

1 Approved as Amended 4/14/10

HOLLIS SCHOOL BOARD

2
3 MARCH 8, 2010

4
5 MEETING MINUTES

6
7
8 A regular meeting of the Hollis School Board was held on Monday, March 8, 2010 at 6:40 p.m. at the Community Room,
9 Hollis Town Hall.

10
11 Chairman Jim McCann presided:

12
13 Members of the Board Present: Bill Beauregard, Vice-Chairman
14 Susan Benz
15 Rich Manley
16 Robert Mann

17
18 Members of the Board Absent:

19
20 Also in Attendance: Susan Hodgdon, SAU41 Superintendent
21 Mark McLaughlin, Business Administrator
22 Jeanne Saunders, Assistant Director of Special Education
23 Elizabeth Allen, Principal, HPS
24 Candice Fowler, Principal, HUES
25 Ruth Tuttle Assistant Principal, HPS
26 Kathy McBride, Assistant Principal, HUES
27 Christopher Siegfried, Director of Maintenance
28 Paul Hemmerich, PH Design Architecture
29
30

31
32 AGENDA ADJUSTMENTS

33
34 Chairman McCann informed the board, unless there were any objections, the agenda would be adjusted to move the
35 HUES Update and Principal reports to the front of the agenda.

36
37 ADMINISTRATIVE REPORTS

38
39 Principals

40
41 Chairman McCann asked for the principals' perception of the NECAP results. Principal Fowler stated she is overall
42 pleased with the percentage of students that are proficient. After looking at some of the analysis during February's early
43 release day, she is not pleased with the crafted responses portion as the students are receiving, on average, half of the
44 available points. They will be looking at this area in depth in an attempt to ascertain why the scores are what they are,
45 i.e., are the students rushing through this portion, what types of questions are being asked, etc. This tool is practiced
46 extensively. They will be looking to determine what types of answers are acceptable at the state level. She believes a lot
47 of the borderline students could be moved to proficient if that area were looked at more closely.

48
49 She commented she has reviewed the '08/'09 fall to winter NWEA scores. In the area of math, there were 15% of
50 students who did not show positive growth. This year, in the same timeframe, there were 7%. One area of change is that
51 all teachers are now doing flexible grouping across multiple grade sections (4-6th grades).

52
53 Ms. Benz informed the board the Report Card Committee has produced and distributed (via AlertNow and provided to
54 local media) the Hollis School District Report Card 2009-2010 and a summary report. The two-pager is a summary of the
55 lengthier (11-page) document, but also speaks to how taxpayer dollars are spent and what is achieved through the
56 expenditure of those funds. The summary document, as well as the lengthier version, has been placed on the district web
57 site.

58
59 A counter has been added to the link for the summary document to track viewing and assist in determining whether it is
60 the preferred way of providing the information. If that is found to be the case, the information could be disseminated in
61 this fashion in the future thereby reducing the need for distribution of paper copies and the use of AlertNow.

1 Mr. Manley questioned why the bell curve is applied to the data. Principal Allen explained it is what is most widely
2 understood when drawing a comparison of where our students fall on what is deemed to be a normal curve. Mr. Manley
3 believed the comparison to be one of apples and oranges, but understood the visual comparison being conveyed.
4

5 Chairman McCann questioned the response received from the e-mail sent out regarding the potential for children of staff
6 members to tuition into the district. He was informed there were 18 positive responses received (both schools). The
7 board was reminded the students would range in age. If this were a direction the board wishes to pursue, conversations
8 would have to take place with the COOP to ascertain their willingness/ability to participate.
9

10 When asked about the response to the question of daycare being offered to the children of staff members, Principal
11 Fowler stated 23 staff members have responded (27 children) they would be interested.
12

13 Mr. Manley questioned whether a timeline exists for consideration of extending such opportunities to staff members.
14 Chairman McCann explained as enrollment numbers go down and capacity remains where it is, such programs may be
15 considered as a way to fill in enrollment shortfall. The principals were asked to inquire as to whether or not there was
16 interested in tuition attendance at schools as well as daycare and full-day kindergarten to determine if such offerings
17 should be made in the future.
18

19 Principal Allen echoed the remarks made by Principal Fowler with regard to the NECAP results. She is pleased with the
20 work done during February's early release day. Teachers looked at where there exists room for growth, i.e. what can
21 change in the classroom in terms of teaching style and delivery of instruction with regard to open response questions.
22

23 Kindergarten Registration

24
25 Principal Allen stated, at this time, the registration number is higher the 49 listed in her report. When asked for the
26 number of summer registrations that occurred last year, Principal Allen was unsure, but commented 10-12 had been
27 picked up after registration night. She added, parents without a preference for AM or PM sessions do not typically
28 participate in the first round of registrations. She believes the numbers will be similar to last year if not higher.
29

30 Mr. Manley commented on the ratio of girls to boys (2/1). There will be classroom impact.
31

32 PUBLIC INPUT

33
34 David Olszewski, President, Hollis Education Union/Teacher at HPS
35

36 Spoke to the additional cuts made following the February 15th meeting. Stated he is bothered by the additional cut in 3rd
37 grade as he believes it would increase class size and has the potential to impact learning and be detrimental to the
38 education system in town.
39

40 He commented, as a teacher, he has had class sizes of 17 and class sizes of 22, which he feels is somewhat above
41 appropriate for a primary school. The smaller class size allows the opportunity to give more to each of the students (one-
42 on-one time). He commented the district has never compromised on class size. Stated his sincere hope the board would
43 reconsider the elimination of the position.
44

45 Theresa Ash
46

47 Introduced herself as a write-in candidate to the school board. She informed the board and the public she was an 8th
48 grade teacher in North Carolina, has substituted in schools from Maryland to Ohio, and has home-schooled her children.
49

50 HUES Update

51
52 Mr. McLaughlin provided handouts of the architect proposal and scope of services. Director Siegfried has been working
53 with Paul Hemmerich of PH Design to follow up on what was presented to the board with regard to employing the services
54 of an architect to represent the district in reviewing contractors for services needed at HUES. Mr. Hemmerich has been
55 working on the project doing his part as an architect; putting the last three proposals out, fine tuning them, and putting
56 everything to scope to exactly what is needed to get the building back up and running. The facility was mildly torn apart
57 and partially put back together, but the work is incomplete; insulation is missing, walls are exposed, classrooms remain
58 unoccupied, etc.

1
2 Mr. Hemmerich informed the board he has been involved in the process for the past 4-6 weeks. Three major generic
3 sources of what most likely caused the problem have been identified; atmospheric moisture, moisture intrusion, and
4 condensation any one or combination of these will cause moisture to grow within organic material and produce mold. He
5 reiterated mold has been remediated at HUES, therefore, the project is technically not one of mold remediation, but rather
6 a preventative measure to ensure the problem does not reoccur. The proposed project will address the three issues.
7

8 The memo provided includes a description of the scope of work that should ultimately appear on drawings and
9 specifications, which will allow for a more definitive cost, writing of a good contract, and the ability to obtain competitive
10 bids.
11

12 At present, there are three qualified bidders two of which were able to attend a walk through of the building and review of
13 the list of items to be addressed. They now have a better idea of the problem, how it is to be resolved, what their role
14 would be, what the role of Director Siegfried is, and the timeframe for completion. He believes there to be ample time for
15 the project to be completed during the summer months.
16

17 One unusual feature of the project is that the heating ventilating dehumidification equipment typically has a 12-week lead-
18 time. His recommendation is for the district to issue a purchase order for whatever equipment the engineer
19 specifies/designs for the system. Once a purchase order is cut there is a financial commitment to ensure the
20 manufacturer will deliver in a timely manner.
21

22 When asked to explain his prior knowledge of the facility, Mr. Hemmerich informed the board he had previously been
23 employed by Lavallee Brensinger (13 years). One of the first projects he worked on was the energy analysis of the HUES
24 building (1979). His role was that of technical number crunching. The school district was awarded \$70,000 from the
25 federal government for the project.
26

27 Chairman McCann remarked the district meeting would be conducted on Monday, March 15th, at which time voters would
28 be asked to vote on the budget. Mr. Hemmerich requested the bidders who attended the walk through to provide a
29 project cost by Friday, March 12th. He will review the figures provided with his mechanical engineer and expects to be
30 able to have a comprehensive response (refined budget) to the board in time for the district meeting.
31

32 When asked, Mr. Hemmerich explained the next step in the process for him will be to prepare contract documents for bid.
33

34 Mr. Beauregard questioned whether the board would be looking to modify the budget number at the time of the district
35 meeting. Mr. Manley stated a concern that could go one of two ways; either the project could end up being more costly
36 due to unforeseen issues that could arise once the work begins or the district could end up with a solution that is
37 incomplete. He suggested the board be cautious about being too optimistic the figure could be reduced.
38

39 Chairman McCann stated he would be able to explain the budgeted numbers were based on three quotes that were
40 completed using various assumptions and those numbers have now been revised based upon scope of work.
41

42 Mr. Beauregard suggested the board meet prior to the district meeting to be informed of the more focused budget number
43 so that it may be addressed at the district meeting. The Budget Committee should also be made aware of the number
44 prior to the meeting. The general consensus of the board was to meet ahead of the district meeting. Mr. Hemmerich
45 agreed to be in attendance at the district meeting.
46

47 Mr. Beauregard commented, although there is the concern of unknown issues that could arise, there are building plans
48 and what is known is how the building was constructed, therefore, the degree of unknowns should be able to be
49 categorized and a cost estimate provided. Mr. Beauregard commented the Budget Committee had suggested a few test
50 pits be dug to lower the risk of unknowns.
51

52 Mr. Hemmerich stated he "has a better gut feeling of what there is that cannot be seen." He has based the written
53 description on that. His confidence is "definitely on the side of the fence that this will come in with a happy ending". If the
54 worst-case scenario occurs, April vacation would allow time to perform a severe investigation. There would be strategies
55 to discuss and available funds would be known so a prioritization of work could be determined. There would be ways to
56 make the most of what you have to work with.

57 Chairman McCann remarked if the instance occurs that the project comes in under budget, remaining funds would be
58 returned to the general fund/voters.

1
2 Principal Allen suggested, if project costs come in significantly lower than estimated, the board should consider reviewing
3 the budget cuts made at the February 18th meeting. Chairman McCann disagreed and stated the board had tried to be
4 very careful about keeping this project separate from the budget as a whole. The reductions to the overall budget were
5 independent of this project.

6
7 Mr. Beauregard remained concerned the numbers would sound too fuzzy to the taxpayers. Chairman McCann reiterated
8 if there was a surplus it could positively impact the tax rate when returned. Mr. Beauregard stated the unknowns would
9 become known during construction, which will take place over the summer months. Any funds to be returned to fund
10 balance would have to be transferred on or before July 1st.

11
12 The project contract will be funded with FY11 dollars. The only funds within the FY10 budget that could be returned, if the
13 winning bid were to come in under budget, would be the \$71,000 the board is looking to have transferred to the
14 expendable trust fund.

15
16 Mr. Hemmerich informed the board the number he provides will be one he is very confident will not be exceeded going
17 into a contract. He stated his number would include a contingency amount as he always encourages carrying a
18 contingency amount with any project having to do with existing construction. On top of that amount, he encourages
19 owners of existing buildings to carry a contingency (10% minimum) separate from the construction number he provides.

20
21 Mr. Hemmerich explained the contingency would not be spent unless necessary. He reiterated he would provide a
22 realistic construction figure derived with a fair amount of professional experience. That will be done without benefit of
23 digging underground and exposing conditions he anticipates but has not verified.

24
25 Mr. Mann questioned whether it would make sense to provide both numbers (with and without contingency) at the district
26 meeting. Chairman McCann responded the board could ensure the components of the cost are made clear as well an
27 understanding any funds not expended on the project would be returned to the voters.

28
29 Mr. Beauregard stated the contingency should be accounted for in the board contingency account. Chairman McCann
30 suggested the project contingency be accounted for in a separate/project-specific contingency line item. Ms. Benz was in
31 agreement.

32
33 When asked about the Clerk of Works (included in the MS27), Director Siegfried provided his opinion monies could not be
34 spent any better as this individual would be in charge of the project finances, would supervise the work being done by the
35 contractor, etc. Mr. McLaughlin remarked the DOE website strongly encourages the services of a Clerk of Works to
36 protect the interests of the district.

37
38 Speaking to the communication provided, Mr. Beauregard questioned where electrical items were addressed. Director
39 Siegfried responded he was unsure the electrical should be included as part of the project. He viewed it as an issue
40 separate from the project itself.

41
42 Mr. Beauregard suggested the addition of electrical outlets should be addressed while the building is being buttoned up
43 (ensure room meets electrical requirements). He felt it unsafe to have only 2 outlets being used in conjunction with patch
44 cords for laptop use. Principal Fowler explained the discussion of additional outlets came about with the question of
45 whether there would be additional desktop computers. They have applied for and are hoping to receive grant monies to
46 fund the purchase of an additional laptop cart. The laptop cart is energized with one plug to the wall. Laptops are
47 charged when on the cart, run on battery when being used, and then put back on the cart for recharging. The short-term
48 solution would be use of a wireless router to the laptop cart. When asked, she stated the rooms have sufficient electrical
49 power for the needs of the classroom.

50
51 Mr. Beauregard questioned the forth bullet listed under Component 3 in the communication - installation of Bituthene 3000
52 membrane waterproofing from 16" above to 20" below floor/apron level/installation of protection board below grade. Mr.
53 Hemmerich explained it is similar to an ice and water shield that is used, in the residential market, on roof eaves and
54 valleys except it is at a grade used on underground parking structures. The design intent is to provide a waterproof face
55 to the building to 2' below grade.

1 When asked about the 8th bullet – installation of perforated drainage piping along drip line, with northward tee extensions
2 to daylight, Mr. Hemmerich explained it is a way of getting the water out of the crushed stone drip strip located underneath
3 the eave. Not knowing what will be found, and seeing a minor discrepancy on '94-'95 drawings, he is anticipating the
4 need to dig up the crushed stone and place in there a serious means of removing water from the area. Director Siegfried
5 explained the tee northward would go under the pavement far away from the building (40-50').

6
7 When asked if he was intending to pitch the ground away from the building, Mr. Hemmerich stated, if the need exists to
8 dig up the crushed stone, the contractor has suggested it would be just as easy (likely more cost effective) to tear up the
9 asphalt rather than cutting holes through it and strips across it and repave at the end of the project. If that provides the
10 opportunity to tweak grade and create additional pitch to get the water away from the building they will do that. At this
11 point, that is unknown.

12
13 Chairman McCann remarked the biggest change would be the CRV (dehumidification system). Mr. Hemmerich informed
14 the board the units wring the moisture out of the air that is being pumped into the building, disburse the water outside, and
15 distribute ventilation air throughout the building. They have determined they will be able to use 7 of the 8 existing
16 ventilators (interior wall – south side) where they had previously believed they would have to modify them. The intent is to
17 create a system that provides control over the humidity that comes into the building at that level.

18
19 Director Siegfried stated part of the energy recovery (ERV) is in saving the heat being used. They will block off the north
20 face fresh air intake and use as heaters (fire lane side). The systems we have now pulls in fresh air, heats it and dumps it
21 back outside. The ERV saves the heat, recycles it, dehumidifies it with fresh air makeup, and dumps it back into the room
22 with a fresh air mix. Mr. Hemmerich stated if done successfully, the system might be a model for the remainder of the
23 systems throughout the building. Mr. Beauregard questioned whether there was a known energy savings, and was told
24 that is not known at this time.

25
26 Mr. Beauregard remarked if not for identified energy savings, why would the ventilators be replaced (same as upper two
27 floors where no mold is present). Director Siegfried stated the fresh air makeup is at the ground level. When it rains
28 outside and the ground is wet, that moisture is being sucked into the building.

29
30 Mr. Manley questioned how they would operate when the heat is not turned on. Mr. Hemmerich responded he has
31 spoken with the engineer about CO sensors being placed in the rooms to make sure the system is not calling for air when
32 the building is vacant. The design intent is to make the system run as efficiently as possible (if it does not need to turn on
33 it will not). There is a digital control system in the building that will be tied in and allow them to fine tune the operation of
34 the system. When asked, Mr. Hemmerich stated the system's primary function would not be to provide heat, but to
35 address ventilation.

36 37 ADMINISTRATIVE REPORTS

38 39 Superintendent

40 41 *Staffing – Job Share*

42
43 Superintendent Hodgdon reminded the board there had been a request made for the board to consider a job share
44 proposal.

45
46 She has done research on how other districts have handled job-sharing and the benefits they have derived. She found
47 the districts are split in terms of whether the job-sharing was addressed through collective bargaining agreements or
48 policy. The model she and Principal Allen favor is that of a board policy with a procedural aspect.

49
50 As job-sharing is something that has not been done in Hollis, it was her suggestion the program is done as a pilot for a
51 one-year period (both teachers are agreeable to this). She would want policy created at some point, but would like to start
52 with a pilot program.

53
54 Principal Allen stated the job-share proposal had been submitted in January (3rd grade classroom at HPS). The board
55 had requested parental input, which has since been provided. She requested a decision from the board as parental input
56 sheets for placement would be sent out shortly. If the job-share program were acceptable to the board she would like to
57 include language regarding it in the input sheets.

1 Superintendent Hodgdon informed the board of a follow-up proposal, which outlines the job-share as a 50/50 scenario;
2 Teacher A would be in the classroom on Mondays, Tuesdays, and Wednesdays until noon and Teacher B Wednesdays
3 beginning at noon, Thursdays, and Fridays. There would be a set time for planning, face-to-face communication, and the
4 collaboration essential for a successful implementation. The proposal also addresses faculty meetings, open houses,
5 early release days, etc. Salary would be pro-rated based upon appropriate placement on the salary schedule, health
6 insurance would not be utilized by either teacher, sick and professional days would be pro-rated (50/50), and both
7 teachers would be eligible to participate and contribute to the New Hampshire Retirement System as they would each
8 meet the 90-day requirement.

9
10 Mr. Beaugregard stated the board acts on policy and in an oversight role to ensure procedures are in place. Without a
11 policy before the board, he was unsure what the board was being asked to vote on. Chairman McCann remarked a policy
12 would not be as specific as procedures. His impression was the board was being asked to consider the concept of a pilot
13 program. Backfilling with a policy going forward would be a separate decision.

14
15 When asked which teacher would own the position, Principal Allen stated that was also outlined within the proposal. Mr.
16 Manley questioned how instruction would occur over the course of the week. Principal Allen explained studies are taught
17 in specific blocks, therefore, as an example, math would be taught by Teacher A for the first three school days and
18 Teacher B for the last two school days.

19
20 Superintendent Hodgdon stated her experience with job-shares has been that both individuals are highly committed
21 teachers who connect and communicate and there really isn't a drop off or change because of change in instructor. Often
22 times kids benefit by having a fresh teacher midway through the week and from the coordination efforts of the teachers.

23
24 Ms. Benz remarked the situation is preferable to leave situations. Principal Allen stated the need exists to have teachers
25 with common teaching styles, etc. sharing such a position. She noted it would be critical for the policy to include language
26 stating job-shares could only take place with administrative approval.

27
28 Ms. Benz stated if Principal Allen and the Superintendent are comfortable with the pilot program she was in support of it.

29
30 When asked, Principal Allen stated, if the results of the parental input sheets indicated there is not enough interest in
31 students being placed in a job-share classroom, the administration would have to determine they could not move forward
32 with the proposal. She added, knowing the parents and survey data they have received in the past, she believes they
33 would entrust the administration to make the decision of whether such a program is acceptable.

34
35 Mr. Beaugregard expressed a concern with the lack of legal framework for approval. Superintendent Hodgdon responded
36 the administration was seeking board approval for a pilot program. Teachers would need to sign the typical contract
37 associated with the Collective Bargaining Agreement in June, and these specific teachers would also be asked to sign an
38 additional contract related to the job-share (similar to a sabbatical arrangement).

39
40 Mr. Beaugregard questioned the potential for grievance. Superintendent Hodgdon stated any grievance would have to be
41 based on the master contract (CBA). Chairman McCann stated the board would be providing the Superintendent the
42 authority to execute an agreement for job-share.

43
44 Mr. Manley questioned the health insurance aspect. Principal Allen stated employees have to work 30 hours/week to
45 participate in the healthcare program, therefore neither would be eligible. On top of that, both have agreed not to
46 participate.

47
48 Mr. Beaugregard specifically questioned if all terms of the master agreement would apply and the terms of individual
49 teacher contracts would not be modified. Superintendent Hodgdon responded she did not see the job share having an
50 affect.

51
52 Mr. Beaugregard requested, when appropriate, a motion to approve should be worded in such a way as to avoid past
53 practice issues should the district decide not to continue with such a program after the one-year pilot. Chairman McCann
54 stated the contract could be reviewed by legal counsel, in light of the master agreement, so that any concerns could be
55 flagged and wording could be provided to avoid conflict.

56
57 The consensus of the board was for the Superintendent to bring a proposed agreement before them for consideration.

1 Mr. Beauregard requested the board be provided with copies of policies utilized by other districts. Chairman McCann
2 clarified that information would only be utilized as educational information for the board. He explained procedures are
3 determined by the administration as a framework and are subject to change.

4
5 Superintendent Hodgdon stated she and Principal Allen would prepare an agreement, procedures, and concepts that
6 would be incorporated into a policy, and will forward them along to the board for review to provide a better conceptual
7 understanding of what a job-share program would entail.

8
9 Ruth Tuttle

10
11 Informed the board her experience has been that an administration was required to submit a formal letter each and every
12 year stating whether or not continuation of a job-share program was in the best interest of the district/students.

13
14 *RIF Sidebar*

15
16 Superintendent Hodgdon informed the board of a request from David Olszewski to meet with representatives from the
17 board to create a sidebar agreement regarding the reduction in force policy for the present contract year. Mr. Beauregard
18 questioned what the timing would be given legal requirements for notification, and was told the intent would be to enter
19 into an agreement as soon as possible.

20
21 Chairman McCann stated, in the agreement negotiated for the next three years (beginning 7-1-10) the desire is to remove
22 the RIF language relating to part-time employees as well as addressing language relating to classes of employees and
23 different grades. At the very least, the board is being asked to approve a sidebar agreement for the existing contract,
24 which would remove the RIF policy language relating to part-time employees.

25
26 Mr. Manley questioned unintended consequences that could result. Chairman McCann responded removing the
27 language in the existing contract would address issues hoping to be avoided by the removal of the language in the coming
28 contract.

29
30 When asked for an explanation, Chairman McCann explained as the number of classrooms is reduced the intent is to
31 avoid having to reduce all part-time positions prior to being able to reduce a full-time classroom teacher. Current policy
32 language requires all part-time employees be the first to be let go in the instance of reduction. Principal Allen added in the
33 event part-time employees had to be let go prior to any full-time employee(s); programs would have to be cut rather than
34 simply letting go of a full-time classroom teacher. Mr. Manley stated it would have to be a reasonable assumption a part-
35 time teacher would be let go prior to a full-time teacher.

36
37 When asked about timing, Principal Allen remarked the next meeting of the school board is scheduled for April 14th and
38 the state imposed deadline for notification is April 15th. Mr. Beauregard stated his hope an organization meeting of the
39 board would be scheduled following the annual meeting at which the issue could be addressed.

40
41 *Retirements*

42
43 Superintendent Hodgdon informed the board of two staff members at HPS who have accepted the expanded retirement
44 option. She brought to the board's attention two letters of intent to retire.

45
46 **MOTION BY MEMBER BENZ TO ACCEPT LORRAINE PLOURDE'S LETTER OF INTENT TO RETIRE EFFECTIVE**
47 **JUNE 30, 2010, WITH MUCH APPRECIATION FOR HER YEARS OF SERVICE TO THE HOLLIS PRIMARY SCHOOL**

48
49 ON THE QUESTION

50
51 When asked, Superintendent Hodgdon stated the deadline for notification was March 1st.

52
53 Mr. Beauregard remarked acceptance of such a request was stated to be at the discretion of the administration and based
54 upon educational needs of the district. He questioned whether it was the administration's recommendation to accept the
55 letter of intent to retire. Superintendent Hodgdon stated it was.

56
57 Mr. Beauregard questioned whether the retirement incentive and benefits would come out of FY11 funds? Mr.
58 McLaughlin responded they would.

1 Mr. Beauregard questioned whether the proposed budget would have to be increased. Chairman McCann stated funds
2 might come from a combination of items including differential in salary. He believed the particulars should be discussed in
3 non-public session.

4 **MOTION WITHDRAWN**

5
6 Race to the Top

7
8 Superintendent Hodgdon informed the board the State of New Hampshire did not receive funding in the first round of
9 Race to the Top funds. The next round of applications will be June 1st. The SAU 41 will be applying. An immediate
10 impact is the decision regarding funding of the Inform software.

11
12 Assistant Director of Special Education

13
14 Assistant Director Saunders informed the board of a family moving into the district whose child will require out-of-district
15 placement. The potential cost stated was \$80,000. Funding for this placement is not included within the FY11 proposed
16 budget. There had been funds put aside for a student who was anticipated to go out-of-district this year, however, that
17 student remained in-district. The resulting available funds will only carry the costs for the remainder of this school year
18 (the costs for April, May and June have been encumbered in the FY10 budget). When asked, she explained the HPS
19 account is close to \$3,000 in the negative. However, funds remain in the HUES out-of-district account.

20
21 Mr. Manley questioned whether the expenses associated with the incoming student would trigger catastrophic aid. He
22 questioned the net liability to the district. Assistant Director Saunders explained catastrophic aid kicks in after the first
23 \$40,000 of expenses. Beyond the initial \$40,000, the district would be financially responsible for 20% of the balance.

24
25 Chairman McCann remarked a warrant article (#8) before the voters, if approved, would allow the district to access future
26 years' catastrophic aid (only invoked if budget amount reached). Chairman McCann stated the exact figure would be
27 needed in time for the annual meeting, as the budget will have to be modified on the floor.

28
29 Business Administrator

30
31 *FY10 Budget: Fiscal year expenditures; projected encumbrances*
32 *FY11 Budget: Board preparation for District Meeting*

33
34 *An update was provided to board members (copy attached).*

35
36 NON-PUBLIC SESSION

37
38 **MOTION BY MEMBER BENZ THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c)**
39 **TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE**
40 **REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**

41
42 **MOTION SECONDED BY MEMBER MANLEY**

43
44 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

45
46 Yea: Jim McCann, Bill Beauregard, Susan Benz, Rich Manley, Robert Mann
47 5
48 Nay: 0

49 **MOTION CARRIED**

50
51 *The Board went into non-public session at 9:48 p.m.*

52
53
54
55
56 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 With regard to the proposed job-share program, prepare an agreement, procedures, and concepts that would be
9 incorporated into a policy, and forward them along to the board for review. (3-8-10)

10
11 Business Administrator

12
13 Status of scanner software (25 policies require placement on the web site) (5-13-09)

14
15 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

16
17 Provide a response, via e-mail, to the Board on the questions raised concerning the Expendable Trust Statement dated
18 July 6, 2009 (specifically the \$25,000 contingency amount and the amount allocated to the bathroom partitions) (7-7-09)

19
20 Provide the Board with a timeframe when information will be available to conduct a discussion on possible cost savings
21 gained by efficiencies in the FY10 budget (7-8-09)

22
23 Create a new technology account with sub-accounts to track hardware and software license/maintenance/supplies
24 expenditures within the budget. Work with the principals and Director Raymond to identify and reassign the same from
25 the current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the
26 budget for this account. (12-17-09)

27
28 Contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire Department of Revenue
29 Administration on bonding expenditures. Reconstruct and identify board decision points, BA tasks, and deadlines to
30 coordinate bond procedures with the town for presentation at the Annual Meeting. (12-17-09)