

Regular Meeting
January 20, 2010
Hollis-Brookline Middle School

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

Susan Hodgdon, Superintendent of Schools
Tim Kelley, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Mark McLaughlin, Business Administrator
Robert Kelly, 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 6:13 p.m.

1. AGENDA ADJUSTMENTS

Chair. Tremblay stated that Chris Heiter from the Hollis Energy Committee (HEC) team would be giving a report to the Board and would be first on the agenda.

2. HEC REPORT

Mr. Heiter reported that the HEC team had met. He stated that the Energy Efficiency Block Grant had been announced. The Grant allows up to \$400,000 per town. They will be working with Brookline also, therefore, there is a potential of \$800,000. However, Hillsboro, Rockingham, and Strafford Counties share \$2.4 million.

Mr. Heiter stated that letters of intent had been submitted. He explained that schools cannot submit by themselves, and thus, must work with their municipality. Things look good for all the projects in the schools. Project applications must have detail descriptions and justifications, as well as detailed implementation plans, ROI analysis, measurement and verifications plans.

Mr. Heiter reported that they had a quote from LighTec in which the cost for the Middle School would be \$67,000 with a savings of nearly \$1,000/month. For the High School, the cost would be \$115,000 with a savings of \$1,530/month. He added that the HEC team hopes to work with the National Honor Society regarding the solar streetlight project.

Mr. Heiter explained that the Board had voted to participate in the application. The HEC team now needed to know if the Board was committed to the project. He explained that any grant funding can only be spent on the specific project(s) applied for. He stated that the HEC team needed to know if the Board was comfortable with their submission for lighting upgrade. He added that the HEC will be there to support, but cannot do everything. He stated that Mr. McLaughlin and he had reviewed the application, as well as Appendices E, F, and G. Mr. Heiter advised the Board that LighTec will need to do a walk-through.

Mr. Heiter reported that HEC had started work with Public Service of New Hampshire (PSNH) and Brookline. The High School and the Middle School are considered large businesses. They have started

an application to be designated as small businesses, which could save 50% instead of the current 20%. He added that Exeter saves \$0.03 /Kwh.

Mr. Hubert questioned if the grant was won, when the funds would be available and when the lighting project would start. Mr. Heiter responded that applications must be submitted by February 5th, and awards will be made on March 10th. It was felt that the project could start in April.

Chair. Tremblay felt that a warrant would be created to ask the voters to appropriate the money. However, they would get the money back through the grant; therefore, there would be no net affect. Mr. Heiter added that the HEC expects to write the warrant article that would be used for all districts.

Chair. Tremblay questioned that there would be a certain amount of time to finish the project. She hoped that they would be able to do the work during the summer so classes would not be disturbed. Mr. Heiter responded that they would have 1 to 2 years to complete projects. LighTec will take care of project management, clean-up, etc.

Mr. Enright questioned that the Coop would not have to match any grant funds, but rather funding would be 100%. Mr. Heiter responded that there would be no matching, the funding is 100%.

Mr. Enright pointed out that there would be several entities involved in the grant and questioned how funds would be split up surmising that they would get less than they ask for. Mr. Heiter explained that the application will list each project and the funds will be awarded by project. If a project costs \$182,000 and they are awarded \$110,000, they will then go the LighTec to see how they can work out the difference.

Fred Hubert moved that the Board appropriate \$182,000 for lighting upgrades at the Middle School and the High School contingent upon funding that will come from an EECBG grant. Tom Enright seconded.

Mr. Heiter pointed out that there is also the Smart Start program through PSNH. The Smart Start program takes the energy efficiency savings and applies them to the cost upgrades. At \$182,000, it would be about a 6-7 year payback period.

Mr. Hubert questioned if it was really an interest free loan, and if it was based on today's kilowatt price. Mr. Heiter responded that it was based on today's pricing and the interest was at 4%.

Mr. McLaughlin stated that they had talked about who had ownership of the grant money. Mr. Heiter stated that HEC will submit the application on the behalf of the Town of Hollis. The funds will come in to the Town and be distributed. Mr. Solon asked if the grant money would come to one town or both. Mr. Heiter explained that they would be submitting by project, so they will not have to worry about splitting it up. Mr. Solon was concerned regarding the Town of Hollis accepting money for the Coop. Mr. Heiter stated that he had checked with Atty. Drescher and he did not foresee any issues.

Motion carried unanimously. 6 – 0 – 0.

Mr. Heiter asked that the Board designate a member who would be the Coop Lead. He added that Supt. Hodgdon had designated Mr. McLaughlin, but the HEC felt it would be worthwhile for the Boards to have a lead to work with Mr. Heiter and Mr. McLaughlin. Tom Enright agreed to be the Coop Lead.

Mr. Heiter stated that he wanted to make sure that Mr. McLaughlin would have time for the project, adding that it was important to review Appendices E, F, and G.

Chair. Tremblay stated they will coordinate with the building administrators for LighTec to do a walk-through. Mr. Heiter explained that LighTec will look at each bulb and figure out the savings by replacing it with a more energy efficient bulb.

Mr. Hubert asked if there was a time limit regarding the PSNH Smart Start program. Mr. Heiter responded that the Smart Start program had been going for 7-8 years and he did not feel that it would be going away.

3. FY11 BUDGET

Mr. McLaughlin reported that he had sent out an email with a copy of the budget from the workshop. He added that he and Mr. Peterson were still working on the questions.

Mr. Hubert stated that the impact of contract negotiations should be in a warrant and thus not impact the budget. Mr. McLaughlin pointed out that the health and dental benefits will impact the budget. Mr. Hubert stated that they were budgeting for 17.6% maximum increase; therefore, they will incur expenses whether the warrant is ratified or not. Chair. Tremblay stated that Mr. Peterson had done an estimate of what the warrant articles will be. Mr. McLaughlin added that he was looking at Mr. Peterson's numbers and making sure all back up material was available.

Chair. Tremblay asked what it would take to get to a "0" budget, including warrant articles. She pointed out that \$122,000 had been reduced from the budget, while the following amounts are for contract negotiations:

\$32,000	Support Staff
<u>\$186,000</u>	Professional Staff
\$218,000	Total
<u>-\$122,000</u>	Reductions
\$96,000	Increase if both contracts ratified and current budget ratified.

Mr. Hubert was optimistic that they would be able to find additional areas in the budget to reduce. Mr. McLaughlin added that they needed to look at where the District was with the FY10 budget and compare with what has been budgeted for FY11. This could or could not result in further reductions.

Mr. Enright asked Mr. Kelly about the approximately \$80,000 grant he was involved in. Mr. Kelly responded that it may be possible. Mr. Enright questioned when Mr. Kelly could deliver information regarding the grant. Mr. Kelly stated that he would call the DOE and asked for the turn-around time, then would email the Board with the information. Mr. Enright felt that that piece could be huge for reducing the budget. Mr. Kelly pointed out that regarding money from the State, the District must first expend it, then get reimbursed from the State.

Mr. Solon stated that at the budget workshop, the Budget Committee asked several questions regarding areas that money has not been expended. He asked if the \$122,000 did not include any of those numbers. Mr. McLaughlin responded that they did not. Mr. Kelley added that a lot of the items pointed out at the meeting were salary items and have since been expended and are part of the \$122,000.

Chair. Tremblay stated that the Budget Hearing was scheduled for February 15th, with February 8th being the deadline for submitting the warrants. She asked if the Board felt they needed another meeting prior to the Budget Hearing. Mr. McLaughlin felt that he would be able to address the larger items in the budget, such as those items that are \$20,000 - \$30,000 over budget, but added that there had to be a certain cut-off point.

It was decided to hold a meeting on Wednesday, February 3, from 12:00 p.m. – 2:00 p.m.

Mr. Hubert stated that the Budget Committee had asked the Board to be prepared to show what would need to be cut to bring the budget to -3% increase. He questioned if this also was a request for Mr. McLaughlin, or just the principals. Chair. Tremblay stated that a -3% budget increase will require a reduction in force and programs; therefore, it would fall on the principals to make the decisions. Mr. Hubert stated that last year, Brookline's budget was reduced and their board was not prepared to show what the budget would look like with such a reduction. He did not want that to happen to the Coop Board.

4. PUBLIC FORUM

Steve Pucci stated that regarding the energy efficiency discussion, there was discussion pertaining to a \$0.03/Kwh savings. He added that he was not sure what that was. Chair. Tremblay explained that the \$0.03/Kwh savings was due to cooperative buying. Mr. Pucci stated that with a 1 million Kwh usage, that would realize approximately \$30,000/year savings.

Mr. Pucci questioned if the new equipment would last longer than the payback period. He also questioned if there were any additional efforts that might cause additional funds before the end of the payback period. Chair. Tremblay responded that in Nashua, the new bulbs lasted 3 years; therefore, the cost of changing out the bulbs was a lot less.

Mr. Pucci questioned if they would be replacing \$20 bulbs with \$1000 bulbs, adding that such issues needed to be looked at.

Debbie Pucci thanked Supt. Hodgdon for the information that was coming home through the ALERT Now information system. Ms. Pucci questioned what guidelines were being used as they were getting a lot of information. Supt. Hodgdon stated that she had spoken the day before at the leadership group meeting regarding guidelines. She added that they were trying to work the details out, stating that it helped to have public input. Ms. Pucci felt that it would be helpful if they flagged the alerts as either "urgent" or not. Supt. Hodgdon stated that they were working through those issues.

5. REPORTS

Business Administrator's Report

Nothing further to report.

High School Principal's Report

Mr. Kelley asked if there were any questions regarding his written report.

Dr. O'Shea asked for clarification regarding the requirement for portfolios. Mr. Kelley explained that it is an ITC requirement for graduation. The current junior class is the first class having to meet this requirement. He added that it was similar to the requirement in 8th grade. He explained that it was a State requirement.

Mr. Enright stated that Lena Pepper would be coming back and added that John Connam , who took her place, did an outstanding job. Mr. Kelley agreed, adding that Mr. Connam was retired and stepped in and did a great job.

Dr. O'Shea asked if Mr. Kelley reports back on the PSATs. Mr. Kelley explained that the results had just come out that day, but he did not have a chance to get to them.

Mr. Kelley reported that he had the following donations:

Gate City Striders

Mr. Kelley stated that the Gate City Striders donate back to the school for Dollars for Scholars. This year they wanted to do something for the classes, since the classes run the water stations. It was suggested that a donation be made to each class.

Each class	\$200 - \$300
Interact	\$300
Dollar for Scholars	\$2,000

Miguel Estrada - \$500 for FIRST Robotics

Steve Simons moved that the Board accept Miguel Estrada's \$500 donation for FIRST Robotics with much appreciation. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

BAE Systems - \$550 for FIRST Robotics

Steve Simons moved that the Board accept BAE Systems' \$550 donation for FIRST Robotics with much appreciation. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Hollis Brookline Rotary - \$500 for FIRST Robotics.

Steve Simons moved that the Board accept the Hollis Brookline Rotary's \$500 donation for FIRST Robotics with much appreciation. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Cone-Roddy Associates - \$500 for FIRST Robotics

Steve Simons moved that the Board accept Cone-Roddy Associates' \$500 donation for FIRST Robotics with much appreciation. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Tyler Young – Fender Standard Series Jazz Bass with “gig bag”

Steve Simons moved that the Board accept Tyler Young's donation of a Fender Standard Series Jazz Bass with “gig bag.” Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Mr. & Ms. Rhon Rupp - \$500 for Ice Hockey and \$1000 for Wrestling

Steve Simons moved that the Board accept Mr. & Ms. Rhon Rupp's \$500 donation for Ice Hockey and \$1,000 donation for Wrestling with much appreciation. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Middle School Principal's Report

Mr. Solon asked what the status of Power School was at the Middle School. Ms. Goyette stated that they would not be making it available to parents the first year. She explained that they wanted to work out a protocol. She added that they are looking at keeping 7th grade report cards the traditional paper reports and then transition to the electronic report cards for 8th graders. Ms. Goyette explained that the staff is discussing it, but they would like parent input also.

Mr. Solon stated that it was one thing to have information available online, but another that it is required for parents to go online. Ms. Goyette stated that they were giving parents access to the information; however, she wanted to make sure that the staff was consistent in completing grades and putting them into the system. Mr. Kelley agreed that they needed the staff to be in sync, that they could not have some staff entering grades and others not. Ms. Goyette felt that they could start with 8th grade grades next year.

Mr. Hubert felt there was some confusion as to whether paper would go away and grades be totally electronic. Mr. Kelley stated that the High School progress reports are currently electronic, but they are keeping report cards paper. When they took on Power School, he too wanted to take a year, but the staff took to it quickly so they started using it the 2nd half.

Ms. Goyette reported that they had applied for a grant for the cross-country team.

Ms. Goyette informed the Board that the Middle School had received a donation from the Gate City Striders of \$900 for racing equipment.

Steve Simons moved that the Board accept the Gate City Strider's donation of \$900 for racing equipment with great appreciation. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Ms. Goyette stated that there were significant changes at the Middle School. She was in the process of trying to replace Ms. Filer who will be leaving on February 5th to accept a position at BAE. She stated she would like to get a 2-week interim person to support the office.

Ms. Goyette informed the Board that Steve Secors would be leaving on February 5th to support his wife who was having their 3rd child.

Ms. Goyette reported that the students were doing well and she felt that Ms. Madden, who took over the English classroom, was the cause of them doing well.

Mr. Solon questioned if Ms. Goyette had any candidates yet for the ½ Special Education position. Ms. Goyette responded that she had a couple of applications.

Network Administrator's Report

Mr. Solon asked about the status of the URL "SAU.41." Supt. Hodgdon responded that they were very close to activating it, but did not know the exact date. Mr. Solon asked if it was the goal to have it completed this year. Supt. Hodgdon stated that it was a matter of weeks.

Director of Special Education's Report

Mr. Enright asked about the Response to Intervention. Mr. Kelly responded that they use a certain percentage of IDEA for early intervention. It is mostly done at the elementary level, but they do some at the High School level. He added that some students fall behind in school, but they are not eligible for Special Education, so they get some extra attention. He added that the committee was looking at what kind of tests to use.

Dr. O'Shea asked whether the Social Skills Program Development was new or on-going. Mr. Kelly explained this type of support has been necessary for some students, especially over the summer. They are looking into providing across the whole SAU, including the Coop. Mr. Enright asked what an example would be. Mr. Kelly responded that a student on the Asperser's continuum would be an example.

Mr. Kelly reported that they had scheduled trainings with an MSB representative for SAU Special Education Coordinators in regards to going electronic. He stated that there would be no loss of submissions and that they will continue with paper.

Mr. Hubert asked if there was a cost of shifting from paper to electronic, such as software. Mr. Kelly stated that there were no software costs.

Superintendent's Report

Supt. Hodgdon reported that Ms. Goyette and she were working on filling Gail Rasmussen's position. They hoped to wrap it up the next day. She asked that the Board allow her to go forward with hiring the candidate for the position during the interim between meetings.

Ms. Goyette stated that the candidate, Lauren Corliss, was a former Middle School staff member and had been Ms. Grapposo's counterpart in English. She felt that Ms. Corliss would fill a need in that the staff knows her, and she felt that the students would readily accept her. Mr. Solon asked if Ms. Corliss was NH certified and wondered where she would show up on the pay scale. Supt. Hodgdon stated that they were still researching her experience, adding that she had at least 6 years. Ms. Goyette stated that Ms. Corliss simply needed to pay for her certification and produce her personal development folder.

Mr. Simons asked when Ms. Corliss could start. Ms. Goyette felt she could perhaps start in 3 weeks.

Tom Enright moved that the Board authorize Supt. Hodgdon to hire a replacement English teacher with the approval of the Board Chair. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Supt. Hodgdon stated that David Bond, 8th grade science teacher, had submitted a letter at last month's meeting requesting a sabbatical leave for 8 months to do scientific research in Antarctica should he become the primary candidate. She reported that on January 14th Mr. Bond had been moved to primary status.

Supt. Hodgdon stated that the question had come up regarding financing. She reported that Raytheon would be paying Mr. Bond \$525/week. She added that in regards to the contract, a sabbatical may be granted to a teacher with 5 consecutive school years of teaching. A sabbatical can only last one school year. Mr. Bond's 8 months will bridge two school years. Supt. Hodgdon informed the Board that Mr. Bond would like to take the sabbatical for the rest of this school year, then take unpaid leave for 2 months for the next school year. A teacher receives ½ pay and full benefits while on sabbatical. Mr. Bond would be responsible for full payment of medical during the unpaid leave. She stated that Mr. Bond would be leaving in mid-February.

Supt. Hodgdon recommended that the Board accept Mr. Bond's request.

Mr. Solon asked how the position would be filled. Ms. Goyette responded that she could not post the position until the Board approved the request. She stated that there was a substitute at the High School who would be available in February.

Ms. Goyette informed the Board that Extron had been working that day on communication systems in the school where Mr. Bond would be able to communicate with his students live. She felt that this year's students would get a great education, but she was worried about the first two months of next year.

Mr. Hubert felt that it was a good compromise.

Mr. Enright stated that he wanted to be clear that the contract year starts July 1st; therefore, Mr. Bond would be away for July, August, September and October, or 1/3 of the school year. Mr. Kelley stated that teachers start the first day of school.

Supt. Hodgdon stated that it would be unpaid leave and he would have to cover medical benefits from July 1st.

Mr. Hubert stated that Mr. Bond would get paid for the number of days he teaches and that it did not matter how it gets spread out.

Mr. Simons stated that the District would be paying ½ of Mr. Bond's salary for five months, as well as the replacement salary.

Mr. McLaughlin stated that the clock would start in September, but if Mr. Bond did not come back until October, then he would not get paid until then. If they spread the pay over 12 months instead of 10, then each check would be at a lower amount. Mr. Kelley added that all teachers get paid a daily rate.

Fred Hubert moved that the Board approve David Bond's request for sabbatical leave starting in February through the end of the school year, and unpaid leave starting July 1 until his return. Steve Simons seconded.

Mr. Solon asked what happens if his return date changes. Supt. Hodgdon stated that it would be defined in the contract.

Mr. Enright asked what the definition of unpaid leave was. Supt. Hodgdon responded that unpaid leave was leave without pay for further study or other purposes.

Motion carried unanimously. 6 – 0 – 0.

Supt. Hodgdon informed the Board that she had received a letter of resignation from Jean H. Filer with her last day being February 5, 2010.

James O'Shea moved that the Board to accept Jean Filer's letter of resignation with regrets, best wishes in her next endeavor, and with many thanks for her contribution. Steve Simons seconded. Motion carried unanimously. 6 – 0 – 0.

Supt. Hodgdon reported that on January 13th, Gail Rasmussen tendered her resignation, effective January 15th.

James O'Shea moved that the Board accept Gail Rasmussen's letter of resignation. Steve Simons seconded. Motion carried unanimously. 6 – 0 – 0.

Supt. Hodgdon informed the Board that she had receive a letter from Tim Kelley stating his intentions to retire as principal of Hollis Brookline High School effective June 30, 2010. Supt. Hodgdon then read Mr. Kelley's letter.

Mr. Kelley stated that he had been in education for 35 years and he now intended to enter into the State retirement system, while continuing in education within the guidelines of the system. He stated that it had been a privilege to serve as principal of Hollis Brookline High School.

James O'Shea moved that the Board accept Tim Kelley's letter of retirement with enormous regret and much thanks for all his efforts the past 5 years. Tom Enright seconded.

Mr. Enright thanked Mr. Kelley for all he had done and understood why he wanted to move on in his career. Mr. Kelley responded that it was a matter of balancing all the things in life. He added that he had nothing but the best feelings for the students, staff, Board members, and Superintendent. He stated that it had been a great experience. He added that he had arrived at the decision just this past weekend.

Motion carried unanimously. 6 – 0 – 0.

Chair. Tremblay wished Mr. Kelley the best and added that she will enjoy working with him over the next several months.

Supt. Hodgdon informed the Board that she had received a letter dated December 29, 2009 from Kathy Lewis, in which Ms. Lewis cited the outstanding work of the Middle School teachers and students.

Supt. Hodgdon reported that they had received a memorandum of understanding regarding the Race to the Top Funding. Although Chair. Tremblay and she had signed the memorandum, the President of the Teachers Association did not.

Dr. O'Shea asked if the Teacher's Association did not sign the memorandum, would the application go through. Supt. Hodgdon stated that she was not sure, but added that she was still going to reach out to them and try to get them to sign. She added that she had talked with the DOE.

6. COST SAVINGS INITIATIVE

Mr. McLaughlin stated that he had nothing to report. He added that defining MRI's services was the next step.

Chair. Tremblay stated that initiatives to look at were expendable supplies and fuels & energy.

7. POLICIES

Steve Simons moved that the Board grant final approval of Policy GDQA – Reduction in Support Staff Work Force, as amended, effective July 1, 2010 upon the approval of the 2010-2013 HESSA contract. Tom Enright seconded. Motion carried unanimously. 6 – 0 – 0.

Steve Simons moved that the Board grant final approval of Policy GCPA – Reduction in Instructional Staff Work Force, as amended, effective July 1, 2010 upon the approval of the 2010-2013 HEA contract. Tom Enright seconded. Motion carried unanimously. 6 – 0 – 0.

Steve Simons moved that the Board grant final approval of Policy IKFB – Alternative to a Hollis Brookline High School Diploma. Tom Enright seconded.

Mr. Solon questioned the legal status of an Alternative Diploma and asked if it were comparable to a GED. Mr. Kelley explained that a Hollis Brookline diploma requires 23 credits, while the State requirement is 20-20.5 credits (Algebra is a state requirement). The Alternative diploma would be for identified students. In the past, they got High School diplomas, but now that Algebra is a State requirement, many identified students can not meet that requirement. A student receiving an Alternative diploma would have met the goals of their IEP. The requirements of the IEP would be set forth early in the student's career. Mr. Kelley stated that some schools call such diplomas Certificates of Attendance, Goals Diplomas, or Equivalency Diploma. Mr. Kelley explained that they got model language from an RSA Supt. Hodgdon added that they settled on the term in order to be in sync with the other schools in the State.

Motion carried unanimously. 6 – 0 – 0.

8. RATIFICATION OF LABOR CONTRACTS

Mr. Enright stated that the Board needed to be in agreement that the support staff contract was done. He added that the support staff has ratified it.

Steve Simons moved that the Board approve the agreement reached with the support staff union HESSA, with the contract from July 1, 2010 – June 30, 2013. James O'Shea seconded. Motion carried unanimously. 6 – 0 – 0.

Mr. Enright stated that the negotiation team had done a nice job.

Chair. Tremblay informed the Board that they would pass on the professional staff contract as the union had not yet voted on it.

9. APPROVAL OF MINUTES

Steve Simons moved that the Board approve the minutes of December 16, 2009 as written. James O'Shea seconded. Motion carried unanimously. 6 – 0 – 0.

Mr. Enright stated that Supt. Hodgdon, Ms. Goyette, and Mr. Kelley had done an excellent job over the past months handling difficult situations. He added that they had been handled professionally and expertly.

Fred Hubert moved that the Board adjourn. Steve Simons seconded. Motion carried unanimously. 6 – 0 – 0.