

**HOLLIS SCHOOL BOARD
AUGUST 2, 2017
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, August 2, 2017 at 6:02 p.m. at the Hollis Upper Elementary School.

Vice Chairman Tammy Fareed presided:

Members of the Board Present: Michelle St. John, Secretary
Tom Enright
Laurie Miller (arrived at 6:05 p.m.)

Members of the Board Absent: Robert Mann, Chairman

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent

AGENDA ADJUSTMENTS

A request was made to adjust the agenda by adding Board action on Policy JICJ – Communication Devices, under Deliberation.

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

APPROVAL OF MEETING MINUTES

Hollis School Board June 7, 2017

The following amendments were offered:

- Page 3, Line 53; delete the word “day” following “(PD)”
- Page 4, Line 3; delete “that” before “authentic”
- Page 5, Line 30; replace “they” with “then” following “athletics and”
- Page 8, Line 34; insert “time,” after “At this”

**MOTION BY MEMBER ST. JOHN TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER ENRIGHT
MOTION CARRIED
3-0-0**

Hollis School Board – Public Hearing – Expendable Trust Funds. June 7, 2017

**MOTION BY MEMBER ENRIGHT TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
3-0-0**

Hollis School Board – Public Hearing – March 21, 2017 Election June 7, 2017

**MOTION BY MEMBER ENRIGHT TO ACCEPT AS PRESENTED
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
3-0-0**

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

At its June 7, 2017 meeting the Board provided the Superintendent the authority to hire during the summer months.

Superintendent Corey informed the Board of the following new hires:

Heidi Moore, Case Manager, Hollis Upper Elementary School (HUES). Ms. Moore comes from the Nashua School District. She has her Bachelors and 11 years of experience.

Jesse Parent, Music Teacher, HUES. Mr. Parent has his Bachelors, and will be placed on Step 1.

Superintendent Corey informed the Board of a student coming into the District who will require a one-on-one Paraprofessional. The FY18 Operating Budget will be used to cover that cost.

PUBLIC INPUT - None

PRINCIPALS' REPORT

The report was included with the [agenda](#) packet. The District remains under educational specifications for class sizes. It was noted calls have been received from families looking to buy homes in the District.

Superintendent Corey stated the first day of the Administrative Retreat was conducted during the day at the Middle School. The event included a presentation on teacher performance/evaluation provided by Carol Kilmister, Human Resource Consultant, Primex. It was noted the following day's event would include a presentation on Crisis in the Presidentials by Ty Gagne, Chief Executive Officer, Primex. The speech is based on the Presidential range, what is going on in New Hampshire, and where education is heading in the future.

Vice Chairman Fared asked to be provided with additional information on the item included in the report relative to summer curriculum work.

Assistant Superintendent Bergskaug provided a more detailed explanation of some of the work being done. She noted last year a lot of work was done on the math workshop model and mathematical mindsets trying to figure out ways to have students see math in all that they do and not just in the math textbook. They are working on creating tasks for the different workshops and the various stations to add variety to what is offered.

The Response to Intervention (Rtl) is a very robust program at HPS. Every 6 weeks teachers meet with an Rtl team to discuss any concerns they see regarding performance, behavior, etc., and bring forward data to be discussed. The meetings always result in direction provided to teachers relative to another approach from the menu of interventions. Teachers return with data on how the student responded and whether or not additional approaches need to be tried. With regard to creating behavioral data collection sheets; if the teacher is seeing behaviors, they are asked to provide information on when the behavior is being seen, what the precursor is, how the teacher responds, how the student responds, etc. to provide a better idea as to the source of the behavior and be able to intervene in a more proactive way.

Work is taking place around how to empower teachers to have materials ready for those students who need to extend beyond the grade level material.

Ms. St. John questioned if the behavior collection is used for all students, and was informed it is used if there is a concern noted.

Ms. Miller questioned if this work is also being done at HUES. Assistant Superintendent Bergskaug stated some are being done at HUES. The particular summer work referenced is what is taking place as a result of teachers indicating the desire to work on certain projects over the summer. When asked, she stated some of the work being done at HUES involves extenders; what can be done for students at grade level and beyond, and some of the work is around performance tasks.

Ms. Miller commented it seems the Rtl menu is a great idea and it would probably be good to extend that as well as the behavior data collection all the way up to HUES. Assistant Superintendent Bergskaug stated the Administrative team is working together to look at the Rtl process to see what that looks like K-6, and to ensure some of the same practices are being carried over. When asked, she stated what was noted is simply teachers taking ownership of what is happening at HPS within this topic. The Administrative team has been and will continue to work with an outside provider to determine what makes the most sense K-6, how to carry these over so there is consistency for the students, and to ensure the sharing of best practices.

When asked if behavioral sheets are within the context of Rtl, Assistant Superintendent Bergskaug replied behavioral sheets are very common especially with identified students. What is looked for here is what happens before identification because if we can target that behavior prior to, maybe we can set that student in a different direction and better prepare our teachers to work with that student while he/she is in the class. It is not necessarily a new concept, but it is potentially new for a classroom teacher to be looking at this as opposed to a Case Manager who is targeting their work.

When asked, Superintendent Corey stated the enrollment sheet did not include NESDEC projections as those new projections will come out in the August/September timeframe. When available, they will be added.

Assistant Superintendent Bergskaug noted the enrollment sheet identifies two to place in three different grade levels at HPS resulting in the actual number of students being 6 higher than what is listed (students have registered, but have not yet been placed in a classroom).

DISCUSSION

- Appointment of Board member to the SAU Budget Sub-Committee

Superintendent Corey commented the SAU41 Governing Board Budget Sub-Committee is comprised of a member of each of the boards and each of the Towns' Budget/Finance Committees. The request for the appointment of a Board Liaison is being brought forward as the desire is to begin the work of the sub-committee in the September timeframe. Ms. St. John expressed a willingness to serve in that capacity.

- Update on the Hollis Schools Thermal Electric Project (HSTEP)

Superintendent Corey stated the boiler room at HUES has been demolished, and the expectation is that the new propane boiler will be delivered either this or next week. The old oil tank will be removed next week, and the new propane tanks installed. The oil presently in the tank will be brought down to HPS and used for the coming winter. A bid of less than \$1/gallon on propane has been secured.

He stated the old solar panels on the slanted roof at HUES would be taken down in the next couple of days. The Energy Study Group anticipates receipt of the final plans for filling the approx. 800 sq. ft. gap between the roof and ceiling by Friday. The bids for the areas of roof under the solar panels have been received, and a contractor will be chosen. The electric company has been in-house at HPS for the past few days working with Eversource. One of the first steps is the new power coming in from the transformer from the street. That is in progress. The CAD6 wiring project for HPS will begin next week. As it is uncertain when the delivery will be for the lights, that work may be delayed. If delayed, it is likely the lights would be changed out over the Christmas holiday period.

Meetings take place every Friday in the Music Room, which, over the summer, is being used as Structure Tone's office. All of their contact numbers have been posted. Members of the public wishing to visit the site are urged to report to the office to be equipped with safety gear.

Weekly notices on project status are provided to the Board. The Budget Committee has been included in those updates. The project is on target, and progressing rapidly.

Vice Chairman Fared noted the contract with the solar panel company includes specifically the educational display component. She stated her hope there would be research help with that.

DELIBERATIONS

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

HPA - Employee Job Actions
Given its first reading;

MOTION BY MEMBER ENRIGHT TO ACCEPT THE FIRST READING, WAIVE THE SECOND AND THIRD READINGS, AND ADOPT POLICY HPA - EMPLOYEE JOB ACTIONS, AS PRESENTED

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

4-0-0

MOTION BY MEMBER MILLER TO ACCEPT THE FIRST READING OF THE FOLLOWING POLICIES:

JLJ - Life Threatening Allergies
ACA - Freedom from Sexual Harassment
BDA - Organization of the School Board
BDD - School Board Superintendent Division of Responsibilities
BEDG-R - Access to Public Minutes and Records
CCB - Line and Staff Relations
CHA - Development of Regulations and Handbooks
CM - School District Annual Report
DBI - Budget Implementation
GCCBC - Family and Medical Leave Act
GCEB - Professional Staff Recruiting and Hiring
GCR - Non-School Employment by Professional Staff Members
GDF - Support Staff Hiring
IC - School Year
JG - Assignment of Students to Classes
JICH - Drug and Alcohol Use by Students

MOTION SECONDED BY MEMBER ENRIGHT

MOTION CARRIED

4-0-0

Assistant Superintendent Bergskaug addressed the individual policies:

JLJ - Life Threatening Allergies

The following would be added as the second paragraph: "Recognizing epinephrine as the first line of treatment for anaphylaxis, Hollis Primary School and Hollis Upper Elementary School will maintain an emergency supply of epinephrine to be used for anyone experiencing anaphylaxis in the school setting as recommended by the federal School Access to Emergency Epinephrine Act and New Hampshire Senate Bill 25-FN signed into law May 3, 2016."

The policy is being updated based on current practice as well as laws supporting that practice.

Ellen Lencsak, School Nurse, HPS, stated the District has always had students with severe allergies. The basic policy that exists states the District will maintain the health and safety of children with life-threatening allergies. There are policies and protocols relative to keeping children safe at school. But the issue of a child having a first-time reaction or the fact that there may not be a second dose of epinephrine if a child needs it, are not addressed. Most of the children that are diagnosed come to school with an Epipen, which is kept in her office. But in the year 2015 across the country there were 919 episodes of anaphylaxis, 25% of which were 1st time reactions, and there wasn't Epinephrine on hand.

A number of years ago there was a nation-wide campaign by the National Association of School Nurses and the Allergy & Asthma Network for schools to maintain a stock supply so that you would have an Epipen on-hand whenever the nurse assessed that a child or a staff member was in anaphylaxis. President Obama signed a law to recommend it to schools. A lot of states across the country did draw up legislation. As of around a year and a half ago, New Hampshire and Hawaii were the only two without legislation. Ms. Lencsak spoke of having worked on legislation in Concord about a year ago. Some states require schools to have it. New Hampshire recommends schools have it.

She stated her belief the District would be amiss were it not to have it on-hand. All of the Nurses in the Hollis and Brookline School Districts have always maintained a stock supply. When they first started purchasing the Epipens it was at a cost of approx. \$75/each, but that cost has continued to rise. The District can enter a program where it would receive 4 free Epipens every year from the Mylan Company if having a prescription. Dr. Cappetta has given all 6 schools prescriptions each year. She reiterated her opinion it would be very irresponsible and very frustrating for her if she did not have a stock Epipen to use when she knew she could help someone.

Vice Chairman Fareed noted the policy references a Senate Bill, and there is the need to cite the relevant RSAs. That is a change that will appear at the time of the second reading.

ACA - Freedom from Sexual Harassment

Superintendent Bergskaug noted the reference to Brookline would be corrected. The only additional change is in the first sentence of the second paragraph under Procedure; where it reads: "Building Principals, Assistant Principals and Supervisors are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints." Being proposed is replacing the words "are urged" with "are required".

BDA - Organization of the School Board

The only recommended change is to add the words "or designee" following "Superintendent of Schools" in the first paragraph and following "Superintendent" in the last paragraph.

BDD - School Board Superintendent Division of Responsibilities

The only recommended change was to add the words "or her" following "him" and "his" in the second paragraph.

BEDG-R - Access to Public Minutes and Records

Being recommended is an increase to the per page fee for producing photocopies of records from \$.10/page to \$.25/page. Vice Chairman Fared commented there are Right to Know requests that can result in the copying of hundreds of pages of documents.

CCB - Line and Staff Relations

The only recommended change was to replace the word "superior" with "supervisor" under "5)" and insert the word "to" following "go" under "6)".

CHA - Development of Regulations and Handbooks

The only recommended change was to remove reference to the District's website.

CM - School District Annual Report

The language refers to the annual report being provided to the School Board "as soon as possible after the close of each school year", when in fact it is provided for the Annual Meeting. The recommendation is that the language simply state "each school year". In addition, the Policy Committee recommends deleting the words "Upon Board approval," at the start of the sentence that addresses making the report available to the public, etc.

DBI - Budget Implementation

The only recommended change to this single sentence policy was to correct a typo to correctly spell the word "and".

GCCBC - Family and Medical Leave Act

The only recommended change to this policy was to correct a typo by removing the "n" at the end of the title.

GCEB - Professional Staff Recruiting and Hiring

References the No Child Left Behind Act of 2001, which is no longer in place. Also referenced is highly qualified status, which also no longer exists. The recommendation is to remove those references, and note the District's desire to recruit teachers who meet the State certification requirements.

GCR - Non-School Employment by Professional Staff Members

It was noted the only recommended change to this policy was to replace "expect" with "expects" in the second sentence.

GDF - Support Staff Hiring

The Superintendent has the authority to hire support staff. The recommendation is to delete the language that indicates the hiring is subject to approval of the School Board.

IC - School Year

This was in conflict with the Collective Bargaining Agreement (CBA); the school year should be a minimum of 186 days to coincide with the CBA including a minimum of 178 instructional days. For the past few years the calendar has seen 178 instructional days. If we want to add more than that we can, but if we say a minimum of 180 then we are not currently following policy.

JG - Assignment of Students to Classes

The recommendation is to remove the final language so that it simply states it to be the Principal's responsibility to place students in classes. Assistant Superintendent Bergskaug commented parents are always able to provide additional information, share their thoughts, etc.

JICH - Drug and Alcohol Use by Students

The recommendation is to delete the words "or Principal's office" as it is not consistent with practice.

GCQE - Retirement of Professional Staff Members

**MOTION BY MEMBER MILLER TO DELETE POLICY GCQE - RETIREMENT OF PROFESSIONAL STAFF MEMBERS, FROM THE HOLLIS SCHOOL DISTRICT POLICY MANUAL
MOTION SECONDED BY MEMBER ST. JOHN**

ON THE QUESTION

Assistant Superintendent Bergskaug stated the policy is not required. Teachers can retire based on the New Hampshire Retirement System not based on any District policy.

**MOTION CARRIED
4-0-0**

JICJ - Communication Devices

The Board adopted Policy JICL - School District Internet Access for Students, at its June 7, 2017 meeting noting the policy replaced Policy EGA. However, it was the intent of the Policy Committee that Policy JICL also replace Policy JICJ - Communication Devices. The desire of the Policy Committee is for the Board to delete Policy JICJ - Communication Devices, from the District's Policy Manual.

**MOTION BY MEMBER MILLER TO DELETE POLICY JICJ - COMMUNICATION DEVICES, FROM THE HOLLIS SCHOOL DISTRICT POLICY MANUAL
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
4-0-0**

ADJOURNMENT

**MOTION BY MEMBER MILLER TO ADJOURN
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
4-0-0**

The August 2, 2017 meeting of the Hollis School Board was adjourned at 6:41 p.m.

Date _____ Signed _____