

Hollis Brookline Cooperative School Board

Wednesday, July 26, 2017

Hollis Brookline Middle School Library

6:00

All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Non-Meeting
- 6:15 Appointment of a process observer
Agenda adjustments
- 6:20 Approve meeting minutes
Nomination/ resignations/correspondence
- 6:25 Public Input
- 6:30 Principal Reports
- 6:45 Discussion
 - FY 19 Preliminary Budget Discussion
 - Special education proposal – Amy Rowe, Director of Student Services
- 7:15 Deliberations
 - To see what action the Board will take regarding the middle school crosswalk
 - To see what action the Board will take regarding the stipend positions discussed during the budget process
 - To see what action the Board will take regarding the proposal submitted and discussed by Amy Rowe, Director of Student Services
- 7:30 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 7:45 Motion to Adjourn

To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Principal's Report
Date: July 26, 2017



Information Only

Summer Art Enrichment- The HBMS Summer Art Enrichment Program is slowly wrapping up its work. Students are in the process of putting finishing touches on their work and writing their artist statements. As with previous years, the murals enhance the physical space of HBMS and help to promote a student centered school culture. The following students participated in the program this summer: Arianna Frankel, Jessica Hu, Ashley Lingley, Ishita Ruo, Caitlin Treacy and AnnMarie Tremblay. Thank you to Lynne Ouellette for her commitment and passion to this ongoing project.

IBAS Visit- In April the Department of Education conducted a comprehensive review of the programs provided at HBMS. This review was part of the Department of Education's Input Based School Accountability System (IBAS) in which all public schools are reviewed on an ongoing cycle. HBMS received several commendations in the final report including: our extracurricular offerings, PLC Work, advisory program (ROCK) and the school's commitment to the "whole child". A copy of the full report is available in your packet.

Registration Day - On August 23rd from 8:00 am to 4:00 pm HBMS will be hosting a registration day for all of our incoming 7th and 8th grade students. The purpose of registration day is for students to be able to come to school in advance of the first day of school to receive their schedule and locker number. In addition, students will also have their school picture taken and will have the opportunity to get acquainted with the building. Again, this year we will offer impact testing for students. Impact testing is highly recommended for all students, especially those students looking to participate in athletics.

Facilities Work - The custodial staff has been hard at work this summer preparing the building for the upcoming school year. The custodial staff is reporting that the new floor scrubber that was purchased at the end of FY17 has cut down on the overall amount of time that is required to complete classroom floors. As a result, the custodians will have some additional time to focus on getting more classrooms painted.

HBMS Master Schedule- In the spring the HBMS Instructional Leadership team developed a revised master schedule to account for the later start time. A copy of the schedule is included in your packet. Students will receive 209 minutes of weekly instructional time in core subject areas and 208 minutes of weekly instructional time in their specials. This is a change from the previous schedule which had students receiving 211 minutes of weekly instructional time in their core subject areas and 220 minutes in their specials.

ESY -The Extended School Year Program for HBMS is taking place at the high school this year. The programs during ESY focus on direct instruction and interventions in Math and Reading. The middle school and high school life skills programs are combined this summer in order to increase student's opportunities, social skills and community involvement. The students will attend field trips which include Hampshire Hills, Target, Merrimack Outlets, Country Kitchen, Kimball Farms and the movies. Collaboration with the High School ESY program was facilitated as students were offered the opportunity to access off-site locations to practice skills learned in the classroom.

Please be sure to follow us on Twitter: @HBmiddleschool

Important Dates:

HBMS Registration Day- August 23rd

7th Grade Orientation Day- August 30th

First Day of School for 7th and 8th grade-August 31st.

Team Times and Core Rotation 2017-2018

Team #1-Summitt

Period 1-	7:35	–	7:55	ROCK
Period 2-	7:58	–	9:09	Core
Period 3-	9:12	–	9:54	FL/Rdg/PE/Music/Skills (CPT)
Period 4-	9:57	–	10:39	FL/Rdg/PE/Music/Skills
Period 5-	10:42	–	11:53	Core
Period 6-	11:56	–	12:38	FL/Rdg/PE/Music/Skills
Period 7-	12:38	–	1:06	Lunch
Period 8-	1:09	–	2:20	Core

Rotation – Team #1					
	Mon	Tues	Weds	Thurs	Fri
Per 2	A	D	B	E	C
Per 5	B	E	C	A	D
Per 8	C	A	D	B	E

Team #2-Titan

Period 1-	7:35	–	7:55	ROCK
Period 2-	7:58	–	8:40	FL/Rdg/PE/Music/Skills (CPT)
Period 3-	8:43	–	9:54	Core
Period 4-	9:57	–	11:08	Core
Period 5-	11:11	–	11:53	FL/Rdg/Music/Skills
Period 6-	11:56	–	12:38	FL/Rdg/PE/Music/Skills
Period 7-	12:38	–	1:06	Lunch
Period 8-	1:09	–	2:20	Core

Rotation – Team #2					
	Mon	Tues	Weds	Thurs	Fri
Per 3	A	D	B	E	C
Per 4	B	E	C	A	D
Per 8	C	A	D	B	E

Team #3-da Vinci

Period 1-	7:35	–	7:55	ROCK
Period 2-	7:58	–	9:09	Core
Period 3-	9:12	–	9:54	FL/Rdg/PE/Music/Skills (CPT)
Period 4-	9:57	–	10:39	FL/Rdg/PE/Music/Skills
Period 5-	10:42	–	11:53	Core
Period 6-	11:53	–	12:21	Lunch
Period 7-	12:24	–	1:35	Core
Period 8-	1:38	–	2:20	FL/Rdg/PE/Music/Skills

Rotation – Team #3					
	Mon	Tues	Weds	Thurs	Fri
Per 2	A	D	B	E	C
Per 5	B	E	C	A	D
Per 7	C	A	D	B	E

Team #4-Bartlett

Period 1-	7:35	–	7:55	ROCK
Period 2-	7:58	–	8:40	FL/Rdg/PE/Music/Skills
Period 3-	8:43	–	9:54	Core
Period 4-	9:57	–	11:08	Core
Period 5-	11:11	–	11:53	FL/Rdg/PE/Music/Skills (CPT)
Period 6-	11:53	–	12:21	Lunch
Period 7-	12:24	–	1:35	Core
Period 8-	1:38	–	2:20	FL/Rdg/PE/Music/Skills

Rotation – Team #4					
	Mon	Tues	Weds	Thurs	Fri
Per 3	A	D	B	E	C
Per 4	B	E	C	A	D
Per 7	C	A	D	B	E



Frank Edelblut
Commissioner

Paul K. Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

June 30, 2017

Andrew Corey
Superintendent of Schools
SAU 41
4 Lund Ln.
PO Box 1588
Hollis, NH 03049-1588

Dear Superintendent Corey:

Attached please find the report of the NH DOE visiting team. In accordance with RSA 193-E, (6) Beginning September 1, 2012, the department shall annually conduct site visits of schools statewide to assess the validity of the input-based school accountability system and to determine whether those schools demonstrate the opportunity for an adequate education by meeting the school standards identified in this paragraph. To the extent feasible, the commissioner shall conduct these site visits together with other site visits conducted by the department for other purposes and programs. The commissioner may require more frequent site visits at schools which have been unable to demonstrate that they provide the opportunity for an adequate education. To the extent that the department conducts school site visits for other state and/or federal programs after the commencement of the 2009-2010 school year, but prior to September 1, 2012, the department shall, to the maximum extent practicable, endeavor to audit the input-based school accountability self-reporting completed by the visited school.

Please know that we commend your School Board and the Hollis-Brookline School District for the cooperation and support they have shown and, in particular, a Co-Curricular program that offers opportunities to students in Leadership, Athletics, a variety of clubs- including Lego and robotics, and community based activities that create a multi-generational culture of respect.

Thank you for the thorough preparation and welcoming manner in which you hosted the visiting team.

Sincerely,

Jerome E. Frew
Keith R. Burke

ADEQUACY SITE VISIT



SAU 41

Hollis-Brookline Middle School

June 11, 2017

Hollis-Brookline Middle School Adequate Public Education Site Visit Report

Introduction:

In accordance with RSA 193-E, the responses to the Adequate Public Education Input Based Accountability System (IBAS) Survey submitted by Hollis-Brookline Middle School was reviewed.

Prior to the visit we:

- Reviewed the current status of any areas in the IBAS that require additional information;
- Noted any areas the principal or superintendent would like to have specifically reviewed;
- Identified key contacts at the school;
- Established a schedule of activities/interviews with school personnel;
- Distributed any preliminary forms or information including a list of visiting committee members.

The review, as well as an on-site visit to Hollis-Brookline Middle School, was completed on June 11, 2017. In the conduct of the review, we examined the following documents:

- District Policy Manual
- Teacher Schedules
- Professional Growth and Evaluation Model
- Staff Roster
- Fire Alarm Inspection
- Report Cards

Administrators were accommodating and welcoming, with materials for the site visit well prepared. In this unique “one room schoolhouse” the main area is student centered and welcoming to community members. Interviews were conducted with school administrators, school board members, teachers, parents and students.

The Adequate Public Education Input Based Accountability System (IBAS) Survey submitted by Hollis-Brookline Middle School presents fairly, in all material respects, the respective position of the school in all areas for which it is accountable.

Commendations:

- A Co-Curricular program that offers opportunities to students in Leadership, Athletics, a variety of clubs- including Lego and robotics, and community based activities that create a multi-generational culture of respect.
- The development of Professional Learning Communities (PLC) for educators is very strong and positive in the district. It was a process that had hurdles to overcome. Through open dialogue the development and incorporation of the PLC's has had successful implementation.
- The advisory program is valued learning time by both students and teachers in addressing the social, emotional and academic needs of students.
- Students feel cared for and cared about, and it is clear that the staff is focused on the "whole student".
- The School Board values the Professional Growth of teachers, and there is intentional effort to align board, district, school, and individual goals and provide the supporting PD opportunities.
- The parent portal for grades and the Standards Based report card were cited as valuable tools in the effort to support the school/family partnership.
- Parents report they feel their children come to a safe and caring school environment every day, and the administration is responsive, approachable, and communicates well.

Recommendations

- Continue to establish a plan for systematic revision of the curriculum in all areas, and develop consistency in instructional programs by providing the on-going training and support to fully implement the curriculum in all classrooms.
- Keep up the good work and your student centered focus!
- Continue to develop a program for transition to the High School that is as successful as the program that is used for the transition to the Middle School

HOLLIS BROOKLINE MIDDLE SCHOOL

Robert Thompson
Principal

Patti Flynn
Assistant Principal

Jennifer Campbell
Student Services Coord.

Sheila Mandragouras
School Nurse

Christy Grieff
Guidance

Jonathan Stearns
Guidance

To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Merit Recipients
Date: July 10, 2017

Here is a list of the 2016-2017 school year merit award recipients;

Jessica Barrett
Gayle Bottcher
Karen Coutu
Leonid Gershgorin
Janet Lash
Lynne Ouellette
Christine Page
Paul Picariello
Pam Griffith
Carol Swanson
Erin White

To: Andrew Corey, Superintendent
From: Rick Barnes, Principal
RE: July Board Report

Informational

- Bell Schedule Adjusted for Late Start time: (See Attached)
- Merit Award Winners (See Attached)
- Spring Athletic Participation Numbers (See Attached)

Facilities and Grounds Update: Paving of the lower lot is expected to begin by August 1st with an anticipated completion date of August 15th. One Source has run all of the required cabling and needs to do some software updates to our existing camera system. We are anticipating that the installation of cameras outside of student restrooms will be completed by August 14th. John Gray has changed all the locks on the first two floors as part of the phased approach to update the locks throughout the building. The new locks have deadbolts form the inside which makes the rooms safer in the event of a lock down. Huge kudos are in order for John for catching a leak in our water tank! In doing so, we were able to patch the leak instead of having to replace the entire tank. Much needed updates to the relays used to control our lighting systems are anticipated to be completed in early August as well. We are also excited to report that the new floor cleaning equipment has not only eliminated the need for the caustic wax stripping chemicals, it has greatly reduced the time to clean and wax the floors in the building as well. As a result, we are two weeks ahead of last year's cleaning schedule. Athletics has been hard at work top dressing our fields as well as repairing the baseball infield.

Contract for Honors Enrollment Numbers:

S1 Civics	70	S2 Civics	69
S1 Civics H	6	S2 Civics H	9

S1 Econ	55	S2 Econ	83
S1 Econ H	9	S2 Econ H	4

Respectfully Submitted,

Rick Barnes
Principal

Bell Schedule: 7:40-2:30

Monday	Tuesday (miss per 3 & 7)	Wednesday (miss per 1&5)	Thursday (miss per 2 & 6)	Friday (PLC 7- 8)
Period 1 7:40 – 8:31	Period 1 7:40 – 8:46	Period 1 7:40 – 8:46	Period 1 7:40 – 8:46	Period 1 8:05 – 8:51
Period 2 8:35 – 9:26				Period 2 8:55 – 9:41
Period 3 9:30 – 10:21	Period 2 8:50 – 9:56 ----- CavBlock 10:00 – 10:45	Period 2 8:50 – 9:56 ----- CavBlock 10:00 – 10:45	Period 2 8:50 – 9:56 ----- CavBlock 10:00 – 10:45	Period 3 9:45 – 10:32
Period 4 & lunch 10:25 – 11:46 Lunch A 10:25 – 10:50 Lunch B 10:53 – 11:18 Lunch C 11:21 – 11:46	Period 4 & lunch 10:49 – 12:10 Lunch A 10:49 – 11:14 Lunch B 11:17 – 11:42 Lunch C 11:45 – 12:10	Period 4 & lunch 10:49 – 12:10 Lunch A 10:49 – 11:14 Lunch B 11:17 – 11:42 Lunch C 11:45 – 12:10	Period 4 & lunch 10:49 – 12:10 Lunch A 10:49 – 11:14 Lunch B 11:17 – 11:42 Lunch C 11:45 – 12:10	Period 4 & lunch 10:36 – 11:57 Lunch A 10:36 – 11:01 Lunch B 11:04 – 11:29 Lunch C 11:32 – 11:57
Period 5 11:50 – 12:40	Period 5 12:14 – 1:20	Period 5 12:14 – 1:20	Period 5 12:14 – 1:20	Period 5 12:01 – 12:48
Period 6 12:44 – 1:35				Period 6 12:52 – 1:39
Period 7 1:39 – 2:30	Period 6 1:24 – 2:30	Period 6 1:24 – 2:30	Period 6 1:24 – 2:30	Period 7 1:43 – 2:30

<u>MIN PER WEEK PER CLASS PERIOD:</u>	<i>2016-2017</i>	<i>2017-2018</i>
1	239	229
2	239	229
3	238	230
CB	135	135
4	265	265
5	238	229
6	238	230
7	239	230
<u>DAILY INSTRUCTIONAL TIME:</u>		
Monday	371	358
Tues-Thur	377	362
Friday	326	333

2016-17 Merit Pay List for Staff

Kathleen Maynard, School Counselor	Leadership
Cathy Cray, Student Assistance Program	Leadership
Matt Barbosa, Music & Theater Teacher	Leadership
Stacey Plummer, Math Teacher	Innovation
Adam Wilcox, Physics Teacher	Collaboration
Clare Pare, English Teacher	Collaboration
Dave Umstead, Music Teacher	Leadership
Eric Perry, Physics Teacher	Collaboration
Jen Given, Social Studies Teacher	Leadership/Collaboration
Lauren Girolimon, English Teacher	Leadership
Rod Clark, Biology Teacher	Leadership
Trevor Duval, Civics Teacher	Leadership/Innovation
Yolanda Flamino, Chemistry Teacher	Leadership
Christina Brown, Math Teacher	Collaboration
Kelly Ducharme, Nurse	Leadership
Marie Salamone, English Teacher	Leadership/Collaboration
Susan Mooers, Math Teacher	Collaboration
Tory Millette, English Teacher	Collaboration

HollisBrookline High School					
Spring Sport Athletic Numbers					
Total - 278		Male - 153		Female - 125	
<u>Sport</u>		<u>V</u>	<u>JV</u>	<u>Total</u>	
Baseball		16	17	33	
Softball		14	13	27	
Boys Lax		25	22	47	
Girls Lax		20	16	36	
Boys Tennis		13		13	
Girls Tennis		7		7	
Volleyball		12	13	25	
Unified Track		26		26	
Track		64		64	
TOTALS		197	81	278	

To: Hollis Brookline Cooperative School Board
From: Amy Rowe, Director of Student Services
July 20, 2017
Re: Choice Program Proposal

Action Requested:

To see if the board will take action and increase a current .5 FTE guidance position in the student services department to a 1.0 FTE to provide additional programming for students with At-Risk and Educational Disabilities within the CHOICE program at the Hollis Brookline Cooperative High School.

Rationale:

The CHOICE Program in the Student Services has completed its first year of development. In review of the program logic model evaluation as well as a review of current student needs within the larger building, there are recommended changes to the program. Additional resources for students who are identified as At-Risk, Special Education and 504 are sought to support students within the Alternative program so we may provide a cohesive structure to the academic supports for these students. In specific, the program requires additional resources in the following areas:

- Expertise and ability to facilitate Extended Learning Opportunities for credit
- Expertise and ability to facilitate access to community mental health resources when appropriate
- Expertise and ability to support students to overcome barriers to obstacles in the day to day school environment
- Access to non traditional learning and career opportunities and scheduling
- Access to vocational assessment and counseling within the building
- Access to targeted tiered support for executive functioning for students at-risk
- Coordinated supports for students who are at-risk but who do not meet criteria for other identified populations.

NEEDS:

To implement the necessary changes, the Student Services Department will use existing personnel and reallocate and re-align existing programming to provide a coordinated continuum of care. This includes the use of a current 1.0 FTE Special Education Case Manager with a modified schedule to accommodate extended hours beyond the traditional school day. An existing 1.0 FTE support staff position has been allocated to support this program through the student support study. The .5 FTE existing (vacant) position of required counseling services will shift to join the program and provide these services.

The remaining gap of identified need is a .5 FTE of the counseling position. It is recommended that the program seek a Guidance Counselor with additional endorsement as Transition or Rehabilitation Counselor. Current funding of this position is proposed through the special education budget changes to OOD student programs.

Why the Transition/Rehabilitation Endorsement? This allows for...

- conducting individualized transition assessments in house rather than contracted
- creating measurable post-secondary goals,
- fostering self-determination and self-advocacy skills,
- creating and delivering appropriate transition systems and services including employment, community and post-secondary
- providing education opportunities such as paid employment based on the student's identified interests, learning independent living skills such as utilization of public transit, or attending college classes or continuing/adult education.
- Helping students with physical, mental, developmental, and emotional disabilities live independently and access appropriate community resources
- Working with student to overcome or manage the personal, social, or psychological effects of disabilities on employment or independent living.
- Offering specialized training in overcoming emotional and physical barriers in the school and work environment

CHOICE PROGRAM

An alternative learning program for students at Hollis Brookline High School

Entrance: Referral to program through Guidance, Student Intervention Team, Parent Referral, Special Education Referral

Student Population: Students who have demonstrated a need for an alternative method to educational coursework in a non-traditional classroom.

- Truancy/Attendance Concerns
- Extended Leave from Classes
- Excessive time out of class
- Medical or Disability based need for alternative program hours
- Documented lack of success in the traditional classroom setting
- Mental Health or Similar concerns preventing regular access to classroom
- Have been referred to Student Intervention Team for emotional or behavioral concerns
- Are not required to be identified in Special Education to access this program

SUPPORTS IN PROGRAM with proposed changes included

- EXTENDED DAY- Teacher oversight of Blended Learning and web based programming beyond the traditional school day
- BLENDED LEARNING/ONLINE LEARNING
- CREDIT RECOVERY/COMPETENCY BASED RECOVERY
- EXTENDED LEARNING OPPORTUNITIES
- SCHOOL BASED COUNSELING
- TARGETED SUPPORTED STUDY WITH ORGANIZATIONAL SUPPORT
- TRANSITION COUNSELING
- JOB PLACEMENT
- Hi-SET
- COMMUNITY BASED REFERRALS
- GOALS
- COMMUNICATION WITH FAMILIES AND TEACHERS REGARDING ACADEMIC PROGRESS
- PROGRESS MONITORING
- ORGANIZATIONAL SUPPORT
- SOCIAL and ANXIETY COACHING
- POSITIVE BEHAVIORAL SUPPORTS



Business Office Memo

To: Andy Superintendent

From: Kelly Seeley

CC:

Date: 7/18/2017

Re: Requested Additions to the Extra- and Co-Curricular Stipend Tables (Appendix C of the HEA Collective Bargaining Agreement)

The following stipends were approved during the FY18 budget process and are now ready to be approved by the Coop School Board and added to the stipend table per Article 8.4.8 of the HEA collective bargaining agreement.

Tiers 1 and 2 provided as informational only. Tiers 3 and above require a School Board vote.

Middle School

Tier 1 - \$400

Field Hockey Coach

Tier 2 - \$600

Unknighted (second stipend)

Tier 3 - \$1,000 (formerly Tier 2 - \$600)

Summer Art Enrichment Club

Tier 4 - \$2,350

Soccer (2)

Garden Club Advisor

Summer Math Coach

Tier 5 - \$2,700 (formerly Tier 2 - \$600)

Robotics Advisor

High School

Tier 1 - \$400

Green Group

Tier 3 - \$900

Unified Sports-Basketball Asst. Coach

Unified Sports-Soccer Asst. Coach

Unified Sports-Track Asst. Coach

Tier 5 - \$1,600

Unified Sports-Soccer Coach

Tier 7 - \$2,700

Spring Track-Assoc. Coach