

Hollis School Board
Wednesday, June 7, 2023
Hollis Primary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Board Chair Kellner
- 6:05 Agenda Adjustments
 - Approve Meeting Minutes
 - Nominations/Resignations/Correspondence
- 6:10 Discussion
 - Revenue and Expense Update
- 6:15 **Public Hearing – Hollis Maintenance Trust**
- 6:20 Public Input
- 6:40 Hollis Administrations End of Year Presentation
- 7:30 Discussion
 - Board Goals Update
 - Board committee appointments - review
- 7:50 **Deliberations**
 - To see what action the Board will take to authorize the Superintendent to hire, accept resignations, and terminate staff during the summer months
- 8:00 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:05 Motion to adjourn

Hollis School District

FY23

as of 05/26/2023

Expenses

| Description | Budget | YTD Expense | Encumbered | Balance |
|-----------------------------|----------------------|----------------------|---------------------|-------------------|
| Regular Education | \$ 4,382,342 | \$ 3,483,731 | \$ 823,562 | \$ 75,050 |
| Special Education | \$ 1,737,164 | \$ 1,461,848 | \$ 323,796 | \$ (48,480) |
| Student Support Services | \$ 966,148 | \$ 716,598 | \$ 236,444 | \$ 13,106 |
| Instructional Staff Support | \$ 487,711 | \$ 287,931 | \$ 140,323 | \$ 59,457 |
| School Board/SAU Assessment | \$ 776,521 | \$ 615,150 | \$ 66,288 | \$ 95,083 |
| School Administration | \$ 719,996 | \$ 614,961 | \$ 94,187 | \$ 10,849 |
| Facilities | \$ 1,013,654 | \$ 823,673 | \$ 157,569 | \$ 32,412 |
| Transportation | \$ 493,322 | \$ 401,583 | \$ 51,821 | \$ 39,917 |
| Benefits | \$ 3,629,280 | \$ 2,795,756 | \$ 692,920 | \$ 140,604 |
| HSMART Related | \$ 5 | \$ - | \$ 6,000 | \$ (5,995) |
| Debt Service | \$ 758,443 | \$ 763,720 | \$ - | \$ (5,277) |
| Transfers | \$ 608,970 | \$ - | \$ 608,970 | \$ - |
| TOTAL | \$ 15,573,557 | \$ 11,964,951 | \$ 3,201,880 | \$ 406,726 |
| Plus FY22 Expense Carryover | \$ 465,988 | \$ 37,442 | \$ 385,120 | \$ 43,427 |
| TOTAL FY22 + FY23 | \$ 16,039,546 | \$ 12,002,393 | \$ 3,587,000 | \$ 450,153 |

Revenue

| Description | Budget | YTD Revenue | Expected | In Excess of Budget |
|----------------------------|----------------------|----------------------|---------------------|------------------------|
| Local Property Tax | \$ 11,184,963 | \$ 11,330,000 | \$ (145,037) | \$ - |
| Adequacy Aid Grant/Tax | \$ 2,583,208 | \$ 1,619,641 | \$ 963,567 | \$ - |
| State | | | | |
| Special Education Aid | \$ - | \$ 2,827 | | \$ 2,827 |
| Other | \$ 84,818 | \$ 84,818 | | \$ 0 |
| Food Service | \$ 2,500 | \$ 4,020 | | \$ 1,520 |
| Federal | | | | |
| Grants | \$ 190,000 | \$ 50,711 | \$ 139,289 | \$ (0) |
| Food Service | \$ 31,500 | \$ 61,092 | \$ 12,400 | \$ 41,992 |
| Medicaid | \$ 32,000 | \$ 10,010 | \$ 21,990 | \$ - |
| Local | | | | |
| Tuition | \$ 35,000 | \$ 58,227 | \$ 5,000 | \$ 28,227 |
| Food Service Sales | \$ 186,000 | \$ 201,371 | \$ 30,000 | \$ 45,371 |
| Other | \$ 25,000 | \$ 39,924 | | \$ 14,924 |
| | | | | |
| Less: Maint. Trust | \$ 150,000 | | \$ 150,000 | \$ - |
| Less: SAU Building Trust | \$ 23,970 | | \$ 23,970 | \$ - |
| Less: SPED Trust | \$ 25,000 | | \$ 25,000 | \$ - |
| FY22 Carryover | \$ 465,988 | \$ 37,442 | \$ 385,120 | \$ (43,427) |
| Fund Balance Adjustments | \$ 1,303,599 | | \$ 1,303,599 | \$ - |
| Less Retained Fund Balance | \$ (284,000) | | \$ (284,000) | \$ - |
| TOTAL REVENUE | \$ 16,039,546 | \$ 13,500,083 | \$ 2,630,898 | \$ 91,434 |

Total Expense Balance \$ 450,153

To Food Service Unreserved Fund Balance \$ (88,882)

Total Revenue Balance \$ 91,434

Unreserved Fund Balance \$ 452,704

Anticipated Reductions to Unreserved Fund Balance

| Covering FY24 Budget Cuts | | Anticipated Needs for FY24 | |
|---------------------------|------------|-------------------------------|-------------------|
| Projected Fund Balance | \$ 128,734 | School Building Maint. Trust | \$ 95,000 |
| IFP | \$ 25,000 | SAU Building Trust | \$ 23,970 |
| Audio Systems | \$ 4,000 | SPED Trust | \$ 25,000 |
| HUES Furniture | \$ 5,000 | Retained Fund Balance | \$ 180,000 |
| | \$ 94,734 | Total Reductions | \$ 323,970 |

| | |
|-------------------------------|-------------------|
| Projected Fund Balance | \$ 128,734 |
|-------------------------------|-------------------|

Explanation of budget balances on current expense report

5/26/2023

| Function | Description | Current Balance | Notes |
|----------|-----------------------------|-------------------|--|
| 1100 | Regular Education | \$ 75,050 | Primarily savings in personnel costs, textbooks and software |
| 1200 | Special Education | \$ (48,480) | Unexpected contracted services; newly hired personnel costs higher than expected |
| 2100 | Student Support Services | \$ 13,106 | Contracted services less than expected |
| 2200 | Instructional Staff Support | \$ 59,457 | Primarily hiring savings |
| 2300 | School Board/SAU Assessment | \$ 95,083 | 95K contingency fund |
| 2400 | School Administration | \$ 10,849 | Primarily savings in support/service contracts |
| 2600 | Facilities | \$ 32,412 | Various small savings |
| 2700 | Transportation | \$ 39,917 | Savings in special ed transportation |
| 2900 | Benefits | \$ 140,604 | Benefit savings due to unfilled positions and plan choice changes |
| 4200 | HSMART Related | \$ (5,995) | Main Entrance Security Designs-HPS & HUES |
| 5100 | Debt Service | \$ (5,277) | estimated interest for new FY23 bond higher than expected |
| 5200 | Transfers | \$ - | |
| | | \$ 406,726 | |

General explanation of what is included in each account category

| Function | Description | Includes |
|----------|-----------------------------|--|
| 1100 | Regular Education | Teacher salaries and teaching materials |
| 1200 | Special Education | Teacher salaries, teaching materials, ESY, out-of-district tuition |
| 2100 | Student Support Services | Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services |
| 2200 | Instructional Staff Support | Professional development, librarian, library supplies, computer equipment |
| 2300 | School Board/Assessment | Assessment, school board expense, annual meeting expense, legal expense |
| 2400 | School Administration | network services, office supplies |
| 2600 | Facilities | Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance |
| 2700 | Transportation | Bus transportation, fuel |
| 2900 | Benefits | Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment |
| 4000 | Site Improvement | Site improvements including architectural fees |
| 5100 | Bonds | Principal and interest payments on bonds |
| 5200 | Transfers | Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense |



Business Office Memo

To: Superintendent Corey

From: Kelly Seeley

Date: 6/1/2023

Re: Year-End Purchase Recommendations

May 26th Status of Year-End Fund Balance

As you can see by reviewing the Revenue/Expense Report dated 5/26/23, the year-end fund balance stands at \$128,734 which includes \$180,000 for the retained fund balance. This is less than the maximum the Board can retain (\$303,651) but is consistent with previous non-Covid years.

Recommendations

Based on the budget that was finalized by the voters, there were three items cut from the FY24 budget in order to meet the guidance number provided by the Hollis Budget Committee. At that time the Board indicated that they would like to purchase these items at the end of FY23 if the funds were there.

The three items were interactive flat panels (5), audio systems (2) and furniture for HUES. I believe this is the priority the Board put on these items. Please see the tan box on the Revenue/Expense Report titled *Covering FY24 Budget Cuts*. This illustrates the ending fund balance if those items are purchased using the estimates for year-end as known on 5/26/23. Since these are estimated numbers the fund balance of \$94,734 could go up or down.

Further, the budget was submitted to the voters with a commitment to return \$100,000 to the taxpayers to reduce the tax rate for 2023.

Therefore, I recommend that the Board approve the purchase of these three items in the priority listed above with the understanding that \$100,000 will be returned to the taxpayers. This, of course, assumes there is not an unforeseen major expense that could happen in June.

Hollis School District
Expendable Trust: Public Hearing
June 7, 2023

Hollis School Buildings Expendable Trust

Background

Principals Paula Izbicki and Candi Fowler identified several needed repairs/improvements for their respective buildings during the budget process. At the Budget Hearing for FY24, the Hollis Budget Committee recommended along with the Hollis School Board that the funding source for these particular items be the Hollis School Building Expendable Trust.

FY24 Requested Items and Estimated Cost

| | | |
|-------------|--------------------------------------|------------------|
| HUES | Transfer Switch-Rocky Pond | \$ 10,000 |
| | Hot Water Pump-1 st Floor | \$ 10,000 |
| | Classroom Flooring | <u>\$ 30,000</u> |
| | HUES Sub-Total | \$ 50,000 |
| HPS | Univents Rebuild-Phase I | \$ 25,000 |
| | Exterior Doors | \$ 15,000 |
| | Classroom Flooring | <u>\$ 30,000</u> |
| | HPS Sub-Total | \$ 70,000 |

| | |
|--------------|------------------|
| Total | \$120,000 |
|--------------|------------------|

Hollis School Building Expendable Trust Status

| | |
|----------------------------|--------------------------|
| Current Available Balance: | \$ 247,771 |
| To be added in FY24: | \$ 95,000 |
| FY24 Expenditures: | <u>\$ 120,000</u> |
| FY24 Ending Balance: | \$ 222,771 (Anticipated) |

SAU Building Expendable Trust

Background

The SAU building is at capacity and the tiny room we use as a conference room is extremely limiting. We, therefore, are looking into a cost effective portable unit as a solution. The ideal solution will be the purchase of a portable but we will also look at an annual lease if the cost is a better solution. Our research has just begun so we will bring this forward when more information is available.

Future FY24 Request: Portable Conference Room to Replace Small Storage Portable

SAU Building Expendable Trust Status

| | |
|----------------------|-------------------------|
| Current Balance: | \$ 91,450 |
| To be added in FY24: | \$ 23,970 |
| FY24 Expenditures: | <u>\$ 37,000</u> |
| FY24 Ending Balance: | \$ 78,420 (Anticipated) |

HSD Water System Expendable Trust

There are no plans at this time to use any of these funds in FY24.

Water System Expendable Trust Status

| | |
|----------------------|-------------------------|
| Current Balance: | \$ 41,255 |
| To be added in FY24: | \$ 0 |
| FY24 Expenditures: | \$ 0 |
| FY24 Ending Balance: | \$ 41,255 (Anticipated) |

HSD Special Education Expendable Trust

There are no plans at this time to use any of these funds in FY24.

Special Education Expendable Trust Status

| | |
|----------------------|-------------------------|
| Current Balance: | \$ 77,154 |
| To be added in FY24: | \$ 25,000 |
| FY24 Expenditures: | \$ 0 |
| FY24 Ending Balance: | \$103,079 (Anticipated) |



Hollis School District



22/23 Year in Review

Completed

HUES

- Installing cafeteria tables
- Flooring in the cafeteria and hallways
- Food Diversion Program at each grade level

HPS

- Flooring 2nd grade/Staff Room
- Door Replacement
- Food Diversion Program
- Abatement Project Completed

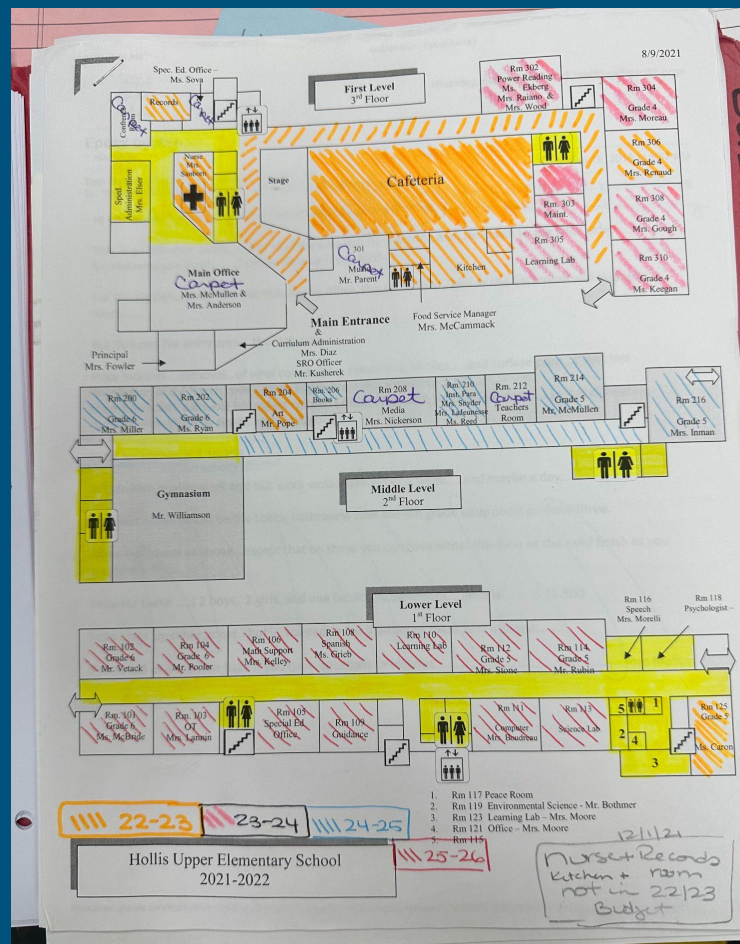


HUES

- Flooring / air handler 3 / regular cleaning / parking lot painting / playground mulch

HPS

- Flooring
- Student Bathrooms
- Kitchen
- Parking lot Painting



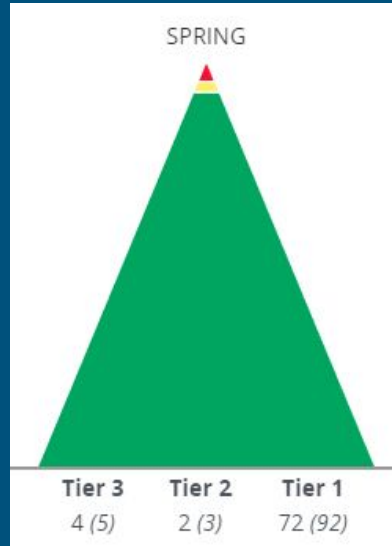
Aimsweb HPS Reading



Kindergarten



Grade 1



Grade 2

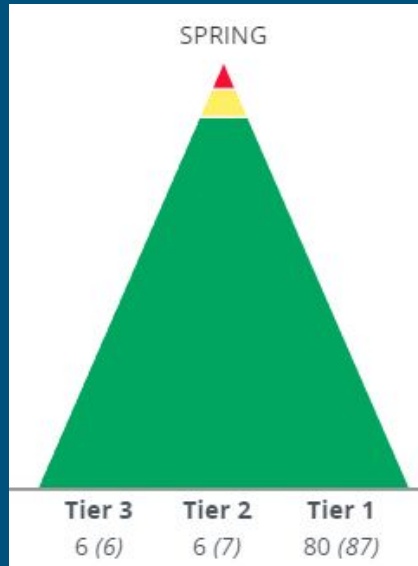


Grade 3

Aimswest HPS Math



Kindergarten



Grade 1

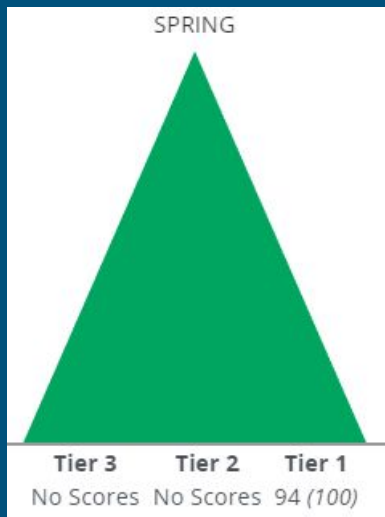


Grade 2



Grade 3

Aimsweb HUES Reading



Grade 4



Grade 5

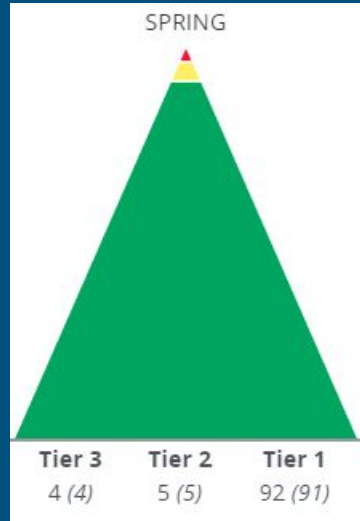


Grade 6

Aimsweb HUES Math



Grade 4



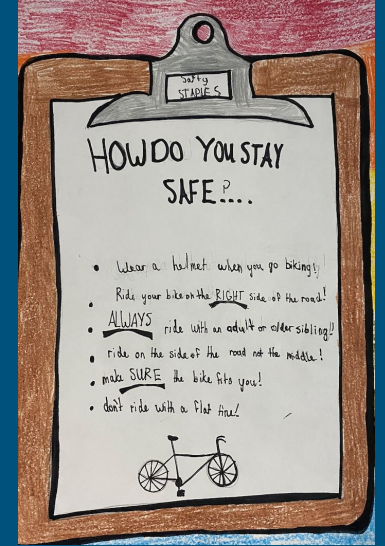
Grade 5



Grade 6

Physical and Emotional Safety

- Drill Requirements
- Emergency Operations Planning
- Building Committees
- Developmentally Appropriate Practice
- Staff Training
- Student Well Being
- Counselor Role
- Resources
- Administration Collaboration



Building Cultural Awareness

- Read aloud books focus on a variety of ethnicities and cultures
- Building classroom libraries with culturally rich literature
- Learning from our peers when they are willing to share their heritage with the class
- Current events through BrainPop, Mystery Science, Scholastic News
- Community connections ~ VFW, Delta Dog, Food Drives, Artists in Residence, Historical Perspectives



Outdoor Fun - HPS

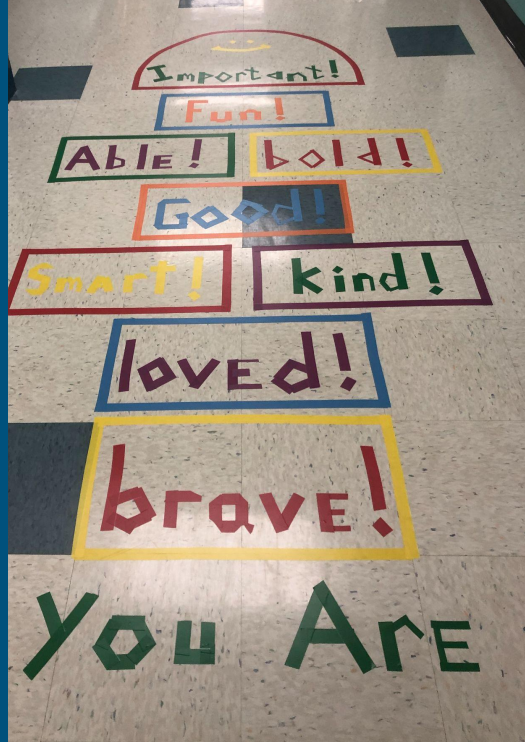


Indoor Fun - HPS



Inside Fun - HUES

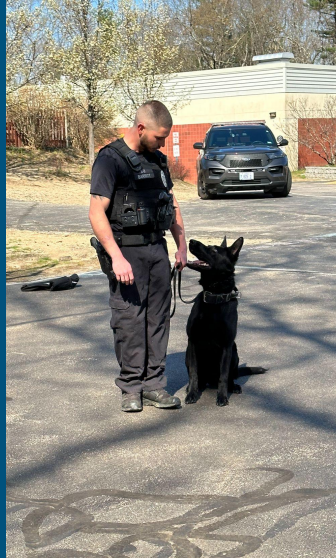
MAKING
— good —
CHOICES



For Laura Landerman-Garber, the delivery of holiday cards to troops truly is special



Outdoor Fun - at HUES



Looking Forward Summer and Beyond

- Field Days
- Celebration of Learning
- Gr 3 to visit HUES
- Field Trips
- Promotion
- Awards ceremony for Gr 4 and 5 - SOAR awards!
- Teacher Appreciation Luncheons
- Filling Open Positions



Hollis School District
Administrative Report
June 2023

Calendar, Events, Programs:

- HUES - June 2nd - Field Day (Rain Date June 5th)
- HUES - June 6th - Gr 5 and 6 Band Concert
- HUES - June 8th - Celebration of Learning all grades
- HPS - June 9th - Field Day (Rain Date June 12th)
- HUES - June 12th - Grade 3 to visit HUES
- HUES - June 14th - Grade 6 BBQ celebration hosted by Student Council and the PTA
- HUES - June 15th - 6th Grade Promotion - 11:30am start - HUES Gym
- HPS/HUES - June 16th - Last day of School - 11AM Dismissal

Building & Grounds:

- HUES:
 - o We are getting ready for summer work - looking at the grade 4 section flooring as part of our 5 year plan. We will also be scheduling cleaning, waxing, and painting as needed throughout the building.
- HPS:
 - o We are starting to get ready for the summer bathroom and kitchen renovations. Classroom floors are being replaced in our 3rd grade wing and we are working on keeping things moving as smooth as possible.

Staffing & Students:

- HUES - We hosted a Memorial Day Ceremony with local Veterans. Veterans visited during recess to talk with our students and share stories. We all had lunch together and then the program in the gym showcased our band students and original poems by our students. If you missed it you can watch the video here: <https://www.youtube.com/watch?v=ozaNly9fvf8>
- HUES - Gr 5 students who wanted to participate completed their Math Placement test to be considered for 6/7 Accelerated Math. We are in the process of communicating results and inviting those who qualify.
- HPS/HUES - we continue to interview and move candidates along to fill our open positions.
- HPS - Mr. Ashley and Mrs. Lewis' classes co-hosted the Memorial Day All School Town Meeting where we learned about the history of the holiday and what we can do to celebrate!
- HPS - Our Reading and Math Teams will be screening incoming K students to help with placement. We are looking forward to meeting our new students and parents!
- HPS - Students and Staff are ending the year with grade level celebrations of learning!

Enrollment Snapshot for June 2023:

| HPS | | HUES | |
|----------------------|------------|-------|------------|
| Grade | Enrollment | Grade | Enrollment |
| PreK Intensive Needs | 6 | 4 | 94 (-1) |
| PreK 3 | 15 | 5 | 103 |

| | | | |
|--|---------|---|----|
| PreK 4 | 8 | 6 | 92 |
| K | 92 | | |
| 1 | 95 (-1) | | |
| 2 | 84 | | |
| 3 | 89 | | |
| Total Hollis School District Enrollment: 678 | | | |

Hollis School District
Monthly Enrollment Breakout
June 2023

| Grade | Class size Per District Policy | Number of classes | NESDEC Projections 20/21 SY | Number of students (5/31/23) | Change from last report | Actual class Enrollments |
|---|--------------------------------------|----------------------|-----------------------------------|------------------------------------|----------------------------|-----------------------------|
| Pre – K 3 year olds | | 1 | 18 | 15 | 0 | 15 |
| Pre – K 4 year olds | | 1 | | 8 | 0 | 8 |
| Prek Intensive Needs | | 1 | | 6 | 0 | 6 |
| <i>Drop in Speech Services Only</i> | | | | 4 | 0 | 0 |
| Kindergarten | 18 | 5 | 100 | 92 | | 18, 18, 18, 19, 19 |
| Grade 1 | 18 | 5 | 75 | 95 | -1 | 18, 19, 19, 19, 20 |
| Grade 2 | 20 | 5 | 99 | 84 | 0 | 15, 17, 17, 17, 18 |
| Grade 3 | 20 | 5 | 88 | 89 | 0 | 17, 18, 18, 18, 18 |
| | | | | | | |
| HPS Totals | | 23 classes | 380 | 389 | -1 | |
| | | | | | | |
| Grade 4 | 23 | 5 | 91 | 94 | -1 | 18, 19, 19, 19, 19 |
| Grade 5 | 23 | 5 | 102 | 103 | 0 | 20, 20, 21, 21, 21 |
| Grade 6 | 23 | 5 | 101 | 92 | 0 | 18, 18, 18, 19, 19 |
| | | | | | | |
| | | | | | | |
| HUES Totals | | 15 classes | 294 | 289 | 0 | |
| | | | | | | |
| HSD Totals | | 37 classes | 674 | 678 | | |

Enrollment History:

| School Year | HPS September Starting Enrollment Numbers | HUES September Starting Enrollment Numbers |
|-------------|---|--|
| 2022 | 373 | 288 |
| 2021 | 351 | 291 |
| 2020 | 336 | 283 |
| 2019 | 344 | 299 |
| 2018 | 344 | 327 |
| 2017 | 344 | 323 |
| 2016 | 337 | 319 |
| 2015 | 345 | 295 |
| 2014 | 352 | 291 |
| 2013 | 358 | 292 |
| 2012 | 340 | 294 |
| 2011 | 340 | 297 |