

**HOLLIS SCHOOL BOARD
AUGUST 7, 2019
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Wednesday, August 7, 2019 at 6:00 p.m. at the Hollis Primary School.

Robert Mann, Chairman, presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
Amy Kellner (participated electronically)
Carryl Roy

Members of the Board Absent: Brooke Arthur, Secretary

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Bob Thompson, Assistant Superintendent of Student Services

As Ms. Kellner was participating electronically, in accordance with the Right to Know Law, Chairman Mann requested she state, for the record; where she was, why her attendance in person was not reasonably practical, who, if anyone, was with her, and whether or not she was able to hear the proceedings.

Ms. Kellner responded she was in Maine, her attendance in person was not reasonably practical given her location, no one was with her, and she could hear the proceedings.

Chairman Mann stated, for the record, those present at the meeting were able to hear Ms. Kellner, and reminded the Board all votes would be taken by Roll Call.

AGENDA ADJUSTMENTS - None

APPROVAL OF MINUTES

Hollis School Board [June 5, 2019](#)

The following amendment was offered:

Page 7, Line 2; replace “understanding” with “understands”

**MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Robert Mann, Tammy Fareed

3

Nay:

0

MOTION CARRIED

Member Kellner Abstained

Hollis School Board – **Public Hearings** [June 5, 2019](#)

The following amendments were offered:

Page 2, Line 37; delete “the” before “Ed Hinkley”

Page 3, Line 3; insert “to be of concern” following “a number of things would have to fail at the same time”

**MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Robert Mann, Tammy Fareed	3
Nay:	0

MOTION CARRIED
Member Kellner Abstained

NOMINATIONS/ RESIGNATIONS/CORRESPONDENCE

Superintendent Corey noted receipt of a letter of resignation from Colleen Micavich, Special Education Administrator.

PRINCIPALS’ REPORT

Superintendent Corey spoke of the volume of move-ins noting the District will have a new pre-school self-contained program for three and four-year-old students. Although this constricts the budget, steps have been taken to address it; with an open 4th grade Case Manager position at HUES, some caseloads have been shifted, e.g., a dual certified Reading/Special Education Teacher has picked up those students having reading/language arts as their specific domains in their IEPs. That position is being used to assist with the need to hire Paraprofessionals for the preschool program as well as pick up some of the services of OT/PT.

Kindergarten will consist of four classrooms all below class size specifications and grades 1-6 each having five classrooms; with the exception of grade 1, all being below class size specifications. The Administration is keeping a watchful eye on enrollment in grade 1.

Vice Chairman Fareed questioned if, aside from the students in the special preschool program, there is seen any particular increase/decrease in special education and other related student services. Assistant Superintendent Thompson responded, from what he has learned in his short amount of time, it is not necessarily an increase in the number, but in students with very unique needs requiring additional services. Two additional Paraprofessionals have been hired for the Hollis Primary School (HPS).

Vice Chairman Fareed commented in grades 2 and 3 the enrollment is not as robust as in other grades, but if what is being suggested is that, at HPS, we are hiring more Paraprofessionals because of the need, then that wiggle room provides a chance to really serve the students well. Superintendent Corey remarked any time you can keep the classroom ratio down and you integrate a student who has overcome educational challenges, it serves that student better.

DISCUSSION

- SAU/Barn/Hollis Schools Facilities - Update

Superintendent Corey noted the document titled “FY21 Warrant-Bond Planning” included with the [agenda](#).

During the end of the school year, the Board was provided with five alternates for the SAU barn. Those options are being narrowed down. The HSTEP Committee will meet next week. It is believed a recommendation for the best solution for the barn as well as an estimated cost can be provided in September.

The other aspects/pieces of the potential bond request are items categorized as HSTEP (anything related to energy) and those facility needs identified in the Capital Improvement Plan (CIP).

The document lists the items, cost estimates (where available), and the requested funding source; FY21 budget or bond.

Chairman Mann asked that the item “shading devices-southside” be clarified. Superintendent Corey remarked there would be an outside external awning that, when pulled out, would drastically reduce the sun glare experienced in the 4-5 first grade classrooms. The design is such that during the winter months, when sunlight is desired and plows need to have clear passage along the side of the building, they would be pulled back. The awnings were part of the original design of the HSTEP project, and one of the items delayed as a result of cost elements.

The breakdown (FY21 budget, HSTEP, CIP) also identifies who would govern the particular activity. The FY21 budget items fall under the Business Administrator, HSTEP items the HSTEP Committee, and CIP items are shared by the Superintendent and Business Administrator. They are looking to determine the type of bond envisioned by the Budget Committee and what items they wish to eliminate.

The next step is the prioritization of the items with the SAU barn being second to the HSTEP projects.

Asked to provide clarification of the type of enhancements envisioned with “Turtle Island” and “Traffic Issues”, Superintendent Corey stated the District has asked the Nashua Regional Planning Commission (NRPC) to review all six (6) of the schools with respect to traffic flow issues. He provided the example of the Hollis Upper Elementary School (HUES) having a road that goes $\frac{3}{4}$ of the way behind the building. A question being asked is if that can be extended. Were that to become the bus or parent pick-up, traffic flow would be drastically changed. Due to the sheer volume of cars, there is the need to determine a means of at least widening the road. There is also concern with accessibility by emergency vehicles.

Vice Chairman Fareed questioned if the list would go through a review process whereby a series of reviews would occur before reaching a final document/request or if all of the items listed would be pursued. Superintendent Corey noted there is not yet an understanding of the total cost involved or the thinking of the Budget Committee in terms of a bond amount; however, any number of items that are able to be addressed would reduce the burden on the CIP and allow the District to get ahead in the area of maintenance items. Very good progress has been made through the use of the Maintenance Trust Fund. He would not want the public to get the impression the buildings are not functioning. They are functioning very effectively; it is just a matter of continual attention to maintenance needs. When numerous items need to be addressed at the same time, a backlog tends to be created.

Asked about “asbestos abatement”, Superintendent Corey provided the examples of the grade 1 area and the conference room at HPS where the glue that holds the windows in has asbestos in it (encapsulated).

Vice Chairman Fareed commented on the number of items included in the list that have not been broadly discussed. Superintendent Corey noted the list is all inclusive. From this starting point, the HSTEP Facilities Committee will identify priorities. Once the list has been narrowed down, public forums will be conducted. The first priority will be HSTEP items as there is a return on that investment. The second priority would be the upgrade to the SAU facility. From there, consideration will be given to items identified within the CIP.

Superintendent Corey noted some of the items listed as HSTEP were done that way understanding there is expertise required to oversee the project, e.g., the kitchen at HPS, if addressed, would have to be done ensuring it passes modern code requirements. The grease trap that ties into the septic does not currently meet code, but is grandfathered. Once work is proposed, today's code requirements would have to be met.

Chairman Mann is pleased with starting from a comprehensive list and categorizing the projects. Understanding some of the costs remain unknown, the job of prioritizing the list is made somewhat easier by understanding some of the items could remain within the CIP, etc.

Superintendent Corey spoke of the intent to go before the Budget Committee with the document and the five possible options for the SAU barn. There will be a period of four months during which discussion can take place.

Vice Chairman Fareed spoke of her recollection during the time the septic system was addressed a few years prior, the Board commissioned a report/plan for addressing the necessary upgrades to the kitchen should that be required in the event of a septic failure. Superintendent Corey stated what was commissioned was a septic plan. He clarified, were the septic system to fail it would not require the upgrading of the kitchen, but should the kitchen fail, upgrading the septic would be required.

Chairman Mann suggested it would be helpful if an explanation were included of the rationale behind the identified funding sources.

Superintendent Corey thanked the custodians for their work in the buildings preparing for the coming school year, and commented on the amount of work done, e.g., carpeting in the Learning Commons, windowsills painted, Maker Space tile floor, bathrooms stripped and new tiling coming in, playground equipment has arrived and will be assembled. He informed the Board of the removal of 20-30 pine trees from behind the playground area for student safety. The contractor will take the trees, which offsets some of the cost.

Vice Chairman Fareed noted the area has a great deal of poison ivy, and suggested it be treated.

- Student Services - Update

Assistant Superintendent Thompson informed the Board of the hiring of the District Special Education Administrator. He spoke of the screening process that included reaching out to the New Hampshire School Administrators Association as well as the New Hampshire Association of Special Education Administrators. He also reached out to colleagues in neighboring districts. From a pool of candidates, two were identified that exceed the minimum requirements of the position. A screening committee consisting of a related service provider, two classroom teachers, two special educators, two para-educators, a parent representative, and a building level administrator, conducted a one-hour interview, which was followed by a 30-minute writing prompt. The Committee moved forward the name of Anne Elser to the Superintendent. Anne currently serves as the Assistant Director for Student Services. Now that her name is being moved forward for that position, the District will be looking to fill the Assistant Director position.

- Mitsubishi Case Study

Superintendent Corey spoke of the Case Study included with the agenda packet. The Study was done by Mitsubishi Electric working with Dick Henry, the District's consultant. The desire was to provide the study to the Board for review. The hope is the Board will formally approve the study so that Mitsubishi can publish it. He stated his understanding this is the furthest school north to have installed heat source air pumps as the primary heating source. They really wanted to talk about taking a 1952 building with an R factor of the outside walls of 1 and providing for decades more of useful life. Although it will provide them some notoriety, it also sheds a very positive light on the work HSTEP and the Hollis community did. It also reflects well on the architect that was used, the engineers, and the energy consultants.

Asked if there would be any sort of monetary benefit to releasing the Study, Superintendent Corey remarked what it has done is they have come back into the picture for Phase II of HSTEP, and they are looking at some of the technology that has changed in the last two years. The District may not need to install one unit in each of those 13 classrooms. They believe the District can use some of its capacity and do things slightly different. They will also be providing additional expertise around the consolidation of boilers; how best to tie this into one efficient system. We are still merging some '50s technology with 2020 technology. There is a dollar value to the expertise the District will receive.

- Enrollment - Update

Information was provided with the agenda packet. Superintendent Corey reiterated kindergarten will continue to be reviewed. It is a very difficult number to project. NESDEC struggles with that number as well because of the closing of the private kindergartens. Using what is in kindergarten will lead to a solid number in grade 1. The other projections he is pleased with. There is a nice bump in grade 1, which potentially foreshadows what they are projecting as an enrollment increase over the next five years.

Chairman Mann spoke of enrollment being down from last year, and questioned if that is the result of the cohort of students that moved on. Superintendent Corey remarked the bubble that was experienced accounts for nearly half of the number difference. That is what NESDEC is projecting; another bubble. He is not certain it will be consistent. It is dependent on the economics of the surrounding businesses. The other number NESDEC is watching is Town permits; where new home development is headed.

- Math Materials - Update

Assistant Superintendent Bergskaug commented on the voter approved upgrade to enVisions 2.0. The materials have arrived. HUES received the entire package where HPS opted for more of the curricular resources. Professional Development will begin along with Brookline School District colleagues who implemented the program a few years back. EnVisions 2.0 will be on track for the new school year.

Vice Chairman Fareed commented on the idea presented about testing 5th grade students for aptitude as a way of identifying who has the potential for a different approach for their math. Asked if she could summarize how effective the testing was, Assistant Superintendent Bergskaug responded if looking at the cohort of 6th grade students who just completed the program, based on having tested when they were in grade 5, they all (Hollis and Brookline) successfully completed a combined 6/7 curriculum in 6th grade, and were all recommended to participate in Algebra 1 for 7th grade. Asked for the number of Hollis students, she stated her belief there were 18.

Time will tell how they manage Algebra 1. It is Algebra 1 with some 8th grade standards in 7th grade and then Geometry for 8th grade. There is the need to review this over a 6-year period of time.

Asked if, over time, there could be developed a metric that shows improvements that could correlate to the move to enVisions, Assistant Superintendent Bergskaug stated her hope to provide a data presentation on a yearly basis. There will be the opportunity to review test scores as well as gain feedback from teachers. She commented on a difference she sees in the use of math language and the level of sophistication that some of the students use in Brookline because it is part of the daily programming of the 2.0 version.

Vice Chairman Fareed commented this is the year we start with the extra 0.5 math FTE. At 2.0 FTE, the intent is to capture more of those students requiring additional help as well as support those who are ready for more. In addition, there is the new Environmental Science Teacher starting in the fall.

DELIBERATIONS

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

JFAB – Admission of Tuition and Nonresident Students

- 1st Reading 5-1-19 (as amended)
- 2nd Reading 6-5-19

Given its third reading;

Assistant Superintendent Bergskaug stated there to have been no changes since the time of the second reading.

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY JFAB – ADMISSION OF TUITION AND NONRESIDENT STUDENTS MOTION SECONDED BY MEMBER ROY

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

ADB/GBEC - Drug Free Workplace

- 1st Reading 5-1-19 (as amended)
- 2nd Reading 6-5-19

Given its third reading;

No changes have been proposed since the time of the second reading.

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY ADB/GBEC – DRUG FREE WORKPLACE MOTION SECONDED BY MEMBER ROY

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

ADC/GBED - Tobacco Products Ban Use and Possession in and on School Facilities and Grounds

- 1st Reading 5-1-19 (as amended)
- 2nd Reading 6-5-19

Given its third reading;

No changes have been proposed since the time of the second reading.

**MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY
ADC/GBED – TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL
FACILITIES AND GROUNDS**

MOTION SECONDED BY MEMBER ROY

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

KDCA – Information Distribution and Display

- 1st Reading 5-1-19 (as amended)
- 2nd Reading 6-5-19

Given its third reading;

No changes have been proposed since the time of the second reading.

**MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY
KDCA – INFORMATION DISTRIBUTION AND DISPLAY**

MOTION SECONDED BY MEMBER ROY

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

GCPA – Reduction in Instructional Staff Work Force

- 1st Reading 5-1-19 (as amended)
- 2nd Reading 6-5-19

Given its third reading;

No changes have been proposed since the time of the second reading.

**MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY
GCPA – REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed
4
Nay: 0

MOTION CARRIED

DJ – Purchasing

- 1st Reading June 5, 2019 (as amended)

Given its second reading;

No changes have been proposed since the time of the last reading.

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY DJ –
PURCHASING
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed
4
Nay: 0

MOTION CARRIED

DJB – Purchasing Procedures

- 1st Reading June 5, 2019 (as amended)

Given its second reading;

Assistant Superintendent Bergskaug noted the last change made was to replace the word “price” with the word “value” so that the sentence now reads: “Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible value for the desired products and services.”.

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY DJB –
PURCHASING PROCEDURES, AS AMENDED
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed
4
Nay: 0

MOTION CARRIED

EHAB – Data Governance and Security

- 1st Reading June 5, 2019 (as amended)

Given its second reading;

Assistant Superintendent Bergskaug noted the desire for the policy to be consistent across the three districts. When brought before the COOP School Board it was noted reference to ISO should be plural in some instances. In addition, the request was made that reference to Assistant Superintendent be clarified to indicate Assistant Superintendent of Curriculum, Instruction, and Assessment.

**MOTION BY MEMBER FAREED TO AMEND THE 2nd PARAGRAPH OF SECTION “C” BY INSERTING “OF CURRICULUM, INSTRUCTION, AND ASSESSMENT,” FOLLOWING “ASSISTANT SUPERINTENDENT” AND BY CORRECTING THE REFERENCE TO “ISO” BY MAKING IT PLURAL WHERE APPLICABLE, AND ACCEPT THE SECOND READING OF POLICY EHAB – DATA GOVERNANCE AND SECURITY, AS AMENDED
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

BEDG – Minutes

- 1st Reading June 5, 2019 (as amended)

Given its second reading;

Assistant Superintendent Bergskaug noted changes made as a result of discussion during the second reading of the policy.

Vice Chairman Fareed read the policy, as presented, into the record:

“MINUTES

The Secretary shall keep a record of the actions of Board meetings. The Board may provide a paid transcribing secretary to record minutes of meetings. The minutes of the Board shall be maintained, filed securely, and posted online available to the public. The minutes shall include all motions and resolutions including the names of makers of motions and the results of all votes. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved. Corrections shall appear in the official minutes and in the minutes of the meeting in which changes were made.

All minutes shall be kept in accordance with RSA 91-A:2 and 3 III and will be in the custody of the Superintendent, who will make them available no later than 5 business days after the meeting to interested citizens on request. (72 hours for minutes of non-public sessions)”

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY BEDG-MINUTES, AS READ
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed
4
Nay: 0

MOTION CARRIED

BEDH – Public Participation at Board Meetings

- 1st Reading June 5, 2019 (as amended)

Given its second reading;

Assistant Superintendent Bergskaug noted no changes to have been made since the time of the first reading.

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY BEDH – PUBLIC PARTICIPATION AT BOARD MEETINGS

MOTION SECONDED BY MEMBER ROY

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed
4
Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding the Mitsubishi Case Study

MOTION BY MEMBER FAREED TO SUPPORT THE RELEASE OF THE MITSUBISHI CASE STUDY

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Vice Chairman Fareed stated her hope the Administration will urge Mitsubishi to make the District aware of any feedback received.

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed
4
Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding the Business Administrator's recommendation regarding the retained fund balance

Superintendent Corey addressed the memorandum from the Business Administrator relative to the retained fund balance. The recommendation is that the balance be maintained at its present funding level of \$152,000.

**MOTION BY MEMBER FAREED TO RETAIN THE SUM OF UP TO ONE HUNDRED FIFTY-TWO THOUSAND DOLLARS (\$152,000) OF SCHOOL FUND BALANCE FROM THE FY19 SCHOOL YEAR, AS THE END OF YEAR AVAILABLE FUNDS ALLOW
MOTION SECONDED BY MEMBER ROY**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

Superintendent Corey stated the Administration would be doing the Strategic Plan presentations and Goals and Objectives for the year. However, this year they will do them at an SAU 41 Governing Board meeting so that all of the district School Boards can look through the lens of the student whether a Brookline or Hollis student.

ADJOURNMENT

**MOTION BY MEMBER ROY TO ADJOURN
MOTION SECONDED BY MEMBER FAREED**

Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Amy Kellner, Robert Mann, Tammy Fareed

4

Nay:

0

MOTION CARRIED

The August 7, 2019 meeting of the Hollis School Board was adjourned at 7:08 p.m.

Date _____

Signed _____