

Approved: April 14, 2010

HOLLIS SCHOOL BOARD

DECEMBER 17, 2009

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Thursday, December 17, 2009 at 7:30 a.m. at the SAU 41 Office, 4 Lund Lane, Hollis.

Chairman Jim McCann presided:

Members of the Board Present: Bill Beauregard, Vice-Chairman
Susan Benz
Robert Mann

Members of the Board Absent: Rich Manley

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Mark McLaughlin, Business Administrator
Doug Smith, Municipal Resources, Inc.
Carol Mace, Director of Curriculum
Bob Kelly, Director of Special Education
Candice Fowler, Principal, HUES
Ruth Tuttle Assistant Principal, HPS
Christopher Siegfried, Director of Maintenance

AGENDA ADJUSTMENTS - None

PUBLIC INPUT - None

ADMINISTRATIVE REPORTS

Administrative reports were provided electronically in advance of the meeting. The reports are attached hereto and made a part hereof.

STAFFING

Superintendent Hodgdon informed the board of a request from Jessica Cue, 1st grade teacher at HPS, for maternity leave. Health permitting, she would like to continue teaching up until the birth of the child, and is asking the board to grant her permission to stay home with the child for the remainder of the year using accrued sick leave for maternity leave and in addition to that time requesting that her leave be extended for the first two trimesters of the 2010-2011 school year with an intention to return to her 1st grade teaching position full-time in the third trimester of the 2010-2011 school year.

It was the recommendation of the Superintendent that the request be granted.

MOTION BY MEMBER BEAUREGARD TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION TO GRANT THE LEAVE REQUEST, WITH WARM CONGRATULATIONS, FOR JESSICA CUE TO BEGIN IN THE MAY TIMEFRAME AND RETURN FOR THE THIRD TRIMESTER OF THE 2010-2011 SCHOOL YEAR

**MOTION SECONDED BY MEMBER BENZ
MOTION CARRIED**

4/0

MOTION BY MEMBER BENZ THAT THE BOARD GO INTO NON-PUBLIC SESSION 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

1 **MOTION SECONDED BY MEMBER MANN**

2
3 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

4
5 Yea: Jim McCann, Bill Beauregard, Susan Benz, Robert Mann

6 4

7 Nay: 0

8 **MOTION CARRIED**

9
10 *The Board went into non-public session at _____ a.m.*

11
12 *The Board came out of non-public session at _____ a.m.*

13
14 **MOTION BY MEMBER _____ THAT THE BOARD, BY ROLL CALL, SEAL THE MINUTES OF THE NON-**
15 **PUBLIC SESSION UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE**
16 **CONFIDENTIALITY WOULD NO LONGER BE SERVED**

17
18 **MOTION SECONDED BY MEMBER _____.**

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

21
22 Yea: Jim McCann, Bill Beauregard, Susan Benz, Robert Mann

23 4

24 Nay: 0

25 **MOTION CARRIED**

26
27 FY11 BUDGET

28
29 Facilities: Expendable Trusts

30
31 *Chairman McCann stated concern with formatting and that he would speak with the Business Administrator.*

32
33 Needs List Review

34
35 Superintendent Hodgdon informed the board monies associated with the full-time associate superintendent and part-time
36 director of technology positions could be removed from the Needs List. Her proposal will be to move an existing SAU
37 position to the position of assistant superintendent. It is likely they would be looking to increase the salary for the SAU
38 position, but not introduce 1½ positions.

39
40 Principal Fowler informed the board the Blackboard licensing fee is not currently included in the Needs List (two year pilot
41 program at a cost of \$10,000/yr). Chairman McCann stated \$6,000 had been approved for the ANGEL program, which
42 was bought by the company that owns Blackboard. Principal Fowler stated a license for ANGEL can still be obtained;
43 however, it is much more costly than Blackboard. At this time, the district has contracted with Blackboard for a year
44 (December to December). A decision will need to be made as to whether the district will continue to use Blackboard next
45 year. If that choice is made, an additional \$10,000 will need to be included within the budget. The price would be
46 negotiated in the third year.

47
48 Principal Fowler remarked there are great implications for using it as a place kids can go on and off of (not mandatory).
49 Another way to look at it is in regard to the continued permission from the Department of Education to use such a program
50 as a way to make up snow days. Those days would be made up by the students and would accumulate as professional
51 development days for the teachers at the end of the year. The union had questions regarding whether it would constitute
52 a change in working conditions.

53
54 She provided a printout outlining how the snow days could be used without having to negotiate a change in working days.

55
56 Chairman McCann remarked, as it is known it will be used for this coming winter season, a placeholder should be
57 included at the bottom of the Needs List for \$10,000 (zero line).

1 *After a brief discussion, the following adjustments were made to the Needs List:*

2
3 Line Items 2400-531-01 & 02, Blackberry, were removed.

4
5 The amount listed in the proposed budget for laptop purchase was reduced to \$15,000. Mr. McLaughlin will work with
6 Director Raymond to identify computer purchase/replacement related budget amounts, which might be reallocated to
7 teacher laptop purchases.

8
9 As compensating the Director of Maintenance for mileage is not a discretionary item, it will be removed from the Needs
10 List, converted from 2600-580-1 and 2600-580-2 accounts to a zero account (district wide), and included within the
11 budget.

12
13 Line Items 1106-615-01 & 02, Foreign Language -Teaching Materials, reduced to \$7,625 (50% of the proposed \$15,250)
14 for each site license that students can access from home. These line items will be identified within the technology budget.

15
16 A brief discussion ensued with regard to reducing the priority listing of the 1120-800-01 & 02 Academic Competition
17 account. Principal Fowler was opposed to this action.

18
19 Line Item 1100-614-01, Expendable Supplies (\$1,000), was deleted.

20
21 A new line item will be added for teacher laptops at \$25,000.

22
23 Line Item 2222-730-02, Additional Equipment (\$750), was deleted.

24
25 Line Item 2600-438-01, Building Repairs, reduced to \$23,100 and reference to area rugs in classrooms, misc.
26 maintenance on exterior of building removed.

27
28 The Business Administrator was charged with researching telephone costs.

29
30 *Budget-Related Planning*

31
32 It was noted the increase in Line Item 2225-614-0, Expendable Supplies, Computer is due largely to software
33 maintenance contracts for PowerSchool.

34
35 Mr. McLaughlin was asked to create a new technology account with sub-accounts to track hardware and software
36 license/maintenance/supplies expenditures within the budget. He was asked to work with the principals and Director
37 Raymond to identify and reassign the same from the current locations in the library and the office of the principal's
38 accounts. It was requested he provide two years' worth of history in the budget for this account.

39
40 The major increases within the proposed budget are: benefits & retirements, SAU salary for the position of Assistant
41 Director of Special Education, electricity (to reflect actual expenditures), fuel oil, trash removal, septic tank pumping
42 (recommended twice a year), math workbooks, computer software maintenance contracts, and hand wipes for peanut
43 allergies.

44
45 The major decreases within the proposed budget are: no non-union merit increases, school board contingency, three
46 teaching positions, special education, lane changes, and bond decrease.

47
48 The major unknowns within the proposed budget are: HEA & HESSA contracts, number of teacher retirements, cost of oil
49 and electricity.

50
51 *Enrollment*

52
53 Direction was given to reduce one 3rd grade and two 5th grade sections down to 5 and 4 respectively. It is the
54 recommendation of the administration not to reduce 2nd and 3rd grade sections further this year, as it would cause
55 student/teacher ratios to be slightly over Hollis education specifications in critical developmental years when fundamental
56 reading/writing/math skills are being learned. The current plan is expected to have a good return on investment in student
57 performance and reduce the need for Early Intervening Service and IEPs.

1 Plan for HUES Reconstruction

2
3 Director Siegfried was charged with obtaining a contract proposal and quote from Hutter for the repair and reassembly of
4 the 6th grade wing to include all repair items, electrical & cabling for ICT, and major energy efficiency items in HUES and
5 HPS, by the next Board meeting.

6
7 It was requested Superintendent Hodgdon obtain an approved public communication from legal counsel, based on the e-
8 mail sent by Mr. Beauregard summarizing the November 23rd briefing to the Budget Committee, for distribution via Alert
9 Now on or by Monday, December 21, 2009.

10
11 It was requested Mr. McLaughlin contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire
12 Department of Revenue Administration on bonding expenditures. The board also requested he reconstruct and identify
13 board decision points, BA tasks, and deadlines to coordinate bond procedures with the town for presentation at the
14 Annual Meeting.

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

19
20 **MOTION SECONDED BY MEMBER BEAUREGARD**

21
22 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

23
24 Yea: Jim McCann, Bill Beauregard, Susan Benz, Robert Mann

25 4

26 Nay:

0

27 **MOTION CARRIED**

28
29 *The Board went into non-public session at ____ a.m.*

30
31 *The Board came out of non-public session at 9:12 a.m.*

32
33 **MOTION BY MEMBER _____ THAT THE BOARD, BY ROLL CALL, SEAL THE MINUTES OF THE NON-**
34 **PUBLIC SESSION UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE**
35 **CONFIDENTIALITY WOULD NO LONGER BE SERVED**

36
37 **MOTION SECONDED BY MEMBER _____.**

38
39 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

40
41 Yea: Jim McCann, Bill Beauregard, Susan Benz, Robert Mann

42 4

43 Nay:

0

44 **MOTION CARRIED**

45
46 ADJOURNMENT

47
48 **MOTION BY MEMBER _____ TO ADJOURN**

49 **MOTION SECONDED BY MEMBER _____.**

50 **MOTION CARRIED**

51
52
53
54 Date _____ Signed _____

1 ACTION ITEMS

2
3 Superintendent Hodgdon

4
5 Work with Chairman McCann to formalize the list of goals to topics with deliverables around them rather than goal
6 statements (10-14-09)

7
8 Review written proposal from Hollis Energy Committee and report back to the board as to whether or not the Hollis School
9 District can participate at this time (11-4-09)

10
11 Provide a detailed plan on the online Learning Management System (11-4-09) (Due: 12-9-09)

12
13 Obtain an approved public communication from legal counsel, based on the e-mail sent by Mr. Beauregard summarizing
14 the November 23rd briefing to the Budget Committee, for distribution via Alert Now on or by **Monday, December 21, 2009.**

15
16 Business Administrator

17
18 Status of scanner software (25 policies require placement on the web site) (5-13-09)

19
20 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

21
22 Provide a response, via e-mail, to the Board on the questions raised concerning the Expendable Trust Statement dated
23 July 6, 2009 (specifically the \$25,000 contingency amount and the amount allocated to the bathroom partitions) (7-7-09)

24
25 Provide the Board with a timeframe when information will be available to conduct a discussion on possible cost savings
26 gained by efficiencies in the FY10 budget (7-8-09)

27
28 Mr. McLaughlin will work with Director Raymond to identify computer purchase/replacement related budget amounts,
29 which might be reallocated to teacher laptop purchases. (12-17-09)

30
31 The Business Administrator was charged with researching telephone costs. (12-17-09)

32
33 Create a new technology account with sub-accounts to track hardware and software license/maintenance/supplies
34 expenditures within the budget. Work with the principals and Director Raymond to identify and reassign the same from
35 the current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the
36 budget for this account. (12-17-09)

37
38 Contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire Department of Revenue
39 Administration on bonding expenditures. Reconstruct and identify board decision points, BA tasks, and deadlines to
40 coordinate bond procedures with the town for presentation at the Annual Meeting. (12-17-09)

41
42 Director Kelly

43
44 Provide a report on the issues being focused on by the special education parent committee (10-14-09)

45
46 Principals Fowler and Allen

47
48 Identify the \$10,806 increase in Line 433 – Reg Ed – Expendable Supplies. (11-4-09)

49
50 Director Siegfried

51
52 Ascertain pricing for thermal scan of SAU Building to see where insulation or roof problems may exist (8-12-09)

53
54 Update the board on meeting with the town regarding the water system (8-12-09)

55
56 Prioritize list of maintenance items at the SAU building and acquire three quotes for each item listed. (10-14-09) (Due:
57 11-4-09)

58

- 1 Provide electronic copies of communication between the district and the State DES regarding the water district (10-14-09)
- 2
- 3 Obtain contract proposal and quote from Hutter for the repair and reassembly of the 6th grade wing to include all repair
- 4 items, electrical & cabling for ICT, and major energy efficiency items in HUES and HPS (12-17-09) **(Due: 1-13-10)**