

Approved as Amended: 1-14-09

HOLLIS SCHOOL BOARD

DECEMBER 10, 2008

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, December 10, 2008 at 5:10 p.m. in the Community Room of Hollis Town Hall.

Chairman Bill Beauregard presided:

Members of the Board Present: Jim McCann, Vice Chair
Susan Benz
Alison Haytayan, Board Secretary
Maura Loftus

Members of the Board Absent:

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Elizabeth Allen, Principal, HPS
Candice Fowler, Principal, HUES
Dawna Duhamel, Business Administrator
Carol Mace, Dir. of Curriculum
Bob Kelley, Dir. of Special Education

AGENDA ADDITIONS AND DELETIONS

Superintendent Hodgdon informed the board of the need to discuss the I.R.S. regulation changes for the 403B plan.

PUBLIC INPUT - None

APPROVAL OF SCHOOL BOARD MINUTES

Hollis School BoardNovember 12, 2008

**MOTION BY MEMBER BENZ TO ACCEPT AND PLACE ON FILE
MOTION SECONDED BY MEMBER LOFTUS
MOTION CARRIED
5-0**

Chairman Beauregard commented on the lack of meeting minutes for the non-public session that took place on November 12, 2008. Ms. Haytayan explained she has experienced some computer difficulties, and will provide the minutes to the board for acceptance as soon as possible.

CORRESPONDENCE - None

FY10 BUDGET DISCUSSION

Enrollment Forecast

Chairman Beauregard asked whether the questions posed via e-mail would be answered in time for the meeting on December 18th. Superintendent Hodgdon assured him they would.

Budget Committee Information Requests

Chairman Beauregard reminded the board the presentation of the Hollis School Board budget to the Budget Committee is scheduled for December 18th at 6:00 p.m. Stated a list of information requests resulted from a Budget Committee meeting, which he has forwarded to Ms. Duhamel and Superintendent Hodgdon seeking guidance as to which items can be addressed in time for the presentation.

The first item was a request for the inclusion of historical data in the budget (dating back to 2000), which would include both budgeted amounts and actual expenditures. Ms. Duhamel felt the request could be completed in a timely manner. With regard to revenue assumption, Ms. Duhamel stated we have taxes and state revenue. The amounts listed for catastrophic and building aid are estimates. There will also be a small amount listed for trust fund and pre-school revenue. Should be finalized for the December 18th presentation.

With regard to the itemization of contractual obligations, leases, bonds, etc., Ms. Duhamel remarked all information may not be available, however, she could have the larger items identified in time for the meeting on the 18th. Chairman Beauregard suggested the list consist of the items that are under contract.

With regard to the request for the current employee contract language, Chairman Beauregard had previously provided the information to the Chair of the Budget Committee, but will do so again.

With regard to the full-time equivalency report, Ms. Duhamel commented there would be some small adjustments. Chairman Beauregard remarked the feedback received suggested some sort of annotation be added describing the blocks the positions are in.

Chairman Beauregard felt the issue of compensation and count comparisons to neighboring and similar communities to be more of an issue for the town than the school. Superintendent Hodgdon remarked there is some access to that information; however, it is not generally housed as part of the budget process. Stated DOE usually provides up-to-date information in January.

One of the topics that arose during the Budget Committee meeting related to education specifications. Chairman Beauregard remarked he was under the impression we followed the numbers outlined in the DOE rules. Principal Fowler stated her belief, at one time; the board had come to a consensus on where they wanted their numbers to be as a town. Principal Allen remarked, in the last two years, the state has been reviewing the specifications, and has issued a new recommendation, with numbers similar to ours. They are actually bringing them down. She will provide additional information at the next meeting.

Budget Review

A discussion ensued with regard to the proposed budget. The following areas generated specific discussion and/or recommended adjustments:

Retirement Benefit (10-2900-239)

Chairman Beauregard questioned when figures would be available. Ms. Duhamel responded early January. The placeholder is that of last year's number.

Athletic Field (10-2600-425-2)

Chairman Beauregard questioned the decrease in maintenance for the athletic field at HUES. Principal Fowler stated it was based on a conversation with Mr. Blais wherein he cited \$500 of that line had been used for the track and the stone dust last year, and should not have to be done this year.

Mr. Beauregard commented on the level of use and resulting impact on the two athletic fields. Principal Fowler suggested hydro seeding could be a possibility for the springtime.

Snow Plowing (10-2600-422-1/2)

Ms. Benz questioned whether the budgeted amounts could be set at FY09 funding levels. Ms. Duhamel remarked the cost of plowing would remain static, however, this year we are taking on the cost of salting and sanding. Monies not expended would be returned to the general fund. When asked for the status of the snow blower, Principal Fowler stated she has been informed it is ready. Suggested the purchase of an additional snow blower be considered, as she believes there should be one per building given the timing of student arrivals.

Heating/Vent Services (10-2600-431-1/2)

Chairman Beauregard questioned the decrease, and was provided with a list of items to be addressed, i.e. boiler preventative maintenance, filter system service, leak testing, and repairs at HUES and boiler cleanings, filtration system service, filter replacements, annual leak monitor testing, and service calls at HPS. Principal Allen remarked there was a one-time service done last year that should not need repeating, which is why their number decreased.

Fire/Vandal Alarm Services (10-2600-432-1/2)

Principal Fowler cited annual maintenance, sprinkler system testing and service calls as justification of the increase (may be contracted). Ms. Duhamel added those systems tend to be proprietary.

General Maintenance – SAU (10-2600-439-1/2)

Principal Fowler listed items to be addressed as; elevator service contract, chimney cleaning, catch basins, licensing for elevators, and general maintenance.

Heating Oil (10-2600-624-1/2)

The budgeted per gallon price for heating oil at HPS and HUES is \$4.00. Allocated price in the SAU budget is \$3.90/gallon. Ms. Duhamel will provide the board with figures for estimated gallons to be purchased. Suggested allocating monies to an expandable trust fund for utility items. Would be able to avoid budgeting for the maximum exposure. Ms. Benz stated her support of such an allocation. Chairman Beauregard suggested he could bring the subject before the Budget Committee, however, feels this may be something to consider for future budgets.

It was the consensus of the board for heating oil to be budgeted at \$3.90/gallon to be consistent with the SAU budget.

Replacement Equipment (10-2600-737-1)

When questioned on the change in the line item, Principal Allen stated she would look into that and get back to the board.

Repair Equipment Inst. (10-2222-431-2)

Relates to the Destiny program. Mr. McCann pointed out the item is included on the Needs Priority Listing, and, therefore, should not be reflected here.

Expendable Supplies, Health (10-2134-614-2)

In explanation of the \$1,400 increase, Principal Fowler cited the school would have two nut safe classrooms next year that will need to be furnished with wipes. The line item also includes nursing supplies.

Conferences & Travel (10-2400-580-1/2)

Principal Fowler cited the funding to be for professional development. Touched on her desire to attend a conference along with the assistant principal to receive the same professional development to bring back to their staff. Chairman Beauregard suggested attendance at local conferences, video conferencing, purchasing

of conference proceedings, etc. Principal Allen cited one of the benefits of traveling to conferences is the interaction with colleagues and the networking that takes place. Noted \$2,000 is a contractual obligation for professional development within the administrative contracts for the district.

It was the consensus of the board to allocate the sum of two thousand dollars (\$2,000) to each of the line items.

Hospitality (10-2400-610-1/2)

Chairman Beauregard touched on the requested \$300 increase. The explanation of expenditures included; parent coffee hour(s), volunteer appreciation events, teacher workshops, etc. The board requested principals speak with the PTAs to ascertain how they may be able to be of assistance, and to come back to the board with additional information.

It was the consensus of the board to allocate the sum of five hundred dollars (\$500) to each of the line items.

Course Reimbursement (10-2210-241-1/2)

When asked if the funds could be utilized for the purchase of literature should that be determined to be an alternative to attendance at courses, Principal Fowler explained the contract language dictates those funds to be specific to workshops and conferences. She believes the numbers to be reasonable. Mr. McCann questioned how it would be addressed should an unanticipated amount of teachers choose to take advantage of this contractual benefit. Ms. Duhamel remarked requests are forwarded and encumbrances made as a means of tracking the expense, however, it is a contractual item that the district has to cover.

Ms. Duhamel touched on her desire to streamline the process as a number of administrators are currently involved. Spoke of software that could be utilized to streamline the process. She will come back to the board and inform them of whether this is a cost item to consider for the FY10 budget.

Staff Development (10-2210-242-1/2)

When asked what is covered in those line items, Principal Allen explained this past year funds were utilized for NWEA training and Danielson training for the staff to get the new professional development program up and going. The FY10 budget includes an allocation for training for response to intervention, for the new foundations programs, etc.

Professional Stipend (10-2210-114-0/1/2)

Chairman Beauregard explained this is a stipend paid when a teacher gains 150 hours of professional development over and above that required for certification. This is a contractual item.

Replacement Equipment (10-1100-737-1)

The explanation provided for the (\$6,572) reduction was the moving of the copier contracts to a more appropriate line item for accounting purposes.

Equipment, Computer (10-1169-734-1/2)

Principal Fowler informed the board the intent is to replace 9-10 of the oldest computers. If additional funding were available, replacement of the 30 or so 5-6 year old systems would be considered. Also included in the cost is software licensing.

Replacement Equipment, Computer (10-1169-738-1/2)

Principal Allen touched on discussions that took place regarding the tough economic times and what equipment replacement could be postponed. Replacement equipment would be items such as monitors, printers, etc. Items that were cut from the budget appear on the Needs Priority Listing.

Expendable Supplies, Bid Items (10-1100-614)

Chairman Beauregard questioned the decreases specifically those in the science supplies line. Principal Allen again touched on the conversations that took place with regard to current economic times. Stated historically not all of the funds in these accounts were expended. Principal Fowler cited consideration was given to the decreased number of students. They multiplied the number of students with the per student cost of last year and added ten percent (10%).

Ms. Duhamel touched on cost saving measures such as a print management program that would network the copy machines.

Stipend - Advisors (10-1120-112-2)

Principal Fowler explained the decrease was due to not paying for the teachers to stay overnight at the 6th grade camp. Stated this coming year will need yearbook stipends, track stipends and a nurse for track. When asked if the web site stipend comes out of this line, Principal Fowler responded she has arranged with the web designer to eliminate other duties thereby allowing her to perform the function of web master without the need for a stipend.

ESL Tutor Services (10-1260-110*0/1/2)

Chairman Beauregard asked if we are anticipating having need for the services next year or contracting ½ a position to COOP and elsewhere? Mr. Kelley stated he is unsure at this time. Principal Fowler stated an anticipated need from a family adopting from a European country.

Mr. Kelley will check with other districts as to what they are doing with regard to apportionment, etc. Principal Allen stated she would have a better sense upon completion of kindergarten and 1st grade registration.

Negotiations (10-2316-301-0)

Mr. McCann remarked FY09 funds were placed in the Legal Services line item. Currently there is a \$1.00 placeholder listed in the budget.

It was the consensus of the board to allocate the sum of twenty thousand dollars (\$20,000) as a placeholder.

Chairman Beauregard questioned whether the legal service line item (10-2318-301-0) could then be reduced. Mr. McCann believed the budgeted amounts were reasonable.

ABA Therapy (2139-330-1)

Mr. Kelley stated this line is related to intervention training, which is predominantly used on the autism spectrum. There is a project increase need for next year.

Chairman Beauregard questioned whether the current configuration of 1 on 1 positions versus group positions has been reviewed, and whether that could be done during the budget timeframe. Superintendent Hodgdon remarked she and Mr. Kelley have not had a chance to touch base on the issue. Mr. Kelley stated those assignments are always up for discussion about changes, but are inherent within an individual education plan. As such, he would not present any suggestions of being able to update that during the budget season as it takes an IEP process to determine the needs. The IEPs are done annually, but can always be adjusted. Superintendent Hodgdon touched on the ability to do IEP reviews on a more regular basis due to the addition of the Assistant Special Education Director position. Performing the IEPs on a more regular basis will allow for the capture of that information in a timeframe that would allow for it to be factored into the budget.

Chairman Beauregard questioned the number of one-on-one Para professionals for this year. Asked for a tracking of how that number has played out over the last few years. Believed the state recommendation to be 2-1 teacher-to-para professionals, and that Hollis is at that ratio.

Mr. Kelley informed the board of a new move, for which monies can be found within the FY09 budget, but will have to be carried forward into the FY10 budget. He and Principal Allen will discuss the HPS needs currently budgeted, which may be able to be reduced. They will provide an update at the next meeting.

Salaries Substitutes (1100-128-1/2)

Mr. McCann questioned whether the substitute hourly wage had been raised. Principal Fowler stated it was looked at, and it was found to be comparable to other districts. She stated the subject of nurse substitutes is an issue. Are still paying nursing substitutes \$65 a day. Mr. McCann stated that was changed last year to \$100 a day. Principal Fowler will look into whether the change occurred.

Food Service (10-5221-925-0)

Chairman Beauregard felt the line item could be zeroed out. Ms. Duhamel could come before the board if an increase was warranted. Ms. Duhamel requested leaving \$1 in the line item as a means of keeping the account in place. The desire was to zero the account out.

Principal Allen stated an error in her line item for replacement equipment (10-2600-737-01) in that she budgeted \$2,500 and the budget worksheet shows \$5,218.

It was suggested \$10,000 be added to line item 10-1100-112-0 as a placeholder.

Chairman Beauregard remarked the proposed budget, with the recommended changes, is \$88,000 under guidance.

A discussion ensued with regard to the Needs Priority Listing. The following areas generated specific discussion and/or recommended adjustments:

Computer Software (2400-1169-01/2)

With regard to the Student Information System, Superintendent Hodgdon explained the \$10,500 is based on the highest possible per student cost. In other words, \$13 dollars per student as opposed to \$7. At a cost of \$7 per student, it would be \$2,450 per school.

Chairman Beauregard remarked if Brookline's budget is such that they cannot find the funds for their portion prior to July 1st it would be helpful to have a conversation with the Budget Committee concerning funding that this year, perhaps out of contingency, with the understanding the funds would be returned in July.

Chairman Beauregard remarked if Hollis' portion of the Student Information System software cost is 30.97% the total cost to Hollis would be \$13,936. It was felt the items could be removed from the needs priority list, and funded out of this year's budget. Remarked a proposal is needed for the Budget Committee meeting on the 18th.

Computer Software – AlertNow (2400-650-1/2)

It was the consensus of the board to incorporate the line items into the budget.

Testing & Scoring (2120-320-1/2 & 2130-810-1/2))

It was the consensus of the board to incorporate into the budget the requested sums in line items 2120-320-1, 2120-320-2, 2130-810-1, and 2130-810-2.

Repair Equipment Instruction (2222-431-1/2)

Principal Fowler explained the funding is for the new library software (Destiny), which replaces a system that is 20 some odd years old. The software will incorporate the new reading level data. Can acquire software immediately and spread payments over two years. Chairman Beauregard suggested the entire payment be made out of this year's budget.

It was the consensus of the board to expend the monies from this year's (FY09) budget.

Teaching Materials Library (2222-615-1)

Chairman Beauregard felt the price of \$4,000 for the installation and conversion of the Destiny software is too high. Principal Allen explained the cost for installation and conversion is \$500, which is the total addition to funds requested in November. The remaining funds are for book renewals, subscriptions, etc. Chairman Beauregard questioned whether the installation could be performed in-house. Principal Allen will ascertain whether installation is contractual.

Additional Equipment (2222-730-1)/Replacement Equipment (2222-737-1)

For the purchase of an LCD projector, and a document camera or digital cameras and equipment conversion from VHS to DVD. Ms. Benz remarked the line items are already identified in the budget.

It was the consensus of the board to remove line items 2222-730-1 and 2222-737-1 from the budget and retain on the needs priority listing.

Mr. McCann suggested the needs priority listing remain as a stand-alone document. Chairman Beauregard remarked; of the items already discussed, the total increase is \$5,791.

Math Coach (Contracted Position) (1100-111-0)

Chairman Beauregard stated this as a contracted position. In the base budget, the curriculum coordinator position is zeroed out and this is in lieu of that. It is for in the classroom, coaching the teachers for math. As a contracted position there is no headcount with associated benefits, etc. Questioned why this was budgeted in FY 09 at \$18,000 per school for a total of \$36,000 and the FY10 budget request is for \$21,600. Superintendent Hodgdon stated it is due to the combination of this position with existing staff for math.

It was the consensus of the board to add this item to the budget.

Reading Specialist (1100-111-0)

Principal Fowler stated HUES has a full-time position and a .8 position (reading specialist for intervening and supporting special education). The full-time individual is currently working .7 and a part time person is working .3. They are planning on swapping the individuals so that the individual working the .8 position will move to full time, and the full time equivalent will move to the .8 position That provides the ability to take the new full-time person and have that individual work 4 days a week in Early Intervening and Special Education, and one day a week as the reading coach for the HUES.

Is now asking for an increase of .2 position so they can effectively do reading groups for high needs students at the same time that reading is happening in their classroom. The reduction being proposed (from November numbers) is \$14,437.

It was the consensus of the board to add this item to the budget.

Literacy Coach (1100-111-0)

It was the consensus of the board to add this item to the budget.

Maintenance 1 FTE (1100-111-0)

Chairman Beauregard commented he felt the salary, when inclusive of benefits, was too high. Principal Fowler explained each school could instead hire a part-time person, which would represent a savings for the district.

Principal Fowler stated she is currently down 8 hours per day from what she had prior to the re-organization. This position would increase her current staffing level by 4 hours a day. Chairman Beauregard commented it was never the intent of the re-organization for maintenance staff to be reduced.

It was the consensus of the board to add two part-time positions to the budget.

Ms. Mace commented the SAU 41 Math Task Committee is going to get together next week and review the report. They want to look at revising the curriculum to match the recommendations of the National Math Panel Report as well as some of the more rigorous state curriculums.

Mentioned the International Report that came out (TIMS Report), which looks at assessing countries all around the world including the United States. Massachusetts and Minnesota requested they be treated as countries as they wanted their results pulled out separately from the United States' results. Massachusetts ranked second in the world. They attributed it to the rigorous standards. What we are doing is looking at basing our new local curriculum on the Massachusetts standards.

Given we are going to be revising our curriculum, we need to think about the tool that will be used to implement that curriculum. It is going to be more of a mastery curriculum rather than spiraling approach. Concerned Everyday Math (textbook) might not be the best match. Would put a placeholder in this year's budget, hope for a recommendation by spring time as to what program they would want to choose, would pool professional development, and be ready to go in the fall. Recommended \$85,000 as a placeholder. Principal Fowler stated there had been conversations as to whether that would be in a Warrant Article or in the budget. Not knowing how that would be handled, she had not placed it in the budget.

It was the consensus of the board for this item to be listed at the top of the Needs Priority Listing as a critical need at a total amount of \$85,000 (\$16,000 being reduced from the base budget figures).

Mr. McCann requested Ms. Duhamel identify those high-risk variable items that exist in the budget; fuel, gasoline, diesel, electricity, etc.

It was the desire of the board to review the remaining items on the Needs Priority Listing after updated numbers are provided.

Merit Increase

A brief discussion ensued with regard to the percent of merit increase. **It was the desire of the board to be consistent with the SAU budgeted merit increase of two percent (2%).**

With regard to the requested discussion on the I.R.S. regulation changes for the 403B plan, Ms. Duhamel remarked she had misquoted; the cost of the fee is \$18/year per person, and 12 people participate. The question that arose at the SAU board meeting was whether the cost would be passed on to participants or absorbed in the school budget. At the SAU budget level, it was decided to pass the fee along to the participants.

The board was in agreement with the fees being passed on to the participants.

Chairman Beauregard read the following Resolution into the record:

"Be it Resolved that the Hollis School District 403B Plan set forth in the plan agreement, a copy of which is attached here, is hereby adopted."

"Resolved further that the Business Administrator, Dawna Duhamel, is hereby authorized and instructed to execute said plan agreement for and on behalf of the organization."

**MOTION BY MEMBER TO BENZ TO RESOLVE THAT THE HOLLIS SCHOOL DISTRICT 403B PLAN BE ADOPTED
MOTION SECONDED BY MEMBER LOFTUS
MOTION CARRIED**

**MOTION BY MEMBER BENZ THAT THE BUSINESS ADMINISTRATOR IS AUTHORIZED AND INSTRUCTED TO EXECUTE SAID PLAN AGREEMENT
MOTION SECONDED BY MEMBER LOFTUS
MOTION CARRIED**

Chairman Beauregard noted the contracted services number of \$500. Ms. Duhamel stated that line item could be removed from the base budget as the plan document has been purchased.

ADMINISTRATIVE REPORTS

Pre-School Registration Procedure

Superintendent Hodgdon informed the board she was contacted by parents and others with regard to the procedure utilized for filling vacancies. Stated the primary goal of the program is programming for students with special needs. When openings become available, the practice has been to consider siblings first and then wait list on a first come first serve basis. The practice has been questioned given the fact the program is housed in a public school setting.

Questioned whether the time has arrived to change the procedure. She has been told there are less families with siblings coming in the following year, which she felt would provide an opportunity to try another practice and discover what quirks may result. Ms. Chorma (speaking from the audience) commented other public pre-schools give preference to siblings. Ms. Benz felt it best to make a formal decision.

Mr. Kelley touched on the integration of the programs and the fact that they are in existence because of special education needs. Spoke of the screening process that allows for the optimization of the most compatible students.

Ms. Chorma stated registrations are generally done in January as parents wish to know if their children are placed, however screenings are generally not done until the May timeframe. If they were to screen and then do a lottery based on the screening process, parents would likely be waiting too long to know whether their child was in the program.

A lengthy discussion ensued with regard to a procedure to be used.

The board opened the floor for public comment at 9:34 p.m. The following individual(s) offered testimony:

Melissa Murran, 121 Long Hill Road, Hollis

Informed the board her eldest Son is in the 4th grade at HUES, her middle child is in the HPS kindergarten program, and youngest is 3 years of age. When considering enrolling her youngest child in the preschool, understood the 1 to 1 ratio of IEP special education students to regular education students and believing there to be 6 openings available, thought her child would have an equal opportunity for enrollment. What she discovered was that 5 of the 6 available slots would be given to families who had children in the program previously. Questioned why a family would not have equal access to that because they have not been there before. Cited the priority status given to pre-school children when registering for kindergarten.

Ms. Haytayan reminded the board in the first year of operation, the students who had attended the preschool program were given preference to time slot allocation in kindergarten as an incentive to promote the preschool. As the preschool is conducted in a public setting, she feels the time has come to change the acceptance preferences.

A lengthy discussion ensued and resulted in the following stated opinions:

Ms. Benz suggested the available openings be filled by means of a lottery with no preference toward siblings. Ms. Haytayan suggested requesting administration look at what siblings a change could affect were the criteria/preferences altered for this coming school year. Was not in agreement with lottery suggestion or simply basing admittance on sibling criteria. Was unsure what she would propose at this time. Ms. Loftus was in agreement with Ms. Benz with regard to her support of a lottery scenario. Mr. McCann was in agreement with preference being given to siblings. Believes the issue should be addressed after the coming registration. Chairman Beauregard was in agreement with Ms. Benz and Ms. Loftus except for the instance where logistical issues would exist in scenarios such as twins, etc.

A discussion ensued with regard to whether the issue was one of procedure or policy.

Superintendent Hodgdon and Mr. McCann stated their opinions the issue is one of policy. Mr. Kelley suggested the criteria remain in place through the coming year's registration and be looked at for change after that time. Offered to research whether other boards have adopted similar policies.

Ms. Loftus disagreed in that she felt it prudent to put a procedure in place for this coming year and set policy at a later date. Felt, if necessary, could grandfather students in on an individual basis. Ms. Benz was in agreement with the suggestion.

Superintendent Hodgdon acknowledge guidance has been received to factor into decisions for this year, understands the board desires a policy to be in place, and that hardship and sibling hardship would constitute a reasoning for grandfathering a student in under the present criteria.

The board acknowledged the need to look at expanding the pre-school program in the future.

Special Education – Identification Policy, Parent Advisory Council

Mr. Kelley expects to bring forward a policy in January for consideration by the board.

Superintendent Hodgdon stated the Parent Advisory Council is on hold until after the holidays.

Business – Managing Unplanned Cost Increases, FY09 Expenditures/Revenue Update

Chairman Beauregard touched on an earlier comment about trying to pull into this year's budget something that might be planned for FY10. Questioned how material increases in the FY09 budget would be adjusted. Ms. Duhamel responded wages tend to be an area where significant savings can be found to offset such increases.

Curriculum – Data Driven Decision-Making, Writing Curriculum Evaluation, Math Plan Report Volume II

Chairman Beauregard touched on the Data Driven Decision-Making and asked if there is a process being considered for how we will get our hands around this. Superintendent Hodgdon stated she and Ms. Mace have discussed this, and wish to identify data points the principals most often use. Understands Milford hired a consultant who built some special reports in PowerSchool. Suggested the district may be able to utilize the services of the consultant (monies allocated for data analyst position).

Chairman Beauregard touched on the financial investment and length of time taken to get a system up and running. Ms. Mace commented we are so close to making a decision on the Student Information System, and if we have the opportunity to tap into the expertise in Milford that will take us a long way. Cited one of the biggest challenges as the administrative turnover. Principal Fowler suggested if the purchase were approved, data input could begin this summer. Superintendent Hodgdon stated the decisions that will drive the needed reports have become clearer with the ongoing curriculum work.

Chairman Beauregard suggested it would be helpful to receive a presentation on where we are going with regard to data driven decision making, the kind of process being used, decisions that will drive what data sets will be incorporated and how we are expending funds to make that happen. Such a presentation could be scheduled for later in the year.

With regard to the math plan, the request was made for the new draft to be placed on the web site.

Maintenance – Hiring Hutter Checklist, Water District Report, Expendable Trust Final Quotes

Superintendent Hodgdon informed the board of interview(s) scheduled to take place within the next week.

The Hollis School District Water System Assessment report was provided to the board members (copy attached).

Schools – Principals' Reports

Principal Fowler informed the board of the continuing situation with regard to the odor in the HPS. Some of the work performed in an attempt to identify and eradicate the odor was - pumping out of septic system and thorough cleaning of baffles. Smoking of pipes under pressure is planned to identify whether small cracks exist. It was mentioned the computer room, where the smell generates from, was previously a home economics classroom. Therefore, has items such as capped sinks located within the structure. Chairman Beauregard suggested contacting Hutter to utilize their expertise in searching for the source of the odor.

BOARD DISCUSSION

Superintendent Hodgdon announced to the board members hearing from NWEA that they would like Principal Fowler to come on board and do some consulting work for them – something she described as a tremendous honor. She has discussed with her how this could be worked into her schedule and the benefits such experience would allow her to bring back to Hollis. Stated she will utilize professional days for days she is presenting and vacation days for travel time. Chairman Beauregard suggested vacation time is not necessarily what should be used given the knowledge she will bring back to the district, etc. Superintendent Hodgdon stated the amount of travel is unclear.

The Board congratulated Principal Fowler on being selected, and expressed their gratitude for the benefits her training will bring to the district.

Mr. McCann commented he believed the emergency dismissal procedure went well. However, parents have expressed a concern there is a chance a child could be left at home or at a bus stop without the knowledge of a parent. Principal Fowler stated they have made it very clear the method of contact identified on the parental forms will be strictly followed. If an instance of uncertainly occurs, parents are contacted personally. Testing is being done to determine whether contact with live person is made with AlertNow program.

Policy Updates

- DFA, EBBC, GBAA, JBAA, JICK, GBCD, JLC
- ILBA, JLDBA, IJOC, EEAEA
- Suitability to Hollis School district: IFA, IHBI, IHCD, IK, IKAA, JBAA, JICFA

COMMITTEE REPORTS - None

NON-PUBLIC SESSION

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

MOTION SECONDED BY MEMBER BENZ

A Viva Voce roll was conducted, which resulted as follows:

Yea: Bill Beauregard, Jim McCann, Alison Haytayan, Susan Benz, Maura Loftus

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Nay:

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MOTION CARRIED

The Board went into non-public session at 10:40 p.m.

Date _____ Signed _____

Hollis School Board
Superintendent's Report
December 10, 2008

Parent Council for Students with Special Needs

- Status Report: Due to the early dismissal of students on November 21st, the meeting with parents and administration did not take place as planned. A new meeting date is being sought, most likely after the holidays and school vacation, given everyone's schedule.

Preschool Enrollment Practices

- Maureen Chorma, Hollis Preschool Coordinator, and I have met to discuss the history of the preschool and its enrollment practices. Maureen will attend the December 10th meeting to answer any questions and provide any needed information to aid the Board's discussion. When planning first began for the Preschool Program several years ago, those engaged in creating the plan for a DOE-approved program surveyed local, private preschools to learn about various practices, including enrollment. At that time and perhaps currently, private preschools gave preference to siblings of already-enrolled preschoolers. The private preschools reasoned that they already had an established relationship with the families of that pool of students (and vice versa). Hollis Preschool adopted this practice of giving first preference to siblings when openings occurred in the typical peer portion of available openings and it continues today.
- If the Hollis School Board were to elect a new practice of making any openings in the typical peer pool more broadly available, given the public school setting for this preschool program, there would be limited impact on the program. Maureen estimates that there are two such potential openings for the coming school year and one in the year after. Currently, a first come, first served practice is used to establish a waiting list for those parents interested in enrolling their three- or four-year old. The registration period is well-announced in a variety of formats and ways, so parents have advance notification and can plan to get their name on the waiting list. Maureen notes that this year, for the first time, she plans to screen the waiting list as well as those who are registered. Her goal is to know the pool of potential typical peers better should she draw from that pool.

Other Updates

- I will have the back up information for the policies discussion with me at the meeting. Please let me know if anything is needed in advance of the meeting.
- Rich Raymond informed me that the Alert Now system is set for our use. I will plan to give a brief report to the Board regarding the system.

Superintendent's Calendar

- 11/25 Meeting debrief with HSB Chair, Vice Chair
- 12/3 Meeting w/Superintendent Evaluation Subcommittee – goal setting for 08-09
- 12/5 Breakfast w/Board Chairs
- 12/5 Luncheon for Mrs. Briggs' Retirement
- 12/11 Meeting w/HEA Executive Board
- 12/16 SAU Leadership Team meeting
- 12/17 RSEC Board meeting
- 12/24-1/02 School Vacation Break

**Executive Guide
to the
Report of the Mathematics Summer Research Committee**

The Summer Research Committee members:

Dot Ball
Math Department Chair
Hollis Brookline High School

Patti Flynn
6th grade teacher
Hollis Upper Elementary School

Betsy Keegan
6th grade teacher
Hollis Upper Elementary School

Caryn Miller
4th grade teacher
Hollis Upper Elementary School

Karin Pillion
Math Coordinator
Brookline School District

The major focus of the research:

- Reviewed the National Mathematics Advisory Panel's (NMAP) report.
- Compared SAU 41 math curriculum to the curriculum from states whose frameworks were highly rated by the Fordham Foundation Study – Massachusetts and California.
- Researched best practices in enrichment opportunities.

The Summer Research Report contained 70 recommendations in the areas of:

- 1) Curriculum
- 2) Students
- 3) Parents
- 4) Teachers
- 5) Data

Overall, the report recommends that our focus as a community needs to remain on the end result – which is the math achievement of our students at the end of 12th grade.

- 85% of Hollis-Brookline students will pursue some type of post-secondary degree.
- Success in algebra is crucial.
- SAU 41 should prepare students for success in algebra.

Recommendations - Highlights and responses:

- 1) Curriculum

Recommendation #3 (paraphrased):

SAU #41 elementary schools should use traditional algorithms.

Response:

Suspension of instruction of non-traditional algorithms began in September 08. Students who use non-traditional algorithms will continue to need instruction, practice and time to develop skills to solve algorithms using traditional methods.

Recommendation #5 (paraphrased):

All elementary students will meet grade level expectations on a yearly basis leading to a mastery of arithmetic by 6th grade.

Response:

Benchmarks have been developed for math fact fluency and are posted at:

<http://www.hollis.k12.nh.us/hues0708/gradelevelbenchmarks.pdf>

Automaticity baselines were taken in April 08 and teachers will continue to emphasize and practice for automaticity in 08-09 to meet the benchmarks.

Recommendation #8 (paraphrased):

Using the NMAP “Benchmarks of Critical Foundations of Algebra” as a guide, SAU #41 should revise the K-12 curriculum.

Response:

The SAU #41 Math Task Force will begin the curriculum revision process in November/December 08 with the revision to be completed by January 09.

Recommendation #70 (paraphrased)

Purchase new textbooks in the 2010-2011 budget cycle.

Response:

Should the SAU #41 Task Force complete the curriculum revision by January 09, Hollis will begin the process of selecting the program to best match the curriculum, with the goal of making a final decision by May 09.

2) Students

Recommendation #36 (paraphrased):

Math support for identified students should be provided in the classroom so that regular instruction is not impeded.

Response:

Ongoing - special educators routinely collaborate with classroom teachers to determine the most effective environment for each student to learn.

Recommendation #40 (paraphrased):

If students are allowed to vertically accelerate, then consideration must be made to the impact on curriculum at the middle school and high school.

Response:

The Math Task Committee will review and revise as necessary the current vertical acceleration protocol in the spring 09.

Recommendation #42 (paraphrased):

Enrichment activities need to be meaningful.

Response:

The Hollis math coach began working with teachers in October 08 to provide meaningful enrichment opportunities to students who are demonstrating math proficiency.

3) Parents

Recommendation #43 (paraphrased):

Provide parent education and support.

Response:

Math resources for parents have been posted to Hollis website.

4) Teachers

Recommendation #47

Teachers should be provided with ample opportunities to learn.

Response:

Hollis School District has contracted with a math expert to provide individual and small group math coaching to all teachers for the 08-09 school year.

Recommendation #54 (paraphrased):

Explore creating teams with similar proficiency levels. This recommendation is implying that teachers use data from multiple assessments to reduce the range of proficiency levels and create flexible grouping opportunities for students.

Response:

At Hollis Upper Elementary School, the 6th grade team has been flex-grouping since September 08. Currently, 4th and 5th grade teams are exploring the opportunity to flex-group their students. At Hollis Primary School, teachers are also exploring the opportunities to flex-group.

5) Data

Recommendation #62 (paraphrased):

Administration of local assessments should be re-evaluated in light of the data provided by NWEA.

Response:

A Hollis Data Cohort was formed in October 08 and is reviewing the current data matrix.

Recommendation #64 (paraphrased):

All three districts (Hollis, Brookline, and Hollis Brookline Cooperative) should work collaboratively on data analysis.

Response:

A committee has been formed to investigate and make recommendations for an SAU Student Information System (SIS), with a decision to be made for the 09-10 budget cycle. These SISs contain modules for data warehousing and reporting. With this functionality, all staff in the SAU will be able to work collaboratively on analyzing information contained within the data module.

This summary is intended to provide an overview of those recommendations having the most immediate impact on Hollis students, and how the Hollis School District is responding to those recommendations. As we progress, we will work toward addressing the many other recommendations contained in the report.

Regular updates will be provided to the community via Hollis School Board meetings and on the Hollis School District website.

MEMORANDUM

TO: Hollis School Board
Susan Hodgdon, Superintendent of Schools
FROM: Carol A. Mace, Director of Curriculum and Instruction
DATE: December 10, 2008
RE: Curriculum and Instruction Update

Professional Growth Model

Danielson Training

Administrators have completed the first round of observations under the new Danielson model. The feedback from both administrators and teachers has been positive. A portion of each SAU Leadership Team meeting has been devoted to discussion of the process, with administrators sharing insights and strategies with one another. As a result, implementation of the new model continues to be refined and strengthened.

Additional training with our Danielson consultant has been scheduled. On January 22nd and May 12th, Bernie Cleland will work with the leadership team for part of each day and then spend some time with the Professional Growth Committee.

On June 25th and 26th, Bernie will conduct a "train the trainer" two-day institute. The purpose of this training will be to develop the in-house expertise needed to meet our training needs on our own in the future.

Math Plan Report

Draft Report Revisions

A draft Executive Summary of findings and actions, with a focus on the actions being taken this year that will impact students has been completed and posted in the curriculum area of the SAU and Hollis websites. It is included with this Board packet for your information. The draft summary will be updated once the reorganization and editing of the main report has been completed. I will be working with SAU 41 Math Task Force co-chairs Dot Ball and Candi Fowler next week to complete the revisions to the main report.

Curriculum Revision

The Math Task Force is meeting on December 11th to review the draft report and begin the curriculum revision process. The timeline is to have the curriculum revision completed by January, 2009. As was reported in November, the curriculum will be revised to align with the National Math Panel Report benchmarks and the Grade Level Expectations of states whose frameworks were highly rated by the Fordham Foundation study (Massachusetts and California).

Textbook Selection

Our Math Task Force co-chairs are in the process of contacting publishers for the materials review process which will begin in February once the curriculum has been revised.

Title V Grant

The Title V grant application has been submitted to the NH Department of Education. This grant provides federal funds to support innovative programs. This year funds will be used at the Primary School for implementation of Wilson "foundations," a systematic phonics and spelling program to give children a strong foundation in early literacy skills. I worked closely with Liz Allen and Heather Nelson to develop the proposal. Approximately \$3300 in materials will be purchased with the grant funds.

First Lego League

I had the pleasure of serving as a judge for the First Lego League (FLL) Qualifying Tournament held at Hollis Brookline High School on November 22nd. FLL is a robotics program designed for students ages 9 to 14. The teams must design Lego-based robots to accomplish defined tasks in order to earn points. Additional points are earned for teamwork, technical design, and presentation. I participated in the presentation portion of the judging.

Approximately 20 teams from New Hampshire and Massachusetts competed, including one team from Hollis and one from Brookline. I was amazed by the creativity and enthusiasm of the students and inspired by the dedication of the many adult volunteers involved in this outstanding program. Our own Candi Fowler is the regional judges coordinator and I want to thank Candi for inviting me to take part.

Hollis Upper Elementary School Principal's Report
Candice Fowler, Principal
Katherine McBride, Assistant Principal
December 2008

Enrollment

Grade	Ed. Spec.	# of classes	Full Enrollment	As of 12/1/08	Change from last report	Ave. class size	Actual class enrollments
Grade 4	23	6	138	129	-2	21.5	20, 21, 21, 22, 22, 23
Grade 5	23	5	115	112	0	22.4	22, 22, 22, 23, 23
Grade 6	23	6	138	143	0	24.3	20, 24, 24, 25, 25, 25
<i>Total</i>		17 classes	391	384			
Home Study: 3							

Staffing

- Due to the possibility of a student moving, we may have enough staff to cover our classroom assistant position vacancy.
- We still anticipate one special education para-educator position opening.
- We are currently looking for a Director of Maintenance.

Curriculum & Instruction

- Staff have worked collaboratively on report cards – meeting with reading teams, special education teams, and other staff members involved in a student's academic career here at HUES – to ensure that all aspects of a student's progress are represented on our progress report to parents. Kathy and I have reviewed all report cards as well.
- All first round observations are completed for annual contract staff. Kathy and I like our new observation tool and feel that professional conversations during the observation cycles have been rich and productive.

Science NECAP results - 61% (67/110 students) were proficient in science

Strand	Substantially Below	Partially Below	Proficient	Proficient with Distinction
Inquiry and Critical Thinking Skills	25%	19%	51%	5%
Earth Space Science	17%	34%	43%	5%
Life Science – life, energy, humans	18%	28%	24%	30%
Physical Science – matter, energy, motion	14%	41%	23%	23%
Overall Scores	6%	33%	61%	
State Scores	9%	40%	49%	2%

Sample Questions:

Open-ended question:

Aluminum is an earth material. Some useful properties of aluminum are listed below.

• strong • lightweight • resistant to rust • good conductor of heat • easily shaped and bent

a. Identify two objects that could be made using aluminum.

b. For each object you identified in part (a), choose two properties of aluminum that make it useful for making the object. Explain why these properties are important for the object.

10 students earned full credit of 4pts, 19 students earned 3 pts, 38 students received 2 pts, 25 students received 1 pt, and 19 students did not receive credit.

Which characteristic do children inherit from their birth parents?

- a) beliefs (3),
- b) language (38),
- c) manners (8),
- d) skin color (63)

From these two samples we can see that students will need to work on crafting their written responses with more detail and accuracy. We can also see that vocabulary needs further strengthening. A focus for our team meetings will be to dig deeper into the released questions and look for areas to strengthen our programs.

Programs/Activities

- The geography bee's first rounds were a big success! We had one student score a perfect 7 out of 7. The highest scoring students from each grade will move on to the final round on Dec 10th. From there, 3 students will compete in the Championship round on Dec 19th. We had a total of 183 students (47% - 75 4th graders, 52 5th graders, and 56 6th graders) compete this year! ☺
- Battle of the Books is underway - with teams reading sets of novels to compete in the competition. Mrs. Nickerson is heading up this competition. Teachers are volunteering to read novels and write questions for the competition. Students will "battle" in March.

Administrative Focus Areas -December

- Alert Now training and implementation
- Safety – practicing drills for emergency situations
- Celebrating our multi-cultural heritages.
- Enjoying some fun activities with staff (our holiday party) and students (our annual sing-a-long and staff vs students volleyball games)
- Budgets

Looking Ahead

- January 12 – 30 will be our winter NWEA testing window.
- Parent conferences begin Jan. 26, 2009.
- Observations continue

Hollis Primary School Principal's Report
Elizabeth Allen, Principal
Deb Trotter, Asst. Principal/SPED Coordinator
December 2008

Enrollment

Grade	Recomm Class Size	# of classes	Full Enrollment	As of 11/1/2008	Change from last report	Ave. class size	Actual class enrollments
Pre-K: 3 year olds	12	1	12	09	(1)	10	10
Pre-K: 4 year olds	12	1	12	10		10	10
Kindergarten	18	4	72	58		18 AM 12 PM	18,17 AM Session 14,9 PM Session
Grade 1	18	5	90	83		17	16,17,17,17,16
Grade 2	20	5	100	94		19	20,19,19,18,17
Grade 3	20	6	120	89		15	15,15,16,14,14,15
Total		22 classes	406	344	(1)		

Staffing

- The primary school has had many custodial challenges, however, under Chuck Stohl's leadership we have been able to adjust assignments and bring in a HBHS Student to assist in the evening due to the long-term absence of an evening custodian.
- We will be presenting a request for an additional maternity leave this school year, with a leave date beginning April 10, 2009. Our school family is growing!
- We currently have one para position open to work with a child with significant needs in our preschool program.
- A teacher that is currently on leave is requesting an extension for the remainder of the 08-09 school year –a topic for non-public session due to nature of issues with staff member
- Our custodial supervisor position has been posted and we are hopeful to begin interviewing candidates no later than Dec 15.

Curriculum & Instruction

- Our third grade team started the flexible groups in math this week. Letters went home to all third grade parents. The children were very excited to have this opportunity to work with other third graders and the teachers were pleased as well.

- Report cards will go home with all children in grades 1-3 on Friday, Dec 5. I reviewed all the report cards and I am very pleased with the detailed, personal comments that the teachers included.
- We are beginning to work with our environmental science teacher, Cheri Birch, to cross-reference the topics in her program with the state GLE's for science. Our goal is to bridge the science program in the classroom with the environmental science program. Each grade level team will be meeting with Cheri Birch to share ideas and work together as a team to provide a quality science program with a focus on inquiry based skills and the use of common vocabulary.
- Our staff is continuing to bond with our peer coaches to develop trusting relationships. Teams are voluntarily inviting the coaches in to model lessons, and meeting as a team with the peer coaches. One of our goals this year is to provide consistent learning opportunities for all students in a grade level and I am pleased to see the progress in this area.

Programs/Activities

- Our November "Coffee with Administrators" was a terrific opportunity for parents to share with our admin team, chat with other parents, and to be recognized as critical partners in this journey of educating our children. The coffee was well attended with 15+ parents in November versus 2 parents in October.
- Our school community collected food donations for the Nashua Soup Kitchen and the generosity was overwhelming. The Soup Kitchen was very appreciative of this community donation that was led by our guidance counselor.
- American Education Week was a great opportunity to show staff that we appreciate all that they do. Special thanks to all of you for the nice message sent to all staff members. I heard several positive comments from staff members that were touched by the message.
- Our staff is currently participating in a community service project to provide gifts to Hollis families in need. Our school nurse team is coordinating this endeavor, and the staff has been extremely generous providing over 100 gifts at holiday time. This is a great show of community support.

Administrative Focus Areas - December

- Ongoing classroom observations and conferences with teachers
- Budget Meetings
- Focus on instructional leadership and implementation of "Foundations" and refining the implementation of Reader's Workshop
- Ongoing recognition of staff accomplishments
- Developing a mission statement with the Shared Decision Making Team
- Training and implementation of "Alert Now" messaging system
- Preparing for January registration process
- Planning for January NWEA testing, Jan 12 – Jan 30 for grades 2 and 3

Looking Ahead

- Kindergarten and Grade One registration – Evening 6-8PM Date: January 27, 2009
- Preschool Registration – 4-6PM Date: January 28, 2009
- Planning for the January kick-off of our Artist in Residence program
- Planning and preparation for our February early release day, Feb 12