

**HOLLIS SCHOOL BOARD  
JUNE 7, 2023  
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Wednesday, June 7, 2023 at 6:00 p.m. at the Hollis Primary School.

Amy Kellner, Chairman, presided:

Members of the Board Present:           Carryl Roy, Vice Chairman  
  Tammy Fareed, Secretary  
  Anne Wake-De Pasquale

Members of the Board Absent:           Andrea Levesque

Also Participating:                        Andrew Corey, Superintendent  
  Gina Bergskaug, Asst. Superintendent of Curriculum and Instruction  
  Donna Smith, Assistant Business Administrator  
  Candice Fowler, Principal, Hollis Upper Elementary School  
  Paula Izbicki, Principal, Hollis Primary School

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**AGENDA ADJUSTMENTS**

A request was made to amend the agenda to include, under Deliberations, Board action relative to the recommendations of the Business Administrator concerning year-end purchases as well as proposed expenditures from the School Building Maintenance Trust, which is the subject of the public hearing.

*There being no objection, the agenda was amended as requested.*

**APPROVAL OF MINUTES**

Hollis School Board ..... [May 3, 2023](#)

*The following amendment was offered:*

- Page 3, Line 35; replace “ad” with “and”
- Page 4, Line 45; delete “in the” following “3<sup>rd</sup> place”
- Page 5, Line 44; replace “image” with “imagine”

**MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED**  
**MOTION SECONDED BY MEMBER ROY**  
**MOTION CARRIED**  
**5-0-0**

Hollis School Board – **Non-Public** ..... [May 3, 2023](#)

**MOTION BY MEMBER FAREED TO ACCEPT, AS PRESENTED**  
**MOTION SECONDED BY MEMBER ROY**  
**MOTION CARRIED**  
**5-0-0**

## **CORRESPONDENCE/RESIGNATIONS/RETIREMENTS/NOMINATIONS**

Superintendent Corey informed the Board of acceptance of an offer made to Sarah Proulx for the position of Special Education Administrator. Ms. Proulx has her bachelors in Family Studies in Child Development and masters in Elementary Education from the University of New Hampshire. She will shortly complete her CADS in educational leadership from New England College.

She has been working under the supervision of Principal Izbicki during the school year as well as working with the Superintendent. She was a classroom teacher in the district from 2000 to 2016 and is presently the Library Media Specialist (2016-2023). This is the next logical step in her career, and the district is very excited that she has gone through the interview process. It is believed her existing relationships with staff and families will go a long way. She can be provided with professional development training over the summer months.

She will join the position on a typical one plus one contract (260 days) meaning she will be employed next year, and next spring we will make an evaluation for a second year. Her starting salary will be \$96,500.

Vice Chairman Roy spoke of how pleased she is with this individual coming into this role. Superintendent Corey spoke of the elements that go into being a successful administrator, many of which are already in place with this individual. Member Fared commented on the exceptional character of the individual.

## **ADMINISTRATIVE REPORT**

Candice Fowler, Principal, Hollis Upper Elementary School (HUES) introduced Makayla Medina, Eagle Scout candidate, BSA Troop 465.

Miss. Medina provided a PowerPoint presentation (can be viewed [here](#) beginning at tape counter 8:00) detailing her Eagle Scout project. She will be the first in her all girl troop to achieve Eagle Scout.

The project consisted of the construction of 3 picnic tables (located behind the gym at HUES) as well as the refurbishing of 2 existing benches. During COVID-19, students were permitted to eat outdoors. At the time, although benches were provided, they did not provide a good deal of space. This was part of her motivation for this project.

At the onset, she reached out to Principal Fowler, who was pleased with the idea of a project at HUES and that the project would provide additional seating for students. The work on her proposal and fundraising plan identified the intent to raise funds at the transfer station. The employees there were of great assistance and support. Her efforts resulted in her raising \$1,288 (goal of \$721).

From there she contacted Home Depot to determine if they would be willing to donate some of the needed supplies. To her surprise, Home Depot donated all supplies.

Once the project was completed, all remaining funds raised (\$692) were donated to the school and will be used to purchase new recess balls and sidewalk chalk.

She spoke of the volunteers who assisted with the construction of the benches, and her gratitude for their support.

Asked to explain the process of taking on an Eagle Scout project, she explained it was her responsibility to present her project to the Eagle Scout Board and gain their approval. In presenting, she provided information on the proposed project, construction plans, support of the school, planned fundraising activities, volunteer opportunities, etc.

The Board and Administration expressed their gratitude.

## **DISCUSSION**

- Revenue and Expense Update

Donna Smith, Assistant Business Administrator, noted little change since the last report. Approaching the end of the fiscal year, the Business Office has been able to reduce purchase orders and encumbrances, some of which included salaries for substitutes and personal care differentials.

As of 5/26/23, the expense balance is \$406,726. Added to that the FY22 expense carryover of \$43,427, the total FY22 & FY23 balance is \$450,153.

On the revenue side, the balance is \$91,434. With the transfer to the food service unreserved fund balance of \$88,882, and the total expense balance, the anticipated Unreserved Fund Balance is \$452,704.

Subtracting from that the voter approved allocations to the School Building Maintenance Trust of \$95,000, SAU Building Trust of \$23,970, and Special Education Trust of \$25,000 plus a retained Fund Balance of \$180,000, the Projected Fund Balance is \$128,734.

The agenda packet includes a memorandum from the Business Administrator, which highlights the three items that were removed from the FY24 budget to meet guidance; interactive flat panels, audio systems, HUES furniture. If these purchases are approved by the Board, the new projected fund balance would be \$94,734 (at this time). The budget was submitted to the voters with a commitment to return \$100,000 to the taxpayers to reduce the tax rate.

Member Wake-De Pasquale questioned where the \$100,000 would come from if, after making the proposed purchases, the balance is \$94,734, and was informed of the anticipation that additional funds will be unencumbered and the balance will increase. The suggestion of the Business Administrator was to fund the requested items in order of priority based on the amount remaining after the \$100,000 is accounted for.

Member Fareed noted the warrant articles that were approved by the voters include the language “up to” a particular amount. If the Board wishes to make a lesser contribution to a particular fund in order to achieve the \$100,000 return to the tax base that is permitted.

Asked when it would be determined the accounts are more or less closed so that it is known what funds remain, Ms. Smith responded it flows a little into July as all invoices may not have been received by the fiscal year end (June 30<sup>th</sup>). Typically, by August, when the auditors are in-house, that determination can be made. Superintendent Corey remarked the numbers are pretty solid right now as all of the accounts that we control are taken care of. He feels confident the \$100,000 can be achieved. However, if in that ballpark, he would simply delay the furniture request for HUES.

In the absence of the Unreserved Fund Balance, all three of the items would have been delayed to what would be the FY25 budget. The flat panels were a request of the previous sitting Board. The audio systems are being phased in. This purchase would move that schedule up.

Member Fareed commented during her years on the Board the final dollar amount has been greater than anticipated as the Business Manager is incredibly conservative with her expectations.

Member Fareed referred to the Revenue spreadsheet and the identification of a reduction of \$88,882, which is identified as "To Food Service Unreserved Fund Balance" and asked for clarification. Ms. Smith responded revenue from grants and food service sales has to offset the transfer amounts from the expenses. The revenue amount listed under "In Excess of Budget" has to be zeroed out from the expense side of the ledger. It is an accounting transaction. The \$88,832 is revenue received in excess of the amount budgeted and is being transferred to the food service unreserved fund balance. Noted was the revenue generated through grants, e.g., during COVID, the Federal Government made lunches free. Each lunch that was picked up was reimbursed. That resulted in the food service balance growing.

### **PUBLIC HEARING**

Hollis School Buildings Expendable Trust  
SAU Building Expendable Trust

**MOTION BY MEMBER ROY TO RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING**

**MOTION SECONDED BY MEMBER FAREED**

**MOTION CARRIED**

**4-0-0**

*The Board recessed at 6:25 p.m.*

*The Board reconvened at 6:36 p.m.*

### **PUBLIC INPUT**

Residents providing input were asked to state their name and address for the record and that input be focused on items included on the agenda. The public input period is not intended to be a back and forth discussion, but rather an opportunity for the Board to hear from residents before acting on items appearing on the agenda.

Susan Carlon Giles, 44 Forest View Drive

Commented two of her favorite meetings of the School Board are the start of the year meeting where the Administration sets the goals for the year and this meeting where you get to hear all of the wonderful things that occur. She wished to thank the Board for the countless hours put in for the benefit of the students.

### **HOLLIS ADMINISTRATION END-OF-YEAR PRESENTATION**

A PowerPoint presentation was provided (can be viewed [here](#) beginning at tape counter 39:45).

Paula Izbicki, Principal, Hollis Primary School (HPS) began by discussing things that were completed over the past year. Thanks to the community and everyone who voted to make these things happen, completed at HPS were door replacement, 2<sup>nd</sup> grade and staff room flooring, and the abatement project. In addition, the food

diversion program was put in place. She commented on how well the food diversion program is going. Students have been taught how to separate items and are fully committed to doing so (the 3<sup>rd</sup> grade students taught the 2<sup>nd</sup> grade students, and so on down to the kindergarten class). They are at zero food waste.

Principal Fowler commented on the food diversion program occurring at HUES. The 6<sup>th</sup> grade students started and have taught 5<sup>th</sup> and 4<sup>th</sup> grade students. One of the things students are most impressed with is the food sharing fridge; if a student does not wish to eat an item, which would previously end up in the trash, it goes in the food sharing fridge and anyone, at any time, can walk by and grab snacks out of the refrigerator.

The flooring in the cafeteria and hallways is no longer from the '70s.

At HPS, summer Plans include flooring in the 3<sup>rd</sup> grade area, all student bathrooms completed (beginning next week), kitchen renovations, and parking lot painting.

At HUES, the remainder of the upper level will have flooring addressed. Air handler 3 will be addressed and parking lot painting will occur. A switch was made to playground rubber mulch, which will be maintained yearly.

With regard to academics, graphs were displayed that identified students who have progressed and met their goals as evidenced by Aimsweb (reading and math assessment). The graphs were broken down by grade level. Principal Izbicki noted what can be seen is steady improvement when moving up through the grades. The goal is to move students forward and ensure they are progressing. This is one piece of data that is reviewed to ensure students are making progress. When students are not making progress supports are in place, e.g., Response to Intervention process. Areas denoted in yellow (Tier II) and red (Tier III) are reviewed particularly the 1<sup>st</sup> grade in comparison to kindergarten. There are variables that occur. A lot of new students arrive in 1<sup>st</sup> grade and are starting at a different level those who had been in the district in kindergarten. Unable to track those students prior to 1<sup>st</sup> grade can have an impact on the data.

When looking at the students who fall in yellow and red, consideration is given to what is needed to change to meet the child's needs. Often times, even though in that category, they continue to make progress.

Principal Fowler noted the data for HUES, which is really about students achieving their performance target. All students in green have achieved their performance target from fall to spring. The number of students falling in the red and yellow areas is minimal. She congratulated everyone at HPS for getting all of those early interventions to students so that by the time they reach HUES they are making amazing growth in their grade level.

Addressing physical and emotional safety, noted was focus placed on drills conducted at the schools, emergency operations planning, etc.

Building committees meet monthly to review drills, try new drills, and prepare students appropriately at grade level. This year they worked on a lock down drill. It was done at a recess when students were outdoors. Principal Izbicki commented on how well the students conducted themselves during the drills.

Principal Fowler commented on three variables; avoid lockdown where you can avoid the situation by getting out, you can defend, or deny entrance and defend. For the older students it was an avoid lockdown drill. It was a matter of where you find that spot to meet. In a real situation, we will want the students to be able to get out and avoid and know where to go that is safe.

Principal Izbicki commented the drills that are necessary are not the everyday focus; students are here learning and having a good time. There are those emotional things we do that are really special. She spoke of the visit by Delta Dog where students learned why those dogs are trained and what they do. It was truly special for the students to understand why people in our community or outside of our community might have a dog like that. There is always the balance with doing the drills, which seems a little heavy, and then that emotional safety of here are some really good things that can make us feel good, and how we deal with that.

Principal Fowler spoke of what occurs around cultural awareness in the schools. She provided examples such as the numerous flags hung in the cafeteria (world café). The flags were chosen by students who provided the names of countries they wanted to see. Those receiving the most votes had their flags hung. Another example is the incorporation of read aloud books from various ethnicities and cultures. Students are very open to learning from peers when they are willing to share their heritage, etc. Community connections include partnership with the VFW, food drives, Artists in Residence.

Principal Izbicki commented at the younger grades discussion is often led by the students and their interests. They will notice something is new to them and they want to share and talk about it. The library has been rich in diversity.

Highlighted were activities that occur at HPS and HUES both indoors and outdoors.

Looking forward to the summer and beyond, events planned include field days, celebration of learning, grade 3 visit to HUES, field trips, promotion, awards ceremony for grades 5 and grade 5 SOAR awards, teacher appreciation luncheons, and filling open positions.

Member Fareed requested additional information be provided on Aimsweb. Principal Fowler explained it is a formative assessment that is done three times/year that allows us to see, based against national normative data, how our students do and looking at that across time. The green pieces that were seen in the presentation identify the students who met their growth target as projected through Aimsweb and do not need support. Asked if individual student data is able to be viewed, she stated they are able to look at individual data, benchmarks, growth over time, dig in as teachers to see what areas are strengths for each grade level and what areas might be a focus or concern where we may want to change what we do in Tier I, II, or III instruction.

Asked how long this assessment has been utilized, Assistant Superintendent Bergskaug stated it was being done at HPS for years and became what we do across all four of the elementary schools in the SAU in 2020.

Asked, Principal Fowler stated the New Hampshire State Assessments are done in April or May in both buildings. Assistant Superintendent Bergskaug added that starts at grade 3. We are able to use Aimsweb Plus beginning in kindergarten.

*The period for public input was declared closed at 7:21 p.m.*

### **DISCUSSION (continued)**

- Board Goals Update
- Board Committee Appointments - Review

Superintendent Corey stated the desire to put the discussion on the minds of members for the August meeting.

This is the time of year when we start to think about our goals for this coming fall. That work will begin for the Administration over the summer. The Board will start those discussions in August. Also looked at will be the Strategic Plan. Two potential surveys will be put out; one for staff and one for community members to get more data as we do a review of our overall strategic plan for the next five years. Once that plan is done, the elementary buildings across the SAU work together to formulate their goals and objectives based on their building needs.

Along with that, we are in the midst of a literacy study for the elementary level. We will likely be looking at piloting a few programs next year as we move forward towards a decision of what we will be doing with literacy. We will be in year 2 of the math work that is taking place. A recommendation for that program will be forthcoming.

Member Wake-De Pasquale asked for clarification on the literacy study. Assistant Superintendent Bergskaug spoke of a review of ELA across the Board; reading, writing, phonics, etc. Given the research that has come out they wish to ensure what is being done is sound and best practice for the youngest learners. It really started as a Tier III study of what we can do to better meet the needs of our students and then became a review of Tier II and a desire to ensure we are sound at Tier I and consistent teacher-to-teacher/grade-to-grade. Asked, she stated it is internal but includes all three districts.

Member Wake-De Pasquale questioned the kind of things the Administration has in mind in terms of goals the Board would be making. Superintendent Corey stated the discussion has never been limited. What they do is take the feedback received from each of the three school boards and come up with a unified presentation. It won't be identical, e.g. if talking about physical plants. It is getting the 30,000' view a Board member has around issues such as budgeting, staffing, facilities, curriculum, etc. Those discussions help the administration build out the Strategic Plan for the next five-year cycle.

Chairman Kellner commented one thing the Board has discussed is how we plan for and get ahead of the increase in enrollment to avoid reacting to it. Superintendent Corey stated the desire to include a discussion around an enrollment committee at the August meeting as there is a need for both short and long-term views to be taken around enrollment. He spoke of the tremendous work that has been done in the buildings that has provided many additional years of useful life, but we are also seeing students arriving with some greater needs. There may be a better way to approach those needs onsite, which may enhance our educational delivery and at the same time result in cost avoidance.

It has not yet been determined if the Administration's presentation will be at the SAU 41 Governing Board level or the individual district level.

## **DELIBERATIONS**

- To see what action the Board will take to authorize the Superintendent to hire, accept resignations, and terminate staff during the summer months

Superintendent Corey spoke of past practice for the Board to not meet during the month of July. The Board has provided the Superintendent with the authorization to hire, accept resignations, and terminate staff during the summer months, which goes from the end of this meeting until the August meeting. There are times when there is a staff member that moves out of the district or a similar situation. The normal hiring committee is convened, a recommendation is made of 1 or 2 candidates, the Assistant Superintendent and Superintendent will conduct interviews, and once a candidate is selected the Board is apprised via email.

**MOTION BY MEMBER ROY TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF UNTIL THE AUGUST BOARD MEETING, AND REQUIRE NOTIFICATION TO THE BOARD OF SUCH ACTIONS  
MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

Member Fareed noted district policy requires the Superintendent to get approval of hires and fires per meeting unless the Board authorizes him to do otherwise. That is the reason for providing the authorization to do that over the summer months.

**MOTION CARRIED**

**4-0-0**

- To see what action the Board will take regarding the recommendation of the Business Administrator concerning year-end purchases

Items that were cut from the FY24 budget in order to meet guidance, and which the Board indicated it would like to purchase at FY23 year-end, if funds were available, include interactive flat panels (5; \$25,000), audio systems (2; \$4,000) and furniture for HUES (\$5,000). If approved, the projected fund balance would be \$94,734, which could go up or down as the numbers are estimates at this time.

Understanding the budget was submitted to the voters with a commitment to return \$100,000 to help offset the amount that has to be raised through taxation to support the FY24 budget, the recommendation of the Business Administrator is to approve the purchase of the three items in the priority listed with the understanding that \$100,000 will be returned to the taxbase. This, of course, assumes there is not an unforeseen major expense that could occur in June.

Superintendent Corey stated the Administration is quite confident it will be able to return the \$100,000. What he heard tonight was that the Board wants to honor that commitment. If one of the purchases has to be reduced to make that happen, he would instruct the Business Administrator to do that. We would either simply purchase one less flat panel or delay the furniture purchase.

**MOTION BY MEMBER ROY TO APPROVE THE PURCHASE OF FIVE (5) INTERACTIVE FLAT PANELS (\$25,000), TWO (2) AUDIO SYSTEMS (\$4,000) AND FURNITURE FOR THE HOLLIS UPPER ELEMENTARY SCHOOL (\$5,000), IN THE ORDER IDENTIFIED, IF FUNDS REMAIN AT YEAR-END IN EXCESS OF THE ONE HUNDRED THOUSAND DOLLARS (\$100,000) THE DISTRICT HAS INDICATED WOULD BE RETURNED TO THE TAXBASE  
MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

Member Fareed remarked this is in keeping with the guidance provided by the Budget Committee prior to the warrant; the idea that this would balance out rate increases against unassigned funds that are available.

**MOTION CARRIED**

**4-0-0**



- To see what action the Board will take regarding the recommendations of the Business Administrator for expenditures from the Hollis School Buildings Expendable Trust Fund

As identified during the Public Hearing, the requested expenditures include:

<b>HUES</b>	Transfer Switch-Rocky Pond	\$ 10,000
	Hot Water Pump-1st Floor	10,000
	Classroom Flooring	<u>30,000</u>
<b>HUES Sub-Total</b>		<b>\$ 50,000</b>
<b>HPS</b>	Univents Rebuild-Phase I	\$ 25,000
	Exterior Doors	15,000
	Classroom Flooring	<u>30,000</u>
<b>HPS Sub-Total</b>		<b>\$ 70,000</b>
<b>Total</b>		<b>\$120,000</b>

**MOTION BY MEMBER ROY TO APPROVE THE EXPENDITURES AS OUTLINED DURING THE PUBLIC HEARING**

**MOTION SECONDED BY MEMBER FAREED**

**MOTION CARRIED**

**4-0-0**

**ADJOURNMENT**

**MOTION BY MEMBER ROY TO ADJOURN**

**MOTION SECONDED BY MEMBER WAKE-DE PASQUALE**

**MOTION CARRIED**

**4-0-0**

*The June 7, 2023 meeting of the Hollis School Board was adjourned at 7:35 p.m.*

Date \_\_\_\_\_ Signed \_\_\_\_\_