

Hollis School Board
Wednesday, June 2, 2021
Hollis Upper Elementary School
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 – May, 2021
Committee Appointments – SAU Committees
Insurance, Lease, Compensation
- 6:15 The Board will recess to hold the **Public Hearing** on the Maintenance Trust requests.
- 6:25 Public Input
- 6:40 Principal's report
- 6:50 Discussion
- Fiscal Year 2021
 - HSMART building project update
 - Diversity, Equity and Inclusion follow up from School Board workshop
- 7:40 **Deliberations**
- **To see what action the Board will take regarding the Policy memo submitted by the policy committee**
 - **To see what action the Board will take regarding the appointments to the SAU committee as discussed**
 - **To see what action the Board will take regarding the appointments to the Board's collective bargaining team(s) for HEA and HESSA negotiations**
- 7:55 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Administrative Compensation Discussion
- 8:00 Motion to adjourn

Hollis School District
 Administrative Report
 June 2021

Calendar, Events, Programs:

- HPS - June 11th - Last Day of Preschool
- HPS - June 16th (17th Rain Date) - Field Day
- HUES - June 17th - Promotion / June 18th Rain Date
- HPS/HUES - June 18th - Last Day of School (½ day)

Building & Grounds:

- HUES:
 - HUES is still looking for a part-time custodian
 - Playground Inspection Conducted
 - Summer Work Review and cleaning planning is underway
- HPS:
 - Playground Inspection Conducted
 - Summer Review of work to be done over the summer

Staffing & Students:

- HPS - We hope to have ALL students in the building for Field Day! We would love to support the social/emotional well being of our students by having ALL students on site for Field Day!
- HPS - Students continue to move to in person learning as the year comes to a close.
- HPS - The Governor WILL be visiting HPS to sign the Spider Bill into LAW! We are working on a date and as soon as it is confirmed we will notify the board and community!
- HPS - Student and Staff Royal Respect awards are given daily for those who are spotted following the school rules - "Respect Yourself, Respect Others, and Respect Property."
- HPS/HUES - We continue to work on interviewing and posting any open positions for the 21/22 SY!
- HUES - Plans are underway for a live promotion ceremony with limited guests on June 17th
- HPS/HUES - Plans are underway for safe transition activities for our 3rd into 4th grade students
- HUES - We will be having field week during the last week of school with all of our students being able to participate both remotely and in-person.
- HUES - NHSAS testing continues for all students in ELA/Math and for 5th Science as well
- HUES - We are celebrating all our social/emotional learning with WING awards each month. Students love seeing their WINGS grow and we are very proud of all their efforts.

Enrollment Snapshot for May 2021:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK Intensive Needs	3	4	89 total 12 remote 77 at HUES
PreK 3	5	5	94 total 22 remote 71 at HUES
PreK 4	10	6	103 total 33 remote 70 at HUES

K	69 61 at HPS 8 remote		
1	75 60 at HPS 15 remote		
2	94 90 at HPS 4/16 remote/inperson class		
3	82 70 at HPS 12 Remote		
<p>Total Hollis School District Enrollment: 624 District In-Building total: 518 District Remote total: 106</p>			

Hollis School District
Monthly Enrollment Breakout
June 2021

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (5/26/21)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	5	0	5
Pre – K 4 year olds		1		10	0	10
Prek Intensive Needs		1		3	0	3
<i>Drop in Speech Services Only</i>				10	0	10
Kindergarten	18	5	100	69	0	In Building: 8, 17, 18, 18** Remote: 8
Grade 1	18	5	75	75	-1	In Building: 7, 17,18, 18 Remote: 15
Grade 2	20	5	99	94	-1	In Building: 17, 18, 19, 20 Remote/In person: 4/16
Grade 3	20	5	88	82	-1	In Building: 13, 19, 19, 19 Remote: 12
HPS Totals		23 classes	380	338		In Building total: 299 Remote total: 39
Grade 4	23	4	91	89	0	In-Building: 22, 23, 23, 9 Remote:12
Grade 5	23	5 sections 6 teachers	102	94	0	In-Building: 17, 18, 18, 19 Remote: 22 (2 teachers)
Grade 6	23	7	101	103	-1	In-Building: 17, 18, 18, 18 Remote: 15, 17
HUES Totals		16 classes	294	286		In-Building total: 219 Remote total: 67
HSD Totals		39 classes	674	624		District In-Building total: 518 District Remote total: 106

* denotes class sizes over policy expectations

**Class has a student in the self contained program

Enrollment History:

	HPS	HUES
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School Year	September Starting Enrollment Numbers	September Starting Enrollment Numbers
2020	336	283
2019	344	299
2018	344	327
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

Hollis School District

FY21

as of 5/17/2021

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 4,141,437	\$ 2,749,671	\$ 1,117,816	\$ 273,950
Special Education	\$ 1,567,853	\$ 1,225,040	\$ 339,138	\$ 3,675
Student Support Services	\$ 1,040,505	\$ 704,226	\$ 257,067	\$ 79,212
Instructional Staff Support	\$ 510,701	\$ 345,269	\$ 123,414	\$ 42,018
School Board/SAU Assessment	\$ 686,485	\$ 538,664	\$ 52,821	\$ 95,000
School Administration	\$ 690,769	\$ 534,763	\$ 120,450	\$ 35,556
Facilities	\$ 933,221	\$ 692,534	\$ 188,316	\$ 52,370
Transportation	\$ 637,568	\$ 375,767	\$ 119,176	\$ 142,625
Benefits	\$ 3,030,766	\$ 2,119,332	\$ 745,426	\$ 166,008
HSMART Related	\$ -	\$ 8,295	\$ 430,804	\$ (439,099)
Debt Service	\$ 690,149	\$ 649,694	\$ -	\$ 40,455
Transfers	\$ 568,970	\$ 168,970	\$ 356,471	\$ 43,529
TOTAL	\$ 14,498,423	\$ 10,112,224	\$ 3,850,900	\$ 535,299
Plus FY20 Expense Carryover	\$ 125,492	\$ 39,802	\$ 12,431	\$ 73,259
TOTAL FY20 + FY21	\$ 14,623,915	\$ 10,152,026	\$ 3,863,331	\$ 608,557

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 10,995,202	\$ 9,995,202	\$ 1,000,000	\$ -
Adequacy Aid Grant/Tax	\$ 2,578,635	\$ 2,079,422	\$ 499,213	\$ -
State				
Special Education Aid				\$ -
Building Aid				\$ -
Food Service	\$ 3,000	\$ 2,952	\$ -	\$ (48)
Federal				
Grants	\$ 170,000	\$ 93,166	\$ 76,834	\$ 0
Food Service	\$ 34,000	\$ 167,420	\$ 12,500	\$ 145,920
Medicaid	\$ -	\$ 29,284	\$ 500	\$ 29,784
Local				
Tuition	\$ 28,000	\$ 8,496		\$ (19,504)
Food Service Sales	\$ 193,000	\$ 3,299	\$ 300	\$ (189,401)
Other	\$ 30,000	\$ 78,799		\$ 48,799
Less: Maint. Trust	\$ 120,000		\$ 120,000	\$ -
Less: SAU Building Trust	\$ 23,970		\$ 23,970	\$ -
Less: SPED Trust	\$ 25,000		\$ 25,000	\$ -
FY20 Carryover	\$ 125,492		\$ 52,233	\$ (73,259)
Fund Balance Adjustments	\$ 581,616		\$ 581,616	\$ -
Less Retained Fund Balance	\$ (284,000)		\$ (284,000)	\$ -
TOTAL REVENUE	\$ 14,623,915	\$ 12,458,040	\$ 2,108,166	\$ (57,709)

Total Expense Balance \$ 608,557

Total Revenue Balance \$ (57,709)

Unreserved Fund Balance \$ 550,849

Anticipated Reductions to Unreserved Fund Balance

	Needs for FY21
Maint. Trust	\$ 120,000
Building Trust	\$ 23,970
SPED Trust	\$ 25,000
Retained Fund Balance	\$ 284,000
Total Reductions	\$ 452,970

Projected Fund Balance

\$

97,879

Explanation of budget balances on current expense report

5/17/2021

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 273,950	Hiring Savings and effects of Covid-19
1200	Special Education	\$ 3,675	Tuition costs lower than expected; other costs higher
2100	Student Support Services	\$ 79,212	Contracted services lower than expected
2200	Instructional Staff Support	\$ 42,018	Savings due to effects of Covid-19
2300	School Board/SAU Assessment	\$ 95,000	
2400	School Administration	\$ 35,556	New hire savings and various small savings
2600	Facilities	\$ 52,370	Open position and various small savings
2700	Transportation	\$ 142,625	Recalculated bus route savings
2900	Benefits	\$ 166,008	Benefits lower than expected primarily due to health insurance choices
4200	HSMART Related	\$ (439,099)	HSMART related expense
5100	Debt Service	\$ 40,455	HSMART lease came in less than expected
5200	Transfers	\$ 43,529	Food service transfer lower than expected
		\$ 535,299	

General explanation of what is included in each account category

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

Hollis School District
Expendable Trust: Public Hearing
June 2, 2021

Hollis School Buildings Expendable Trust

Background

Principals Paula Izbicki and Candi Fowler identified several needed repairs/improvements for their respective buildings during the budget process. At the FY22 Budget Hearing, the Hollis Budget Committee recommended along with the Hollis School Board that the funding source for these particular items be the Hollis School Building Expendable Trust.

FY22 Requested Items and Estimated Cost

HUES	Playground Field Fencing	\$ 13,000	
	Playground Structure Fencing	\$ 10,000	
	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	\$ 37,000	
	HPS Sub-Total	\$ 91,500	
	Total	\$114,500	

Hollis School Building Expendable Trust Status

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

SAU Building Expendable Trust

Background

Since many of the needed improvements to the building at 4 Lund Lane are dependent on the barn renovation, nothing was presented for FY22. Now that the warrant wasn't pursued for FY22, the proposal for this trust is to remove the bathtub in the SAU building and replace it with a hallway so that one office is not the egress for 5 other employees.

FY22 Request: Bathtub to Hallway - Estimated Cost up to: \$15,000

SAU Building Expendable Trust Status

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

HSD Water System Expendable Trust

FY21 Request: To use the Trust for the emergency replacement of a Rocky Pond Pump House pump. **Cost: \$4,758.**

There are no plans at this time to use any of these funds in FY22.

Water System Expendable Trust Status

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

HSD Special Education Expendable Trust

There are no plans at this time to use any of these funds in FY22.

Special Education Expendable Trust Status

Current Balance:	\$ 50,041
To be added in FY22:	\$ 25,000
FY22 Expenditures:	\$ <u>0</u>
FY22 Ending Balance:	\$ 75,041 (Anticipated)

Hollis School Board Policy Committee

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: May 17, 2021

The HSB Policy Committee makes the following recommendations for the June 2, 2021 School Board meeting:

Present for a *Third Reading & Adopt*:

1. IHAMA: Teaching About Alcohol, Drugs, and Tobacco
2. ADC: Prohibition Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids in and on School Facilities and Grounds

Present to be *Rescinded*:

1. GBED: Prohibition Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds

FAC: Rental of Property: On hold until the fall

IHAMA

TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

Category R

See also:ADC

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information shall be available through the principal's office, school nurses' office, and guidance offices.

As part of the health education program for grades K-6, the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, devices, e-cigarettes, e-liquid, and liquid nicotine ~~and like suspensions~~, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the Hollis School District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

Comment [1]: This phrase was struck for 2nd reading, but board requested policy committee to discuss whether to strike or include at May Policy Committee before bringing back for 3rd reading.

RSA 126-K:8, Youth Access to and Use of Tobacco Products, Special Provisions

RSA 189:10, Studies

RSA 189:11-d, Drug and Alcohol Education

RSA 193-E:2-a, Substantive Educational Content of an Adequate Education

Ed 306.40, (b)(2) a –Health Education Program

1st Reading: October 20, 2005

2nd Reading: February 14, 2006

Adoption: March 9, 2006

1st Reading: April 7, 2021 (as amended)

2nd Reading: May 5, 2021 (as amended)

3rd Reading: June 2, 2021

Category R

PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time

“Tobacco product(s)” means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes as well as any other product or item included in RSA 126-K:2, XI.

“Device” means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

“E-cigarette” means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that may or may not contain nicotine or e-liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

“E-liquid” means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

“Liquid nicotine” means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any Tobacco product, Device, E-cigarette, E-liquid, or Liquid nicotine in any Facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any Tobacco product, Device, E-cigarette, E-liquid, or Liquid nicotine in any Facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public shall use any Tobacco product, Device, E-cigarette, E-liquid, or Liquid nicotine in any Facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Building administration, and where appropriate, other site supervisor or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of Tobacco products, Device, E-cigarette, E-liquid, or Liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may ~~call~~ contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, Facilities and school vehicles stating that the use of Tobacco products is prohibited.

Legal References

RSA 155:64 - 77(Indoor Smoking Act)

RSA 126-K:2, Definitions

RSA [126 - K](#):6 (Possession and Use of Tobacco Products by Minors)

RSA [126 K](#):7 (Use of Tobacco Products on Public Educational Grounds Prohibited)

1st Reading: June 1, 2016 (amended)

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1st Reading: May 1, 2019 (as amended)

2nd Reading: June 5, 2019

3rd Reading: August 7, 2019

Adopted: August 7, 2019

1st Reading: April 7, 2021 (as amended)

2nd Reading: May 5, 2021 (as amended)

3rd Reading: June 2, 2021

Category P

See also [ADB](#), [ADC](#), [GBEC](#) and [JICG](#)

TOBACCO PRODUCTS BAN

USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

No person shall use any tobacco product in any facility maintained by the Hollis School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to

disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All other persons

No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

Statutory References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

1st Reading: July 12, 2005

2nd Reading: October 20, 2005

Adoption: March 9, 2006

Reviewed:

1st Reading: June 1, 2016

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016