

Hollis-Brookline Cooperative School Board
Regular Meeting
August 19, 2009
Hollis-Brookline Middle School

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

Susan Hodgdon, Superintendent of Schools
Tim Kelley, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Dawna Duhamel, Business Administrator
Carol Mace, Director of Curriculum and Instruction
Betsy A. Packard, Recording Secretary

Others present included members of the Public.

Chairperson Janice Tremblay called the meeting to order at 7:14 p.m.

1. AGENDA ADJUSTMENTS

No adjustments.

2. PUBLIC INPUT

Chair. Tremblay explained that this would be the only time during the meeting that the public would be invited to speak before the Board.

Steve Pucci, Chair. of the Coop Budget Committee, addressed the Board with the following reminders/open action items:

- The Budget Committee is looking for a copy of the audit of the unreserved fund balance.
- The Budget Committee requests a meeting with the School Board as soon as the books are closed.
- The Budget Committee is willing to help with the Business Administrator's transition plan. Mr. Pucci encouraged the Board that cost data and initiatives that have been started be included in the plan.
- Facility Space Capital Improvement – High School expansion – A plan is to be provided and approved by the Board before the March 2010 meeting. The Budget Committee will address/respond to the plan once they have seen it.
- The Budget Committee is looking for a written response to any safety items, such as the High School cafeteria.
- The Budget Committee would like an update to Project Progress.

3. REPORTS

Buildings and Grounds Supervisor

John Gray, Building & Grounds Supervisor, reported that both schools are looking good. The janitorial staff has worked on the emergency lighting at the Middle School, re-painted the dugouts a historical color, installed new carpet at the High School, and are in the process of cleaning the hot water tank.

Mr. Gray explained that the hot water tank should be cleaned every 6 – 8 years. It has not been done for 12 years. The water comes from the well, through the arsenic filters and into the holding tank. The holding tank needs to be cleaned and inspected.

Chair Tremblay asked what the cost of cleaning the tank was. Mr. Gray stated that he was looking into it. He added that antimony was found in the water. They have been doing monthly testing. Mr. Kelley explained that the count spiked after the refracting had been done. The State stated that the water should be monitored every quarter. They have been testing the water every month. The State is pleased with the proactive stance the School has taken. However, they have found that the count was decreasing each month, until July and August. It is felt that there has not been enough water usage, thus causing the count to rise. He added that they may need to rent water coolers for the first few months. Mr. Gray added that they could rent coolers for \$10.00 per month. They would put 6 coolers in the school.

Dr. O'Shea stated that there was a big hole in the pavement when turning right on Rte. 122. He wondered who was responsible for it. Mr. Gray responded that he was not sure. He added that he was getting costs to repair it. Doug Orde and Jerry Farwell will be sending quotes.

Dr. O'Shea asked about the unpaved area behind the Farley Building and if the Middle School needed it for parking. Mr. Gray responded that it was not the Coop's land, but that they would always need it for parking. He added that the town was going to grade it.

High School Report

Mr. Kelley stated that he had an action item for the School Board. Mr. Kelly reported that there was a need for a coaches' box at the football field. The coaches' box would be two stories high (12' x 24' x 17'). Money for materials has been raised by the Boosters Club. The labor will be donated by local contractors. Mr. Kelley stated that he was soliciting the Board's support to go to the town for permits.

Mr. Kelley felt that there were liability issues regarding the scaffolding that they currently use. He explained that there are coaches that should not be climbing the scaffolding.

Mr. Solon questioned that access to the upper part of the coaches' box would not be accessible during non-use. He wondered what the impact of insurance costs for liability would be. Ms. Duhamel stated that she would look into it.

Mr. Enright stated that he had significant concerns over the liability of this proposal. He stated that 17' is two stories high, and he felt it would be an attractive nuisance. He did not understand why they needed a two-story structure. Mr. Kelley responded that there would be a railing and he felt that having a 17' high structure would be less accessible than a 10' high structure. He added that they were also talking about installing security cameras.

Mr. Enright asked if other schools had such coaches' boxes. Mr. Kelley explained that it is pretty much expected at all schools to have elevated views. Typically, the coaches' box is on the bleaches. Mr. Peterson felt that having a coaches' box attached to the bleaches would be easier to access. He added that all the fields that he had gone to have them. Most are connected to the bleaches, which he felt made easier access than the freestanding structure. Mr. Peterson felt that scaling the scaffolding was a bigger liability risk.

Mr. Peterson moved that the Board allow Tim Kelley to proceed with insurance and risk fact-finding and proceed with any required or desired permits/approvals from the Town of Hollis, but not proceed with any building until approved by the School Board. James O'Shea seconded.

Mr. Hebert asked when the next Board meeting was. Chair Tremblay responded that it was September 16. Mr. Hebert asked when football started. Mr. Peterson responded that it started before September 16th. Mr. Hebert stated that he would prefer that the Board establish some threshold for insurance and provide a provisional approval.

Dr. O'Shea moved the question.

The motion carried. 5 – 2 – 0 (Hebert, Solon against.)

Mr. Kelley reminded the Board that if they do not go forward with a coaches' box, all games will have the scaffolding.

Fred Hebert moved that the Board give Tim Kelley the authority to proceed with completion of the coaches' box structure providing that it does not exceed \$500.00. Dan Peterson seconded. Motion carried. 5 – 2 – 0. (O'Shea, Enright against.)

Middle School

Ms. Goyette reported that they had spent the entire summer transitioning to Power School. Training was done that day. There were 25 spots for training, and all spots were taken.

Network Administrator

Power School

Rich Raymond reported that Power School absorbed almost all of their time during the summer. He stated that Carol Mamczak did a great job taking on the High School, which freed up time for him to work on the Middle and elementary schools. They started training that day. The trainer stated that he was not used to coming into a district where the trainees have hit the ground running. There will be training the next day for office staff, and Friday "train the trainer" instruction.

Websites / Contact Management System

Mr. Raymond stated that he spoke with Ektron and has set the date of September 5th for installation. He added that he has talked with Charter, as he wants to register the domain name "SAU41.org." The cost would be \$150 for 10 years. He added that he is looking to bring a uniform look across all the SAU websites. He stated that some websites do not work well in all web browsers. He added that he wanted to simplify all the URLs by using SAU41.org. He explained that he will keep the current website, taking the main pages of all the schools and redirecting them to the new site.

Mr. Raymond stated that Ektron will be training Carol Mamczak, himself, and the school webmasters.

Mr. Solon felt the proposal for a common website was very good. He questioned what the timetable was. Mr. Raymond responded that he would start building the site after training. He felt it would be done around October.

Mr. Solon asked what the status of WiFi was in the Middle School. Mr. Raymond responded that it was already set up. Mr. Hebert asked if it was secured. Mr. Raymond responded that it was, and that it was the same system throughout the schools.

Business Administrator

Ms. Duhamel reported that the financial audit was not finished yet. In regards to health insurance, three people have switched to health savings, and 15 have taken the new plan.

Mr. Peterson asked if there were any drop-offs or opt-outs. Ms. Duhamel responded that there were none that she was aware of.

Ms. Duhamel informed the Board that the property liability insurance will be going down approximately \$6900. It will be effective this school year. Mr. Enright stated that they had responded to the High School, and wondered if they had responded to the Middle School as well. Ms. Duhamel responded that they had. The property liability insurance reduction will be approximately \$10,000 throughout all the districts.

Mr. Peterson thanked Ms. Duhamel for the tremendous job she has done during her tenure at the Coop.

Director of Curriculum

Ms. Mace reported on the following:

1. Curriculum Projects - There were 17 curriculum projects that involved 20 teachers across the SAU and across all contact areas. The Middle School Literacy Action initiative project is finished.
2. Technology Workshops – in the past, the workshops were focused on basic skills. The need now has shifted to the application of skills. Two sessions were held - one in Hollis and one in Brookline.
3. Home School Coordinator – Ms. Mace is the SAU home school coordinator and as such, is responsible for monitoring the progress of the 45 home school students (15 at the Coop level). An annual evaluation must be submitted to Ms. Mace by July 1st of each year.
4. Additional Administrative Focus Areas –
 - a. Brookline School in Need of Improvement (SINI) and District in Need of Improvement (DINI) Team
 - b. SAU Administrative Evaluation Committee
 - c. Leadership team Retreat Planning
 - d. Coop policy development
5. Danielson Workshop for new staff – planned for August 20th.

Mr. Peterson questioned how the technology part of curriculum for students was being addressed. He pointed out that the skills of students today were dramatically different than those of students 15 years ago. He stated that he had not seen a change in the curriculum and wondered if they were doing anything about it. Ms. Mace responded that they had a focus group looking into it. She added that the goal was the implementation of **ICT** standards.

Ms. Goyette stated that there was a tremendous difference in classrooms since a couple of years ago. As an example, the Spanish class made movies. She stated that they no longer have pullout computer classes. She explained that students who do not show proficiency must take basic computer course at the High School with no credit.

Mr. Peterson challenged them to figure out how to keep up with the rapid rate of change.

Mr. Kelley stated that the ITC initiative dictates that they use their knowledge throughout classes.

Mr. Solon stated that technology was not being addressed by the State. He was not sure it was being addressed through curriculum directives as opposed to being done through teacher initiative. Mr. Kelley stated that they needed to look at ITC and base it on State initiatives. Mr. Solon stated that they have an expectation that competency will exceed State requirements. He added that he did not get a sense that the curriculum addresses it. He felt that it was random, dependent upon individual classes.

Mr. Peterson wondered if there should be some course that addresses the proper use of technology. Ms. Mace responded that proper use of technology was embedded in the curriculum.

Special Education Report

No report.

Superintendent Report

Supt. Hodgdon thanked Ms. Goyette and Ms. Mace for interviewing and hiring a long-term substitute **caller**. It was decided to centralize the position among the districts.

Supt. Hodgdon reported that the process for hiring a Business Administrator has been slow. She reported on the following items regarding the transition:

1. Work with the four board chairs and work with Ms. Duhamel behind the scenes.
2. There may be a need to hire two interim people – one to take care of the financial aspects and one to take care of the food service and facilities.
3. Need to identify the key work in progress in each of the districts and keep things on track.
4. The audits are close to being wrapped up. State forms will then have to be filed.
5. Need to set priorities of things that need completion before Ms. Duhamel leaves.
6. An exit interview will be set up so that they can understand Ms. Duhamel's decision to go elsewhere – what the contributing factors were.
7. Need to establish a search panel and establish a timeline.

Mr. Enright stated that he hoped Chair. Hodgdon and Ms. Duhamel are both very candid during the exit interview. He felt that the organization within the SAU was untenable. He felt that there was no way a person could have 17 school board bosses and 17 budget committee bosses with four boards, and not be untenable. Dr. O'Shea agreed with Mr. Enright, but added that they needed to know about any other factors, such as policy and interactions. Mr. Solon felt that they could not ask Ms. Duhamel to solve the organizational problem, but they could ask her opinion as to what can be done to make the present situation work.

Supt. Hodgdon reported that the School Facility Space Needs had been done in Brookline and in Hollis. Brookline was presented to the group, but it was less detailed. Chair. Hodgdon stated that she had been charged by the Hollis Selectmen to form a Strategic Planning Committee, but was unclear as to what the charge was, other than monitor student enrollment and prepare some kind of prospective for 2020. She invited the Board to make suggestions as to what the make-up of the committee should be.

Mr. Peterson stated that he found less value of having two student representatives than to have budget or community members.

Mr. Hebert felt that there should be representation from the following:

- 1 Brookline Board member
- 1 Hollis Board member
- 1 Brookline Finance member
- 1 Hollis Budget Committee member

Chair. Hodgdon questioned if the Board was in agreement with the charges that were suggested. Mr. Solon questioned how long they expected the group to carry out the process. Chair. Hodgdon stated that it was hard to answer because there was so little information as to what the group was suppose to do. Since a report needs to be completed for the March meeting, she felt that it was suppose to be more budget than educational. Supt. Hodgdon then read the second recommendation of the charge, which included:

- Long-range strategic plan for March 2010 meeting
- Recommend Brookline building facility
- 2035 Coop dissolved
- Farley boundary line
- Cafeteria expansion

Mr. Solon felt they were to respond to what is the best educational solution going forward, then what the costs would be and how well they align with facilities solution. Chair. Hodgdon wondered with a more educational focus if they had the right mix for the committee. Mr. Solon felt that they could not just have members from within the system, but also needed members from the community. He suggested that a smaller committee structure with

satellite committees might be more effective. He added that just because the Selectmen have asked for a report at the March meeting does not mean the committee has to have a solution.

Mr. Peterson stated that he was on the original facility committee. He pointed out the following items:

1. They realized they did not have an educational aspect. It was facilities only, therefore, the request for this committee to look at the educational aspect.
2. There is a delicate balance having representation of all stakeholders and then get anything done. The original committee had seven members and that was hard to get things done. He stated he was concerned that the committee was too big.

Ms. Goyette stated that if this becomes a Strategic Planning Committee, then they could access satellite committees that report back to the main committee. Supt. Hodgdon stated that she was not concerned with the size of the committee, but rather, the size of the commitment, adding that she had negotiations and other commitments this year. Mr. Peterson felt that ideally Chair. Hodgdon should be on the committee.

Supt. Hodgdon reported that Brookline had requested the Coop's Capital Improvement Plan. She stated that expansion at the High School was the only item on the horizon.

Supt. Hodgdon stated that the board chairs had met with her regarding Project Progress, adding that she will talk about this at the upcoming SAU meeting.

4. TRANSPORTATION

Supt. Hodgdon reported that she had met twice with Nancy Orde. On July 21st they talked about bus passes. On August 19^m, in addition to bus passes, they talked about bus routes. She stated that they have 20 buses at the present. Ms. Orde told Supt. Hodgdon that she would need to transport students for a couple of weeks so she can then make adjustments, and perhaps reduce the number of buses.

Mr. Solon asked if the number of buses were based on 100% participation. Supt. Hodgdon stated that Ms. Orde estimates using 70% participation, knowing that there is more participation at the freshmen and sophomore level, and tapers off the junior and senior years.

Mr. Peterson stated that he was frustrated with Ms. Orde's response, adding that he cannot see that what happens from year to year changes that much. Supt. Hodgdon stated that Ms. Orde did reduce two buses in the Hollis district using the new software.

Supt. Hodgdon reported that Ms. Orde had concerns about the logistics of bus passes. Ms. Orde felt that they needed to be picture IDs, as the bus drivers will need to monitor the students getting on the bus. Ms. Orde felt that this would take 4-5 weeks to set up. Mr. Peterson pointed out that the Board was only concerned with the number of riders, not who is riding the bus.

Supt. Hodgdon reported that they also talked about lead-time – notification to families about the change, both passes and bus routes. Ms. Orde felt that it would be a huge PR issue, therefore, she recommended starting the second semester.

Mr. Peterson thought that the Board had voted at the last meeting what they wanted to happen, and felt that nothing had happened. He stated that it was frustrating. Supt. Hodgdon stated that part of the delay was that Ms. Orde did not get all the student information from the Coop until late July.

Mr. Enright wondered why they needed to wait until the second semester and what the difference was between that and October 1st. He did not feel it was that hard. Mr. Hebert agreed. Supt. Hodgdon stated that she had found making changes in the middle of a marking period was difficult. Mr. Hebert stated that the freshmen and sophomores would not be paying for passes, but would still need a pass. Mr. Simons pointed out that 5-6 weeks was not the second semester. Mr. Solon was not sure that the Board should put the decisions upon the vendor/supplier because it was not in the vendor/supplier's best interest, and would be taking away from their livelihood. He felt that the process should not be delayed. Supt. Hodgdon stated that Ms. Orde did not talk about it not being in Orde Transportation's best interest, but rather, talked about taking the time to do it right.

Mr. Kelley read the following motion from the Board's June meeting:

Tom Enright moved that the District offer bus transportation to freshmen and sophomore students at no charge and to junior and seniors at a cost not to exceed \$50 per semester. Dan Peterson seconded. Motion carried unanimously. 6 – 0 – 0.

Mr. Kelley felt that the spirit of the motion was to reduce buses, not to make money. He felt the goal was to reduce buses that are half empty. He felt that if they charge \$40 for a parking pass and \$50 for a bus pass that it would not work. He suggested that they charge \$20 for the bus pass, that way students will use the bus, especially during bad weather.

Mr. Hebert stated that he would like a clear understanding of how many buses were used last year. He felt this should be on the priority list, as it affected that budget.

5. POLICIES

Steve Simons moved that the Board delete the policies listed in the attachment titled "Policy Housekeeping Old Policy Deletions." Tom Enright seconded.

Mr. Simons explained that the policies have been approved with new letter code designations. Some have been adopted as is, some modified, and some incorporated with others into the newly coded policy.

Motion carried unanimously. 7 – 0 – 0.

Steve Simons moved that the Board delete the policies listed in the attachment titled "Policy Housekeeping Code Correction," while retaining subsequently approved policies with the same letter code designation. Tom Enright seconded.

Mr. Simons stated that these policies have been approved using existing letter code designations. The original policies must be deleted.

Motion carried unanimously. 7 – 0 – 0.

Steve Simons moved that the Board delete the policies listed in the attachment titled "Policy Housekeeping Job Description. Tom Enright seconded.

These are not policies, but job descriptions and should be retained as such.

Motion carried unanimously. 7 – 0 – 0.

Steve Simons moved that the Board approve for final adoption Policy IHBG – House Education Instruction per copy provided. Tom Enright seconded.

Mr. Simons stated that Ms. Mace and the Policy Committee had reviewed the policy, gone over the legal requirements, and came up with the current policy.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board amend IKF – High School Graduation Policy per copy provided. Tom Enright seconded.

Mr. Simons explained that there was a need to amend Policy IKF, as some things have changed. Mr. Kelley added that he wanted the policy handbook to reflect what is required.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board approve for final adoption Policy JIHD – Student Interviews and Interrogations per copy provided. Tom Enright seconded.

Mr. Simons stated that this policy is a requirement. Chair. Tremblay pointed out that it did not say JIHD, but rather JIH, in the header on the second page.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board approve for final adoption Policy KF – Community Use of School Facilities per copy provided. Tom Enright seconded.

Mr. Peterson stated that in the last sentence of the 6th paragraph it reads: “The Board reserves the right to waive rental fees for charitable or non-profit organizations.” He questioned if it should be the Building Administrators instead of the Board.

Mr. Hebert stated that he liked it the way it was. Mr. Peterson felt that because of the “two week” time frame and the Board meeting once a month, that there was a time issue. Chair. Tremblay agreed with Mr. Hebert.

James O’Shea moved the question. Steve Simons seconded. Motion carried 4 – 2 – 1 (Hebert, Peterson against, Solon abstained.)

Motion to approve Policy KF carried 4 – 2 – 1. (Hebert, Peterson against, Solon abstained.)

Steve Simons moved that the Board approve that Policy KF – Community Use of School Facilities become a procedure and be incorporated into the school handbooks. Tom Enright seconded.

Mr. Peterson stated that he was concerned about the football field not being mentioned. Mr. Kelley felt that at the time it was written, there was a track, but no football field. Mr. Peterson felt there was some housekeeping needed for the procedure and cost of use should be called out.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board amend Policy JJB – Student Social Events per copy provided. Tom Enright seconded.

Mr. Simons explained that the District is required to let home-schooled students attend social events.

Mr. Peterson questioned how a student brings a guest to a social event. Ms. Goyette responded that the student is required to bring the guests name and school into the office prior to the event. The office follows up with a phone call.

Mr. Peterson asked that for the purpose of the policy if a home-schooled student was considered a student of the District. Mr. Kelley responded that the policy was intended for students of the District and for home schooled students.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board approve for final adoption Policy JFA – Residency per copy provided. Tom Enright seconded.

Mr. Simons stated that this policy was tabled last time as it was requested to include **RSA** (long document). It is not practicable to put it in. If **RSA** changes, they would need to change the policy.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board delete Policy EDBC – Energy Conservation. Tom Enright seconded.

Mr. Simons explained that this policy was not necessary, and it was not replaced by anything.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board deleted Policy INDC – Observation of Religious Holidays. Tom Enright seconded.

Mr. Simons stated that that this policy was not necessary, and it was not replaced by anything.

Motion carried. 6 – 0 – 1. (Solon abstained.)

Steve Simons moved that the Board amend Policy IIA – Instructional and Library Media Materials per copy provided. Tom Enright seconded.

Mr. Peterson asked if this was the policy the Board had been dealing with. Mr. Simons responded that it was with some minor (typo) changes. Mr. Kelley explained that the Policy Committee had reviewed the concerns expressed in prior meetings, such as teachers submitting a list; availability of written lesson plans; teachers being aware of content; not breaking the law on copywriting; community members viewing materials; how to address concerns with material. There were concerns that timeframes might limit teachable moments. He stated he now supported the changes.

Motion carried 5 – 2 – 0. (Hebert, Solon against.)

6. MINUTES

Chair Tremblay pointed out that under “Agenda Additions/ Deletions,” it should read “. . . the following additions to the agenda,” instead of “budget.” Also, under Item #2, it should read “Forum,” instead of “Form.”

Tom Enright moved that the Board accept the minutes of June 17, 2009 as amended. Fred Hebert seconded. Motion carried. 6 – 0 – 1 (Solon abstained.)

James O’Shea moved that the Board accept the minutes of July 1, 2009 as written. Steve Simons seconded. Motion carried unanimously. 7 – 0 – 1.

7. MISCELLANEOUS ITEMS

Chair. Tremblay reported that the District ran 20 buses last year.

Dr. O’Shea asked if there had been any input from the State regarding H1N1 flu. Ms. Goyette responded that she had a conference call regarding the H1N1 flu the next day. Dr. O’Shea stated that he was not sure sending students home for one week was appropriate.

Mr. Enright asked if the District was going to schedule Atty. Tom **Closson** for negotiations and stated that they needed to find out what his rate would be. He felt Atty. **Closson** should concentrate on the professional staff negotiations, and that it was important to have him involved in the end than the beginning. Supt. Hodgdon felt that there may be value in having Atty. **Closson** all the way through if they could hire him for a flat rate. She stated that she would talk to him.

James O’Shea moved that the Board adjourn. Fred Hebert seconded. Motion carried unanimously. 7 - 0 - 0.

The meeting adjourned at 9:40 p.m.