

Approved: 4-14-10

HOLLIS SCHOOL BOARD

OCTOBER 14, 2009

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, October 14, 2009 at 7:40 p.m. in the Community Room of Hollis Town Hall.

Chairman Jim McCann presided:

Members of the Board Present: Bill Beauregard, Vice-Chairman
Alison Haytayan, Board Secretary
Susan Benz
Rich Manley

Members of the Board Absent:

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Doug Smith, Municipal Resources, Inc.
Carol Mace, Director of Curriculum
Candice Fowler, Principal, HUES
Bob Kelly, Director of Special Education
Jeanne Saunders, Assistant Director of Special Education
Christopher Siegfried, Director of Maintenance

APPROVAL OF SCHOOL BOARD MINUTES

Hollis School Board August 12, 2009

MOTION BY MEMBER BEAUREGARD TO APPROVE AS WRITTEN

MOTION SECONDED BY MEMBER MANLEY

MOTION CARRIED

3/0

2 Abstentions

Hollis School Board – Non-Public. August 12, 2009

- Held until November meeting

Hollis School Board September 9, 2009

- Held until November meeting

Hollis School Board – Non-Public. September 9, 2009

- Held until November meeting

Hollis School Board May 18, 2009

(Goals Workshop)

- Held until November meeting

Hollis School Board – Non-Public June 10, 2009

- Held until November meeting

Hollis School Board – Non-Public June 18, 2009

- Held until November meeting

1 AGENDA ADJUSTMENTS

2
3 Superintendent Hodgdon remarked the next board meeting date, November 11, 2009, falls on a school holiday. After a
4 brief discussion, the Superintendent was charged with providing suitable alternative dates for consideration.

5
6 Mr. Beauregard stated he had prepared a draft testimonial for a volunteer working on the board's web site, which he had
7 forwarded to the members of the board hoping to receive feedback with regard to content and whether the board was
8 acceptable to him writing on behalf of the board. Members Benz and McCann commented they had assumed the
9 testimonial had already been provided and were both appreciative of and in agreement with the effort put forth on behalf
10 of the board.

11
12 Mr. Beauregard informed the board he had been approached by a Selectman with regard to the circumstances that
13 surrounded the vote taken regarding the district's oil contract. He explained the district was faced with the need to vote on
14 the contract at the conclusion of the annual meeting as they had a quote, which was expiring at 10:00 a.m. the following
15 morning. They were faced with the possibility of an increased rate, which would have resulted in the district being over
16 budget. The facts surrounding the timing of the vote had not been well known to the Board of Selectmen at the time. As
17 a result, the town is now contracted at a higher oil price than the school district.

18
19 The Selectman questioned the possibility of adding the town's oil purchase to that of the district at the district's contracted
20 price. Mr. Beauregard left the conversation stating he would inquire if the Superintendent could discuss the possibility
21 with the oil distributor. Superintendent Hodgdon stated she had a conversation with Troy Brown about this subject, and
22 would follow up on the request.

23
24 Mr. Beauregard reminded the board of their contractual obligation to complete the Superintendent's evaluation. Chairman
25 McCann believed that to be an issue to be addressed by the SAU. Mr. Beauregard stated his belief, as a board, they
26 have input into that process and Chairman McCann has a coordinating role to gather input from the members to be rolled
27 into whatever the SAU chair has as a process. He stated the board providing input has been past practice, and he would
28 be uncomfortable with any other process. Chairman McCann stated he would speak with Mr. Milkowski, SAU Chair,
29 regarding the process as it is his role to ensure the process is consistent with all boards.

30
31 Mr. Beauregard stated a request was made on September 17th for copies of correspondence between the district and
32 NHDES regarding the water district and well remediation. The desire was to share that information with the Budget
33 Committee. As Director Siegfried stated he has copies of all documentation that has been sent back and forth, Mr.
34 Beauregard requested the information be scanned and provided to all board members. He commented, as part of the
35 board's oversight role, that is a substantial area where there is an obligation and potential liability. The State is asking for
36 remediation and the board needs to understand how this is progressing.

37
38 Mr. Beauregard commented last month's report included reference to a legal opinion regarding Policy IHBA, stating it
39 was okay to move forward as planned. He would like to understand the legal opinion as he had very specific questions
40 about what the state document said on what we were looking to do and how the federal government may supercede that.
41 Director Kelly will send an electronic copy to the board.

42
43 Mr. Beauregard stated the board normally receives a monthly expenditure report and a historical report (which he
44 forwards to the Budget Committee) from the Business Administrator. He touched on the importance of the board being
45 kept up to date on the rate of spending. He had understood the process of reporting was an automatic one and that
46 someone in the business office would be charged with distributing those reports.

47
48 PUBLIC INPUT - None

49
50 FORMATION OF POLICY COMMITTEE

51
52 Chairman McCann stated the Policy Committee would be a group of 4 members along with the superintendent or her
53 designee charged with bringing forward policies for adoption by the board. He remarked some policies are administrative
54 in nature and others are more in depth and require more discussion and background information to ensure the district is
55 consistent with the needs and desires of the administration.

56
57 Mr. Beauregard remarked policies are categorized into three buckets; mandatory, recommended, and optional. The
58 district receives quarterly updates from the New Hampshire School Board Association with regard to the adoption of

1 mandatory policies. The district is a year behind in the process. Members Manley and Haytayan agreed to be the board
2 representatives on the Policy Committee. The item will appear on the November agenda.

3
4 Ms. Haytayan remarked the issue of policy adoption has historically been placed towards the end of an agenda and
5 doesn't end up getting addressed due to priority items and time constraints. Mr. Beauregard suggested it might be
6 necessary to have a separate meeting to address policies.

7
8 GOALS UPDATE

9
10 Chairman McCann explained the item was placed on the agenda as it had been hoped they would be further in the
11 process and ready to have the discussion. There is a desire to review the list and whittle it down to something more
12 manageable and for it to be as consistent as possible with the goals of the SAU administration and staff. He will review
13 the list with the superintendent and bring it forward to the board when that work is complete. Mr. Beauregard reiterated
14 the need to accept the minutes of the May 18th goals meeting.

15
16 ADMINISTRATION REPORTS

17
18 Director of Curriculum

19
20 Ms. Benz commented the results of the science NECAP are a little dismaying for the entire state of New Hampshire. She
21 is interested in understanding the difference between our curriculum and that of districts that performed better. Director
22 Mace stated the Hollis curriculum is the same as that of Brookline. What will be looked at is the implementation and
23 instruction of curriculum as well as the amount of time spent on science instruction. The science assessment is new
24 (second year), and a review of results for all three states; NH, VT, and RI indicate we have a lot of work to do. We have
25 been focused on math and literacy as those state assessments were mandated earlier. We have had more experience
26 and are, therefore, further along with them.

27
28 Mr. Beauregard commented on the amount of literacy work done in English and Social Studies and questioned if there is
29 a strategy around integrating other subjects with science? Ms. Benz remarked they had discussed lab reports and how
30 the students were not really exposed to that. Principal Fowler stated the students are not exposed to in-depth set up of
31 experiments. She remarked there is no help with the test. They are used to teachers setting it up and walking them
32 through it. They have downloaded all questions that are public as well as some of the maps and the way they are setting
33 up their science experiments. Our science kits are inquiry based, but they are being lead through by teachers. To that
34 point they want some direct instruction from the teachers in there. Need to do more of that, which means looking at what
35 experiments we have set up as some are not appropriate for a 9 year old to be setting up on their own.

36
37 Mr. Beauregard commented he does not see much in the way of science homework, and questioned whether rooms are
38 set up to do lab work. Principal Fowler responded they have kits, which are hands on science experiments and are
39 happening in classrooms on a consistent basis. Science has historically been something they have not totally focused on.
40 There is a balance of where energies are placed.

41
42 Director Mace reiterated they are reviewing the amount of time spent on science instruction, materials, and the
43 professional development component. Superintendent Hodgdon remarked typically elementary teachers, in particular the
44 4th grade teachers, don't see themselves as content specialists in the area of science as much as they hone their skills in
45 math and reading. They have students who by 4th grade have just a couple of years under their belt of that shift from
46 learning to read to reading to learn. There are strategies there that they are probably still in the early stages of mastering
47 unlike 7th and 8th graders who have had additional time to hone their skills in those areas.

48
49 Director Mace reminded the board this is just one assessment. Hollis will be implementing NWEA assessment in science.
50 It will be interesting to see the results from a different type of assessment.

51
52 Mr. Beauregard questioned if there was a plan to benchmark to Massachusetts as they did with math. Director Mace
53 stated that could be done down the road. They would first start with local issues with regard to curriculum and instruction
54 practices. Principal Fowler stated Brookline's scores indicate 76% of students are proficient or above. She believes it is
55 more of an issue of implementation and materials used than curriculum.

56
57 Mr. Manley felt a comparison to other states would not be adequate as they have different standards. Mr. Beauregard
58 commented the only thing that counts is that we are training our students to compete internationally. We need to be

1 feeding into whatever the high school science teachers need the students to be able to do so they are not remediating
2 them when they get them as freshmen. At the SAU level, we need to see if we are preparing students adequately to go to
3 college and compete in a science field. Superintendent Hodgdon stated she would be attending a session in November
4 where they will be looking at international standards of GLEs.

5
6 Director of Special Education

7
8 Mr. Beauregard questioned the statistics provided and how to interpret them. He felt the report did not provide enough
9 detail to be able to put statistics in context of whether the numbers are good or can be improved upon. The board has not
10 received the cost drivers report it has received for the last couple of years to compare how the number of IEPs have
11 changed, staff has changed, etc. Director Kelly responded the IDA count is very consistent with that of last year. In terms
12 of projecting for FY11, it is very difficult at this time of year with the number of referrals that occur.

13
14 Mr. Beauregard questioned how the FY10 revenue summary compared with expectations, and was informed it is
15 somewhat more. Director Kelly remarked he is surprised with this as, for the first time, the amount of catastrophic aid
16 reimbursement is reduced by revenue received from Medicaid. In terms of the students eligible for catastrophic aid, the
17 revenue amount is not being affected by Medicaid revenue at this time.

18
19 At this time, the reimbursement report is preliminary as NH DOE has not reviewed all requests for catastrophic aid and
20 allowable costs have to be verified. Once that process is complete for all New Hampshire districts, reimbursement will be
21 determined. Superintendent Hodgdon remarked the tone is cautionary that it is likely reimbursement will be less than
22 80% of expenses in excess of 3.5 times the average state tuition.

23
24 Mr. Beauregard questioned whether there is a testing component at the conclusion of the in service training for IEPs that
25 allows the district to assess where additional training might be helpful? Assistant Director Saunders stated they have
26 been looking at the IEPs written in each building and assessing what further work is required. The staff was surveyed on
27 a variety of other topics at the conclusion of the training, but not specifically what needs to be worked on in terms of IEP
28 development. She added, the biggest thing we need to see is consistency from Pre K-12. One of the initiatives this year
29 is to look at where we can hone in, and IEPS are definitely one area. Sometimes IEPs have different language and may
30 be interpreted differently from one building to another. She will continue with ongoing monitoring, conversations with
31 coordinators, and coordinator meetings. Director Kelly stated both he and Assistant Director Saunders are impressed
32 with the quality and caliber of IEPs written in the Hollis district,

33
34 Mr. Beauregard questioned whether the special education parent committee formed last year was progressing this school
35 year. Director Kelly responded there has been continued interest, but they have not yet had the opportunity to meet.
36 Superintendent Hodgdon stated the committee was turned over to Director Kelly for coordination. Mr. Beauregard
37 requested a report be provided identifying what the group has been focusing on.

38
39 Network Administrator

40
41 Mr. Beauregard questioned what is being done to address the network issues within the school buildings. Superintendent
42 Hodgdon will speak with the network administrator upon his return from vacation. Mr. Beauregard would like to
43 understand whether outside network assistance is required.

44
45 Principals - Make-up Days for HUES

46
47 A discussion took place with regard to the proposals identified in the October 6th letter from Principal Fowler regarding
48 make-up days at HUES (copy attached).

49
50 Superintendent Hodgdon stated the decision on a waiver request would likely not be made until April. Waiting until that
51 time would eliminate the other possibilities proposed. The administration would also prefer to wait through the period of
52 inclement weather before making a decision on submitting a request for a waiver. Principal Fowler added, if a response
53 to a waiver request was not received until April, the only options available would be Saturdays or a vacation week.

54
55 Mr. Beauregard questioned whether the discussion should be around the number of hours of instruction time or the
56 number of school days. Superintendent Hodgdon stated, under the previous commissioner, the standard has always
57 been that we first have to meet the 180 school days and then the number of hours (945 for an elementary school).

1 Principal Fowler stated they have put together pacing guides for HUES with the idea we have a known end date by which
2 curriculum has to be completed. Mr. Beauregard questioned, with 36 hours of instruction time to make up, why the district
3 would be considering putting forth a waiver request rather than finding a way to make up the number of hours. Principal
4 Fowler stated the need for 180 school days in order to meet the state requirement. Mr. Beauregard stated his concern is
5 with getting through the curriculum. He would not want teachers to alter their lesson plans. Principal Fowler assured him
6 the curriculum would not change. The same information would be provided in a shorter period of time. As an example,
7 she stated there are 140 lessons plus 20 days of assessment in Envision, which represents 160 days out of the 180-day
8 schedule. The students will receive every lesson they are supposed to receive. Time was already built into the schedule
9 to allow for occasions where more time may be spent on particular lessons, re-teaching, etc. Flexible grouping is also
10 incorporated into that area.

11
12 Mr. Beauregard suggested an alternative could be for HUES students to be picked up at the same time as the junior high
13 and high school students and start their school day an hour earlier. Superintendent Hodgdon remarked there would be
14 implications with the negotiated agreements. Chairman McCann commented that would also create a busing issue.
15 Superintendent Hodgdon stated she was not thinking in terms of requesting a waiver for the 6 days, but rather to use
16 some creative planning on how to meet the state's requirements and be able to put the curriculum time back in.

17
18 When asked for her preference, Principal Fowler stated she would prefer to make up days within the workweek and not
19 use Saturdays. Superintendent Hodgdon touched on the cost implications of hourly employees being asked to work on a
20 holiday (time and a half).

21
22 Mr. Beauregard questioned whether the union has been contacted. He also questioned whether the \$28,960.36 listed as
23 a cost for two additional days of salary for all staff under Option Two was accurate. Principal Fowler responded the
24 amount listed was straight time not time and a half.

25
26 Chairman McCann remarked, under the first bullet of Option Two, November 11th is a holiday, November 25th is the day
27 before Thanksgiving, January 18th is a holiday, March 26th is a teacher professional day and May 28th is a teacher
28 workshop. He stated his unhappiness with taking away teacher professional days.

29
30 Mr. Beauregard remarked teacher professional days compensate teachers for the time needed for conducting
31 parent/teacher meetings, and questioned whether there was another way to compensate for that. Principal Fowler stated
32 she has 45 minutes a week with the teachers. The other 4.5 periods is their prep time as outlined in their contract. What
33 tends to happen is they may choose to do conferences then or before or after school and they get compensated for some
34 of those hours.

35
36 Mr. Beauregard stated his belief it would be worthwhile for the superintendent to have a conversation with the
37 Commissioner on the issue of instruction hours missed to see if the district could be determined to have met the 180-day
38 requirement if the number of instruction hours were met through extended school days. Chairman McCann stated the
39 difference for Hollis would be that we have two schools in the district that are not in the same situation.

40
41 Chairman McCann suggested the superintendent speak with the Commissioner to ascertain whether that would be an
42 option, and, at the same time, cost out the additional expenses associated with Option Two, and have a preliminary
43 discussion with the union. Superintendent Hodgdon remarked, busing to accommodate adding an hour to the school day
44 could turn out to be a more expensive option.

45
46 Mr. Beauregard questioned the possibility of an additional hour being added to the school day at HPS as well as a way to
47 avoid busing issues. Superintendent Hodgdon remarked it makes it more challenging as there are 22 buses in the fleet,
48 all of which are being used for the middle and high school runs. They are looking at the possibility of eliminating 2 of the
49 buses. She did not know how we would find additional buses and drivers to transport the kids from HUES. She would
50 have to look into that.

51
52 Mr. Manley added HPS teachers have made their hours and extending their school days would require additional funding.
53 Ms. Haytayan stated her objection to 4th grade students being bused along with high school students.

54
55 Chairman McCann commented the first bullet under Option Two would require the use of one Saturday. Mr. Manley
56 suggested that day could be made up at the end of the year. Principal Fowler commented the last day of school is
57 proposed for June 23rd (includes 5 snow days). That is only 5 days before July 1st and the next fiscal year.

1 When asked, Principal Fowler stated there are 186 days in the contract, which includes 2 days at the beginning of the
2 school year and 4 days imbedded within the year for training. Mr. Manley questioned whether conferences would be
3 impacted. Principal Fowler responded they would if March 26th was used as a make up day. Chairman McCann stated
4 his disapproval with giving up conferences. Ms. Benz suggested the conferences could take place on the 25th and school
5 could be dismissed after lunch.

6
7 Chairman McCann stated the board's decision to utilize November 11th, November 25th (legal full day), January 18th and
8 May 28th (legal full day), and to add two days to the end of the school year. At that time, if there are no issues with snow
9 days, the district could take back May 28th as a teacher workshop day.

10
11 Principal Fowler remarked to allow for time to compensate for the teacher conferences she would forego her teacher time
12 for three weeks.

13
14 Superintendent Hodgdon reminded the board, at this time, it is unknown whether busing will be available on the additional
15 days.

16
17 Director of Maintenance

18
19 SAU Building

20
21 Chairman McCann stated the SAU board would meet twice in November to discuss the budget and would vote on the
22 budget at their December meeting. Part of that budget is the maintenance needs of the SAU building. Director Siegfried
23 has gone through the SAU building and has an understanding of maintenance items that need to be addressed, but no
24 cost estimates at this time. There will be time at the November Hollis School Board meeting to review cost estimates.
25 The lease payment to the other districts will include their share of the maintenance costs. He stated the need to provide
26 board guidance around requirements for quotes. After a brief discussion, the consensus of the board was that three
27 quotes be solicited for each item on the list.

28
29 Mr. Beauregard touched on the need to run the lease price past the Budget Committee before bringing it to the SAU as
30 the Budget Committee has felt the lease cost to date has been below market rate and the district has been baring costs
31 that should be shared. Chairman McCann stated the need for Director Siegfried to acquire costing and prioritize the list of
32 needs for the November meeting.

33
34 Mold Update

35
36 Director Siegfried informed the board all ceiling tiles were removed and the cleanup has started. Work should be
37 complete by Tuesday or Wednesday of next week. Once completed air sampling and spot testing will be done. If clear
38 air sample testing results, Phase III will be completed. Mr. Beauregard stated the board should be looking into whether
39 sufficient insurance coverage is in place going forward.

40
41 Superintendent

42
43 Staffing

44
45 Superintendent Hodgdon informed the board of receipt of a letter from Melanie White, 5th grade teacher at HUES, dated
46 September 24th requesting maternity leave commencing February 19, 2010 with the intention to return in the earliest
47 contracted trimester (August, 2010).

48
49 **MOTION BY MEMBER BEAUREGARD TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION FOR**
50 **APPROVAL OF MATERNITY LEAVE FOR MELANIE WHITE WITH THE BOARD'S CONGRATULATIONS**
51 **MOTION SECONDED BY MEMBER BENZ**
52 **MOTION CARRIED**

53 **5/0**

54
55 Superintendent Hodgdon reminded the board of a request from Heather Nelson, HPS, to reduce her hours from 100% to
56 90%.

57
58 ***Request held pending additional information being provided to the board.***

1 Energy

2
3 Chairman McCann informed the board of a conversation with Mr. Venu Rao concerning the energy initiative. The Town of
4 Hollis is forming a committee to look at town buildings and has questioned whether the school district wishes to participate
5 in that initiative.

6
7 At the last SAU meeting the discussion centered around Project PROGRESS being done as an SAU initiative. He
8 recommended Mr. Rao talk to other board chairs to find out their interest and get back to the SAU Chairman, Forrest
9 Milkowski, to talk about the misconceptions, etc. that existed at the last SAU meeting.

10
11 The town effort is rolling along quickly because they are trying to get in by the end of this month for the potential of
12 stimulus monies. They have a consultant reviewing the buildings on a volunteer basis. He informed Mr. Rao he was
13 reluctant to go against the SAU wide plan. At the end of the last SAU meeting, Mr. Rao walked away thinking there was
14 no chance the project would move forward. Chairman McCann walked away thinking the pitch needed to be revised to
15 ensure everyone understands what is going on, and that the project would be discussed again. Mr. Beauregard remarked
16 the town plan is moving forward because it is consistent with the original plan that was presented to the SAU board, which
17 was that it be done on a volunteer basis.

18
19 Chairman McCann commented the other piece of that was the required equipment; at the SAU meeting, the point was
20 made that all required equipment changes would be paid for by the SAU and reimbursed through savings. He is unclear if
21 that scenario is the same with the town initiative. Mr. Beauregard commented Director Siegfried has done the legwork
22 and understands boilers and lights are two big areas for the district. A consultant is not needed to determine that.
23 However, if the opportunity exists for grant funding to finance some of the capital improvements and if there are town
24 volunteers with the skill and time to write grant applications, we should take advantage of that. The only question he
25 would have is why we wouldn't be looking at the high school and the middle school at the same time. Chairman McCann
26 remarked the Hollis schools are at least as large if not larger than the town facility in terms of energy consumption.
27 Chairman McCann re-stated his concern with pursuing the project independent of the SAU, and wished to discuss the
28 issue at the SAU meeting.

29
30 Mr. Beauregard questioned whether the COOP is interested in the project. Chairman McCann was unsure. He had
31 suggested Mr. Rao contact the COOP Chair. He spoke with the Chairs of the COOP and Brookline himself and briefly
32 explained it to them. He is unsure where they stand. When asked, Superintendent Hodgdon remarked she has not had
33 the discussion with any of the other boards as this was the first she had heard of this.

34
35 Mr. Beauregard remarked it appears to be an issue of timing. Chairman McCann had questioned the time limit and was
36 told they are unsure what the deadline is, but are shooting for the end of October. He believes the deadline is artificial.
37 Superintendent Hodgdon remarked it was declined at the SAU level at the last meeting because the SAU board wished
38 for her to focus her efforts on the four key areas that the leadership team had identified. Chairman McCann remarked
39 there were three issues at that meeting; the issue of the superintendent's time, the consultant issue, and the perception
40 that in addition to the consultant we had to come up with up front money that would be recouped somehow through
41 savings. Mr. Rao had explained to him the plan now is to finance that expense.

42
43 Mr. Beauregard stated his desire was not for the superintendent to pursue this, but to simply be certain the COOP is in the
44 loop and makes a decision. He had understood Chairman Partridge had a concern with town involvement. He stated if
45 there is an opportunity to get funds and the town has volunteers, let's just do it, and ask the COOP why they aren't. Ms.
46 Benz questioned whether we are confident there is no cost involved.

47
48 Director Siegfried informed the board he has conducted some lighting audits for HUES and there are ways of
49 incorporating up front costs into the monthly PSNH bills. He is ready to present this issue to the board when desired.
50 Chairman McCann remarked those are practical near term things we can do in our district independent of the energy
51 initiative, which would ultimately get us off the grid.

52
53 Mr. Beauregard questioned whether the town's approach is tactical in that they are looking to address specific problems
54 with specific buildings and looking for dollars to do that. He questioned why the Hollis School district would not team up
55 with the town for that the district has tactical repairs to do. That would not preclude the school district from a more
56 strategic initiative for energy independence. Chairman McCann responded he is unsure if the town's approach is tactical
57 or not. The initial approach the SAU had, that the town was brought into, was not tactical but getting off the grid. Mr.

1 Beauregard felt if the plan was for long-term independence that would have been known due to the scope of such a
2 project.

3
4 Chairman McCann stated he would have another conversation with Mr. Rao to gain additional information. He would also
5 continue to encourage him to speak with the COOP and Brookline boards.

6
7 FY11 BUDGET

8
9 Mr. Smith state the bottom line number is down \$130,000. There is an increase of \$208,000 over last year's budget,
10 which does not include the \$130,000 the base budget is down. The Needs List is around \$300,000.

11
12 Chairman McCann stated guidance to be zero percent to negative two percent. At this time, the way the base budget is,
13 we are essentially flat or -2% growth, which does not include the Needs List or increases associated with CBAs. The
14 \$130,000 did include the contingency going back down to \$95,000. If guidance comes in at zero percent we have
15 \$130,000 to work with the way the budget is set up. The final guidance number will be in December.

16
17 Mr. Beauregard touched on the need to understand cost per student. At present, it is around \$14,000, and we don't know
18 what really goes into that number. This discussion comes up at every annual meeting, and it is important for the board to
19 understand the cost drivers. The need also exists to understand any existing mandatory cost increases to the CBAs.

20
21 Mr. Beauregard stated the need to review the analysis of possible cost savings gained by efficiencies. He stated special
22 education is 20% of the budget and we talked about looking at the cost drivers for that, healthcare is a major part of the
23 budget and we were going to be looking at different healthcare options to see if that could realize some mutually beneficial
24 cost savings. Ms. Duhamel didn't get the chance to develop the idea of purchasing oil in a different form than we
25 traditionally have. This budget isn't even 100% realistic because it is based on an oil cost that is the same as last year.
26 We have to either find cost savings or start looking at headcount.

27
28 Mr. Beauregard commented being argued at the Budget Committee meetings is the decline in student population being
29 offset greater than Consumer Price Index increases in other costs. Mr. Manley commented more to the point, the ratio of
30 the reduction is nothing like the ratio of the reduction of pupils to the overall cost.

31
32 Mr. Smith stated he has the information on the retirement rate and can project those numbers. He understood the LGC
33 rate setting meetings to have been conducted earlier in the day. Updated cost information for those healthcare plans
34 should be provided shortly.

35
36 Special Education Budget

37
38 Chairman McCann remarked the special education budget is down \$76,000. Director Kelly stated the numbers reflect the
39 information known as of today. It is extremely difficult to forecast for the coming year. Some referrals are still in process.
40 Again, the budget information provided is based on the information known as of today and is based on what IEPs say
41 today. He will consult with staff to see if there are any anticipated changes to the number of units for those services.

42
43 Mr. Beauregard commented there is revenue offset of \$30,000 for ESL as we only intend to use half of a position, but the
44 total position is covered in our budget. In past years, we have been able to offset that by having that person either in
45 Brookline or the COOP. He questioned if it was projected we would need more than ½ a position in the coming year.
46 Director Kelly will look into that and get back to the board with the forecast for next year.

47
48 Needs List Review

49
50 Mr. Beauregard commented the Needs List is really a net increase of \$208,000, which does not include the \$130,000 the
51 base budget is down. If it was just as simple as subtracting one from the other, we are over \$70,000. In that \$70,000 gap
52 are some of the mandatory CBA cost increases.

53
54 Chairman McCann stated his numbers as -\$300,000, then the \$130,000 the base budget is down, two sections at
55 \$230,000, adding \$75,000 for the mandatory increases of the CBAs, minus \$208,000 leaves about \$100,000 to work with
56 at the moment.

1 A brief discussion ensued with regard to the Needs List. The following requests resulted:
2

- 3 - Re-prioritize the Needs List so that the most critical needs are listed first (i.e., if \$100,000 were available to put
4 towards the items on the Needs List the board would be able to start at the top of the list and fund the projects in
5 the order listed until they expended the \$100,000, and they would in fact be funding the most critical items).
6
- 7 - Add explanations/descriptions to large items.
8

9 Referring to capital items on the Needs List, Mr. Beauregard questioned whether another number was being sought for
10 short repairs to extend the life of the roof at HPS. Director Siegfried responded they have two quotes. Already approved
11 was \$4,009, which was taken out of general maintenance. A contract has been awarded for minor repairs to ensure the
12 roof is leak proof.
13

14 ADJOURNMENT

15
16 **MOTION BY MEMBER BEAUREGARD TO ADJOURN**

17 **MOTION SECONDED BY MEMBER BENZ**

18 **MOTION CARRIED**

19 **5/0**

20
21 The Hollis School Board meeting of October 14, 2009 was adjourned at 10:37 p.m.
22
23

24 Date _____ Signed _____

1 ACTION ITEMS

2
3 Chairman McCann

4
5 Discuss the process for handling the Superintendent's evaluation with the SAU Chair (10-14-09)

6
7 Superintendent Hodgdon

8
9 Updated job descriptions to be made available (5-13-09) (Due: 9-9-09)

10
11 Forward to the Board an electronic copy of the application for the travel plan associated with Safe Routes to School (7-7-
12 09) **9-9-09: Application submitted and approved. The application plan, if it is awarded funding, will lead to a travel**
13 **plan.**

14
15 Obtain legal opinion from Tom Flygare, Esq. as to what CBA salary numbers could be used as placeholders in the
16 proposed budget. (7-8-09) **9-9-09: Awaiting Response**

17
18 Recommendation concerning wireless network at HPS. (9-9-09) **(Due: 10-14-09)**

19
20 Contact the oil distributor concerning the possibility of the town being added to the school district's contract (10-14-09)

21
22 Provide alternative meeting dates for the November meeting (10-14-09)

23
24 Work with Chairman McCann to formalize the list of goals to topics with deliverables around them rather than goal
25 statements (10-14-09)

26
27 Speak with the Commissioner around the issue of making up instruction hours versus number of days required for the
28 school year (10-14-09)

29
30 Cost out additional expenses associated with Option Two of the proposal for make-up days at HUES (10-14-09)

31
32 Conduct preliminary conversations with the union with regard to making up missed days at HUES (10-14-09)

33
34 Business Administrator

35
36 Status of scanner software (25 policies require placement on the web site) (5-13-09)

37
38 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

39
40 Provide a response, via e-mail, to the Board on the questions raised concerning the Expendable Trust Statement dated
41 July 6, 2009 (specifically the \$25,000 contingency amount and the amount allocated to the bathroom partitions) (7-7-09)

42
43 Provide the Board with a timeframe when information will be available to conduct a discussion on possible cost savings
44 gained by efficiencies in the FY10 budget (7-8-09)

45
46 Distribute the Hunter Maintenance Check List to the board prior to the September meeting. (8-12-09)

47
48 Provide a monthly expenditure report and historical report for the next meeting (10-14-09)

49
50 Director Kelly

51
52 Provide an electronic copy of the legal opinion on the IHBAA policy to board members (10-14-09)

53
54 Provide a report on the issues being focused on by the special education parent committee (10-14-09)

55
56 Ascertain the amount of ESL position forecasted for Hollis for next year (10-14-09)

1 **Principals Fowler and Allen**

2
3 Re-prioritize the Needs List so that the most critical needs are listed first. Add explanations/descriptions to the large items
4 (10-14-09)

5
6 **Director Siegfried**

7
8 Ascertain pricing for thermal scan of SAU Building to see where insulation or roof problems may exist (8-12-09)

9
10 Update the board on meeting with the town regarding the water system (8-12-09)

11
12 Prioritize list of maintenance items at the SAU building and acquire three quotes for each item listed. (10-14-09) **Due:**
13 **November meeting)**

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