

Approved: April 14, 2010

HOLLIS SCHOOL BOARD

JANUARY 13, 2010

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, January 13, 2010 at 5:40 p.m. at the Community Room, Hollis Town Hall.

Chairman Jim McCann presided:

Members of the Board Present: Bill Beaugard, Vice-Chairman
Susan Benz
Rich Manley
Robert Mann (arrived at 6:05 p.m.)

Members of the Board Absent:

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Mark McLaughlin, Business Administrator
Bob Kelly, Director of Special Education
Jeanne Saunders, Assistant Director of Special Education
Elizabeth Allen, Principal, HPS
Ruth Tuttle Assistant Principal, HPS
Candice Fowler, Principal, HUES
Christopher Siegfried, Director of Maintenance

AGENDA ADJUSTMENTS

Chairman McCann requested a change in the order of the agenda to allow the non-public session to occur following the discussion on the FY10 budget.

PUBLIC INPUT – None

ADMINISTRATIVE REPORTS

Business Administrator

Mr. McLaughlin's remarks were related to budgeting, and held pending that discussion.

Director of Maintenance

Director Siegfried informed the board the state has provided a letter of acceptance of the plan and the district is ready to move forward with the bidding process on the installation of orthophosphate and polyphosphate blend at the pump house to treat pipe erosion. Installation does not have to occur until 2011 (February). However, having the proposals ready is a good starting point.

Mr. Manley questioned whether there would be financial implications for other users of the water. Director Siegfried commented he would be looking to the expendable trust fund. Chairman McCann remarked the original study was done at a cost of \$5,000. Director Siegfried explained that was for an engineering study. It is anticipated the installation cost would be between \$15,000 and \$20,000.

Mr. Beaugard suggested ballpark estimates be obtained and the town and COOP informed of the estimates and the need to start thinking about setting aside funding to cover their share of the expense in their FY11 budgets. He stated his belief as the resource is shared so should the costs associated with it. It is believed, at this time, the total expenditure would not exceed \$30,000.

1 Mr. Manley remarked the documents relative to ownership were reviewed some months ago and should be looked at
2 again with regard to cost sharing. Mr. Beauregard hoped there would be reasonable consideration given to splitting the
3 costs between the Hollis School District, the COOP School District and the Town of Hollis. If the cost becomes an
4 operational expense of the Hollis School District the Budget Committee needs to be informed of that. Mr. Manley
5 suggested volume used might need to be considered when estimating cost sharing. Mr. Beauregard did not believe there
6 was a way of measuring use.

7
8 Chairman McCann asked the business office to make the COOP aware of the potential cost/cost sharing and stated the
9 Budget Committee should be informed of the intent. He stated the issue could be discussed further during the review with
10 the Budget Committee.

11
12 Mr. Beauregard questioned whether the issue of distribution with regard to the license has been resolved, and was
13 informed it has not. Mr. Beauregard commented, if we go out to bid and the bids don't fall in alignment with licensing it
14 could prompt discussion. Superintendent Hodgdon will speak with Attorney Drescher.

15
16 Mr. Beauregard asked if, in the course of communicating with the state, the question of reporting to them on the as built
17 status of the entire water district came up. Director Siegfried stated after ProVenture Engineering has worked on the
18 initial setup and installation has been completed, that would be step 2 of the process. He has recent plans of the building
19 that include its functions. To look at the outside of the building would take considerable time and effort. At this time,
20 ProVenture is performing the engineering for water corrosion control. The next step would be to have a complete
21 evaluation of the outside of the pump house (if the desire were to pursue where leaks may be occurring). That would be
22 the second step in the process and would be at an additional cost.

23
24 Mr. Beauregard stated the desire to assess risk and understand any potential costs that would need to be brought to the
25 Town. Director Siegfried explained a complete risk assessment would be looked at as the second step in the process.

26
27 Principals

28
29 HPS

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31 Testing

32
33 Mr. Beauregard questioned where the data gained from the Aimsweb (data collection tool for literacy and math) is being
34 stored and was informed storage occurs offsite as we enter our data into a web-based system. As children are screened
35 benchmark testing is performed. Principal Allen explained Aimsweb is being utilized for kindergarten, 1st grade, and 2nd
36 grade as the NWEA is really not designed for early 2nd grade. They want to determine if \$5/student for Aimsweb is a
37 better way to go for the 2nd grade. However, they are not ready to make that decision. They want to track the children
38 that receive special education and reading support through 3rd grade to gain a longitudinal data set for each child and be
39 able to tailor instruction for areas of weakness.

40
41 Mr. Beauregard questioned whether information gained could be correlated with other assessments. Principal Allen
42 stated if they use a data collection tool they would have a lot of data points depending on the child. If they are at
43 benchmark in the fall they will not be screened again until mid-winter. If they were not at benchmark they would progress
44 monitor them perhaps as frequently as every two weeks. They would then need to determine what data points they would
45 put into a longitudinal database. They are studying, at the SAU level, what data points to put in a more comprehensive
46 tool. They will be able to ensure data travels with the children through grades.

47
48 Superintendent Hodgdon added, in submitting the application for Race to the Top funds, one of the four key areas is the
49 ability to track children Pre-K through grade 20. Mr. Beauregard expressed his concern with creating data silos that will
50 have a cost impact down the road when the need exists to bring all data points together.

51
52 Chairman McCann questioned whether Aimsweb is designed to be an alternative to the NWEA testing for the lower grade
53 level. Principal Allen responded Aimsweb could be utilized through grade 12. However, they have been focusing, at
54 HPS, on the fact there is no standardized data for kindergarten and 1st grade and NWEA tests for the 2nd grade are not
55 geared for early 2nd grade. They don't consider the scores as valid until the January testing time, which is a critical time to
56 determine reading and math skills to build tailored instruction.

1 Principal Fowler remarked they have the ability to have more data sets as the children do the NWEA and NECAP. The
2 Aimsweb is another extension of that. Superintendent Hodgdon explained Aimsweb came out of the movement for
3 classroom-based assessment in order to perform quick probes and frequent student monitoring. Principal Allen
4 commented it is far more specific in breaking down individual reading and math skills. Once they collect data for the 2nd
5 grade, they will have to make the decision if the data is of more value than that received from NWEA testing and whether
6 NWEA should start in 3rd grade. She reiterated this is critical data that is missing for these grades.
7

8 Job-Sharing

9
10 Chairman McCann thanked Principal Allen for the information provided on job sharing. He remarked there was a high
11 response rate, and asked if a conclusion had been reached. Principal Allen stated the conclusion reached was the
12 community is not opposed to the idea. The survey sheets provided to parents would need to include a section
13 questioning whether they would be opposed to job sharing. There would also need to be contract language drafted with
14 regard to job sharing. Chairman McCann asked if recommended contract language was included in the packet. Principal
15 Allen stated the information was submitted in the hopes it could be on the board's next agenda for discussion.
16 Superintendent Hodgdon added there is some language that could be provided.
17

18 Mr. Manley stated a concern with collaboration and the need to ensure the model be structured in such a way as to
19 ensure effectiveness, i.e. that it should have built into it a specific time where teachers would collaborate on instruction,
20 and was informed setting aside time for collaboration would be a requirement of job sharing. He questioned what
21 provisions would be in place if parents did not want their child in a job-sharing classroom. Principal Allen stated she had
22 not looked that far ahead into the process, but if enough parents wanted to opt out they would have to deny the job-share
23 proposal.
24

25 When asked if she envisioned additional job-share requests, Principal Allen stated she did, however, the administration
26 may want to consider allowing only a given amount in a particular year. Principal Fowler felt she would see an interest in
27 job-sharing as well.
28

29 Chairman McCann suggested the number of approvals per school year could be at the discretion of the Superintendent.
30 The contract language will likely be fairly generic, however, any concerns could be weighed at the next meeting of the
31 board. Principal Allen added job-sharing is common in other districts and there is ample information available for
32 consideration. Mr. Manley touched on allocation of benefits between job-share employees, i.e., percentage of benefits,
33 who has the right to the position, etc. Principal Allen believed those areas were addressed in the proposal being brought
34 forth.
35

36 HUES

37
38 When questioned about the progress of the Science Task Team, Principal Fowler stated they had conducted their
39 organizational meeting to start reviewing what is currently being done as well as the science results. She commented
40 some years ago Brookline and Hollis created units of study, which they are both following. It is unclear what the disparity,
41 if any, might be. They have reached out to Brookline to discuss what can be done and meetings are being set up. She
42 remarked when the units of study were created inquiry had a different meaning than it has now. Although we say we have
43 inquiry based science units, they were different then than now. The district needs to look at is what we have what we
44 really need.
45

46 As the NWEA science tests will be done for the first time, they are awaiting the results to see if they are similar to what
47 was seen with NECAP. They feel they are implementing the science units to the best of their ability and need to
48 determine what else can be done. Mr. Beauregard questioned whether there is an opportunity to consult with the middle
49 and high school science programs to determine their expectations in terms of curriculum for a 7th grader coming into their
50 system. Principal Fowler explained some of that work is being done through the SAU Science Task Team. What they
51 need to determine is why different results are being achieved, i.e., if the delivery of material is different, and what the
52 differences are.
53

54 Nut Free Classroom

55
56 When asked if there was a need for a nut-free classroom in the 6th grade, Principal Fowler explained, at present, the need
57 does not exist. Should the need arise, three classrooms are available and procedures would be put in place.

1 Director of Special Education
2

3 Director Kelly informed the board he and Hollis administrators met with the parent group in November and will meet again
4 in February. They have had positive collaborative efforts on a number of endeavors one of which has been to create
5 more user-friendly procedures of special education (summary) than what they are required to provide. Although it cannot
6 substitute the legal requirement to hand out the procedural safeguards the state has, the summary is much more
7 understandable and will help parents understand the process more readily and understand the reading of some sections
8 of the procedural safeguards. It is intended the summary be posted on the web site. The group is also looking at how to
9 create a parent-to-parent resource. The level of parent participation in the meetings has increased. Approximately 20
10 parents were in attendance at the last meeting.
11

12 Assistant Director Saunders stated the updated stimulus funding information provided shows we have nearly reached the
13 \$152,000 allocated to the Hollis School District. They have had a lot of meetings and conducted a lot of research on use.
14 The I.T. Department is researching additional information on Netbook and Netbook cart pricing. It may be possible to
15 include additional smartboards for kindergarten. The lowest price received to date for laptops was \$718 (with a 3-year
16 warrantee, case, and mouse). The lowest Netbook price received was \$465. The application is approximately 90%
17 complete. Once additional estimates are received the process will proceed.
18

19 Mr. Manley questioned whether the name Smartboard was being used as a placeholder and was informed it was as the
20 product is actually a PolyVision board, which is more recent technology and more conducive (durable, wireless, etc.) for
21 classroom use. Mr. Beauregard questioned the curriculum plan for embedding the smartboard into the classroom, i.e.,
22 how instruction would change and how the district would ensure the change takes place across schools. Assistant
23 Director Saunders stated any remaining funds could be utilized for professional development for staff. Another suggestion
24 was for the district to talk to local schools using the technology and have them coach our staff.
25

26 She stated monthly reporting is required. Spot checks would be done to ascertain whether the equipment is being utilized
27 on a regular basis. Principal Allen remarked the learning curve would be steep as this would be a revamping of
28 curriculum. They would look to develop certain lessons and expectations for every grade level. The materials would be
29 integrated into regular teaching and would not be optional. They will have to provide time to adapt, lessons, some job-
30 embedded professional development, etc. Assistant Principal Tuttle informed the board the librarian and computer
31 teacher have visited two other school districts and will continue to visit other districts to gain the knowledge to put together
32 a plan for what the different classrooms will need to utilize the tool to its fullest. Principal Allen remarked you almost have
33 to limit the number of other initiatives for the year to put the focus on integrating this equipment.
34

35 Mr. Beauregard suggested identifying how the tools can be utilized, i.e., determine the first five things to utilize the
36 equipment for that might be things that could not be done before or things that will have a positive affect on the amount of
37 time needed to teach a lesson, and work them into the lesson plans. Assistant Principal Tuttle stated they would have to
38 utilize computer teachers in collaboration with classroom teachers to use the equipment as an embedded tool. The
39 process will take time and the proper support is required. Principal Allen stated the math coaches visited the Gilford
40 School District and witnessed premium lessons available with the new math program that are directly integrated with the
41 smartboards. That would be a natural kickoff point.
42

43 Chairman McCann questioned the likelihood of receiving funding. Director Kelly stated it is very likely as all items being
44 requested meet the eligibility criteria. He also noted the district has until December of 2011 to expend the funds.
45

46 Mr. Beauregard questioned how the items would be funded while waiting for reimbursement and what the turnaround time
47 is expected to be for reimbursement. Director Kelly stated he has received varied responses from the State Department
48 of Education. However, the latest response is that reimbursement will occur on a monthly basis. The board may wish to
49 consider an acceptable amount to be expended while awaiting reimbursement. Mr. Beauregard reiterated funding would
50 come from the operating budget with the assumption reimbursement would occur before the end of the fiscal year. Ms.
51 Benz questioned whether the administration was aware of any other school districts that have participated, and was
52 informed almost every district has applied. Superintendent Hodgdon added the funds are already in state and we are one
53 of the last districts to apply.
54

55 Mr. Beauregard questioned whether there would be ongoing maintenance or software expenses (updates) associated
56 with the equipment. Assistant Director Saunders stated there are two pieces of software that are not recurring costs. One
57 in particular is one license that 15 children can access. There is no renewable fee. Mr. Beauregard questioned how
58 updates would be acquired, and was told another one would have to be purchased down the road. Principal Fowler

1 remarked PolyVision has updates, and there are no maintenance contracts. Mr. Beauregard questioned total cost of
2 ownership for the smartboards? The cost was stated as \$2,431 each, which includes accessories (projector, clickers,
3 etc.). Superintendent Hodgdon stated the equipment is earmarked primarily for students with special needs. There will
4 be site visits by the Department of Education, and we will have to show that the primary use is for special education.
5 Certainly other students can use them, but they are primarily being used for special education. Chairman McCann
6 reiterated Mr. Beauregard's concern for the need to be aware of ongoing costs that would affect future budgets.
7

8 Response to Intervention (RTI)
9

10 Mr. Beauregard questioned whether the RTI Steering Committee was identifying screening measures, what process
11 monitoring measures are being utilized in the buildings, where the data is going, what will be used to collect the data, and
12 where it will be stored. Director Kelly stated they are identifying, across the district, what RTI screening instruments are
13 being used for students entering into the system or not as well as progress monitoring. As a collective SAU committee,
14 they will research and decipher optimal screening tools for getting into the system or not as well as monitoring. In terms
15 of programming, they will look at programs and how to improve where they are at as a district. With regard to progress
16 monitoring, they are systematizing how progress is being reported in special education.
17

18 Mr. Beauregard questioned whether the software program to be used to collect, report, and analyze the data was known.
19 Assistant Director Saunders stated, as part of the SAU goals, this is the year they will finalize the research. Part of the
20 goal is to select a tool and look at budget implications. If they are to implement a data collection system they want to do it
21 SAU wide. Principal Allen remarked a demonstration was given on Aimsweb last year, which included the data points it
22 provides, how the data is collected and shared with parents, etc. They have done some preliminary work as a team
23 looking at specific tools.
24

25 Chairman McCann stated the Hollis School District has encumbered funds for this purpose, and questioned whether the
26 district should wait for the COOP and Brookline to feel comfortable with the idea or if the district would be better served to
27 move forward as a pilot program? Superintendent Hodgdon stated, as a leadership team, they had an online visit with
28 Ken Roberts of Inform, posed questions and had discussion to see if it met the criteria established. All administrators
29 across the SAU were in support of using that particular system as they felt it would suit their needs. It is viewed as the
30 best tool available. They are hoping to purchase the system, but have not proceeded as they are awaiting word on
31 whether the district is within the first pool of applicants for Race to the Top funding, which would require them to define
32 more clearly what the funds would be utilized for. It is expected the district should hear back in early March whether they
33 will receive funding and if so to what extent. At that point, a written justification would have to be provided.
34

35 With regard to funding, Superintendent Hodgdon stated the COOP and Brookline have sources where funds could be
36 pulled from. They are holding on spending the money until the application outcome is known. Superintendent Hodgdon
37 stated she has had pricing conversations with Mr. Roberts and mentioned to him the interest was as an SAU rather than a
38 single district. As a result, he was able to reduce the price.
39

40 Mr. Beauregard questioned whether the sense was that Inform would also serve data collection needs for special
41 education and was told it would. He went on to question whether there is a way for the district to put less of a burden on
42 the COOP with regard to special education, i.e., can more be done to help our students progress more so there are less
43 special education needs when the students enter the COOP. Director Kelly stated a lot is already being done in terms of
44 reading programs at both buildings. The particular scheduling at HUES has been extremely conducive and they are
45 seeing great outcomes. Principal Fowler remarked the focus has been looking at early intervening services and using
46 staff more effectively and efficiently (programs put in place and efficiencies). They have had a lot of changes in how they
47 deliver services. There were quite a few students in the reading program who have returned to a regular classroom and
48 are at grade level. Mr. Beauregard questioned if there was a way to report those successes to the public, and was told,
49 over time, they will have longitudinal data that will show the number of students receiving early intervening services, at
50 what grade, how many went back into the classroom and how many went into special education.
51

52 Superintendent
53

54 Mr. Beauregard questioned whether there was a response to questions he had posed regarding the math plan discussed
55 back in August. It was noted Director Mace has not had the opportunity to report back to the board on the subject.
56 Chairman McCann stated an update on the status of the math plan would be placed on the agenda for the next meeting.

1 2009-2010 Calendar Change

2
3 Superintendent Hodgdon spoke of a yearly event associated with the teaching of Shakespeare where the middle school
4 attends the production at the North Shore Musical theatre. As that venue can no longer be used, the intent is to attend a
5 showing of Romeo & Juliet at the Colonial theatre in Keene, NH. The only showing is scheduled for April 13th.
6 Transportation home would not be possible unless they were on the early release schedule.

7
8 As a result and due to the desire to have the same early release days across the SAU, she requested the early release
9 date planned for April 14th be changed to April 13th.

10
11 **MOTION BY MEMBER BEAUREGARD TO ADJUST THE LAST EARLY RELEASE DAY FROM APRIL 14, 2010 TO**
12 **APRIL 13, 2010**

13 **MOTION SECONDED BY MEMBER BENZ**

14 **MOTION CARRIED**

15 **5/0**

16
17 Race to the Top

18
19 Superintendent Hodgdon informed the board, as part of the application process for Race to the Top funds, the district had
20 to participate in a Memorandum of Understanding (MOU), which needed to be signed by three groups of people; her as a
21 representative of the district, the board Chair, and the local teachers association. She informed the board of reluctance
22 across the state with some of the teachers' associations with signing off on the MOU. The reluctance results from the fact
23 Race to the Top funds are very clearly tied to student achievement being measured on a teacher-by-teacher basis. She
24 remarked the district does not currently tie compensation and promotion opportunities of teachers to our evaluation
25 system. If necessary, the MOU will be submitted in accordance with the deadline (1-14-10) without the signature of the
26 President of the Teachers Association.

27
28 Staffing

29
30 Superintendent Hodgdon informed the board of her receipt of a request from Maureen Chorma thanking the board for
31 graciously granting her maternity leave (concluding 2-1-01) and requesting an extension of leave through the end of the
32 school year.

33
34 **MOTION BY MEMBER BEAUREGARD TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION TO EXTEND**
35 **MAUREEN CHORMA'S MATERNITY LEAVE THROUGH JUNE 30, 2010**

36 **MOTION SECONDED BY MEMBER BENZ**

37
38 ON THE QUESTION

39
40 Mr. Manley questioned the length of time associated with leaves. Superintendent Hodgdon stated the contract calls for
41 preschool to be on a semester basis. Principal Allen added contract language states up to three grading periods. She
42 remarked the need exists to look at whether kindergarten and pre-kindergarten should be on a trimester to match the
43 others.

44
45 Mr. Manley remarked there seems to be confusion, as the amount of leave seems to be dependent upon assignment, the
46 type of leave, the length of leave, etc. He cited two potential difficulties with the current status; one being the employee's
47 uncertainty with whether or not a leave extension would be granted and two in that the district is trying to fill positions
48 when there is uncertainty with the length of time needed.

49
50 Principal Allen stated they are bound by contract language. Principal Fowler added the contract language prohibits early
51 return as well. Mr. Manley questioned whether it would be best to understand the potential for a longer leave and then be
52 asked to approve early return. Principal Allen was unsure of the rationale behind the existing language, but commented
53 having a teacher return in the middle of a trimester can make it more difficult to hire a replacement. There are also
54 grading issues that arise.

55
56 Mr. Beauregard requested the administration provide a recommendation on how to address the issue. Superintendent
57 Hodgdon reminded the board they have the opportunity to deny a request that does not adhere to current contract
58 language. She stated she would not be recommending approval of the request if the district were to lose the current

1 replacement. She also stated the need for employees to have a clear understanding of contract language that states
2 such a request, except in an emergency situation, be made within a sixty (60) day timeframe. Mr. Beauregard
3 commented the language is contract language that would have to be addressed with the union if changes were desired.

4 **MOTION CARRIED**
5 **5/0**

6
7 HUES UPDATE
8

9 Director Siegfried informed the board sheetrock has been installed in all seven (7) rooms. The vent heaters are
10 scheduled for installation within the next few days. Mr. Mann questioned whether different heaters would be required, and
11 was told the contractors will evaluate the current heaters to determine efficiency. The ceiling tiles have been ordered (for
12 the entire floor) and have a shipping date of January 18th direct from the manufacturer. At this point, the tiles will only be
13 installed in the seven (7) rooms. Remaining tiles will be installed in June. Lowes is providing on site storage. The total
14 cost is approximately \$22,500 including the installation of the vent heaters.

15
16 Director Siegfried remarked he was made aware of grant opportunities through Lowes. He has obtained the necessary
17 information and will move forward with the process to discover what if any opportunities exist to offset the cost of repairs.
18 Principal Fowler informed the board prep work would be done in the rooms and volunteers would be sought to complete
19 the rooms. It is anticipated the work will begin the last weekend in January so that students can return to the classrooms
20 on February 1st.

21
22 Funding Options
23

24 Chairman McCann informed the board Attorney Drescher has advised the Public Hearing has to be conducted at least 15
25 days but not more than 60 days prior to the Annual Meeting (requires meeting notice at least 7 days prior). Therefore,
26 February 26th is the last date for a public hearing to be conducted in order for a warrant article to be considered at the
27 March 15th Annual Meeting. As February 10th is the date of the Budget Committee hearing it was felt it made sense to
28 have the public hearing on the same evening.

29
30 Should the board decide to move forward with a warrant article, proposed wording would need to be provided to the
31 Budget Committee. Should the Budget Committee choose not to propose a warrant article, the school could move
32 forward with it. The warrant article would include language excluding the limitation that requires the amount not exceed
33 10% of the overall budget. If the Budget Committee agrees with the proposal the warrant article would go before the town
34 on March 15th as the first warrant article.

35
36 Mr. Beauregard informed the board he attended a Budget Committee meeting where a discussion took place around
37 repairs to the tower in the town hall building. The scope of work being proposed has been reduced (by the \$100,000
38 intended for architectural work), and the estimated cost is \$425,000. With a 5% interest rate, interest associated with
39 bonding is anticipated to be \$211,750 over the 15-year life of the bond. The estimated tax impact, based on a home
40 assessed at \$300,000, would be \$225 over the 15-year period. If they did not bond for the repairs, the tax impact for the
41 one-time expenditure would be in the area of \$147. An amount of \$500,000 is considered borderline bondable because of
42 the interest costs. The town is considering introducing a warrant article for the \$400,000 as a one-time expenditure to
43 avoid interest costs. He commented when the board goes before the Budget Committee he would suspect their requests
44 would be in the same \$500,000 ballpark and that the Budget Committee would likely have the same reaction concerning
45 the potential of bonding. When asked, Mr. Beauregard stated two entities could not combine their bond requirements.

46
47 Chairman McCann questioned if there were a way, through contingency or other available funds, to reduce the request for
48 bonding. Mr. Beauregard suggested funds could be leveraged from FY10 unexpended appropriations. Superintendent
49 Hodgdon stated Attorney Drescher provided an opinion the voters would have to have had a vote last March in order for
50 the district to use unexpended funds from the FY10 budget (RSA 32:7) for that specific purpose. He explained the money
51 does not belong to the school district but to the voters. Mr. Beauregard did not agree and stated unexpended fund
52 balance can be encumbered as the board sees fit as the monies have already been appropriated.

53
54 Chairman McCann will have a follow up conversation with Attorney Drescher on the matter.

1 Make-Up Days

2
3 Principal Fowler informed the board they now have SAU41 log in for Blackboard up and running and virtual classrooms
4 have been set up for every staff member. Work is being completed to upload lessons for six days. Training has started
5 and is going well.

6
7 An information night for parents was conducted on January 11th and was well attended. Parents were able to see the site
8 and how it will work. Some of the parents who had originally signed up for packets have changed their minds and decided
9 to go with Blackboard instead. A lot of concerns were expressed about homework and how it would fit in. She informed
10 parents she believes this to be the best and most flexible solution for everyone (alternative could be 6 Saturdays or
11 eliminating vacations). Utilizing Blackboard provides the opportunity for children to become familiar with something they
12 will encounter in higher education.

13
14 She spoke to parents about how simple the program is being made; how every classroom is placing work in the content
15 folder, using the same sub-headings, etc. Some parents expressed concerns with how the work will be counted and were
16 told it will be made very clear from each of the teachers how the work will be counted. The work will be about
17 enhancement and going the next step in materials we want kids to use.

18
19 The question arose as to why the district's school year is based on number of days versus hours. She responded the
20 district made the decision to go with number of days and is not allowed to alternate between the two options. She
21 suggested if they desire a change, they should speak with the School Board.

22
23 Mr. Manley questioned whether there were any long-term plans for Blackboard use. Principal Fowler stated they have
24 some great ideas for using the tool long term, however, whether the district gains approval from the Department of
25 Education and how they pull other districts in the SAU into that are discussions that would need to occur. She explained
26 at the conclusion of the six make-up days, HUES teachers can help other teachers learn to use the system. The question
27 of whether the system could be utilized during snow days did come up at the parent meeting.

28
29 FY10 BUDGET

30
31 Fiscal Year Expenditures

32
33 Mr. McLaughlin stated the board was provided with two reports; a historical report on month-to month expenditures that
34 goes back ten years and is sorted by different spending groups. This allows for comparison of how we are pacing
35 compared to prior performance. The second report is an expenditure report in different category modes, which breaks out
36 monthly expenses year to date, shows encumbered and remaining balance, and provides a grand total by the different
37 cost categories.

38
39 Projected Encumbrances

40
41 Mr. Beauregard stated the reports list total unencumbered at \$1.165 million. He did not believe that to be accurate. Mr.
42 McLaughlin explained a large amount would be expended by the end of the year. Mr. Beauregard commented some of
43 the amount has to do with payroll. As an example the first item on the list, regular instruction, shows a \$87,000 balance
44 which is under budget, which means we are spending less than what we budgeted for, which tells him those monies are
45 unencumbered. He did not have the specifics as to why. Mr. Beauregard stated that information should be known. Mr.
46 McLaughlin explained he has not had the chance to dig into each one of the items. Mr. Beauregard remarked the three
47 largest items are related to salaries, benefits, and IEPs. These things were planned for in March of 2009 and are now
48 known. It should not be difficult for the software to encumber these items for the remainder of the fiscal year and reduce
49 the total unencumbered number to something more reasonable.

50
51 Mr. McLaughlin stated salaries are encumbered and the balance is shown on the 5th column over. Mr. Beauregard
52 questioned whether it was reasonable to assume the \$87,450 indicated on the 1100 account is available cash. Mr.
53 McLaughlin replied he would like to determine what caused that number to be what it is as he believed it should be
54 \$10,000-\$15,000.

55
56 Chairman McCann questioned whether the tuition lines (1200-560-1/2) total, \$200,000, is a reasonable expectation.
57 Director Kelly stated they have only covered some of the tuition bills (all of November and a portion of December). He
58 was asked to encumber the anticipated expense for the remainder of the year. He remarked some funds were budgeted

1 for a situation that did not occur. The contract (2152-330) is not being utilized as of this date, however, could be
2 requested before year-end. At least half is not being used and perhaps all will remain unused. Mr. Beauregard stated the
3 need for this information to be reflected in the proposed budget before going before the Budget Committee on January
4 20th (what is truly committed and encumbered).

5
6 Chairman McCann reiterated the need to understand the items we are obligated to, items that occurred that were not
7 anticipated and items that were anticipated that did not come to fruition.

8
9 NON-PUBLIC SESSION

10
11 **MOTION BY MEMBER BEAUREGARD THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA
12 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY
13 THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**

14
15 **MOTION SECONDED BY MEMBER BENZ**

16
17 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

18
19 Yea: Jim McCann, Bill Beauregard, Susan Benz, Rich Manley, Robert Mann

20 5

21 Nay: 0

22 **MOTION CARRIED**

23
24 *The Board went into non-public session at 8:02 p.m.*

25
26 *The Board came out of non-public session at 9:10 p.m.*

27
28 FY11 BUDGET

29
30 Review of Proposed Budget

31
32 Chairman McCann questioned the difference between the current version of the budget and the last version, which was
33 over guidance.

34
35 Mr. Beauregard remarked the SAU assessment has the wrong account number. It is listed as 2310-310 and should be
36 identified as 2320-310. It indicates a \$23,000 increase. Adding that to where the budget was on the 17th, there is a
37 \$123,000 change. He requested an accounting of the difference.

38
39 Mr. Beauregard questioned whether revenue estimates were available (draft MS27) as that information needs to be
40 provided to the Budget Committee at the next meeting. He questioned line 44 of the guidance page, expendable trust,
41 which is the same as FY10 (\$83,000). In the past, the expendable trust number was based on real projects. Chairman
42 McCann explained he recommended spreading the costs out in FY10. The work is for FY11 and beyond. Mr.
43 Beauregard commented things were adjusted based on needs and we need to understand why we have a number of
44 \$83,000.

45
46 Mr. Beauregard listed three areas to be addressed: revenues, expendable trust and why guidance has changed by
47 \$123,000 and is not showing up in the changes tab. The last version of the budget was over by \$34,000. The current
48 version is under by \$75,000, which is a delta of \$123,000.

49
50 Mr. Beauregard commented the SAU assessment is only showing an adjustment of \$94,038 yet the model indicates a
51 \$23,236 increase. The new number for SAU is correct but the adjustment is wrong. Chairman McCann remarked the
52 starting number for 09/10 is incorrect. Principal Allen commented it appears position adjustments made on December
53 16th were not reflected. It was noted there were errors in the formula used.

54
55 Needs List

56
57 The total cost associated with the Needs List is \$96,000. Assistant Principal Tuttle commented she was having a hard
58 time justifying the Rosetta Stone purchase. She remarked, the proposal came up quickly, she does not know enough

1 about it, and is unsure of whether it is an appropriate curriculum enhancement piece. Principal Allen had a conversation
2 with the Spanish teacher and was informed it was the first she had heard of the program. Although she is not opposed
3 to it, she feels there could be long-term planning needed. She stated she was not sure HPS was ready to spend that
4 funding in the coming year. Assistant Principal Tuttle stated the need to know more about the program and determine if it
5 is a good fit for building needs.

6
7 Chairman McCann stated discussions had taken place around enhancing language skills without adding staff. Principal
8 Allen reiterated she is not opposed to the program but feels they should take more of a long-term look at the tool, test it
9 out, etc. Chairman McCann suggested piloting the program at HUES. Ms. Benz commented the discussion at the budget
10 meeting was around the ability of younger students to learn a language. Mr. Manley was concerned with missing that
11 opportunity should the funding be removed.

12
13 Assistant Principal Tuttle stated she was not opposed to the program, but there are goals in place and only so many hours
14 a day to achieve them. If adjustments can be made to make it a good educational fit it is a great advantage, however, she
15 would prefer to slow down and make sure they are making good educational decisions.

16
17 Principal Fowler stated they would not be revamping the curriculum for HUES, but rather enhancing it by creating another
18 opportunity to learn. The Spanish teacher at HUES is excited about the program. Principal Allen questioned how it came
19 about and stated it would change the way Spanish instruction is delivered. Mr. Manley explained the desire for more
20 Spanish instruction and to capitalize on the abilities of that age group to learn. Principal Allen remarked if the decision of
21 the board were to leave the program in the budget, they would make it work.

22
23 Chairman McCann was acceptable to pulling the expenditure out of HPS and piloting the program at HUES. Mr. Manley
24 stated his opinion the program is a need that should be included. It may not be the exact tool, but he believes it could put
25 resources into language instruction at a younger age, which is something he prefers.

26
27 The general consensus of the board was to leave the funding in place and provide for the opportunity.

28
29 Chairman McCann questioned whether the purchase of netbooks would offset the need for budgeting \$7,500 per school
30 for laptops. He commented he has spoken with a teacher from another district that submitted a one-page grant
31 application to City Lead and received laptops. Souhegan High School did the same thing. He has asked for and expects
32 to receive contact information.

33
34 Mr. Beaugard questioned whether the cost of laptops could be covered with Race to the Top funds. Superintendent
35 Hodgdon said it could. She explained the administration focused on a five-year work plan (did not speak to hardware),
36 which is what was used as the basis for the application. She remarked she is also unclear when funding would be
37 available. Mr. Beaugard suggested waiting until year-end to encumber the funds needed for laptops. Principal Fowler
38 explained the increase in technology funds is offset by a reduction in funding for recycling old desktops. Chairman
39 McCann stated he would rather leave the funding on the needs list.

40
41 Mr. Beaugard questioned why a CAT 5 position is proposed rather than contracted maintenance services. Principal
42 Fowler stated the item as a definite need. A discussion ensued on the benefits gained by a district employee versus
43 contracting the work out. Principal Allen explained the position was split 15 hours/week at each school to eliminate the
44 cost of benefits. When asked, Principal Fowler explained she has discussed the position with Director Siegfried who
45 would prefer a full-time employee whose hours could be adjusted when needed and who would be invested and proactive
46 in the maintenance of the three buildings.

47
48 It was the consensus of the board the best course of action would be to hire a district employee and to adjust the needs
49 list to increase the allocation amount to \$25,000 per school.

50
51 Additional Funding Sources

52
53 Principal Allen informed the board the current kindergarten program has 54 students enrolled. For 2010/2011, if two of
54 the current rooms were placed at a full-day program (8:15 a.m.–3:05 p.m.) they could accommodate 32 students. If the
55 third kindergarten room was left as is (2.5 hour program) they could accommodate 64 children. She believes if the move
56 were to full-day kindergarten they would pull in some of the 26 children that are in private kindergarten. If a 4th room were
57 used another 16 full-day children could be picked up.

1 If they were to utilize 3 rooms, they would have to add 2 hours/day to the paraprofessional schedule, 40% plus benefits for
2 a full-time teacher (unless job share), instructional materials (all EnVision math materials for that classroom), additional
3 reading materials and increase the specialist budget. Additional expenses for three rooms to accommodate 60 children
4 would be \$79,000 most of which is related to personnel costs. If a 4th room were added the need would exist for another
5 full-time paraprofessional, instructional materials (another set of math materials and all reading materials, handwriting
6 without tears materials), outfit for kindergarten (special furniture, rugs, materials, etc.) at an approximate cost of \$110,740.
7

8 Under the 3-room scenario, anticipated revenue would be \$20/day per child for a revenue total of negative \$17,000 in the
9 first year. She touched on the scenario of students who would not be charged based on the need for early intervention
10 services (currently 12 students). Mr. Beauregard felt the cost of the extended day program could be determined based on
11 competitive rates for the area.
12

13 Assistant Principal Tuttle informed the board she tried to get an answer from the State Department of Education about the
14 legality of charging for kindergarten. Superintendent Hodgdon stated she spoke with Attorney Dresher on the subject and
15 was informed the district could charge as it does for programs. Principal Allen remarked the district missed the boat on
16 charging for kindergarten, as a half-day program was not mandated until last year. Charging occurs for time in addition to
17 the ½ day mandated program.
18

19 Ms. Benz stated she did not believe there would be enough incentive for working parents to participate. She would need
20 to have an understanding of how many parents would be willing to pay a fee for their child to attend until 3:00 p.m.
21 Chairman McCann remarked enrollment numbers for first grade this year are 54 and NESDEC is predicting 80+ for next
22 year. He believed the educational benefit is clear and the level of interest should be assessed. As registration begins on
23 January 28th, it would be a good time to send out a parental survey. It is also necessary to obtain competitive numbers for
24 costs, most of which are one-time expenses, as well as the need beyond the regular school day.
25

26 The general consensus of the board was to plan for the three-classroom scenario if the program can break even with
27 regard to costs.
28

29 Mr. Beauregard spoke of a communication received from the I.T. Director, Rich Raymond on what it would take to
30 stabilize the network. He is basically attributing the problems to hardware. Given the examples of the problems being
31 experienced, Mr. Beauregard had believed they were software related.
32

33 Chairman McCann suggested a placeholder be included at the bottom of the Needs List until additional information is
34 obtained. Principal Allen stated there are definite software issues occurring (lost profiles, lost files, etc.). The suggestion
35 has been the need for a full audit. The solution to dropped profiles has been to provide static IP addresses and local
36 profiles, which defeats the purpose of a network. Principal Fowler touched on temperature issues in the area where the
37 server is located at HUES. She stated the biggest software issue experienced at HUES is when the server drops profiles.
38 Chairman McCann suggested Director Raymond provide an outline of the problems and recommendations for addressing
39 them. Mr. Mann offered to provide assistance in identifying the source of the problems being experienced. Principal Allen
40 remarked with the amount of hardware and software between the two buildings, the district employs someone full time to
41 basically put out fires.
42

43 Mr. Beauregard stated the district does not have the staff in place to connect the data regarding the needs of the district
44 with the financial data to understand what things cost and make true managerial accounting and business decisions about
45 how we implement programs and the choices that we make for our kids. It was attempted last year with an accountant
46 approach, which proved to be too little too late. He believes the need exists for an I.T. person that can put a strategy in
47 place and help make sense of everything from special education to Aimsweb. With all of the new software programs it will
48 only get more complicated. He stated this is a classic problem in industry where you end up with data silos and the need
49 to buy expensive integration software to connect them.
50

51 He touched on the need to be able to make sense of all of the data gathered. He remarked you want to be able to
52 empower your employees to look beyond the data to why trends are occurring and what happens if they continue, i.e.,
53 why didn't we make AYP or why did we make AYP this year but not last year or are we going to make AYP next year.
54 That is where we really want to be operating and we don't have a prayer of getting there with our current set up. We will
55 have departmental level spot solutions. This person would not just be managing those systems but working at a strategic
56 level with the Principals looking at how we bring all of the data together to be able to answer specific questions and
57 perform specific analysis. Chairman McCann remarked it would be a director level position.

1 The board determined \$90,000 should be added to the Needs List. It was mentioned a job description would need to be
2 provided to the Budget Committee. Mr. Beauregard offered to assist with the creation of a job description.

3
4 Principal Fowler informed the board of her desire to extend the band program to the 4th grade, which would require an
5 increase in hours. The board agreed to place the item at the bottom of the Needs List for consideration.

6
7 APPROVAL OF SCHOOL BOARD MEETING MINUTES

8
9 Hollis School Board May 18, 2009

10 **(Goals Workshop)**

11 ▪ Held at 8-12-09 Meeting

12
13 Hollis School Board – Non-Public June 10, 2009

14 ▪ Held at 8-12-09 Meeting

15
16 Hollis School Board – Non-Public June 18, 2009

17 ▪ Held at 8-12-09 Meeting

18
19 Hollis School Board – Non-Public August 12, 2009

20 ▪ Held at 9-09-09 Meeting

21
22 Hollis School Board September 9, 2009

23 ▪ Held at 10-14-09 Meeting

24
25 Hollis School Board – Non-Public September 9, 2009

26 ▪ Held at 10-14-09 Meeting

27
28 ▪ Held at 10-14-09 Meeting

29
30 Hollis School Board October 14, 2009

31 ▪ Held at 11-4-09 Meeting

32
33 Hollis School Board – Non-Public October 14, 2009

34 ▪ Held at 11-4-09 Meeting

35
36 Hollis School Board November 4, 2009

37
38 Hollis School Board – Non-Public November 4, 2009

39
40 Hollis School Board December 17, 2009

41
42 Hollis School Board – Non-Public December 17, 2009

43
44 ADJOURNMENT

45
46 **MOTION BY MEMBER MANN TO ADJOURN**
47 **MOTION SECONDED BY MEMBER BEAUREGARD**
48 **MOTION CARRIED**
49 **5/0**

50
51 The Hollis School Board meeting of January 13, 2010 was adjourned at 10:48 p.m.

52
53
54 Date _____ Signed _____

1 ACTION ITEMS

2
3 Chairman McCann

4
5 Initiate a further conversation with Attorney Drescher on the issue of encumbering funds already appropriated in the FY10
6 budget to reduce the bonding amount to be requested through a warrant article. (1-13-10)

7
8 Superintendent Hodgdon

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

12
13 Speak with Attorney Drescher regarding the issue of license distribution with regard to the water system. (1-13-10)

14
15 Provide a recommendation on how requirements for dates associated with leave(s) can be adjusted to best fit the needs
16 of the district and its employees. (1-13-10)

17
18 Business Administrator

19
20 Status of scanner software (25 policies require placement on the web site) (5-13-09)

21
22 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

23
24 Provide a response, via e-mail, to the Board on the questions raised concerning the Expendable Trust Statement dated
25 July 6, 2009 (specifically the \$25,000 contingency amount and the amount allocated to the bathroom partitions) (7-7-09)

26
27 Provide the Board with a timeframe when information will be available to conduct a discussion on possible cost savings
28 gained by efficiencies in the FY10 budget (7-8-09)

29
30 Work with Director Raymond to identify computer purchase/replacement related budget amounts, which might be
31 reallocated to teacher laptop purchases. (12-17-09)

32
33 Research telephone costs. (12-17-09)

34
35 Create a new technology account with sub-accounts to track hardware and software license/maintenance/supplies
36 expenditures within the budget. Work with the principals and Director Raymond to identify and reassign the same from
37 the current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the
38 budget for this account. (12-17-09)

39
40 Contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire Department of Revenue
41 Administration on bonding expenditures. Reconstruct and identify board decision points, BA tasks, and deadlines to
42 coordinate bond procedures with the town for presentation at the Annual Meeting. (12-17-09)

43
44 Review written proposal from Hollis Energy Committee and report back to the board as to whether or not the Hollis School
45 District can participate at this time (1-13-10)

46
47 Director Siegfried

48
49 Ascertain pricing for thermal scan of SAU Building to see where insulation or roof problems may exist (8-12-09)

50
51 Update the board on meeting with the town regarding the water system (8-12-09)

52
53 Provide electronic copies of communication between the district and the State DES regarding the water district (10-14-09)

54
55 Obtain contract proposal and quote from Hutter for the repair and reassembly of the 6th grade wing to include all repair
56 items, electrical & cabling for ICT, and major energy efficiency items in HUES and HPS (12-17-09) **(Due: 1-13-10)**

57

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2
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8

Principal Allen

Provide proposal for job-sharing potential (inclusive of recommended contract language) (1-13-10)

Director Kelly

Provide the board with information on ongoing costs associated with the use of Smartboards (1-13-10)