

Hollis School Board
Wednesday, April 3, 2019
Hollis Primary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Superintendent Corey
➤ Board Reorganization
- 6:05 Agenda Adjustments
Approve Meeting Minutes
Nominations/Resignations/Correspondence
- 6:10 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 6:45 Principal’s report
- 6:55 Public Input
- 7:00 Discussion
➤ Election results
➤ Revenue and Expense Update
➤ SAU Building renovations/Capital Improvement Projects
○ Facilities Committee formation
- 7:20 Deliberations**
➤ To see what action the Board will take regarding the administrations recommendations for teacher nominations
➤ To see what action the Board will take regarding the Re-adoption of policy BCA – Board Member Code of Ethics
➤ To see what action the Board will take regarding the Re-adoption of policy DFA – Investments
➤ 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 School Calendar for 2019-2020
- 7:45 Motion to adjourn

Hollis School District
 Administrative Report
 April 2019

Calendar, Events, Programs

- HUES - April 4th - Parent Info night for Gr 6 Parents at HBMS
- HUES - April 4th - TIGER group enrichment performance (PTA funded)
- HUES - April 6th - You be the Chemist Challenge at BG
- HPS/HUES - April 9th - Science Fair - HBMS
- HUES 10th annual talent show - April 11th - HBHS
- HPS - April 16th 6:00 - 7:00 - Kindergarten Information Night - Parents Only
- HUES - April 17th - Strings Concert - HUES 7pm
- HPS/HUES - April 22 through April 26 - Spring Vacation Week

Enrollment for 2018/2019:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK 3	10	4	95
PreK 4	12	5	100
K	80	6	123
1	75 (+1)		
2	81		
3	94		
Total Hollis School District Enrollment: 670			

Building & Grounds:

- HUES:
 - Work continues on the electrical panel to help us analyze energy use and need.
 - Our large monitor was installed so we can view all of the outside cameras from the office area. We will work on power and cabling next to make everything run smoothly.
- HPS:
 - Classroom and office doors were replaced over vacation.
 - Some playground and siding damage from the high winds over vacation are being addressed.
 - The custodial staff worked hard to deep clean the building over vacation.

Staffing & Students:

- HPS - Students and staff celebrated Read Across America week prior to vacation. Everyone participated in the fun activities and dress up days.

- HPS - The March all school town meeting was on March 26th at 8:30 hosted by Carol Cornell-Smith's 2nd grade class, we focused on Eating Healthy and Music in Schools Month.
- **HPS/HUES - we want to thank everyone on the School Board and at the SAU for an amazing budget presentation - we appreciate your work.**
- HPS/HUES ~ FEMA ICS 100 training on March 26th was well attended - almost 30 staff members worked with Officer Bergeron to complete the course. We are well on our way to meeting our goal of 100% of our staff trained.
- HUES - We found out that Karen Kelley did not receive the Richard C Evans Distinguished Mathematics Educator Award this year but was still honored to be one of three finalists!
- HUES/HPS - Officer Bergeron has been nominated for DARE officer of the Year with input from all four of the Hollis schools ~ we find out in June if he will be the winner!
- HUES - Hollis Fire Department Staff will be providing fire extinguisher training for staff on April 15th as part of our ongoing safety focus.

Hollis School District
Expense Revenue Report

Hollis		FY19		THRU 03/22/19		
Expense Function	Description	Annual Budget	YTD Expense	Encumbered	Q3 Balance	Reason
1100	Regular Education	3,967,924.99	2,374,641.20	1,521,826.56	71,457.23	<Unfilled para positions; unfilled sub needs
1200	Special Education	1,168,879.23	886,667.20	305,351.77	(23,139.74)	<Contracted services higher than expected
2100	Student Support Services	897,144.27	490,083.92	287,349.98	119,710.37	<Contracted services less than expected
2200	Instructional Staff Support	418,453.20	207,785.37	148,847.16	61,820.67	<PD expense less than expected <Negotiation legal fees higher than expected; \$95k
2300	School Board/SAU Assessment	625,014.00	395,046.73	142,118.46	87,848.81	Contingency included
2400	School Administration	635,629.49	479,331.11	159,233.19	(2,934.81)	
2600	Facilities	728,644.05	628,278.46	180,643.15	(80,277.56)	<Propane/Oil/Electric higher than budgeted
	Water System (10.2600.411)	17,500.00	6,696.36	5,740.84	5,062.80	
2700	Transportation	452,604.55	262,589.39	144,453.42	45,561.74	<Reg Ed route credits, Spec Ed lower than expected
2900	Benefits	2,613,528.73	1,694,759.65	967,762.99	(48,993.91)	<Health insurance plan type shifts
4200/4300	Building Improvements	-	28,329.12	1,600.00	(29,929.12)	<Unexpected heat controller replacement
5100	Bonds	324,387.49	-	324,387.49	-	
5200	Transfers	539,970.00	-	539,970.00	-	
		12,389,680.00	7,454,208.51	4,729,285.01	206,186.48	
	FY18 CarryOver	42,155.24	32,037.94	3,670.95	6,446.35	
		12,431,835.24	7,486,246.45	4,732,955.96	212,632.83	
Revenue		Budget	Revenue	Expected	Balance	
1100	Local Property Tax	9,233,622.02	7,550,000.00	1,683,622.02	-	
3110	Adequacy Aid Grant/Tax State	2,433,339.98	710,833.00	1,722,506.98	-	
3220	Kindergarten Aid	70,903.00	48,817.00	22,086.00	-	
3230	Special Education Aid		2,774.90		(2,774.90)	
21.3260	Food Service	3,000.00	3,203.94		(203.94)	
	Federal					
22.4100-4539, 4570	Grants	60,000.00	8,034.78	51,965.22	-	
21.4560	Food Service	34,000.00	18,009.33	15,990.67	-	
	Disabilities Programs	110,000.00	-	110,000.00	-	
4580	Medicaid	46,000.00	19,850.34	26,149.66	-	
	Local					
1311, 1349	Tuition	20,000.00	21,898.02		(1,898.02)	
21.1600-1699	Food Service Sales	174,000.00	143,572.26	30,427.74	-	
1510, 1910, 1991	Other	22,000.00	34,609.32		(12,609.32)	Workers' Comp Premium Holiday
	Voter Trusts (FY18)					
	Less Maintenance Trust	90,000.00		90,000.00	-	
	Less SAU Building Trust	18,970.00		18,970.00	-	
	Less Water System Exp Trust	50,000.00		50,000.00	-	
	Fund Balance to Reduce Taxes (FY 19)	175,845.00	-	175,845.00	-	
	Less Retained Funds (FY19)	(152,000.00)	-	(152,000.00)	-	
		12,389,680.00	8,561,602.89	3,845,563.29	(17,486.18)	
			Unreserved Fund Balance	\$ 230,119		
			FY20 Actuals			
			Less SAU Building Trust	\$ 23,970		
			Less Maintenance Trust	\$ 120,000		
			Less SPED Trust	\$ 25,000		
			Less Retained Fund Balance	\$ 61,149	Has traditionally been \$152,000	
			Fund Balance to Reduce Taxes	\$ 0		

Policy BCA - 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.

Adopted: May 25, 2004

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

INVESTMENT

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative 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, in priority order, 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 RSA [366:57](#).
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 further 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 that shall be documented in writing. The internal controls shall be reviewed by the school board and an independent auditor.

This investment policy shall be reviewed annually by the School Board.

Legal References:

RSA [197](#):23-a, *Treasurer's Duties*

RSA [383](#):22, *Public Deposit Investment Pool*

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

Hollis School Board Policy Committee

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: March 28, 2019

The HSB Policy Committee makes the following recommendations for the April 3, 2019 School Board meeting:

Present for a *Third Reading & Adopt*:

1. KHC: Information Distribution and Display
2. KEC: Policy on Reconsideration of Instructional Materials
3. JKA: Corporal Punishment and Physical Restraint

Present for a *Second Reading*:

1. CFB: Building Principal Evaluation

Present for a *First Reading*:

1. AC: Non-Discrimination
2. GBA: Equal Opportunity Employment

*Category O***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 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.

1st Reading: February 9, 2006

2nd Reading: February 14, 2006

Adoption: March 9, 2006

1st Reading: November 7, 2018

2nd Reading: December 5, 2018

3rd Reading: April 3, 2019

Category R

POLICY ON RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit a request for reconsideration of instructional materials in writing to the Principal.

Once notified, the Principal will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then convene a Book Review Committee and schedule meetings necessary to review the complaint and to make a decision.

The final decision will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the Hollis School Board, whose decision will be final.

During the investigation the instructional material will remain in use unless the Book Review Committee votes to remove or restrict the material until a final decision is made.

1st Reading: February 9, 2006

2nd Reading: February 14, 2006

Adoption: March 9, 2006

1st Reading: November 7, 2018

2nd Reading: December 5, 2018

3rd Reading: April 3, 2019

Category R

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Provisions for the use of physical restraint, medical restraint and/or mechanical restraint are established in Board Policy [JKAA](#).

Legal Reference:

RSA 126-U, Limiting the Use of Child Restraint Practices in Schools and Treatment Facilities

RSA 627:6, II, Physical Force by Persons With Special Responsibilities

Guidance on Considering the Use of Physical Restraints in New Hampshire School Settings, Crisis Prevention Task Force Report, Spring, 2005.

First Review: January 21, 2011

Second Review: April 14, 2011

Third Review Waived: April 14, 2011

Approved: April 14, 2011

1st Reading: November 7, 2018

2nd Reading: December 5, 2018

3rd Reading: April 3, 2019

*Category R***BUILDING PRINCIPAL EVALUATION**

The Superintendent or his/her designee shall conduct an ongoing process of evaluating the principals on his/her skills, abilities, and competence. Annually, the Superintendent or his/her designee will formally evaluate the principals.

The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the building principal's role as the Superintendent sees it, ascertain areas in need of improvement, and focus the immediate priorities of the principals' responsibilities.

The formal evaluation shall include written criteria related to annual goals and job duties. The principal may make comments responding to the formal evaluation.

The formal evaluation shall also include an opportunity for the principal and the superintendent or his/her designee to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the Superintendent or his/her designee, signed by the building principal and filed in the principal's personnel file.

This policy supports and does not preclude the ongoing informal evaluation of the principal's skills, abilities and competence.

Legal References

Littkey v. Winchester School District, 129 N.H. 626 (1987)

NH Code of Administrative Rules Section [302](#), Duties of Superintendents

NH Code of Administrative Rules Section [304](#), Duties of School Principals

1st Reading: May 12, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: December 5, 2018

2nd Reading: April 3, 2019

*Category R***NON-DISCRIMINATION**

It is the policy of the Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, gender identity, national or ethnic origin, economic status, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal References:

RSA [354-A](#):6, Opportunity for Employment without Discrimination a Civil Right

RSA [354-A](#):7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)?

Appendix: AC-R

Revised: September 2008

Revised: July 1998, February 2004, February 2005

1st reading: August 8, 2012

2nd reading: September 12, 2012

3rd reading: Waived

Approved: September 12, 2012

1st Reading: April 3, 2019

Category R

See also [AC](#)

EQUAL OPPORTUNITY EMPLOYMENT

The Hollis School District will recruit and consider candidates without regard to gender, sexual orientation, gender identity, race, creed, color, religion, marital status, nationality, ethnic origin, economic status, age, or disability. When there are opportunities for promotions and qualifications are equal, consideration will be given first to employees.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, gender identity, race, creed, color, religion, marital status, nationality, ethnic origin, economic status, age, or disability, except for reasons related to ability to perform the requirements of the job.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal Reference:

RSA 354-A:7, Unlawful Discrimination Practices

Adoption: March 9, 2006

1st Reading: August 10, 2016

2nd Reading: September 7, 2016

3rd Reading: Waived

Adopted: September 7, 2016

1st Reading: April 3, 2019

**Hollis School District Calendar
2019-2020 Tentative**

AUGUST (2 days)

M	T	W	TH	F	
					All staff return August 26
X	X	X	29	30	Aug 29 - First Day for Students

SEPTEMBER (20 days)

M	T	W	TH	F	
XX	3	4	5	6	Sept 2 - Labor Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

OCTOBER (22 days)

M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
XX	15	16	17	18	Oct 14 - No School Columbus Day
21	22	23	24	25	
28	29	30	31		

NOVEMBER (16 days)

M	T	W	TH	F	
				1	
4	5	6	7	X	Nov 8 - Professional Day
XX	12	13	14	15	Nov 11 - No School Veterans Day
18	19	20	21	22	
25	26	XX	XX	XX	Nov 27- 29 Thanksgiving Recess

DECEMBER (15 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
XX	XX	XX	XX	XX	Dec 23 - Jan 1 Holiday Vacation
XX	XX				

JANUARY (21 days)

M	T	W	TH	F	
		XX	2	3	
6	7	8	9	10	
13	14	15	16	17	
XX	21	22	23	24	Jan 20 - Martin Luther King Jr. Day
27	28	29	30	31	

FEBRUARY (15 days)

M	T	W	TH	F	
3	4	5	6	7	
10	X**	12	13	14	Feb 11 - Professional Day
17	18	19	20	21	
XX	XX	XX	XX	XX	Feb 24 - Feb 28 Winter Vacation

MARCH (21 days)

M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

APRIL (18 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	XX	XX	XX		Apr 27 - May 1 Spring Vacation

MAY (19 days)

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

JUNE (*9 days)

M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	June 12 - Last Day of Preschool
15	16	17	18	19	*June 18 - Last Day of School
22	23	24	25	26	June 22 - Last Day for Teachers
29	30				

Legend:

X - No School for Students
XX - No School for Students & Staff

Dismissal:

HPS Carpool @ 2:55, Busses @ 3:05
HUES: Carpool @ 3:02, Busses @ 3:12

Total student days 178

*All last days include five snow days
**Date subject to change based on primary election

Marks Close:

Trimester 1:

Trimester 2:

Trimester 3:

Report Cards Issued: