATITUDE, A DONATION OF MATERIALS UP TO THE VALUE OF ELEVEN THOUSAND DOLLARS (\$11,000) TO BE USED IN THE CONSTRUCTION OF DUGOUTS AT THE HOLLIS BROOKLINE MIDDLE SCHOOL SOFTBALL FIELD

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the Administration's recommendation regarding the installation of Middle School dugouts

Member Solon questioned if the desire would be to delay the awarding of a contract until the issue of materials donation can be resolved. Assistant Superintendent Bergskaug questioned if the Board would approve the project if a donation were not to be received. Member Solon remarked it is not that he would not approve the project it is a matter of if approving it sets in motion the contractor purchasing the materials immediately essentially negating the opportunity to receive them through donation.

He suggested the motion could include language such as “subject to submission of a materials list from Green Nature Homes and sufficient opportunity to receive a donation of materials, if available.”

Mr. Bumpus noted he would be in contract with the vendor and could put the red light on until the donation piece is sorted out.

Member Solon stated the desire that prior to awarding the contract, that the vendor has identified the materials list and given the opportunity for securing of a donation of materials, if available.

MOTION BY MEMBER DEURLOO BABCOCK TO AWARD THE CONTRACT FOR THE CONSTRUCTION OF DUGOUTS AT THE HOLLIS BROOKLINE MIDDLE SCHOOL SOFTBALL FIELD TO THE LOW BIDDER, GREEN NATURE HOMES, IN AN AMOUNT NOT TO EXCEED THIRTY THOUSAND DOLLARS (\$30,000) SUBJECT TO RECEIPT OF A MATERIALS LIST AND PENDING THE OPPORTUNITY TO OBTAIN DONATED MATERIALS PRIOR TO EXECUTION OF THE CONTRACT. SOURCE OF FUNDING IS THE ATHLETIC CAPITAL RESERVE FUND
MOTION SECONDED BY MEMBER WILLIAMS
MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the correspondence from the Teachers Union regarding negotiations

MOTION BY MEMBER STOLL TO ENTER INTO CONTRACT NEGOTIATIONS WITH THE HOLLIS EDUCATION ASSOCIATION (HEA)
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED

6-0-0

- To see what action the Board will take regarding the Administration’s recommendation to form a Facilities Committee as outlined by Board Member Mann

Member Mann stated the Charter was constructed from other work that has been done in the Hollis School District. The Charter is specific to serve this Board; to do the work evaluating, understanding what is needed and then building a plan for the Board to consider (costed out inclusive of recommendations).

The only uncertainty he had was with regard to its makeup. After conversations with the Superintendent they both felt it to be light representation on the Brookline side.

He was seeking the Board’s approval believing the committee’s work needs to result in information before the Board in the December timeframe. He suggested, if obtaining approval this evening, modifications could occur at a future meeting, if believed necessary.

Chairman Deurloo Babcock commented she thought the Board might consider adding a community member from each town. The Charter is designed to tap expertise when needed by the committee, e.g., Hollis Energy Committee. The concern is to ensure both communities have equal representation on the committee.

Member Solon questioned the general structure. Stated previously was the desire to have this be a standing committee that was not specific to this task. Member Mann noted the Superintendent spoke of that during their meeting. Not receiving a lot of feedback on that, Member Mann defaulted to including an end date.

Member Solon stated, in his mind, the makeup for a standing committee would be different than a task specific committee such as this. If dealing with this as a task specific committee, he has requests/recommendations for additional membership based in large part on the experiences we had last year in this effort. It is really important to have stakeholders and champions outside of the school and district.

Member Solon noted the language in the last paragraph under the heading of “Background”. Understanding the scope is specific to the environmental and electrical delivery, he suggested the language be amended to reflect that. A suggestion was that the language be amended to state “*environmental and power systems*”.

Member Solon stated the desire to see, at a *minimum, two members from each community who are not part of the SAU structure, one specifically from each Town’s Selectboard and one member-at-large*. He has provided the names of Brookline residents to the Superintendent. To be successful we need to have that element of outreach.

Chairman Deurloo Babcock commented when the Board discussed this the desire was for a standing committee; however, this language allows us to shift to that in June of 2024. At that point, the Board can discuss amending the Charter to be more of a standing committee.

Member Solon stated the desire for item F under the heading of “Scope & Responsibility” to be a defined frequency. It was agreed that *monthly updates* will be provided to the Board.

Member Solon stated notices and minutes of the meetings should be publicized/published.

The word “*draft*” should be removed from the last sentence under section 6 titled “Work Product/Deliverables”.

MOTION BY MEMBER STOLL TO APPROVE THE FORMATION OF AND AMENDED CHARTER FOR THE HOLLIS BROOKLINE COOPERATIVE FACILITY COMMITTEE (CFC)

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

6-0-0

Chairman Deurloo Babcock will discuss the opportunity with Board members (who are residents of Brookline) and will make an appointment based on interest and availability to serve in this capacity.

- To see what action the Board will take regarding policy EHB – Data/Records Retention
 - 1st Reading: May 17, 2023 (as amended)

Given its second reading;

MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY EHB – DATA/RECORDS RETENTION

MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

Having reviewed the discussion/minutes from the last Board meeting, the Policy Committee has not put forth any additional recommended amendments. Member Solon questioned if the district is equipped to meet this or if changes would be required and was told no changes are needed.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding policy GADA - Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)
 - 1st Reading: May 17, 2023 (as amended)

Given its second reading;

MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY GADA - EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE)

MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

This policy was driven by feedback received from grant audits indicating the need for updating. No additional changes have been recommended from the time of the first reading.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding Policy JLCB – Immunizations of Students
 - 1st Reading: 12-14-22 (as amended)
 - 2nd Reading: 1-18-2023

Given its third reading;

MOTION BY MEMBER WILLIAMS TO AMEND POLICY JLCB - IMMUNIZATIONS OF STUDENTS, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE THIRD READING, AS AMENDED

MOTION SECONDED BY MEMBER STOLL

ON THE QUESTION

Member Williams remarked the recommended changes were prompted by HB1035, which was effective last July and essentially removed the requirement to notarize the form. The Policy Committee reviewed the form to determine if it had been updated. At that time, it had not. It was updated in March. The form is located on the New Hampshire Department of Health and Human Services (NH DHHS) website.

At the January meeting, there was discussion of language within the form that stated in the event of an outbreak a student “shall” be excluded from attendance. The NH DHHS form states in the event of an outbreak, a student *may* be excluded. The Policy Committee discussed this and amended the language of the policy to “may”.

Asked who makes the determination as to whether or not the student is at risk, Member Williams stated that would have to come from not only recommendations from NH DHHS (in consultation with district staff), but her understanding is that it would come from the Governor. Asked who would consult with NH DHHS, e.g., building level decision, Member Williams stated her belief it would be handled similarly to instances that surrounded COVID where the School Nurse as well as building and SAU level administration.

Member Solon suggested an additional amendment whereby the language would identify individual(s) / position(s).

Asked if the form is referenced, Member Williams stated the form is not legally required. It is simply an easy way to direct parents to do that. From her understanding of State Statute, a parent/guardian could simply put it in writing.

Asked if the school could create its own form, she stated her belief it could not. That can also be discussed at the Policy Committee level. The suggestion was that the language be changed that references the form.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding policy JF – Enrollment
 - 1st Reading: 4-12-23

Given its second reading;

MOTION BY MEMBER STOLL TO ACCEPT THE SECOND READING OF POLICY JF – ENROLLMENT

MOTION SECONDED BY MEMBER WILLIAMS

ON THE QUESTION

Principal Girzone stated athletic eligibility for students is checked on every year. The NHIAA has a requirement that in order to represent a member school in interscholastic athletics, a student must be in attendance as a full-time student in the district where their parent/guardian legally reside. There are some exceptions with charter schools, home educated students and non-public students. One of the challenges was the lack of a definition of full-time student. Policy JF existed at the time as it was adopted in 2008 and included language such as all students enrolling in school must do so on a full-time basis, full time basis shall be defined as attending classes for the full instructional day within the public school system. It didn't really apply to the world that our students live in now.

This particular policy uncovered others that resulted in the creation of the sub-committee that has forwarded for Board consideration several policies.

The only place where any definition of full-time student existed was in procedures in our handbook and Program of Studies where within the Latin Honors definition, we had that students need to be full time in order to be recognized and that full time definition was parenthetical and simply said 4.5 classes. That didn't equate to being enrolled as a full-time student and only taking 4.5 classes for 4 years, which would result in only 18 credits and would not get the student to the 23 that are required for the HB diploma.

The policy was reviewed, and an effort made to quantify how to define full-time enrollment. The definition of enrollment was expanded to include Policy IMBC, which is the all credit options. While

we increased the requirement from 4.5 to 6, we also allowed for more latitude with how students can attain that 6 credit courseload.

Last summer policy JF was brought forward with the language that was in existence, a minimum of 6 approved in accordance with policy IMBC, alternative credit options, courses, and/or credits. That was approved on August 31st. But on August 31st school was underway, fall sports had begun, and while this policy was approved, we had students who had already been made eligible under the previous 4.5 requirements. We did not hold fall athletes to a different standard than the rest of the season, so we maintained the existing language for our full-time enrollment that was in the Program of Studies and the Student Handbook as 4.5.

While this policy was approved, it has not been put into practice. Throughout the school year work of the sub-committee was ongoing. Principal Girzone reached out to the principals group to inquire about this as it had continued to come up. Even the 4.5 creates some challenges with seniors whether they are CTE students and out of the building for a portion of the day, attaining that full-time status is above and beyond what they may need to graduate; simply to maintain eligibility for athletics really is what it comes down to. Other schools, for the purposes of athletic eligibility, reduced their requirement for seniors who are on pace to graduate; have a standard for grades 9-11 and a different one for grade 12.

After in depth discussions in the sub-committee and input received from the Athletic Coordinator, they felt that while 6 credits made sense as a standard, students don't all fit into the same box and for seniors who are on pace to graduate specifically, the requirement of 6 per year actually holds them to a higher standard than other students (if wishing to be eligible to play sports for 4 years you have to complete 24 credits instead of the 23 requirement).

Language was added that reads "minimum of 6 approved (in accordance with Policy IMBC: Alternative Credit Options) courses and/or credits for students in grades 9-11 and a minimum of 5 approved (in accordance with Policy IMBC: Alternative Credit Options) courses and/or credits for students in grade 12."

This puts students on the mark for the 23 credit diploma, and keeps students on pace. The check for eligibility that happens 3 times/year will ensure that this policy is implemented.

Assistant Superintendent Bergskaug stated there have been no additional amendments proposed since the time of the first reading.

Member Solon noted the third paragraph, which speaks to "only exception" but does not state what that exception is. Assistant Superintendent Bergskaug stated her belief the intent is for a student who is getting a certification of attendance and staying with the district until the age of 22; those students would still be eligible to be considered a full-time student regardless of the credits and eligible for unified athletics based on their specialized plan.

Asked if they would also be exempt from a four year limit to participation, Principal Girzone responded, if talking about students who are eligible for unified athletics, yes.

Member Solon asked for the addition of language that states what the exception is as he finds it to be unclear as to what happens if someone is a 5th year student or a student with a specialized plan.

Assistant Superintendent Bergskaug added another part of the exception is in regard to the language that states “It is the policy of the Hollis Brookline Cooperative School Board that all students enrolling in school must do so on a full-time basis.” If there is a fifth year student that is not on a specialized plan, but does have a plan to get to the number of credits, potentially that individual would only need a single class. We would not need that student to be enrolled for the entire day.

Member Solon remarked it is not an exception to the policy, it is exception to an element of the policy. Chairman Deurloo Babcock commented that 5th year student who is a typical student would not be eligible for athletics because they can only play for 4 years.

Mr. Bumpus noted, with unified sports, student athletes are able to participate for more than 4 years, partners are not.

MOTION CARRIED

6-0-0

- To see what action the Board will take regarding policy IMBD - High School credit for 7th/8th grade coursework

- 1st Reading: April 12, 2023

Given its second reading;

**MOTION BY MEMBER WILLIAMS TO ACCEPT THE SECOND READING OF POLICY IMBD - HIGH SCHOOL CREDIT FOR 7TH/8TH GRADE COURSEWORK
MOTION SECONDED BY MEMBER VANCOUGHNETT**

ON THE QUESTION

Principal Girzone stated this to be one of the policies the sub-committee reviewed specific to enrollment/credits. We didn't have this policy, which is required by law.

The first sentence that read: “Hollis Brookline Cooperative School District will grant acknowledgement of achievement to students taking advanced coursework at Hollis Brookline Middle School prior to high school enrollment by qualifying such coursework as (potentially) meeting prerequisite requirements for Hollis

Brookline High School courses, provided the course demonstrates content requirements consistent with related high school courses and the student achieves satisfactory standards of performance.” has been amended by replacing “*at Hollis Brookline Middle School*” with *prior to high school enrollment*” and by removing the parenthesis around the word “potentially”.

We do have students that take advanced coursework at other locations. There was discussion around whether or not we award credit, but we acknowledge achievement by qualifying coursework as potentially meeting prerequisite requirements for HBHS courses.

The second paragraph was amended to read: “The high school principal or their designee shall review such coursework prior to the student enrolling in HBHS courses. Appeals may be brought before an Academic Review Committee.”

Member Solon noted the proposed amendment to replace “The high school principal or their designee shall *approve*” with “*shall review*”, and asked if approval is required for a student to get placement, Principal Girzone spoke of the process for students coming from our middle school and provided the example of is

student taking the advanced geometry course at the middle school and being recommended by that teacher for accelerated algebra II, that is the process. If you take advanced mathematics II at World Academy, that will require a review. The registrar will be the first person who lays eyes on it and then it will go to a counselor who would contact an administrator who works with the principal and department chair to identify what the course entails and if it meets our standard to meet the prerequisite requirements. Asked if it is a subjective decision, he stated it is not.

Member Solon stated concern someone could look at the policy and say you don't have the right to deny me, you can look at it, but you can't deny.

Chairman Deurloo Babcock noted the desire for the word "approve" to be included.

Assistant Superintendent Bergskaug commented you have to go back to the first statement "will grant acknowledgement of achievement to students taking advanced coursework prior to high school enrollment by qualifying such coursework as (potentially) meeting prerequisite requirements..." and then the second sentence doesn't mention anything like that so review and possibly approve, does that give someone the idea that that means they get credit for it, and the answer is no. But they are stated as separate statements.

The Policy Committee will consider the comments made and the potential for additional amendment(s).

MOTION CARRIED

6-0-0

REPORT OUT BY PROCESS OBSERVER

Member Solon commented it was a well-managed meeting, however, we only allocated about half an hour for principal reports including the math presentation, which took about an hour to complete. We allocated less than half an hour for deliberations and took about an hour for that. There is a lot of optimism about whether or not there is going to be any discussion. He questioned whether it is necessary to include such a large number of items on a single agenda.

Chairman Deurloo Babcock commented a possible approach would be addressing policies in a memo system.

In order to ensure a quorum, the July meeting date was changed to July 12, 2023.

ADJOURNMENT

MOTION BY MEMBER WILLIAMS TO ADJOURN

SECONDED BY MEMBER STOLL

MOTION CARRIED

6-0-0

The June 21, 2023 meeting of the Hollis Brookline Cooperative School Board was adjourned at 9:12 p.m.

Date _____

Signed _____