

Approved: June 9, 2010

HOLLIS SCHOOL BOARD

MAY 12, 2010

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, May 12, 2010 at 5:42 p.m. at the Community Room, Hollis Town Hall.

Chairman Bill Beauregard presided:

Members of the Board Present: Robert Mann, Vice-Chairman
Susan Benz
Rich Manley
Rosemary Mezzocchi, Secretary

Members of the Board Absent:

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Mark McLaughlin, Business Administrator
Jeanne Saunders, Director of Special Education
Elizabeth Allen, Principal, HPS
Candice Fowler, Principal, HUES
Christopher Siegfried, Director of Maintenance
Rich Raymond, Network Administrator
Paul Hemmerich, PH Design Architecture

NON-PUBLIC SESSION

MOTION BY MEMBER BENZ THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF

MOTION SECONDED BY MEMBER MANLEY

A Viva Voce Roll Call vote was conducted, which resulted as follows:

Yea: Bill Beauregard, Susan Benz, Rich Manley, Robert Mann, Rosemary Mezzocchi
5
Nay: 0

MOTION CARRIED

The Board went into non-public session at 5:43 p.m.

The Board came out of non-public session at 6:32 p.m.

AGENDA ADJUSTMENTS – None

PUBLIC INPUT

Roisin Mcelroy, 42 Worcester Road, Hollis

Stated a rumor had circulated concerning Mrs. Birch's position within the Environmental Science program; going from a .6 position to a .3 position in the next school year. She remarked a lot of parents are concerned that will affect programs; how often students will be in classrooms, whether they would be able to see her, would there be a time reduction for classes, etc. She informed the board and the public she has received clarification the classrooms will not be affected.

1 She learned about the third grade program and how, with two less classrooms, there will be an opportunity for a science
2 lab that can be set up exclusively for those students. She felt that was a great idea as a temporary solution until there is a
3 need for an influx of classes when the age group moves up.

4
5 She questioned what would happen with the afternoon Kindergarten program next year as Mrs. Birch's planned hours
6 would be in the morning. She asked if consideration would be given to her working two full days instead of three half
7 days, which would allow her to be involved in morning and afternoon kindergarten as well as continuing to be involved in
8 the composting and Artists in Residence programs.

9
10 Dennis Kane, Pepperell, MA

11
12 Agreed with the suggestion of the Environmental Science program position being two full days a week, and felt that kind
13 of schedule would assist with the possibility of field trips. He would like to see at least one field trip per year at each grade
14 level.

15
16 Robert Houvener, 9 Emerson Lane, Hollis

17
18 Remarked he is a parent of a 3-year-old, 4-year-old, and 9-year-old, and is in support of science in general. He believes if
19 you don't hook kids on science within the first few years, they won't put in the time in hard areas such as math, which will
20 get them into science later, and we will lose them. Spoke of what is being done in China (spends \$9 billion/month on
21 basic R&D in clean energy) and how they have basic education from the fundamental levels up. Remarked the United
22 States is behind the United Kingdom, China, and Taiwan in this area. He would like to see the board, over the next few
23 years, strive to achieve full-time science in the entire curriculum. Suggested someone could be fully dedicated to seeking
24 grants and acquiring the resources year in and year out.

25
26 Chairman Beauregard informed the public, the board's budget process starts in September with a base budget and
27 discussions continue through the fall, which is when items such as new initiatives are discussed (the board has discussed
28 the issue of science in the past and is in favor of it). The Budget Committee sets guidance on the level of increase/decrease
29 to the budget. In past years, guidance has been based on the 12-month running average of the Consumer Price Index
30 (CPI). Also taken into consideration are enrollment numbers although in the recent past they have made a point of stating
31 they have not asked the board to reduce the budget based on declining enrollment.

32
33 Mr. Houvener remarked he is familiar with declining enrollment. Stated there are cycles in Hollis, and when people with
34 young kids can't move in because housing is too expensive big dips are seen and have to be dealt with.

35
36 Chairman Beauregard commented the responsibility of the board is to provide the best quality education they can while
37 taking into consideration the impacts on taxpayers and guidance from the Budget Committee. He commented it is helpful
38 for parents with ideas such as this to come before the board during the budget season and propose such a change.
39 There are three budget hearings conducted (December, January, and the public hearing). Without taxpayer feedback
40 supporting new initiatives, it is difficult for the board to gain approval for necessary funding.

41
42 Superintendent Hodgdon commented she works closely with both Principals, and wishes to have the same opportunities
43 to work with parents on issues of concern, especially those related to curriculum, to become better informed of their
44 concerns, and allow the opportunity for her to work with parents and the principals prior to issues being brought to the
45 board's attention so that all perspectives could be fully understood.

46
47 Chairman Beauregard informed the public the School Board is the policy making board for the district. The board's one
48 employee is the Superintendent and the operations of the entire school system are delegated to the Superintendent who
49 in turn delegates to her staff. The board makes policy, does planning, of which the budget is a major exercise, and
50 performs oversight. The guidelines they try to work within are for teacher(s), Principal(s), and the Superintendent to be
51 involved in issues before they come to the board as much as possible as they are the individuals closest to the issues and
52 the day-to-day operation of the schools.

53
54 Lori Bonnette, 14 Daniels Way, Hollis

55
56 Spoke with regard to the writing curriculum within the elementary schools. She stated she has had conversations with
57 Principal Fowler and Carol Mace, Curriculum Director, regarding this issue. Her interest is based on personal experience,
58 parental feedback, and NECAP scores. Her personal experience has been that spelling and writing have been

1 inconsistent between grades. She commented one 6th grade class is currently doing 4th grade grammar work. It is great
2 that teachers have identified the need, but it is a lot to ask a teacher to try to catch an entire classroom up to that level.
3 During the 7th grade orientation, it was noted, at the 6th grade level, students struggle with grammar and spelling, which
4 they are accountable for across all subject areas not simply English.

5
6 She has reviewed the state levels as well as those of other schools. At the state level, she reviewed the NECAP scores
7 and added proficient and proficient with distinction percentages (for last four years). In grade 5 writing assessment
8 scores, the State of New Hampshire is at 50% and Hollis is at 65%.

9
10 She contacted Tim Kurtz, Curriculum & Assessment Administrator for the New Hampshire Department of Education (NH
11 DOE), and questioned what was occurring at the state level. She was informed the reading, writing, and math curriculum
12 position is vacant due to budget freezes. They do have consultants, funded by NH DOE, that are available to work with
13 school districts in this area. A form is required to be completed to request this service (provided to the board). After
14 review, consulting services could be assigned to the school district to help in the writing curriculum area.

15
16 In looking at writing scores for other school districts in the area she discovered; Nashua's Charlotte Avenue is at 62%,
17 Brookline 65%, Amherst 67%, and Bedford 79%. She suggested, in the age of budget limitations, best practice sharing
18 should be conducted to determine what other districts are doing that have produced higher scores than some of the other
19 schools in their area.

20
21 Although she has not made contact with the Bedford School District directly, their website has a professional staff list,
22 which includes 5 roles she found to be of interest; writing coach, assessment specialist, reading specialists, two K-8th
23 grade curriculum coordinators, and a gifted and talented program coordinator (5 in district). She stated her desire to
24 understand the roles of those individuals and how they help the school's performance. Chairman Beauregard commented
25 language arts and math coaches are in both buildings in Hollis. Ms. Bonnette stated the web site listed quite a few
26 individuals in these positions.

27
28 Within Hollis, she looked at spelling, grammar, and writing. She commented parents have provided samples of their
29 student's work as examples to for the Board (grades 2-6). She believes spelling is something that should be consistently
30 looked at and addressed in all curriculum areas. It would also be helpful to look at grammar across all areas as well.
31 Frequency in writing should be increased. There should be more feedback between teachers and parents on students'
32 progress.

33
34 She spoke with the NH DOE consultant regarding writing and questioned what kind of things are seen in the various
35 school districts she would recommend for Hollis. The response was for students to practice open response questions in
36 which they can identify the verb and the question, which was key to be able to respond to the question correctly, to ensure
37 writing is emphasized in all subject areas, and practice, practice, practice (increase frequency and resources).

38
39 She recommended a goal be set and that best practice sharing take place. She stated there are parents who are
40 concerned and willing to act as advocates.

41
42 Janet Merrithew, Forest View Drive, Hollis

43
44 Informed the board, although her child is currently at the middle school, she has been concerned about writing for the last
45 five years. She stated at HUES, they remove children from the classroom at times to provide special instruction in writing.
46 She does not believe this occurs at HPS. As middle school students are expected to know how to write programs,
47 identification at HPS is key.

48
49 *The public input session was declared closed at 7:00 p.m.*

50
51 CORRESPONDENCE

52
53 Principal Allen informed the board, with deep regret, she received a letter of resignation from an outstanding educator.
54 The letter expressed the uncertainty of teaching positions in the coming year as the reason behind the resignation.
55 Chairman Beauregard questioned whether there is a perception in the schools that additional cuts, beyond those
56 identified in the budget, would occur.

1 Principal Allen stated there is a perception among staff that as enrollment continues to decline there could be additional
2 cuts proposed in the FY12 budget. Chairman Beauregard commented the perception is unfortunate as the board receives
3 annual population projections in advance and are aware of what will be needed for the next few years. Ms. Benz
4 remarked enrollment is expected to pretty much remain the same.

5
6 Principal Allen explained the teacher felt she needed security for herself and her family, and was concerned with declining
7 enrollment at HUES. As she is one of two non-tenured teachers in the PreK–6 district the RIF Policy dictates she would
8 be one of the first two teachers to be let go in the event of layoffs.

9
10 Superintendent Hodgdon added she has found Ms. Cailler to be an outstanding teacher. She has been a representative
11 to the strategic planning team and has done fabulous work in and out of the classroom.

12
13 Mr. Manley questioned whether the teacher has secured another position, and if the competitive nature of the district,
14 apart from enrollment numbers, was a factor. Principal Allen stated prior to Ms. Cailler coming to Hollis, she was a
15 teacher in Pelham and prior to that a teacher in Westford, MA. She is looking at a 28% salary increase by moving to a
16 Massachusetts district. She added, her heart is here and she would have stayed regardless of salary if she had a sense
17 of security.

18
19 Chairman Beauregard remarked he has asked for supporting information to understand the competitive situation for use in
20 contract negotiations. He noted it is not simply salary to be considered but total compensation; benefits package, work
21 conditions, etc. He stated a desire to understand how Hollis compares in total compensation to the district Ms. Cailler is
22 moving to.

23
24 **MOTION BY MEMBER BENZ TO ACCEPT, WITH REGRET, THE RESIGNATION OF NICHOLE CAILLER**
25 **MOTION SECONDED BY MEMBER MEZZOCCHI**
26 **MOTION CARRIED**
27 **5/0**

28
29 Mr. Manley questioned whether the position needs to be filled and was told the position has been posted. Chairman
30 Beauregard questioned whether there is a legal requirement to post given some RIFs have just occurred and there may
31 be employees who would be good candidates for the position. Superintendent Hodgdon responded to the question in
32 general terms by stating, as required by the Collective Bargaining Agreement, they first post the opening internally. They
33 also give consideration to employees on the RIF list.

34
35 Principal Allen stated the vacancy is in the second grade (3rd grade classes were cut to 4 and a second grade teacher
36 took the reading specialist position creating the vacancy in 2nd grade). Mr. Manley questioned whether this instance
37 would fall under recall rights, and was told recall rights, per the RIF Policy, pertain to continued contract teachers whereas
38 the individuals involved in the RIF process were non-continuing contracts, and have no recall rights under the current RIF
39 policy. However, excellent teachers were involved in the RIF process.

40 41 ADMINISTRATIVE REPORTS

42
43 *Administrative Reports were provided to Board members in advance of the meeting (attached hereto and made a part*
44 *hereof). Board members were provided the opportunity to question any/all aspects of the reports.*

45 46 Special Education

47 48 ▪ Cost Drivers Analysis

49
50 Chairman Beauregard stated he is pleased to see how cost-driver modeling is progressing. It is helpful for the Board to
51 understand cost-drivers (such as 20% of the budget being allocated to special education) and efficiencies. Ms. Benz
52 remarked it is also helpful when communicating with the public.

53
54 Director Saunders stated she has a few holes to fill in the report in 2008 and 2009 in terms of number of staff and
55 students, but has found it interesting to see how the out-of-district numbers have changed; more students are being
56 serviced in district.

1 She informed the board she has been reviewing account lines for extended school year as well as tuition to compare
2 budgeted versus actual to understand how those have changed over time. Chairman Beauregard found it interesting to
3 see how costs have increased and don't track with the CPI. He commented the Budget Committee provides guidance
4 based on CPI, which does not reflect the way the costs change. Mr. Manley added it also does not track with student
5 expenditures as the number of students as well as individual student needs drive costs.

6
7 Director Saunders remarked the New Hampshire Special Education Information System only provides current information.
8 She would like to maintain a student list to gain a sense of needs and track how population changes in terms of number of
9 students identified and in which areas. Also a factor is increased tuition rates, service provider costs, etc. Chairman
10 Beauregard touched on the impact the district has on the COOP when identified students move up to 7th grade, and that
11 anything that can be done to manage those costs would be helpful. Director Saunders remarked a lot of out-of-district
12 placements end at grade 8, which is where they run into an issue. If the student is not ready, by grade 8, to transition to
13 the high school they would be looking at another placement.

14
15 Mr. Manley noted there were no costs identified for out-of-district placements listed, and was informed those numbers
16 have been lumped into one sum; line 40 of the spreadsheet includes out-of-district placements and the summer program.
17 Chairman Beauregard questioned whether the district is looking to collaborate with other districts in developing
18 competencies in certain areas of special education and sharing those even if only to reduce transportation costs.
19 Superintendent Hodgdon informed the board Director Saunders was invited to join her in attending the Southwest
20 Regional Superintendents' meeting where those issues were discussed on a regional basis.

21
22 Director Saunders stated the district has utilized local public schools to tuition students into programs not offered in Hollis.
23 Chairman Beauregard questioned whether students come to the Hollis district from other districts. Director Saunders
24 responded any such program offered would have to first gain DOE approval. She and Superintendent Hodgdon have
25 discussed this issue, especially given vacant space in some of the buildings, and would like to go further with that
26 discussion. Chairman Beauregard commented that could be a revenue source. Superintendent Hodgdon added it makes
27 sense to create in-district programs for our students to alleviate out-of-district placements.

28
29 Ms. Benz informed the board the Budget Committee has discussed the possibility of a presentation on special education.
30 Se felt that would be appropriate prior to the start of the next budget season.

31
32 **Business**

33
34 ▪ Supplies Purchasing

35
36 Ms. Benz stated she would like to distribute the report on supply cost savings to the Budget Committee, and was told it
37 has been placed on the district's web site. Chairman Beauregard questioned whether benchmarks used represent retail
38 pricing, and whether volume discounts are available. Mr. McLaughlin stated the district is not buying at retail. Prices
39 listed on the web site, in 3 or 4 of the instances, are not retail but rather quantity discount pricing. The few that are retail
40 pricing fall within the same ballpark. No vendors were able to provide better pricing than state pricing.

41
42 Ms. Benz questioned whether an overall discount could be gained by utilizing one vendor for all purchases, and was told it
43 could.

44
45 Mr. Manley stated the need exists to be able to clearly identify competitive pricing has been sought. When asked if the
46 perception was that pricing received was retail pricing, Mr. Manley explained the perception he received was that volume
47 market requests could result in cost savings.

48
49 Mr. McLaughlin cited the difficulty in gaining comparative pricing for each and every item purchased especially given that
50 various items are purchased throughout the year by individual schools, particular product types are purchased, and due to
51 the uncertainty of total quantity of each particular item purchased.

52
53 Chairman Beauregard requested comparative pricing be identified for the top ten major items purchased. He suggested
54 vendors such as Staples be contacted to determine quantity pricing for the most frequently ordered items as well as sole
55 source pricing. He questioned the inability to identify quantities ordered.

56
57 Mr. McLaughlin informed the board a vendor provided a presentation at HUES on a web-based product and has offered a
58 30% discount on most frequently purchased items. Chairman Beauregard suggested vendors be asked to track

1 purchases and provide periodic reporting. Mr. McLaughlin was in favor of order tracking in that fashion. Principal Fowler
2 stated, at present, the vendor provides a 35% discount and a 50% discount on items most frequently purchased. With
3 regard to automating the system, she has written instructions and has been training staff. When final numbers are
4 received, they will be ready to move forward. Accounts have been established for all teachers. She noted the vendor has
5 multiple catalogs people can order from. Although not every teacher will order every item from this vendor, 60-70%
6 participation is anticipated.

7
8 Principal Allen suggested efficiencies in labor would provide cost savings. At present, every teacher provides a paper
9 copy of requested supplies to the secretary who then keys the information in.

10
11 Mr. Manley remarked expendable supplies make up 1% of the budget. He desires having data available for the public
12 that identifies the district has sought the best pricing available for the products it purchases.

13
14 Chairman Beauregard questioned whether conversations have taken place with the town, and was told they have.

15
16 Superintendent Hodgdon commented an organization the size of the SAU should have a central receiving area, which
17 would allow the district to take advantage of bulk ordering.

18
19 Chairman Beauregard clarified the request was that a list of the top ten ticket items be provided to both potential vendors
20 (identifying specific product manufacturer/type) for price comparison, a determination be made of which vendors provide
21 tracking/reporting, and what cost savings could be achieved through the establishment of a central receiving area.

22
23 ▪ Oil Purchasing

24
25 Chairman Beauregard commented he has heard crude oil pricing is on the way down. Mr. McLaughlin responded pricing
26 has been pretty volatile over the last few months. Although this would normally be the optimal time of year to purchase, it
27 has been suggested it would be wise to wait. At present, pricing is higher than has historically been the case for this time
28 of year. He remarked other districts have also chosen to wait.

29
30 A meeting was conducted a few weeks ago where an abundance of purchasing options were presented. Chairman
31 Beauregard stated, as there is a budget to be spent against, a variable rate would be difficult to manage. The district is
32 looking for the ability to buy at the optimum time of year and lock in for a 12-month period.

33
34 Mr. McLaughlin stated he is trying to make sense of all options and needs to place a few phone calls to ascertain the
35 pulse. When asked if he has received the same interest from all boards and the Town, he responded he has not received
36 direction from all boards, but that Troy Brown is working on the same premise of seeking to lock in at the best rate. The
37 Town's consumption would be included with that of the schools when pricing is acquired.

38
39 ▪ FY10-11 Revenues

40
41 Chairman Beauregard stated he had placed the FY10 revenue topic on the agenda as a result of legislation being
42 considered in Concord. He questioned how the district would be affected by grant reductions, etc. Mr. McLaughlin
43 responded he has been watching this unfold to determine worst-case scenario in terms of exposure.

44
45 With regard to revenues, he provided an MS27 sheet to the board. He has reviewed numbers for '08/'09, what estimates
46 were for year '10, what has been received to date, and what was used as estimates for FY11. There exists a four-year
47 spread of numbers that can provide a feel for where we are and what is happening.

48
49 He commented IDEA grant funds have yet to be received, however, receipt is simply a matter of timing. Thirty thousand
50 dollars was received from ERA funds this year, which was not part of the planning process in '10. He anticipates the
51 district will make up the delta between estimated and actual.

52
53 ▪ FY12 Budget Planning Schedule

54
55 Mr. McLaughlin has spoken with Troy Brown and will work with him on cycling the same timing for the budget process.
56 They will determine benchmark dates by scheduling backwards from the date of the annual meeting. Chairman
57 Beauregard remarked the two entities have historically had different schedules. In the past, the board has had a base
58 budget as a starting point in September.

1 He touched on the need for coordination with the Superintendent with regard to two contract negotiations taking place this
2 fall. The board will need to know of any deadline(s) for financial terms of any agreement. The issue will need to be
3 discussed with the union when setting rules related to time allowed for negotiations.
4

5 He commented it would be ideal to have a base budget in September, discussions for the next several months regarding
6 the principals' and Superintendent's priorities and receiving public input on programs, etc, and to have a finalized budget
7 in the December timeframe.
8

9 Maintenance

10
11 ▪ HUES Quotes

12
13 Mr. Paul Hemmerich, PH Design Architecture, informed the board the project is officially out to bid. The entire package is
14 not yet done, but the mechanical drawings have come in and gone out to J. Lawrence Hall and the three bidding general
15 contractors. Bids are due by 2:00 p.m. on May 28th. Bids will be reviewed and a recommendation made shortly
16 thereafter.
17

18 The Munters dehumidification unit is on order. A \$16,000 savings on the previous estimate was achieved with a very
19 minor tweak; instead of using a variable volume air system, the system used will be a constant air volume system, which
20 is appropriate for a school.
21

22 Chairman Beauregard questioned the sound level. Mr. Hemmerich remarked he had tried to pinpoint what to expect for
23 sound level and received a 67-70 decibel rating, but with many variables. He stated there is not enough information to
24 predetermine whether or not sound will be an issue. He believes the best course of action is to run the system and see
25 whether an issue surfaces. If a problem exists it would affect one classroom and could be addressed. Director Siegfried
26 commented chances are this unit will be quieter than any units currently in the buildings now as a result of unit age and
27 the fact they are air handlers located on the roof.
28

29 Mr. Manley questioned what possibilities exist prior to installation and the discovery of a noise problem. Mr. Hemmerich
30 stated his professional opinion the best course of action is to see the unit in place before reacting. If a problem is seen it
31 can be corrected. He suggested possible noise mitigation to be in the building of a wall between the unit and the
32 classroom wall of the building.
33

34 *A discussion ensued with regard to whether or not the Board was required/obligated to vote on vendor selection.*
35

36 Ms. Benz remarked the board would not be involved in making that decision, and that was the reason Mr. Hemmerich was
37 hired. Mr. Manley suggested the board should receive, along with a recommendation, the reasoning behind vendor
38 selection. Director Siegfried reminded the board quotes and ideas were received from other vendors making it difficult to
39 compare apples to apples, which is why Mr. Hemmerich was hired.
40

41 Mr. Hemmerich informed the Board the recommendation would come attached to a summary of bids and qualifications to
42 allow the apples to apples comparison.
43

44 *Supporting information (specifications/bids/qualifications/contract) will be provided to the Board by Wednesday, June 2nd.*
45

46 When asked who would prepare the contract, Mr. Hemmerich stated he would utilize a standard AIA construction contract,
47 and would welcome review by legal council. It is anticipated the Board will vote on the recommended vendor at the June
48 meeting.
49

50
51 ▪ SAU Architect's Report

52
53 Mr. Hemmerich informed the Board he has measured the building, inventoried all reasonable pieces of furniture, input the
54 information of existing conditions into the computer, and has produced a graphic representation of a drawing of existing
55 conditions. To him, the drawing clearly shows a crowded condition. The next step is for a comparison to be done with
56 other standards of spaces in equivalent businesses.

1 Chairman Beauregard stated it would be helpful to understand if other configurations would bring the building within
2 acceptable ranges for the population it needs to support and whether there are hidden efficiencies that could be taken
3 advantage of. He suggested the first week of June as a completion date for the report, and asked that it be provided to
4 the SAU Board in advance of any meeting that may be scheduled. Mr. McLaughlin will provide a specific deadline date.
5

6
7 ▪ Hutter Maintenance Checklist
8

9 Director Siegfried informed the Board, out of the 60 ± recommendations identified within the Hutter report, all but 3 or 4
10 have been addressed. A list will be provided to the Board by Friday, May 14, 2010 identifying items addressed and how
11 they were addressed.
12

13 Lighting
14

15 Mr. Mann asked for an overview of the lighting project, and questioned the pilot program. Director Siegfried stated when
16 considering moving forward with the pilot program, questions arose regarding contracts with the state. As they do not
17 want to encounter contract issues, he will conduct a smaller-scaled pilot program of his own by switching out the lighting
18 fixtures in the front office at HPS. That room was chosen over a classroom as a lot of classrooms have blinds open, etc.
19 The front office at HUES is equipped with a large amount of new fixtures, and therefore, was not chosen for the pilot
20 program.
21

22 Chairman Beauregard questioned whether an interior classroom should be utilized for the pilot program, to see if students
23 are affected by the lighting. Principal Allen stated it was discussed briefly, but believed it could be a distraction for some
24 students during the last 25 days of the school year. Chairman Beauregard questioned whether conducting a pilot
25 program in a classroom would make sense if the lighting were found to be without distraction during the pilot program in
26 the office. Mr. McLaughlin cited time constraints. Principal Fowler stated they would be able to extrapolate how the
27 lighting would perform in the classrooms.
28

29 When asked if they believed there to be no risk associated with the pilot program being conducted in this particular
30 fashion, both Principals Fowler and Allen concurred there would be no risk.
31

32 Information Technology
33

- 34 ▪ Hardware/Software Plan for Reliability, Performance, and Capacity to Meet Needs of Students,
35 Teachers, and Administration
36

37 Chairman Beauregard commented software issues were not included within the report. Speaking to the hardware
38 aspects, Mr. Raymond informed the board he has been trying to define the current situation, especially at HUES. The
39 biggest problem he has encountered is the age of the switches (8-10 years/unmanaged 100MB D-Link switches).
40 Chairman Beauregard questioned the problem looking to be addressed at HUES. Mr. Raymond's response was
41 processing power within the units themselves (how much data they can manage). He has looked to the high school and
42 the middle school where they migrated towards Hewlett Package switches, which have a lot more processing power. His
43 recommendation was to go with gigabit switches as the file servers all have gigabit Ethernet cards and most of the
44 computers purchased moving forward would be gigabit on their Ethernet cards.
45

46 Mr. Mann remarked updating the servers on the gigabit facility would provide the desired user performance in terms of file
47 storage, file transfer time, etc. Chairman Beauregard questioned whether user problems are understood. Principal
48 Fowler stated the response time is less than desired. She noted they are quickly outgrowing the size of the system.
49

50 Mr. Raymond has conducted performance testing (Speedtest.net). Prior to testing, he experienced barely a megabit of
51 download speed, and since 5 megs. He noted he has measured an increase in performance by the decreased number of
52 issues experienced by users of PowerSchool. He has also prioritized certain traffic such as PowerSchool. He believes
53 the performance to be sufficient.
54

55 Principal Fowler touched on the increasing amount of web-based programs being utilized. Mr. Raymond noted another
56 factor as workstations. At present, a program is being run on the network called Spiceworks. It gathers information on all
57 workstations. Most machines at HPS are running Windows 2000 Pro and have an average of 20-56 megabits of memory.

1 Mr. Mann stated you will not be able to just upgrade some of the machines as there are hardware limitations to getting the
2 systems to XP, etc.

3
4 Mr. Raymond stated a similar situation exists at HUES. They have a few more Pentium 4s and XP Pros, but there are still
5 a lot of Windows 2000 and Pentium IIIs. Chairman Beauregard commented the system is affecting students' ability to get
6 work done.

7
8 Ms. Benz questioned whether unencumbered funds could be utilized to upgrade the system. Chairman Beauregard
9 stated he was looking to receive an assessment by the next board meeting so as to have a clear understanding of how to
10 address the network side of the issue (perhaps through the use of contingency funds).

11
12 Mr. Raymond reiterated the need to update the switches at HUES. Mr. Mann commented they are ten years old and are
13 at 90% utilization. Chairman Beauregard requested information regarding the types of performance lags observed when
14 using network-based applications/operating software. He questioned why the machines are all so old when ¼ of them
15 have been replaced every year.

16
17 Mr. Raymond responded traditionally they have purchased re-furbished computers (budget driven). He believes the
18 district should move towards purchasing new systems especially since the price of new hardware has substantially
19 decreased over the past few years. Mr. Mann commented a refurbished machine generally has a new fan, etc, but the
20 level of horsepower remains unchanged. Chairman Beauregard noted the need for system specifications that match the
21 requirements that ICT and other programs utilized in the classroom require.

22
23 It was noted the report would need to be provided by the June meeting to allow for a determination of whether
24 unexpended appropriations could be utilized to fund purchase(s). Chairman Beauregard requested information regarding
25 student impact be provided by the principals to justify the expenditure of such funds, and noted the need for a practical
26 plan for implementation (including prioritization).

27
28 Principal Allen noted a large differential between the amount budgeted for computer replacement at HPS and what is
29 budgeted for HUES. Chairman Beauregard commented the rationale they had heard years ago was that it was really only
30 the 3rd graders that were utilizing the systems. Ms. Benz noted technology is now infiltrating younger and younger grades.

31
32 Mr. Raymond reiterated the need to replace the switches. He noted a contractor was brought into HPS to spec out the
33 buildings. There are not enough drops in the classrooms. A small inexpensive switch is connecting five computers that
34 might then link to another switch, etc., which bogs things down. Chairman Beauregard touched on the problem of lost
35 connections. Mr. Raymond has requested instances be tracked as there is not currently enough information to pinpoint
36 what the problem might be.

37
38 Chairman Beauregard questioned whether it was appropriate for wireless networking in meeting rooms, etc. Mr.
39 Raymond responded he is awaiting quotes on wireless networking. When considering wireless, a centrally managed
40 system should be sought, which would manage access points and have power over Ethernets (under ceiling tiles).
41 Chairman Beauregard touched on the need to identify areas where costs can be avoided, and commented features such
42 as the ability for administrators to gain access to the network from an offsite location should be part of the system. Mr.
43 Raymond stated remote access could be set up.

44
45 Chairman Beauregard asked that information be provided relating to percentage of staff time spent being reactive versus
46 proactive and an identification of root cause(s). Mr. Raymond remarked the best tool for tracking the types of problems
47 being addressed is a centralized database where work order numbers would be assigned to requests.

48
49 Chairman Beauregard questioned whether the software/hardware plan would address integration of computer equipment
50 with the curriculum, i.e. use of Smartboards. Principal Fowler noted the need for teacher desktops capable of running
51 software such as that for use with Smartboards.

52
53

- Inform Software

54
55 Mr. Raymond informed the board the annual recurring costs would be \$1.75/student. Total first year costs would be
56 \$33,588.50 (K-12). Student count was based on December 2009 enrollment numbers (2,738). Hollis' portion of the first
57 year cost is \$8,500 (training - approximately \$2,800, one-time license fee of \$4,500, and \$1,200 annual support costs).

1 Chairman Beauregard requested all historical data desired to be included within Inform be identified by name, location,
2 and that cost be identified for uploading the data as part of the configuration process. He remarked \$40,000 has been
3 encumbered for this project and with the licensing cost being reduced, more consulting dollars would be available to
4 ensure all data is loaded in an efficient way.

5
6 When asked if estimates of volume and location of data as well as costs associated with loading had been received,
7 Superintendent Hodgdon responded that has not been acquired as of yet. She added part of the reason they are at this
8 point in the year without that information is the need to coordinate with other districts to ensure naming and use of data is
9 consistent across the three districts. Data teams have been working on this. When asked if the encumbrance would be
10 sufficient, Superintendent Hodgdon stated it should be, especially with the new pricing received and the fact all three
11 districts will start simultaneously thereby eliminating the possibility of costs falling on two districts for the first year (most
12 expensive year). She added, if the total sum of \$40,000 is not utilized in the current fiscal year, the board could vote to
13 encumber the funds for the following fiscal year.

14
15 Chairman Beauregard requested the Superintendent provide estimates of volume of data to be loaded into the Inform
16 system, identify current location of data, process for loading ongoing data, training needs, and a timeline and cost
17 estimate.

18
19 Schools

- 20
21 ▪ Principals' Reports

22
23 HUES

24
25 Principal Fowler informed the Board she has been in discussions with a representative from Rosetta Stone and was
26 informed user license fees will be increasing in May by \$1.00 - \$1.50 per user. However, if the district were to receive a
27 quote prior to the end of April, prices would be honored for thirty days. A quote was requested and has been received
28 (expires May 16th).

29
30 Included are site licenses, one teacher pack (downloadable software, worksheets, etc.) for every level (5 levels of
31 Spanish). Required equipment would be a USB headset with microphones (anticipate purchasing 50, but would consider
32 purchasing 30). She requested the board consider the use of unexpended appropriations to fund the purchase. She
33 noted purchasing the software at this time would also allow current 6th grade students the ability to use it over the summer
34 months. It was also noted the possibility exists to utilize licenses in the summer months to conduct an adult language lab
35 as a possible source of revenue to assist with ongoing costs such as headset replacement, etc.

36
37 She stated there are monies remaining in professional development, which she would like to use for training. HPS
38 Spanish teachers would be invited to participate in training and an invitation would also be extended to the middle school.

39
40 Chairman Beauregard remarked funds were budgeted in the FY11 budget for HUES, however, FY10 funds would have to
41 be utilized in order to take advantage of cost savings. Principal Fowler stated funds budgeted in the FY11 budget would
42 be needed for contract renewal next May (licenses expire each calendar year).

43
44 She had also requested a quote be provided for HPS in an attempt to maximize cost savings. The quoted price beaks
45 down to \$6,720 for HUES, plus on-site training at \$2,000, and an additional \$1,000± for headsets. The quote for HPS
46 was \$6,720 for the site license (only one training would be required the cost of which was included in the HUES quote).
47 The site license is for all staff and students in the building plus an additional amount.

48
49 Ms. Benz remarked the total cost for the two buildings would be approximately \$15,000 (plus an additional \$2,000 out of
50 professional development lines for training, which is already budgeted).

51
52 Mr. Manley questioned current language instruction, and was told, at present, students at HUES receive three sessions;
53 two 30-minute sessions and one 20-minute session in a six day cycle. Next year there will be three 30-minute sessions
54 one of which will be a language lab. Principal Allen stated for grades 1, 2, and 3, there are two 30-minutes sessions in a
55 five-day cycle.

56
57 Mr. Manley questioned how this particular software package would compliment/supplement current instruction. Principal
58 Allen responded she has not yet seen the product, however, the representative is arranging for Ms. Lindquist to visit early

1 primary schools that have had it in place for 3-4 years to identify how curriculum may have been changed, how student
2 instruction has been enhanced, etc. Principal Fowler commented she met with a representative in April and reviewed the
3 software. She was very impressed with the product. She talked about emersion in the language through the use of
4 headsets, photographs, clarity in language and voice recognition, etc. The Spanish curriculum would not change, but
5 students would be provided with more opportunities to speak the language and be immersed in the culture. She noted,
6 with this web-based system, the Spanish teacher would be able to monitor the progress of individual students and arrange
7 for customized instruction.

8
9 Mr. Manley questioned whether the software would be used by the Spanish teachers during class time, and was told it
10 would. At HPS where there are two 30-minute sessions. It may be the first session would be 15 minutes of traditional
11 instruction and 15 minutes of Rosetta Stone. The second session might be 15 minutes of traditional instruction and 15
12 minutes of lab time. If implemented, the teacher would be relocated next to the lab. At HUES the amount of Spanish
13 instruction has been consistently increased. Over the last three years Spanish sessions have increased to three
14 sessions; two, 30-minute and one, 20-minute. Next year they will be able to provide three, 30-minute sessions one being
15 a language lab. She noted Rosetta Stone might start being assigned as homework.

16
17 Ms. Benz questioned what would be provided for those students who chose French as a language, and was informed
18 Rosetta Stone would provide access to approximately 15 languages. When students are enrolled as users of the system,
19 their language would be identified.

20
21 Chairman Beauregard questioned whether the quoted price could be locked in for a two-year period. Principal Fowler will
22 inquire. When asked if funding could be identified within the current year's budget, Superintendent Hodgdon suggested
23 there might be funds available in the foreign language instruction lines.

24
25 Ms. Benz stated her opinion if funding could be identified in the current fiscal year budget she is in favor of the purchase
26 for both schools. Superintendent Hodgdon stated her desire to include HPS in the purchase, as she believes the sooner
27 students are introduced to a language the more proficient they will become.

28
29 Chairman Beauregard commented cost savings realized within the FY11 budget could be used to offset next year's cost
30 for HPS.

31
32 With regard to the start-up costs (first year expenses), the board was in favor of the purchase, for both buildings, if funds
33 can be identified within the current year's budget. If a two-year contract can be obtained (at quoted pricing), funds for the
34 second year of the contract for HPS would have to be encumbered.

35
36 Science

37
38 Principal Fowler stated her appreciation for the Board's support of local task teams that have empowered teachers to
39 identify what is needed to make the curriculum work in the classrooms. The science task team at HUES is working on
40 updating lab experiences for students. When the binders were created 10-12 years ago a lot of inquiry questions were
41 built in, but nothing about what inquiry means now. They have been researching how they can get more lab experiences
42 for children in the units that are part of the curriculum. They have found a great resource in a company that creates units
43 on different science topics. A desire has been expressed to purchase hardcover textbooks for particular units
44 (appropriate for all three grade levels).

45
46 Principal Fowler has talked with a textbook company that resells textbooks and was able to get the price down (about
47 \$3/book) from \$9,000 to \$7,900 (teacher editions would be provided at no cost). She requested the board consider the
48 use of unexpended appropriations for this purchase. She noted, after reorganizing, she was able to provide every grade
49 level with 65-70 minutes for the science/social studies block.

50
51 Chairman Beauregard questioned whether the PTA has funds to support items such as the headsets for the language
52 program and perhaps some of the needed materials for the science program. Principal Allen responded she believes
53 PTA funds are pretty tapped out this year. Ms. Benz noted anything that can enhance science curriculum is worthwhile.

54
55 When asked, Principal Fowler stated the purchase of the science textbooks would help the teachers enhance the units.
56 This particular resource encompasses everything needed for the units covered and would eliminate the need for teachers
57 to seek out materials from multiple sources, is produced in child friendly language, includes inquiry and comprehension
58 questions, etc. Ms. Benz commented test data has indicated the need to revamp inquiry-based science. It was noted

1 NWEA testing in science is beginning and is hands-on rather than inquiry based. This would also provide opportunities
2 for students to practice writing when completing lab reports as well as an opportunity to practice working within small
3 groups (which is a requirement of state assessment). Superintendent Hodgdon noted it would also provide for
4 consistency of instruction from classroom to classroom.

5
6 Chairman Beauregard stated he could support the expenditure. Ms. Benz expressed her support. Principal Allen
7 questioned the ability to expend unexpended appropriations. Chairman Beauregard remarked there is an expectation
8 unexpended funds be returned to the taxpayers, however, there is also the expectation the board ensure the education of
9 the students, and that when deficiencies in instruction and education delivery are seen they will be addressed, i.e., the
10 right level of materials for science be obtained, if the level of Spanish instruction they should be getting is not provided,
11 that be corrected (basic program needs). Superintendent Hodgdon stated her opinion the priority is educational
12 programming for students.

13
14 Principal Fowler touched on the empowerment given to the teachers to identify what is needed to be successful in the
15 classroom (since disbanding curriculum administrators), and the level of excitement generated by initiatives
16 recommended by teachers for teachers. She noted the level of teacher involvement ensures consistency.

17
18 Mr. Manley asked how the recommendation fits in with what is occurring in the science continuum at HPS. Principal
19 Fowler stated the SAU Task Force has already updated science curriculum. The binders are the agreements of what
20 units will be taught in each grade level for 4th - 6th grade in Hollis and Brookline. The textbooks are tools that will be
21 utilized.

22
23 HPS

24
25 Principal Allen informed the Board an Open-Mic Author's forum would take place on the 26th. She informed the board a
26 2nd grade teacher at HPS volunteered her time to start an afternoon writing club. Children will share their writing during
27 Open-Mic. The teacher, Nancy Bernard, who will become a reading specialist, published the writings in a book, which will
28 be unveiled. Approximately 60 children have participated in the writing club during after school hours.

29
30 Chairman Beauregard noted funds budgeted for curriculum stipends. Principal Allen stated she has submitted for a
31 stipend as she wishes to encourage that kind of creativity. She touched on other initiative such as two Spanish teachers
32 who initiated Spanish Night. Mr. Mann spoke of the success of Spanish Night as well as the level of participation.

33
34 Principal Allen informed the board she is in the process of meeting with 2nd and 3rd grade teachers. They have a room
35 that will be dedicated for a science lab, which will likely require funding to outfit (sink, counter, etc.). The idea has been
36 tossed around of whether a dedicated science lab teacher should be hired or if professional development should be
37 provided for current staff. She is anxious to hear feedback from the teachers as to whether the room alone would assist
38 them in the process. She noted there are some on staff who are passionate about this. The question is whether
39 providing stipends and after-school workshops would be a better direction to head in rather than hiring a dedicated
40 teacher. She believes the teachers are leaning towards doing the work themselves. She noted science will be a focus for
41 next year, and she believes the addition of a dedicated room is the first step.

42
43 Chairman Beauregard touched on the opportunity for collaboration between the two schools. Principal Allen stated she is
44 looking for consistency across grade levels. When asked how consistency is being addressed, Principal Fowler
45 responded; through materials and identifying which teachers have a passion for a particular subject. They have, in small
46 pods, begun team teaching on their own. Principal Allen remarked that will not always work as her students are at a
47 different developmental level, however, she is looking at building school culture and having teachers share their individual
48 expertise together. Collaboration does occur between grade levels.

49
50 Speaking with regard to collaboration, Superintendent Hodgdon informed the board of a 7th grade teacher who had
51 planned a sabbatical to Antarctica, which did not work out. She suggested he share his passion by working with the
52 elementary schools. He has been working with CSDA in Brookline and the 4th grade at HUES. He wrote her today to say
53 they are getting started with their journaling and bringing writing into the science experience.

54
55 Principal Fowler informed the board 6th graders are heading to the high school where the AP science students will be
56 providing an experience with different science stations, etc.

1 Superintendent

- 2
3 ▪ 2010-2011 School Calendar

4
5 Superintendent Hodgdon provided the Board with a revised copy of the 2010-2011 school calendar noting the anomalies
6 identified at the SAU Board meeting have all been addressed.

7
8 **MOTION BY MEMBER BENZ TO ACCEPT THE SCHOOL CALENDAR FOR THE 2010-2011 SCHOOL YEAR**
9 **MOTION SECONDED BY MEMBER MEZZOCCHI**
10 **MOTION CARRIED**
11 **5/0**

- 12
13 • Associate Superintendent Search

14
15 Superintendent Hodgdon informed the Board the search is in the final stages. There is one more round of informal
16 interviews to be conducted with the two finalists. The panel will meet on Monday and prepare a recommendation for
17 Tuesday night's SAU Board meeting.

18
19 She informed the board the Strategic Planning Committee has two major events in progress. They will be engaging
20 community members, parents, staff, and students from the high school in a Future Search/Visioning Day, which will take
21 place on the 25th at Alpine Grove. It is a full day event (8:00 a.m. to 4:00 p.m.) They will be spending the day discussing
22 the ideal school system of the future to create a vision statement that will provide them with a reach into the future.

23
24 The other event involves the research group she is working with and their performing school site visitations. In her case,
25 there are two high schools in Maine (the school system they are a part of are also engaged in the work); Casco Bay in
26 Portland, an alternative high school that has built their curriculum around expeditionary learning, and the two high schools
27 located in Portland. Another group is visiting schools in Massachusetts. All groups have been charged with reviewing
28 high schools on line.

- 29
30 • Safe Routes to School

31
32 The district has been awarded \$15,000 in grant funding to perform a transportation/traffic study. Surveys will be
33 distributed to students (2nd through 8th grade) and parents to identify students' routes to school. What is being looked at is
34 at least a one-mile radius from HPS, HUES, and the middle school. Principal Allen noted data would be synthesized
35 together and another grant proposal written for \$250,000. Once expended, there would be another \$250,000 available.

36
37 Staffing

38
39 Superintendent Hodgdon provided the board with her recommendation of Catherine Baines for the Reading Specialist
40 position. Katherine has been with HPS for two years, has Bachelors in Education and a BA in Communication from
41 Keene State (2007). The position is that of Bachelors, Step 2 because of a contract continuation into next year.

42
43 **MOTION BY MEMBER BENZ TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION OF CATHERINE**
44 **BAINES AS THE READING SPECIALIST FOR THE HOLLIS PRIMARY SCHOOL AT A BACHELORS, STEP 2, WITH**
45 **A SALARY OF THIRTY SIX THOUSAND FOUR HUNDRED SEVENTY EIGHT DOLLARS (\$36,478)**
46 **MOTION SECONDED BY MEMBER MEZZOCCHI**
47 **MOTION CARRIED**
48 **5/0**

1 ADJOURNMENT

2
3 **MOTION BY MEMBER BENZ TO ADJOURN**
4 **MOTION SECONDED BY MEMBER MANN**
5 **MOTION CARRIED**
6 **5/0**

7
8 *The May 12, 2010 meeting of the Hollis School Board was adjourned at 10:50 p.m.*
9

10
11
12
13
14
15
16
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19
20
21 Date _____ Signed _____

1 ACTION ITEMS

2
3 Chairman Beauregard

4
5 Ascertain whether or not there would be a cost involved in gaining a second opinion on the potential for capturing
6 insurance monies for the repair work at HUES. (4-14)

7
8 Superintendent Hodgdon

9
10 Work with Chairman to formalize the list of goals to topics with deliverables around them rather than goal statements
11 (10-14-09)

12
13 With regard to the proposed job-share program, prepare an agreement, procedures, and concepts that would be
14 incorporated into a policy, and forward them along to the board for review. (3-8-10)

15
16 Seek the opinion of Attorney Gormley as to whether or not attorney/client privilege documents can be shared for the
17 purpose of gaining a second legal opinion. (4-14-10)

18
19 Arrange for policies currently in paper form only to be scanned into pdf documents and placed on the web site. (4-14-10)

20
21 Provide estimates of volume of data to be loaded into the Inform system, identify current location of data, process for
22 loading ongoing data, training needs, and a timeline and cost estimate. (5-12-10)

23
24 Business Administrator

25
26 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

27
28 Create a new technology account with sub-accounts to track hardware and software license/maintenance/supplies
29 expenditures within the budget. Work with the principals and Director Raymond to identify and re-assign the same from
30 the current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the
31 budget for this account. (12-17-09)

32
33 Contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire Department of Revenue
34 Administration on bonding expenditures. Reconstruct and identify board decision points, BA tasks, and deadlines to
35 coordinate bond procedures with the town for presentation at the Annual Meeting. (12-17-09)

36
37 Create a 1-2 page report detailing how the administration is operating and the efficiencies being achieved (oil/supplies).
38 The information should be reported through the Superintendent to the Budget Committee. It was suggested the report
39 utilize the ten largest commodities showing the difference between what the district currently pays and the price of the
40 next lowest vendor. (4-14-10)

41
42 Provide list of top ten supply ticket items to potential vendors (identifying specific product manufacturer/type) for price
43 comparison, determine which vendors provide tracking/reporting, and what cost savings could be achieved through the
44 establishment of a central receiving area. (5-12-10)

45
46 Paul Hemmerich, PH Design Architecture

47
48 Provide supporting information for HUES project; specifications, bids, qualifications, and contract. (5-12-10) (Due: 6-2-
49 10)

50
51 Provide a comparison of the existing conditions at the SAU administration building to other standards of spaces in
52 equivalent businesses. Determine if other configurations would bring the building within acceptable ranges for the
53 population it needs to support and whether there are hidden efficiencies they could take advantage of. (5-12-10) (Due:
54 First week of June)

1 **Network Administrator**

2
3 Provide an assessment of how to address the kinds of performance lags observed when using network-based
4 applications/operating software. (5-12-10) (**Due:** June meeting)

5
6 Identify system specifications that match requirements of ICT and other programs utilized in the classroom require. (5-
7 12-10) (**Due:** June meeting)

8
9 Provide an implementation plan for new computers (including prioritization).

10
11 Provide synopsis of percentage of staff time spent being reactive versus proactive, and identify root cause(s). (5-12-10)

12
13 **Principal Allen**

14
15 Provide information regarding student impact of current computer system. (5-12-10 (**Due:** June meeting)

16
17 **Principal Fowler**

18
19 Provide information regarding student impact of current computer system. (5-12-10) (**Due:** June meeting)

20
21 Ascertain whether the district could lock in the quoted pricing for Rosetta Stone software for a two-year period. (5-12-10)