

1 **HOLLIS SCHOOL BOARD**
2 **JUNE 2, 2021**
3 **MEETING MINUTES**

4
5 A regular meeting of the Hollis School Board was conducted on Wednesday, June 2, 2021, at 6:00 p.m. at the
6 Hollis Upper Elementary School.

7
8 Tammy Fareed, Chairman, presided:

9
10 Members of the Board Present: Amy Kellner, Vice Chairman
11 Brooke Arthur, Secretary
12 Robert Mann (arrived at 6:03 p.m.)
13 Carryl Roy
14

15 Members of the Board Absent:

16
17 Also Participating: Andrew Corey, Superintendent
18 Bob Thompson, Assistant Superintendent of Student Services
19

20
21 **AGENDA ADJUSTMENTS**

22
23 A request was made to include, under Deliberations, Board action on the Administration's recommendations for
24 use of the Hollis School Buildings, SAU Building, and Water System Expendable Trusts, which are the subject
25 of the Public Hearing.

26
27 An additional request was made to include, under Deliberations, authorizing the Superintendent to hire, accept
28 resignations, and terminate staff during the summer months.

29
30 *There being no objection, the agenda was amended, as requested.*

31
32 **CORRESPONDENCE/RESIGNATIONS/NOMINATIONS**

33
34 The Board was informed of a letter of Intent to Retire received from Sophie Merrill from her position as Speech
35 Language Assistant at the Hollis Primary School (HPS), effective at the completion of the 2020-2021 school
36 year. In her letter, she spoke of being fortunate to have had the opportunity to continue her career in education
37 at HPS.

38
39 **MOTION BY MEMBER ROY TO ACCEPT, WITH REGRET, THE LETTER OF INTENT TO**
40 **RETIRE RECEIVED FROM SOPHIE MERRILL, EFFECTIVE AT THE END OF THE 2020-2021**
41 **SCHOOL YEAR**

42 **MOTION SECONDED BY MEMBER KELLNER**

43 **MOTION CARRIED**

44 **5-0-0**

45
46 The Board was informed of a letter of resignation received from Monica Embree. In her letter, she notes she
47 and her Husband will be relocating to Kentucky at the end of this school year.

1 **MOTION BY MEMBER ROY TO ACCEPT, WITH REGRET, THE RESIGNATION OF MONICA**
2 **EMBREE FROM THE POSITION OF SPEECH PATHOLOGIST AT THE HOLLIS PRIMARY**
3 **SCHOOL, EFFECTIVE AT THE END OF THE 2020-2021 SCHOOL YEAR**
4 **MOTION SECONDED BY MEMBER MANN**
5 **MOTION CARRIED**

6 **5-0-0**

7
8 Superintendent Corey informed the Board of a letter received from the Town of Hollis notifying the district that
9 the Planning Board has approved a two-house subdivision along Proctor Hill Road and Love Lane. The shared
10 driveway will cross over the water lines owned by the district. Lance Finamore, Facilities Director, and Town
11 employees will be present along with the developers on the day the work is done.

12
13 The water lines feed the Hollis Brookline Middle School and some of the Monument Square area and are well
14 documented. A pre-construction meeting will be scheduled. Asked if school would be in session during the
15 work, Superintendent Corey stated his anticipation it would not (working over summer), but that is not
16 guaranteed.

17
18 Superintendent Corey spoke of the lawsuit concerning the wearing of masks, which was filed against all four
19 entities that make up SAU 41. Legal counsel intends to file a Motion to Dismiss. Once filed, a copy will be
20 provided to the Chairman who can then distribute to Board members. A preliminary hearing is scheduled for
21 Friday.

22
23 Assistant Superintendent Thompson informed the Board, during the weekly call with Dr. Chan, State
24 Epidemiologist, NH DHHS, announced was the lifting of guidance around outdoor masking. The SAU will be
25 able to end the outdoor masking procedures. Further changes are in discussion and could be coming in the next
26 few weeks. Families will be notified that the district is moving to a model where masks are not required during
27 outdoor activities (parent choice). Building principals will work with parents who want their children to wear
28 masks during these times, e.g., recess, outdoor classroom time, and end-of-year events including field day,
29 commencement ceremonies, and graduations.

30
31 Asked if the action complies with the Memorandum of Agreement instituted last September, Assistant
32 Superintendent Thompson responded it is a change in some of the language; however, it was indicated in the
33 MOA and throughout the year that we follow the recommendations of DHHS, and that the entry plan created
34 back in August is a fluid document.

35
36 Superintendent Corey noted the district started the year without masks at recess. Following the first case,
37 DHHS required the entire classroom to be quarantined. Once learning that would be the situation, the
38 procedure changed. He has been in contact with the unions, and they are aware this was likely coming about.
39 He spoke of concern with the temperatures expected to be reached in the coming week.

40
41 Superintendent Corey noted the district is ready to move forward this summer with HSMART. He spoke of
42 appreciation of the encumbering of funds to cover the cost of replacing Air Handler #3. Beginning June 14th,
43 tree cutting for the access road to the new cistern will be done (will sit in dirt area between HPS and HUES).
44 Asked if there are any implications around the electrical easement located between the two buildings, he stated
45 there is not. The cistern (for sprinkler system) will be located some 30-40 yards off Drury Lane, underground
46 with a shed-type structure covering the area. The plan was vetted by the State Fire Marshall.

1 **APPROVAL OF MINUTES**

2
3 Hollis School Board [May 5, 2021](#)

4
5 **MOTION BY MEMBER ARTHUR TO ACCEPT, AS PRESENTED**
6 **MOTION SECONDED BY MEMBER KELLNER**
7 **MOTION CARRIED**
8 **5-0-0**

9
10 Hollis School Board - **Workshop** [May 11, 2021](#)

11
12 *The following amendments were offered:*

- 13
14 Page 2, Line 30; replace “has” with “as”
15 Page 11, Line 5; replace “there” with “they”
16 Page 11, Line 16; delete “when” before “we do”
17

18 **MOTION BY MEMBER ARTHUR TO ACCEPT, AS AMENDED**
19 **MOTION SECONDED BY MEMBER ROY**
20 **MOTION CARRIED**
21 **5-0-0**

22
23 **COMMITTEE APPOINTMENTS**

- 24
25 • SAU Health Insurance Study Group
26 • SAU Rent Evaluation Sub-Committee
27 • SAU Compensation Sub-Committee
28

29 Member Mann will lead the 41 Lund Lane Lease Study representing the district both as an owner of the
30 property and on the SAU Governing Board side as a leader on the question of what the SAU needs are and the
31 alternatives.

32
33 Chairman Fareed questioned if members had a particular interest in serving on either of the other two sub-
34 committees. Chairman Fareed offered to serve on the SAU Health Insurance Study Group. Members Arthur
35 and Mann volunteered to serve on the SAU Compensation Sub-Committee.
36

37 **PUBLIC HEARING**

38
39 **MOTION BY MEMBER ROY THAT THE BOARD RECESS UNTIL THE CONCLUSION OF THE**
40 **PUBLIC HEARINGS ON THE MAINTENANCE TRUST FUNDS**
41 **MOTION SECONDED BY MEMBER MANN**
42 **MOTION CARRIED**
43 **5-0-0**

44
45 *The Board recessed at 6:22 p.m.*
46 *The Board reconvened at 6:52 p.m.*
47

48 **PUBLIC INPUT** - None

1 **PRINCIPALS' REPORT**
2

3 Superintendent Corey highlighted items from the report, which was included as part of the [agenda](#) packet.
4

5 On January 13th third grade students (Team Spider) proposed the Daring Jumping Spider (*Phidippus audax*) to
6 be named the New Hampshire State spider to the State District Representatives. They were successful. The
7 Governor Sununu will visit the Hollis Primary School (HPS) for a Bill signing on June 11th. The time is not yet
8 known.
9

10 Both buildings have continued with their positive reward systems.
11

12 Vice Chairman Kellner asked for clarification of the 2nd grade enrollment cited. It was explained the
13 "Remote/In-person: 4/16" references 4 remote and 16 in-person students being taught by a teacher sitting in the
14 room (Zoom in Room).
15

16 Chairman Fareed spoke of having watched the enrollment numbers over the past few years with particular
17 interest. Many families have chosen homeschooling this year. The Administration is planning on these
18 students returning next year. Overall we have 17% of the current enrolled students in remote. That is a
19 significant number of students in remote learning. She stated the importance of maintaining and supporting that
20 cohort of students as we have. Twenty three percent of 5th grade students and 32% of 6th grade students are in
21 remote learning.
22

23 Asked if the district will continue a remote learning option as we move into September, Superintendent Corey
24 stated, at this point, the district will have remote learning for students who have medical needs that would
25 compromise them if being in school. The goal is to be in-person. He and Assistant Superintendent Thompson
26 have begun the work on next year's re-opening plan. If the Board meets in the month of July that will be
27 discussed. If remote must be offered, it would be looked at. That was a difficult sticking point between the
28 unions and the district and will require some dialogue.
29

30 **DISCUSSION**
31

32 • FY2021
33

34 Projected, as of 5-17-21, is an FY21 Unassigned Fund Balance (UFB) of \$550,849. Reducing from that,
35 allocations to the Maintenance Trust (\$120,000), Building Trust (\$23,970), Special Education Trust (\$25,000)
36 and Retained Fund Balance (\$284,000) results in a projected fund balance of \$97,879. The funds to cover the
37 cost of Air Handler #3 have been encumbered.
38

39 Superintendent Corey spoke of the amount identified for Retained Fund Balance noting it was increased to the
40 maximum last year during COVID. He believes it appropriate, once the auditors have completed their work, to
41 discuss whether that number should be maintained. Traditionally, the amount has been closer to \$180,000 -
42 \$200,000. Reducing that number would result in an increased UFB. Asked if the intent is to return the UFB to
43 the tax base, Superintendent Corey stated it is.
44

45 Superintendent Corey acknowledged the work of the Assistant Business Administrators, Donna Smith and
46 Linda Sherwood and the Business Administrator, Kelly Seeley for the yeoman's work they do in managing the
47 budgets.

1 ● HSMART Building Project Update

2
3 The project is ready to proceed. Special education programs will be conducted at the Hollis Brookline Middle
4 School again this year to ensure safety on campus given the number of moving parts. Extensive work will be
5 done at HPS with the installation of the sprinkler system and at HUES on the unit ventilators in the classrooms.
6 The completion of that work will result in improvements to the entire ventilation system and a much more
7 efficiently run heating system. At the end of the project, all of this will be tied into a central database that can
8 be adjusted remotely, e.g., heating controls, provide notification of maintenance issues, etc. Some visual work
9 will be seen on the 14th and several deliveries that week. During the following week, a good number of people
10 will be onsite.

11 ● Diversity, Equity, and Inclusion Follow-Up from School Board Workshop

12 Superintendent Corey spoke of the workshop conducted on May 11th. He questioned the direction the Board
13 wished to provide.
14

15
16 Member Arthur spoke of notification received by the Policy Committee that the policy review by the New
17 Hampshire School Board Association (NHSBA) is slated for next summer (waiting list for comprehensive
18 review of policies).
19

20
21 Chairman Fareed commented that is an effort the Board had expected valuable information to be gained
22 through. Superintendent Corey suggested the Board reach out to its legal counsel for this work. Although the
23 NHSBA is looked to as a cost-effective direction, it is beneficial to have the person who would be defending
24 you in court be the one who works with the policy. With the permission of the Board, he will reach out to
25 Drummond Woodsum and connect with Member Arthur as the Chair of the Policy Committee to determine if
26 there is availability over the summer months to review a grouping of policies believed essential for this work.
27 The intent would be to review the policies for compliance with current RSAs, and provide recommendations,
28 etc. Asked for an estimated cost, Superintendent Corey remarked a paralegal receives around \$165/hour.
29 Should the Board meet during July, the expenditure could be discussed/approved.
30

31 It was stressed this work is a review of the policies not a request to make any changes to policy. The only entity
32 that can adopt policy is the School Board.
33

34 Member Arthur questioned if the first objective identified by the Superintendent was for a review of policies
35 and procedures as they relate to the document. She questioned whether legal counsel would be asked to review
36 procedures as well. Superintendent Corey suggest starting with policy to understand what the potential cost is,
37 and then determine a direction. Noted was that handbooks are the responsibility of the principals and are
38 updated on a yearly basis. That could be looked at as well.
39

40 Member Arthur spoke of objective #2 regarding how the district is not changing curriculum, but perhaps how
41 we teach some of the lessons. Part of that discussion was around professional development. She questioned if
42 an action item around that professional development could be identified.
43

44 Superintendent Corey spoke of work being done by Assistant Superintendent Bergskaug around professional
45 development required based on current law. The first Retreat is schedule for June 24th. A framework can be
46 worked on for a potential July meeting. The Strategic Plan is already in process. He will assign that work to
47 himself and Assistant Superintendent Bergskaug. Work is being finalized on the Portrait of a Cavalier. Where
48 input and guidance will be needed is in how the Board wants the objectives in Hollis to be written around this
49 topic.

1
2 Regarding programming pieces, he has put that item back to the principals for input.

3
4 The last two pieces fall under the leadership team, SAU, Principals and Assistant Principals; having the Choose
5 Love Program conversation together and getting them on board around courageous conversations and how to
6 maximize those.

7
8 A framework should be able to be presented in July, which would help the Board begin to determine the
9 direction it desires. The Strategic Plan is that roadmap. The 2nd Retreat is scheduled for August 16th and 17th.
10 It is then that the principals would be required to provide the goals that would be presented to the Board in
11 September.

12
13 **DELIBERATIONS**

- 14
15 • To see what action the Board will take regarding authorizing the Superintendent to hire, accept resignations
16 and terminate staff during the summer months

17
18 **MOTION BY MEMBER MANN TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT
19 RESIGNATIONS, AND TERMINATE STAFF DURING THE SUMMER MONTHS BEGINNING AT
20 THE CONCLUSION OF THE SCHOOL BOARD'S JUNE MEETING AND REQUIRE
21 NOTIFICATION TO THE BOARD OF SUCH ACTIONS**

22 **MOTION SECONDED BY MEMBER ROY**

23 **MOTION CARRIED**

24 **5-0-0**

- 25
26 • To see what action the Board will take regarding the policy memo submitted by the Policy Committee

27
28 **Policy IHAMA – Teaching About Alcohol, Drugs, and Tobacco**

29 1st Reading: 4-7-21

30 2nd Reading: 5-5-21 (as amended)

31 *Given its third reading;*

32
33 **MOTION BY MEMBER ARTHUR TO ACCEPT THE THIRD READING AND ADOPT POLICY
34 IHAMA – TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO**

35 **MOTION SECONDED BY MEMBER ROY**

36
37 **ON THE QUESTION**

38
39 The Policy Committee discussed removal of “and like suspensions” in the second paragraph. Officer Bergeron
40 was consulted regarding terminologies utilized.

41 **MOTION CARRIED**

42 **5-0-0**

1 **Policy ADC** – Prohibition Regarding Use and Possession of Tobacco Products, E-Cigarettes, and
2 E-Liquids in and on School Facilities and Grounds

3 1st Reading: 4-7-21

4 2nd Reading: 5-5-21 (as amended)

5 *Given its third reading;*

6
7 **MOTION BY MEMBER ARTHUR TO AMEND IN THE SECOND PARAGRAPH UNDER SECTION**
8 **“D” BY DELETING THE WORD “CALL”, ACCEPT THE THIRD READING AND ADOPT POLICY**
9 **ADC –PROHIBITION REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-**
10 **CIGARETTES, AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS, AS**
11 **AMENDED**

12 **MOTION SECONDED BY MEMBER MANN**

13 **MOTION CARRIED**

14 **5-0-0**

15
16 **Policy GBED** – Prohibition Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in
17 and on School Facilities and Grounds

18
19 **MOTION BY MEMBER ARTHUR TO RESCIND POLICY GBED – PROHIBITION REGARDING**
20 **USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON**
21 **SCHOOL FACILITIES AND GROUNDS**

22 **MOTION SECONDED BY MEMBER MANN**

23
24 ON THE QUESTION

25
26 Policy GBED was being rescinded as it will be replaced with Policy ADC.

27 **MOTION CARRIED**

28 **5-0-0**

- 29
30
 - To see what action the Board will take regarding the Appointments to the SAU 41 Sub-Committees as
31 discussed

32
33 **MOTION BY MEMBER ROY TO APPROVE THE APPOINTMENTS BY THE CHAIR AS STATED**

34 **MOTION SECONDED BY MEMBER MANN**

35 **MOTION CARRIED**

36 **5-0-0**

- 37
38
 - To see what action the Board will take regarding the Appointments to the Board’s Collective Bargaining
39 Team(s) for HEA and HESSA Negotiations

40
41 Chairman Fared appointed herself and Member Mann to serve on the Hollis Education Association (HEA)
42 Collective Bargaining Team and Members Kellner and Roy on the Hollis Education Support Staff Association
43 (HESSA) Collective Bargaining Team.

**MOTION BY MEMBER MANN TO APPROVE THE APPOINTMENTS BY THE CHAIR AS STATED
MOTION SECONDED BY MEMBER ROY**

ON THE QUESTION

Chairman Fareed noted the teams are supported by a long-time labor attorney who has worked for the Town as well. The team members, as individuals, do not represent the district or the taxpayers in these sessions without strong legal counsel along with senior staff.

Member Mann suggested the opportunity be provided for input from the Budget Committee regarding items they wish focus to be put on as part of the negotiation strategy. Our negotiating teams need to understand the final date that the Budget Committee will accept finalized language for their review/support.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the Administration’s recommendation for the Hollis School Buildings Expendable Trust Fund

HUES Playground Field Fencing	\$ 13,000
Playground Structure Fencing	<u>10,000</u>
HUES Sub-Total	\$ 23,000

HPS Classroom Flooring Phase II	\$ 50,500 (Finish Phase I, Grades 2 and 3)
Roof Drain Cleaning	2,000
Sanitary Sewer Evaluation	2,000
Gym Wall Mats/Closet Doors	<u>37,000</u>
HPS Sub-Total	\$ 91,500

TOTAL: \$114,500

Current Balance:	\$132,509
To be added in FY22:	120,000
FY22 Expenditures	<u>114,500</u>
FY22 Ending Balance:	\$138,009 (Anticipated)

**MOTION BY MEMBER KELLNER TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED ONE HUNDRED FOURTEEN THOUSAND FIVE HUNDRED DOLLARS (\$114,500) FROM THE HOLLIS SCHOOL BUILDINGS EXPENDABLE TRUST FUND FOR THE PURCHASE OF THE MAINTENANCE ITEMS IDENTIFIED DURING THE PUBLIC HEARING
MOTION SECONDED BY MEMBER ROY**

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the Administration’s recommendation for the SAU Building Expendable Trust Fund

Bathtub to Hallway – **Estimated cost up to \$15,000**

Current Balance:	\$56,972
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To be added in FY22:	23,970
FY22 Expenditures	<u>15,000</u>
FY22 Ending Balance:	\$65,942 (Anticipated)

MOTION BY MEMBER KELLNER TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED FIFTEEN THOUSAND DOLLARS (\$15,000) FROM THE SAU BUILDING EXPENDABLE TRUST FUND FOR THE RENOVATION DETAILED DURING THE PUBLIC HEARING

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Member Mann questioned the disposition of this motion given the expectation additional information will be provided the Board at a later meeting around the possibility of additional work.

Superintendent Corey recommended the motion be voted on understanding this is the amount that will cover the cost of having the bathtub removed and a hallway put in. That work would be delayed until the July meeting during which the requested information on a larger scale project can be provided. There is the potential, at that time, that an additional dollar amount could be allocated. Should the larger project scope not be approved, the funds for the initial proposal will already be encumbered and available.

MOTION CARRIED

5-0-0

Hollis School District Water System Expendable Trust

The FY21 request was to utilize the Trust for an emergency replacement of a Rocky Pond Pump House pump. **Cost \$4,758.**

Current Balance:	\$40,112
To be added in FY22:	0
FY21 Expenditures:	<u>4,758</u>
FY22 Ending Balance:	\$35,354 (Anticipated)

MOTION BY MEMBER KELLNER TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED FOUR THOUSAND SEVEN HUNDRED FIFTY-EIGHT DOLLARS (\$4,758) FROM THE HOLLIS SCHOOL DISTRICT WATER SYSTEM EXPENDABLE TRUST FUND TO COVER THE COST OF AN EMERGENCY REPLACEMENT OF A ROCKY POND PUMP HOUSE PUMP

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

5-0-0

Member Roy thanked Assistant Superintendent Thompson for his service to the community-at-large noting this to be his last meeting with the Hollis School Board.

1 **ADJOURNMENT**

2
3 **MOTION BY MEMBER MANN TO ADJOURN**
4 **MOTION SECONDED BY MEMBER ROY**
5 **MOTION CARRIED**
6 **5-0-0**

7
8 *The June 2, 2021, meeting of the Hollis School Board was adjourned at 7:34 p.m.*

9
10
11
12
13 Date _____ Signed _____

DRAFT