

Hollis School Board
Wednesday, April 5, 2023

Hollis Primary School

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey – School Board Reorganization
Election of a Board Chair, Vice Chair and Secretary – committee appointments will be done at the May School Board meeting
- 6:10 Non-Public under RSA 91-A: 3II (a) compensation and/or reputation – Teacher nomination discussions
- 6:25 Agenda adjustments
Correspondence/Resignations/Retirements/Nominations
- 6:25 Principals report
- 6:30 Public Input
- 7:00 Discussions
- Fiscal 2023 Revenue and Expense update
 - 2023-2024 Draft School Calendar
 - Environmental Science and Spanish at HUES (informational)
 - Environmental Science recognition at HPS
- 7:25 **Deliberations**
- To see what action the Board will take regarding the teacher nomination list recommended by the Superintendent
 - To see what action the Board will take regarding the re-approval of policy BCA – Code of Ethics
 - To see what action the Board will take regarding the re-approval of policy DFA – Investments
 - To see what action the Board will take regarding the approval of the 2023-2024 school calendar
- 7:45 Motion to adjourn

Hollis School District
Administrative Report
April 2023

Calendar, Events, Programs:

- HUES - April 12, 2023 - Grade 6 students to visit the Middle School
- HUES - April 18, 2023 - Grade 6 DARE Promotion
- HPS/HUES - April 24th - April 28th 2023 - Spring Break

Building & Grounds:

- HUES:
 - We are waiting to get our new cafeteria table installed - there needs to be some welding done to make the tables fit into our table pockets.
- HPS:
 - We are planning for the next vacation to take care of odds and ends for some deep cleaning.

Staffing & Students:

- HUES - Our 5th grade champion moved on to win the title of HUES Geography Bee Champion in a tight competition with the 4th and 6th grade winners.
- HUES - We have been working with the Middle School to arrange a visit so that our 6th graders can meet the MS staff and administration and have a tour of the building. While there we will also have lunch with all the CSDA 6th graders. Traditionally for this first visit we have had MS staff come to HUES so we are excited to have a new opportunity this year to visit the building early. 6th graders will get another opportunity to visit the MS in June as part of their transition plans.
- HUES - SRO Kushmerek and SRO Bergeron have been working with all 6th graders on their DARE program - a 10 week program that helps students learn about decision making models, problem-solving, and drug resistance. New this year - students have designed their own T-shirts to celebrate their commitment to be drug-free. The PTA will help to pay for the t-shirts and we are thankful for this support!
- HUES - We are turning our cafeteria into an international cafe with the addition of more flags from different places around the globe. Students were instrumental in choosing the new countries they wanted to see in their eating space. We hope to have all the flags up during April vacation.
- HUES - we have added 4th grade to our food recycling program here at HUES. Students are being very careful to sort their disposal items into food waste or recycling or trash.
- HPS/HUES - The PTA treated staff to some yummy treats and amazing gift cards as we celebrated (early) staff appreciation week!
- HPS - Staff used the early release day to meet with colleagues to discuss curriculum and beginning stages of placement for the SY 23/24.
- HPS - Interview committees are being put together to get dates and candidates in early!
- HPS - April will be safety traffic month and we will focus on safety tips as well as fun activities for students.

Enrollment Snapshot for February 2023:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK Intensive Needs	5	4	95
PreK 3	15 (+6)	5	103
PreK 4	8 (-1)	6	92
K	89(-1)		
1	95 (-1)		
2	84		
3	89		
Total Hollis School District Enrollment: 675			

Hollis School District
Monthly Enrollment Breakout
April 2023

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (3/23/23)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	15	+6	15
Pre – K 4 year olds		1		8	-1	9
Prek Intensive Needs		1		5	0	5
<i>Drop in Speech Services Only</i>				4	0	0
Kindergarten	18	5	100	89	-1	17, 18, 18, 18, 18
Grade 1	18	5	75	95	-1	17, 19, 19, 20, 20
Grade 2	20	5	99	84	0	15, 17, 17, 17, 18
Grade 3	20	5	88	89	0	17, 18, 18, 18, 18
HPS Totals		23 classes	380	385	+3	
Grade 4	23	5	91	95	0	18, 19, 19, 19, 20
Grade 5	23	5	102	103	0	20, 20, 21, 21, 21
Grade 6	23	5	101	92	0	18, 18, 18, 19, 19
HUES Totals		15 classes	294	290	0	
HSD Totals		37 classes	674	675	+3	

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2022	373	288
2021	351	291
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

FY23

as of 03/27/2023

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 4,382,342	\$ 2,668,606	\$ 1,646,255	\$ 67,481
Special Education	\$ 1,737,664	\$ 1,211,065	\$ 516,514	\$ 10,084
Student Support Services	\$ 965,648	\$ 612,012	\$ 355,611	\$ (1,975)
Instructional Staff Support	\$ 487,711	\$ 249,713	\$ 184,637	\$ 53,361
School Board/SAU Assessment	\$ 776,521	\$ 496,252	\$ 186,933	\$ 93,336
School Administration	\$ 719,996	\$ 518,084	\$ 189,236	\$ 12,676
Facilities	\$ 1,013,654	\$ 694,470	\$ 305,226	\$ 13,959
Transportation	\$ 493,322	\$ 311,398	\$ 151,406	\$ 30,517
Benefits	\$ 3,629,280	\$ 2,261,084	\$ 1,215,876	\$ 152,320
HSMART Related	\$ 5	\$ -	\$ 6,000	\$ (5,995)
Debt Service	\$ 758,443	\$ 439,333	\$ 324,387	\$ (5,277)
Transfers	\$ 608,970	\$ -	\$ 608,970	\$ -
TOTAL	\$ 15,573,557	\$ 9,462,017	\$ 5,691,053	\$ 420,488 **
Plus FY22 Expense Carryover	\$ 465,988	\$ 36,142	\$ 406,203	\$ 23,644
TOTAL FY22 + FY23	\$ 16,039,546	\$ 9,498,159	\$ 6,097,255	\$ 444,131

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 11,184,963	\$ 9,650,000	\$ 1,534,963	\$ -
Adequacy Aid Grant/Tax	\$ 2,583,208	\$ 1,133,748	\$ 1,449,460	\$ 0
State				
Special Education Aid	\$ -	\$ 2,827		\$ 2,827
Other	\$ 84,818	\$ 84,818		\$ 0
Food Service	\$ 2,500		\$ 4,020	\$ 1,520
Federal				
Grants	\$ 190,000	\$ 30,340	\$ 159,660	\$ (0)
Food Service	\$ 31,500	\$ 45,570	\$ 15,000	\$ 29,070
Medicaid	\$ 32,000	\$ 6,598	\$ 25,402	\$ -
Local				
Tuition	\$ 35,000	\$ 41,303	\$ 8,750	\$ 15,053
Food Service Sales	\$ 186,000	\$ 153,093	\$ 40,907	\$ 8,000
Other	\$ 25,000	\$ 39,888		\$ 14,888
Less: Maint. Trust	\$ 150,000		\$ 150,000	\$ -
Less: SAU Building Trust	\$ 23,970		\$ 23,970	\$ -
Less: SPED Trust	\$ 25,000		\$ 25,000	\$ -
FY22 Carryover	\$ 465,988	\$ 36,142	\$ 406,203	\$ (23,644)
Fund Balance Adjustments	\$ 1,303,599		\$ 1,303,599	\$ -
Less Retained Fund Balance	\$ (284,000)		\$ (284,000)	\$ -
TOTAL REVENUE	\$ 16,039,546	\$ 11,224,327	\$ 4,862,933	\$ 47,714

Total Expense Balance \$ 444,131

To Food Service Unreserved Fund Balance \$ (38,590)

Total Revenue Balance \$ 47,714

Unreserved Fund Balance \$ 453,256

Anticipated Reductions to Unreserved Fund Balance

Covering FY24 Budget Cuts		Anticipated Needs for FY24	
Projected Fund Balance	\$ 129,286	School Building Maint. Trust	\$ 95,000
IFP	\$ 25,000	SAU Building Trust	\$ 23,970
Audio Systems	\$ 4,000	SPED Trust	\$ 25,000
HUES Furniture	\$ 5,000	Retained Fund Balance	\$ 180,000
	\$ 95,286	Total Reductions	\$ 323,970
Projected Fund Balance	\$ 129,286		

Explanation of budget balances on current expense report

3/27/2023

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 67,481	Primarily savings in personnel costs, textbooks and software
1200	Special Education	\$ 10,084	Unexpected contracted services; newly hired personnel costs higher than expected
2100	Student Support Services	\$ (1,975)	OT services higher than expected
2200	Instructional Staff Support	\$ 53,361	Primarily hiring savings
2300	School Board/SAU Assessment	\$ 93,336	95K contingency fund - not encumbered
2400	School Administration	\$ 12,676	Primarily savings in support/service contracts
2600	Facilities	\$ 13,959	Various small savings
2700	Transportation	\$ 30,517	Savings in special ed transportation
2900	Benefits	\$ 152,320	Benefit savings due to unfilled positions and plan choice changes
4200	HSMART Related	\$ (5,995)	Main Entrance Security Designs-HPS & HUES
5100	Debt Service	\$ (5,277)	estimated interest for new FY23 bond higher than expected
5200	Transfers	\$ -	
		\$ 420,488	

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	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 Calendar
2023-2024**

Draft

AUGUST (1 day)

M	T	W	TH	F	
X	X	X	31		All staff return on Aug. 28
					Aug 31 - School Begins

SEPTEMBER (20 days)

M	T	W	TH	F	
				1	
XX	5	6	7	8	Sept 4 - Labor Day
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

OCTOBER (21 days)

M	T	W	TH	F	
2	3	4	5	6	Oct 5 - Early Release/SPT
XX	10	11	12	13	Oct 9 - No School Columbus Day
16	17	18	19	20	
23	24	25	26	27	
30	31				

NOVEMBER (17 days)

M	T	W	TH	F	
		X	2	3	Nov 1 - Professional Day
6	7	8	9	XX	Nov 10 - No School Veterans Day
13	14	15	16	17	Nov 21 - Early Release
20	21	XX	XX	XX	Nov 22 - 24 Thanksgiving Recess
27	28	29	30		

DECEMBER (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	Dec 25 - Jan 1 Holiday Vacation
XX	XX	XX	XX	XX	

JANUARY (21 days)

M	T	W	TH	F	
XX	2	3	4	5	
8	9	10	11	12	
XX	16	17	18	19	Jan 15 - Martin Luther King Jr. Day
22	23	24	25	26	
29	30	31			Jan 29 - Early Release

FEBRUARY (17 days)

M	T	W	TH	F	
			1	2	
5	6	7	8	9	Feb 7 - Early Release
12	13	14	15	16	
19	20	21	22	23	
XX	XX	XX	XX		Feb 26 - Mar 1 Winter Vacation

MARCH (19 days)

M	T	W	TH	F	
				XX	
4	5	6	7	8	
11	X	13	14	15	Mar 12 - Professional Day
18	19	20	21	22	
25	26	27	28	29	

APRIL (17 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
XX	XX	XX	XX	XX	Apr 22 - April 26 Spring Vacation
29	30				

MAY (22 days)

M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
XX	28	29	30	31	May 27 - Memorial Day

JUNE (*7 days)

M	T	W	TH	F	
3	4	5	6	7	June 6- Last Day of Preschool
10	11	12	13	14	*June 18 - Last Day of School
17	18	19	20	21	*June 20 -Last Day for Teachers
24	25	26	27	28	

Legend:

X - No School for Students

XX - No School for Students & Staff

E - Early Release Day for Students

Total student days 178

*All last days include five snow days

Category R

BOARD MEMBER CODE OF ETHICS

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well-being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

Re-Adopted: April 3, 2019

Re-Adopted: September 30, 2020

Re-Adopted: May 5, 2021

Re-Adopted: April 6, 2022

Re-Adopted: April 5, 2023

*Category P***INVESTMENT**

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and

officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.

3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The Board will periodically review the investment policy.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

Appendix: DFA-R

Revised: July 1998, November 1999, March 2004

Revised: February 2008

1st Reading: December 12, 2012

2nd Reading: August 14, 2013

3rd Reading: August 14, 2013 (waived)

Adopted: August 14, 2013

Adopted: April 9, 2015

Adopted: April 6, 2016

Adopted: April 5, 2017 (as amended)

Adopted: April 4, 2018

Adopted: April 3, 2019

Adopted: September 30, 2020

Adopted: May 5, 2021

Adopted: January 5, 2022

Adopted: April 5, 2023