

Hollis School Board
Wednesday, September 6, 2017
Hollis Upper Elementary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda Adjustments
Approve Meeting Minutes
Nominations/Resignations/Correspondence
- 6:15 Public Input
- 6:25 Principal's report
- 6:35 Discussion
- Update on HSTEP
 - Update on Cat6 wiring – E- rate funds
 - Update - SAU capital improvements plan
 - Meeting date for annual school district meeting
- 6:55 **Deliberations**
- **To see what action the Board will take regarding the policy memo submitted by the policy committee**
 - **To see what action the Board will take regarding the rental increase at the SAU**
 - **To see what action the Board will take regarding the Business Administrator's recommendation for the retained fund balance**
- 7:25 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:30 Motion to adjourn

Hollis School District
Administrative Report
September 2017

Calendar, Events, Programs

- HPS - September 5th Open House grades prek, k, and 1
- HPS - September 7th Open House grades 2 and 3
- HPS - September 1st - Preschool Orientation
- HPS - September 5th - First Day of Preschool
- HPS - September 18th - Picture Day - Smile:)
- HUES Sept 19 - Picture Day
- HUES - Sept 27 - Open House - All grades

Enrollment for 2017/2018:

PK – 3's: 9

PK – 4's: 11

Grade K: 65

Grade 1: 81

Grade 2: 88

Grade 3: 90

Grade 4: 102

Grade 5: 123

Grade 6: 98

Building & Grounds:

- HUES:
 - Thank you to all full time support staff for making this summer fantastic - ESY went really smoothly, cleaning and maintenance tasks have been completed, and the building looks amazing!
 - The solar panel implementation has started and the company has been awesome to work with - they will be working around our outside recess schedule to maintain safety at all times
- HPS -
 - We thank the front office, custodial staff and teachers at HUES for welcoming HPS students and staff for ESY!
 - A huge thank you to the custodial staff for working through all the projects over the summer to have the building looking great for students on their first day!
 - All classrooms and offices have been cleaned, floors striped and waxed, new mulch on the playground, painting in the front office and learning commons, a new sound system in the cafe, a new intercom system, a new sink and counter in the nurse's office, and many other additions like new classroom carpets in 1st grade, new learning commons furniture, etc.
 - We continue to work with everyone regarding the H-Step processes to keep things moving in a way that is safe for kids.

Staffing & Students:

- HPS/HUES - staff from both schools came together for the back to school staff meeting held by the Collaboration Committee along with goals district goals presented by administration.
- HPS/HUES - participated in a joint training on our new copsync software app and we will continue to practice drills throughout the year to ensure our staff are prepared for any incident.
- HPS/HUES - Back to School and Grade Level assemblies are planned during the first week of school to welcome and celebrate our students

- HPS/HUES - we will be piloting a new rolling drop off and dismissal process for busses to try and alleviate the traffic backups on 122. We will monitor this for a few months to see if we are making a difference in the traffic flow.

Hollis School District
Monthly Enrollment Breakout
September 2017

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 17/18 SY	Number of students (8/31/2017)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1		9	+2	9
Pre – K 4 year olds		1	22	11		11
Kindergarten		4	51	65	+5	15, 16, 17, 17
Grade 1	18	5	67	81	+6	13, 15, 16, 16, 16
Grade 2	18	5	77	88	+3	17, 17, 17, 17, 17
Grade 3	20	5	85	90	+4	17, 17, 17, 17, 18
HPS Totals		21 classes		344	+20	
Grade 4	23	5	101	102	+2	20, 20, 20, 21, 21
Grade 5	23	6	122	123	+2	20, 20, 20, 21, 21, 21
Grade 6	23	5	103	98	+4	19, 19, 20, 20, 20
HUES Totals		16 classes		323	+8	
HSD Totals		37 classes	628	667		

* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

HOLLIS SCHOOL BOARD POLICY COMMITTEE

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: August 30, 2017

The HSB Policy Committee makes the following recommendations for the September 6, 2017 School Board meeting:

Present for a Second Reading:

1. JLJ: Life Threatening Allergies
2. ACA: Freedom From Sexual Harassment
3. BDA: Organization of the School Board
4. BDD: School Board Superintendent Division of Responsibilities
5. BEDG-R: Access to Public Minutes and Records
6. CCB: Line and Staff Relations
7. CHA: Development of Regulations and Handbooks
8. CM: School District Annual Report
9. DBI: Budget Implementation
10. GCCBC: Family and Medical Leave Act
11. GCEB: Professional Staff Recruiting and Hiring
12. GCR: Non-School Employment By Professional Staff Members
13. GDF: Support Staff Hiring
14. IC: School Year
15. JG: Assignment of Students to Classes
16. JICH: Drug and Alcohol Use By Students

Present for a First Reading:

1. EFAA: Meal Payment Policy

LIFE-THREATENING ALLERGIES

The Hollis School District is committed to ensuring that all parties to the education process work together collaboratively and respectfully to maintain the health and safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.

Recognizing epinephrine as the first line of treatment for anaphylaxis, Hollis Primary School and Hollis Upper Elementary School will maintain an emergency supply of epinephrine to be used for anyone experiencing anaphylaxis in the school setting as recommended by the federal School Access to Emergency Epinephrine Act and New Hampshire Senate Bill 25-FN signed into law May 3, 2016.

The health, social normalcy and safety needs of student(s) will be balanced along with the education, health and safety needs of all students.

Legal Reference:

- RSA [200:29](#) School Health Services*
- RSA [318:42](#) Regulation of Pharmacies*
- RSA [200:45](#) Pupil Use of Epinephrine Auto-Injectors*

1st Reading: November 8, 2006

2nd Reading: February 12, 2007

Approved: February 12, 2007

1st Reading: August 2, 2017

Category P

FREEDOM FROM SEXUAL HARASSMENT

POLICY:

It is the policy of the Hollis School Board that all employees and students in the School District should be able to work and study in an environment that is free of sexual discrimination and sexual harassment.

PROCEDURE:

Procedures for prompt corrective action through mediation and persuasion and, when necessary, through discipline consistent with due process are considered to be an essential part of the District's effort to eliminate sexual harassment in all educational environments.

Building Principals, Assistant Principals and Supervisors are required to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. Any employee or student having a complaint of sexual harassment should notify the Building Principal.

At any time, an employee or student and/or his representative may contact the Building Principal, Superintendent of Schools or a School Board member for counseling or advice.

Individuals shall not be reprimanded or discriminated against in any way for initiating an inquiry or complaint. The rights of an individual against whom a complaint is brought will also be protected.

The Freedom from Sexual Harassment Policy, formal and informal complaint procedures and names of complaint manager(s) shall be widely disseminated throughout the District's schools.

SANCTIONS:

Sexual harassment will be treated as a major disciplinary offense so that, depending upon the circumstances and the degree of harassment, the offender(s) might be disciplined with a suspension subject to discharge.

Appeal Board

The Hollis School Board, upon receipt of notification of the grievance officer or complaint manager, shall appoint a five-member appeal board. One member shall be a parent or guardian of a student of the district; one member shall be a teacher employed by the District; one member shall be selected from the School Board; one member shall be selected from the public; and one member shall be a principal from a District school. In the event any member would be disqualified to act as a juror in any matter referred to it the Board shall appoint an alternate from the same category as the disqualified member.

The Appeal Board shall hold an informal hearing to hear the complaint within 30 days of the receipt of the matter. Within 10 days after the hearing, the Appeal Board shall make its recommendations to the School Board. Such recommendations shall be in writing with copies provided to all parties involved in the appeal procedure.

The School Board may affirm, modify or reject the report of the Appeal Board no later than its second regular meeting after the receipt of the Appeal Board's report. The School Board's determination shall be final.

Any inquiries, complaints, grievances, and other communication relative to the policy and to Title IX and the applicable federal regulations are to be made to the Title IX Coordinator and/or the Superintendent of Schools.

The following person has been designated to handle inquiries regarding Title IX.

~~Building Principal~~ Director of Student Services or his/her designee
~~Hollis Primary School~~ SAU #41
~~36 Silver Lake Road~~ 4 Lund Lane
Hollis, NH 03049 (603) 324-~~5995~~ 5999

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
SAU #41
4 Lund Lane
Hollis, NH 03049 (465-7118)

Students and Employees May Use the District's Internal Grievance Procedure, or May Report Their Grievances Directly to the Director of the Regional Office for Civil Rights, U.S. Dept. HHS, Govt. Center, JFK Federal Building, Room 1875, Boston, MA 02203 or to the NH Commission for Human Rights, 2 Chennel Drive, Concord, NH 03301.

Adopted: November 17, 2004

1st Reading: August 2, 2017

ORGANIZATION OF THE SCHOOL BOARD

An organizational meeting of the Board will be held within one month of the close of the Annual School District Meeting in order to elect Board officers. The organizational meeting shall be called to order by the Superintendent of Schools or designee, who shall preside until the election of a Chairperson.

The election of the Chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

All officers of the board shall hold office for a term of one year or until their successors are elected and have been qualified.

Whenever there is a vacancy in the office of the chair or vice-chair, the Board, at its discretion, shall elect a new officer to fill the vacancy during the unexpired term of office.

Nominations shall be made and seconded by members of the School Board. Election will be accomplished via an open vote of the Board, conducted by the Superintendent or designee. A majority vote of the members of the entire Board shall be required for election.

Legal Reference:

RSA [91-A:2](#)

Adopted: May 13, 2004

1st Reading: August 2, 2017

**SCHOOL BOARD
SUPERINTENDENT DIVISION OF RESPONSIBILITIES**

It is the policy of the School Board that the responsibilities of the School Board and the Superintendent be clearly delineated.

1. The School Board shall be responsible to participate in the selection of the Superintendent of Schools and support him or her in the discharge of his or her duties. The Superintendent shall be considered the chief executive officer of the district. All individuals employed by the district are responsible directly or indirectly to the Superintendent of Schools.
2. The School Board shall adopt policies, rules and regulations for the operation of the schools. The Superintendent shall enforce all policies, rules and regulations adopted by the Board.
3. The School Board shall approve an annual budget. The Superintendent shall prepare and submit to the Board a proposed annual budget for consideration through working collaboratively with the school administrators and the SAU professional staff.
4. The School Board shall consider and approve vouchers and payrolls. The Superintendent shall have power to approve and direct all purchases and expenditures (within the limits of major appropriations approved by the Board).
5. The School Board shall elect all teachers and principals upon the nomination of the Superintendent and set policies for the appointment of other employees by the Superintendent. The Superintendent shall nominate professional staff and administrators for Board approval and appoint all other employees.
6. The School Board shall negotiate salary schedules and other benefits and determine other personnel policies. The Superintendent shall assist in negotiations of staff contracts, formulate and recommend personnel policies and be responsible for assignment of all personnel. The Superintendent shall formulate and administer means of evaluating staff members and report findings to the Board.
7. The School Board shall require and discuss reports of the Superintendent concerning the progress of the schools in terms of achievement of pupils, teachers and supervisors. The Superintendent shall formulate and administer a program of supervision for the schools.

Duties and responsibilities may be delegated, but the Superintendent has final responsibility for actions of all school personnel.

8. The School Board shall require and consider reports of business transacted or pending and of the financial status of the system. The Superintendent shall work with the SAU Business Administrator to prepare monthly reports upon status of the budget, prepare an annual report on the operation of the school system and such other reports requested by the Board.
9. The School Board shall consider recommendations by the Superintendent for changes to the scope of educational activities. The Superintendent shall provide professional leadership for the educational programs of the schools and keep the Board continually informed on the progress and condition of the schools.
10. The School Board shall consider recommendations for capital outlays, adopt plans for such improvements and determine the means for financing them. The Superintendent shall develop plans for maintenance, improvements, or expansion of buildings and site facilities needed to provide properly for an adequate educational program.
11. The School Board shall balance the needs of the schools, the desires of the citizens of the district and State and Federal laws and regulations, based on the available financial resources. The Superintendent shall plan and implement means of keeping the community informed about school matters, and serve as a representative of the schools before the public.
12. The School Board shall act as a court of appeal for school employees and patrons in cases which may be appealed from the decision of the Superintendent. The Superintendent shall render decisions in line with federal and state laws and regulations and Board policy, and hear grievances brought by employees in accordance with negotiated procedures.
13. The School Board shall visit schools as desired and shall receive reports from the Superintendent of personal observations. The Superintendent shall visit schools regularly to personally observe progress of programs in schools.

Adopted: May 13, 2004

1st Reading: August 2, 2017

BEDG-R

Access to Public Minutes and Records

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests for access to public records in writing and to include a specific description of the desired documents. All steps taken to comply with such requests will be documented in writing and will include a specific description of all documents that were made available.
3. Public documents requested under the Right-to-Know Law must be made available within five (5) business days. In the event a reply will take longer than five (5) days, a letter will be sent to the individual requesting the documents acknowledging receipt of the request and either estimating when a substantive reply will be available or explaining why such documents are unavailable.
4. Access to public records will ordinarily be afforded by providing photocopies of the requested materials. In some instances alternate methods -- such as allowing personal review of a particularly voluminous file -- may be more appropriate.
5. The school district will charge a basic fee of \$.25 per page for producing photocopies of records.
6. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
7. Records exempted from disclosure requirements include: personnel records; student records; privileged documents (e.g. lawyer-client communication); records pertaining to litigation; collective bargaining; real estate negotiations; records containing certain types of confidential commercial or financial information; and other such documents as defined in RSA 91-A:5.
8. It is possible that only a portion of the information contained in a district record will be subject to public access under the Right-to-Know Law. In such cases the district will make a reasonable effort to provide access to the public portions of the record. For instance, a redacted photocopy of the document may be provided.

9. This procedure shall be effective immediately and shall continue in force until otherwise amended or repealed.

1st Reading: December 14, 2011

2nd Reading: January 11, 2012

3rd Reading: August 8, 2012

Adopted: August 8, 2012

1st Reading: August 2, 2017

CCB

Category R

LINE AND STAFF RELATIONS

General Operations

The following principles shall govern the administrative operation of the Hollis School District.

- 1) Each school shall be encouraged to develop appropriate educational programs for the students attending that school, consistent with Hollis School Board policy, state law, and State Board regulations.
- 2) The Superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from kindergarten through grade 6.
- 3) Responsibility shall flow simply and clearly from the teachers, principals and the Superintendent to the School Board.
- 4) Each member of the staff shall be informed to whom s/he is responsible.
- 5) Whenever feasible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- 6) Each staff member shall be told to whom s/he can go to for help in working out his/her own functions in the District.

Line of Responsibility

Each employee in the District shall be responsible to the Board through the Superintendent and School Principal.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

1st Reading: May 12, 2005
2nd Reading: August 4, 2005
Adopted: March 9, 2006

1st Reading: August 2, 2017

CHA

Category R

DEVELOPMENT OF REGULATIONS AND HANDBOOKS

The Hollis School Board shall delegate to the Superintendent the function of implementing appropriate actions to carry out Board policy.

When a written procedure is developed, the Superintendent shall submit it to the Hollis School Board as an information item. Such procedures need not be approved by the Board, therefore they may be revised when it appears they are not consistent with Board policy. On controversial topics, the Superintendent may request prior Board approval.

In the development of rules, regulations, and procedures for the operation of the Hollis School District, the Superintendent may include at the planning stage those employees who will be affected by such provisions.

Principals and other administrators are responsible for the development of employee and student handbooks.

The contents of all handbooks must conform to Hollis School District-wide policies and regulations.

Handbooks are available in school offices and on the district's website.

1st Reading: May 12, 2005

2nd Reading: August 4, 2005

Adopted: March 9, 2006

1st Reading: August 2, 2017

SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the Hollis School District and the administration's recommendations for its improvement shall be prepared by the Superintendent and presented to the Hollis School Board each school year. The report shall be made available to the public and used as one means for informing parents and citizens, the State Board of Education, and other school districts in the area of the programs and conditions of the Schools.

Legal References:

RSA [193-E:3.I,\(a\),\(b\)](#), Delivery of an Equitable Education

RSA [193-H:4](#), School Performance and Accountability

1st Reading: May 12, 2005

2nd Reading: August 4, 2005

Adopted: March 9, 2006

1st Reading: August 2, 2017

DBI

Category R

BUDGET IMPLEMENTATION

The Superintendent will establish procedures for budget implementation, control, and reporting.

Legal References:

RSA [32:3](#), municipal Budget Law: Definitions

RSA [32:10](#), Transfer of Appropriations

NH Code of Administrative Rules, Section Ed. [302:02 \(e\) \(j\) \(o\)](#), Substantive Duties of the Superintendent

1st Reading: May 12, 2005

2nd Reading: August 4, 2005

Adopted: March 9, 2006

1st Reading: August 2, 2017

FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act of 1993, the Hollis School Board recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve months, and be employed at a work-site where at least 50 employees are employed by the District within a 75-mile radius of that work-site.

Family leave shall be provided when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided for the serious health condition of the employee, or in order for the employee to take care of a spouse, child or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave. An employee may elect, or the District may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher consistent with the teacher's agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

Legal Reference:

Public Law 103-3, The Family and Medical Leave Act of 1993
29 C.F.R. Part 825

1st Reading: July 12, 2005

2nd Reading: October 20, 2005

Adopted: March 9, 2006

1st Reading: August 2, 2017

PROFESSIONAL STAFF RECRUITING AND HIRING

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

It is the responsibility of the Superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district schools and all vacant positions are posted in accordance with negotiated employee agreements. Any present employee of the Board may apply for a position for which he or she is licensed, highly qualified, and meets other stated requirements.

Prior to hiring any person, in accordance with state law the district shall conduct background checks regarding the applicant's fitness for employment.

There shall be no discrimination in the hiring process on the basis of race, color, sex, religion, national background, age, marital status, disability or handicap.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district. The Board directs that recruitment procedures will give preference to candidates who meet the State certification requirements.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the Superintendent.

Appointment of candidates

In accordance with RSA [189:39](#), the Superintendent will present at least 15 days prior to April 15th, a listing of teacher nominations for the coming year.

Legal Reference:

RSA [189](#):13-a, School Employee and Volunteer Background Investigations

RSA [189](#):14, Liability of District

RSA [189](#):14-a, Failure to be Renominated or Re-elected

RSA [189](#):14-b, Review by State Board

RSA [189](#):39, How Chosen

1st Reading: July 12, 2005

2nd Reading: October 20, 2005

Adopted: March 9, 2006

1st Reading: August 2, 2017

GCR

Category R

NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

When a person is hired on a regular, full-time basis, the Hollis School Board considers that it has given him/her full-time employment. It expects employees to give the responsibilities of their positions in the Hollis School District precedence over any type of outside part-time work.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that s/he needs to fulfill the responsibilities of the position; nor will an employee use any District facilities, equipment, or materials in performing outside work.

1st Reading: July 12, 2005
2nd Reading: October 20, 2005
Adopted: March 9, 2006

1st Reading: August 2, 2017

SUPPORT STAFF HIRING

The Hollis School Board grants the Superintendent the authority to hire non-certified support staff.

1st Reading: July 12, 2005
2nd Reading: October 20, 2005
Adopted: March 9, 2006

1st Reading: August 2, 2017

IC

Category R

See also [ICA](#), [ID](#)

SCHOOL YEAR

The school year shall be a minimum of 185 days, including a minimum of 178 instructional days for students and additional days for the teaching staff, emergency days, etc.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year or during recess periods, as approved by the Hollis School Board upon the Superintendent's recommendation. Under special circumstances the Board may request an exception to this requirement from the State Board of Education.

Legal Reference:

RSA [189:1](#), Days of School

NH Code of Administrative Rules, Section Ed. [306.18](#), School Year

NH Code of Administrative Rules, Section Ed. [306.19](#), School Calendar

1st Reading: October 20, 2005
2nd Reading: February 14, 2006
Adopted: March 9, 2006

1st Reading: August 2, 2017

ASSIGNMENT OF STUDENTS TO CLASSES

It is the policy of the Hollis School Board that students' class assignments are the responsibility of the Building Principal of the respective schools.

1st Reading: October 20, 2005
2nd Reading: February 9, 2006
Adopted: March 9, 2006

1st Reading: August 2, 2017

Category R

DRUG AND ALCOHOL USE BY STUDENTS

Dangerous and narcotic drugs, which a student has on prescription and carries onto school property for ingestion as prescribed by a doctor, will be kept in the Nurse's office.

Taking of illegal drugs, and/or possession of same, in any form, is not permitted at any time. Parents will be informed immediately if a student is in violation of this policy, and the matter will be brought to the attention of the Hollis School Board and other proper authorities.

- a. In case a student appears to be under drug influence, the parent will be notified by school authorities to come for the student and remove him/her to his home or to medical facilities.
- b. In severe cases, if the parents will not come to the school, the Principal is authorized to call an ambulance to remove the Student to the hospital. Parents will be notified of this action and be responsible for the incurred expenses.
- c. Upon reasonable evidence of the illegal possession and/or use of drugs by any student on Hollis School District property, the student will be suspended from school for at least five days. A conference with the parents, child and principal should be held as soon as possible.
- d. Any student found selling, distributing, or giving away illegal drugs will be turned over to police authorities immediately and suspended from school at once pending Board action.
- e. Any student convicted in court for illegally selling drugs on or off school property will be suspended from school pending Board action.

Alcoholic beverages will not be permitted on school property at any time. Any Student in possession of or under the influence of alcohol will be immediately suspended from school for not less than five days. The parents will be notified to come for the student and to remove him/her from the premises immediately.

Legal Reference:

RSA 571-C:2, Intoxicating Beverages at Interscholastic Athletic Contests

1st Reading: October 20, 2005

2nd Reading: February 9, 2006

Adopted: March 9, 2006

1st Reading: August 2, 2017

School Lunch Meal Payment Policy

It is the goal of the District to provide students with healthy meals each day. However, unpaid charges place a large financial burden upon the residents of the District. The purpose of this policy is to establish meal payment and "negative balance" guidelines which:

- Treat all students with dignity regarding meal accounts
- Help maintain the financial integrity of District food services
- Encourage parents/guardians to assume the responsibility of meal payments
- Establish consistency regarding charges and collection of balances
- Establish a framework for communicating this policy and District procedures to families and staff

Free and Reduced Meals.

All families are encouraged to apply for the Free/Reduced Breakfast and Lunch Program. Application forms are available through the annual registration process, at the main office of each school and on the SAU 41 website. Applications may be made at any time during the school year.

Pre-payment is required for all student purchases.

All schools in the Hollis Brookline School System [SAU41] utilize a computerized program that assigns an account number to each student. Parents/guardians are expected to maintain enough money in their children's meal accounts to cover the costs of meals, ala carte and snack purchases. The payment program tracks each student's deposits and purchases. This can be done in two ways:

1. By cash or check following the established procedures in your child(ren)'s school(s) OR
2. By credit card through the school's online electronic payment service. Transaction fees may apply.

Negative Balances

Student meal account balances will be monitored on an ongoing basis.

Parents will be notified when a student's meal account balance falls below \$10.00, and again if the balance falls below zero. Parents will be asked to pay the account in full immediately. When forwarding notices to parents regarding low or negative balances, staff are to assure that the communications are discreet, and confidential.

If any student's account falls into the negative, a standard "reimbursable" meal will be provided and charged to the student's account. (A reimbursable meal is defined as a meal consisting of: meat/meat alternative, grains, fruits, vegetables and milk and as further defined by the National School Lunch Program requirements.) Staff must take all reasonable steps to minimize statements or actions that may overtly identify children eligible for free meals. Ala carte and snack purchases are not permitted for any student that has a negative

balance. The student's account balance must have sufficient funds for these types of purchases. This policy, and this paragraph specifically, shall apply equally to all students, whether free/reduced/or full pay.

If a student meal account consistently has a negative balance, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child if applicable. When appropriate, the District may enter into a payment arrangement to bring student accounts current.

Negative balances which continue for more than **two months** or exceed **\$150**, may result in formal collection activities, such as small claims court.

Communication

This policy shall be communicated to:

- Families
 - At the start of the school year
 - Upon enrollment of students who transfer mid-year
 - In Student handbooks
 - On the School websites
- Staff who are charged with:
 - Collecting payments
 - Notifying families of low/negative balances
 - Enforcing the policy (e.g., food service managers and cashiers)

The District will document and maintain a history of the communications made pursuant to this section.

August 31, 2017

To: Hollis School Board
From: Andy Corey, Superintendent
Re: SAU rental income

Dear Board Members,

During our Fiscal Year 17 budget discussions we determined that both the HSB and the SAU41 Governing Board supported increasing the rate charged for the rental of the SAU 41 offices.

The Hollis Board formally voted to increase the rate to \$13,000 effective 7-1-17 (passed during 11-2-16 HSB meeting).

There was consistent discussion of a three-year phased in approach to result in a rental rate of \$24,939 by FY 2020. A copy of the rate structure was provided with the agenda for the SAU41 Governing Board meeting of 12-15-16. In accordance with the objectives set forth by the Governing Board and with agreement from the Hollis School Board, I am proposing increasing the SAU rental rate by \$5,969.50 which will bring the rental rate to \$18,969.50 for fiscal year 2019.



Business Office Memo

To: Superintendent Andy Corey

From: Kelly Seeley

Date: 8/30/2017

Re: Retained Fund Balance – Hollis School District (RSA 198:4-b.II)

It is my recommendation that the retained fund balance be maintained at its present funding level (rounded up) of \$152,000 for the following reasons:

- a) Ensures the retained fund balance is tax neutral as compared to last year's tax rate
- b) The school district's budget already contains a contingency fund of \$95,000
- c) The district has a maintenance trust fund if urgent repairs are required which can be used to supplement the retained fund balance with proper approvals

Please request the following motion be made at the September board meeting to define this year's retention amount:

MOTION BY MEMBER _____ TO RETAIN THE SUM OF ONE HUNDRED FIFTY TWO THOUSAND DOLLARS (\$152,000) OF SCHOOL FUND BALANCE FROM THE FY17 SCHOOL YEAR.