

1 Approved: 4-14-10

2 HOLLIS SCHOOL BOARD

3 NOVEMBER 4, 2009

4 MEETING MINUTES

5
6
7 A regular meeting of the Hollis School Board was held on Wednesday, November 4, 2009 at 5:40 p.m. in the Music Room
8 of the Hollis Brookline High School.

9
10 Chairman Jim McCann presided:

11
12 Members of the Board Present: Bill Beauregard, Vice-Chairman
13 Susan Benz
14 Rich Manley

15
16 Members of the Board Absent: Alison Haytayan, Board Secretary

17
18 Also in Attendance: Susan Hodgdon, SAU41 Superintendent
19 Doug Smith, Municipal Resources, Inc.
20 Carol Mace, Director of Curriculum
21 Candice Fowler, Principal, HUES
22 Bob Kelly, Director of Special Education
23 Ruth Tuttle Assistant Principal, HPS
24 Rich Raymond, Network Administrator
25

26
27 APPROVAL OF SCHOOL BOARD MEETING MINUTES

28
29 Hollis School Board May 18, 2009
30 (Goals Workshop)
31 ▪ Held

32
33 Hollis School Board – Non-Public June 10, 2009
34 ▪ Held

35
36 Hollis School Board – Non-Public June 18, 2009
37 ▪ Held

38
39 Hollis School Board – Non-Public August 12, 2009
40 ▪ Held

41
42 Hollis School Board September 9, 2009
43 ▪ Held

44
45 Hollis School Board – Non-Public September 9, 2009
46 ▪ Held

47
48 Hollis School Board October 14, 2009
49 ▪ Held

50
51 Hollis School Board – Non-Public October 14, 2009
52 ▪ Held

53
54 AGENDA ADJUSTMENTS

55
56 Chairman McCann informed the board of the addition of a discussion on the energy initiative.

57
58 Superintendent Hodgdon stated the need to set the date for the March district meeting.

1 Energy Initiative

2
3 Mr. Chris Heiter informed the board the Hollis Energy Committee was recently chartered by the Selectmen to find energy
4 improvements and efficiencies with the intent of saving money for the town and taxpayers. The long-term goal is the
5 reduction of dependency on fossil fuels.

6
7 There are three potential short-term avenues:

8
9 Electric Contracts

10
11 Although the town is interested there is not enough participation with the town alone. Potential savings are one to two
12 cents per kilowatt-hour.

13
14 Lighting Upgrades

15
16 Have a preliminary proposal in hand from Lightech for \$112,000. The proposal includes lighting upgrades for HPS and
17 HUES. Funding could be incorporated into next year's budget. However, they are looking towards Energy Efficiency
18 Conservation Block Grant funds as the potential exists for a full offset.

19
20 Energy Audit

21
22 Would like access to the schools to conduct an energy audit. Could create a long-term plan where, as new grants
23 become available, other items, such as boilers, could be addressed.

24
25 Ms. Benz questioned whether the goal was for the program to be SAU wide. Mr. Heiter responded they started with
26 municipal buildings, were looking to the Hollis School District and are working with Project PROGRESS towards a SAU-
27 wide approach. Energy Efficiency Conservation Grant funds allow up to \$4,000 per project. The order of projects would
28 be municipal buildings, Hollis School District, and the COOP School District.

29
30 Chairman McCann commented a lot of what is laid out in the document is areas Director Siegfried has already begun
31 pursuing. He felt the Director of Maintenance to be the appropriate board representative along with the Business
32 Administrator. Principal Fowler informed the board Director Siegfried is very interested in such programs and has had
33 initial conversations with PSNH.

34
35 Ms. Benz questioned how access to schools would be provided, and was told they would be required to provide advance
36 notice of visit(s) and a sign in procedure would be followed.

37
38 **MOTION BY MEMBER BENZ TO SUPPORT THE HOLLIS ENERGY COMMITTEE'S PLANS AND TO APPOINT THE**
39 **DIRECTOR OF MAINTENANCE, CHRIS SIEGFRIED, AS THE HOLLIS SCHOOL BOARD'S REPRESENTATIVE**

40
41 ON THE QUESTION

42
43 Superintendent Hodgdon felt the Business Administrator should act as the board's representative in this matter. Mr.
44 Beauregard commented the board does not have the authority to appoint anyone in the Superintendent's staff to anything.
45 Chairman McCann stated the board would take the recommendation of the Superintendent. The Superintendent's
46 recommendation was that of the Business Administrator.

47
48 Superintendent Hodgdon informed the board this was the first she was hearing of the proposal, and she would like to
49 review a written proposal. The SAU office is in the midst of a transition period, and the new Business Administrator will be
50 on board December 1st.

51
52 Chairman McCann commented part of the goal is to get some work done now. The grants open in early December and
53 the more work that is complete prior to that time, the better position we will be in when applying for funding. He was
54 hopeful Director Siegfried could facilitate access to the buildings for the performance of an audit, and kick off the process.
55 When the business administrator comes on board it will be on his to do list.

56
57 Superintendent Hodgdon responded, at this time, she has staffing support in the Business Administrator's office for 12
58 hours a week to address the budget and contract negotiations. She needs to examine the proposal and determine the
59 depth of involvement in order to answer the question of whether or not they can get involved now. She explained the

1 business administrator would need to be involved from a budgetary standpoint. There is also the question of who would
2 manage the grant funding. She re-stated her desire to have the opportunity to review a written proposal.

3
4 **AMENDED MOTION BY MEMBER BENZ TO SUPPORT THE EFFORTS OF THE HOLLIS ENERGY COMMITTEE**
5 **MOTION SECONDED BY MEMBER BEAUREGARD**
6 **MOTION CARRIED**
7 **4/0**

8
9 District Meeting

10
11 **MOTION BY MEMBER BEAUREGARD THAT THE DISTRICT MEETING BE SCHEDULED FOR MONDAY, MARCH**
12 **15, 2009 AT 7:00 P.M. AT THE MULTI-PURPOSE ROOM OF THE HOLLIS/BROOKLINE MIDDLE SCHOOL**

13
14 Chairman McCann commented the district meeting would be in lieu of the normally scheduled Hollis School Board
15 meeting in March.

16
17 PUBLIC INPUT - None

18
19 APPOINTMENT OF NEW BOARD MEMBER

20
21 Chairman McCann requested the candidates state their name and address for the record and provide background
22 information.

23
24 **Ms. Jane Bower** informed the board she has been a resident of Hollis for 25 years and has had two children go through
25 the school system. She has an Undergraduate Degree in Education, a Masters in Education, and was a teacher and
26 guidance councilor. She was recently re-certified to work with special needs children.

27
28 She spoke highly of the Hollis schools and stated her desire to be a member of the board. She also stated, if appointed,
29 she intends to run for office again in the spring.

30
31 Chairman McCann stated budget planning as a major responsibility of the board. The Budget Committee has given the
32 board guidance of zero to negative two percent increase for the FY11 budget. He questioned what principals and core
33 values she considered important in setting the budget priorities. Ms. Bower responded she did not have an understanding
34 of the work the board has been doing to date with regard to the budget. She remarked a priority for her would be
35 increasing teacher salaries. She also touched on aids in the elementary school not having benefits. Another priority
36 would be for a new math program at the elementary school. Chairman McCann commented a new math program was
37 implemented this year.

38
39 Mr. Beauregard restated the question and asked for an explanation of guiding principals that would be used during the
40 decision-making process rather than specific items to be addressed. Ms. Bower responded it would be based on the
41 needs of the school.

42
43 Mr. Manley asked for an example of an initiative she would like to bring especially with her experience as an educator,
44 i.e., what she saw as an item not currently being pursued, which should be. Ms. Bower commented on the need for
45 competitive teacher wages in order to retain current staff, and the importance of art and math programs.

46
47 When asked what she viewed as the school system's strengths and weaknesses, Ms. Bower stated she felt very positive
48 about how the board has performed. She commented twenty-five years ago there were a lot of students that did not
49 continue on to post-secondary education. She touched on the positive state of the school facilities and the extra
50 curriculum activities provided to the students. She also stated teacher and parent involvement as very positive.

51
52 **Mr. Robert Mann** Informed the board he has been a resident for 10 years and has 3 children; one in the COOP, another
53 started 1st grade this year, and a third will eventually be in the school system.

54
55 He is a Technical Business Advisor/Project Manager for Cisco Systems. Prior to his current position, he was a Hardware
56 Designer for Cisco. He would bring that technical background to the board. He ran for the COOP School Board last year
57 and enjoyed the experience. He commented he stresses to his children one of the most important things they can focus
58 on right now in their lives is their education and taking it very seriously as the things they do now will shape them into who

1 they will be. He believes he would provide a fresh perspective to the board. He has been attending the COOP School
2 Board meetings regularly.

3
4 Chairman McCann posed the same initial question regarding Mr. Mann's perspective of the budget process. Mr. Mann
5 remarked his philosophy would be to come at the budget from the perspective of priorities, i.e., where funding is most
6 needed and where the biggest impact can be gained. He would review the needs, prioritize them, and appropriate
7 funding accordingly.

8
9 Ms. Benz posed the question of his opinion of the strengths and weaknesses of the school district. Mr. Mann responded
10 he is pleased with the level of education students are receiving and believes the district does a good job from an
11 educational standpoint. He is also impressed with the level of caring shown by staff. He understands the budgetary
12 challenges the board is faced with and views that as a challenge he would like to participate in.

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

18
19 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

20
21 Yea: Jim McCann, Bill Beauregard, Susan Benz, Rich Manley

22 4

23 Nay:

24 0

25 **MOTION CARRIED**

26 *The Board went into non-public session at 6:20 p.m.*

27
28 **MOTION BY MEMBER BENZ TO COME OUT OF NON-PUBLIC SESSION AND RETURN TO THE REGULAR**
29 **MEETING OF THE HOLLIS SCHOOL BOARD**
30 **MOTION SECONDED BY MEMBER BEAUREGARD**
31 **MOTION CARRIED**

32 **4/0**

33
34 *The Board came out of non-public session at 6:30 p.m.*

35
36 **MOTION BY MEMBER MANLEY TO ACCEPT THE RESIGNATION OF ALYSON HAYTAYAN**
37 **MOTION SECONDED BY MEMBER BEAUREGARD**
38 **MOTION CARRIED**

39 **4/0**

40
41 **MOTION BY MEMBER BENZ TO APPOINT ROBERT MANN AS THE INTERIM SCHOOL BOARD MEMBER**
42 **THROUGH THE TIME OF THE DISTRICT MEETING**
43 **MOTION SECONDED BY MEMBER MANLEY**

44
45 ON THE QUESTION

46
47 Mr. Manley felt the position should not be identified as interim, but rather as a board member through the month of March.

48
49 **AMENDED MOTION BY MEMBER BENZ TO APPOINT ROBERT MANN AS A SCHOOL BOARD MEMBER FOR A**
50 **TERM TO EXPIRE AT THE END OF MARCH**
51 **MOTION SECONDED BY MEMBER MANLEY**
52 **MOTION CARRIED**

53 **4/0**

54
55 *Mr. Mann participated in the remainder of the meeting.*

1 ADMINISTRATION REPORTS

2
3 Make-Up Days for HUES

4
5 Superintendent Hodgdon remarked she and Principal Fowler came away from the last board meeting with an idea for
6 addressing the make-up days at HUES. She has spoken with staff, reviewed an on-line presentation regarding an on-line
7 learning management system, and has heard from superintendents in other districts that they have received the okay from
8 the Commissioner of Education to use that program in conjunction with a blizzard backpack system for school days that
9 were missed due to weather. She and her team traveled to Amherst to view such a system. She has spoken with
10 Commissioner Barry and received initial approval.

11
12 Principal Fowler provided the board with a handout (copy attached) detailing two options for addressing the make-up
13 days: Option 1; 6 days of in-school contact time, Option 2; purchase a learning management system. The anticipated cost
14 for Option 1 is \$40,485.62. The Option 2 estimated cost was based on SAU-wide usage at \$18,000.

15
16 She has spoken with the bus company and the unions regarding Option 1. She was informed state RSA prohibits the use
17 of Veteran's Day if the district receives federal funding. Therefore, that additional day has been added to the end of the
18 school year. To accomplish the 6 days of contact time needed, professional staff would be compensated for two of the
19 days. The additional expense associated with busing would be \$8,551.44 (this figure is included in the \$40,485.62 total).

20
21 With regard to Option 2, Principal Fowler informed the board she was given access to the web site for review. She is
22 familiar with systems like this as she taught at the college level and utilized Blackboard, a software program similar to
23 ANGEL. The approximate cost of \$18,000 was based on the entire SAU. The exact cost has not been determined at this
24 time.

25
26 Principal Fowler commented she has not found any cons associated with the use of the software. She has become very
27 familiar with the software and would train the professional staff. Professional staff would be given compensation for
28 training through 2 out of the 4 days owed the district.

29
30 On-line learning would be rolled out in January. They would begin with students being given a two week time period to
31 complete each lesson unit. There would be 6 lesson units (one for each make up day) that would equal about 3 hours of
32 work time on the student's part. After 12 weeks (roughly March 2010) all 6 days would be made up.

33
34 Support staff would still need to account for 6 additional days. Those days could be made up by having them work full
35 days on our early release days, work on 5/28/10, and with 3 additional days at the end of the school year.

36
37 Principal Fowler suggested HUES would be a great pilot program for the possibility of the district utilizing the software as
38 a way to address snow days. Funds expended on the ANGEL software (\$18,000 for this year's implementation) would
39 serve as way to address this and future instances of missed school.

40
41 Ms. Benz remarked the plan to make up the necessary 6 days would be for students to utilize this program to make up the
42 work on their own time. She asked if the only time the asynchronous component would take place would be during
43 instances of snowstorms. Principal Fowler responded, at this time, the district does not have the Commissioner's
44 approval to utilize the program for snow days.

45
46 Superintendent Hodgdon stated there are a lot of details that would have to be put into a firm plan for presentation. The
47 intent was to bring the concept to the board. She has committed to providing the Commissioner with a firm plan. Ms.
48 Benz questioned whether there was a concern with students not having access to a computer. Superintendent Hodgdon
49 stated questions remain to be answered, however, blizzard backpacks, which consist of physical materials, would be
50 made available to students without Internet access.

51
52 Mr. Manley questioned the current status of on-line learning. Principal Fowler stated the district does not have an on-line
53 management system at this time. They do utilize web sites for students to access homework, etc. although not all
54 teachers utilize that. Mr. Manley questioned whether this process would be a short step or quantum leap for most of the
55 professional staff.

56
57 Superintendent Hodgdon informed the board Kearsage integrated this system in a short period of time. What they did to
58 buffer teachers' technical ability and comfort level was to set up a buddy system for teachers to work together, which has
59 worked well.

1 Principal Fowler informed the board the teachers were made aware of this possibility at a faculty meeting. She also met
2 with them earlier in the day. Of the approximately 16 teachers present, no one said they did not like the idea. A few
3 stated they would need assistance. She does not feel it would be a quantum leap. Mr. Manley questioned whether the
4 lessons would be enrichment of normally taught lessons. Principal Fowler envisions it as a little of both. Mr. Manley
5 questioned the students' ability to engage in this type of learning. Principal Fowler informed the board the students have
6 been very successful on the EnVision site. Ninety five to ninety eight percent of students have access to the Internet.
7

8 Mr. Beauregard questioned where the software would be hosted, and was informed an outside company would host the
9 system. Ms. Benz commented if the administration is convinced kids can be educated this way, she supports the
10 proposal. Superintendent Hodgdon stated Kearsage and Concord are using this program with their students. Concord
11 had considered; Blackboard, ANGEL, and C4Web. They performed pilots of each program and had teachers creating
12 lessons. The enthusiastic winner was ANGEL for a host of reasons.
13

14 Mr. Beauregard requested a better understanding of teacher compensation for training. He remarked he had believed the
15 lessons for the year are what they are because teachers felt they could get the entire year of instruction done and not lose
16 any curriculum if the district decided to apply for a waiver. The lessons should already be in place. He was unclear where
17 two days' worth of effort would be required for uploading prepared materials. Principal Fowler explained some of that time
18 would be for training. Not all materials are electronic, they have to be mindful of copyright, and, in some cases different
19 sources would have to be sought. She is looking for teachers to enhance what they are already doing in the classroom.
20 Although they can achieve GLEs with the current lesson plans, they would be able to enhance those lesson plans by
21 utilizing this program.
22

23 Superintendent Hodgdon remarked another aspect of the system is it allows the user to differentiate lessons for different
24 students.
25

26 **MOTION BY MEMBER BEAUREGARD TO AUTHORIZE THE SUPERINTENDENT TO GO FORWARD WITH THE**
27 **PURSUIT OF PURCHASING ACCESS TO AN ONLINE LEARNING MANAGEMENT SYSTEM, TO EXPEND AN**
28 **AMOUNT NOT TO EXCEED SIX THOUSAND DOLLARS (\$6,000), AND THAT A DETAILED PLAN BE PREPARED**
29 **AND PROVIDED AT THE DECEMBER MEETING**
30 **MOTION SECONDED BY MEMBER BENZ**
31

32 ON THE QUESTION
33

34 Mr. Manley questioned the level of fairness involved in providing 2 days of compensation to all teachers when some are
35 already doing this type of work and others are new to this type of system. Superintendent Hodgdon responded those who
36 are proficient would coach those who are not. Principal Fowler clarified that no teachers are using this type of system at
37 the moment. Some utilize the Internet to post homework, etc., but that is the extent of their on-line work at this time.
38

39 **MOTION CARRIED**
40 **5/0**

41 Mold Update
42

43 Superintendent Hodgdon informed the board all of the cleaning remediation and air quality testing at HUES has been
44 completed. The downstairs is clear for people to go down and retrieve materials, etc. That will be done in a controlled
45 fashion. The air quality testing was done and a verbal report has been received. A written report from Occuhealth is
46 expected within the next two weeks. Construction of the downstairs is planned to begin on Monday (putting walls back in
47 place, taking care of the floors, etc.).
48

49 SAU Building Requirements
50

51 Mr. Smith provided the board with a breakdown. The breakdown includes best guess estimates of maintenance costs
52 identified by fiscal year and broken down between HPS, HUES, and the SAU building (copy attached). He identified the
53 two options as a deficit appropriation or bonding. He suggested strong consideration be given to issuance of a bond to
54 cover these costs.
55

56 Mr. Beauregard remarked the first four items on the list are actually related to the district rather than HPS as indicated on
57 the breakdown. He stated his belief these items should be called out separately so the Budget Committee will understand
58 they are items that also affect the COOP District and the Town.

1 Chairman McCann requested the board put its focus to the costs listed for the SAU building portion, as the need exists to
2 set the rental rate. Mr. Beauregard commented the monies in the expendable trust could cover the current year
3 expenditures and the \$51,000 associated with FY11 expenses would be considered in setting the rental rate.
4

5 For the benefit of the public and the new board member, Mr. Beauregard explained the district has two expendable trusts,
6 which is a way to carry money from one year to the next. We have one for 4 Lund Lane, which is the SAU building and
7 one for the rest of the Hollis School District; HUES and HPS. Those funds are created through the transfer of
8 unanticipated revenues at year-end providing a warrant article vote is favorable. The 4 Lund Lane account actually
9 comes from the maintenance line item in the SAU budget so in addition to the three district budgets there are also an SAU
10 budget. The SAU budget comes out as a line item in the COOP budget, the Hollis budget, and the Brookline budget.
11

12 The Hollis School District owns the SAU building and is responsible for addressing its maintenance needs. The balance
13 in the expendable trust fund is around \$33,000, which should come close to covering the current expenditures. Hollis
14 would then be looking to present to the SAU a maintenance line item for the SAU budget that covers the entire FY11
15 \$51,000. Chairman McCann explained the lease payment had traditionally been based on a lease agreement, which has
16 expired. The district now needs to consider the expenses associated with the maintenance needs of the building when
17 determining a lease amount.
18

19 Mr. Beauregard questioned whether the estimates provided and the work listed would place the building in solid shape or
20 if additional surprises were expected down the road. Additional identified needs stated were; window replacement, carpet
21 replacement, paint, sealing of the dirt basement. Mr. Beauregard stated his concern that the building would not be
22 insulated if the windows were not done. He commented the recommendation received was not to bother replacing the
23 boiler if they did not first seal the floor, as that is where the moisture is coming from. He also questioned where the
24 expenditure for radon remediation was identified.
25

26 Superintendent Hodgdon stated her belief those items were not included in the breakdown as they are being addressed
27 through the expendable trust fund. Mr. Beauregard remarked if the monies remaining in the expendable trust fund have
28 already been identified for projects not included in the breakdown, the \$35,000 identified under current year expenditures
29 would have to be come from the budget.
30

31 It was requested the list include the items mentioned and that an updated estimate be provided. Mr. Beauregard stated
32 the need to understand funds remaining in the current year maintenance budget to see if they could go towards offsetting
33 the FY10 expenses. The board requested information on the items proposed to be funded through the expendable trust
34 fund. Mr. Beauregard stated his concern with the lack of substantial information to bring forward to the SAU.
35

36 Director Siegfried will be expected to present the maintenance items at the SAU meeting. His presentation material is to
37 be provided to the board, electronically, the Monday before the November 12th SAU meeting.
38

39 Mr. Smith stated he could provide the exact balance in the expendable trust fund. He stated his belief what the board still
40 needs is to be provided with the list of projects to be funded through the expendable trust fund.
41

42 FY11 BUDGET

43 Budget Model Update

44
45
46 Mr. Smith provided the board with an updated budget summary. He stated the "P" located in the far right corner of the
47 spreadsheet represents a placeholder. The "A" followed by a number identifies the assumptions the budgeted amount
48 was derived from. The explanation of the assumptions can be found on page 8.
49

50 The following changes were pointed out;

51 Lines 225/226 – Health Insurance/Dental Insurance

52
53
54 Has received a guarantee from the Local Government Center that the maximum rate increase will be 17.6%
55 for health and 5.5% for dental. Actual figures are typically received in the May timeframe.
56

57 If these levels of increase materialize, because of the cap structure, the employees would absorb a fair amount of that.
58 Most of the two-person and family plans have already reached their cap amounts. Mr. Manley questioned what the

1 percent of employee contribution would be. Mr. Smith responded he was unclear if that has been determined at this time.
2 That is something that will need to be considered in terms of the impact on employees.

3
4 Line 231 – Teacher Retirement

5
6 It is known the employer share is going up from 7.49% to 8.02%. They took the current employees and salaries, then
7 took those eligible for retirement and multiplied by today's rate versus the rate that will be present on 7-1-10. The
8 \$21,433 represents the increase.

9
10 Ms. Benz questioned when teachers are required to announce retirement and was told an announcement has to be made
11 by January if the individual wishes payment before July. Both Principal Fowler and Assistant Principal Tuttle stated they
12 are not anticipating any retirements.

13
14 Line 232 – Teacher Retirement

15
16 The \$45,000 increase reflects an assumption of 3 retirements at 25% of salary. Ms. Benz remarked that may or may not
17 occur.

18
19 Lines 279/280 – Heating Oil

20
21 The district is locked in at \$1.72/gallon for the current heating season (until May). The vendor, Lorden Oil, was contacted
22 with regard to the contract. They were informed if the district were to pre-purchase today for an upcoming year the price
23 would be \$2.40/gallon. The number utilized for budget purposes is \$2.90/gallon.

24
25 Mr. Beauregard commented now is the worst time of year to pre-purchase. He suggested McLaughlin Oil also be
26 contacted. Mr. Smith stated the number listed for budgetary purposes was derived by the number of gallons on the
27 current contract, which is just under 12,000 gallons for each location at the \$2.90/gallon cost. Dividing the 2010 budget
28 numbers by actual at \$1.80/gallon comes out to 11,900 gallons for HPS and approximately 11,300 for HUES. Mr.
29 Beauregard felt the SAU purchases might have been rolled into that number. Chairman McCann stated the cost is
30 \$130,000 for the entire SAU. Mr. Beauregard suggested Ms. Duhamel be contacted and asked for clarification.

31
32 Chairman McCann stated, the current numbers indicate we are over the 0% increase guidance by \$23,000 and over the
33 negative 2% increase by \$185,933, which does not take into account the Needs List or the CBAs.

34
35 Needs List Review

36
37 Principal Fowler stated her impression the board wished to see included on this list any line item, which shows an
38 increase over last year's budget. Chairman McCann remarked the top four items listed are non-discretionary. The list
39 should only include those items that are discretionary. The total of the top four items (\$10,969) has to be added back into
40 the budget.

41
42 Mr. Beauregard questioned the \$10,806 increase in Line 433 – Reg Ed – Expendable Supplies. As there is a mandatory
43 increase for maintenance already embedded within the budget, he questioned what the \$10,806 represents. Chairman
44 McCann believed it could relate to computer upgrades, but requested the line be reviewed and an explanation be
45 provided.

1 NON-PUBLIC SESSION

2
3 **MOTION BY MEMBER BEAUREGARD THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA**
4 **91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY**
5 **THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**
6 **MOTION SECONDED BY MEMBER BENZ**

7
8 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

9
10 Yea: Jim McCann, Bill Beaugard, Susan Benz, Rich Manley, Robert Mann

11 5

12 Nay: 0

13 **MOTION CARRIED**

14
15 *The Board went into non-public session at 8:00 p.m.*

16
17
18
19 Date _____ Signed _____

1 ACTION ITEMS

2
3 Chairman McCann

4
5 Inform Ms. Bower of the board's decision with regard to the board member position. (11-2-09)

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

20
21 Review written proposal from Hollis Energy Committee and report back to the board as to whether or not the Hollis School
22 District can participate at this time (11-4-09)

23
24 Provide a detailed plan on the online Learning Management System (11-4-09) (Due: 12-9-09)

25
26 Business Administrator

27
28 Status of scanner software (25 policies require placement on the web site) (5-13-09)

29
30 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

31
32 Provide a response, via e-mail, to the Board on the questions raised concerning the Expendable Trust Statement dated
33 July 6, 2009 (specifically the \$25,000 contingency amount and the amount allocated to the bathroom partitions) (7-7-09)

34
35 Provide the Board with a timeframe when information will be available to conduct a discussion on possible cost savings
36 gained by efficiencies in the FY10 budget (7-8-09)

37
38 Distribute the Hunter Maintenance Check List to the board prior to the September meeting. (8-12-09)

39
40 Provide a monthly expenditure report and historical report for the next meeting (10-14-09)

41
42 Provide list of projects proposed to be funded through the expendable trust fund.

43
44 Director Kelly

45
46 Provide a report on the issues being focused on by the special education parent committee (10-14-09)

1 **Principals Fowler and Allen**
2

3 Identify the \$10,806 increase in Line 433 – Reg Ed – Expendable Supplies. (11-4-09)
4

5 **Director Siegfried**
6

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

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

11 Prioritize list of maintenance items at the SAU building and acquire three quotes for each item listed. (10-14-09) (Due:
12 11-4-09)
13

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

16 Prepare to present the SAU building maintenance expenditures at the SAU meeting. Presentation material to be provided
17 to the board, electronically, the Monday before the November 12th SAU meeting. (11-4-09)