

**HOLLIS SCHOOL BOARD
OCTOBER 5, 2016
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, October 5, 2016 at 6:02 p.m. at the Hollis Upper Elementary School.

Chairman Robert Mann presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
Michelle St. John, Secretary
Laurie Miller

Members of the Board Absent: Tom Enright

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Denise Norton, Assistant Business Administrator
Candice Fowler, Principal, Hollis Upper Elementary School
Paula Izbicki, Principal, Hollis Primary School
Colleen Micavich, Special Education Administrator
Nicole Tomaselli, Curriculum Administrator

AGENDA ADJUSTMENTS

Superintendent Corey requested the agenda be adjusted to allow for consideration of a motion to approve the expenditure of funds to cover costs associated with the printing and mailing of postcards announcing the October 27, 2016 Energy Study Public Forum.

Superintendent Corey requested the agenda be further amended to include a first reading of Policy GAA – Job Descriptions. A copy of the policy and associated procedures was included with the agenda.

Ms. Miller requested the Agenda be adjusted to include an update on the Start Time Committee.

Chairman Mann stated the desire that the discussion on the SAU Office include identification of any policy considerations that may be needed.

The consensus of the Board was to amend the agenda as requested.

APPROVAL OF MEETING MINUTES

Hollis School Board September 7, 2016

The following amendments were offered:

Page 9, Line 16; correct the spelling of “taking”
Page 9, Line 26; replace “out” with “our”

**MOTION BY MEMBER FAREED TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Superintendent Corey informed the Board of a Letter of Intent to Retire received from Sandra Lindquist, Spanish Teacher. In her letter, Ms. Lindquist states this will be her 15th year of teaching Spanish in the Hollis elementary schools. She remarks she had the privilege of creating the Spanish program at the Hollis Primary School (HPS), and has enjoyed

teaching young children. She spoke of how she has appreciated getting to know the many fine families of Hollis, and is grateful for the support they have shown for the elementary Spanish program.

Superintendent Corey remarked it is with deep regret that he accepts, on behalf of the SAU, the letter of intent to retire. He spoke of the fabulous job Ms. Lindquist has done for the District, and how she has helped the District in a number of ways. He wished her the best.

**MOTION BY MEMBER FAREED TO ACCEPT, WITH REGRET, THE LETTER OF INTENT TO RETIRE RECEIVED FROM SANDRA LINDQUIST
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

PUBLIC INPUT - None

PRESENTATION

Superintendent Corey stated the goals and objectives the Administrators would present relate back to the Strategic Plan, stay in line with the philosophy the District has been developing, and expands on goals from last year while introducing new ones.

- Goals and Objectives for 2016-2017

A copy of the PowerPoint Presentation was provided with the agenda, and can be viewed [here](#).

Colleen Micavich, Special Education Administrator, and Candice Fowler, Principal, Hollis Upper Elementary School (HUES), spoke of the improvements made to both HPS and HUES during the summer months.

New staff members as well as those who have moved from one position to another were identified. Mention was made of the benefits derived by the ability to move staff around within the District.

Nicole Tomaselli, Curriculum Administrator, spoke of the Vision of the Hollis School District:

“Staff is to work collaboratively to ensure (encourage, nurture, advance, promote, stimulate) academic growth and develop a passion for community learning and the life skills for: (1) independent learning, (2) social, and (3) emotional success in students.”

Ms. Tomaselli remarked this year one of the first days back for teachers was used to build consensus around the goals with staff in both buildings. There were four (4) goals written during the Leadership Retreat. The desire of the combined staff meeting was to solicit ideas on how to implement the goals. A sample of the input generated was provided.

The four (4) goals were identified as:

Leadership: The Hollis Administration Team will calibrate, coordinate, and implement the new Professional Growth Model pilot for effective teacher evaluation practices.

Principal Fowler spoke of the Danielson Model, which the District has on file with the State. The pilot is intended to take the Danielson Model one step further by looking at how we can get authentic pictures of what is happening in the classroom. When you have a planned observation it is authentic, but it is planned and scripted. As Administrators they are always in classrooms, but that doesn't count as the observation. They see different things happening and wanted to capture that. The Professional Growth Model group met and came up with a plan for becoming more familiar with the curriculum and instructional practices, looking at how we are monitoring over time instead of once every three years, etc. Currently, continuing contract staff members have two walk-throughs a year, there is goal setting, and conversations around goals. For annual staff members there are four walk-throughs conducted.

The Administration is looking at asking questions, helping staff members go from proficient to distinction, etc. really providing input in the moment. The Administration is coordinating those efforts as a team, e.g., it may be a different member of the Administration for each of the four walk-throughs.

The Administration is excited to try and improve the observation model so that it becomes more effective for teachers, are looking to get feedback from those involved in the pilot (all staff members), and will put out surveys for stakeholders on how the model worked. They are coordinating their efforts to ensure consistency in the approach. The SAU Leadership Team will meet collaboratively as well.

Teaching: Best practices in critical thinking performance tasks will be developed and implemented in classrooms as evidenced by 21st Century rubrics, teacher goals, documents, and observations.

Paula Izbicki, Principal, Hollis Primary School, stated a performance task is any learning activity or assessment that asks students to perform or demonstrate their knowledge, understanding, and proficiency. Performance tasks present a situation that calls for learners to apply their learning and context. In terms of meeting this goal, teachers collaborate in Professional Learning Communities (PLCs), staff meetings, 15-minute observations, etc. to create performance tasks with rubrics for students to learn and grow. As an example, at the beginning of the school year a teacher asked the Math Intervention Teacher, Mrs. Giles, what was meant when talking about a 3-Act task. Mrs. Giles co-taught the lesson with the teacher who raved about it to her colleagues at a PLC meeting. The whole team approached Principal Izbicki looking to see it in action. Because they are doing the Math Workshop Model, in that big part where students are independently practicing and doing well she can pull teachers for 20 minutes. She asked Mrs. Giles to target a few questions, e.g., student engagement, how students are learning, etc. Teachers observed the lesson, came out debriefed, and then it got extended into five classes.

Principal Izbicki spoke of students creating a 3D multiplication table. They wanted the entire 3rd grade to do it. Students had to determine how to get it, what kind and how many legos would be needed, what it would cost, etc. The students have put together a presentation they will provide to Principal Izbicki, Ms. Tomaselli, and a few high school students.

Academic: Teachers will implement Next Generation Science Standards in all classrooms as evidenced by lessons, performance tasks, activities, and observations.

Ms. Tomaselli stated it will be a multi-pronged approach. The emphasis this year will be heaviest on the Project Lead the Way implementation because it is new. A number of teachers have taken part in training to understand the modules and storyline, the way the activities unfold, and gain some background knowledge on the engineering design process. As was noted with the performance tasks, it is about having a problem that leads you down the path of collaboration, brainstorming, identifying your plan, gathering your best resources, seeking out subject matter experts, if needed, building something, testing it, collecting your data, and then re-designing as many times as needed before sharing the results. The launch modules and the tasks that they offer aren't that different than a 3-Act Math task.

Ms. Tomaselli spoke of the STEM week, which took place the previous week at HPS; everyone did their first Project Lead the Way Module Activity 1 or 2, and the volume of feedback from the teachers regarding students' level of engagement, and how much the teachers are enjoying watching students do these activities was great.

She commented the way the program builds is it offers you three characters that all look at Science and learning from three totally different angles. Every Module opens with a little story, and after reading the story students can immediately identify with a character. They can relate to a character and see how that character embraces the problem. Ultimately the students are provided with some kind of design challenge that then they are off to build. The modules will be implemented by the classroom Teachers, which ensures every student in the District will be doing them.

The District is not letting go of Ecology, Life Science, or the emphasis on conservation. They are continuing to build lessons that are STEM related, environmentally based, and are trying to do more staff development utilizing the Environmental Science Teachers to lead the classroom teachers so they get the background knowledge to understand where that could take them.

Project Lead the Way Launch is a K-5 program. For the 6th grade they will start with more of a home-grown approach. Project Learning Tree was onsite over the summer to do professional development with the teachers. Project Learning Tree is training run by the New Hampshire Fish & Game, all STEM aligned activities appropriate for studying ecology, which is one of the standards that has been chosen for 6th grade. Time has already been spent on lessons to differentiate between the scientific method and the engineering design process. Up next, and during Choice time (her time with staff), they will be designing weather and climate change units. During the next trimester they will be looking at forces and motion units.

Learning: Building staff will focus on developing students' abilities to be: problem-solvers, resilient, independent, tolerant, as well as to be able to persevere through difficulty/failure, have an optimistic view, and to have a growth mind set as learners.

With regard to social emotional learning, Ms. Micavich noted during the Administrative Retreat, participants talked about their passion for this. It seems they are all interested in pieces of it, but all over it is about making sure students aren't just learning facts, but are capable adults when they head out to college, etc. Research indicates children that have grown up in a culture where it is all about test taking, spending hour after hour after school doing homework and then extra-curricular activities, are quite frankly overwhelmed by the time they get to college. Studies show 1 out of every 6 students who enter college will have either an anxiety disorder or depression. By the time they leave students are feeling just incapable.

The desire is to think right from the beginning how do we make sure our students are not only learning the factual information, but in the 21st Century what is really important is how are they able to communicate, how are they able to collaborate, are they able to be resilient and problem solvers, do they feel okay to fail, are they tolerant of others, are they independent, etc. These are the things that will make them successful.

The first piece is to look at what we are already doing. She remarked during walk-throughs in each of the buildings she was amazed that in almost every classroom or on every billboard we're already doing things about this. She provided examples of activities taking place in the classrooms.

Ms. Micavich remarked the goal is being addressed in several ways. Principal Izbicki has set up some Coffee Chats, which are designed for parents to come in and start to learn about these topics. There will also be in-house chats with parents; different lectures, e.g., resilience, etc. Ms. Micavich has been working with the PTA to set up a series of six (6) lectures; in November a parent will give a talk on gratitude, in January a talk on GRIT and resilience and how to build that with your kids, in February Lynn Lyons will talk about anxiety, and in March they are looking for someone, perhaps a Psychologist, to talk about the sad stuff. She commented sometimes they see students who are affected by divorce or loss or see loss on television. The lecture will address how we talk to our children about that, when is it developmentally appropriate. In April they hope to have Officer Bergeron come in and talk about safety in camps. In May it will be opened up to parents to identify what they want to hear about.

At the faculty kick-off they challenged Teachers to think about how they are already engaging their students in social emotional learning, and what else they can do. They did a fantastic job with that. This goal will continue to be talked about in faculty meetings and will be looked for during walk-throughs.

Looking Forward

Principal Izbicki spoke of infrastructure needs that require addressing, e.g., electrical improvements and kitchen renovation.

They are working on a learning commons and exposing students to having free access to the Library and being able to collaborate. That is being tried this year, and the hope is to expand it more next year; making that environment rich with all of the resources that will help students with the Four (4) Cs; collaboration, communication, critical thinking, and creativity. Principal Izbicki commented, from her perspective, part of that includes increasing that position from part-time to full-time so that there is always an adult there, and students always have that unlimited free access to that space when they need it.

In Science they are continuing to improve on Project Lead the Way, the MakerSpace, and all lessons that address the Four (4) Cs.

Principal Fowler remarked at HUES they just sent the last four (4) teachers for Project Lead the Way training. All 4th and 5th grade teachers are very excited and understand how all of those modules roll out. One thing they are finding is with some of the new apps there is the need for some new iPads.

There is a grant opportunity, which is a Facebook competition. A local savings bank has stated they would put up \$3,000 for health and wellness. They would like to get some equipment for the playground and a leg press, where students can sit and talk, but still be working on their muscles.

Principal Fowler commented she listed potential staffing increases not knowing exactly what enrolment will be. It is known there will be 6 sections in 5th grade and then following that cohort there will be 6 sections in 6th grade over the next two years. They will be looking for other grades increasing, thinking about STEM and the Library. Right now there are times when students cannot go to the Library because it is not staffed. It may be that they look for an Instructional Assistant for that. They are looking at a full-time custodian position. The building has been running a little understaffed.

They are in year 2 of Science implementation (3 year rollout). There may not be much Project Lead the Way expenditures, but there might be different things needed for 6th grade. They are looking at the possibility of air conditioning in some of the really enclosed spaces that don't have access to outside windows, e.g., art, library, guidance, and conference room.

Ms. Tomaselli spoke of the desire to help the learning community understand the value of failure as failure builds perseverance along with problem-solving and critical thinking skills. There is also a desire to communicate about all of the wonderful happenings and learnings going on in the buildings. Both buildings have a Twitter account. With the new Professional Growth Model they do a lot of walk-throughs, and are ready with cameras to take photos and tweet things out. The Principals write newsletters that go on the websites regularly.

Chairman Mann questioned if, during conferences, teachers could promote the in-house chats with parents. Believing the concept is a fantastic idea, he would like to see the Administration seek out ways to promote it to get maximum participation. He stated a desire to be provided with an update on the success of the program, e.g., level of participation. Ms. Micavich spoke of having dropped off flyers to a Brookline mailbox as they wish to invite Brookline to attend. Earlier in the day she was at a meeting with Special Education Coordinators, and provided each of them with a few of the flyers. She commented on the PTA's Facebook page as another means of getting the word out. If this is talked about and publicized in all of these platforms, we can see what works well and start to really plan ahead.

Talk of this program started over the summer, and they managed to put together 6 topics. There could be regular topics and speakers, and if collaborating with the Middle and High Schools as well as Brookline, that capacity could be increased. They are also asking staff to participate.

Chairman Mann welcomed staff to continue to keep the Board informed of the success of the programs being undertaken. Superintendent Corey commented part of the goal the Board outlined was the desire for more teacher presentations or updates from staff. The goal is to put staff in front of the Board to discuss some of the academic goals such as Project Lead the Way. He remarked you can see why there is excitement at the SAU because all of the districts have this direction and goal really looking at the end product (12th grade student). All of the things that are occurring in the younger grades will change how students will have to be taught at grades 6-12. The Hollis Brookline Cooperative School District (COOP) is well aware of what is on the way.

Principal Izbicki commented on the full-day Kindergarten program noting they have been taking pictures and videos, and would like to share that with the Board.

Ms. Miller questioned if the fact that Project Lead the Way is not being conducted in 6th grade indicates the Middle School has no interest in it. Ms. Tomaselli responded it is important to understand the Next Generation Science Standards are K-5 and the Middle School is a lump of 6, 7, and 8. Then it is sorted out by discipline in 9-12. She and Assistant Superintendent Bergskaug have been working together looking at what they want to do with 6th, 7th, and 8th grades when they lump the Science standards. She commented it would be called Project Lead the Way Gateway. It requires a significant investment in the space/room. It would be similar to an industrial art room. Their robotics kits are metal, are a single use, and require filing and cutting. It is a big decision to go that route. HUES does not have ample space for a room of that kind, and the materials are not on hand to support that type of implementation. Ms. Tomaselli remarked she believes there to be plenty of ways to address Computer Science in a more home-grown approach.

Last year she, the Curriculum Administrator from Brookline, and the Administration from the Middle School as well as the former Assistant Superintendent met to flush out the Science standards; what would be adopted in 6th grade, what should fall into 7th and 8th. This year moving forward with curriculum meetings, the plan is to ensure we are moving in that direction. The goal is to be certain the students that move on to the Middle School arrive with equivalent skills and experiences. One of her goals for the next professional development day is to work with the 6th grade team to get them to the table with the Brookline teachers to flush out even more STEM related units.

Assistant Superintendent Bergskaug commented during her presentation she mentioned the desire to develop K-12 curriculum steering committees. Math and Science would be the first ones she would be looking to launch this year. She has written the philosophy and goals, and will put them out to be worked on.

DISCUSSION

- Energy Study Working Group (ESWG) Update on September Meeting

Chairman Mann spoke of invoices that require approval.

Vice Chairman Fareed stated the ESWG did not meet during the month of September as it was time for the consultants and sub-contractors to do the heavy work. There are two sub-contractors whose specialty is building efficiencies. They have been working very hard with the custodial staff and conducting analysis. A good deal of documentation was received earlier in the day, which included an overall scheme of the building and the various options that will be considered. Three of the members of the Hollis Energy Committee who are working with the ESWG are working up a plan for a solar array between HUES and HPS; just off the power lines. That cannot be implemented without all kinds of certifications, licenses, etc. They are preparing a plan for how to put in a 100kw test bed in order to utilize solar panels instead of just raw electric service from the street.

Vice Chairman Fareed spoke of the level of professionalism that has been exhibited by the consultants. They have been extremely respectful of what a school board and the public needs.

There will be a public forum conducted on October 27th in the library/learning commons at HPS. The presentation will identify what the buildings are; what their energy needs have been, what they currently are, and what is projected for them over the coming 10, 20, 30 years, and multiple options for both a heat source and an energy source as well as building modifications that would cause the heat sources to perform at an optimized level and add a great deal of life to the buildings. As Mr. Henry has stated, if we get this right, we could easily add 30 more years of useful life to these buildings.

Vice Chairman Fareed remarked, in the meantime, there is no point in doing any of this if the public doesn't know what we are doing. The public made it very clear at the District meeting that they want to be involved, and have a lot of questions.

Ms. St. John spoke of the numerous avenues that will be utilized in an attempt to get the notice of the public forum in the hands of every taxpayer. A postcard and flyers have been developed, which will be distributed via U.S. mail, Backpack mail, to the preschools, to the seniors during their Thursday lunch, press releases, and large versions of the flyer posted in public facilities around Town. There was also discussion of doing a black and white copy and having Harvest Market stuff bags the week of the event. They will also take advantage of social media.

The anticipated cost is \$2,500 to cover printing and postage. Ms. Miller suggested the use of the USPS every door direct mail, which is a lesser cost.

Ms. St. John noted a PowerPoint would be aired on the public access channel promoting the event. Chairman Mann requested future agendas include a placeholder under deliberation, for approval of invoices related to the Energy Study.

- SAU Office; Rental Fee

Chairman Mann commented on the facility study conducted on 4 Lund Lane last year. Tours of the facility were provided to a number of community leaders. The Budget Committee requested the revenue model be reviewed and consideration be given to the square footage rental fee. Chairman Mann stated his belief a review of that revenue model has never been done.

Superintendent Corey noted the agenda packet included an update of last year's rental analysis. In the analysis properties were cited from the towns of Hollis, Brookline, Milford, Amherst, etc. to provide a flavor for what is out there. The average rental rates for residential properties in those areas were also included.

He spoke of being in the process of creating the SAU budget. This cost is reflected. The monies go into the Maintenance Trust for the property. There is no profit being made on the rental. Rental income generated is utilized for building upkeep. The SAU Budget Sub-Committee has met and prepared the initial draft of the FY18 budget. One of the

conversations was where we want to be in terms of rental income for the SAU looking at it more through a lens of maintaining the property. A yearly rental cost of \$8,000 does not go far in terms of maintaining the property.

Superintendent Corey commented the 4 Lund Lane facility is an old farmhouse, but has served the SAU well. In terms of proximity to the schools, four of the school buildings are located within 2 miles of the SAU Office, and it takes only 7 minutes to get to Brookline. From the perspective of safety, security, and response time, we're in good shape.

He stated his belief the Board should consider increasing the rental fee to bring it more in line with other rental rates in the area. He suggested it be looked at in a three-year cycle understanding budgets will see different impacts, e.g., last Friday the District received the health insurance rate, which will be 15.9%, which is significant, the retirement rate will go up approx. 2% for the employer for teachers, there is a teacher contract being discussed, the ongoing energy study, other significant infrastructure maintenance, e.g., HPS kitchen, septic system at HPS, boilers at HUES, etc.

Superintendent Corey stated his opinion it is coming together very nicely and what will be able to be put forward for the Hollis community is a plan to take what are great buildings and enhance their useful life for many years to come. It is not expected that all of the necessary work will be done in a single year, which is why he is looking at it from the perspective of a phased approach, which would avoid a spike to any one budget within the SAU. What that can do is potentially pit a project here against a project in one of the other districts. There are mutual needs in both districts, and as an SAU those can be prioritized and laid out for the community. He stated the desire for guidance from the Board so that a recommendation can be made at the October 13th SAU41 Governing Board meeting regarding what is believed should be the plan for that rental income.

Chairman Mann stated the Board has a responsibility to ensure that property stays relevant to the operations of the SAU. It houses all of the leadership for the SAU, and it is important to provide a comfortable working environment. He stated his belief it is time for the Board to look at this and determine how to put that property on a trajectory to get to a place where those needs can be met. He stated he would be seeking input from the Budget Committee. He remarked the District has been charging \$1.36 per square foot for decades, and has done a pretty decent job of maintaining that building with that level of income. The range of rental rates identified on the analysis was \$1.36 to \$14.00/square foot.

Vice Chairman Fared commented on the gap between what the District charges and what is charged by somewhat parallel spaces.

Superintendent Corey commented the district provides a service for the SAU, and there is maintenance required. When reviewing properties in Hollis, the least expensive to rent is \$4.00-\$6.00/square foot, which results in approx. \$23,500/year. When looking at phasing that in it could be a \$2.00 increase in each of the next three years, which would still be well under what other properties are getting. If receiving revenue in the \$24,000/year range, over the course of two years, the fund would be large enough to start to address some of the long-term needs of the building.

Superintendent Corey added the custodial services at the SAU are provided by the Hollis School District. Over time the SAU office requires more maintenance, and that comes from the District as well. There is that indirect cost that the Hollis School District incurs.

Superintendent Corey noted the first draft of the SAU budget reflects a 1.9% increase. He spoke of the possibility of ending up with a default budget if the SAU budget were spiked. The obligation to pay the rent would continue, but maybe some of the pieces would have to be eliminated, e.g., new computer, etc. He reiterated his opinion an increase is 100% appropriate, believes the SAU Budget Sub-Committee realizes the time has come, and it has been recommended by the Hollis Budget Committee.

Superintendent Corey suggested he provide to the Board a chart starting at \$4.00/sq. ft. and increasing in increments of \$0.25 to identify what the actual cost would be, and provide a proposal for how the District could phase increases in over a three-year period. That same material could be brought to the SAU41 Governing Board.

Chairman Mann stated his opinion a \$4.00 - \$6.00/sq. ft. target over some period of time, is a reasonable model to discuss. He would like the Board to be provided with that data at the November meeting, will hope to have input from the Budget Committee and other stakeholders, which would place the Board in a position to be able to make a decision in the November timeframe.

Vice Chairman Fareed questioned if the analysis has been shared with any of the other districts. Superintendent Corey stated that has not yet occurred, and noted the next discussion would be at the SAU41 Governing Board meeting. The analysis would be attached to the agenda for that meeting. If agreeable to the Board, the Administration could include information on the different incremental costs of phasing in the increase from \$4.00 - \$6.00/sq. ft. over time. That would allow for discussion at that meeting and input to be provided to the Hollis School Board to be considered when making a decision at its November meeting. The information could also be provided to the Chairs of the Budget Committees for Hollis and the COOP.

Vice Chairman Fareed noted the analysis identifies both a minimum and maximum price per square foot, and questioned what drives which numbers count on any one property. Superintendent Corey responded it typically is the more space you rent the lower the rate.

Chairman Mann remarked he is not entirely sure there are policies that govern and lay out for a future board when work such as review of revenue and analysis of rental rates should occur. Some of that might be covered in some of the existing policies around facilities, but he is not certain how much policy work has been truly put into physical plant management and governance. He requested the Policy Committee conduct an assessment of that. If possible, he would like an assessment of the situation for the November meeting. If a policy is required work could begin with a goal of having something in place by June.

- Start Time Committee - Update

Ms. Miller informed the Board, at its last meeting, the Committee prepared a short presentation that will cover the work that has been done to date; will identify the options they have decided could not possibly work, two recommendations to put forward, and will discuss next steps. The presentation will be given on October 19th at the COOP School Board meeting, at the Brookline School Board meeting of October 25th, and hopefully at the November 2nd Hollis School Board meeting.

DELIBERATIONS

- To see what action the Board will take regarding Policy EFC – Free and Reduced Priced Lunch Policy; Second Reading

Vice Chairman Lynch commented a request was made to include language in the policy noting paper copies of the application for free/reduced price meals are available.

MOTION BY MEMBER MILLER TO AMEND POLICY EFC – FREE AND REDUCED-PRICE LUNCH POLICY IN THE THIRD PARAGRAPH BY ENDING THE FIRST SENTENCE WITH “ONLINE” AND BY ADDING THE FOLLOWING SENTENCE: “PAPER COPIES ARE AVAILABLE FROM THE FOOD SERVICE OFFICE AND/OR SCHOOL NURSE’S OFFICE.”

MOTION SECONDED BY MEMBER FAREED

MOTION CARRIED

4-0-0

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY EFC – FREE AND REDUCED-PRICE LUNCH POLICY, AS AMENDED

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding Policy EBBB – Accident Reports; First Reading

Vice Chairman Fareed noted the recommendation from the Policy Committee to amend in the first sentence by replacing “teacher to whom the student is assigned” with “staff member who witnessed the accident”. The amendment would bring the policy in line with current practice.

Ms. Miller questioned an instance where a student falls, and the accident was not witnessed. She suggested the amendment should identify the staff member who witnessed or was first to respond to the accident.

Chairman Mann questioned if there is a way to be more specific rather than beginning the policy language with "In case of accident". Vice Chairman Fareed noted the policy deals explicitly with who reports an accident.

The question was raised of whether the word "accident" should be replaced with "incident". Superintendent Corey responded an "accident" is someone becoming injured. There may be an incident that results in an injury. That would be two different things as the incident may involve discipline whereas the accident most likely will not. He added were there an incident that resulted in an injury, the first step is the Nurse for the Accident Report. Once that is done then it is to the Administrator to deal with what occurred.

When asked, he explained further the Accident Report provides the information. It may include an injury. He used the example of a staff member becoming injured, but believing themselves to be fine. That may not be the case two weeks later. From an insurance point of view, the Accident Report is documentation to help with something that may arise later on. The same could occur with a student whose parent believed him/her to be fine, but later in the evening the student no longer presented as fine.

Chairman Mann questioned who would receive this information and act on it. Superintendent Corey stated it tends to be the Nurse because in the case of an injury that is the most qualified person. The Principal becomes aware almost simultaneously. The Principal's role would not start until the Nurse has indicated the individual is okay. If the individual were transported to the hospital, for example, all other action would be on hold. The paperwork would eventually, in some cases, be forwarded to Human Resources as there may be an insurance claim.

Vice Chairman Fareed stated her appreciation for the suggested amendment to the language to identify the staff member who witnessed the accident or the first to respond to the accident. The Policy Committee will work on the appropriate language to cover that scenario.

Chairman Mann questioned how one would evaluate an accident needing a report versus one not requiring a report. He suggested feedback be sought from staff to identify any area they believe to be vague, and could result in difficulties in understanding the requirement for reporting. Superintendent Corey stated *everything* is reported. He noted the policy has been in place since 2006 and functions very well. He is pleased with the effectiveness of the policy and the recommended amendments.

MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY EBBB – ACCIDENT REPORTS, AS AMENDED

**MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED**

- To see what action the Board will take regarding Policy IGBG – Homebound Instruction (replaces Policy IHBF); first reading

MOTION BY MEMBER FAREED TO AMEND POLICY IHBF – HOMEBOUND INSTRUCTION, IN ITS ENTIRETY BY REPLACING IT WITH POLICY IGBG – HOMEBOUND INSTRUCTION, AS PRESENTED WITH THE AGENDA AND ACCEPT THE FIRST READING AS AMENDED

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Vice Chairman Fareed noted Policy IHBF consists of only a few sentences, and does not meet the needs of the District. The Director of Student Services has requested the Board consider adopting the policy currently utilized by the COOP School District, which she believes will provide the necessary support. Assistant Superintendent Bergskaug noted the COOP switched from Policy IHBF to Policy IGBG approximately a year ago.

MOTION CARRIED

- To see what action the Board will take regarding Policy GAA – Job Descriptions; First Reading

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY GAA – JOB DESCRIPTIONS AND THE ACCOMPANYING PROCEDURES
MOTION SECONDED BY MEMBER MILLER**

ON THE QUESTION

Vice Chairman Fareed commented the previous process anticipated that each job description would come before the Board for approval before being provided to staff, which has created an immense backlog.

Superintendent Corey stated the policy, if adopted, would allow the Administration to streamline a process that often evolves during negotiations when categories, responsibilities, etc. may be changed, which is something the current policy would not allow. A number of years back the District utilized the services of a consultant to do extensive work on job descriptions. For whatever reason those revised descriptions were not approved. To date, there are job descriptions that have been approved under CBAs and others that exist and the Administration would like to move to.

This revised policy has been brought before the COOP School Board and the Brookline School Board. It is expected the policy will be brought before the SAU41 Governing Board at its next meeting.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the policies identified in the September 26th Communication from the Policy Committee having a recommendation of “no changes”:

IJOA - Field Trips and Excursions

IKACA - Parent Conferences

IL - Evaluation of Instructional Programs

ILBA - Assessment of Educational Programs

IMAB - Teachers Teaching Their Own Children

IMDA - Patriotic Exercises

IMG - Animals in the Classroom

JEA - Compulsory Attendance Age

JEB - Age of Entrance

JF - Enrollment Policy

JFAA - Admission of Resident Students

MOTION BY MEMBER FAREED THAT THE BOARD ACCEPT THE FIRST READING OF THE POLICIES LISTED AND IDENTIFIED IN THE COMMUNICATION FROM THE POLICY COMMITTEE AS RECOMMENDED FOR FIRST READING WITH “NO CHANGES”

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Ms. Miller questioned language of Policy JF, which reads: “...all students enrolling in school must do so on a full-time basis.” Specifically, she questioned instances where students who are homeschooled attend school in the District for particular subjects.

Vice Chairman noted the sentence begins “It is the policy of the Hollis School District that all students enrolling in school....”, and homeschooled students are not “enrolling in school”.

Assistant Superintendent Bergskaug added the policy ensures accountability for the number of students we call “ours” when reporting to the State.

A brief discussion ensued regarding the possibility of waiving a second and third reading and adopting the policies. The consensus of the Board was that, although no changes were recommended, moving to a second reading would provide additional opportunity for the policies to be viewed and commented on by the public, and would be consistent with the way the Board has handled similar policies in the recent past.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the request to expend the funds necessary to print and mail announcements of the October 27, 2016 Energy Study Public Forum.

MOTION BY MEMBER FAREED TO APPROVE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00) TO COVER THE COST OF PRINTING AND MAILING ANNOUNCEMENTS OF THE OCTOBER 27, 2016 ENERGY STUDY PUBLIC FORUM, AND THAT SAID ANNOUNCEMENTS BE MAILED TO THE TAXPAYERS OF HOLLIS AS IDENTIFIED ON THE MAILING DOCUMENTS PROVIDED BY THE TOWN. SOURCE OF FUNDING IS THE APPROPRIATION APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #4 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 17, 2016 MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Vice Chairman Fareed stated the Board was allotted up to \$100,000 to conduct the study, through passage of the Warrant Article. She remarked a study is useless if not communicated, and spoke of the number of meetings where taxpayers have indicated they were unaware of what was occurring in one instance or another. It is her position when undertaking a significant initiative a direct mail piece must be sent to every taxpayer that can be identified. The Town has already provided a listing of every landowner.

Although allotted up to \$100,000, the agreed upon budget is approx. \$79,000. One of the components of that was \$36,000 budgeted for the two sub-contractors. Those contracts have come in lower than the budgeted amount by several thousand dollars. The project is currently approx. 20% below the up to amount allotted. The request being made is for an expenditure of up to \$2,500 towards efforts to ensure taxpayers are made aware of the presentation that will be made as the impetus for the study was to provide the citizenry-at-large with the knowledge gained through the study.

Ms. St. John noted the amount requested would also cover the cost of flyers, etc., intended to get the word out through a variety of platforms. Chairman Mann stated appreciation for the efforts being made to cast as wide a net as possible. He noted the expenditure is an appropriate use of the funds. Vice Chairman Fareed spoke of the number of avenues being pursued that do not have a cost impact, but instead require sweat equity.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the Energy Study Working Group (ESWG) Invoices for Approval

Chairman Mann stated the invoice covers professional consulting services for the period of August through September. The itemized detail has been distributed (copy attached).

MOTION BY MEMBER FAREED TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC IN THE AMOUNT OF SEVENTEEN THOUSAND SEVEN HUNDRED THIRTY FIVE DOLLARS AND THIRTY FIVE CENTS (\$17,735.35) FOR PROFESSIONAL CONSULTING SERVICES PROVIDED AUGUST THROUGH SEPTEMBER AND RELATED TO THE HOLLIS SCHOOLS ENERGY STUDY. SOURCE OF FUNDING IS THE APPROPRIATION APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #4 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 17, 2016 MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Chairman Mann spoke of the Board's practice relative to approval of invoices, which includes not only approving the invoices during a public meeting, but also keeping the public informed of the deliverables associated with each invoice, status of the project, etc.

Vice Chairman Fareed spoke of the documentation provided by the consultants that allows the Board to track costs against deliverables, dates, people, etc. She stated her belief the process is tight.

MOTION CARRIED

4-0-0

NON-PUBLIC SESSION

**MOTION BY MEMBER MILLER 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 AND RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF
MOTION SECONDED BY MEMBER FAREED**

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

Yea: Michele St. John, Laurie Miller, Robert Mann, Tammy Fareed

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Nay:

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MOTION CARRIED

The Board went into non-public session at 8:06 p.m.

The Board came out of non-public session at 8:24 p.m.

ADJOURNMENT

MOTION BY MEMBER FAREED TO ADJOURN

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

4-0-0

The October 5, 2016 meeting of the Hollis School Board was adjourned at 8:25 p.m.

Date _____ Signed _____