

Hollis School Board
Wednesday, August 7, 2019
Hollis Primary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Board Chair Mann
- 6:05 Agenda Adjustments
Approve Meeting Minutes
Nominations/Resignations/Correspondence
- 6:10 Principal’s report
- 6:15 Public Input
- 6:25 Discussion
- SAU/Barn/Hollis Schools facilities update
 - Student Services update – Assistant Superintendent Thompson
 - Mitsubishi Case study
 - Enrollment update
 - Math materials update
- 6:45 Deliberations**
- To see what action the Board will take regarding the policy memo submitted by the policy committee
 - To see what action the Board will take regarding the Mitsubishi Case Study
 - To see what action the Board will take regarding the Business Administrators recommendation regarding the retained fund balance
- 7:10 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:15 Motion to adjourn

Hollis School District
Monthly Enrollment Breakout
August 2019

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 19/20 SY	Number of students (7/25/19)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	24	4	0	4
Pre – K 4 year olds		1		6	0	6
Kindergarten	18	4	55	61	0	14, 15, 16, 16
Grade 1	18	5	73	89	0	17, 18, 18, 18, 18
Grade 2	20	5	74	77	0	14, 15, 16, 16, 16
Grade 3	20	5	80	85	0	16, 17, 17, 17, 18
HPS Totals		21 classes	306	322		
Grade 4	23	5	87	96	0	18, 18, 20, 20, 20
Grade 5	23	5	91	98	0	19, 19, 20, 20, 20
Grade 6	23	5	109	101	0	19, 20, 20, 21, 21
HUES Totals		15 classes	287	295		
HSD Totals		36 classes	593	617		

* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2019	TBD	TBD
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 Case Study

Challenge: School built in 1952 required a retrofit to increase sustainability and comfort

Solution: Mitsubishi Electric Zoned Comfort Solutions®

Result: A sustainable and comfortable learning environment for students

Hollis Primary School (HPS) in Hollis, New Hampshire has served its community for generations. Just as the school's dedicated teachers continually refresh the curriculum for students in pre-kindergarten through third grade, the community, led by the school staff, school board, parents and the [Hollis Energy Committee](#), recognized the need to modernize the building for comfort and sustainability. Mitsubishi Electric Zoned Comfort Solutions® would prove essential to this retrofit.

HPS is housed within a brick masonry building built in 1952. Prior to its modernization, the facility had no insulation. The walls had an R-value of 1, equivalent to a single pane of glass. The uninsulated slab of the building was above grade and resulted in cold floors during low ambient temperatures. The heat provided by the oil boilers was of little comfort. Additionally, on the south and east sides of the building, about 65% of the walls were windows. This reflected 1950s-era design and was intended to maximize natural light but resulted in excess solar gain and heated masonry, which produced uncomfortable temperatures as high as 92 degrees well into November and December. These conditions challenged educators and their students.

"It was awful," commented Paula Izbicki, principal, HPS. "No matter what the temperature was outside, we would have really hot classrooms and really cold classrooms. If you walked through a hallway from one classroom to another, you could experience a 10-degree difference in temperature. Some kids were sweating and wearing shorts all winter long, while other kids would have their jackets on because they were cold. The situation wasn't conducive to learning."

The Hollis school board formed the Hollis Schools Thermal Electrical Project (HSTEP) to identify the best way to improve comfort at the school while also increasing sustainability. "We have a lot of engineers in our town and a vocal, active community that values education," said Izbicki. "All ideas and proposals were thoroughly vetted and questioned."

Working with HSTEP, the Hollis Energy Committee recruited Dick Henry, founding director of DDH Energy Consulting, LLC based in Concord, New Hampshire, to draw upon his expertise in helping building owners, utility companies and communities maximize energy efficiency and retrofit aging infrastructure. Henry ultimately recommended encasing the brick structure in a spray-foam envelope and installing heat pumps from Mitsubishi Electric for energy-efficient heating and cooling powered by electricity from solar panels.

Insulation and Lower Loads

To maximize comfort and enable optimal performance of the air-source heat pumps, Henry advised HPS to fully insulate the building, including the above-grade slab. This included adding triple-glazed windows and applying 4 inches of spray foam for insulation.

"If we're going to use air-source heat pumps, the first thing we have to do is get the load down as low as possible," said Henry. "In the winter, with no insulation and an above-grade slab, the old heating system was fighting the building's thermal mass. We insulated from the outside with 4 inches of foam and took the building from an R-value of 1 to an R-value of 31. We also reduced the amount of fenestration. Now the mass can work for the school rather than against it."

While conventional systems have fixed-speed compressors and always use the capacity required to heat or cool during design-temperature extremes, the Mitsubishi Electric heat pumps installed at HPS have variable-speed compressors that adjust the system's capacity to match a zone's actual load. In most cases, this will be a partial load, rather than the full load of a design temperature. "You want to set the temperature and leave it alone. It's not like the oil boilers the school had. When you have air-source heat pumps, you get the most efficiency at part load." noted Henry.

Comfort and Carbon Footprints

The heat pumps from Mitsubishi Electric provide both heating and cooling to improve the educational environment at HPS. Each zone, including each of the retrofitted 900-square-foot classrooms, is served by a Wall-Mounted Indoor Unit. Equipped with Hyper-Heating INVERTER[®] (H2i[®]) technology for heating during severe cold, the school's MXZ outdoor units use only the precise amount of energy needed to keep each zone at its setpoint. Not only does this INVERTER[®]-driven capability mean the school can trust the units to maintain the preferred temperatures for each zone, but it limits electrical waste, making the system ideal for how the retrofitted school uses renewable energy.

Since they are occupied primarily during the day, schools are often well-suited for solar arrays. Many have flat roofs and are only one to two stories high. Using solar panels with heat pumps enabled HPS to reduce reliance on fossil fuels and increase sustainability along with comfort.

"The HVAC load factor for a school lines up very nicely with the delivery and generation pattern of a solar installation and gives real economic benefits with air-source heat pumps," said Henry. "If you use solar power behind the meter to power heat pumps, not only are you getting the full value of offsetting the 16.5 to 20 cents kilowatt charge you're paying from the grid, you are dramatically reducing your oil consumption. Also, the cost of electricity, by and large, is less volatile than the cost of fossil fuels. If you're a school trying to budget for the next five to ten years, you'll have a better idea of your likely costs. And if you have any concerns about your carbon footprint, you check off that box as well."

The increased sustainability enabled by the retrofit also serves an educational function. HPS includes environmental science in its curriculum and expanded its program to include tools like an online dashboard where students can access information about the school's solar energy use. Izbicki said, "Part of what we're doing is helping our kids figure out how they can use and interpret real time data about spikes and valleys to figure out how to be more environmentally friendly with energy consumption."

First-Class Comfort

In terms of comfort, the retrofit transformed HPS. "The experience has been great," commented Izbicki. "When you set the units to a certain temperature, the room just stays at that temperature. So, we're comfortable and we don't really think about the system. The kids are energetic and much happier. The learning environment has improved dramatically because it is so much more comfortable."

In addition to thermal comfort, the insulation and heat pumps also improved the learning environment when it comes to noise levels. "Several teachers and staff on the first day back noticed how wrapping the building had almost soundproofed it," said Izbicki. "There is less outside noise to distract us. You no longer hear the trucks roaring past the school. And you can't really hear the new units either, unless you paid special attention as one was getting ready to blow air."

In this case, modernization meant continuity for the community. Rather than spending an estimated 17 million dollars on a new school building, the town of Hollis successfully retrofitted the older facility to better serve the community and its students well into the future. Dana Fischer, area manager, Mitsubishi Electric Trane HVAC US, said, "What's exciting for me on this project is that it highlights how communities can dramatically reduce carbon footprints and energy consumption by incorporating Mitsubishi Electric heat pumps when retrofitting buildings such as schools."

Mitsubishi Electric Equipment Installed

- (4) MXX-4C36NAHZ-UI M-Series Hyper-Heating INVERTER® Multi-Zone Outdoor Heat Pumps
- (9) MXZ-8C48NAHZ M-Series Hyper-Heating INVERTER® Multi-Zone Outdoor Heat Pumps
- (6) MSZ-GL06NA-U1 Wall-Mounted Indoor Units
- (7) MSZ-GL09NA-U1 Wall-Mounted Indoor Unit
- (1) MSZ-GL12NA-U1 Wall-Mounted Indoor Unit
- (3) MSZ-GL18NA-U1 Wall-Mounted Indoor Units
- (16) MSZ-GL24NA-U1 Wall-Mounted Indoor Units
- (33) MHK1 Handheld Remotes

Project Team

Architect
Windy Hill Associates, New Boston, New Hampshire

Mechanical Engineer
John F. Penney Consulting Service, P.C., Chester, Vermont

Energy Consultant
DDH Energy Consulting, LLC, Concord, New Hampshire



Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 8/1/2019

Re: Retained Fund Balance – Hollis School District (RSA 198:4-b.II)

It is my recommendation that the retained fund balance be maintained at its present funding level of \$152,000 for the following reasons:

- a) Ensures the retained fund balance is tax neutral as compared to last year's tax rate
- b) The school district's budget already contains a contingency fund of \$95,000
- c) The district has a maintenance trust fund if urgent repairs are required which can be used to supplement the retained fund balance with proper approvals

Please request the following motion be made at the September board meeting to define this year's retention amount:

MOTION BY MEMBER _____ 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.

FY21 Warrant-Bond Planning

Description	School	Estimate	Bond	Budget	BOND	
					HSTEP*	CIP**
Security System	HPS			x		
Cameras	HPS			x		
Cameras	HUES	\$12,864		x		
Heating System Balancing	HUES			x		
Replacement chairs-Phase II	HPS	\$5,000		x		
Classroom cabinets-Phase II	HPS	\$5,000		x		
Clssrm Furniture-Kind.	HPS	\$6,500		x		
Clssrm Furniture-Phase I	HPS	\$7,000		x		
Parking Lot/Roof Drains	HPS	\$5,000		x		
Main Office Carpet	HPS	\$8,500		x		
Parking Lot Sealing	HPS	\$15,000		x		
Intercom Speakers	HPS			x		
Fencing	HPS			x		
Add'l New Window Shades	HPS			x		
Fan Replacements (2/room)	HUES			x		
Parking Lot Sealing	HUES			x		
Playground Fence	HUES	\$12,210		x		
Water Bottle Filler Stations	HUES	\$3,000		x		
Classroom Furniture	HUES	\$5,000		x		
A/C or ASHP (Art, Guidance, Conf Rm, Lib)	HUES	\$36,000		x		
Exterior wall lighting/prky lot	HUES	\$14,000	x			x
Office/Maint A/C	HUES	\$9,000		x		
Parking Lot Paint/Repair	HUES			x		
Playground Equip/Field	HPS	\$20,000	x			x
Clssrm/Hllwy Flooring-Phase 1	HPS	\$25,000	x			x
HVAC Valves-univentilator (parts)	HUES			x		
Underground Tanks-Repair	HUES			x		
Phone/Intercom	HUES	\$20,000	x			x
Student Restrooms	HUES			x		
Gym Bleachers	HUES			x		
Interior Lighting	HPS		x		x	
Exterior Doors	HPS		x		x	
Exterior Lighting	HPS		x		x	
ASHP in 13 clsrms	HPS		x		x	
Boiler Consodation	HPS		x		x	
Heating Control System-Wall Mounted	HPS		x		x	
Shading Devices-Southside	HPS		x		x	
Shift to Propane	HPS		x		x	
Enclose back entrance overhang	HPS		x		x	
Interior Lighting	HUES		x		x	

Hollis School Board Policy Committee

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: July 31, 2019

The HSB Policy Committee makes the following recommendations for the August 7, 2019 School Board meeting:

Present for a *Third Reading and Adopt*:

1. JFAB: Admission of Tuition and Nonresident Students
2. ADB/GBEC: Drug Free Workplace
3. ADC/GBED: Tobacco Products Ban
4. KDCA: Information Distribution and Display (replace with current KHC)
5. GCPA: Reduction in Instructional Staff Work Force

Present for a *Second Reading*:

1. DJ: Purchasing
2. DJB: Purchasing Procedures
3. EHAB: Data Governance and Security
4. BEDG: Minutes
5. BEDH: Public Participation at Board Meetings

ADMISSION OF TUITION AND NONRESIDENT STUDENTS

I. Residency

Residency for the purpose of enrollment in our School District (hereafter referred to as the District) shall be defined by RSA [193](#):12. Any student who meets the RSA [193](#):12 definition of legal resident of this District is entitled to attend school in this District. A student who is not a legal resident of the District may attend school in the District only with the consent of the Superintendent. Disputes regarding residency shall be determined by the relevant laws in effect at the time.

II. Admission of Non-Resident Students

Individual non-resident students may be considered for admission to the District only under the following four stated conditions:

1. A resident student who moves from the District during the school year may continue as a non-resident student through the end of the school year. The District of Residence must agree to pay the tuition rate (as calculated in Section III), pro-rated, for the time that they are not legal residents of our District, plus agree to be responsible for special education costs. However, if the resident student moves from the District after March 31, the tuition and the need for an agreement with the District of Residence will be waived.
2. Non-resident students who are children of employees of the Hollis School District or the SAU 41 Office, may attend the District if space is available. These students are not exempt from the requirement to have an agreement with their District of Residence, regarding payment of special education costs, prior to admission. Employees should submit requests for admission of their non-resident student to the Building Principal no later than May 15th of the preceding school year and each school year thereafter. If there are more applicants than available spaces, students currently attending a particular school will have preference over a student who is not currently attending that particular school. Otherwise, the determination will be made by lottery. The Superintendent shall notify employees whether or not their child(ren) can be accommodated by July 15th. Successful applicants shall pay 25% of the tuition rate as calculated in Section III. Employees who leave employment within the SAU 41 office or the District must withdraw their child(ren) at the time of their departure unless the new district of residence agrees to pay the tuition rate as calculated in Section III, (pro-rated) and any special education costs for the remainder of the school year.

The availability of space in a particular program or class shall be determined by the Superintendent/designee and shall include consideration of the overall number of students in that program or class, any applicable state or local mandates for program or class size, the particular demands on teacher time presented by students currently scheduled for that program or class, a reasonable estimate of the number of new resident students who may join that program or class during the school year in question, and any other relevant criteria.

3. Students from other countries, who are the guests of District residents and participating in a federally recognized education exchange program, may be admitted if space is available.

Admitted students will not be charged tuition, but the District will not provide such students with special education, English as a Second Language, post secondary or other special programs.

4. Children of non-resident parents, who will be moving into the District during the school year, may be admitted prior to actual establishment of residency, provided a written request and verification of the anticipated date of residency are submitted to and approved by the Superintendent. There must also be a written agreement between the District and the student's school district of residence regarding payment of tuition (as calculated in Section III), pro-rated, and special education costs for the period of time that the student is not a resident of our District. Such request shall be supported by appropriate documentation such as a bona fide lease or a purchase and sale agreement, properly executed. Tuition charges will be waived at the sole discretion of the Hollis School Board if residence is established by October 1 of the same school year in which the child is enrolled.

In the above four circumstances, admission may be denied to any non-resident student who has been suspended or expelled, or involved in suspension or expulsion proceedings, in another District or whose behavior while a student in the District has had, in the sole judgment of the Superintendent, a negative impact on the resident students of the District. The decision to admit each non-resident student shall be made annually by the Superintendent and the decision of the Superintendent shall be final.

III. Tuition for Non-Resident Students

For the purpose of determining the tuition rate, the cost per pupil as reported on the MS 25/DOE 25 will be used. A signed tuition agreement, approved by the Superintendent, shall be on file in the SAU #41 office prior to attendance. Tuition, where applicable, shall be pre-paid in quarterly installments. Tuition shall not be reimbursed if the student leaves the District, voluntarily or involuntarily, during the period for which payment has already been made. Failure to pay tuition as due shall be grounds for revoking the admission of non-resident tuition students. Section IV below outlines limited special circumstances under which tuition may be waived.

IV. Responsibility for Services not Included in the Calculation of the Tuition Rate

The District will not provide transportation to any non-resident students. NH State Law guides the District's view of the responsibility for the provision of Special Education Services. Section [186-C: 13](#) states that "All expenses incurred by a school district in administering the law in relation to education for educationally disabled children shall be paid by the school district where the child resides".

V. Tuition Agreements with other School Districts

The District may enter into one or more agreements with other school districts or agencies for the admission of non-resident students with payment of tuition by the sending district or agency. The admission of such students under these circumstances shall be governed by the terms of said agreements.

VI. Other Situations

It is not possible to anticipate all situations that may arise. Notwithstanding any provision of this policy, the District reserves the right to charge tuition or to deny admission to any non-resident student. The District also reserves the right to admit non-resident students and waive tuition in situations not discussed in this policy.

Legal References:

RSA [186-C: 13](#), Special Education; Liability for Expenses

RSA [193:3](#), Change of School or Assignment

RSA [193](#):12, Legal Residence Required

1st Reading: September 12, 2012

2nd Reading: May 13, 2013

3rd Reading: July 11, 2013

Adopted: July 11, 2013

1st Reading: May 1, 2019

2nd Reading: June 5, 2019

3rd Reading and Adopt: August 7, 2019

*Category R***DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS****A. Drug-Free Workplace**

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.

b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

- *RSA Chapter 193-B Drug Free School Zones*
- *41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- *N.H. Admin. Code, Ed. Part 316*

Adopted: May 13, 2004

Reviewed:

1st Reading: June 1, 2016

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1st Reading: May 1, 2019

2nd Reading: June 5, 2019

3rd Reading and Adopt: August 7, 2019

Category R

TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District.

A. Definitions

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time to time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

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

B. Students

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

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

C. Employees

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

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

D. All other persons

No visitor, contractor, vendor or other member of the public shall use any tobacco products, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

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

E. Implementation and Notice - Administrative Rules and Procedures.

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

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

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

Legal References

RSA 155:64 - 77(Indoor Smoking Act)

RSA 126-K:2, Definitions

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

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

1st Reading: June 1, 2016 (amended)

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1st Reading: May 1, 2019

2nd Reading: June 5, 2019

3rd Reading and Adopt: August 7, 2019

Category R

INFORMATION DISTRIBUTION AND DISPLAY

This policy governs what types of information may be allowed to be distributed via students, posted on bulletin boards, displayed in the school, or distributed in other ways to students and to their families through the school district.

Non-Discrimination:

All organizations wishing to distribute or display information must practice a policy of non-discrimination for participation that is comparable to the high standards in place for the Hollis School District.

Information distributed via students:

All information distributed via students must be from a non-profit organization that is affiliated with the Town of Hollis, the Hollis School District or another district within SAU 41 and must be pre-approved by the Superintendent.

Information Distributed or Displayed in Other Manners:

All organizations that wish to distribute or display information in other manners approved by the Superintendent or School Board must be non-profit and the activity must be student-related.

Votes:

All information distributed or displayed concerning district or town votes or meetings at which there is to be voting, or information concerning voting, must be neutral and factual.

Information that is not School Sponsored:

All information distributed or displayed that is not school sponsored must clearly state that it is not school sponsored.

Approval Process:

All information for distribution or display by any organization must be submitted to the superintendent's office for prior approval accompanied by the Approval for Information Distribution or Display form. This form is available via the SAU website and the school offices. The Superintendent and the School Board reserve the right to refuse requests for the distribution or display of such information, on a case-by-case basis.

Adoption: December 9, 2004
1st Reading: February 9, 2006
2nd Reading: February 14, 2006
Re-adoption: March 9, 2006

1st Reading: May 1, 2019
2nd Reading: June 5, 2019
3rd Reading and Adopt: August 7, 2019

*Category O***REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE**

- A. When it is determined to reduce the number of professional teaching staff, the following procedure will be utilized:
1. As soon as a reduction-in-force becomes necessary the President of the Association shall be notified in writing, specifying the nature of the proposed reduction.
 2. Reductions will first be accomplished by attrition (resignations, retirements, refusal to contract).
 3. If more reductions-in-force are necessary, then part time Staff shall be laid off.
 4. For purposes of this policy, classifications will be defined as follows:
 - a. Regular education pre-school through 6th grade.
 - b. Specialized teaching areas including, but not limited to, Special Education, Art, Computer, Guidance, Nurses, Library, Music (General, Choral, or Instrumental), Physical Education, Reading and Math Specialists, Spanish, Environmental Science and School Psychologist.
 5. Within these classifications, probationary teachers shall be laid off first. If further reductions are necessary, then teachers on continuing contract will be laid off. A continuing contract teacher is one who qualifies for notice, reasons, and a School Board hearing under the provisions of RSA 189:14-a. Among continuing contract teachers, the following criteria will be utilized:
 - a. New Hampshire Certification.
 - b. Academic and professional preparation beyond minimum requirements.
 - c. Teaching performance as determined by previous evaluations.
 6. If the factors set forth in paragraph A.5 are substantially equal, then seniority shall determine the order of layoff, with the least senior teacher being laid off first. Seniority is defined as the total years of uninterrupted service to the Hollis School District within a bargaining unit position. Approved leaves or transfers to a non-bargaining unit position shall not result in loss of previously accrued seniority. However, resignation shall terminate all previously accrued seniority.
- B. Teachers shall be recalled in reverse order of layoff for any open position within the classification in which the layoff occurred. Only continuing contract teachers shall be eligible for recall rights. The same conditions as A.4 shall apply to the recall.
1. Laid off teachers shall be eligible for recall for a two (2) year period following their final date of employment.
 2. Teachers shall be responsible for notifying the Superintendent in writing of their current address. Recall notices shall be mailed certified, return receipt requested.

3. Teachers shall have twenty (20) business days to respond to any recall notice. Failure to accept recall to a permanent full-time position shall terminate the teacher's rights under this Article.
4. No new employees shall be hired for any vacancy within a classification while there are laid off personnel from those classifications available to fill those positions.
5. Teachers recalled shall retain previous seniority and other accrued contract benefits, such as accumulated sick leave.
6. Should a vacancy occur within a classification and there are no teachers on the recall list for that classification, then that vacancy shall be offered to the most senior teacher laid off from another classification who is certified and substantially qualified to teach that position. If the laid off teacher refuses the vacant position, his/her recall rights shall be retained.

This policy is referenced in the Collective Bargaining Agreement in Article X, Working Conditions (10.8) and Appendix C.

1st Reading: July 12, 2005

2nd Reading: October 20, 2005

Adoption: March 9, 2006

1st Reading: May 1, 2019

2nd Reading: June 5, 2019

3rd Reading and Adopt: August 7, 2019

*Category R***PURCHASING**

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent or his/her designee, and through whose office all purchasing transactions are conducted.

The Hollis School Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the Hollis School District.

The Business Administrator shall be responsible for all phases of purchasing in accordance with Board policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

No contract or purchase order is valid without the approval of the Business Administrator.

Legal Reference:

RSA [194-C:4 II \(a\)](#), Superintendent Services

NH Code of Administrative Rules, Section [303.01 \(b\)](#), Substantive Duties of School Boards

1st Reading: May 12, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: June 5, 2019

2nd Reading: August 7, 2019

Category O

PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible ~~price~~ value for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

1st Reading: June 5, 2019

2nd Reading: August 7, 2019

Category: Priority/Required by Law

Related Policies [EHAA](#), [EHB](#), [GBEBD](#), [GBEF](#), [IHBH](#), [JICJ](#), [JICL](#), [JICM](#), [KD](#), & [KDC](#)

DATA GOVERNANCE AND SECURITY

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISOs") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

(c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and

(e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISOs, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures may or may not be included in the annual Data Governance Plan.

C. Information Security Officers.

The Network Administrator and the Database Manager are hereby designated as the District's Information Security Officer (ISOs) and report directly to the Superintendent or designee. The ISOs are responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISOs will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

Any member of the full technology team (the ISOs, the Assistant Superintendent of Curriculum, Instruction, and Assessment, and the Business Administrator) are the District's alternate ISO and will assume the responsibilities of the ISO when the ISOs are not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISOs in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISOs or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISOs or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISOs, or designee are authorized to secure resources to assist the District in promptly and appropriately addressing a security breach as stipulated in the Data Governance Plan.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website until the DGT (Data Governance Team) approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISOs or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISOs will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISOs or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated into the data/record retention schedule established under Policy [EHB](#) and administrative procedure [EHB-R](#), including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy [EHB](#).

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

*15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)*

*20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)*

*20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)*

*20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)*

*20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)*

*RSA 189:65 * Definitions*

*RSA 186:66 * Student Information Protection and Privacy*

*RSA 189:67 * Limits on Disclosure of Information*

*RSA 189:68 * Student Privacy*

*RSA 189:68-a * Student Online Personal Information*

*RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

District Policy History:

First reading: June 5, 2019

Second Reading: August 7, 2019

Category R

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 ~~144 hours~~ 5 business days after the meeting to interested citizens on request. (72 hours for minutes of non-public sessions)

Legal References:

RSA [91-A:3](#) III, Public Records and Meetings: Non-Public Sessions

RSA [91-A:4](#) I, Public Records and Meetings: Minutes and Records available for Public Inspection

RSA [91-A:2](#) II, Public Records and Meetings: Meetings Open to Public

Adoption: December 15, 2004

1st Reading; June 5, 2019

2nd Reading: August 7, 2019

Category R See Also [KE](#), [KEB](#)

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

Rules of Order

1. The Board will provide a maximum of fifteen minutes to hear public comments at the beginning of each regular Board meeting. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment period for specific agenda items with a time limit for public comment specified on the pertinent agenda.
2. Individual speakers will be allotted three minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, The Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.
5. Except as otherwise provided in this policy, members of the public may offer comments on agenda items or upon any other matter of public concern directly relating to the District's school policies, programs and operations. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees (other than the Superintendent) or individual students be directed to the Superintendent in accord with the complaint/grievance resolution processes set forth in School Board Policies [KE](#) and/or [KEB](#). Complaints regarding the Superintendent, may be made either during public comment, or directed to the School Board Chair as described in Board Policy [KEB](#).
6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.
7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal References:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

U.S. Constitution, 1st Amendment

Revised: May 2007

Revised: July 1998, November 1999, February 2004

First Reading: October 10, 2012

Second Reading: December 12, 2012

Third Reading: April 10, 2013

Approved: April 10, 2013

1st Reading: June 5, 2019

2nd Reading: August 7, 2019