

Hollis School Board
Wednesday, June 7, 2017
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
Approve Meeting Minutes
Nominations/Resignations/Correspondence
- 6:15 Public Input
Principal's Report – End of year presentation – Hollis Administrative team
- 7:15 Public Hearing – School Building Maintenance Expendable Trust Fund
- 7:30 Public Hearing – 4 Lund Lane and Associated Structures Expendable Trust Fund
- 7:45 Public Hearing – Legalize, Ratify and Confirm Actions, Votes and Proceedings of March 21, 2017 Elections
- 8:00 Discussion**
- Revenue and Expense Report
 - Start Time Update
 - Wellness policy
 - Update on HSTEP – Cable discussion – Andy Corey, Rich Raymond
 - Meal payment policy
- 8:15 Deliberations**
- To see what action the Board will take regarding expenditures from the Maintenance Expendable Trust fund and SAU Expendable trust fund
 - To see what action the Board will take regarding ratifying the March 21, 2017 elections
 - To see what action the Board will take regarding giving the Superintendent the authority to hire and accept resignations during the summer months
 - To see what action the Board will take regarding the April 27th memo from the Business Administrator relative to School Lunch Price
 - To see what action the Board will take regarding JICL – third reading
 - To see what action the Board will take regarding JRA – third reading
- 8:30 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:45 Motion to adjourn

Dear Candi,

Date: May 28, 2017

I want to extend my sincerest and most appreciative thank you for allowing me the honor of visiting Hollis Upper Elementary School (HUES) last week. As a representative of the Center's Academic Performance and Accountability Team, I am passionate and steadfast in my commitment to prepare the 30,000+ students we serve for success in college, work and life. This commitment has required thousands of hours of formal and informal education and training, along with strategic visits to hundreds of schools across the country. In my twenty years of education, I have never had the pleasure of seeing first-hand the plethora of educational best practices in one building that I witnessed at HUES. Just a few of the wonderful and ideal educational practices I had the opportunity to see and/or discuss with your educators about are:

- A building full of passionate adults with an unwavering commitment to learning, as well as students' social and emotional health
- Differentiated instruction and flexible grouping through content, product, process, and learning environment
- Innovative grading practices that support and encourage learning
- Effective professional learning communities that demonstrate trust and candor
- A strong data culture
- Processes to display and discuss data in ways that enhance teaching and learning
- Identification of problems of practices as well as effective related teaching practices
- Monitoring teaching and learning through the lens of data
- Effective communication and utilization of assessment data

I serve on the Center's Academic Performance and Accountability Unit which is committed to providing a high level of support for all 62 CMU-authorized charter schools in Michigan. Trust, my visit to HUES dramatically improved my abilities to carry out my duties to the 30,000+ children we serve. Please accept my heartfelt gratitude to you and your amazing team for sharing the wonderful things you do for your students each and every day. Those HUES students and families sure are fortunate!

Kind Regards,
Sherry Betcher

Sherry Betcher
586-215-1402

Hollis School District
Administrative Report
June 2017

Calendar, Events, Programs

- June 1st (2:00) and 2nd (9:00) - Third Grade Concert - Two performances this year, one for parents and another for grandparents!
- June 6th - 5th and 6th grade band concerts - HUES gym - 7pm
- June 7th - Grade 2 Celebration of Learning
- June 8th - Strings Concert - HUES cafeteria - 7pm
- June 8th - Gr 6 students visit the MS
- June 9th - K - 3 Field Day (rain date 6/12)
- June 13th - Gr 4 Band Concert - HUES gym - 7pm
- June 15th - DARE Graduation - HUES cafeteria - 9am
- June 19th - Promotion Ceremony at HUES - 10am - GYM
- June 20th - Last Day of School (11:15 dismissal) - Report Cards Go Home!

Enrollment for 2016/2017:

PK – 3's: 12

PK – 4's: 10 (+1)

Grade K: 64

Grade 1: 82 (+2)

Grade 2: 86

Grade 3: 97 (-1)

Grade 4: 118

Grade 5: 95

Grade 6: 106

Building & Grounds:

- HUES/HPS - Both buildings are preparing for the work to be done over the summer.
- HPS - outside grounds have been trimmed and mulched for a nicer curb appeal!

Staffing & Students:

- HPS - We have invited all incoming K and 1st grade students to step up day. Parents will meet with Mrs. Izbicki during the step up to learn about the first days of school!
- HPS - screenings on all incoming K and 1st grade students have been completed and we continue to work on placement.
- HPS - we will be posting an opening for a instructional paraprofessional for kindergarten
- HPS/HUES continue to finalize all 17/18 class placements.
- HPS/HUES continue to work on ensuring smooth transitions for our students and staff by hosting visits between 3rd grade and 4th grade students, as well as hosting teacher transition meetings between the same grade levels.
- HUES/HPS - our custodial team is fully staffed for the rest of this year and through the summer.
- HUES has one open spot for a case manager due to a transfer to HPS - our special education administrator will begin the process of interviewing soon.
- HUES hosted an information session for all incoming grade 4 families on 5/31 with building tours as well
- HUES we have registered 8 new students for the 1718 school year already! A record for us in the May/June timeframe.
- HPS we have 8 new kindergartners to place which will put our numbers to 15,15, 14, 14, and 4 additional students (2) grade 1, (1) grade 2, and (1) grade 3 for 17/18 school year!

Celebrations:

- HUES had a great Field Day event !! WE thank all the parent volunteers who were able to make this fun day happen for our students! A big thank you to our PTA for all the hard work they do in making HUES an awesome place for our students!
- HUES - we had three fantastic celebrations of learning with our 4th grade team, our 6th grade team and our specialist team. Thank you to all the parents for taking time to visit and share in the learning!
- HUES - the all district band concert on May 18th was outstanding! To see the progression of skills from 4th grade through 12th grade is truly amazing and something that our SAU should be proud of!
- HUES hosted 3 guests in May who were interested in learning more about the differentiation we do to meet all the learning needs on our building. Attached you will find a letter from one of our visitors outlining some of the best practices we employ here at HUES that are not so readily done in other districts.
- HPS the two 3rd Grade performances were awesome! Led by Mrs Cormier and our specialist team!
- HPS will be looking forward to a FULL DAY field day with some new games, quizzes, and a Town Meeting to close at the end of the day!
- HPS hosted a few librarians looking learn how to open a Learning Commons in their schools! They found out about us from a reference from Pam Harland the Learning Commons guru!
- HPS has completed all celebrations of learning! Thank you to all parents who took time out of their day to see the wonderful presentations by all the students! Amazing!

Hollis School District
Monthly Enrollment Breakout
June 2017

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 16/17 SY	Number of students (4/18/2017)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	12	0	12
Pre – K 4 year olds		1		10	+1	10
Kindergarten		4	59	64	0	16, 16, 16, 16
Grade 1	18	5	79	82	+2	16, 16, 16, 17, 17
Grade 2	18	5	86	86	0	16, 17, 17, 18, 18
Grade 3	20	5	95	97	-1	19, 19, 19, 20, 20
HPS Totals		21 classes		351	+2	
Grade 4	23	6	117	118	+1	19, 19, 20, 20, 20, 20
Grade 5	23	5	94	95	0	18, 18, 19, 20, 20
Grade 6	23	5	106	107	0	20, 21, 22, 22, 22
HUES Totals		16 classes		320		
HSD Totals		37 classes		671	+3	

* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297



**ENGAGE AND
EMPOWER**

Hollis School District

2016 - 2017 School Year
In Review

2017-2018 School Year
Preview

The Hollis Admin Team

Paula Izbicki - Principal at HPS

Candice Fowler - Principal at HUES

Colleen Micavich - Special Education Administrator

Nicole Tomaselli - Curriculum Administrator

At HPS:

- Solar Panel Installation
- Electrical
- Intercom/Speakers
- Nurse's Office Updates
- Cleaning/Waxing/Painting
- Parking Lot Updates/Playground Mulch



At HUES:

- ▶ Solar Panel Installation
- ▶ Ceiling Insulation
- ▶ Gap Insulation Completion
- ▶ Regular Cleaning
- ▶ Playground safety



HUES and HPS:

- ▶ Nancy Kring-Burns - HPS case manager K - 2
- ▶ Paula Grieb - Spanish Teacher 3 - 6
- ▶ Sandy Lindquist - Retiring Spanish Teacher
- ▶ Lisa Stone - moving to 5th grade
- ▶ Instructional Paraprofessional in Kindergarten starting the process, replacing Deborah Nofle
- ▶ HUES will be in the process of finding a case manager

**Changes
within our
Staff**

**SAU 41 will
recruit,
recognize, and
develop the
most effective
personnel.**

The vision of **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.

Building Consensus with the Staff

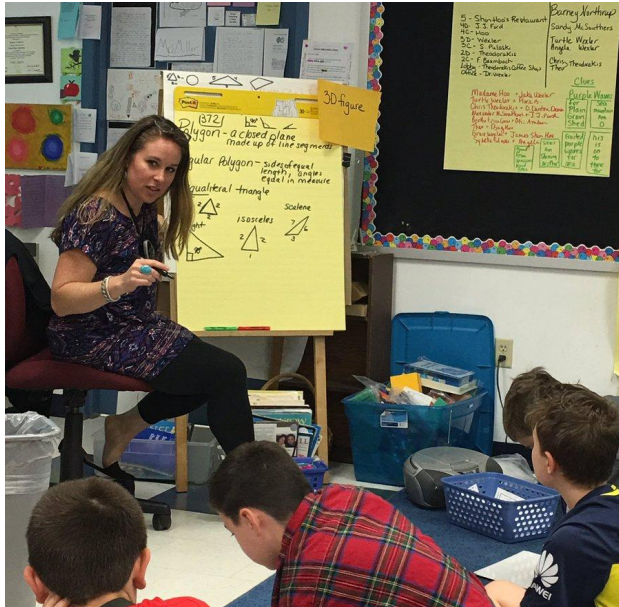
*“We need your help to
make these goals a reality!”*

- ▶ First time ever we held two joint staff meetings this year.
 - ▷ First was a “Back to School” meeting in August to share district goals and communicate the vision for the year
 - ▷ Second was in May to form a committee to help increase collaboration between the two buildings



Goal Statement: (leadership)

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



We want our students ready for everything and anything

Focusing on the 4C's



Professional Growth Model Pilot

- Observed authentic teaching
- Specific targeted teaching practices given next steps
- Shared documents for “real time” feedback
- Deeper collaboration between administrators due to shared documents and multiple observations
- PLC time as evidence for student growth and learning
 - Site Visit Conversations



Critical Thinking

Goal Statement: (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.**



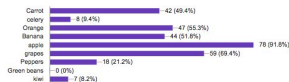
How many students brought in a one ingredient snack?

85 responses



Which one ingredient snacks did your class bring in today?

85 responses



Performance Tasks

RTI - Art

One Ingredient Wednesdays

Lego Multiplication 3D Table

Mock Election at HUES

Public Service Announcements

Lego WeDo Coaching

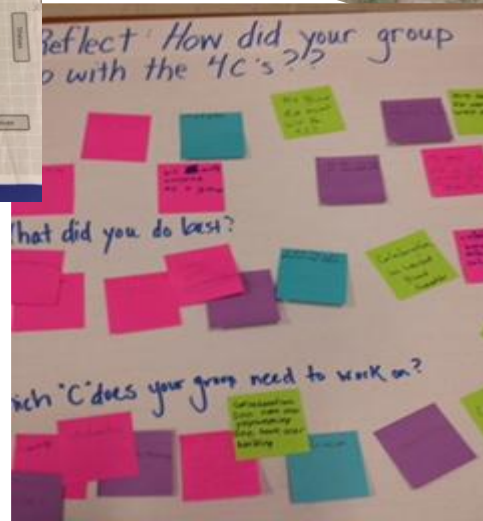
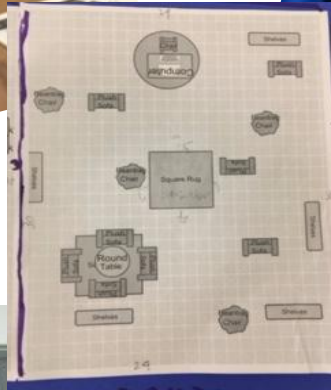
3 Act Math Tasks

Biography Projects

Perimeter/Area



Evidence



Teacher Quotes on Goal Reflections

"One of my students developed a highly critical thinking game where students had to work together and collaborate and communicate to "breakout" of a box puzzle. They will get to share this with the 6th grade group which shows growth on both students parts as they were not animated before and now are. Very exciting to watch and facilitate."

"I am able to differentiate and meet all students abilities."

"It's amazing how well I know my students. Students are engaged!"

"Using the 3 Act Math tasks really shows me how students can apply skills."

[Learning Commons](#)

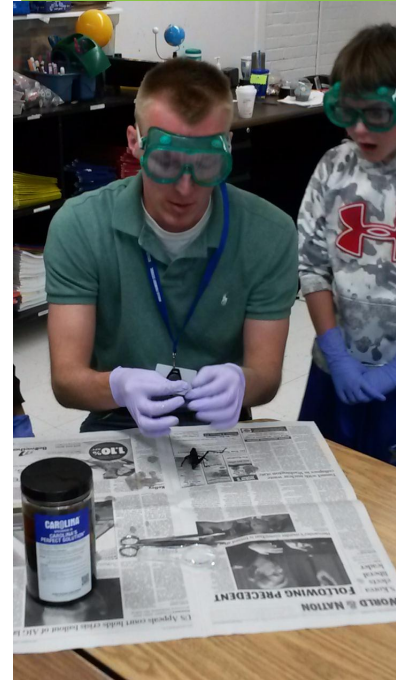
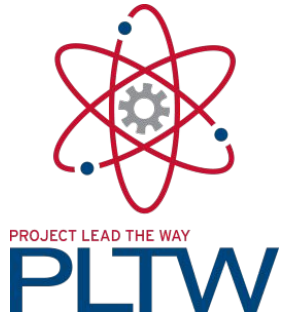
**"There is some
magic
happening
here!"**

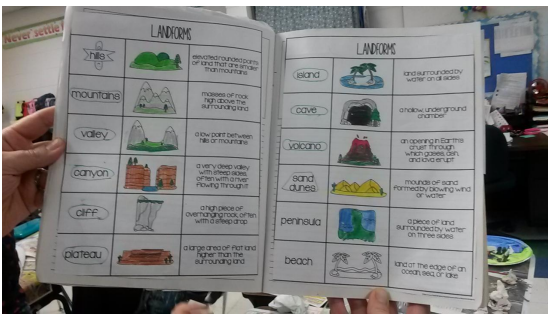
Next Generation Science Standards

**Goal Statement: (academic)
Teachers will implement Next
Generation Science Standards in all
classrooms as evidenced by lessons,
performance tasks, activities, and
observations.**

Multi-Pronged Approach to Shifting Science Instruction

- ▶ A performance tasks offer students the opportunity to work in groups use the 4Cs, follow the Engineering Design Process and have a product.
- ▶ Teachers are using modules from PLTW, units from Mystery Science and have designed some lessons on their own!
- ▶ Ecology and Life Science instruction is continuing to be developed and delivered by Environmental Science teachers.





Job Embedded PD for Teachers

- ▶ 6th grade with Climatologist from Mount Washington
- ▶ 5th grade time with VEX trainers to implement Robotics Modules from PLTW
- ▶ 1st and 4th grade teams to meet with AP Physics Students at HBHS



Continued Job Embedded PD for Teachers

- ▶ 5th grade teachers met with Kimball farmer/owners to learn about hydroponics, nutrient cycling and succession planting prior to the field trip
- ▶ November 8th PD had many science sessions
- ▶ 1st grade field trip to Lavoie's Farm
- ▶ June 22nd staff K-6 will be focused on refining Science curriculum trajectories



Social Emotional Learning

Goal Statement: (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 mindset as
learners.

Social Emotional Learning Goal

Coffee Chats

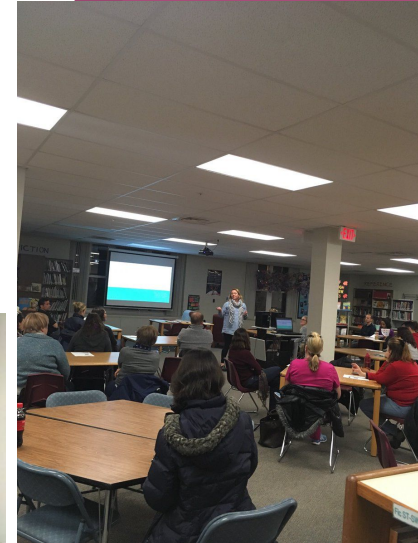
Social/Emotional Presentation at Faculty Meetings in September

PTA Parent Talks/Lectures

PD in December regarding Grit

Social/Emotional Learning embedded into regular instruction

Race to Nowhere Screening in the Fall



Where are we heading next year?

PTA Parent Talks/Lectures

Screening of Beyond Measure

Continuing to infuse social/emotional learning into curriculum

Open to ideas/thoughts of community

Questions from Board on anti-bullying



HPS:

- Reorganizing the Learning Commons
- Finding creative ways for In House PD - Day of Learning Commons and Biography Friday's to come!
- Focusing on differentiation practices - extending, performance tasks and continued growth in Science
- Potential Staffing Increases: Environmental Science and FT Math Interventionist (extending opportunities, implementation of true learning commons)

HUES:

- Ipads for PLTW lessons
- Library/Computer - shared integration lessons
- Science Implementation - Year 2 & PLTW
- BYOD - what will it look like?
- Potential Staffing Increases: Library Assistant and STEM Integration Specialist
- After School - HUES to have its own program
- SOAR - **S**ervice **O**riented **A**ctivity **R**eflections Program
- ESSA - Every Student Succeeds Act - how to find time for Job-Embedded PD
 - Bridging the GAP ([by the numbers](#))
 - Collaboration committee (HPS & HUES)
 - Science PD (HS/MS & HUES)

Hopes!

We hope to help our learners (staff and students) understand the value of failure as failure builds perseverance along with problem-solving and critical thinking skills!

We hope to communicate about all the wonderful happenings and learning going on in our buildings!

We hope to build community collaboration through parent talks on important developmental topics.

Hollis School District
Expendable Trust: Public Hearing
June 7, 2017

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. The Hollis Budget Committee recommended that the funding source for these particular items be the Hollis School Building Expendable Trust.

H-STEP

The new Construction Management firm will be consulted to decide how, when and if these projects can be scheduled this summer so as not to interfere with the H-STEP work.

Requested Items/Estimated Cost

HUES	First Floor Roof	\$32,000 (funds may be used for Gym roof to support the H-STEP work)
HPS	Playground mulch	\$15,000
	Parking lot safety	\$12,000
	Intercom system	\$18,000
	Server Rm A/C	<u>\$ 9,000</u>
	Total	\$86,000

Hollis School Building Expendable Trust

Current Balance:	\$110,149
FY18 Expenditures:	<u>\$ 86,000</u>
Resulting Balance:	\$ 24,149

To be added in FY18: \$ 66,000

FY18 Ending Balance: \$ 90,149

HUES First Floor Roof – Several leaks exist around the Muenters unit installations; roof repairs are accelerating necessitating replacement

HPS Playground Mulch – this is the last of the “catch up” purchases; will be able to maintain with smaller annual purchases

HPS Parking Lot Safety:

- Speed bumps and minor paving repairs
- Fencing repairs/enclose dumpsters
- Signage and installation
- Parking lot lines
- Tree removal
- Cleaning and flushing of parking lot drains

HPS Intercom – System does not properly or consistently work throughout the school; presents definite safety hazards

HPS Server Room A/C – The server room does not receive the proper cooling for computer equipment jeopardizing the continued operation of equipment

SAU Building Expendable Trust

Background

The two most pressing needs for the SAU property are:

- Parking improvement/expansion – daily need for additional parking
- Heating and Cooling-currently use window air conditioners; energy cost savings opportunity

Requested Items/Estimated Cost

1. Parking improvements/expansion – Two Phases

Phase I (FY18): Estimated Cost: \$9,750

- Add three parking spaces behind the mailbox and pave mailbox area for snow removal ease
- Repair crumbling asphalt in back parking lot
- Transform gravel/dirt surface next to barn into pavement gaining 1 to 2 spaces and making 2-3 current spaces more useful
- Parking spaces before Phase I: 8
- Parking spaces after Phase I: 13

2. Heating/Cooling: Estimated Cost: \$22,400

Install ductless heatpumps for first floor and 5 other specific offices

- Removes the annual need for window A/C removal and installation
- Reduces electrical costs
- Improves heating and cooling efficiencies

Total Request: \$32,150

SAU Building Expendable Trust

Current Balance:	\$ 46,272
FY18 Expenditures:	\$ 9,750 (Parking Lot Phase I)
	<u>\$ 22,400</u> (Heating/Cooling Solution)
Resulting Balance:	\$ 14,122

To be added in FY18:	\$ 13,000
To be added in FY19:	<u>\$ 13,000</u> (Estimated)
Resulting Balance:	\$ 40,122

FY19 Expenditures:	\$ 24,850
FY19 Ending Balance:	\$ 15,272

For Future Consideration

Phase II (FY19): Estimated Cost: \$24,850

- Add a parking lot addition on to the SAU athletic field
- Adds up to 10 spaces; lose 2 spaces to provide parking entrance
- Parking spaces before Phase II: 13
- Parking spaces after Phase II: 21

Hollis School District Expense Revenue Report

Hollis Expense

Function	Description	Annual Budget	YTD -Q4 Expense	Encumbered	Balance
1100	Regular Education	3,714,653.00	2,925,132.36	724,724.89	64,795.75
1200	Special Education	1,115,678.00	902,583.48	164,300.82	48,793.70
2100	Student Support Services	797,134.00	561,969.26	176,754.63	58,410.11
2200	Instructional Staff Support	386,578.00	209,262.77	84,809.21	92,506.02
2300	School Board/SAU Assessment	579,936.00	462,542.24	19,034.51	98,359.25
2400	School Administration	564,446.00	497,938.90	65,752.69	754.41
2600	Facilities	924,558.00	836,916.21	99,141.89	(11,500.10)
2700	Transportation	431,509.00	381,709.07	32,931.95	16,867.98
2900	Benefits	2,365,620.00	1,893,330.51	470,670.02	1,619.47
4500	Building Improvements	-	-	-	-
4600	Energy Study - Study (FY17)	100,000.00	92,703.65	-	7,296.35
4600	Energy Study - Project (FY18)	-	44,227.00	11,571.35	(55,798.35)
5100	Bonds	-	-	-	-
5200	Transfers	504,000.00	63,000.00	441,000.00	-
		11,484,112.00	8,871,315.45	2,290,691.96	322,104.59

Revenue

		Budget	YTD -Q4 Revenue	Expected	Balance
1100	Local Property Tax	9,631,911.00	8,950,000.00	681,911.00	-
3110	Adequacy Aid Grant/Tax State	904,001.00	904,001.03	(0.03)	-
3230	Catastrophic Aid	34,000.00	39,129.72	-	(5,129.72)
3210	Building Aid	-	-	-	-
21.3260	Food Service	3,000.00	2,432.50	-	567.50
	Federal			-	
4100-4539, 4570	Grants	230,000.00	128,400.00	101,600.00	-
21.4560	Food Service	34,000.00	17,873.10	16,126.90	-
4580	Medicaid	8,000.00	34,332.39	-	(26,332.39)
	Local			-	
1311, 1349, 1991	Tuition	19,000.00	21,127.76	(2,127.76)	-
21.1600-1699	Food Service Sales	174,000.00	173,509.94	490.06	-
1510, 1910, 1990	Other	9,600.00	9,785.36	(135.18)	(50.18)
23.1990	Contingency & Trusts	158,000.00	158,000.00	-	-
	Unreserved Fund Balance	430,387.00	430,387.00		
	Less Retained Fund Balance	(151,787.00)	(151,787.00)		
		11,484,112.00	10,717,191.80	797,864.99	(30,944.79)

Unreserved Fund Balance	\$	353,049
Less Exp Trust (SAU)	\$	13,000
Less Exp Trust (HSD)	\$	66,000
Less Retained Fund Balance	\$	150,000
Less SB Vote to Transfer to UFB	\$	103,000
Fund Balance to Reduce Taxes	\$	21,049
HSTEP Expense to Lease	\$	55,798
	\$	76,848

Hollis Transportation Credits To Date

Month	Reg Amt Hollis	CREDITS - Splits
08/2016	29,074.14	
09/2016	29,074.14	
10/2016	29,074.14	
11/2016	29,074.14	
12/2016	29,074.14	
01/2017	29,074.14	(1,695.20)
02/2017	28,943.74	(2,868.80)
03/2017	29,074.14	(1,564.80)
04/2017	29,074.14	(1,825.60)
05/2017	29,074.14	(978.00)
	290,611.04	(8,932.40) 281,678.64

SAU 41 Wellness Policy

As Implemented by
The Hollis School District

The Hollis-Brookline School Districts recognize that health and student success are inter-related. Healthy kids learn better. Our goal is to support a learning environment that will promote and provide opportunity for healthy choices that result in improved physical, emotional, and social well-being.

As such, and in conjunction with the Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296), the State of New Hampshire Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11) and the USDA Food and Nutrition Service (FNS) final regulations adopted July 29, 2016, the Board is committed to a healthy school learning environment through nutrition education, physical activity and the promotion of wellness at all school sites.

In order to support that goal, the Board directs the Superintendent to establish a Wellness Committee. The charge of the committee is to oversee student health programs, including development, implementation and periodic review and update of this policy ensuring that it continues to meet the USDA FNS final regulations. Further, the Superintendent or his/her designee will ensure that each school is in compliance with the approved Wellness Policy.

1. Nutrition Education Goal

The policy of SAU 41 is to teach, encourage, support, and model healthy eating habits for students. Nutrition education for K-12 in SAU 41 will:

- be based on state and district health education curriculum standards
- be interactive and teaches skills needed to adopt healthy eating behaviors
- teach media literacy in regards to food labels and ingredient lists (number of ingredients, plant/animal, geographic location of source)
- educate students on food systems (i.e. organic farms to industrial farms)
- encourage and provide hands-on agricultural opportunities for growing, harvesting, and preparing meals from school gardens
- provide nutrition information not only in health education classes but across the curriculum
- provide appropriate professional development for staff to implement the nutrition instruction

2. Physical Activity Goal

Ensure that the K – 12 Physical Education Curriculum, when reviewed, accomplishes the following:

- Implement physical education instruction components that promote student understanding of the short and long term benefits of physical activity:
 - Integrate short and long term fitness/health goals into both the physical education and wellness curriculum.
 - Integrate pre and post fitness testing into every physical education course in the Hollis Brookline High School.
 - Integrate wellness research projects into the freshman physical education course.
- Provide opportunities for every student to develop skills that maintain wellness:
 - Integrate wellness/fitness concepts and activities into all physical education courses.
 - Continue to teach the State required wellness concepts in the health curriculum.
- Provide opportunities for every student to participate regularly in physical activity:
 - Continue to require the State mandated 1½ credits of physical education through a variety of options such as: dance, outdoor adventures, personal fitness, and team and individual sports.
- Encourage movement breaks during long block classes.

3. Nutrition Standard Goal

Research shows that certain healthy habits, eating right, exercise, and staying well-hydrated, are strongly correlated with positive student outcomes. For example, having breakfast is associated with improved attention and better performance on cognitive tasks. Students who are physically active during the day also do better academically and have a more positive attitude. Finally, there is evidence that adequate hydration is needed to maintain focus and tend to tasks.

In an effort to provide for a healthy lifestyle, the Hollis-Brookline School Districts will ensure that:

- Students have access to healthy foods and water
- Students receive quality nutrition education
- Students have opportunities to be physically active
- Staff model good health choices

School Lunch Program

The district will follow the Federal, State, and local established nutrient standards for all foods and beverages during the school day, which is defined as 12:01 am through 30 minutes after the last bell 7CFR 210.11(a)(5).

The food service program shall provide healthy food choices for students. In particular the program will:

- Ensure that meals offered meet the federal nutrition standards.
- Promote healthy food and beverage choices using smarter lunchroom techniques like creating food environments that encourage healthy nutrition choices and encourage participation in the school meals program.
- Promote hydration by having drinking water available where school meals are served during mealtimes.
- Support healthy food choices and improves student health and well-being.
- Ala carte choices and snacks in the lunchroom meet the Smart Snacks requirements.

Other Foods and Beverages

Recommend and encourage all other food and beverages outside of the school lunch program that are sold or provided meet or exceed the USDA Smart Snacks nutrition standards. In particular the recommendation will:

- Utilize a variety of methods of communication with parents to encourage students to consume healthy Smart Snacks and meals (i.e. parent-teacher groups, written statement in each school handbook and school websites).
- Establish and implement guidelines for foods and beverages sold in vending machines, snack bars and school stores that meet or exceed the Smart Snacks nutrition standards.
- Develop recommendations to guide the selection of food choices for refreshments served at parties, celebrations, and meetings during the school day as well for student reward alternatives.
- Encourage school related groups such as parent-teacher groups, booster clubs, and student organizations to adhere to the Smart Snacks nutrition standards, with the understanding that these groups will not be prohibited from selling food or beverages that fail to meet or exceed these guidelines.

Smart Snack Nutrition Standards

- Be a grain product that contains 50% or more whole grains by weight (have whole grain as first ingredient); OR
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food: OR
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; AND
- The food must meet nutrient standards for calories, sodium, sugar, and fats.

<u>Nutrient</u>	<u>Snack</u>	<u>Entrée</u>
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less

Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

Fruits, vegetables, and water with no added ingredients are always Smart Snacks!

4. School Wellness Goal

The districts will:

- Create a school environment that is conducive to healthy eating.
- Allot adequate breakfast and lunch time for students to enjoy eating healthy foods with friends.
- Consider the number of students in lunch blocks to minimize wait time for school meals.
- Create a school environment that is conducive to being physically active.
- Encourage the development of physical opportunities for physical activity throughout the day.
- Encourage active participation in recess.
- Discourage the cancellation or denial of recess or other physical activity time for instructional make up time and/or as a form of discipline except when appropriate as a logical consequence.
- Coordinate content across curricular areas that promote student health (such as teaching nutrition concepts in math or science) with consultation provided by the district's curriculum coordinators.
- Adhere to wellness policy guidelines at school-sponsored events including healthy eating and physical activity opportunities when appropriate.
- Develop and implement age appropriate curriculum to address social/emotional health.

5. Implementation and Evaluation

- The Board directs the Superintendent, in conjunction with the Wellness Committee, to develop a plan for implementing, monitoring and ensuring compliance with this policy in each school. The committee membership can include school personnel, administration, school board members, parents and community members. The committee shall not exceed fifteen people.
- The Superintendent or his/her designee will ensure compliance with this Wellness Policy. Evaluation of progress will meet federal requirements and will be communicated annually to the school board and the public via the SAU 41 website.

Hollis Energy Project

2017 to 2019 - as of 5/26/17

10.4600.331.00

What	School	Year	Budget	Expenditures	Balance
Engineering Design - Building	Both	Year 1	6,575.00	2,500.00	4,075.00
Engineering Design - Electrical	Both	Year 1	6,575.00	5,280.30	1,294.70
Engineering Design - Mechanical	Both	Year 1	6,575.00	10,240.00	(3,665.00)
Engineering Design - Solar	Both	Year 1	6,575.00	-	6,575.00
Construction Manager	Both	Year 1	96,480.00	-	96,480.00
Consulting	Both	Year 1	-	22,700.50	(22,700.50)
Leasing Fees	Both	Year 1	-	695.00	(695.00)
Owner's Representative	Both	Year 1	50,000.00	-	50,000.00
Rebate Fees	Both	Year 1	-	2,000.00	(2,000.00)
Public Notices	Both	Year 1	-	811.20	(811.20)
Solar PV - HPS	HPS	Year 1	360,000.00	-	360,000.00
Solar PV - HUES	HUES	Year 1	360,000.00	-	360,000.00
Roof Upgrades for Solar Install	HPS	Year 1	-	-	-
Roof Upgrades for Solar Install	HUES	Year 1	-	-	-
Electric Upgrade - HPS	HPS	Year 1	120,000.00	-	120,000.00
Lighting Retrofit - HPS	HPS	Year 1	21,750.00	-	21,750.00
Phase Change - HPS	HPS	Year 1	97,657.00	-	97,657.00
Boiler - HUES	HUES	Year 1	245,000.00	-	245,000.00
Foam Gap - HUES	HUES	Year 1	20,000.00	-	20,000.00
Lighting Retrofit - HUES	HUES	Year 1	31,425.00	-	31,425.00
Phase Change - HUES	HUES	Year 1	93,435.00	-	93,435.00
BMS Controls - HUES	HUES	Year 1	97,200.00	-	97,200.00
Engineering Design		Year 2	43,100.00	-	43,100.00
Construction Manager		Year 2	44,520.00	-	44,520.00
Owner's Representative		Year 2	25,000.00	-	25,000.00
Architectual Design		Year 2	22,000.00	-	22,000.00
Building Wrap - HPS	HPS	Year 2	522,088.00	-	522,088.00
Heat Pumps - HPS	HPS	Year 2	204,172.00	-	204,172.00
Roop Top Units - HPS	HPS	Year 2	140,200.00	-	140,200.00
Boiler Consolidation - HPS	HPS	Year 2	40,000.00	-	40,000.00
BMS Controls - HPS	HPS	Year 2	20,000.00	-	20,000.00
			2,680,327.00	44,227.00	2,636,100.00

Hollis Primary School Cable Project - Summary

The Opportunity

To remove outdated, substandard, poorly installed Cat 5/5e internet cable and replace it with properly installed plenum Cat 6 cable. In addition, to install more than the one data drop for most rooms to meet the increasing demands of current and future technology. See attached detail: History, Plan and Vendor Proposal.

Two favorable events have come together to provide an incredible opportunity for HPS.

Event #1 – The opening of the ceilings for both electrical and phase change work during the HSTEP renovations/installations.

Event #2 – The E-rate Discount Program has a new program offering a 50% rebate for qualifying proposals.

The Challenge

Approval of the HPS E-rate Proposal

Although we have followed all the procedures and our proposal is sound, we have no idea if and when we'll receive the approval for the 50% funding by E-rate. The biggest reason for not getting the approval is too many requests and too little funding.

Approval could come in the summer, fall or even the spring of FY18 which could be beyond our opportunity to install during the summer and during the time the ceiling is open.

Cost

\$49,973 – Arcomm Communications of Hillsboro, NH (winning bid)

Proposed Funding Sources

If E-rate funding is approved:

FY18 E-rate funds @ 50%: \$24,987

HSD 50%:

1. HSTEP Funds (project savings)
2. FY17 E-rate funds
3. Expendable Trust

If E-rate funding is not approved:

HSD 100% - combination of sources:

1. HSTEP Funds (project savings)
2. FY17 E-rate funds
3. Expendable Trust
4. FY18 Contingency Funds

Hollis Primary School Cable Project-Detail

History and Assessment

- HPS installed a data network using parent volunteers sometime back in the late 1990s.
- This was the best option at the time to install a low cost network.
- The installed cable was CAT5 riser cable.
- No fiber was run at this time.
- Additional CAT5E cable was installed around 2002 when the phone system from HBHS was redeployed to HPS.
- Much of the cable is sitting on top of the ceiling grid and not supported to the beams above.
- Often cable runs down the side of the wall and is not enclosed in conduit.
- Some of the rooms have a single drop requiring low performing mini switches to be added in various areas of the building.
- During an asbestos removal some 15 years ago many of the data cables were cut leaving the connections terminated near the ceiling.
- Very little of the cabling is labeled making troubleshooting very difficult.
- Over the past 20 years additional CAT5E cable has been added.
- All of the original hubs were upgraded to HP Procurve switches and a few of these have been updated to GB speed.

Objective and Plan

- Remove and replace all CAT5 riser cable with CAT6 Plenum cable. Data cable comes with two ratings, riser and plenum. Plenum is the less flammable, does not give off toxic fumes when burned, and is usually used in hospitals and schools as a standard practice today.
- Install fiber as part of the project to connect the kindergarten wing and the 2nd floor lab. This will easily allow expansion or more data drops in the outlying areas of the building
- Update any 100MB switches to gigabit with power over ethernet as needed to support the wireless network.
- Upgrade each teaching space with at least 4 network drops plus an additional cable in the ceiling for current and future wireless access points.
- All cabling will be supported above ceiling grid with industry approved J-Hooks, terminated in the rooms with conduit, and wall jacks.
- CAT6 cable will be terminated and labeled in IDF's.

Bid Process

- eRate Form 470 was filed in January requesting interested vendors to contact us to submit bids for the project..
- An RFP was developed outlining the scope of work. (see below)
- Over February break five vendors walked through the building gathering information to submit quotes.
- Arcomm Communications of Hillsboro NH submitted the winning bid of \$49,973.00
- Arcomm completed similar projects for the Conval and John Stark districts.

Funding

- eRate will reimburse 50% with the district funding the additional 50%.
- eRate will also reimburse 50% for switch upgrades.



**Hollis Primary School
Structured Wiring Project
eRate Form 470 Application # 170062762**

Response due by March 15, 2017

The Hollis School District is soliciting proposals from companies interested in installing a Structured Wiring System at The Hollis Primary School (HPS) 36 Silver Lake Rd, Hollis NH 03049

Vendors will include a complete design and itemized quotation.
The vendor must provide their E-Rate SPIN (Service Provider Identification Number) on the quotation.

SCOPE OF THE PROJECT INCLUDES:

- Installation of Category 6 cabling for data locations. The drop counts listed in the specifications are an estimate. It is possible that the District may request additional drops or reduce the count depending on the cost per drop. Removal of outdated substandard existing cable to be determined during the walk through. It is possible some of the existing CAT5E cable may be able to remain as part of the final project. Please factor these two possibilities into your response.
- Provide new data grade wiring from IDF/MDFs to designated classrooms.
- Termination of data cables at provided network patch panel.
- Cables should be in available cable trays, suspended every 4-6 feet in drop ceilings using J or D style hooks, or in enclosed conduit.
- Labeling patch panels and wall plate jacks with approved Hollis School District format.
- Provide testing with documentation that cable runs meet specifications point to point.
- Work will need to take place outside the normal school operating hours (during vacation periods).
- The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the District has been denoted.
- The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed.
- The vendor will be responsible for repair of all damage to the building due to the negligence of its workers.
- During the contract period the vendor will abide by all fire and safety regulations. District security policies must be observed at all times.

- Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to owner.
- The vendor will be responsible for the prompt correction of all defects in the system.
- The vendor must leave the premises clean and neat including having all ceiling tiles in place after each work session.
- Vendor assumes total responsibility for the actions for all employees and subcontractors.

INSTALLATION DETAILS:

- Removal of outdated substandard existing cable to be determined during the walk through. It is possible some of the existing CAT5E cable may be able to remain as part of the project. Vendor is responsible for inspecting all existing structures, cableways, IDF/MDFs, wiring closets and fiber infrastructure to determine if they are adequate for the purpose. The District will be responsible for any electrical upgrades determined during the walk through.
- New cable installation will be Category 6 wires to one of three different data distribution points.
- The MDF will be in the designated closet in the hall across from the library. There will be potential additional IDF's in the HPS computer lab as well as Kindergarten wing.
- Each cable will be terminated at the classroom end in an RJ45 keystone jack and at the Wiring Closet (IDF) end in an RJ45 CAT6 Modular Patch Panel port.
- Each classroom will have 6-8 drops totalling approximately 280 data locations. Exact locations along with number of drops in each classroom will vary and be determined by the district ahead of the installation. One of the drops will be in the ceiling for wireless access points.
- The wiring proposal should include a 6-strand Multi-Mode fiber optic cable and rack mounted enclosure to connect the two IDF locations to the MDF location. We expect fiber pairs to be terminated, tested, and labeled.
- The MDF and IDF will have Cat-6 patch panels using the 568B wiring standard. The rack system, wire management modules, and appropriate rail systems to support the wiring shall be provided by the vendor as well as any other hardware necessary to support the Structured Wiring System.
- Cable color to be coordinated with the Hollis School District.
- There will be clear distinct labeling of all wires in a fashion to be coordinated with the Hollis School District.
- All cabling must meet or exceed local building codes and be secured above suspended ceiling using available cable trays, conduit, or approved hardware such as J or D style hooks every 4-6 feet. Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If a cable tray is not present, the vendor should provide cable supports at intervals of every 4-6 feet. Cable support devices shall be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches. All cables shall be neatly bundled and secured with appropriately rated fasteners. Cables should not be installed within 4-feet of transformers/motors, when running parallel of power conduits or fluorescent light fixtures maintain a 1-foot separation. Cableways must be utilized where available. If a sleeve does not exist in the existing corridor walls a new (minimum size is 1") conduit should be installed for penetrations through walls or floors and shall be sealed with intumescent firestop system in accordance with the UL testing detail. Grout mixture or firestop system should be used to seal the perimeter of the new conduit installed in the corridor walls.
- Where possible classroom data wiring shall terminate inside the walls unless there is a need for a surface mounted solution. All wires should be enclosed in some form of raceway and terminated using the 568B wiring standard appropriate to Cat-6.

For more information and to set up an appointment for an on-site walk through, please e-mail Richard Raymond richard.raymond@sau41.org 603-324-5931

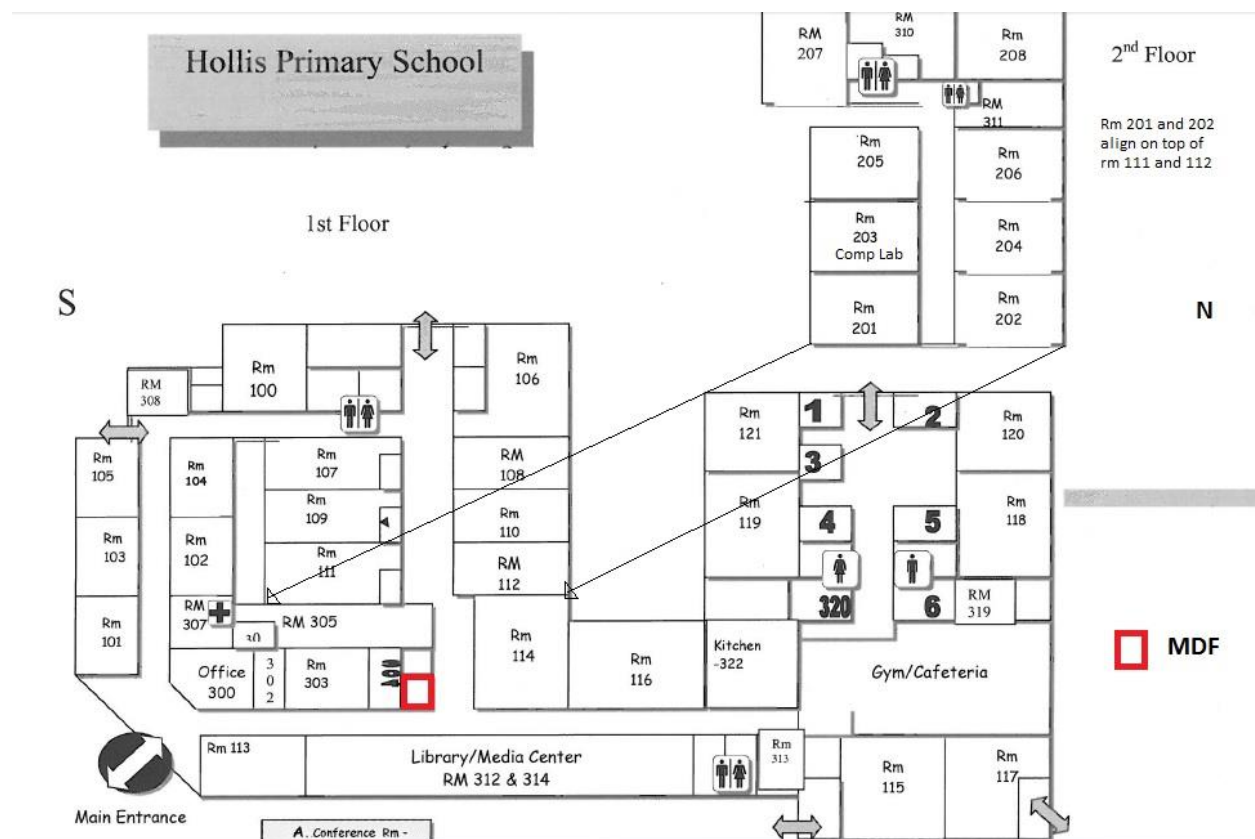
HPS Map and Notes

Current MDF is located in hall across from the library (red square on map).

Area is 46,627 square feet

2nd floor "fits" over rm 111 and rm 112. There are stairs not on the map leading up to rm 201 and down to rm 111.

Project is totally contingent on funding.



Hollis Brookline Schools

School Lunch Meal Payment Policy

All schools in the Hollis Brookline School System utilize a computerized program that assigns an account number to each student. The program tracks each student's deposits and purchases.

Pre-payment is required for all student purchases.

This can be done in two ways:

1. By cash or check following the established procedures in your child(ren)'s school(s) OR
2. By credit card through the school's online electronic payment service. Transaction fees may apply.

All families are encouraged to apply for the Free/Reduced Breakfast and Lunch Program. Applications are available on the SAU 41 website (sau41.org) and at the school at any time during the year.

Parents are expected to maintain enough money in their children's accounts to cover the costs of meals, ala carte and snack purchases.

Negative Balances

Negative balances will be monitored on an ongoing basis.

If a student's account falls into the negative, a standard "reimbursable" meal will continue to be provided and charged to the student's account. Ala carte and snack purchases are not permitted for any student that has a negative balance. The student's account balance must have sufficient funds for these types of purchases.

Parents will be notified and asked to pay the account in full immediately. All student accounts that remain unpaid or chronically become negative can result in collection activities or in a student being denied participation in school activities like field trips, sporting teams, extra-curricular activities, co-curricular activities and graduation ceremonies until the balance is paid.

Help is available to assist families in applying for the free and reduced meal programs at any time during the year.

A reimbursable meal is defined as a meal consisting of: meat/meat alternative, grains, fruits, vegetables and milk and as further defined by the National School Lunch Program requirements.



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC: Lyn Bill
Date: 5/10/2017
Re: School lunch price change

The State Department of Education has notified the SAU that our school lunch prices are out of compliance with the Healthy Hunger Free Kids Act. Based on the United States Department of Agriculture calculations our current weighted average prices for 2016-17 across the SAU are \$2.71. The required weighted average price for 2017-18 is \$2.80.

Failure to bring the price into compliance will require the general fund of each district to fund the price differential. If nothing is done, the state may also withhold our federal and state revenue associated with the school lunch program resulting in additional funding requirements on the general fund.

As a result, I am requesting that each board at their May meeting approve the following price changes to go into effect on August 1, 2017 for all schools under the SAU 41 umbrella.

School	Current Price	Recommended Price	Change
High School	\$2.70	\$2.83	\$0.13
Middle School	\$2.70	\$2.80	\$0.10
Hollis Primary	\$2.70	\$2.78	\$0.08
Hollis Upper	\$2.70	\$2.78	\$0.08
Richard Maghakian Memorial	\$2.70	\$2.78	\$0.08
Captain Samuel Douglass	\$2.75	\$2.78	\$0.03

Please be advised that the regulations now change the required price yearly based on USDA rate increases plus the consumer price index.

Recommended motion:

Motion by member _____ to raise the school lunch price of the _____ district from \$2.70 to \$2.80 beginning August 1, 2017.

HOLLIS SCHOOL BOARD POLICY COMMITTEE

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: June 1, 2017

The HSB Policy Committee makes the following recommendations for the June 7, 2017 School Board meeting:

Present for a *Third Reading* and adopt:

1. JICL: (Replaces EGA) School District Internet Access for Students
2. JRA: Student Records and Access

Category: Priority/Required by Law

See also EHAA, GBEF

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive training, lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for the purposes related to their educational duties. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. SAU 41 has installed technology to block access to those sites that are known to be counter-productive to the educational use of the Internet. The Superintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to such sites and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish social media and acceptable use administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of SAU #41 technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

This policy is referenced in all student handbooks. Each student and his/her Parent/Guardian shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Personally Owned Internet Devices in School

Students and staff members may bring their personal internet devices to school for appropriate educational uses. These devices must be registered and approved at the school level, must access the internet through our district computer network, and those wishing to bring personal internet devices must attend required training and obtain proper permissions. Not all devices will be permitted for use at school, and any misuse of internet devices may result in a suspension of internet access and/or personal internet device usage at school. Each school will develop and publish a list of approved devices for use in the school setting. The School District Superintendent will establish proper guidelines and protocols for the use of personally owned internet devices at school.

Student Email Accounts and Network Storage

Additionally, there will be email access available to students on the district computer network. This privilege will afford access to a school district email account that will be operational only within the SAU-41 domain (@sau41.org). In order to receive a school district email account, the parent/guardian and the student will be required to sign the permission slip for their grade level.

Legal References:

RSA [194](#):3-d, School District Computer Networks

47 U.S.C. §254, Requirements for Certain Schools - Internet Safety

20 U.S.C. §6777, Enhancing Education through Technology - Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix I & II

1st Reading: April 5, 2017

2nd Reading: May 3, 2017

Category R

See also GBJ and EHB

STUDENT RECORDS AND ACCESS

The Superintendent or his/her designee shall develop such procedures and notifications as are necessary to comply with the federal Family Educational and Privacy Act (FERPA) and other applicable statutes governing student records, including but not limited to RSA 91-A:5.

The Principal of each school will be the custodian of all student records for that school.

Students and parents will have access to their school records consistent with FERPA and State law. The District will provide parents and adult students with annual notification of their rights under FERPA.

Directory Information

The School District designates the following student information as directory information:

- Name,
- Student address,
- Parent name and email address,
- Telephone,
- Participation and grade level of students in recognized activities and sports,
- Height and weight of student athletes,
- Years of attendance in the school district,
- Honors and awards received, and
- Videos and photographs of student participation in school activities open to the public.

The School District may disclose directory information if it has provided notice to parents and adult students and has not received timely written notice refusing permission to designate such information as directory information. Parents who do not want the School District to disclose the information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment whichever is later.

Directory information will not be distributed for commercial use and/or solicitation of students and families except when necessary to fulfill district contracts with vendors and organizations providing student services such as the yearbook, class photography, etc., and the PTA to compile a student directory.

Additionally, the district will notify parents annually of the district's policy (ILD) on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Inspection of Records

To exercise their right to inspect and review educational records, parents and eligible students shall address a request to do so in writing to the principal or his/her designee in the school where the student attends or has last attended. Such request must identify the records to be inspected. Such inspection and review shall take place during regular school hours; or if during vacation periods, at reasonable times not including weekends or

holidays within **14 (fourteen)** days of the request for records. In accord with 91-A:5, student records are exempt from disclosure under the Right to Know law, and access to records will be provided consistent with FERPA and State Law.

Copies of Records

Requested copies will be provided at a cost of fifteen cents (\$.15) per page. The principal or his/her designee in the school where the student attends shall make a written list identifying the records of which copies have been provided, with dates, as well as the person to whom supplied, and shall place such list in the student's file. Financial hardship or ability to review records will be consideration for fee waiver upon request.

Notification of Rights

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations.

Requests for Student Records From the School Board

Requests for access to student records must come from the Board Chair and must have been voted upon by the Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest as defined in the District's annual FERPA notification. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

Health or Safety Emergencies

In accordance with federal regulations, the District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Law Enforcement and Reporting Agencies

The Board hereby designates its School Resource officer and the Hollis Police Department as the School District law enforcement unit. **Legal Reference**

RSA [91-A:5](#), Access to Public Records

Public Law 90-247, Family Educational Right to Privacy Act of 1974

RSA 189:66.IV

1st Reading: April 5, 2017 (as amended)

2nd Reading: May 3, 2017