

HOLLIS SCHOOL BOARD

DECEMBER 15, 2010

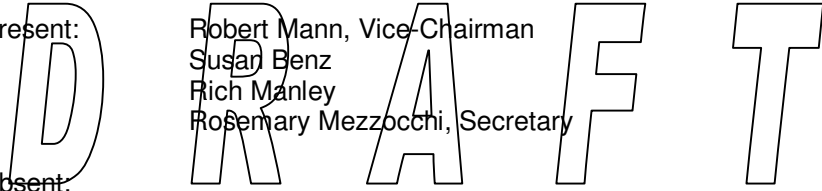
MEETING MINUTES

A regular meeting of the Hollis School Board was held on Wednesday, December 15, 2010 at 5:09 p.m. at the Hollis Brookline Middle School, Multi-purpose Room.

Chairman Bill Beauregard presided:

Members of the Board Present:

Robert Mann, Vice-Chairman
Susar Benz
Rich Manley
Rosemary Mezzocchi, Secretary



Members of the Board Absent:

Also in Attendance:

Susan Hodgdon, SAU41 Superintendent
Dr. Betsey Cox-Buteau, Associate Superintendent
Mark McLaughlin, Business Administrator
Jeanne Saunders, Director of Special Education
Elizabeth Allen, Principal, HPS
Candice Fowler, Principal, HUES
Christopher Siegfried, Director of Maintenance

AGENDA ADDITIONS AND DELETIONS - None

APPROVAL OF SCHOOL BOARD MINUTES

Hollis School Board November 10, 2010

Chairman Beauregard provided the following amendments:

Page 3, Line 38 the sentence should read: "The Water Use Agreement from 1987 says the Town takes responsibility for repairs."

Page 3, Line 48 replace the words: "during that time" with "over the last two years".

Page 5, Line 55 replace the words "should have provided" with "should provide".

**MOTION BY MEMBER BENZ TO APPROVE AS AMENDED
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED
5/0**

CORRESPONDENCE AND PUBLIC INPUT - None

OLD BUSINESS

- Water Systems As-Built and Recommendations Report

Chairman Beauregard informed the board and the public all recommendations, inclusive of estimated costs, resulting from the report have been incorporated into the budget spreadsheet under the tab for capital improvements/Rocky Pond Pump House, which would be discussed later in the meeting.

- Supplies Analysis Benchmark

1 Chairman Beauregard noted discussion took place at the November 10th board meeting relative to providing closure to the
2 author of the special warrant article as well as updating the website with a description of benchmark used, pricing
3 comparisons, and ordering process.

4
5 Mr. McLaughlin stated a statement has been placed on the website, however, he has not yet been able to speak directly
6 with the author of the special warrant article. Chairman Beauregard requested a pointer to where the information can be
7 found on the SAU website and it be forwarded to the author prior to meeting with him.

8
9 • HUES Reconstruction - Findings and Remediation

10
11 Chairman Beauregard stated the board has been looking to receive a report from the Clerk of Works since September.
12 Requested is a final spend report as well as a summary of findings identifying major items uncovered during
13 deconstruction (around sides of building, etc.), the work completed to correct the issue(s) and provide protection from
14 future problems, and identification of any outstanding issues.

15
16 Mr. McLaughlin has been provided with such a summary, which he will forward to the board electronically. Chairman
17 Beauregard requested the information be provided in a searchable pdf format and that it be placed on the website after
18 the board has had the opportunity to review, comment, and provide verification it is in a form that is suitable for
19 publication.

20
21 • Analysis of FY10 Unexpended Fund Balance

22
23 Chairman Beauregard noted a review was done of the FY10 analysis of unexpended appropriations. At that time, the
24 special education budget was under-spent by approximately ~~\$453,000~~\$229,525. The question was posed of what
25 budgeted appropriations were not expended for special education and as a result of the need to fund HUES mold
26 remediation (approximately \$290,000).

27
28 Mr. McLaughlin noted the report was not yet completed. Chairman Beauregard requested the information be provided to
29 board members in advance of the meeting with the Budget Committee scheduled for Wednesday December 22nd.

30
31 • FY11 Revenue Update

32
33 When asked, both Mr. McLaughlin and Director Saunders stated no changes have occurred since the last update was
34 provided.

35
36 • Five Year Goals – Status

37
38 Superintendent Hodgdon informed the board the leadership team has been working on revising the goals and
39 incorporating Professional Learning Community (PLC) work, which began earlier in the school year. The updated goals
40 should be posted to the website by the end of December.

41
42 Chairman Beauregard suggested incorporating into the Principal Reports, for the next meeting, anything within the four
43 goals that might be specific to the Hollis School District.

44
45 • Water Agreement with Coop and Town of Hollis, 4-year Expenditure History

46
47 Chairman Beauregard explained to the viewing audience, the Hollis School District owns the water system comprised of
48 the pumping station on Rocky Pond Road, which services HPS, HUES, HBMS, parts of the town, and a few private
49 residents. He noted Director Siegfried has been extensively involved with the water system over the last several months
50 due to low water level in the well. Monitors were placed in the well to track water usage, and large leaks were discovered
51 (over 8,000 gallons/day). As the leaks have been addressed and monitoring is ongoing, it is believed the well system has
52 returned to close to normal (slightly lower, but refilling).

53
54 Director Siegfried noted the well is refilling at a slow rate. As it appears there may be additional leaks within the system,
55 work continues, with the help of outside sources, on leak detection. Chairman Beauregard noted the need for the water
56 report to be placed on the school board website.

57
58 When questioned about historical information on expenses associated with the water system, Director Siegfried informed
59 the board some records have been located, which date back to 2007. One of the largest expenses from 2007 was the

1 installation of the ten-horsepower well and upgraded electrical work, which equated to an expense of \$40,000.
2 Repairs/upgrades from 2007 to present, total \$96,523 (new roof, installation of water corrosion control plant, weekly
3 grounds maintenance, etc.).
4

5 Chairman Beauregard commented the chemistry in the water was changing, becoming acidic, and impacting the copper
6 pipes. Director Siegfried added what was seen was an elevated level of copper, which has been maintained and
7 monitored weekly to lower the PH level. The State mandated a corrosion control plan be put in effect.
8

9 Chairman Beauregard noted the district has a water agreement with the Town of Hollis that dates back to 1987. Also in
10 place are agreements with individual residents serviced by the system. What is not in place is an agreement with the
11 COOP as the previous water agreement predates the formation of the COOP. Also not in place is a cost sharing
12 mechanism between the major entities. It was recommended, as the infrastructure utilized is that of the Town, the private
13 residents should be covered in the agreement with the Town and should be managed by the Town, if possible.
14

15 Chairman Beauregard informed the public the administration is in the process of getting a handle on annual operating
16 costs as well as capital improvements required for the system. He stated the need for historical information on expenses
17 to be understood in order to determine an appropriate amount to be budgeted for operations and capital improvements
18 and then how to divide that expense among the three major entities. At that point, legal agreements will need to be put
19 into effect.
20

21 Superintendent Hodgdon informed the board legal work done thus far has been performed by Donahue, Tucker &
22 Ciandella, PLLC. Counsel has advised information provided pertaining to Attorney Miller's initial recommendations be
23 provided and discussed in a non-meeting. She noted there are two decision points to be discussed by the board; one
24 regarding the determination the district is required to file for a waiver with the Public Utilities Commission (PUC) due to
25 operating a water system that provides services to other systems outside of the Hollis School District and the second
26 regarding a framework for cost sharing among the entities. She noted there are in fact four water use agreements in total;
27 two for private residents and one for the Wheeler House. Although the work is progressing, additional time is needed for
28 completion.
29

30 When asked whether the Town and/or the COOP had been briefed on the issue, Superintendent Hodgdon responded she
31 had been waiting for the Hollis School Board to meet and discuss the issue more thoroughly before approaching the other
32 entities. She noted the COOP School District has appointed board members Steve Simons and Tom Enright to serve as
33 representatives to meet with the administration and that Mr. McLaughlin and Director Siegfried have been working with
34 the Town.
35

36 When asked, Ms. Benz stated although the Budget Committee made mention of the agreement at a recent meeting,
37 nothing definitive was discussed other than the fact the district's attorney is reviewing the documentation. No discussion
38 occurred with regard to impact on the coming year's budget. Chairman Beauregard remarked, in the past, when
39 expenses occurred, a request for a special allowance to cover the costs was put before the Budget Committee, which has
40 not previously seen the need to split the costs with the Town, but has questioned the expense that could be allocated to
41 the COOP as the third party.
42

43 When asked whether work could be completed in time for incorporation into the FY12 budget process, Superintendent
44 Hodgdon remarked the one complication she sees is the timing with which the PUC process would move forward. She
45 did, however, believe the cost sharing aspect could be determined in a timely manner based upon the framework provided
46 by the attorneys.
47

48 • RSEC
49

50 Chairman Beauregard explained the Regional Services & Education Center, Inc. (RSEC) is a collaborative the district
51 belongs to which serves as a place to support the needs of children with behavioral and other special education needs.
52 Each board within the district rotates sending a representative to participate in RSEC board meetings. A representative of
53 the Hollis School Board has been requested for the coming year. The board meets on the 3rd Wednesday of each month
54 typically between the hours of 8:00 a.m. – 10:00 a.m. at the Sunrise Children's Center located on 94 Route 101A,
55 Amherst, NH. Member Mezzocchi volunteered to serve as the board representative.
56

57 Chairman Beauregard requested minutes of RSEC meetings for the past few months be posted to the district's website
58 and that postings continue moving forward.
59

1 NEW BUSINESS

2
3 FY12 Budget – Delivery Dates for Other Budget Reports and Analysis

4
5 FY12 Budget

6 *Given its ~~third~~ fourth reading;*

- 7 • Budget Committee Guidance Calculation, Budget Detail, Needs List, Tax Impact

8
9 Chairman Beauregard questioned and was informed the current version (handout) of the budget spreadsheet was
10 inclusive of all staff input provided to date.

11
12 Mr. McLaughlin noted the largest change between the spreadsheet dated 12-9-10 and the one handed out at the start of
13 the meeting was the guidance number, which went from \$47,000 under guidance to \$32,000 under guidance as a result of
14 \$15,000 being included for the maintenance of the Rocky Pond Road facility. The funds were identified within the budget
15 as the costs are related to maintenance items (previously listed under capital improvements tab).

16
17 Chairman Beauregard explained, just as the general budget carries the full costs associated with a position that is shared
18 across districts and identifies the revenue offset within the revenue tab, it should be assumed the full cost associated with
19 the water system should be identified within the budget with an offset reflected on the guidance page. For the sake of
20 discussion, he suggested the assumption be for cost sharing to be in thirds.

21
22 Ms. Benz questioned whether funding would be sought through a warrant article. Chairman Beauregard stated a warrant
23 article is needed for the capital improvements budget. A review of the capital improvements budget shows very large
24 items (over \$700,000). Addressing the items would likely occur over a period of time. Therefore, a mechanism would
25 have to be in place to allow for the escrowing of unexpended appropriations from year to year as a means of building a
26 balance with which to fund capital improvements. He noted the board could determine the capital equipment needs of the
27 water system could be added to one of the two existing expendable trust accounts, but was of the opinion the addition of a
28 third expendable trust fund for this purpose would be a proper way of addressing future needs.

29
30 When asked, Director Siegfried stated his belief some of the capital improvement items could be spread over the course
31 of a few years; specifically the two pump stations. In his opinion, the items that should be addressed immediately include
32 tree removal around the pump house, the installation of an 8' fence around the pump house, and purchase of a backup
33 generator, which will include a meter to identify the entire electrical operation of the building (something that cannot be
34 done presently). He further recommended the pump stations be split between years 2012 and 2013.

35
36 Chairman Beauregard noted the need for capital improvement items to be broken down into categories identifying those
37 items that would only benefit the Hollis School District and those which would benefit all three entities and the private
38 residents. Director Siegfried stated the items suggested for inclusion in this budget cycle would benefit all entities.
39 Chairman Beauregard noted operating expenses should be delineated in the same manner; identification of the entire
40 expense within the operating budget with a revenue offset for the portion that benefits the other entities.

41
42 When asked, Mr. McLaughlin stated, any changes made to the budget spreadsheet during the course of the meeting
43 would be reflected in a revised spreadsheet, which would be provided to the board prior to meeting with the Budget
44 Committee.

45
46 Mr. Manley questioned the fees for security identified on the first page of the report. After a brief discussion, it was
47 determined the \$500 fee was a yearly fee rather than a monthly fee as identified.

48
49 When asked about the scope of work performed, Mr. Siegfried stated security for door access to the pump house is
50 provided as well as water pressure distribution (an alarm will sound in the event of low pressure). When questioned about
51 the monitoring and metering systems, he stated the systems are accessed remotely by the vendor as well as weekly by
52 in-house personnel. He added the vendor is required to perform onsite visits for chemistry monitoring. He explained
53 when the water level in the tanks deplete licensed distributors are required to install the chemistry. In-house personnel
54 are monitoring the water level. When it depletes to a certain level the vendor will be called, which will reduce the weekly
55 visits by the vendor.

56
57 Mr. Mann questioned whether Mr. McLaughlin was planning on placing the ~~FY11-FY10~~ analysis of unexpended
58 appropriations in a tab within the budget model or as a separate analysis for the Budget Committee. Chairman
59 Beauregard stated the analysis had been provided in a separate spreadsheet. The action item remaining was an

1 explanation of the delta (\$16,502) between the analysis of the unexpended appropriations and the MS25 (analysis totaled
2 \$350,506/MS25 totaled \$367,008).

3
4 Mr. Manley questioned the life expectancy remaining on the current pump system. Director Siegfried did not recall, but
5 stated the pumps are new (3 horsepower) and should run for quite a while.

6
7 When asked when the backup well pump was put into service, Director Siegfried stated it was done in 2007. Chairman
8 Beauregard commented they were 10-horsepower pumps and only a few years old. Director Siegfried explained during
9 the recent drought situation the 10-horsepower pumps were removed due to their physical size. By pulling them out and
10 putting in 3-horsepower pumps (smaller in physical size) they were able to gain more water depth in the critical stages of
11 the drought. The 10-horsepower pumps remain owned by the district but are not currently in operation. When asked, he
12 explained the two 3-horsepower pumps run simultaneously where the 10-horsepower pumps alternate.

13
14 Chairman Beauregard questioned whether it is advantageous to run two 3-horsepower pumps as opposed to one 10-
15 horsepower pump. Director Siegfried responded with the use of the two 3-horsepower pumps a savings is gained in
16 electricity. He added water pressure is being maintained and the decision was made to leave the system running as it
17 currently is unless an issue arises. When asked what would be done with the 10-horsepower pumps, he stated his
18 opinion they should be retained/stored for the possibility of reinstallation.

19
20 Mr. Manley questioned the \$40,000 put into the new well pump. Chairman Beauregard stated that as one expenditure
21 that occurred back in 2007. Director Siegfried noted a new service panel was put in due to corrosion and concern of
22 failure. Mr. Manley asked for an explanation of a pump station attached to a school (\$330,000). Director Siegfried
23 informed the board a recommendation was received for the installation of storage tanks at both HUES and HBMS.
24 Chairman Beauregard noted HUES has a storage tank at present. Director Siegfried stated the storage tank is pressure
25 fed, which is a concern should a loss of power be experienced, and the tank is out of date.

26
27 Chairman Beauregard noted only one of the recommended stations is for the Hollis School District. He suggested the
28 items be separated within the Capital Improvements tab to detail items associated only with the Hollis School District and
29 those with the other users of the service.

30
31 Chairman Beauregard stated the need for the board to be provided with a drafts of the warrant with articles in time for
32 their meeting with the Budget Committee; one for the creation of an expendable trust fund and one for the funding
33 mechanism. Superintendent Hodgdon informed the board Ms. Lindgren has prepared the drafts.

34
35 Chairman Beauregard touched on the need to address heating issues occurring at HUES. Director Siegfried stated he is
36 working with the vendor on upgrading the current system. Chairman Beauregard questioned whether a process is in
37 place for walking through the building with a checklist during each season to identify problem areas. Director Siegfried
38 informed the board that is currently being done on a daily basis. Speaking specifically to the amount of wind gaining
39 access to the building through the emergency double doors, Director Siegfried stated that would be addressed as part of a
40 capital improvement project list being created.

41
42 Chairman Beauregard touched on a previous conversation around technical requests being processed through
43 SchoolDude and questioned whether maintenance requests are handled in the same manner, and was informed they are.
44 Principal Fowler explained, at present, daily adjustments have to be made to the system. Director Siegfried informed the
45 board the vendor is in house almost daily and the majority of the work will be performed during the holiday closing.

46
47 When asked about the lighting project, Director Siegfried stated the retrofit is slowly moving forward with the Energy
48 Committee and PSNH. Once the contract is in place, light fixtures will be ordered. Chairman Beauregard questioned
49 whether specific areas have been prioritized, i.e., it is known the electric use at HUES is double that of HPS due to high-
50 energy fixtures in the gymnasium. Director Siegfried stated there is a prioritized list of projects to be completed by
51 Lightec. They will begin at HUES in the lower level and will work their way up floor by floor.

52
53 Mr. McLaughlin noted he was unsure how the work would be scheduled except that they would work with each building
54 administrator on scheduling. It is intended work be completed during school vacations, weekends, and weeknights.
55 Chairman Beauregard requested the board be informed, at its next meeting, of how the work is being scheduled.

56
57 Director Siegfried noted fixtures would not be ordered until the contract is signed. Chairman Beauregard questioned
58 whether contingency funding could be utilized to purchase fixtures and funds reimbursed at a later date as a means of
59

1 expediting the installation process. Director Siegfried stated that would add conflict to PSNH and the vendors in that they
2 would be jumping ahead of contracts and could jeopardize state funding.

3
4 When asked about the possibility of replacing hot water heaters with more efficient units, Director Siegfried stated the
5 system has been reviewed and the need for one replacement noted. It is believed not feasible to convert to
6 propane/bottled gas. Chairman Beaugard questioned whether consideration had been given to more efficient electric
7 water heaters. Director Siegfried responded, due to the location of the building and circulator pumps, return on
8 investment is not available for any options at this time. Chairman Beaugard suggested tankless hot water heaters,
9 which heat water on demand. Director Siegfried stated that as an option that has not yet been explored in terms of cost.
10 Chairman Beaugard reiterated the need for the board to understand viable options.

11
12 Ms. Benz questioned the school board variance listed on the year-end report and was informed the \$185,000 contingency
13 was associated with the assumption in FY10 that, given the economy, a number of employees may switch from single to
14 family health plans. The line item accounted for 5 such plan changes.

15
16 Chairman Beaugard noted the roof at HPS would be completed during April vacation. Director Siegfried stated that as
17 the intent.

18
19 Chairman Beaugard stated the scanned document received at the October 11th meeting that included graphs for energy
20 use were not readable. The board requested receipt of either the spreadsheet that generated the graphs or a regular
21 quality pdf document, which has not been received. He noted there is a quarter of a million dollar energy budget between
22 electricity and oil, and the board wishes to understand whether there are opportunities for reducing the energy budget.
23 The requested information is instrumental to such a discussion.

24
25 Needs List

D R A F T

26
27 Chairman Beaugard stated the Needs List should include educational impacts. He commented it apparently does not
28 make sense, according to the state chart of accounts, to have a technology chart of accounts, however he still believes it
29 important managerial accounting information to be able to understand how technology is being used in the district and its
30 cost; hardware, software, hosted services, maintenance contracts, etc. Ms. Benz stated her agreement.

31
32 Associated Superintendent Cox-Buteau remarked the technology committee is working on an I.T. Management Plan that
33 will include asset tagging, inventory, identification of software, and a process for justification of purchasing and increasing
34 inventory to a five-year replacement cycle so that we will be able to predict what is needed year to year. It is hoped the
35 plan will be complete by April. Chairman Beaugard suggested a tab be added in the FY12 budget listing every account
36 that incorporates technology and identifying the portion of funding associated with technology. He would like the level of
37 detail to include items such as the amount spent on software that is hosted in-house versus that which is hosted offsite.

38
39 Chairman Beaugard questioned costs associated with paper processing, i.e., copier lease and maintenance contracts,
40 paper purchase, laminating, etc. He suggested if the costs were understood the district might consider use of an outside
41 vendor. Principal Fowler remarked problems could arise with materials that are sensitive in nature, the timing with which
42 copies could be made available, etc. She noted some analysis has been performed on cost per page on a copier
43 machine versus laser jet printer, etc. Chairman Beaugard agreed there is a category of printing that is sensitive in
44 nature and has to be done in-house, however, the district should have an overall understanding of the cost of processing
45 paper.

46
47 Chairman Beaugard noted Section 12:4 of the Collective Bargaining Agreements (CBA) state staff may approve sick
48 leave to a maximum of ninety days. What was unclear to him was whether any kind of sick time is paid out when a staff
49 member leaves. Principal Fowler stated she reviewed the CBA and believes Section 8.6 talks about a stipend being paid
50 when an employee retires and has met all of the requirements. Chairman Beaugard noted he had been concerned with
51 ~~approving a potential~~ liability for up to ninety days times the number of staff. Superintendent Hodgdon stated she has
52 reviewed the contract, but has yet to discuss it with legal counsel. Ms. Mezzocchi informed the board there has never
53 been sick day buyback.

54
55 Detailed Cost Category

56
57 Ms. Benz questioned whether the amount of decrease reflected under Line Item #2900-239, Retirement Benefit (HEA),
58 (\$72,000) was due to the initial assumption of number of retirements versus what is anticipated at this time. Mr.
59 McLaughlin stated that to be the case. He noted the budget was prepared anticipating 4 retirements. The deadline for

1 submitting such notifications is January 1st. When asked Superintendent Hodgdon stated the administration has approved
2 one retirement and she had in her possession 1 additional request. Chairman Beauregard explained the teachers'
3 contract includes a stipend, which represents 25% of salary being paid out to a teacher at retirement. It is anticipated
4 there will be a cost benefit to the district being able to hire a new teacher at a lower salary than that of the retiring teacher
5 and it was negotiated into the contract long ago to share some of that benefit with the retiring employee. Ms. Benz
6 touched on the savings that would be gained with a smaller number of retirements. Mr. Manley questioned whether
7 budgeting for four such instances is a requirement of the CBA. Chairman Beauregard responded four is the maximum
8 number of stipends paid out in any given year.
9

10 Chairman Beauregard remarked the maintenance budget itself is almost a quarter of a million dollars of which
11 approximately \$157,000 is attributed to eight (8) maintenance contracts. He questioned how recently those contracts
12 were reviewed. Director Siegfried stated the contracts are reviewed on a yearly basis and in some instances twice yearly.
13

14 Chairman Beauregard questioned Line Item #s 2600-422-1/2, Snow Plowing (\$23,800/\$30,000). Director Siegfried stated
15 the contract is a set price and assumes 10-12 storms. Chairman Beauregard questioned whether that budget could be
16 tightened given the \$95,000 in contingency. He questioned whether budgeting for 12 storms was based on historical
17 information. Director Siegfried stated that is what occurred last year and the year prior to his employment with the district.
18 Mr. McLaughlin commented the contractor could return 3-4 times during the course of one storm to salt and sand, and
19 that cost is imbedded as part of the fixed price for the 12 storms. Chairman Beauregard questioned whether the district is
20 charged for salt and sand or if the Town provides the materials. Director Siegfried was unsure. He was asked to check
21 the contract to determine whether that is a cost born by the district and if so why the materials could not be obtained from
22 the Town.
23

24 Chairman Beauregard commented there is about \$81,240 in various types of maintenance line items. He noted the
25 Business Administrator has stated a large amount of that is reactive maintenance. He questioned how that number was
26 derived. Director Siegfried stated it is based both on historical information and the need to carry additional funds for
27 unanticipated expenditures. Chairman Beauregard stated his desire to understand how much of the \$81,240 is for
28 contingency and how much is based on historical information.
29

30 Chairman Beauregard commented ~~a contingency of~~ \$26,200 is being carried in various sorts of maintenance supply line
31 items. He questioned whether purchasing power is aggregated across the SAU and the Town. Director Siegfried stated
32 the schools work as collaboratively as they can. When asked if the schools are purchasing as one unit Director Siegfried
33 stated they are not. Principal Fowler added there are times when agreements are made to purchase from the same
34 vendor. Chairman Beauregard reiterated his desire to understand if there is a systematic approach to purchasing
35 supplies across the SAU and the Town.
36

37 Superintendent Hodgdon commented in this day and age the move is towards green products, which tend to be more
38 environmentally friendly but also more costly. She agreed it is in the best interest of all to look towards bulk purchasing
39 across all systems. Chairman Beauregard questioned what would be involved to organize a SAU-wide initiative.
40 Superintendent Hodgdon responded time and manpower. Chairman Beauregard suggested the task could be delegated
41 to maintenance personnel from each district to organize their requests and forward them along to the Business
42 Administrator. Superintendent Hodgdon stated that could be done.
43

44 Superintendent Hodgdon noted a discussion took place the previous day at a leadership team meeting regarding getting
45 those same individuals together to discuss the use of SchoolDude. Some schools have been better than others at using
46 the system, which will provide an accounting of the types of repairs being performed. She suggested a discussion of
47 centralized supply purchasing could take place in that setting as well. Chairman Beauregard noted in addition to the cost
48 saving aspect of such an endeavor, the possibility of efficiencies that could be gained by the districts performing functions
49 in a like fashion has been discussed in strategy committee meetings.
50

51 Mr. Mann questioned whether it was anticipated savings derived from the lighting project would result in a decrease to
52 Line Item #s 2600-622-1/2, Electricity (\$50,000/\$95,000). Director Siegfried stated he anticipates the cost of electricity in
53 lighting would be reduced perhaps 52% and 49%. Ms. Benz questioned why the anticipated savings could not be
54 reflected in the proposed FY12 budget. Director Siegfried reiterated a signed contract is not in place. Chairman
55 Beauregard suggested a conservative estimate of savings could be provided and a proposal made to the Budget
56 Committee that a larger contingency be carried for next year only. Ms. Benz was in agreement.
57

58 Mr. Manley expressed a concern the estimate for oil costs may have been too conservative in that the line item(s) may be
59 budgeted too low. Mr. McLaughlin stated if a quote is received in time for the annual meeting, budget adjustments could

1 be made at that time. Chairman Beauregard commented two years ago a quote was provided in time for the annual
2 meeting in March and the budget was reduced at the meeting. This year we did not receive a quote until the June
3 timeframe. He suggested if over the February/March timeframe oil prices are being monitored and the district works with
4 energy consultants who track the market and understand where and when the lowest prices could be achieved, the
5 opportunity may exist for proposing an amendment to the budget at the annual meeting.
6

7 Mr. Manley cautioned any savings derived from new lighting could be needed to cover fluctuations in the cost of oil.
8 When asked if the desire was to request an overall energy contingency as opposed to a contingency earmarked only for
9 electricity and oil, Mr. Manley stated his belief voters are aware of how volatile the market has been on oil over the past
10 several years and would be amenable if the contingency were to be earmarked for energy and no other purpose and that
11 if unused, the funds would be returned to the general fund of the Town. Chairman Beauregard agreed the board should
12 be conservative from a risk perspective as the district cannot run in a deficit situation. Mr. McLaughlin stated the current
13 increase equates to a \$.12/gallon increase.
14

15 Mr. Mann questioned Line Item #1106-615-1, Foreign Language – Teaching Materials, and was informed hosted licensing
16 and materials for foreign language are covered within that line.
17

18 Chairman Beauregard, in speaking to Line Item #1100-112-2, Salaries Classroom Teachers (increase of \$65,613), stated
19 the explanation provided was; one position last year was a partial salary for the year due to substitute coverage, three
20 teachers moved up a grade, and one replacement teacher was brought in at a higher salary than the prior teacher. He
21 suggested the first two items referenced did not make sense as a full position would have been budgeted for and not
22 expended. Mr. McLaughlin stated he would review the partial salary. Chairman Beauregard remarked he was unclear
23 how three teachers moving up a grade would have an impact. Mr. McLaughlin explained the additional costs were related
24 to lane changes.
25

26 Chairman Beauregard stated the proposal to move a position from HUES to HPS to reflect the difference in class sizes of
27 next year's 6th grade versus the 3rd grade is not identified within the budget. Principal Allen suggested a portion of the
28 teacher salaries from the HUES line should be shifted to the HPS line.
29

30 Chairman Beauregard questioned if members of the board were clear on why a section was being added for 3rd grade
31 next year. Principal Allen explained the district went down two sections this year (6 to 4), which has resulted in 23
32 students in a classroom. If another 3rd grade teacher is not added the year will start at 23 students in third grade when
33 educational specification is 20. Historical data indicates the addition of 8 or 9 third graders during the summer months. At
34 present, there are 93 second graders, which is the same size as the current 3rd grade class.
35

36 Principal Allen remarked Line Item #1260-110-0, ESL, Tutor Services, accounts for part of a salary, however, includes
37 revenue offset. Traditionally the full salary would be identified as well as the revenue offset. Ms. Mezzocchi questioned
38 whether benefits are also accounted for with that position. Chairman Beauregard was unsure whether benefit costs have
39 been broken up in the past. Superintendent Hodgdon stated that was done in last year's budget.
40

41 Chairman Beauregard informed the board he had questioned Line Item #s2210-128-1/2, Peer Coach – Substitute, and
42 was informed the substitute is not for the peer coach but rather for the teacher the peer coach is working with. Principal
43 Fowler explained should the need exist for extended reflection or extended re-teaching of a lesson that was modeled, they
44 have the ability to pull the teacher out of the classroom and have that conversation. Chairman Beauregard requested an
45 explanation be included on the budget spreadsheet.
46

47 When asked how the peer coaching is conducted, Principal Fowler stated at HUES the peer coaches are employees; a
48 reading specialist who does reading specialist work four days a week and coaching for literacy one day a week and a
49 math support teacher who does math support work for four days a week and math coaching one day a week. Principal
50 Allen explained at HPS they utilize contracted services with two master teachers that come in on their schedule. They
51 work with the teachers in the classroom while they are teaching, would observe teaching and at times, when the lesson is
52 over, a substitute would cover the class so that a consultation meeting could be conducted to discuss what might need to
53 be changed and how to plan moving forward. There are also times when the Principal would be involved in the review
54 process, which requires the need for an additional substitute. Mr. Manley questioned whether the coaches have the
55 background in training for peer coaching. Principal Fowler remarked the two teachers she has she believes are master
56 teachers in their respective fields.
57

58 Chairman Beauregard touched on Line Items #2210-240-1/2, Course Reimbursement – HESSA. He commented
59 potential discussions taking place during the negotiation process might encourage more participation in such a program.

1 Principal Fowler stated they are trying to move towards the model of bringing job imbedded professional development to
2 support staff as well as professional staff, however, there are cases where participation at a workshop would be
3 necessary. She commented if conversations are taking place that may result in increased usage, the lines should be
4 reviewed and possibly increased.

5
6 Chairman Beauregard noted a substantial decrease in the line item for food service, and questioned why the cost would
7 be reduced by nearly 1/3. He noted what has typically been carried is \$325,000, and what is shown is approximately
8 \$121,000 less. Mr. McLaughlin did not believe the expense to be decreasing. He noted when a review of the previous
9 budget was done it appeared the budgeted amount was chosen 3-4 years ago as the amount that would be expected to
10 be transferred. It is an expense that is offset by revenue, and therefore has no impact on the tax rate. He stated the
11 intent was to identify a more realistic number based on actual expenditures. The \$121,000 decrease provides an artificial
12 indication of a decrease, however the \$204,000 reflects what is truly anticipated for expense.

13
14 Chairman Beauregard's noted a reconciliation of the food service budget done two years prior resulted in an increase in
15 prices. Ms. Benz questioned whether prices should be lowered. Mc. McLaughlin stated the prior number of \$325,000
16 was an arbitrary number that was chosen several years ago. Chairman Beauregard reiterated in past years it did not
17 appear arbitrary but rather representative of the actual expense. He touched on prior years where revenues barely
18 covered expenses. Ms. Benz noted the budget tab states \$204,000. Chairman Beauregard stated the need to
19 understand why the account would be funded at a lower level. Mr. McLaughlin will review the account.

20
21 Chairman Beauregard noted the need for a multi-year history on food service expenses/revenues. He stated the previous
22 Business Administrator had generated a model that allowed for modeling of prices. In that was the FY10 operating
23 statement, which showed total revenues of \$246,365 and total operating costs of \$245,224. Ms. Benz noted the FY11
24 budget allocation was \$325,000. Chairman Beauregard commented FY10 actuals were \$245,224 and the proposal is to
25 reduce that to \$204,000. Mr. McLaughlin remarked at the conclusion of the audit, the account surplus was \$12,000.
26 Chairman Beauregard commented in the past the food service budget carried a small balance to fund items such as the
27 steamer replacement that is currently in the Maintenance Expendable Trust, and noted the need to understand whether a
28 fund balance is being carried. He requested the board receive an accounting of the food service budget to date for FY11
29 and be provided with an understanding of whether a fund balance is being carried in the account.

30
31 With regard to transportation line items, Superintendent Hodgdon informed the board bids are expected in the
32 January/February timeframe. Chairman Beauregard remarked if the number changes, an adjustment to the budget could
33 be made at the annual meeting.

34
35 Mr. Manley questioned Line Item #s 2700-626-1/2, Gasoline, and was informed the cost of diesel fuel for the buses is paid
36 separate from the busing contract.

37
38 Mr. Mann noted the grand totals identified in columns K (FY11 Budget), L (FY12 Proposed) and M (Change in \$) do not
39 tie into the guidance page. Mr. McLaughlin explained the numbers would not tie in due to inclusions and exclusions on
40 the guidance page. However, column I, row 50 of the guidance page ties in with the number in column L.

41
42 Speaking to the capital improvements plan for the school buildings, Chairman Beauregard noted the first item, steamer, is
43 proposed for FY12 and the discussion has been whether that cost could be absorbed into the food service budget. Mr.
44 McLaughlin noted the spreadsheet has been adjusted to accurately identify completed items. He added the \$150,000
45 previously identified in FY13 for paving of grounds has been spread out over three years with an FY12 expense of
46 \$47,300.

47
48 Chairman Beauregard requested completion dates be added to the list. With regard to the HUES repair line and the
49 \$66,023 taken out of the expendable trust, Chairman Beauregard had believed due to the fact the project came in under
50 budget the operating budget would cover more of the actual cost of the repairs and therefore the amount to be taken out
51 of the expendable trust should be less. Mr. McLaughlin stated that to be the case. He noted the original estimated had
52 been \$87,581 and the actual cost was \$66,023. Chairman Beauregard reiterated his believe the \$66,023 was the
53 maximum number being considered for funding from the expendable trust account. Mr. McLaughlin stated the maximum
54 amount had been \$85,581.

55
56 Mr. Mann questioned whether a firm number had been received for the cost of roof replacement at HPS (original estimate
57 was \$63,000), Director Siegfried stated the actual cost came in lower as a result of competitive bidding. Chairman
58 Beauregard stated the actual cost should be reflected in the plan. Director Siegfried remarked the quoted cost is based
59 on a particular scope of work, however should additional items be identified, the cost could change. He noted the \$63,000

1 is a not to exceed amount. Chairman Beauregard stated if the number is considerably lower it should be provided to the
2 Budget Committee. He suggested being able to tie ~~expenses~~ account withdrawals to the completed project list would be
3 helpful.

4
5 With regard to the **Expendable Trust for 4 Lund Lane**, Chairman Beauregard noted there were no current projects
6 identified. Director Siegfried noted the possibility of window replacement in the future. Chairman Beauregard
7 commented, for good stewardship of a town asset, recommendations should be included on what it takes for proper
8 maintenance of the facility. Director Siegfried will provide recommendations prior to the board's meeting with the Budget
9 Committee.

10
11 When asked, Chairman Beauregard stated the lease payment should cover necessary maintenance and any
12 recommended capital improvements. That is the number the SAU Board should have.

13
14 • **Cost Per Student Analysis**

15
16 Chairman Beauregard touched on a document received detailing cost per student and was informed the administration
17 was unaware of the source of the document. Mr. McLaughlin stated he had forwarded the document, but was not the
18 author. It was believed Mr. Smith had reviewed the document and found the legend was inaccurate, corrected it, and
19 forwarded it along to the board. It was believed to be based on FY10 Science NECAP scores. Principal Fowler stated
20 she had provided, in an e-mail, a link to the DOE website, which identifies cost per pupil and how the calculation is done.
21 The same excel file was used for the slide provided back in June, and has not been updated. She stated the cost per
22 pupil, which is equalized and compared to the rest of the districts (154 elementary school districts), as \$13,625. She
23 added the charts reviewed last year at the district meeting for NECAP was a list based on same amounts of pupils per
24 grade level. She added looking at a science NECAP results only provides a comparison of 4th grade.

25
26 She was unclear on where the statement of being second highest cost per pupil came from as the list identifies the Hollis
27 School District as 63rd.

28
29 Chairman Beauregard requested the administration determine where the information originated and why it was sent to the
30 Board. He noted the need for accurate information to be available in time for the annual meeting.

31
32 ADMINISTRATION REPORTS

33
34 Chairman Beauregard opened the floor to questions regarding administrative reports, which were provided in advance of
35 the meeting.

36
37 Special Education

38
39 Director Saunders questioned whether the board had feedback on the proposed preschool agreement between the Hollis
40 School Board and the Brookline School Board. She has discussed the agreement with the Brookline School Board and
41 they will be receiving a copy of the draft. Ms. Benz and Ms. Mezzocchi stated they were pleased with the draft. Mr.
42 Manley questioned class size requirements. Director Saunders explained Brookline's preschool program has a maximum
43 number of 12 students and the Hollis preschool program has a maximum of 25 students.

44
45 She noted the administrative team has had discussions around expanding the Hollis Preschool program by creating
46 another program that would mirror that which is offered in Brookline (maximum of 12 students). They have discussed the
47 possibility of one of the current teachers at HPS taking on the role of lead teacher. She further explained although there is
48 a 25 student maximum in the Preschool program it is quickly filling, and a requirement exists for a minimum ratio of 50/50
49 (special education/typical peers).

50
51 When asked, she stated the additional program being considered would be a special education program with a maximum
52 of 6 identified students and 6 typical peers. Discussions would have to be had around which students might move into
53 that program. Mr. Manley remarked it appears Hollis would more likely be the host school in such an arrangement. When
54 asked Director Saunders stated such an arrangement could be utilized this year.

55
56 Chairman Beauregard questioned the reduction in para-professional staff. Director Saunders informed the board she,
57 Principals Allen and Fowler, Assistant Principals Bottomley and Tuttle, and Superintendent Hodgdon have had numerous
58 discussions on how to effectively utilize special education staff knowing there will be a reduction in the special education
59 population (large contingent moving into 7th grade).

1 They have looked at student needs and how para-educators are being utilized and then discussed how special education
2 teachers are utilized, their roles, speech and language, guidance versus school psychologist and had conversations with
3 staff particularly at HPS as the majority of change will occur there.

4
5 There are 88 identified students presently attending the Hollis School District. That number is decreasing to 56 in the
6 coming year. Being looked at is a reduction of caseloads for case managers. At HPS they restructured grades K-3; there
7 will be 2 special education case managers each having 2 program para-educators to assist them in delivering in-class
8 support. One of those case managers will be split between two positions; half of her time will go to the Preschool as a
9 Preschool teacher (certification in place) and the other half of the position will remain to assist with delivering instruction
10 assessment with the special education population within HPS. Those students will be with one-on-one para-educators as
11 well.

12
13 The speech and language population was looked at in terms of para-educators and speech assistants. Those positions
14 are being reduced by 1.2 (within the 9). They met with the para-educator staff a few weeks ago to inform them of the
15 direction the district is heading due to declining population and restructuring. Being anticipated is approximately 26
16 identified students at HUES for grades 4 through 6, which is a drastic reduction in student population, and 28-30 at HPS.

17
18 Principal Fowler stated the level of service is not being reduced. She remarked Director Saunders has put in an amazing
19 amount of time ensuring all of the needs that we are aware of will be met.

20
21 Ms. Mezzocchi touched on the statement "The administrators agree that it is necessary to increase the remaining full-time
22 paraeducators from 5.8 hours a day to 6.0 hours a day, which equates to approximately \$16,800." and questioned
23 whether the figure provided was inclusive of benefit costs. Principal Allen explained there would be no benefit costs
24 associated with the change as benefits are not provided to positions working less than 31 hours a week.

25
26 Director Saunders informed the board the role of the full-time special education secretary position would be reduced to a
27 .6 position. Mr. Manley questioned the percentage of special education para-educators the proposed reductions
28 represent. Chairman Beauregard stated it to be an approximate 25% reduction.

29
30 Chairman Beauregard questioned whether the proposed preschool agreement has been reviewed by legal counsel, and
31 was informed it has not. He suggested such a review take place.

32
33 **MOTION BY MEMBER MEZZOCCHI TO RECOMMEND THE SUPERINTENDENT MOVE FORWARD WITH THE**
34 **AGREEMENT FOR PLACEMENT SHARING BETWEEN THE HOLLIS AND BROOKLINE PRESCHOOL PROGRAMS**
35 **FOR EXECUTION WITH THE BROOKLINE SCHOOL DISTRICT SUBJECT TO REVIEW BY LEGAL COUNSEL**
36 **MOTION SECONDED BY MEMBER BENZ**

37
38 ON THE QUESTION

39
40 Mr. Manley questioned how tuition would be calculated. Director Saunders responded tuition is calculated now for those
41 students who are placed here from other districts. Mr. Manley questioned what would occur if a Brookline parent did not
42 wish to send their child to the Hollis School District. Director Saunders responded they would go back to the free and
43 appropriate public education and what is appropriate for a student. If Brookline's program is full this is what would be
44 offered as the next placement. They would be staying within the continuum of placement as it would be in the local
45 community. If the parent wished to go elsewhere it would typically be more restrictive programming in terms of being
46 more specialized. Director Saunders touched on the cost savings associated with transportation and the positive impact
47 associated with the fact these children would come together again in 7th grade.

48 **MOTION CARRIED**
49 **5/0**

50
51 Needs List

52
53 Chairman Beauregard questioned whether Line Item #2600-438-01, Building Repairs (\$16,860) was associated with
54 discretionary repairs. Director Siegfried stated they are, however, putting off items such as exterior painting would result
55 in additional damage. Chairman Beauregard commented as the \$86,000 included within the maintenance account line
56 items is somewhat reactive as opposed to proactive (no specific projects identified) he suggested attempts be made to
57 complete the repairs within the existing budget. He added if contingency had to be utilized to address the issues that be
58 done. Ms. Benz suggested unexpended appropriations be looked to as a funding source. Chairman Beauregard was in
59 agreement.

1 Speaking to Line Item #s 2222-641-01/02, Library Books, Chairman Beauregard questioned the number of books to be
2 replaced. Principal Fowler explained they are looking to purchase a subscription to an online encyclopedia for students.
3 The current set is outdated. When teaching children how to research they want a trusted authority (safe and accurate
4 source) on information they can access in-house and from home. She noted books are worn. She informed the board,
5 through the use of the Destiny software, they are now able to track circulation, which has doubled over the last two years
6 (10,000 to 20,000 checkouts/year).

7
8 When questioned about the possible reasons for increased circulation, Principal Fowler stated her belief it is partially due
9 to a more flexible library schedule. She added the media specialist has been key to understanding what resources are
10 available in the building. When asked for clarification, Principal Fowler stated what would be purchased is the ability to
11 access the site. Both replacement of books and the online subscription are included in the line items. She noted
12 historically the board has funded 1 new book per student every year at a cost of approximately \$18 per student.
13 Chairman Beauregard questioned the need to fund 1 book per student per year. Principal Fowler noted it is used to
14 purchase new titles that have been released and the item appears on the Needs List as it is not necessary for the running
15 of the school. She was asked to obtain exact costs and break the items into separate categories (online subscription and
16 actual book purchase).

17
18 Principal Allen commented these accounts were funded for several years at \$5,000, however, the accounts were pretty
19 much wiped clean in the last budget cycle. She added there are guidelines provided by the Library Association of what
20 should be done to keep the collection up to date.

21
22 Chairman Beauregard questioned whether books could be leveraged with those that are in the Town Library. He
23 requested the Town Librarian be contacted to ascertain what her budget is for book purchase/replacement.

24
25 Mr. Manley commented HPS library books are certainly well read. He remarked the way the library is utilized it is almost
26 as if the opportunity to visit is a reward of sorts for the students.

27
28 With regard to Line Item 2600-426-01, Clock Maintenance, Director Siegfried explained the cost would be for the
29 replacement of sixty analogue clocks with digital clocks at HPS. It was noted the appearance of the clocks would remain
30 the same, however they would run on AC power as opposed to battery power. Principal Allen explained the clocks do not
31 keep time well making it difficult for teachers to coordinate schedules, recess, etc. She also touched on the labor involved
32 for custodial staff when time changes occur. It was noted HPS does not have a bell schedule therefore the clocks are
33 depended upon greatly in gauging lesson time.

34
35 Mr. Mann questioned the possibility of replacement being done in phases. Director Siegfried stated there would be a cost
36 associated with labor if a vendor were requested to be on site 3-4 times rather than once.

37
38 Chairman Beauregard questioned Line Item #1169-734-01, Computer Tech Equipment. Principal Allen stated the
39 teachers' hardware was refreshed from last year's budget. Teachers received laptops and, out of unexpended funds in
40 June, HPS received forty (40) desktop units. HPS still has twenty plus (20+) computers that are obsolete.

41
42 When the budget was put together back in August the discussion was what it would cost to continue to keep the hardware
43 upgrades. One of the two large expenses would be for three (3) interactive Whiteboards the ARRA funding did not cover
44 for the Kindergarten wing. She commented they are not absolutely essential to the running of the school.

45
46 With regard to the wireless access points, she stated the controller is about \$1,700 and \$500 per node. At present the
47 school is equipped with a mini router that sits in the teacher's room. There is a laptop cart that goes out and requires a
48 mini router as there is only 1 computer drop per classroom.

49
50 Chairman Beauregard commented the router is plugged into the one computer drop so the students in the classroom can
51 take advantage of the network. Principal Allen remarked teachers are unable to use their laptops in the teachers' room. It
52 is a constant issue with connecting to wireless.

53
54 Chairman Beauregard asked for clarification on what the \$19,600 approved in the spring was utilized for. Principal Allen
55 explained those funds were utilized to purchase forty desktop computers. When asked if network upgrades were also
56 completed, Mr. Mann stated some of the switches were upgraded. Principal Allen stated funding did not go towards
57 wireless controllers or whiteboards. She stated if the items cannot be funded she would like the request to be considered
58 in the event there are unexpended appropriations.
59

1 Chairman Beauregard suggested some of the items such as teaching materials for Social Studies, BrainPop subscription,
2 etc. are truly next year items whereas others are current needs such as the clocks, networking, etc. He suggested the
3 current year's budget be looked to for financing the immediate needs. In the event funds cannot be identified within the
4 established line items of the current budget, he would look to present to the Budget Committee a justification for use of
5 any unexpended appropriations at year end.

6
7 Mr. Mann suggested Line Item #1169-734-01, Computer Tech Equipment, be broken down into several categories to help
8 identify those items that are more time critical.

9
10 Chairman Beauregard questioned board members on their preferred means of addressing the need, i.e., identifying
11 available funds within the existing budget or seeking approval to escrow any unexpended appropriations at year end or by
12 inclusion in the FY12 budget. The general consensus was funding be identified within the existing budget.

13
14 Associate Superintendent

15
16 Chairman Beauregard touched on a statement made within the report with regard to the technology plan: "It has been
17 agreed that we will keep the first year of the tech plan budget level funded with the 2010-2011 budget." He suggested it
18 would be more appropriate to phrase such a statement as a recommendation. He stated the need for the board to have a
19 clear understanding of the plan so that decisions can be made on items viewed as an immediate need, the timeframe with
20 which they should be addressed, and potential budget implications for FY12.

21
22 Associate Superintendent Cox-Buteau noted the committee had focused first on the work product necessary for
23 submission to the state (January deadline). The plan will be revisited in June and adjustments made as necessary.

24
25 Chairman Beauregard stated he had anticipated a plan would be available in time for inclusion in budget discussions.
26 Associate Superintendent Cox-Buteau informed the board the budget cycle included in the plan is not something the
27 district is held to by the State. As the request was made that the information be forwarded to the board in the current
28 week, Associate Superintendent Cox-Buteau stated she would provide the information in its current unformatted state.

29
30 Chairman Beauregard stated his understanding of the deliverable required for the state, however, stated the board's
31 charge was to get the I.T. house in order; do we have reliability, access, backups, disaster tolerance, security, etc.
32 Associate Superintendent Cox-Buteau responded that level of detail was not required to be addressed in the deliverable
33 required by the State, however, the I.T. management team will be charged with bringing the plan down to that level of
34 detail. The committee understands the charge and is moving forward with that aspect of the process. Chairman
35 Beauregard commented that level of detail has budget implications, and that is what the board had anticipated receiving
36 this month for consideration during the budget process.

37
38 Mr. Mann informed the board, while serving on the committee, he has begun putting together a short list of the
39 recommendations that may be considered for this budget cycle, could work with the Associate Superintendent to prioritize
40 the list, and, with the assistance of the Network Administrator, Mr. Raymond, could provide the board with budgetary
41 pricing. Chairman Beauregard stated the board desires seeing the recommendations in the context of the plan that
42 identifies how the necessary items are achieved, i.e., disaster tolerance, security, etc. for both administrative and student
43 needs. Chairman Beauregard remarked the plan the board would receive would include the different workflows and
44 processes being addressed.

45
46 Superintendent

47
48 Superintendent Hodgdon informed the board of a request received from Jessica Cue wherein she thanked the board for
49 granting her maternity leave, which was intended to extend to the third trimester of the school year, and requested the
50 leave be extended through the end of the 2010-2011 school year. The letter also stated her intent to return to her 1st
51 grade teaching position for the 2011-2012 school year.

52
53 Superintendent Hodgdon recommended the board grant the request and stated the long-term substitute is working out
54 very well, and it is believed the students would benefit from continued work with that teacher.

55
56 **MOTION BY MEMBER MANLEY TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION TO EXTEND**
57 **JESSICA CUE'S MATERNITY LEAVE TO THE END OF THE 2010-2011 SCHOOL YEAR**
58 **MOTION SECONDED BY MEMBER MEZZOCCHI**

59 5/0

1 Superintendent Hodgdon informed the board of a notification received from Amy Ziminsky informing the board of her
2 intent to retire from the teaching position she has held at the Hollis Primary School for the last 21 years. The effective
3 date of retirement is the end of the current school year (June 2011).

4
5 **MOTION BY MEMBER MANN TO SUPPORT THE SUPERINTENDENT'S RECOMMENDATION TO ACCEPT THE**
6 **NOTIFICATION OF INTENT TO RETIRE FROM AMY ZIMINSKY WITH REGRETS AND APPRECIATION FOR**
7 **TWENTY ONE (21) YEARS OF SERVICES TO THE HOLLIS PRIMARY SCHOOL**
8 **MOTION SECONDED BY MEMBER BENZ**
9 **MOTION CARRIED**
10 **5/0**

11
12 Policy Review

13
14 **JLDBA – Behavior Management and Intervention**
15 *Given its second reading;*

16
17 **MOTION BY MEMBER BENZ THAT THE RULES BE SO FAR SUSPENDED AS TO WAIVE THE THIRD READING OF**
18 **POLICY JLDBA– BEHAVIOR MANAGEMENT AND INTERVENTION**
19 **MOTION SECONDED BY MEMBER MEZZOCCHI**
20 **MOTION CARRIED**
21 **5/0**

22
23 **MOTION BY MEMBER BENZ TO ADOPT POLICY JLDBA – BEHAVIOR MANAGEMENT AND INTERVENTION**
24 **MOTION SECONDED BY MEMBER MEZZOCCHI**
25 **MOTION CARRIED**
26 **5/0**

D R A F T

27
28 **JBAA – Sexual Harassment and Violence - Students**
29 *Given its second reading;*

30
31 **MOTION BY MEMBER BENZ THAT THE RULES BE SO FAR SUSPENDED AS TO WAIVE THE THIRD READING OF**
32 **POLICY JBAA – SEXUAL HARASSMENT AND VIOLENCE - STUDENTS**
33 **MOTION SECONDED BY MEMBER MEZZOCCHI**
34 **MOTION CARRIED**
35 **5/0**

36
37 **MOTION BY MEMBER BENZ TO ADOPT POLICY JBAA – SEXUAL HARASSMENT AND VIOLENCE - STUDENTS**
38 **MOTION SECONDED BY MEMBER MEZZOCCHI**
39 **MOTION CARRIED**
40 **5/0**

41
42 **JH – Attendance, Absenteeism and Truancy**
43 *Given its first reading;*

44
45 **MOTION BY MEMBER BENZ TO ACCEPT THE FIRST READING OF POLICY JH – ATTENDANCE, ABSENTEEISM,**
46 **AND TRUANCY**
47 **MOTION SECONDED BY MEMBER MEZZOCCHI**
48 **MOTION CARRIED**
49 **5/0**

50
51 OTHER BUSINESS - None

52
53 ADJOURNMENT

54
55 **MOTION BY MEMBER BENZ TO ADJOURN**
56 **MOTION SECONDED BY MEMBER MANN**
57 **MOTION CARRIED**
58 **5/0**
59

1
2
3
4
5
6
7

The December 15, 2010 meeting of the Hollis School Board was adjourned at 9:24 p.m.

Date _____ Signed _____

D R A F T

1 ACTION ITEMS

2
3 Board Member Mann

4
5 Work with Associate Superintendent Cox-Buteau and Mr. Raymond on recommendations and estimated costs associated
6 with technology needs for both administration and students to be provided to the board for consideration during the
7 current budget process. (12-15-10)

8
9 Superintendent Hodgdon

10
11 Work with Chairman to formalize the list of goals to topics with deliverables around them rather than goal statements.
12 (10-14-09)

13
14 With regard to the proposed job-share program, prepare an agreement, procedures, and concepts that would be
15 incorporated into a policy, and forward along to the board for review. (3-8-10)

16
17 Arrange for policies currently in paper form only to be scanned into pdf documents and placed on the web site. (4-14-10)

18
19 Provide estimates of volume of data to be loaded into the Inform system, identify current location of data, process for
20 loading ongoing data, training needs, and a timeline and cost estimate. (5-12-10)

21
22 Coordinate legal counsel review of the Water Use Agreement and a distribution license agreement and provide feedback.
23 **(Due: December)**

24 **D R A F T**

25 E-mail Board members with a pointer to the web site when the status of the Five Year Goals is posted. (11-10-10)

26
27 Arrange for minutes of RSEC meetings for the past few months to be posted to the district's website and that postings
28 continue moving forward. (12-15-10)

29
30 Coordinate the efforts of the maintenance personnel from the various school facilities (and perhaps town facilities)
31 towards organizing their requests for supplies and forward the information on to the Business Administrator. (12=15=10)

32
33 Determine where the information on cost per pupil originated and why it was sent to the Board. (12-15-10)

34
35 Associate Superintendent Cox-Buteau

36
37 Establish a committee page on the district's website to provide detail on current committees, membership, charge, goals,
38 meeting dates and times, etc. (9-8-10) **(Due: January/February)**

39
40 Provide the board with an unformatted version of the technology plan (12-15-10) **(Due: Before 12-17-10)**

41
42 Work with Board Member Mann and Mr. Raymond on recommendations and estimated costs associated with technology
43 needs for both administration and students to be provided to the board for consideration during the current budget
44 process. (12-15-10)

45
46 Incorporated into the budget a tab listing every account that incorporates technology and identify the portion of funding
47 associated with technology. The level of detail should include items such as the amount spent on software that is hosted
48 in-house versus that which is hosted offsite. (12-15-10)

49
50 Business Administrator

51
52 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

53
54 Create a new technology account with sub-accounts to track hardware and software license, maintenance, and supply
55 expenditures within the budget. Work with the principals and Mr. Raymond to identify and re-assign the same from the
56 current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the budget
57 for this account. (12-17-09)

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

4
5 ~~Provide list of top ten supply ticket items to potential vendors (identifying specific product manufacturer/type) for price~~
6 ~~comparison, determine which vendors provide tracking/reporting, and what cost savings could be achieved through the~~
7 ~~establishment of a central receiving area. (5-12-10)~~

8
9 Inform the board of acceptance/denial of the amendment to the current contract with Pro Controls, Inc. and of the
10 inclusion of the additional \$20,250 in account 2600-431-02 to be discussed during the budget process. (8-11-10)

11
12 Provide to the author of the Special Warrant Article a pointer to where the information can be found on the SAU website.
13 (12-15-10)

14 Provide board members with an FTE report (inclusive of FY10 & FY11 actuals as well as FY12 forecast) (**Due:**
15 **November 19th**)

16
17 Provide an explanation of budgeted appropriations not expended as a result of the need to fund HUES mold remediation.
18 (12-15-10) (**Due: prior to 12-22-10 Budget Committee meeting**)

19
20 Provide the board with the source document utilized to create the graphs associated with electricity/oil consumption (12-
21 15-10)

22
23 Conduct a review of the food service budget to determine if it is adequately funded. Provide the board with an accounting
24 of the food service budget to date for FY11 and clarify whether or not a fund balance is being carried in the account, which
25 might be able to be utilized for items such as the steamer currently identified in capital improvements. (12-15-10)

26 27 Special Education

28
29 Provide an explanation for the variance in the special education budget between FY10 and FY11 actual expenditures and
30 FY12 proposed. (11-10-10)

31 32 Director of Maintenance

33
34 Have an assessment of the well performed by a Hydrogeologist. (10-13-10)

35
36 Provide consultant report on water system as built and recommendations (**Due: December**)

37
38 Look into the cost of a separate electric meter for the Rocky Pond Well. (10-13-10)

39
40 Look into different types of hot water heaters for HUES and identify rate of payback. (10-13-10)

41
42 Obtain bids to assist in determining appropriate funding for capital improvement and operating costs associated with the
43 water system (i.e., automated meter readers, etc.) (**Due: December**)

44
45 Ensure the water report is placed on the school board web page. (12-15-10)

46
47 Ascertain feasibility and costs associated with tankless water heaters. (12-15-10)

48
49 Provide an explanation of the delta (\$16,502) between the analysis of the unexpended appropriations and the MS25. (12-
50 15-10)

51
52 Explore the costs/savings associated with switching to tankless hot water heaters. (12-15-10)

53
54 Provide the board with an answer to the question of whether or not the district is charged for salt and sand within the
55 snowplowing contract and if so why those materials could not be provided by the town. (12-15-10)

56
57 Provide the board with the amount of contingency built into the \$81,240 budgeted for maintenance line items so a
58 determination can be made of whether or not the contingency amount should be removed from those lines and addressed
59 through general contingency. (12-15-10)

1 Provide and include within the budget spreadsheets dates for the completed projects list. (12-15-10)

2
3 Provide recommendations for necessary maintenance and capital improvement items for the facility at 4 Lund Lane. (12-
4 15-10)

5
6 **Paul Hemmerich, PH Design Architecture**

7
8 Provide a comparison of existing conditions at the SAU administration building to other standards of spaces in equivalent
9 businesses. Determine if other configurations would bring the building within acceptable ranges for the population it
10 needs to support and whether there are hidden efficiencies they could take advantage of. (5-12-10) (**Due:** First week of
11 June)

12
13 **Principal Fowler**

14
15 Ascertain whether the district could lock in the quoted pricing for Rosetta Stone software for a two-year period. (5-12-10)

16
17 Incorporating into the monthly Principal Report, anything within the four goals that might be specific to the Hollis School
18 District. (12-15-10) (**Due: January board meeting**)

19
20 **Principal Allen**

21
22 Incorporating into the monthly Principal Report, anything within the four goals that might be specific to the Hollis School
23 District. (12-15-10) (**Due: January board meeting**)

24
25 **Network Administrator**

26
27 Provide a summary of items being proposed for purchase, how they will be utilized and what they will do for the district.
28 State the educational justification; impacts. (6-17-10)

D R A F T