

1 Approved 4-14-10

2 HOLLIS SCHOOL BOARD

3 SEPTEMBER 9, 2009

4 MEETING MINUTES

5
6
7 A regular meeting of the Hollis School Board was held on Wednesday, September 9, 2009 at 5:37 p.m. in the Community
8 Room of Hollis Town Hall.

9
10 Chairman Jim McCann presided:

11
12 Members of the Board Present: Bill Beauregard, Vice-Chairman
13 Alison Haytayan, Board Secretary (6:30 p.m.)
14 Susan Benz
15 Rich Manley (7:53 p.m.)

16 Members of the Board Absent:

17
18 Also in Attendance: Susan Hodgdon, SAU41 Superintendent
19 Dawna Duhamel, Business Administrator
20 Doug Smith, Municipal Resources, Inc.
21 Carol Mace, Director of Curriculum
22 Elizabeth Allen, Principal, HPS
23 Candice Fowler, Principal, HUES
24 Bob Kelly, Director of Special Education
25 Christopher Siegfried, Director of Maintenance
26

27
28 AGENDA ADDITIONS AND DELETIONS – None

29
30 PUBLIC INPUT - None

31
32 NON-PUBLIC SESSION

33
34 **MOTION BY MEMBER BENZ THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a)**
35 **THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE OR THE DISCIPLINING OF**
36 **SUCH EMPLOYEE, OR THE INVESTIGATION OF ANY CHARGES AGAINST HIM, UNLESS THE EMPLOYEE**
37 **AFFECTED REQUESTS AN OPEN MEETING AND PURSUANT TO RSA 91-A:3 II (c) TO DISCUSS A MATTER,**
38 **WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON,**
39 **OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**

40
41 **MOTION SECONDED BY MEMBER BEAUREGARD**

42
43 *A Viva Voce Roll Call Vote was conducted, which resulted as follows:*

44
45 Yea: Jim McCann, Bill Beauregard, Susan Benz
46
47 Nay: 3
48 0

49 **MOTION CARRIED**

50 The Board went into non-public session at 5:38 p.m.

51
52 The Board came out of non-public session at 6:39 p.m.

53
54 **MOTION BY MEMBER BEAUREGARD THAT THE BOARD, BY ROLL CALL, SEAL THE MINUTES OF THE NON-**
55 **PUBLIC SESSION UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE**
56 **CONFIDENTIALITY WOULD NO LONGER BE SERVED**

57
58 **MOTION SECONDED BY MEMBER BENZ**

1 *A Viva Voce Roll Call Vote was conducted, which resulted as follows:*

2
3 Yea: Jim McCann, Bill Beauregard, Alison Haytayan, Susan Benz

4 4

5 Nay: 0

6 **MOTION CARRIED**

7
8 ADMINISTRATIVE REPORTS

9
10 Director of Curriculum

11
12 Director Mace informed the board Danielson training for new staff was completed on August 20th. Fourteen teachers and
13 administrators from across the SAU participated. Danielson consultant, Bernie Cleland, first presented an overview of
14 The Framework for Teaching (FFT), including the Domains, Components, and Elements. Next, Bernie connected the FFT
15 to our locally developed Professional Growth Model, with particular emphasis on the goal setting component of the plan.
16 While this was primarily an orientation session for new teachers, returning teachers were invited to attend. Two HPS
17 teachers did attend as a refresher.

18
19 She spoke of the SAU administrative evaluation committee. They met over the summer and developed a model based on
20 the work of Doug Reeves'. She believes this program will do for administrative evaluation what Danielson does for
21 teachers. Superintendent Hodgdon presented the program at the leadership retreat and it was well received.
22 Superintendent Hodgdon will present to the SAU Board at a later date.

23
24 Director Mace informed the board the Leadership Team made the decision to move forward with a different protocol for
25 substitute teachers. This year they will have a SAU-wide caller rather than substitutes being handled at each building
26 level. She and Pat Goyette interviewed several candidates for the position. Charlene Levey has been selected. A
27 consistent process to be used SAU wide is being developed.

28
29 Director Mace commented in August, she reported 20 teachers across the SAU were engaged in 17 curriculum projects
30 representing a variety of content areas. To date, 16 projects are completed and the 17th is near completion. The
31 completed projects have been submitted to the SAU office and are in the process of being reviewed.

32
33 With regard to NWEA testing, Director Mace informed the board the timeline has been adjusted due to the change in
34 opening at HUES. Results will be sent home in October. A Hollis/Brookline parent information night entitled Getting More
35 Out of Your Child's RIT Score is scheduled for October 19th at the Hollis Brookline High School. The workshop will be
36 presented by our own NWEA in-house expert, Candi Fowler.

37
38 The math report has been updated to reflect the recommendations that have been implemented. The remaining
39 recommendations will be addressed during the 09/10 school year by the HPS and HUES Math Task Teams or the SAU
40 Math Curriculum Task Force, as appropriate. The updated report has been posted to the SAU website.

41
42 **MOTION BY MEMBER BEAUREGARD TO GO OUT OF THE REGULAR ORDER OF BUSINESS AND TAKE UP THE**
43 **BUDGET DISCUSSION**

44
45 **MOTION SECONDED BY MEMBER BENZ**

46
47 ON THE QUESTION

48
49 Chairman McCann remarked he was inclined to agree with the motion, however, wished to first receive an update on the
50 next steps to occur with regard to the issues faced at HUES.

51
52 HUES Facility Report

53
54 Principal Fowler informed the board an industrial hygienist would be at the building the following morning to begin the
55 process of locating the secondary source of mold. The first source was visible and cleaned. The results of the air quality
56 testing of the initial three rooms affected indicated two clean rooms and one room with surface mold still present, but with
57 clean air results.

1 Further testing of the lower level indicated 5 rooms were highly elevated with airborne mold spores. The industrial
2 hygienist believes the secondary (root) source of the mold is within the walls. Once the secondary source is confirmed, a
3 protocol will be established for removal, subsequent remediation, cleaning, and prevention.
4

5 Mr. Beauregard questioned whether Hutter was involved in the process. Director Siegfried responded Dave Lage from
6 Hutter was contacted, and came out to the building to provide his opinion. He suggested the same things that Servpro
7 and OccuHealth have suggested. It is not necessary for him to be in attendance while the industrial hygienist is searching
8 for the secondary source, as his role would start after the source is identified.
9

10 Mr. Beauregard commented Hutter had identified the root cause of water going into HPS much faster and more efficiently
11 than anyone else. Chairman McCann felt, although Hutter could complement the project, it is the hygienist who would
12 locate the source. Mr. Beauregard remarked he had watched the meeting the previous evening, and it appeared the
13 hygienist had limitations around where his expertise is. Chairman McCann reiterated in terms of an actual construction or
14 engineering fix that would be required perhaps he would not be the right person, however, he is the individual who would
15 pinpoint the source of the problem. After that, Hutter could be of assistance.
16

17 Principal Fowler remarked the hygienist was able to look at rooms, decipher where leaking had occurred, and explain why
18 it had occurred. Mr. Lage concurred there is a grading issue on the back where grading is level instead of sloped away.
19 The problem will continue to occur with melting snow.
20

21 Chairman McCann remarked the board would not meet again until October 7th. He questioned what mechanisms the
22 Superintendent would suggest to keep the board apprised. During the discussion, Ms. Haytayan and Mr. Beauregard
23 commented their interest is in identification of the secondary (root) source, remediation, and would want to know if the
24 source had not been identified in a reasonable timeframe as that would raise the question of whether or not additional
25 resources may be needed. Chairman McCann expressed his interest in receiving updates extends to the budgetary
26 impacts that need to be considered.
27

28 After a brief discussion, the general consensus was for the building base team to report directly to the Superintendent on
29 a daily basis. Information should be bulleted and require no more than a few moments' time to complete. The
30 Superintendent will pass the information along to Chairman McCann on a regular basis. Chairman McCann will forward
31 the information to the other members of the board.
32

33 Ms. Benz questioned the level of communication with parents. Principal Fowler remarked her style of communication is
34 when we know something we should say that.
35

36 Mr. Beauregard questioned what information has been gained from the insurance company. He also questioned whether
37 the administration was looking at the possibility of federal or state grant sources to help alleviate the expense of
38 remediation. He suggested contacting the offices of local and state representatives questioning whether there is a
39 process to apply for grant money to help with this kind of a problem. Also suggested stimulus funds as a possible source
40 of funding.
41

42 Superintendent Hodgdon stated it would be difficult with Ms. Duhamel's departure, but she will look at what she thinks it
43 will take to do that work and get back to the board. Director Siegfried remarked, while attending classes on stimulus
44 funding, he gained contacts and would be willing to see if they could be utilized.
45

46 Superintendent Hodgdon stated she would need to figure out who can do the work, as her priority for this month is the BA
47 search, which has an aggressive timeline. Mr. Beauregard suggested if the need exists to hire someone to perform the
48 function, the Superintendent should provide such a recommendation to the board.
49

MOTION CARRIED

4/0

50
51
52 Chairman McCann commented he would like to spend time on special education implications on the budget at the
53 October meeting. Director Kelly will work on a complete total of department accounts. At present, it appears the budget
54 is down, however, it is extremely early in the year to make such forecasts.

1 FY 11 BUDGET

2
3 Ms. Duhamel remarked the bottom line of the last page requires two corrections totaling approximately \$1,185 (lines 285
4 and 409). The budget is down approximately \$120,000. The changes are primarily returning contingency to its former
5 level, \$95,000 (currently at \$185,000), and negotiations at \$20,000. She commented negotiations should be concluded
6 this fiscal year, and the funding should not be needed.
7

8 Ms. Duhamel noted the amount of placeholders on the front page. She explained, as numbers are hard to come by in
9 September, she aired on the side of caution in placeholders. Line 232, retirement benefit, won't be known until
10 November. Another significant placeholder would be the transfer to expendable trust, listed on the last page. The line
11 was level-funded as it was thought to be remiss not to put a significant number in there, as it would be misleading to the
12 overall total. Placeholders are seen in all of the maintenance lines due to Director Siegfried being occupied with issues at
13 HUES. Ms. Duhamel expressed a significant concern for upward or downward movement in maintenance.
14

15 Ms. Duhamel expressed a concern with the budget amount for oil in that it may have upward movement. Oil was
16 proposed to be level funded. She added, had she considered that again, she would have funded oil at a higher amount.
17

18 Chairman McCann questioned how the teacher and support staff salaries were listed in the budget, and was told they are
19 level funded. When questioned about the negative number related to lane changes, Ms. Duhamel stated the raises were
20 handed out, but it appears some of the tracked changes did not occur. Primarily PowerSchool drives line 441, computers.
21 Page 2, Line 318, \$1,000 increase in teacher materials for library relates to the Destiny software.
22

23 Mr. Beauregard commented electricity is up by approximately \$13,000. Ms. Duhamel stated she was budgeting according
24 to actuals, and that the line has not been budgeted for properly. Principal Allen explained Page 5, Line 427 \$8,500 for
25 workbooks for math, is for grade K-2 consumables and that last year the math line was zeroed out.
26

27 Ms. Benz questioned the additional nurse expense listed on Page 3. Principal Fowler explained they are related to the
28 wipes needed for three classrooms. They have not been budgeting correctly for wipes, which are at a cost of 1.5 cents
29 per wipe. The other \$2,200 represents what is typically needed for supplies in the health office.
30

31 Principal Fowler informed the board she was contacted by the Police Chief with regard to police coverage for events such
32 as open house, promotions, etc. When the police come out it is at a cost of \$250 per officer (often times need 2 officers).
33 She remarked there is some talk about removing the no-parking signs down Dreary Lane and whether or not the owners
34 of that road can remove those for events. They certainly do suspend them. They are trying not to have what they want to
35 do for educational purposes become a hindrance on traffic. She stated the police don't mind assisting when they are
36 aware of an event, but when they start getting calls and have to address an unplanned need for police detail, they run
37 short.
38

39 Principal Allen was given a ride around the neighborhood in a police car to view the amount of cars parked illegally. They
40 informed her the events of the two schools must be split on two different days. There are two open houses scheduled for
41 this year (divided by grade levels).
42

43 Mr. Beauregard questioned the increase in the leased copier contracts? Ms. Duhamel responded the contracts are at
44 different rates. The service contracts include maintenance for all copiers, toner, etc. She stated what they are trying to do
45 is reduce the cost per page by acquiring newer machines. The newer machines have a lower cost per copy. Chairman
46 McCann asked whether other vendors have been considered. Ms. Duhamel explained the fleet of copy machines would
47 have to be cleaned out, and not all contracts expire at the same time. She would have to review the costs associated with
48 such an action to determine if it would be cost effective. Ms. Haytayan remarked very often lease contracts are written
49 such that you cannot get out of them without substantial cost.
50

51 When asked what additional measures can be taken to reduce number of copies, Principal Fowler commented on the
52 need to produce hard copies of state provided information during IEP meetings. Mr. Beauregard suggested a copy could
53 be provided to parents and another to staff. Everybody else could utilize electronic versions on a laptop. Principal Fowler
54 responded there are not enough computer drops in the conference room, and, in her experience, those attending wish to
55 work from a hard copy for personal and in some cases confidentiality reasons.
56

1 Mr. Beauregard questioned the possibility of a discount with ordering district wide ordering. Ms. Duhamel remarked she
2 was not sure a volume discount could be gained. She stated they are using a print management program, which will
3 analyze where people are printing (printers/copiers) and how much they are printing to determine the best machine for the
4 printing to occur on. She added the new machines have scanning capabilities.

5
6 Mr. Beauregard asked if the combination of the copier lease cost plus the paper and supplies cost is trending down as a
7 result of more efficient machines, changes in practices, etc. Ms. Duhamel stated that information would not be able to be
8 identified until they have a data point to look back to. Principal Fowler stated the example of the \$800 savings due to not
9 providing hard copies of the handbook. Principal Allen remarked the veteran staff received their teacher handbook on
10 line.

11
12 Principal Allen explained the decrease in the line item for Staff Development was due to their moving ahead with the
13 shared decision making team, and looking to use some grant funding.

14
15 Chairman McCann asked about the \$1,000 increase in Line 410, and was informed it relates to general expendable
16 supplies, which is a line that was not increased last year. Principal Fowler explained the increase in Line 430 by stating
17 they are looking to use funding for early intervening services in regular education. Because of the new program, they
18 propose \$500 for each grade level to purchase needed materials. She remarked, as things come up, we will need to look
19 at items such as do we want to purchase some electronic games to use with math facts, etc. There was no funding of
20 teaching materials for math this year. With the first year of using the program, she is unsure what to anticipate. The math
21 support teacher, who has early intervening services, has no funding for her services.

22
23 Chairman McCann asked about the increase in Line 462, Language Arts Textbooks. Principal Fowler responded they are
24 looking to implement professional development resources for teaching staff. The funding would be for professional books.

25
26 Mr. Beauregard asked for an understanding of Ms. Duhamel's opinion on big-ticket items or material risks. Areas
27 identified were:

28
29 - Teacher Retirement

30 Won't have figures until later in fall

31 Budgeted amount represents 2 retirements

32 State Increase of 5%, which could be offset by change in personnel

33
34
35 - Salaries - Budgeted flat

36
37 Ms. Duhamel remarked the new position (Line 475) that was budgeted, half was encumbered from the previous year, and
38 the full salary this year will represent an approximate 6% overall increase. Mr. Beauregard suggested the
39 Superintendent's proposal for an Assistant Superintendent should be included.

40
41 Chairman McCann questioned Line 481, Contingency. The amount funded last year was to cover the anticipated
42 increase in health insurance. He questioned why the line would not be funded this fiscal year. Ms. Duhamel had left that
43 to the board to determine. She remarked it might be something to consider (if the economy turns more people could jump
44 on, i.e., spouse loss of employment, etc.). She remarked if the board were to return the line to its previous funding level,
45 the fiscal year budget would be close to flat. Chairman McCann touched on the fact that \$75,000 has already been
46 expended to address the mold issues.

47
48 - Special Education is budgeted at best estimate, and there is always a risk it could increase.

49
50 Principal Allen commented they are working with staff to accommodate children in district, to shift the thinking and provide
51 professional development. Everything possible is being done to accommodate our children in house.

52
53 Mr. Beauregard questioned the transportation line. Ms. Duhamel was of the belief the amount may decrease. The
54 amount of increase in the contract is based on change in September CPI (unknown at this time). There is also the
55 reduction of one bus.

56

1 When asked for a needs list, Principal Fowler commented, in light of what has occurred at HUES, she feels the need for
2 some kind of technology account within the budget to fund items such as blackberries for the Director of Maintenance and
3 the Superintendent. She remarked, Director Siegfried couldn't do his job and try to keep up with three buildings. He is
4 working at night from home trying to get work orders, assign to people, etc. To get those during the day when they are
5 coming in would allow him to work more efficiently. She also noted when visiting HUES the Superintendent does not have
6 Internet access.

7
8 Also needed for the maintenance department is a booster to increase the range of the walkie-talkies. Principal Fowler
9 stated when the Director is at HPS he is limited to a landline.

10
11 Another need stated is an additional maintenance person. Desire 1 full-time position to be split between the three
12 buildings. Also requested is a maintenance pick-up truck. It was noted there is currently no way to transport materials,
13 etc. As an example, Principal Allen stated a circumstance where the Director of Maintenance had to use his personal
14 vehicle to travel to a private school to pick up a child's wheelchair. Mr. Beauregard remarked the Town of Hollis has a
15 fleet of trucks, which might be able to be borrowed. Principal Fowler commented she has experienced difficulties in the
16 past such as getting assistance with the pick-up of recycling materials.

17
18 Principal Fowler informed the board the PTA funded 19 soundfield systems. They remain short 5 at HUES and 9 at HPS.

19
20 Mr. Beauregard commented on the remarks surrounding the lack of Internet available at HPS. Suggested a wireless
21 network would be a solution. He remarked network technology is not expensive, and he would like a recommendation
22 from the administration regarding the matter.

23
24 Principal Fowler stated there are classrooms in places where there is no Internet connection. The PTA funded additional
25 laptops last year and donations were received. They currently have approximately 16-18 laptops. She went on to state
26 they implemented PowerSchool and most teachers do not have a computer to log on. Mr. Beauregard questioned
27 whether the board should consider wireless this year as part of the necessary plan to continue operations in current
28 configuration.

29
30 Superintendent Hodgdon remarked an audit of what currently exists for technology and infrastructure is needed to
31 determine the best way to move forward. The current system has been added to several times. Principal Allen remarked,
32 in a recent conversation, she gained the understanding her building requires a complete overhaul (lines severed with
33 phone system update, etc.).

34
35 NON-PUBLIC SESSION

36
37 **MOTION BY MEMBER BEAUREGARD THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA**
38 **91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE OR THE**
39 **DISCIPLINING OF SUCH EMPLOYEE, OR THE INVESTIGATION OF ANY CHARGES AGAINST HIM, UNLESS THE**
40 **EMPLOYEE AFFECTED REQUESTS AN OPEN MEETING**

41
42 **MOTION SECONDED BY MEMBER BENZ**

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

45
46 Yea: Jim McCann, Bill Beauregard, Alison Haytayan, Susan Benz, Rich Manley

47 5

48 Nay:

0

49 **MOTION CARRIED**

50
51 The Board went into non-public session at 8:19 p.m.

52
53 The Board came out of non-public session at 8:50 p.m.

54
55 Superintendent - Staffing for Schools; BA Interim; HUES Facility Report

1
2 Superintendent Hodgdon recommended the appointment of Ruth Tuttle as the Interim Assistant Principal/Special
3 Education Coordinator at HPS. Ms. Tuttle has a Bachelor in Music Education from UNH, a Master in Music Education
4 from UNH, a Certificate of Advanced Studies in Music Instruction for Children, a Certificate in School Administration from
5 Rivier College, and 30+ years of experience. She recommended a salary of \$73,250 for a 200-day contract, which does
6 not include payroll benefits.

7 **MOTION BY MEMBER BEAUREGARD TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION TO HIRE**
8 **RUTH TUTTLE AS THE INTERIM ASSISTANT PRINCIPAL AT THE HOLLIS PRIMARY SCHOOL AT A SALARY OF**
9 **\$73,250 FOR A 200-DAY CONTRACT**

10 **MOTION SECONDED BY MEMBER BENZ**

11 **MOTION CARRIED**

12 **5/0**

13
14 ADJOURNMENT

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

17 **MOTION SECONDED BY MEMBER BENZ**

18 **MOTION CARRIED**

19
20 The Hollis School Board meeting of September 9, 2009 was adjourned at 8:56 p.m.

21
22
23 Date _____ Signed _____

1 ACTION ITEMS

2
3 Superintendent Hodgdon

4
5 Updated job descriptions to be made available (5-13-09) (Due: 9-9-09)

6
7 Forward to the Board an electronic copy of the application for the travel plan associated with Safe Routes to School (7-7-09) **9-9-09: Application submitted and approved. The application plan, if it is awarded funding, will lead to a travel plan.**

8
9
10
11 Obtain legal opinion from Tom Flygare, Esq. as to what CBA salary numbers could be used as placeholders in the proposed budget. (7-8-09) **9-9-09: Awaiting Response**

12
13
14 Recommendation concerning wireless network at HPS. (9-9-09) **(Due: 10-21-09)**

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 July 6, 2009 (specifically the \$25,000 contingency amount and the amount allocated to the bathroom partitions) (7-7-09)

23
24
25 Provide the Board with a timeframe when information will be available to conduct a discussion on possible cost savings gained by efficiencies in the FY10 budget (7-8-09)

26
27
28 Distribute the Hunter Maintenance Check List to the board prior to the September meeting. (8-12-09)

29
30 Director Kelly

31
32 Work on identifying a total budget amount of special education department accounts (9-9-09)

33
34 Director Siegfried

35
36 Ascertain pricing for thermal scan of SAU Building to see where insulation or roof problems may exist (8-12-09)

37
38 Update the board on meeting with the town regarding the water system (8-12-09)

39
40 Provide the list of maintenance items at the SAU building complete with estimates to Ms. Duhamel (8-12-09)