

DRAFT

HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET COMMITTEE

A regular meeting of the Hollis Brookline Cooperative School District Budget Committee (BC) was conducted on Thursday, April 30, 2020 at 6:30 p.m. at the Hollis Brookline Middle School.

Members of the Committee Present:

Darlene Mann, Chair

Members of the Committee Participating Elect.:

Raul Blanche, Vice Chair
Tom Enright
Matt Maguire, Secretary
Brian Rater
Lorin Rydstrom
Cindy VanCoughnett

Members of the Committee Absent:

David Blinn

Also Participating Electronically:

Kelly Seeley, Business Administrator
Drew Mason, Moderator

Darlene Mann called the Organizational Meeting of HB COOP BC at 6:40.

In accordance with [NH RSA 91-A:2, III \(b\)](#), due to the COVID-19 / Coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Board members and members of the Administration were participating via Zoom.

All members participating electronically could be heard and all votes would be taken by Roll Call.

ORGANIZATION OF COMMITTEE

ELECTION OF OFFICERS

Darlene Mann called for nominations for Chairman of the COOP BC for the 2020-2021 term.

MEMBER RYDSTROM NOMINATED MEMBER MANN

SECONDED BY MEMBER RATER

VOTE ON ELECTION OF DARLENE MANN TO THE POSITION OF CHAIR OF THE HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET COMMITTEE FOR THE 2020-2021 TERM

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

Yea: Raul Blanche, Tom Enright, Matt Maguire, Brian Rater, Lorin Rydstrom , Darlene Mann, Cindy VanCoughnett

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Nay:

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MOTION CARRIED

Chair Mann called for nominations for Vice Chair of the COOP BC for the 2020-2021 term.

MEMBER RYDSTROM NOMINATED MEMBER BLANCHE

SECONDED BY MEMBER RATER

VOTE ON ELECTION OF RAUL BLANCHE TO THE POSITION OF VICE CHAIR OF THE HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET COMMITTEE FOR THE 2020-2021 TERM

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

Yea: Raul Blanche, Tom Enright, Matt Maguire, Brian Rater, Lorin Rydstrom, Darlene Mann, Cindy VanCoughnett

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Nay:

MOTION CARRIED

Chair Mann called for nominations for Secretary of the COOP BC for the 2020-2021 term.

MEMBER RYDSTROM NOMINATED MEMBER MAGUIRE
SECONDED BY MEMBER RATER

VOTE ON ELECTION OF MATT MAGUIRE TO THE POSITION OF VICE CHAIR OF THE HOLLIS BROOKLINE COOPERATIVE SCHOOL DISTRICT BUDGET
COMMETTE FOR THE 2020-2021 TERM

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

Yea: Raul Blanche, Tom Enright, Matt Maguire, Brian Rater, Lorin Rydstrom, Darlene Mann, Cindy VanCoughnett

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Nay:

MOTION CARRIED

AGENDA ADJUSTMENTS

None

PUBLIC INPUT

None

Approval of Minutes

Hollis Brookline Cooperative Budget Committee January 23, 2020

Motion by member Brian Rater to accept, As Amended
Lorin Rydstrom seconded.

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

Yea: Tom Enright, Matt Maguire, Brian Rater, Lorin Rydstrom, Darlene Mann

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Nay:

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Abstain: Raul Blanche, Cindy VanCoughnett

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MOTION CARRIED

DISTRICT MEETING PLANNING

The BC engaged in discussion on the plans for the COOP District Meeting. Moderator Mason was in attendance. The COOP district meeting is currently scheduled for Tuesday May 26th and Wednesday May 27th (if needed). At this time, it is not known if the Stay at Home order due to the Covid-19 Pandemic will still be in place.

Attorney James O'Shaughnessy has been engaged with the School Board and Administration to develop plans on how the district could move forward without the District meeting taking place in the near future. Emergency Order #38, which provided some stopgap measures in the event a budget was not adopted by the close of the Fiscal Year was being looked into, but there are not any provisions allowing the District to function with a default budget based on last year's budget.

One option for a format for the district meeting being considered is a 2-session meeting. The first session would be a remote meeting using a service like Zoom to provide information and go over the warrant articles. The thought is the session would be like a deliberative session. The second session would be a drive by vote.

There are lots of questions and concerns with how an electronic meeting can be conducted and allow amendments. There would not be a way to confirm that the people speaking, voting and making proposals are registered voters. It was noted that the town of Bow recently held their District

meeting with an electronic live stream meeting as the first part and then concluded with drive by voting a few days later. Other options are still being investigated and discussed.

The BC also had some discussion on the rules for the postponement of the meeting. If a new date and time were to be picked, the 15/30 day notice posting requirements would not have to be restarted since they were done for the initial meeting date that was postponed. It was noted that June 30th is the deadline for the fiscal year to hold the meeting and pass a budget.

The teacher contract has April 15th or 2 weeks after a passed budget to take effect. The teachers Union has said that they will wait for the budget to be passed. The last day for teachers is currently scheduled for June 19th. The teachers will receive a balloon check the 2nd pay period in June (this is the standard practice) and then no checks during the summer.

REMOTE LEARNING UPDATE

All education has moved to remote learning until the end of the year. The last day for Seniors is May 22nd and the last day for the other students is June 5th. The week of June 8th through 12th will be a wind down week to allow students to finish any remaining work and close out their school year. June 19th will be the last day for teachers.

It was noted that in March a survey went out to all families to gain feedback on if they were experiencing tech issues with the remote learning. Some chrome books were loaned out for students to use during this remote learning period.

The State and Federal governments do have different resources for grants to help school districts during the pandemic, but it is unclear what will be available for our district.

With the remote learning and stay at home order, spring sports are not occurring. Stipends are not going to be paid out. Refunds for the sports pay to play fees will also occur for the spring sports.

The BC discussed how the remote learning is impacting Contract items and open Purchase Orders. The Administration is currently in ongoing negotiations with Student Transportation of America (STA) over the transportation contract. The district is looking to work with the company to come up with a fair split for paying the fixed costs. The district is not paying for driver salaries.

The district vans are being used to transport SPED students who need services that cannot be done remotely. A question was asked about what are the risks of damages if services cannot be provided under the stay at home orders. The students IEP plans determine what the required services are, and the district is working on ways to ensure the services are provided during the pandemic.

It was asked if the SPED costs are expected to be higher. The cost is expected to be higher than anticipated and the belief is there will be a budget impact in FY21 with 1 or 2 students moving into the district. With the school year ending earlier than planned the ESY (Extended School Year) program will start a week earlier. The program typically runs from the 2nd week of July to 1st week of August. The ESY program cost is about \$20k per week.

With remote learning, the food service program has continued to provide meals at no charge to students. The only revenue currently is the money from the state for reimbursement. All 3 districts have also applied for \$3K grants for the program. The staff is working to utilize all the food inventory from all the schools. They will not have to purchase much for non-perishable foods. The expenses will mainly be for the staff and the current belief is the district will not have to access the general fund to help cover expenses. The Brookline Lions Club has also made donations to the program. On average, the food service program provides meals for 22 - 40 students a day. There are 8 staff members working at the Middle School and RMMS (4 Each). The program will continue until the end of the year.

Most of the hourly staff has continued to work. All 3 school boards have approved that the employees working on an hourly basis can continue to be paid, but they need to work. The administrative assistants are splitting their time between remote work and in-office work. Para-professionals are either providing services remotely or engaging in professional development. There are still a handful of students that come into the buildings. The custodians are working on maintenance or cleaning tasks. There are 8 food service workers, who continued to provide meals as previously discussed.

Some of the hourly staff workers did qualify for the CARES Act.

It is expected that towards the end of May the district will have a better picture of how the remote learning has impacted the budget. The COOP did receive a \$7k grant for Special Education.

FINANCIAL UPDATE

The BC engaged in discussion on the financial status of the district. The Revenue and Expenses will be reviewed in May.

The punch list items for the field are being addressed. Work is also being done on the paving for the parking lot and the installation of the score board. It was also announced that Michelle and Carleton Dufoe donated \$300K for purchasing and installation of field lights. The BC expressed their gratitude for their generous donation to the community. The SB will vote on accepting the donation in May.

The Paving for the road to the schools will come from the FY21 budget. The administration is working with the Hollis DPW on the pricing for the work.

A question was asked about the cash flow from the towns to the school district. With the financial impacts to many families due to the pandemic there could be a potential for unpaid tax bills. If the towns are unable to collect the full amount from taxes to cover the approved budgets, how would the schools get funded? The town has an obligation to pay the school. If the town cannot pay then it would have to borrow money.

Superintendent Corey has talked to the Town Administrators in Brookline and Hollis and neither town expects any issues in the 1st half of the year with being able to meet their financial obligation to fund the schools.

There was some additional discussion on what would occur if a district meeting has not taken place by July 1st. There are still a lot of questions for this scenario since this is something that we have not encountered before. The district would be obligated to pay the professional contracts that are in place. If a budget is not passed the various summer projects may also be put on hold.

The fund balances will be closely watched as we approach the end of the year. With all the changes with remote learning the district may end up with higher expenses in some areas that offset any savings from other areas. The BC discussed that there is a perception that the district is saving money and for the district meeting we should include some charts to show the indications on the issues/risks, and the financial impacts to each town.

SCHOOL BOARD UPDATE

Discussion on the ongoing negotiations with Student Transportation of America (STA) over the transportation contract. Hope to resolve things soon.

The remote learning has been going well. The administration and staff have been doing a good job and were able to quickly respond to the changes that were taking place with the transition to remote learning.

Administration has been utilizing surveys to help determine what is working well and what areas have issues. This has helped them adjust the remote learning plans.

Master schedule almost done. Working on 6th Grade to 7th Grade and 8th Grade -> 9th Grade transition plans.

Tentative schedule and class sizes will be discussed at next meeting.

Turf Field – Bleachers are being purchased via a donation from HB Elevates. Bids were solicited for bleachers and two proposals for new bleachers were received as well as a bid from a company that tears down bleachers that are no longer needed and recycles them to build custom bleachers. The new bleachers were in excess of \$360k while the recycled/rebuilt ones were approximately \$85K.

COOP Annual meeting was still scheduled for 5/26 at this time.

Breakfast prices are being raised to \$1.75 from \$1.50 (District required to raise prices)

Graduation and Prom plans still being discussed.

ANNOUNCEMENTS

SB most likely will meet in 2 weeks.

5/28 next BC Meeting.

Motion by member Blanche to adjourn
Member Rater seconded.

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

Yea: Tom Enright, Matt Maguire, Brian Rater, Lorin Rydstrom, Darlene Mann, Raul Blanche, Cindy VanCoughnett

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Nay:

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MOTION CARRIED

Meeting Adjourned at 7:57