

Hollis-Brookline Cooperative School Board  
Regular Meeting  
April 12, 2010  
Hollis-Brookline Middle School

Janice Tremblay, Chairperson  
Tom Enright  
Fred Hubert  
Dr. James O'Shea  
Steve Simons  
Tom Solon

Susan Hodgdon, Superintendent of Schools  
Tim Kelly, Principal, Hollis-Brookline High School  
Pat Goyette, Principal, Hollis-Brookline Middle School  
Mark McLaughlin, Business Administrator  
Jeanne Saunders, Assistant Director of Special Education  
Betsy A. Packard, Recording Secretary

Others present included members of the Public.

Chairperson Janice Tremblay called the meeting to order at 6:06 p.m.

## 1. AGENDA ADJUSTMENTS

Amy Cassidy, Food Service Director, to report first.

## 2. REPORTS

### *Food Service Director*

Amy Cassidy, Food Service Director, gave the following overview of the Coop food service program.

- Menu – Menus follow traditional food based menu planning.
  - ~ USDA recommended quantities
  - ~ Offer five food items from four food components: Meats. Grains, fruits/vegetables, milk
  - ~ Monthly menus written by Food Service Director
  - ~ Menus on-line
  - ~ High School and Middle School menus vary
  - ~ Good variety
  - ~ Cooks have some freedom: Special menu at Middle School every 3<sup>rd</sup> Thursday
  - ~ Always looking for suggestions for the menu
  - ~ Middle School students did survey last year. Results: More fresh fruits and vegetables
  - ~ High School – no formal survey, have suggestion box. Results: More fresh fruits, vegetables, and shorter lines.
  - ~ Follow guidelines for nutrient rich foods - Vitamin A & C rich foods every week
  - ~ Snacks – try to follow NH Healthy School Coalition recommendations (eliminated some snacks, but brought in new ones: hummus/pita chips, cookies are smaller)
  - ~ Beverages have changed – restricted as to what can be sold due to legislation. Have lost revenue.
- Lunch Periods
  - ~ High School – 3 lunch periods running from 10:09 a.m. to 11:30 a.m.
  - ~ Middle School – 2 lunch periods running from 11:42 p.m. to 12:58 p.m.

- Meals Served
  - ~ High School Lunch– Average meals per day: 290 (31% participation). Does not include a la carte items.
  - ~ Middle School Lunch – Average meals per day: 200 (41% participation). Does not include a la carte items.
  - ~ High School Breakfast – Average meals per day: 12 (1.3% participation). Location and timing deter participation.
- Meal Cost – Average meal cost (does not include staffing)
  - ~ High School: \$1.25
  - ~ Middle School: \$1.09
  - ~ Vendor changes to reduce costs
  - ~ Food waste – teach students about waste; try to use what's left; try to figure out why some days there is more waste than others.
- Staffing
  - ~ High School: 6 staff – 33.5 hours/day
  - ~ Middle School: 4 staff – 21.5 hours/day
- Negative Balances
  - ~ High School - \$1125.94 total owed (includes paid, free, reduced, adult)
  - ~ Middle School - \$412.80 total owed (includes paid, free, reduced, adult)
  - ~ Once negative balance is more than \$5.00 – a sunflower butter and jelly sandwich meal is offered in place of main meal
  - ~ Negative balances are mailed often
- Equipment
  - ~ Summer maintenance done yearly
  - ~ Daily cleaning/care
  - ~ See attached list
- Lunch Price Comparisons
  - ~ Coop cost: \$2.25
  - ~ Compared with other districts, Coop cost is low

Ms. Cassidy concluded by stating that they are always looking for improvement.

Dr. O'Shea asked if students buy the fresh fruit. Ms. Cassidy responded that they did. Dr. O'Shea asked if some items are cost prohibitive for selling, such as berries. Ms. Cassidy explained that the government sends some frozen berries. Dr. O'Shea asked if they provide vegetarian meals. Ms. Cassidy responded that they did. They currently offer salads, tuna, egg salad. Next year they will offer a vegetarian selection on the menu every day.

Mr. Hubert asked if they offered gluten free. Ms. Cassidy responded that they offer gluten-free pizza and some snacks other than fruit.

Mr. Enright thanked Ms. Cassidy for coming, adding that the Board had not had an update in 5 years, and it should be something they should hear annually.

Mr. Enright felt that they should not worry about the \$2.25 cost of meals, as the program makes money. He asked how much was in the kitty. Ms. Cassidy concurred that the fund balance was up there. Mr. Enright

questioned why they do not provide more fresh fruit and vegetables as requested. Ms. Cassidy responded that she does not like to rely on the fund balance or the profit from snacks/vending, because those could go away. She added that they lost some snacks that were moneymakers. Mr. Enright pointed out that there are fruit growers in the town that would be happy to strike a deal with the District. He felt that nutritional value should be put higher than cost. He felt that profits should be put back into fresh food, especially when students are asking for it. Ms. Cassidy felt that was a good goal for next year. Mr. Simons felt that at a minimum, the fund balance should be kept level.

Mr. Solon pointed out that the refrigeration units were 5 years old. He felt that older equipment should be replaced, adding that newer equipment is more cost and energy efficient. Ms. Cassidy responded that she currently did not have any problems with the refrigeration units.

Mr. McLaughlin suggested that Ms. Cassidy put together an equipment list showing what she was working with, and which pieces have had frequent repairs. He pointed out that one day there could be costly repairs or replacement needed. He felt that this would be a topic for further discussion next year.

Mr. Enright asked what the amount of the fund balance was. He felt it was larger than \$5,000. Chair. Tremblay asked if the fund balance could be used towards equipment. Mr. Enright responded that it could. Chair. Tremblay felt that this issue should be looked at over the next couple of months.

Mr. Enright asked if pizza was served every day. Ms. Cassidy responded that it was, explaining that it was a choice like the sandwiches. One day a week is pizza day, which allows the cooks to catch up. Mr. Enright wondered if the District was doing the students any good offering them pizza everyday. Ms. Cassidy felt it was important for students to make their own choices. Ms. Goyette added that the pizza was not being bought by the same students every day. She felt that pizza was more nutritional than bagel and cream cheese.

Mr. Kelley stated that he is at all three lunches at the High School. He felt that the students make good choices. They also bring healthy items from home.

Chair. Tremblay thanked Ms. Cassidy for coming.

#### *Business Administrator*

Mr. McLaughlin stated that he had the MS22 report ready for the Board's signature.

Mr. McLaughlin reported that on April 5<sup>th</sup>, he sent the year-to-date report, which covered 9 months.

Mr. McLaughlin stated that he expects an unreserved fund balance of \$400,000 - \$450,000, adding that he will keep reporting on it every month.

Mr. McLaughlin informed the Board that he had recently met with Troy Brown, Hollis Town Administrator, and Paul Calabria, Hollis Finance Director, regarding the joint purchase of items, such as office supplies, electricity, etc. In regards to energy, Mr. McLaughlin stated that he has been contacted by other Business Administrators in the State. He will be attending a meeting next week to see what they are focusing on in regards to the purchase of energy.

#### *Cost Savings Initiative*

Mr. McLaughlin reported that the staff and administrators were doing a good job in regards to purchasing supplies. He explained that the Coop was not paying retail prices, and in fact, were getting substantial discounts from all their vendors. For instance, they pay \$24.74 per case for paper, which is \$2.05 lower than other towns. They average 37% discount on toner/ink with Conway Office Products. Coop receives 15%-35% discounts on other supplies, depending on item, quantity, color, size, etc.

Mr. McLaughlin reported that MRI, Management Resource Inc., researched the Coop's expendable supplies and found that the District was receiving 20% - 75% reductions. Most items are purchased through the individual schools, so they can purchase what they need. Costs could be slightly better if pooled; however, he questioned whether it was worth having a part-time person for purchasing or should they keep it the way it is.

Perhaps better communications between the schools could result in making more pooled purchases like copy paper and toner/ink.

Mr. McLaughlin reported that they spend about \$0.90 per day per student for supplies. He felt the District was doing a good job in expendable supplies.

*National Honor Society Fitch Fuel Catalyst*

Kendall Nicosia-Rusin, Vice President of the Hollis Brookline National Honor Society, addressed the Board, stating that the Hollis Brookline National Honor Society has taken on a Chapter project of purchasing a Fitch Fuel Catalyst for the High School boiler. The Fitch Fuel Catalyst will save 66,000 pounds of carbon dioxide emissions, as well as energy savings. The Honor Society applied for a grant, but they did not receive it. They are now trying to raise the rest of the funds through fundraisers. There is a Guitar Night scheduled, but they are not sure they will make enough to cover the costs needed. The Honor Society has other ideas for fundraisers, but the year is winding down, and they do not feel there is enough time left. Kendall \_\_\_ stated that the Honor Society would appreciate a donation from the School Board so they could complete the project.

Mr. Kelley asked what the cost was. Kendall responded that it was \$3,486.00. Mr. Kelley stated that both he and Mr. Gray were on board with this project/purchase. He added that he had asked the student to get references regarding the catalyst, which they did.

Mr. Enright asked that the Honor Society come back to the Board after they felt they had raised as much as they could. Mr. Simons added that they should come back to the May meeting. Kendall pointed out that there would be no more fundraisers in April due to vacation, and May is AP testing, and they wanted to get the catalyst in place in June. Mr. Simons asked if it was practical to install before the end of school. Mr. Kelley responded that they wanted to get the catalyst installed by the first week in June.

Mr. Kelley asked if the \$3,486 was the cost for all three boilers. Kendall responded that it was and the hot water boiler.

Mr. Kelley stated that he would like to see the students own this project. Mr. Simons suggested a plaque. Mr. Kelley responded that they have thought about a plaque in the lobby explaining about the boiler/catalyst brought to the school by the National Honor Society.

**Steve Simons moved that the Board accept the gift of the Fitch Fuel Catalyst units from the National Honor Society. Tom Enright seconded.**

A second member of the National Honor Society, asked what the potential was, if it would be a good chance, of the Board donating funds to the project. Chair. Tremblay responded that the Board will donate to the project, and asked that the Honor Society do as much fund raising as possible.

**Motion carried unanimously. 6 – 0 – 0.**

Chris Heiter, Hollis Energy Committee, stated that the HEC was in favor of the project. The Committee plans to back up with real time monitoring and reporting to the community.

*Middle School Principal*

Ms. Goyette reported on the NECAPS, explaining that the Middle School had made AYP in Math and English. The results were as follows:

	<u>English</u>	<u>Math</u>	
Target	91.0	88.0	
Whole School	97.6	93.4	
Educational Disability Subset	93.1	73.1	made AYP due to Safe Harbor

Ms. Goyette added that the 8<sup>th</sup> grade students will be participating in the Science NECAP in May. This will be hands-on testing, where they will work with a lab partner to collect data, then be tested individually.

Ms. Goyette reported that all went well with the Washington, DC trip. There were no issues, and they got compliments wherever they went. They visited the Holocaust Museum, National Cathedral, Arlington National Cemetery, and the Capitol.

Ms. Goyette stated that High School course selection was done.

Ms. Goyette informed the Board that Mr. Hinkle has done a great job with the Jazz Band. They played at the 6<sup>th</sup> grade Parent Orientation, as well as at HUES and CSDA to play for the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades.

Ms. Goyette advised the Board that Jacob Solon will be traveling to NYC, to participate in the National Alliance for Young Writers (through Scholastic) at Carnegie Hall. He will be reading his essay.

#### *High School Principal*

Mr. Kelley reported that several classes will be dropped next year due to low enrollment.

Mr. Solon pointed out that two Math courses were being dropped. Mr. Kelley responded that they would be offering AP Statistics in place of Probability and Statistics. Algebra III/Trigonometry would be offered in place of Advanced Math Topics. Mr. Solon asked if the courses being dropped would impact any students. Mr. Kelley responded that both courses were one-semester electives.

Dr. O'Shea asked how the Latin courses were going. Mr. Kelley responded that they were going well, that they were easy to schedule.

Mr. Kelley informed the Board that he had several action items for the Board:

- State Standard Diploma

The State Standard Diploma would be awarded to any student who completes the NH State minimum required units of study, but who does not qualify for the regular Hollis Brookline High School Diploma. This would serve those students who take technical programs off-site.

Mr. Kelley felt that this should be looked at in sub-committee, and have the policy committee consider it. He asked that the Board think about it.

Chair. Tremblay advised the Board to email any comments to Mr. Simons.

Mr. Solon asked if such a diploma would affect this year's seniors. Mr. Kelley responded that it wouldn't, but would like it in place by next January for next year's semester, adding that it needed to be in place one semester prior to awarding.

Mr. Solon asked if other districts have such diplomas. Mr. Kelley responded that some districts have tiered diplomas. He added that when the discussion on Goals Diploma came up, it was stated that they would also be looking into a State Standard diploma.

Mr. Simons asked how many students this would affect. Mr. Kelley responded approximately 10.

- Gym Dedication

Mr. Kelley informed the Board that he had received a request from Rhon Rupp, Athletic Director, to rename the gymnasium for a local citizen. Mr. Kelley stated that he supported the request, but was not sure how to go about it.

Chair. Tremblay asked if there was a policy. Mr. Simons responded that he did not think so. Mr. Enright added that the only precedence was dedicating the track to Coach Korcoulis, and they just did it.

Mr. Enright felt that the family should first be approached. Mr. Hubert felt that they should think about such a request and who else should be considered for such an honor.

- Support Staff Issue: Change of position/job description

For non-public.

Mr. Kelley reported on AYP, stating that they did not really make AYP because they did not hit the 95% participation rate. Only 28 students out of 35 participated.

Mr. Kelley informed the Board of the following donations:

- ~ \$500.00 Souhegan Valley Community Development Corporation to help sponsor the Tri-Town Concert.

**Fred Hubert moved that the Board accept the \$500.00 donation from the Souhegan Valley Community Development Corporation for the Tri-Town Concert. Steve Simons seconded. Motion carried unanimously. 6 – 0 – 0.**

- ~ \$500.00 Nancy Phillips for the purchase of classroom technology. There is a matching gift from Fidelity Investments.

**Steve Simons moved that the Board accept the \$500.00 donation from Nancy Phillips for classroom technology. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.**

- ~ \$2,000.00 Technology Garden, LLC for Hollis Brookline FIRST Robotics Team 1073.
- ~ \$790.23 SNH Development, Inc. for Hollis Brookline FIRST Robotics Team 1073.
- ~ \$500.00 Haydon Kerk Motion Solutions Inc. for Hollis Brookline FIRST Robotics Team 1073
- ~ \$500.00 WePay for Hollis Brookline FIRST Robotics Team 1073.
- ~ \$500.00 Impact Science & Technology, Inc. for Hollis Brookline FIRST Robotics Team 1073.

**Steve Simons moved that the Board accept the following donations for the Hollis Brookline FIRST Robotics Team 1073:**

<b>\$2,000.00</b>	<b>Technology Garden, LLC</b>
<b>\$790.23</b>	<b>SNH Development, Inc</b>
<b>\$500.00</b>	<b>Haydon Kerk Motion Solutions Inc.</b>
<b>\$500.00</b>	<b>WePay</b>
<b>\$500.00</b>	<b>Impact Science &amp; Technology, Inc.</b>

**Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.**

Mr. Kelley informed the Board that Mr. Peterson had asked him to see if there were any funds available from the Activity Funds that could help. Mr. Kelley stated that they could justify \$1,000. Mr. Kelley explained that students would be contributing to the cost of going to Atlanta for the FIRST competition, and the donations collected help to defray the costs.

#### *Special Education Report*

Ms. Saunders reported that an extended school year social skills program has been developed for students with Asperger's, Autism, ADD, and speech/language impairments. It will be a 5-week program running from July 6 to August 5. Social skills will be taught 3 days a week, with a fourth day set aside for field trips to apply the targeted IEP skills. They have scheduled trips to Canobie Lake, Odiorne Point, and a Fisher Cat game.

Ms. Saunders reported how the Special Education staff has been vocal over the past two years. She pointed out how out-of-district students who come back in-district have left their friends behind. Thus, they want to do a social program after school. They will now have a social skills program K-12.

Ms. Saunders explained that they went through every IEP and picked out targeted themes. Parents will receive weekly reports.

Mr. Simons asked if this was already in the budget. Ms. Saunders responded that it was. She added that they have 11 students signed up.

Ms. Saunders reported on the NECAPS, which were taken by 7<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> graders. She advised the Board that the numbers had been broken down, and were in her written report. The data will be shared at the coordinators' staff meeting, where they will try to determine what lead to the below proficiency scores.

Ms. Saunders advised the Board that Patricia Rhodes joined the Middle School staff in March as a 0.5 FTE Special Education Coordinator, adding that the transition went well.

Ms. Saunders reported that two students have been placed out-of-district within the past month. One from the High School and one from the Middle School. One student is expected to return in-district in September, while the other is expected to remain out-of-district for the 2010-2011 school year. As of April 9, 2010, there are 19 out-of-district students. Next year, it is expected that there will be 16 out-of-district students, and perhaps lower.

Chair. Tremblay asked if for FY10, Special Education was over budget. Ms. Saunders responded that it was by approximately \$84,000 due to one High School student being placed in a residential setting by July, which was unanticipated.

Mr. Hubert questioned Catastrophic Aid being cut. Ms. Saunders responded that she had not yet been notified of any changes in Cat Aid. She has been told that consulting services will not be covered, but they have been having discussion as to whether consult is part of services.

#### *Superintendent*

Supt. Hodgdon advised the Board that the Leadership Team had been discussing the calendar for next year. She stated that she had been in contact with Milford and Nashua, where some of the Coop's students go for tech classes. Nashua had changed their spring vacation week, but changed it back to the traditional NH week, which aligns with surrounding districts.

Supt. Hodgdon reported that the Strategic Planning Committee held public forums, which had light turnout. The research group is active and will be visiting other schools. It is expected that a plan will be written over the summer.

Supt. Hodgdon stated that the last week of March, members of the SAU 41 Leadership Team met to present and receive feedback on their goals. The members presented their goals, took questions, and then listened to warm and cold feedback, during which the presenter could not comment until all feedback was over. Supt. Hodgdon felt it was a good exercise.

#### *Staffing*

Supt. Hodgdon presented the following staffing requests:

- ~ Nomination of Kerbert Porter-Elliott – English (replaces Grapposo)  
BA Norwich University, MA Harvard  
Experience: M, Step 14 (eligible – waiting for course work); M, Step 13 (July – January)

Ms. Goyette stated that they budget for M Step 4; however, she has asked for two strong English teachers. She pointed out that there was no replacement for Ms. Grapposo, who is considered the heart and soul of the Middle School. She stated that Mr. Porter-Elliott has a passion for students and the subject. He is his co-chair at Con-Val. His favorite grade is freshman. He is looking forward to the team

model. Ms. Goyette felt that Mr. Porter- Elliott was the person to replace the hole, even though he is a little more expensive.

Mr. Simons asked how many years of experience Mr. Porter-Elliott has at Con-Val. Ms. Goyette responded that he has 11 years.

**James O'Shea moved that the Board accept the nomination of Kerbert Porter-Elliott for the position of Middle School English. Steve Simons seconded. Motion carried unanimously. 6 – 0 – 0.**

~ Letter of resignation from Margaret Erskine, High School 504 Coordinator.

Mr. Kelley explained that the 504 Coordinator was put in place to address the high number of 504s. They were at approximately 85 students. They are now down to 48. He added that Ms. Erskine had been retired, and now wants to really retire.

Mr. Simons asked if there was a replacement. Mr. Kelley responded that they have a lot of ideas and will come back to the Board in May/June.

**Steve Simons moved that the Board accept the resignation of Margaret Erskine. Tom Enright seconded. Motion carried unanimously. 6 – 0 – 0.**

~ Letter of resignation from Jannine Farrar – High School Business Education & Computer.

**James O'Shea moved that the Board accept the resignation of Jeanine Farah. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.**

~ Letter of resignation from Diane Kramer – High School Computer & Math.

**Steve Simons moved that the Board accept the resignation of Diane Kramer. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.**

~ Letter of resignation from Celeste Wyrosdic Wasilewska– High School part-time Art

**Steve Simons moved that the Board accept the resignation of Celeste Wyrosdic Wasilewska. Fred Hubert seconded. 6 – 0 – 0.**

~ Letter requesting maternity leave from Cora Zingales – High School Special Education

This falls under the FMLA. The request is from June 2 to November 4, 2010. It would be 12 weeks without pay, but with benefits, and is contingent upon her and the baby's good health.

**Steve Simons moved that the Board accept Cora Zingales' request for maternity leave from June 2, 2010 to November 4, 2010. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.**

### **3. APPOINTMENT OF BUDGET COMMITTEE REPRESENTATIVE AND ALTERNATE**

Chair. Tremblay stated that she would like Dan Peterson to continue as the Coop Board representative to the Budget Committee. She added that she had spoken with Mr. Peterson and he has agreed.

Chair. Tremblay stated that she was appointing Fred Hubert as the alternate representative to the Budget Committee, and that Mr. Hubert is willing to accept.

Chair. Tremblay explained that either the representative or the alternate can serve in full capacity anytime the Budget Committee is in session. Both can attend meetings, but only one can vote. If both are at the same meeting, then the primary representative will be the voting member.

### **4. UPDATE ON LIGHTING UPGRADE PROJECT**

Chair. Tremblay informed the Board that she had appointed Steve Simons as the alternate for this project, and Mr. Simons had accepted.

Mr. Enright reported that they had not had a meeting since the District Meeting. A packet will be coming out by May 1. The Committee will meet early in May and the project will take place during the summer. Any business needing to take place will happen in May, such as continuing with LighTec or putting the project out to bid. He added that he would come back to the Board in May with more information.

Mr. Enright stated that John Gray will be invited and interfaced in May. The money will be managed by the Town of Hollis.

Mr. Hubert pointed out that there was a policy that any project greater than \$5,000 is to be put out to bid. He felt that they should put the project out to bid, which does not mean they have to go with the lowest bid.

Mr. Solon asked what would happen with the old lights, and wondered if they would be recycled.

Mr. \_\_\_\_ (Mark) stated that he would like to know when the next meeting will take place. Mr. Enright stated that he would advise him.

Chair. Tremblay stated that she was interested in exploring what will happen to PSNH Smart Start money if they join a consortium and purchase from someone else. She wondered what that would mean for Smart Start. She wondered if there would be penalties.

## 5. MINUTES

*February 17, 2010*

Mr. Simons pointed out that on the top of Page 7, it states that the "motion carried," yet the vote was "1 – 6- 0," and thus, should read "motion failed."

**Steve Simons moved that the Board accept the minutes of February 17, 2010 as amended. Tom Enright seconded. Motion carried unanimously. 6 – 0 – 0.**

**Tom Enright moved that the Board enter non-public session under the provisions of RSA 91-A:3 II (c) reputation. Steve Simons seconded. A roll call vote was taken with all members present voting in the affirmative. 6 - 0 - 0.**

The Board entered non-public session at 8:25 p.m.