

Regular Meeting
November 18, 2009
Hollis-Brookline Middle School

Janice Tremblay, Chairperson
Tom Enright
Fred Hubert
James O'Shea, MD, arrived at 6:40 p.m.
Dan Peterson
Tom Solon

Susan Hodgdon, Superintendent of Schools
Tim Kelley, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Doug Smith, Interim Business Administrator
Carol Mace, Director of Curriculum
Robert Kelly, Director of Special Education
Emily Davis, Student Representative
Betsy A. Packard, Recording Secretary

Others present included members of the Public.

Chairperson Janice Tremblay called the meeting to order at 6:16 p.m.

1. AGENDA ADJUSTMENTS

Chair. Tremblay stated that information from the Hollis Energy Committee (HEC) had been forwarded to the Board. She advised the Board that one conceptual energy plan proposal had been submitted, although others could still be submitted. She explained that Christian Heiter from the HEC was present that night just to answer questions, as a presentation would be given at a later date.

Mr. Solon asked if the initial cost would be an upfront cost to the District, or would it be paid for. Mr. Heiter responded that there were three ways the initiative could be paid for:

1. Cost could be budgeted.
2. Participation in the Smart Start Program administered by PSNH (no cost up front)
3. Apply for grant money (a grant is coming up that has funds up to \$400,000)

Mr. Heiter stated that he would like to get the Hollis School District, as well as the Brookline School District, to participate. The HEC would do a proposal and work on a template that could be shared. They will be taking care of a lot of the work. The HEC would like a Board member designated to the committee.

Mr. Peterson asked what actions the Board needed to take that night. Chair. Tremblay responded that there were none.

Mr. Heiter explained that an RFP for a wholesale contract would be created. The Town of Hollis is willing to participate. The HEC would like to get the Hollis School District and the Coop District to also participate. For each penny of savings, they would save about \$1300 per month. Mr. Heiter explained that at 75000 Kwh, they would break even, and the Coop gets over 75,000 per month. The other districts do not have enough individually.

Supt. Hodgdon stated that she would like to see the contract, and have Atty. Drescher review it before the Board votes on it. She added that she would also like the new Business Administrator to review it. She had concerns regarding mixing a municipality with the school district.

Mr. Heiter asked if the HEC could take on the action item to contact Atty. Drescher and get his opinion, then they would draft an RFP. He explained that they would be pooling the different districts' kilowatt-hours, but each district would be metered separately.

Supt. Hodgdon asked who would be providing project oversight. Mr. Heiter explained that it was their intention to go for a grant. If lights are upgraded, then the vendor would take care of that. However, if they did heating systems, etc., then they would budget funds for a project manager.

Mr. Peterson asked if the HEC would need any resources other than a review by Atty. Drescher. He questioned if there would be any load on the business office during the RFP process. Mr. Heiter stated that the Board would have to vote, and there probably would be a presentation to the Board.

Mr. Peterson asked what the response time to the RFP would be. Mr. Heiter felt it would be about 3-4 weeks. Mr. Peterson stated that he would like to allow the HEC to load the Coop's usage into their proposal.

Mr. Peterson moved that the Board include the Coop School Board District's Kwh usage in the Town of Hollis' RFP, and that the RFP be reviewed by Atty. Drescher. Fred Hubert seconded. Motion carried unanimously. 5 – 0 – 0.

Mr. Peterson asked about the grant possibility. Mr. Heiter responded that the grant RFP will open in December with a four-week response time. If they apply for the grant, the HEC will need to come back to the Board in December for approval.

Mr. Enright stated that he would like to see the Committee apply for the grant first. If that does not come through, then he would like to see them go through the Smart Start program. He added that he did not want to budget the funds.

Chair. Tremblay asked when the walk-thru was done. Mr. Heiter responded that it was about done about two years ago; however, they could do it again.

Mr. Hubert felt that the Board should get on-board with what was available now, as it can be changed in December.

Chair. Tremblay stated that she had concerns with the new Business Administrator being hit with this project along with budgets.

Mr. Peterson felt there were two steps that could be taken:

1. Make a motion, in which the Board expresses interest to be included in the grant,
2. Ask the Business Office to give the Board a proposal for temporary help to get through this process.

Mr. Peterson added that he did not want any loading in the Business Office to be included in the grant. Mr. Heiter stated that there would be no loading, and that the HEC would keep the Board in the loop.

Dan Peterson moved that the Board ask the HEC to include the Coop District as part of the grant being developed, as outlined in the Light Tech proposal. Motion carried. 5 – 1 – 0 (O'Shea abstained.)

Mr. Peterson pointed out that the Board has on-going efforts in the area of saving with electricity being one and expendable supplies another. He asked that Supt. Hodgdon put together a plan that would

leverage resources with temporary services (MRI) to help free up the new Business Administrator for other things.

Dan Peterson moved that the Board ask Supt. Hodgdon come to the Board at the next meeting with a plan that would encompass any additional temporary support that would be needed to define savings opportunities in expendable supplies, electricity, and fuel. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

2. PUBLIC INPUT

Steve Pucci advised the Board that the Budget Committee had electricity fuel data for the last 3 years that they could share. He added that he had been involved with purchasing of electricity and expendable supplies on a corporate level, and would be willing to help.

Mr. Pucci stated that as a parent and a Budget Committee member he felt there was confusion and questions regarding transportation, rider safety, and motor vehicle laws. He asked that the Board clarify that half the buses are over capacity, and give assurance that buses will not be violating motor vehicle laws.

Iris Realmuto addressed the Board stating that she had mentioned at the September 16, 2009 meeting that she maintains the **HBHS PTSA, HBMS PTSA and Hollis School Board web sites**, and had offered her services to the Coop District. She added that the minutes did not reflect her offer and she would like it noted.

Mary Kay James stated that there had been an article in the Telegraph regarding NAP and NECAP testing. She questioned why there was such a discrepancy between the two tests.

Ms. Goyette responded that in regards to the National Assessment Program (NAP) the District does not get results. However, they do get more results from the NECAP tests. Ms. Mace added that the NAP tests are not given to every student in the State. She explained that they are two different assessments. NAP tests are multiple choice, while NECAP tests are heavily weighted with writing. In the past, the District did not have to participate in the NAP tests; however, now they do.

3. FY11 BUDGET

First Review of Proposed Budget

Doug Smith, Interim Business Administrator, distributed a first draft of the FY11 Proposed Budget. The draft included Middle School, High School, District-wide, and Special Education proposed budgets.

High School

Mr. Kelley gave an overview of the proposed High School 2011 budget. He stated that he had broken the overview down into four major areas: Academics, Technology, Co-curricular, and Maintenance, and focused on the following areas:

Textbooks: Textbook budget is down except in English, to replace class sets, and math, due to the increase in the number of underclassmen taking Pre-Calculus, resulting in increases in AP Calculus and Calculus next year. The overall increase for textbooks is \$27,515.

Vocational Education: Enrollment in voc tech courses has been increasing. Received 40 applications this year. Due to scheduling and conflicts, 25 are enrolled. Anticipate more next year; therefore, have budgeted for 35 for FY11.

Technology: Replacement of Equipment is up \$29,000. Have 62 computers using Windows 2000, which will not be supported after this summer. Working on replacing CRT monitors with flat screens. Budgeting

for switches to allow wireless throughout the building for students. Additional equipment was cut due to the need to replace equipment mentioned above.

Co-curricular: Want to cut back on fundraisers for teams. Have some coaches being paid through fundraisers. Would like these stipends in the budget. No coaches are getting raises.

Dr. O'Shea asked what the level of funding for hockey was. Mr. Kelley felt it was \$4,800 for two coaches. Dr. O'Shea felt that hockey was suppose to be at "0" funding. Mr. Enright stated that the Board had never voted to fund hockey. Mr. Kelley stated that he would get the figures for the Board.

Maintenance: Expendable Supplies is funded at the level it was two years ago. It is felt that they will be able to do better with the price of oil. Currently funded at 40,000 gal @ \$2.90 per gal. It is felt that they can reduce the quantity used by starting boilers later in the morning, shutting them off 2 hours earlier, and setting the temperature lower. It is felt that by doing this, they can reduce the usage to 37,000 gals.

Additional Requests: Would like to expand Latin program, which would require a part-time instructor, plus materials (\$45,000). Would not offer Latin III (no one would be qualified to take it), but would be adding more freshman classes.

Mr. Kelley stated that the \$84,000 increase includes Special Education.

Mr. Peterson questioned why Internet Communications was up \$1,800. Mr. Smith stated that he did not know the details, but thought it might be due to district-wide. Mr. Kelley was not sure why, but added he would get the figures.

Middle School

Ms. Goyette stated that she had heard the Board's request and came as close to level funding as possible, including Special Education. She reviewed the following areas that had increases:

Equipment Repair: Printers are currently under contract with Conway Office Products. Increase of \$2,555.

Officials: Board of officials has increased by \$2.00 per game. Increase of \$916.

Transportation: Was cut last year. Covering the cost by athletic fees for this year. Athletic fee cannot sustain this cost. Increase of \$4,700.00.

Parent Notification System: "Alert Now" cost of \$2.50 per student (base on 450 students). Increase of \$1,125.

Maintenance: Cost of oil, based on \$2.90 per gallon. Increase of \$25,000.

Special Education: Includes OT, PT, speech and psychological. Increase of \$17,274.

Special Education Paraprofessionals: Includes two paras @cat 3 and one @ cat 4. New hires are based on incoming needs. Not included in Middle School's proposed budget. Increase of \$99,254.

Recommendations: The addition of Boys' Volleyball. No new sports have been added since 2002. Another boys' team would help equalize the teams for each gender. Cost of program is \$3,000, which includes coach's salary, officials and transportation.

Ms. Goyette stated that she expected a decrease in enrollment from 480 to 450 next year. This will not reflect in a decrease in staff, but rather reasonable class sizes again.

Ms. Goyette advised the Board of the following future needs:

~ Upright Piano: (current piano can only be tuned 1 or 2 more times). Cost: \$4,500

~ Algebra Textbooks
~ Wrestling Mat

Cost: \$15,000
Cost: \$7,000

Special Education

Mr. Kelly distributed the FY11 proposed Special Education budget. He explained that the budget was broken out into the following areas:

I. IDEA Count

The changes net an increase delta of 13 students. This does not include referrals or discharges.

II. Revenues

~ IDEA	\$228,006
~ Medicaid FY09	\$40,290
~ Medicaid FY10	Projected to be similar
~ CAT AID	\$85,335

III. FY11 Projected Budget

Increase of \$60,000 or 2.03% increase. Net change of \$10,000 for transportation. Additional increases in:

Contracted Counseling / Therapy	\$28,804
Contracted Speech / Language	\$10,763
Contracted Physical Therapy	\$9,504

IV. New Personnel Requests:

Three 1:1 paraprofessionals including benefits	\$99,254
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Mr. Hubert pointed out that Ms. Goyette had mentioned \$27,274 for Special Education in her budget. He wondered if it was being counted twice. Mr. Kelly stated explained that it was not being counted twice. Everything used to fall under the 1200 account. Now it is being broken out into other areas, but for it to make sense, it is put into a Special Education report.

Mr. Solon stated that the budget shows an increase in tuition of \$100,000 and a decrease of \$127,000 in transportation. He wondered how many students this affected. Mr. Kelly responded that it affected two students. He added that most years, when they have an increase in tuition, they do not have a decrease in transportation. The decrease this year is due to the graduation of a student.

Mr. Kelly explained that there were two Chapter 402 cases, which are court placements. The District is required to pick up the educational portion.

Mr. Enright stated that tuition going up and transportation going down seemed counter intuitive. Mr. Kelly agreed, but explained that one placement was \$18,000 two years ago, and is now \$25,000. He added that the transportation was down because one placement was residential, and the graduation of a student.

Mr. Enright stated that they had a surplus in Special Education last year. He wondered what had changed. Mr. Kelly responded that there was \$400,000 left over last year. The IDEA grant lowers the Special Education account, but the grant money must be applied to the account line that they said it would be applied to.

Mr. Hubert asked if the District anticipated that revenue. Mr. Peterson stated that the revenue for FY09 was more than what was projected. Mr. Kelly added that what is reflected in the Special Education

budget is not excess. Mr. Peterson stated that he would like to look at FY09 budget and see what had been forecasted and what was actually spent. Mr. Kelly stated that they had forecasted an out-of-district residential and the student went to a day program. Two out-of-district placements withdrew. One out-of-district came back into the district. Therefore, it was an accumulation of different cases.

Mr. Hubert questioned 402 placements, stating that the district where the student comes from bears the educational expense, but wondered if it was the district the student was in when the court order was placed pays, or if it was the district where the parent maintains residency. Mr. Kelly explained that it is where the parent lives. If parents move, the cost goes to the new district. If the court takes legal custody of the student, then the district where the parent resided last has to cover costs.

FY11 Budget Proposal

Mr. Smith reviewed the FY11 proposed budget. He explained that the "P" in Column L meant that the amount was a placeholder. He explained the following:

~ Acct # 2600-520-0 Insurance Liability: The District has been notified of an additional increase of 6%. The line item is currently level funded.

~ Acct # 2600-624-3 and Acct # 2600-624-4 Utility Services Oil: Lorden Oil was asked if the District pre-bought that day, what the cost would be. The cost would be \$2.40. The District went with \$2.90. Will be going into negotiation to reduce it.

~ Acct # 2600-510-3 and Acct # 2600-510-4 Transportation: Current contract with transportation company is in effect until FY11 and ties into CPI.

~ Acct # 2600-211-0 Health Insurance and Acct # 2600-212-0 Dental Insurance are in error, and should be level funded. Have been notified that the GMI (Guaranteed Maximum Increase) is 17.6% for health and 5.5% for dental. The rates will be reviewed in May 2010.

~ Acct # 2900-232-0 Teacher Retirement: Increase of \$33,000 based on no increase of teacher retirement share. It is based on salary of current employees as of today.

~ Acct # 2900-260-0 Workman's Compensation: No change reflected. Have heard 9% increase to workers compensation.

Mr. Peterson asked about the transportation charges between the Middle School and the High School being divided by two. Mr. Smith responded that that was how it had been done in the past, but felt should use the actual numbers. Mr. Kelley pointed out that the buses go to each building. Mr. Peterson stated that in that case, dividing by two was probably right.

Mr. Enright stated that last year they had a surplus and the second largest amount was in health insurance. He asked that a close look be taken at those numbers.

Mr. Smith asked if the Board would like an electronic version of the budget. Mr. Peterson felt that would be helpful. Mr. Solon stated that it would also be helpful to get a summary of changes. Mr. Enright stated that in the past a summary of "sums up" and "sums down" with the bottom line was helpful. Mr. Peterson added that a breakdown by function was also helpful.

Chair. Tremblay asked when they would get FY10 first quarter report. Mr. Smith responded that they would get it that night.

Mr. Peterson stated that felt that the proposed budget was a great start, but pointed out that if they ended up with the proposed figures, they would have problems. He added that he would like to understand the impact to get to "0". Mr. Hubert felt the Board needed to see what the options were.

Mr. Peterson pointed out that student population for FY10 was 1375, and that it was 1356 for FY11. There is a decrease of 24 in the Middle School and an increase of 14 in the High School. He added that there was a big bubble in the 6th grade next year.

Mr. Enright stated they were asking how to achieve "0" increase from where they currently are. Health insurance and oil could be big cost decreases. Mr. Kelley stated that he was going to look at salaries – what is budgeted vs. what was paid this year. All salary lines are level funded. Special Education increases are at the Middle School. He added that he did not want to lose the Calculus books, but everything else was fair game.

Establish March District Meeting Date

Supt. Hodgdon informed the Board of the following meeting dates:

~ Brookline School District Meeting	March 4
~ Hollis School District Meeting	March 15
~ Hollis Town Meeting	March 10
~ Brookline Town Meeting	March 11
~ Town Elections	March 9

It was decided to hold the Coop District Meeting on March 8, 2010.

Establish December 2009 Date for Joint Meeting with the Coop Budget Committee

It was decided to set aside the first two hours of the regular Coop Board Meeting scheduled on **December 16, 2009 (6:00 p.m.)** for a joint meeting with the Coop Budget Committee. The Coop Board meeting will follow.

4. REPORTS

Business Administrator

Mr. Smith distributed a General Fund Expenditure Report for FY10 as of October 21, 2009. Mr. Smith stated that he could make the report available electronically. He explained the Column L represents what is remaining in the line item. Since they are 1/3 of the way through the year, if they are level spending, there should be 66% left in Column L.

Mr. Enright asked if there were any red flags. Mr. Smith responded that he had not looked at the budget in detail.

Mr. Peterson asked if the encumbrance for salary was for the full year, and thus, if anything is left it will not be spent. Mr. Smith concurred. Mr. Peterson asked about the encumbrance for health insurance being for the rest of the year. Mr. Smith responded that he was not sure if that was the current status.

Buildings and Grounds Supervisor

No report.

Principal – High School

Mr. Kelley gave an update on the football field project. He reported that the project has been postponed for a year. He explained that they wanted to make sure that they proceed in the right way. They will start again next August.

Principal – Middle School

Ms. Goyette reported that the drama performance was phenomenal and that a former student, Jesse DiGiacinto, had written it. There were 46 acting parts. Over 300 people attended the play and approximately 120 students participated in the play.

Mr. Peterson asked how Power School went. Ms. Goyette reported that they had some bumps, but Rich Raymond and Steve Secor were able to problem solve. She added that they need to make the Winn School data historical. Mr. Kelley stated that they were going to try to phase in Power School reports. The goal is to produce progress reports the second quarter. After that, progress reports will not be needed, as parents will be able to go online and see their student's grades at any time.

Director of Curriculum

Ms. Mace stated that she adopted Mr. Solon's ideas in regards to the Technology Task Committee.

Dr. O'Shea asked about the Danielson frameworks. Ms. Goyette responded that everyone has set goals, and she has teachers lined up on a 3-year cycle. Dr. O'Shea asked if they were noticing any surprises of how they thought groups/departments were performing. Mr. Kelley responded that they were not. Ms. Goyette felt the rubric was more specific than before, which helps new and experienced teachers.

Director of Special Education

Mr. Kelly reported that budgets have been the main focus and that he had nothing to add to his report.

Dr. O'Shea asked that Mr. Kelly address the new position that has been created at the SAU office. Mr. Kelly stated that there had been a number of pro-active initiatives, and there had been a significant need for consultation time, so the position has been a good thing. He has been spending more time at the High School and Ms. Saunders has been spending more time at the Middle School.

Supt. Hodgdon stated that she had seen a significant improvement in that area. Meetings with Ms. Saunders, Mr. Kelly and the principals K-12 have shown there is a much better handle on things.

Network Administrator

See written report.

Superintendent

Staffing:

Supt. Hodgdon reported that she had received a letter dated October 23, 2009 from Susan Smith, 0.5 FTE Special Education, stating that it was with regret that she was tendering her resignation to take care of her father, effective November 23, 2009.

Dr. James O'Shea moved that the Board accept the resignation of Susan Smith with regrets and with best wishes with her next endeavor. Tom Enright seconded. Motion carried unanimously. 6 – 0 – 0.

Supt. Hodgdon reported that she had received a letter from Gina Bergskaug, per her contract, notifying the Board of her maternity leave the winter of 2010. Ms. Bergskaug is scheduled for a C-section on January 8, 2010, but since she is carrying twins, it could be sooner. She plans on returning 8 weeks later.

Dr. James O'Shea moved that the Board accept Ms. Bergskaug maternity leave of absence. Tom Enright seconded. Motion carried unanimously. 6 – 0 – 0.

Strategic Planning Steering Committee:

Supt. Hodgdon reported on the Strategic Planning Steering Committee, stating that they were gearing up. They have chosen a facilitator: Mary Jane McCallum, who Supt. Hodgdon has worked with before. The Committee members will be as follows:

- 3 Board members
- 2 Community representatives: 1 Brookline, 1 Hollis
- 2 SAU Administrators
- 3 Building Administrators
- 3 Faculty members
- 2 Student representatives

Mr. Hubert asked what the charge to the Committee was. Supt. Hodgdon responded that the charge was to define long term shared vision of SAU 41, to include items such as:

- ~ Develop a vision statement
- ~ Develop a strategic plan
- ~ Develop a timeline
- ~ Establish process
- ~ Assess progress

The group will also look at future trends in education. They will also look at traditional education blending with online education.

Mr. Hubert asked if there were plans to study facility needs. Supt. Hodgdon responded that she had no further plans to study facility needs, but felt that the facility reports already done could stand side by side with the Strategic Planning reports. Mr. Hubert felt that further study of facilities was warranted. He added that they had a study of Hollis and a study of Brookline, but had nothing SAU wide.

Mr. Peterson pointed out that they know they have a spike coming, and he felt that they needed to start thinking about it before it hits.

Supt. Hodgdon stated that when she came into the District last year, what was absent was the educational strategic plan. She added that they hope to finish their work, including public input by the end of April. They would then develop a plan by May / August of 2010, to be presented in September 2010.

Mr. Hubert felt that with an educational plan and student population numbers, they would be able to look at facility needs.

Transportation:

Supt. Hodgdon reported that they had sent out an Alert Now message last Friday regarding changes in transportation rules. She received only a couple of calls that regarded clarification.

Supt. Hodgdon stated that Trooper Kathy McCue held a statewide driver meeting on November 7th at which she stressed that if students are unable to sit three to a seat without spilling over into the aisle, buses will be cited for safety violations.

Supt. Hodgdon advised the Board that daily ridership reports were taken the week of November 2, with a breakdown of high school and middle school riders. The averages look reasonable; however, the week

was impacted by the High School experiencing high absenteeism due to ILI. It is felt they should do it again.

Supt. Hodgdon reported that by removing two bus routes, one in Hollis and one in Brookline, there will be a savings of \$34,000 for the remainder of the year, which is already built into the budget.

Mr. Enright asked what the capacity was of buses that had two students per seat. Supt. Hodgdon stated that it was 47. Brookline buses are closer to 45-47 than Hollis buses.

Ms. Goyette explained that they chose the week of November 2nd because there were no sports that week. Mr. Hubert asked about requests to ride different buses. Ms. Goyette responded that she only had a couple of requests.

5. MINUTES

Minutes of October 21, 2009

Corrections:

Page 1 "Bill" Bowers should be "Phil" Bowers.

Page 2 under Audit of FY09 Budget, it should state that "Chair. Tremblay read the following statement," not "Supt. Hodgdon."

Page 2 under "Building and Grounds Supervisor" should read: "Mr. Kelley reported that . . ." instead of "Supt. Hodgdon."

Page 3, third paragraph, should read: "Mr. Solon asked if there was *any* financial assistance . . ."

Tom Enright moved that the Board accept the minutes of October 21, 2009 as corrected. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

Minutes of Special Meeting – November 6, 2009

Fred Hubert moved that the Board accept the minutes of November 6, 2009 as written. Tom Solon seconded. Motion carried. 4 – 2 – 0. (O'Shea, Enright abstained.)

Dan Peterson moved that the Board adjourn. Fred Hubert seconded. Motion carried unanimously. 6 – 0 – 0.

The meeting adjourned at 9:25 p.m.