

Approved: July 7, 2010

HOLLIS SCHOOL BOARD

JUNE 9, 2010

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, June 9, 2010 at 6:00 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 (7:10 p.m.)

Members of the Board Absent:

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Jeanne Saunders, Director of Special Education
Elizabeth Allen, Principal, HPS
Candice Fowler, Principal, HUES
Christopher Siegfried, Director of Maintenance

AGENDA ADJUSTMENTS

Superintendent Hodgdon informed the board she had received a request from a staff member for admittance of a non-resident student. The information is incomplete therefore; the request will be brought before the board at their 6-17-10 meeting.

Chairman Beauregard informed the board and the general public the agenda items identified as Old Business, would be tabled until the 6-17-10 meeting.

APPROVAL OF SCHOOL BOARD MEETING MINUTES

Hollis School Board May 12, 2010

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

4/0

Hollis School Board – Non-Public May 12, 2010

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN

MOTION SECONDED BY MEMBER MANN

MOTION CARRIED

4/0

Hollis School Board April 14, 2010

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN

The following amendments were offered:

Page 5, Line 36 the word "policy" should be replaced with "letter from LGC".

Page 11, last sentence of the third paragraph should read "Dime sized leaks may be from walking on the walk ballasts."

Page 11, the second paragraph under Water Remediation Project should read:
“The Rocky Pond pump house was checked during the recent Friday power outage.
The primary pump was down. The backup pump was activated.”
Under Action Items – Business Administrator, the first sentence of the fourth paragraph should read:
“Create a 1-2 page report detailing how expendable supplies purchasing is operating and the
efficiencies being achieved (oil/supplies).”

MOTION BY MEMBER BENZ TO APPROVE AS AMENDED
MOTION SECONDED BY MEMBER MANLEY
MOTION CARRIED

4/0
Hollis School Board – Non-Public April 14, 2010

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED

4/0
Hollis School Board – Non-Public March 15, 2010

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED

4/0
Hollis School Board – Non-Public August 12, 2009

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN
MOTION SECONDED BY MEMBER MANLEY
MOTION CARRIED

3/0
1 Abstention
Hollis School Board June 10, 2009

The following amendment was offered:

Mr. Manley’s name spelled incorrectly.

MOTION BY MEMBER BENZ TO APPROVE AS AMENDED
MOTION SECONDED BY MEMBER MANLEY
MOTION CARRIED

3/0
1 Abstention
Hollis School Board – Non-Public June 10, 2009

MOTION BY MEMBER BENZ TO APPROVE AS WRITTEN
MOTION SECONDED BY MEMBER MANLEY
MOTION CARRIED

3/0
1 abstention

CORRESPONDENCE

Superintendent Hodgdon informed the board of a letter received from Judith Lavoie, member of Graduate Adjunct Faculty at Plymouth State University. Ms. Lavoie spoke of her delight in visiting the Hollis Primary School on the evening of May 26th when she witnessed a crowded gymnasium of proud parents as thirty six 2nd and 3rd grade authors made open mic presentations of completed writing pieces from their newly published book, Poems from Turtle Island, under the skillful

1 instruction of Mrs. Nancy Bernard. She commented Mrs. Bernard's dedication to literacy overflows into her instruction of
2 children and dedication to the school community. It was noted, because of her literacy endeavors, Plymouth State
3 University has had Mrs. Bernard speak to future graduate reading and writing specialists.
4

5 Superintendent Hodgdon informed the board of a letter received from Kathryn McBride, Assistant Principal at HUES,
6 stating she would not be returning for the 2010-2011 school year and noted her pleasure in having worked for the district
7 for the past two years. Ms. McBride had been in attendance earlier in the evening and had wished to personally thank the
8 board and say her good-byes.
9

10 **MOTION BY MEMBER BENZ TO ACCEPT, WITH REGRET, THE RESIGNATION OF KATHRYN MCBRIDE,**
11 **ASSISTANT PRINCIPAL/SPECIAL EDUCATION COORDINATOR AT THE HOLLIS UPPER ELEMENTARY SCHOOL**
12 **MOTION SECONDED BY MEMBER MANN**

13
14 ON THE QUESTION

15
16 Mr. Manley requested a letter be acquired identifying a specific date of resignation. Superintendent Hodgdon will follow-
17 up.

18 **MOTION CARRIED**

19 **4/0**

20
21 Ms. Benz questioned recent experience with candidate pool size for such positions. Superintendent Hodgdon stated a
22 recent posting of a high school assistant principal position resulted in 29 applications, but could not predict what the
23 candidate pool size might be.
24

25 NEW BUSINESS

26
27 Lighting Grant - Request for Waiver to Bid Contract

28
29 Chairman Beauregard informed the board of a request to waive the bidding process for the lighting project and to award
30 the contract to Lightec. The Hollis Energy Committee (HEC) has recommended Lightec as the preferred vendor. Lightec
31 is also the preferred vendor of PSNH. As such, they have a particular set of financial practices that provide discount
32 pricing. Lightec has been involved in the project from the start, has created the project specifications, has assessed the
33 energy implications, and assisted in the grant process (by their choosing). It was very clearly stated doing so did not
34 provide Lightec any advantage over other potential bidders.
35

36 In order to receive preferred pricing from PSNH, any vendor utilized for the project would have to meet state and federal
37 requirements as well as gain the status of preferred vendor for PSNH. Lightec has met these requirements. He touched
38 on the fact the vendor would not receive full payment until projected efficiencies can be demonstrated. Utilizing Lightec
39 would allow the district to move forward with the project so that work can be done over the summer months.
40

41 Chairman Beauregard commented HEC met the spirit of the bidding process in that attempts to identify other vendors in
42 the area that could meet all of the complex requirements resulted in the knowledge there are no other vendors.
43

44 Ms. Benz noted as the electricity provider, PSNH, has identified Lightec as the preferred vendor, she was comfortable
45 with approving the request.
46

47 Chairman Beauregard remarked even if another vendor were sought and their pricing was competitive, the district would
48 have to re-spec the whole bid process at a cost between \$5,000 – \$10,000, which would offset any price differential.
49

50 **MOTION BY MEMBER BENZ TO AGREE TO WAIVE THE BID PROCESS AND AWARD THE CONTRACT TO**
51 **LIGHTEC AS THE SUB-CONTRACTOR OF PSNH FOR THE ENERGY EFFICIENCY CONSERVATION BLOCK**
52 **GRANT**

53 **MOTION SECONDED BY MEMBER MANN**

54
55 ON THE QUESTION

56
57 Mr. Mann noted the state contracts (awarding of grant dollars) had been expected to be complete in April, but were
58 delayed, which has reduced the window of opportunity to consider any type of secondary bid.
59

1 Director Siegfried noted he was unable to set up a prototype room – had another vendor been brought in they could spec
2 out different lights, bulbs, ballasts, etc. Chairman Beauregard noted the board has been given the understanding what is
3 being recommended has been implemented in other schools or buildings successfully. Mr. Manley stated his desire to
4 either visit or contact a school that has implemented such lighting for a reference.

5
6 Mr. Manley questioned whether requesting another vendor to bid the project would require the district to incur the costs of
7 writing the specifications. Chairman Beauregard responded the costs would be that of the district unless another potential
8 vendor was willing to do that as part of their cost of services.

9
10 Director Siegfried commented Lightec performed the evaluations on the schools and provided project specifications
11 incorporating recommendations from district staff. A new vendor would have to do the exact same thing. It was noted
12 any vendor would have to be a PSNH approved vendor. Superintendent Hodgdon commented on the time aspect in that
13 it was hoped the work could be done over the summer months.

14
15 Mr. Manley stated he was looking for a succinct, clear answer as to why the bid process would be waived. Ms. Benz felt
16 the information provided in the letter from HEC clearly identified why the bid process would be waived; Lightec is PSNH's
17 preferred vendor and their 50/50 match requires the town and schools to use a preferred vendor. Mr. Manley clarified the
18 reason would be the board relied upon information provided by HEC when making it's decision to waive the bid process.

19
20 Chairman Beauregard stated HEC has already gone through the process of evaluating who was available to do the
21 installation and met all state, federal, and PSNH requirements. They are recommending Lightec as the only vendor who
22 can do all of that in the timeframe the district needs it done. They also identified Lightec as the only PSNH preferred
23 vendor.

24
25 Mr. Manley preferred to be able to rely upon information gained by the SAU. Chairman Beauregard responded the
26 information being relied upon was from HEC, which is a town committee looking after the interests of the town as opposed
27 to Lightec or PSNH.

28
29 *Chairman Beauregard opened the floor to public comment on the issue of the request to waive the bid process. No public
30 testimony was offered.*

31
32 Mr. Manley reiterated he would like to utilize the Request for Proposal (RFP) process to seek out other preferred PSNH
33 vendors that might be interested in bidding on the project. Although it is believed no other vendors would bid, he wished
34 to put the bid out to ensure if the policy is waived they are doing it for circumstances over which the board does not have
35 much control.

36
37 Chairman Beauregard remarked procedurally what would be required was an amended motion for the board to consider.
38 Mr. Manley did not wish to offer an amended motion at the time. He stated a desire for the entire board to be confident all
39 necessary information has been obtained from which the board could make a decision with regard to waiving the bidding
40 process. Chairman Beauregard questioned what additional information could be provided. Mr. Manley reiterated his
41 desire to be confident the light generated would be adequate.

42
43 Director Siegfried stated the lighting had been reviewed through the Energy Efficient Community Block Grant Program
44 process. He felt if discrepancies existed it would be impossible to gain grant funding or the willingness of PSNH to
45 contribute funds.

46
47 Chairman Beauregard remarked Mr. Manley's point on the usability of the lighting was well taken.

48
49 **AMENDED MOTION BY MEMBER MANLEY TO GRANT THE REQUEST FOR WAIVER OF THE BID PROCESS AND
50 AWARD THE CONTRACT TO LIGHTEC AS THE SUB-CONTRACTOR TO PSNH FOR THE ENERGY EFFICIENCY
51 CONSERVATION BLOCK GRANT SUBJECT TO A SUCCESSFUL SITE VISIT OF A SCHOOL CURRENTLY
52 UTILIZING THE RECOMMENDED LIGHTING BY THE DIRECTOR OF MAINTENANCE AND AN EDUCATIONAL
53 ADMINISTRATOR AS DESIGNATED BY THE SUPERINTENDENT**

54
55 ON THE QUESTION

56
57 A brief discussion took place with regard to whether the motion should include both actions of waiving the bid process and
58 awarding the contract or whether each action should be voted upon individually.

1 **MOTION WITHDRAWN**

2
3 **AMENDED MOTION BY MEMBER BENZ TO WAIVE THE BID PROCESS FOR AWARDING OF THE CONTRACT FOR**
4 **THE ENERGY EFFICIENCY CONSERVATION BLOCK GRANT**
5 **MOTION SECONDED BY MEMBER MANN**
6 **MOTION CARRIED**

7 4/0

8
9 **MOTION BY MEMBER MANLEY TO AWARD THE CONTRACT FOR THE ENERGY EFFICIENCY CONSERVATION**
10 **BLOCK GRANT TO LIGHTEC AS THE PREFERRED VENDOR FOR PSNH SUBJECT TO THE SUPERINTENDENT'S**
11 **DETERMINATION THE RESULTING LIGHTING CONDITIONS ARE APPROPRIATE AND DESIRABLE FOR THE**
12 **HOLLIS SCHOOL DISTRICT**

13
14 ON THE QUESTION

15
16 Director Siegfried commented, with the waiver having been granted, he could conduct a pilot program. The costs of such
17 a program would come out of the electrical funds in the maintenance department budget.

18
19 Chairman Beauregard stated a reference would be faster, easier, and likely better as the individual contacted would have
20 some experience with the lights.

21 **MOTION SECONDED BY MEMBER MANN**

22 **MOTION CARRIED**

23 4/0

24
25 PUBLIC INPUT

26
27 Jennifer MacLeod, 74 Moor Hill Road

28
29 Remarked, during public comment at the May meeting, Ms. Bonnette presented research and analysis on writing
30 curriculum. She was looking to the board for an update or action plan. Chairman Beauregard responded that is an item
31 the board defers to the Superintendent who has not yet had the opportunity to speak with Ms. Bonnette. However, he has
32 communicated with Ms. Bonnette, via e-mail, and she understands the whole aspect of curriculum, instruction and
33 evaluation of instruction, evaluation of teaching staff, and any professional development is all part of the Principals'
34 responsibility. He added the board's responsibility is to make policy, provide oversight, and work with the Superintendent
35 to review curriculum and work under certain requirements outlined by State Statute and the Department of Education
36 Regulations.

37
38 He noted the board has read the documentation provided, and at this point, is awaiting the opportunity for the
39 Superintendent to speak with Ms. Bonnette and the Principals and report back.

40
41 Ms. McCloud questioned the timeline. Superintendent Hodgdon explained at present, the SAU office is working on
42 wrapping up the school year, the Director of Curriculum as well as the Director of Special Education are on vacation
43 leaving SAU staff to take on additional duties, and, at the end of the month, the Assistant Superintendent will come on
44 board. She noted the lack of time for sustentative conversations to take place and her intent to conduct such
45 conversations within the next few months. She noted it is very much of interest to the administration.

46
47 Superintendent Hodgdon added the state has recently adopted national standards, which would need to be incorporated
48 into the district's standards to identify where differences might exist.

49
50 Christine Simco, 52 Louise Drive, Hollis, NH

51
52 As a follow-up question, asked if the board would consider making curriculum information available on line. She noted
53 there is a lot of information on line, but she found the information to be disjointed and difficult to read. She noted it would
54 be helpful for parents, teachers, and students if there were a consistent understanding of grade level curriculum.

55
56 She noted some of the teachers at HUES have developed educational blogs where they post on line daily what is
57 occurring in the classrooms.

58

1 She believes if curriculum information were posted on line in a succinct, comprehensive way by grade level and used
2 along with the educational blogs, it would go a long way towards alleviating some of the confusion. She noted grade level
3 expectations are posted in a very comprehensive way by trimester, but not until after the trimester has completed.

4
5 Principal Fowler responded the trimester brochures are about what has been done. There is a location on the SAU web
6 site where curriculum guides and grade level expectations are listed. Ms. Simco remarked she compared the SAU web
7 site to sites of other SAUs and, as a user, found it difficult to locate desired information i.e., under writing all she found
8 was a matrix. There was no information on what was happening in the classrooms, what the plan was, what the teachers
9 are trying to instill at certain grade levels, etc. She felt with a full understanding of the curriculum she could see where her
10 children are either excelling or not excelling and could adjust appropriately.

11
12 Chairman Beaugard requested an e-mail be sent to Principal Fowler providing links to the sites found to be particularly
13 effective. He noted the need to understand what parents find effective and useful information and make it easily
14 accessible. Superintendent Hodgdon informed the board this project is one the COOP undertook. They conducted a
15 content management pilot project with Ektron and, as a result, have learned the dos and don'ts. Mr. Raymond, the
16 Network Administrator, is meeting with administrators in a week or so to talk about what he has learned from the pilot and
17 how to proceed to gain a more uniformed approach to the web sites. She noted, at present, the district is without website
18 or technology support in the SAU office.

19
20 Chairman Beaugard suggested the action item would be for the Superintendent to provide the board with the
21 administration's plan to collect information from parents/customers of the district with regard to the information they wish
22 to appear on the SAU web site and provide a timeframe for being able to provide that information (preferably before the
23 start of the new school year). Superintendent Hodgdon added if the desire were to move quickly to a finished product an
24 outside company would need to be hired.

25
26 Ms. Simco reiterated the educational blogs have been found to be invaluable.

27
28 Lori Bonnette, 14 Daniels Way, Hollis

29
30 Stated she was before the board at their last meeting and provided handouts. At that time, she had agreed to follow up
31 on the professional staff roles at the Bedford School District. There were three different areas she was interested in:

32
33 K-8 Curriculum Directors or Program Coordinators – that role is to look at curriculum K-8, make sure things are consistent
34 across the grade and that things are being built upon and followed within the classrooms.

35
36 Gifted & Talented Program Coordinators – there are two who work with highly capable students, but they also work with
37 all students in a particular grade on special projects or programs.

38
39 Writing Coach – the school district uses Title IIA funds for this position. It is a four-year investment. They have a person
40 full-time for two years and part-time for two years. The person coaches and tries to do some knowledge transfer with the
41 teachers for grades K-4. It is hoped, at the end of the four years, the knowledge transfer has been there enough where
42 teachers have been taught how to instruct in the area of writing with those students.

43
44 She informed the board “the door is wide open” if the district wishes to do best practice sharing with Bedford. They are
45 very interested in talking with the district. She remarked, with the scores they achieve in writing, she believes there are
46 things that can be learned.

47
48 She noted there have been a lot of conversations with parents and they have put down some requests to the district for
49 the elementary school area in the area of writing. One was the potential to utilize the consultants available through the
50 New Hampshire Department of Education. She understands this resource to be at no charge as the NH DOE funds the
51 positions.

52
53 Another point she has spoken to a lot of parents about is the ability to leverage the work of a volunteer, Mr. Mills, who
54 works with a select number of 6th grade students at HUES. She has talked to parents who have students that have
55 worked with him this year as well as in past years, and they have said his work with their students has been invaluable.
56 One parents said her child had standardized test scores that improved over 20 points, and she attributed a lot of that to
57 Mr. Mills' efforts. If teachers were able to understand what he has been able to do with these students and be able to
58 leverage that, she believes it would be a phenomenal thing.

1 Parents would like to see spelling vocabulary and grammar practiced on a weekly basis beginning with the start of school
2 so that they can see writing examples coming home in their child's work.

3
4 Ms. Bonnette stated, as this is talked about amongst parents, they see five stakeholders in working towards this goal;
5 HPS in getting the basics in and students transitioned to HUES, HUES in making sure things are consistent there and
6 students are being prepared for middle schools, Superintendent's Office - being involved along with the new Assistant
7 Superintendent and managing the transitions, Parents – being ready, willing, and able to help out and try to get their kids
8 writing more fluently, becoming better spellers, etc., and the Board – having an impact with budget decisions and working
9 on oversight issues.

10
11 She questioned who owns this and makes this happen. Chairman Beauregard responded the Superintendent. He noted
12 the best way to go is to work with the Superintendent's Office. She is responsible for all educational operations of the
13 district. She delegates particular tasks either to the Principals, the Associate Superintendent, etc. She is responsible for
14 resources and results. The board evaluates her based on the results received. Superintendent Hodgdon stated her belief
15 the best way to proceed would be for Ms. Bonnette to work directly with her office.

16
17 Ms. Bonnette questioned whether Hollis receives Title IIA funds. Superintendent Hodgdon stated Hollis does receive Title
18 IIA funds. At present, half of the funds go towards work identified in the five-year plan, which is work the Leadership
19 Team has identified as the most crucial work for the next five years.

20
21 *The Public Input session was declared closed.*

22
23 Superintendent

24
25 Superintendent Hodgdon informed the board of the need for the board to provide her with the direction to meet with
26 Principal Fowler to finalize her salary for the coming year.

27
28 **MOTION BY MEMBER BENZ TO AUTHORIZE THE SUPERINTENDENT TO MEET WITH PRINCIPAL FOWLER FOR
29 THE PURPOSE OF FINALIZING HER SALARY FOR THE COMING YEAR**

30 **MOTION SECONDED BY MEMBER MANN**

31 **MOTION CARRIED**

32 5/0

33
34 Superintendent Hodgdon informed the board of the need for the board to provide her with the direction to meet with
35 Principal Allen to discuss her salary for the coming year as well as the Superintendent's recommendation of a three-year
36 contract.

37
38 **MOTION BY MEMBER BENZ TO AUTHORIZE THE SUPERINTENDENT TO MEET WITH PRINCIPAL ALLEN FOR
39 THE PURPOSE OF FINALIZING HER SALARY FOR THE COMING YEAR AND DISCUSSING THE**

40 **SUPERINTENDENT'S RECOMMENDATION OF A THREE-YEAR CONTRACT**

41 **MOTION SECONDED BY MEMBER MANN**

42 **MOTION CARRIED**

43 5/0

44
45 Superintendent Hodgdon informed the board of her receipt of a late request for the professional development stipend from
46 Pamela Banks, Speech Language Pathologist at HUES. The request was received on May 13, 2010. Contract language
47 states requests must be received no later than May 1st. When asked, she stated she could not act upon or provide a
48 recommendation, as the issue is contractual. When asked if approving the request would be precedent setting, she
49 stated it would be.

50
51 Ms. Mezzocchi noted, according to contract language, the request could be submitted any time prior to May 1st.

52
53 Mr. Manley questioned whether the issue being discussed was a grievance. Superintendent Hodgdon stated it was a not
54 a grievance, but a request to waive contract language and accept a late application for a professional development
55 stipend.

56
57 Ms. Benz remarked, although May 1st fell during April break as noted in the letter, the request could have been submitted
58 any time prior to the May 1st deadline. Mr. Manley questioned whether the letter cited language asked to be waived.
59 Superintendent Hodgdon stated the letter did not refer to contract language.

1
2 When asked if the position was covered by the HEA contract, Superintendent Hodgdon responded it is not covered by the
3 contract, but the benefits package is related to the contract. Chairman Beauregard asked for clarification on whether the
4 position was part of the HEA contract. Superintendent Hodgdon responded that is one of the things being debated at this
5 time in the Hollis School District. It is work being done between the Hollis School Board counsel and Phil Pratt with regard
6 to whether the speech language pathologists and positions like these that aren't certified through DOE, but are licensed,
7 fall under the contract or not.

8
9 She noted reference to the contract is acceptable according to Hollis' legal counsel even if they don't fall under the
10 contract. It is acceptable for the school board to look at this situation through the eyes of the contract.

11
12 Chairman Beauregard quoted a portion of Section 7.4 – Professional Development Stipend, of the HEA contract: “Staff
13 members who acquire staff development clock hour credits for workshops, conferences, and approved non-compensated
14 school district administrative committees in excess of those required for re-certification in one subject area and/or as a
15 condition of continued employment as stated in paragraph 7.1, may convert said credits into points needed to receive a
16 professional development stipend.....”

17
18 “At the end of the school year in which the staff member has completed the accumulation of 175 points, the district will
19 pay said staff member a stipend of \$3,000. In order to receive the stipend, written notification of intent must be sent to the
20 SAU office no later than November 1st. The staff member shall notify the district no later than May 1st of a claim for
21 payment of the stipend in that fiscal year. Staff member shall be eligible for a professional development stipend no more
22 than once every three years.”

23
24 Superintendent Hodgdon added the letter stated one of the reasons for the late request related to the fact the individual
25 had been supervising two paraprofessionals on top of a staff member being out on maternity leave, all of which resulted in
26 an increased workload.

27
28 Ms. Benz questioned the amount of time necessary to complete the request. Superintendent Hodgdon responded the
29 required information is obtained through Doris Lindgren. When asked, she stated the responsibility of the individual is to
30 notify the district by November 1st that the hours will be obtained before the end of the school year and to follow-up with a
31 claim for payment by May 1st. Ms. Mezzocchi reiterated the request has to be received before May 1st.

32
33 Ms. Benz commented it was unfortunate the deadline was missed however; the task of requesting the stipend does not
34 appear to be an onerous one. She added she would be concerned with setting precedent by approving the request.

35
36 Ms. Mezzocchi stated she would be reluctant to approve such a request. She added, as a former teacher and former
37 union person she understood it would set precedent.

38
39 Mr. Mann questioned whether the stipend would be lost. Ms. Benz explained such a request could be granted once every
40 three years therefore the individual could apply next year.

41
42 **MOTION BY MEMBER MANN TO ACCEPT A LATE REQUEST FOR THE PROFESSIONAL DEVELOPMENT**
43 **STIPEND RECEIVED FROM PAMELA BANKS, SPEECH LANGUAGE PATHOLOGIST AT THE HOLLIS UPPER**
44 **ELEMENTARY SCHOOL**

45 **MOTION SECONDED BY MEMBER BENZ**

46 **MOTION FAILED**

47 0/5

48
49 ADJOURNMENT

50
51 **MOTION BY MEMBER BENZ TO ADJOURN**

52 **MOTION SECONDED BY MEMBER MANLEY**

53 **MOTION CARRIED**

54
55 *The June 9, 2010 meeting of the Hollis School Board was adjourned at 7:30 p.m.*

56
57
58
59 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 Request a letter from Kathryn McBride, Assistant Principal/Special Education Coordinator, HUES, identifying a specific
25 date of resignation. (6-09-10)

26
27 Provide the board with the administration's plan to collect information from parents/customers of the district with regard to
28 the information they wish to appear on the SAU web site and a timeframe for being able to provide that information
29 (preferably before the start of the new school year). (6-9-10)

30
31 Work with Ms. Bonnette and the Principals on the parental curriculum goals brought to the board's attention at the May
32 12th and June 9th meetings. (6-9-10)

33
34 Business Administrator

35
36 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

37
38 Create a new technology account with sub-accounts to track hardware and software license/maintenance/supplies
39 expenditures within the budget. Work with the principals and Director Raymond to identify and re-assign the same from
40 the current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the
41 budget for this account. (12-17-09)

42
43 Contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire Department of Revenue
44 Administration on bonding expenditures. Reconstruct and identify board decision points, BA tasks, and deadlines to
45 coordinate bond procedures with the town for presentation at the Annual Meeting. (12-17-09)

46
47 Create a 1-2 page report detailing how the administration is operating and the efficiencies being achieved (oil/supplies).
48 The information should be reported through the Superintendent to the Budget Committee. It was suggested the report
49 utilize the ten largest commodities showing the difference between what the district currently pays and the price of the
50 next lowest vendor. (4-14-10)

51
52 Provide list of top ten supply ticket items to potential vendors (identifying specific product manufacturer/type) for price
53 comparison, determine which vendors provide tracking/reporting, and what cost savings could be achieved through the
54 establishment of a central receiving area. (5-12-10)

55
56 Director of Maintenance

57
58 Contact a school that has implemented the recommended lighting and obtain a reference for lighting quality.
59 (6-09-10)

1 **Paul Hemmerich, PH Design Architecture**

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

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

10
11 **Network Administrator**

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

15
16 Identify system specifications that match requirements of ICT and other programs utilized in the classroom require.
17 (5-12-10) **(Due: June meeting)**

18
19 Provide an implementation plan for new computers (including prioritization).

20
21 Provide synopsis of percentage of staff time spent being reactive versus proactive, and identify root cause(s).
22 (5-12-10)

23
24 **Principal Allen**

25
26 Provide information regarding student impact of current computer system. (5-12-10) **(Due: June meeting)**

27
28 **Principal Fowler**

29
30 Provide information regarding student impact of current computer system. (5-12-10) **(Due: June meeting)**

31
32 Ascertain whether the district could lock in the quoted pricing for Rosetta Stone software for a two-year period. (5-12-10)