

Brookline School Board
Wednesday, October 28, 2020
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:10 Approval of Minutes – September, 2020
Public Input
- 6:15 **Public Hearing – To gather input on the receipt and expenditure of Fiscal Year 2021 unanticipated revenue associated with the CARES Act and any other local, state or federal resources as set forth in RSA 198:20-b**
- 6:30 Principal's report
Eagle Scout Project – Principal Molinari
- 6:45 Discussion
- COVID 19 Update
 - Governor's proposal to allocate \$200/student (based on 2019 enrollment) directly to school districts
 - Calendar discussion January, 2021 – June, 2021
 - FY 2020 Revenue and Expense Report
 - Diversity, Equity and Inclusion Committee Update
- 7:10 Presentation – Energy/Equipment Discussion – RMMS
- Presenter Mike Davey
 - 2nd Presenter Dick Henry
- 7:45 **Deliberations**
- To see what action the Board will take regarding the receipt and expenditure of Fiscal Year 2021 unanticipated revenue associated with the CARES act and any other local, state or federal resources as set forth in RSA 198:20-b
- 7:50 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:00 Motion to adjourn

Brookline School Administrator's Report

October 28, 2020

Calendar, Events, Programs

Mid October - Mid November - Parent Conferences
Mid October - Mid November - AimsWeb testing
October 14th - October 30th - NH SAS @ CSDA

Brookline Administrator's Report

BSD:

- Brookline Schools Update
- Eagle Scout Project - RMMS

BSD 2019-2020 Enrollment Summary

RMMS: 336 CSDA: 244

BSD 2020-2021 Enrollment Summary

*** Remote Class**

Pre 3/4	Pre 4	K (69)	1 (73)	2 (69)	3 (88)	4	5	6
6	7	14,15,15,15 10*	19,19,19 16*	16,16,17 20*	16,16,17,17 22*	13,15,17,17 18*	17,18,19 24*	13,17,17,18 23*

RMMS: 312 CSDA: 247

As of 10/20/2020

Bold – Change grade levels

Bold/Underline – New Staff

(#) - Number of students

***R - Remote Teacher**

Brookline School District Staff

2020-2021

Professional Staff

Richard Maghakian Memorial School

Pre-K

Shawna Cutler (13)

Grade 1

Lisa Boucher *R (16)

Megan Healy (19)

Jill Robinson (19)

Darby Shaw (19)

Grade 2

Shannon Dwyer *R (20)

Jessica Laflamme (17)

Corrine Noel (16)

Katie Milewski (16)

Grade 3

Kathryn King (16)

Nicole Stephens *R (22)

Erin McMullen (16)

Lisa Talcott (17)

Caitlin Wirth (17)

Kindergarten

Lauren Arruda *R (10)

Janet Auger (15)

Megan Dever (14)

Emily Ekis (15)

Allie Everett (15)

Captain Samuel Douglass Academy

Grade 4

Jane Gauthier (13)

Shelley Kosek (17)

Auretta Kulacz (15)

Lisa Lindsay *R (18)

Samantha Meehan (17)

Grade 5

Melissa Leafe (18)

Nichole Palmer (19)

Renelle Stone (17)

Joe Vitulli *R (24)

Grade 6

Katrina Deware (13)

Hanna Furbush (17)

Brittany Hicks *R (23)

Tim Putnam (17)

Greg Snoke (18)

Brookline School District Specialists

CSDA

Sally Barrnett - Reading Specialist

Lauren Melia – Reading Specialist

Adam Wallis - Band

Christina Catino- Music/Chorus

Kristen Leroux-Gott - Art

Tammy Van Dyke- Phys. Ed./ Health

Maureen Lorden, Nurse

Jessica Visinski Bumpus - Guidance/504 Coord.

Alana Taylor - Library

Karin Pillion- Math Specialist

RMMS

Kim Beaudette – Reading Specialist

Patricia Waller - Reading Specialist

Shannon Sinclair- Music

Monica Boisvert- Art

Steven Martus - Phys. Ed./ Health

Cathy Burbee Farwell, Nurse

Deborah Bowry- Guidance/ 504 Coord.

Kristine Murray- Library

Lisa Winters - Math Specialist

Suzanne Tetrault – Digital Learning Specialist RMMS/CSDA

Mary Albina - Technology Specialist RMMS/CSDA

Diana Zoltko - SAU Floating Nurse

Special Education Staff

CSDA

Sarah Griffin, Case Manager

Kathy Harris, Case Manager

Jaime Matylewski, Case Manager

Thomas Elmer, Case Manager

RMMS

Amanda Bent, Case Manager

Karen Oppelaar, Case Manager

Stephanie Rogers, Case Manager

Amanda Finigan, Case Manager

Lisa Aulbach - School Psychologist, RMMS/CSDA

Lauren Saltalamacchia - Speech Pathologist

Brooke Wilson- Speech Pathologist RMMS/CSDA

Mary Driscoll, Occupational Therapist RMMS/CSDA

October 28, 2020

To: Brookline School Board

From: Andy Corey, Superintendent

Re: Update on October 28 discussion points

Dear Brookline School Board Members;

I want to take this opportunity to thank Gina and Bob for covering tonight's meeting. As discussed at our SAU Board meeting we will be reducing our administrative presence at meetings to ensure continuity of operations should either a Principal or SAU administrator be impacted by the pandemic. In November, we will be splitting our Administrative resources between the Coop Board meeting and the Brookline meeting which occur on the same evening. Our primary focus in November will be the fiscal year 2022 draft budget.

Discussion points – October 28 - update

COVID funding update – In a recent announcement Governor Sununu announced that School Districts would be receiving \$200.00 per student to help offset the COVID cost related to reopening of schools. There is the potential for District's to request additional aid based on local expenditures. The guidelines for this potential aid have not been outlined. The SAU will monitor the situation and keep the Board's informed.

Calendar Discussion – I am requesting that the Board provide input with regards to potential calendar changes from January, 2021 – June, 2021. This discussion will occur with all three Districts' in either October or November. The Administration will provide recommendations for the Board's consideration either in November or December. WE will communicate any changes in our calendar via the Principal's newsletters and if needed SAU communications.

The Fiscal year 2022 budget is well under way. We will be starting the Board level discussions at our November meeting.

The Diversity, Equity and Inclusion committee has held two meeting. The first meeting was utilized to introduce members and provide organizational structure. Tiffany Testa will be co-facilitating the committee and Dr. Marie Ramos will be acting as our process and procedures coordinator. It is our hope to bring a draft of the committee's vision as well as some action items for the Board to consider during our November meeting.

Brookline School District
FY20
YEAR END SUMMARY 6/30/20

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,689,409	\$ 2,520,751		\$ 168,658
Special Education	\$ 1,292,833	\$ 1,116,180		\$ 176,653
Student Support Services	\$ 728,800	\$ 669,691		\$ 59,109
Instructional Staff Support	\$ 206,681	\$ 177,533		\$ 29,147
School Board/SAU Assessment	\$ 359,104	\$ 344,258		\$ 14,846
School Administration	\$ 488,476	\$ 448,494		\$ 39,982
Food Service - Bad Debt	\$ -	\$ 239		\$ (239)
Facilities	\$ 608,928	\$ 598,516		\$ 10,412
Transportation	\$ 524,542	\$ 448,390		\$ 76,152
Benefits	\$ 2,428,186	\$ 2,331,146		\$ 97,040
Debt Service	\$ 475,775	\$ 475,775		\$ -
Transfers	\$ 445,000	\$ 444,144		\$ 856
TOTAL	\$ 10,247,733	\$ 9,575,116	\$ -	\$ 672,617
Plus FY19 Expense Carryover	\$ 26,535	\$ 12,399	\$ -	\$ 14,136
TOTAL FY19 + FY20	\$ 10,274,268	\$ 9,587,515	\$ -	\$ 686,753

Revenue				
Description	Budget	YTD Revenue	Expected	Balance
Local Property Tax	\$ 6,880,749	\$ 6,880,749		\$ -
Local Impact Fees	\$ 5,000	\$ 21,010		\$ (16,010)
Adequacy Aid Grant/Tax	\$ 2,469,291	\$ 2,469,291		\$ -
State				
Special Education Aid	\$ 56,243	\$ 60,408		\$ (4,165)
Building Aid	\$ 44,436	\$ 44,436		\$ 0
Food Service	\$ 2,100	\$ 2,359		\$ (259)
Federal				
Grants	\$ 180,000	\$ 212,835		\$ (32,835)
Food Service	\$ 40,500	\$ 26,839		\$ 13,661
Medicaid		\$ 13,192		\$ (13,192)
Local				
Tuition	\$ 210,000	\$ 148,316		\$ 61,684
Other	\$ 8,600	\$ 16,091		\$ (7,491)
Food Service Sales	\$ 122,400	\$ 102,112		\$ 20,288
Less: Contingency Fund FY20	\$ 25,000	\$ 25,000		\$ -
Less: Facilities Maint. Fund FY20	\$ 50,000	\$ 50,000		\$ -
Less: Special Education Fund FY20	\$ 50,000	\$ 50,000		\$ -
Fund Balance Audit Adjustment	\$ 129,949	\$ 14,609		\$ 115,340
TOTAL REVENUE	\$ 10,274,268	\$ 10,137,246	\$ -	\$ 137,022

	Actual	Original (MS26)
Unreserved Fund Balance	\$ 549,731	\$ 175,000
Less: Special Education Fund FY21	\$ 25,000	\$ 25,000
Less: Facilities Maintenance FY21	\$ 75,000	\$ 75,000
Less: Contingent Fund FY21	\$ 40,000	\$ 40,000
Fund Balance to Reduce Taxes	\$ 409,731	\$ 35,000

<i>Explanation of budget balances on current expense report</i>			
<i>6/30/2020</i>			
Function	Description	Current Balance	Notes
1100	Regular Education	\$ 168,658	Hiring savings and effects of Covid-19: wages, subs, supplies, lane changes
1200	Special Education	\$ 176,653	Unfilled para positions
2100	Student Support Services	\$ 59,109	Fewer services because of Covid-19
2200	Instructional Staff Support	\$ 29,147	Professional development reimbursements lower than budget
2300	School Board/SAU Assessment	\$ 14,846	
2400	School Administration	\$ 39,982	Primarily hosted services-renewal savings
2500	Food Service Bad Debt	\$ (239)	
2600	Facilities	\$ 10,412	Primarily savings in snowplowing; unfilled maintenance position
2700	Transportation	\$ 76,152	Negotiated cost reductions due to Covid-19
2900	Benefits	\$ 97,040	Savings in FICA and NHRS due to reduced wages due to Covid-19
5100	Debt Service		
5200	Transfers	\$ 856	
		\$ 672,617	

<i>General explanation of what is included in each account category</i>		
Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense

RMMS Building Systems Recommendation

Question

Our facility audits tell us that RMMS building systems need to be replaced or upgraded. Is there an alternative way of approaching what we've been doing for the past several years?

Background

Building equipment upgrades have traditionally been done by identifying needed repairs and replacements through the facility audit process. Those items are then placed on the capital improvement plan based on the desired timeline and items identified for a given year are included in that year's budget. There have been times that we've had to push items to subsequent years to meet budget expectations.

We are reaching a point in which we will struggle getting everything into the budget in the year it needs to appear. For instance, we have scheduled replacing the HVAC controls in a future year but the expert evaluation work that was done in August suggests that our timeline needs to be accelerated.

Lastly, we are solely focused on keeping the building systems running instead of looking at the building as a system. In doing so we are ignoring energy efficiencies and improvements that can provide a return on investment that helps pay for the equipment we need to replace. We are also missing out on potential rebates, incentives and grants.....installing LED lighting is the perfect example.

Recommendation

To use FY21 to gather data, identify what needs to be done, cost out those identified projects and understand rebates/incentives/grant opportunities for a warrant article for FY23. As a result, the work will be focused on equipment replacement and energy savings. The energy savings component will lend itself to a municipal lease rather than a bond as the funding source and the energy savings component will trigger rebates, incentives and/or grants.

Presentations to Support Recommendation

Mike Davey and Dick Henry will present at the October 28th board meeting. Both have similar goals for RMMS but different approaches to get to the end result. Each will give you their thoughts on why it is in the best interest to move toward the recommended action.

Mike Davey – Energy Efficient Investments (EEI) – Using a turn-key energy performance contract approach, Mike, through EEI, has helped many school districts and municipalities benefit from energy related improvement projects. Their services include energy auditing, project engineering and design, programming, HVAC upgrades, LED lighting improvements and building envelope solutions.

Dick Henry – DDH Energy Consulting Services (DDH) - Dick Henry is an energy advisor to school boards and school districts. He works in the areas of energy efficiency, energy conservation, building science, and renewable energy. Over the past thirty years he has been involved in research, policy decisions and legislation in these areas at the state and federal levels. He takes a holistic approach to K-12 buildings with a special interest in renovating existing buildings to serve the community for another 30 to 40 years.

Next Steps

Board Direction Needed:

1. Further explore a municipal lease for RMMS building system upgrades and energy saving improvements
 - Bring back our two presenters for more detail on their two different approaches
2. Continue the traditional budget process approach
 - Choose a couple of needed repairs each year as the budget process allows