

**HOLLIS SCHOOL BOARD
SEPTEMBER 6, 2017
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, September 6, 2017 at 6:00 p.m. at the Hollis Upper Elementary School.

Chairman Robert Mann presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
 Michelle St. John, Secretary
 Tom Enright
 Laurie Miller

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Kristen Maher, Assistant Business Administrator

AGENDA ADJUSTMENTS

A request was made that the agenda be adjusted by adding, under Deliberations, consideration of the Chairman's appointment to the SAU41 Budget Sub-Committee.

The consensus of the Board was that the agenda be adjusted, as requested.

APPROVAL OF MEETING MINUTES

Hollis School Board August 2, 2017

**MOTION BY MEMBER FAREED TO ACCEPT AS WRITTEN
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED**

4-0-1
Member Mann Abstained

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE - None

PUBLIC INPUT - None

PRINCIPALS' REPORT

Superintendent Corey highlighted enrollment information included in the Principals' Report noting as of August 31st the number of students enrolled exceeds NESDEC projections by 39. However, the District remains within class size educational specifications for all sections. It was noted enrollment numbers for the Brookline and Hollis Brookline Cooperative School Districts also exceed NESDEC projections.

Superintendent Corey spoke of the real estate market and the number of homes currently on the market in the two communities, and commented he expects enrollment numbers will continue to increase.

DISCUSSION

- Update on the Hollis Schools Thermal Electric Project (HSTEP)

Superintendent Corey spoke of the successful opening of school noting the principals had everything in place to ensure a successful opening, and expressed his gratitude to the custodians who worked diligently in preparing the buildings.

Superintendent Corey spoke of how well Structure Tone worked with building administrators to ensure the building sites were not only tidy, but safe for the students' return.

Superintendent Corey remarked the consultants, Charles Niebling and Dick Henry, have served the District well in their role as owner's representatives on the project. Communication is plentiful through weekly updates provided the Budget Committee in addition to the original members of the HSTEP Committee. He commented he has been very impressed, and would find it hard-pressed for Structure Tone to be doing more in the way of communication.

Vice Chairman Fareed spoke of being impressed with the record-keeping of Structure Tone; rolling meeting minutes, etc. Superintendent Corey commented what has been very helpful is the minutes can walk an individual back to the first meeting, identify responses to questions posed, etc. Those efforts have resulted in the need for only a few change orders. He provided the example of the installation of the propane tanks, during which it was determined there was no need for the cement pad underneath the tanks. That cost was removed and credited back to the project. He commented cost items are directed from Structure Tone to the Business Administrator, who approves the items and returns the documentation to Structure Tone who then sends it along to the leasing company. Vendors are being paid 24-48 hours later.

Chairman Mann spoke of having been impressed with the level of management and communication. He remains impressed with the rather complex work that is taking place while managing to maintain the tidy appearance around the facilities. Superintendent Corey spoke of the custodial staff noting their participation in the weekly project meetings. He spoke of the coordinated efforts around any activity that occurs onsite to ensure the safety of all present. With the opening of school, the Structure Tone office has been relocated to the upstairs conference room.

Ms. Miller questioned why the insulation of wall to ceiling "gaps" in the building would not occur until the February timeframe. Superintendent Corey responded drilling will occur on the outside of the building to allow for cameras to capture information as to what exists within the walls. There is the desire to determine if there are any concerns there before the work begins. There are two types of material that could be used for the insulation; one being fire resistant and the other fire rated. Discussion on that continues. It is known the project will impact the 4th grade wing of the building. Rather than do the work while school is in session, a vendor was identified that could commit to being onsite the Friday before February vacation to take down the ceiling tiles, spray the foam, re-shoot photos, and then permanently seal the holes. Although we won't be able to gain all the value in cost savings associated with the insulation this winter season, conducting that phase of the project in the manner proposed will allow the work to be done over a weekend, the following week could be used to vent (through the holes). As part of the project, pre-insulation and post-insulation testing will be done on air quality.

Vice Chairman Fareed commented of all the components of the project, this has been the trickiest; materials are tricky, there are pros and cons to the different families of materials, etc. Mr. Henry continues to debate on the materials that will be used, the type of venting that will be needed, etc. Ms. Miller questioned if anyone has been able to determine why the gaps exist in the first place. Vice Chairman Fareed responded it was an intentional way of thinking about the venting of the building, which was grossly inefficient; mistaken idea.

When asked about the retention of data, Superintendent Corey stated, at project completion, Structure Tone will provide a complete record of all activity, e.g., minutes, testing data, photos, etc. Mr. Enright questioned who is being relied upon for the expertise relative to environmental issues around the insulation. Vice Chairman Fareed responded the District is still working with the building scientists, Resilient Buildings Group, Inc., who worked with us through the study. They have deep expertise with this. Structure Tone has a good deal of experience with this as well. Vice Chairman Fareed remarked she has relayed to the consultants this is the one area that everyone, Budget Committee, School Board, etc. is concerned with. Mr. Enright stated he would appreciate continued discussion of this area of the project. Ms. St. John suggested a presentation be provided to the Board on the decision reached relative to insulation materials, etc. Chairman Mann and Mr. Enright also voiced a desire for additional information on the materials to be presented to the Board, e.g., associated regulatory/safety requirements, etc. Superintendent Corey stated he would invite the consultants to a future meeting. Ms. St. John suggested they be prepared with a Q&A sheet to respond to potential questions by members of the Board as well as the public.

Ms. Miller questioned whether temperature would impact the materials being utilized, and suggested temperatures present in February could be problematic. Vice Chairman Fareed remarked weather conditions were discussed, and it was determined, for the time being they would look towards the February school vacation for the work to be done. She commented on the amount of time expended on discussion of the ventilation (holes) in the walls, cameras, and other issues surrounding the insulation.

- Update on Cat6 Wiring; eRate Funds

Superintendent Corey stated the project is completed at the Hollis Primary School (HPS). The e-Rate funds were approved. As a result, 50% of the cost of the project will be covered by those funds. Chairman Mann commented HPS had challenges with data traffic and how that is delivered. Cat6 is a cable rated for high-speed data transfer.

- Update on SAU Capital Improvement Plan (CIP)

Superintendent Corey informed the Board the requested five-year plan will be available for presentation in October. The Business Administrator is awaiting quotes to complete the information gathering for that report.

Chairman Mann noted the Budget Committee would like to receive a copy of that information when it becomes available.

- Meeting Date for Annual School District Meeting

Chairman Mann stated a desire to begin the process in the hope of determining a date at the Board's October meeting. Superintendent Corey stated the Administration will reach out to the Chairman of the Budget Committee, identify potential dates, and bring the information back to the Board at its October meeting for consideration.

Chairman Mann stated the desire for the Board's Organizational meeting to occur immediately following the Annual Meeting as it has in the past. Ms. Miller commented the Hollis Town meeting has switched to a Saturday, and she has heard discussion in the community around the possibility of switching the School District Annual Meeting to a Saturday as well.

DELIBERATIONS

- To see what action the Board will take regarding the policy memo submitted by the Policy Committee

JLJ - Life Threatening Allergies

- 1st reading: August 2, 2017

Given its second reading;

MOTION BY MEMBER FAREED TO AMEND POLICY JLJ – LIFE THREATENING ALLERGIES, BY INCORPORATING THE LEGAL REFERENCE, AS LISTED ON THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE SECOND READING, AS AMENDED

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

5-0-0

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF THE FOLLOWING POLICIES, AS PRESENTED:

ACA - Freedom from Sexual Harassment

BDA - Organization of the School Board

BDD - School Board Superintendent Division of Responsibilities

BEDG-R - Access to Public Minutes and Records

CCB - Line and Staff Relations

CHA - Development of Regulations and Handbooks

CM - School District Annual Report

DBI - Budget Implementation

GCCBC - Family and Medical Leave Act

GCEB - Professional Staff Recruiting and Hiring

GCR - Non-School Employment by Professional Staff Members

GDF - Support Staff Hiring

IC - School Year

JG - Assignment of Students to Classes

JICH - Drug and Alcohol Use by Students

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Assistant Superintendent Bergskaug noted Policy ACA was amended to identify the person designated to handle inquiries regarding Title IX as the Director of Student Services. By making this change, the policy will reflect practice.

The Board engaged in a brief discussion relative to the waiving of a third reading and adoption of the stated policies. It was noted the policies in question had no or minor requested changes. Given the number of policies in question, the time of year, and the desire to provide ample opportunity for public comment, the decision was reached to accept the second readings, and place the policies on the agenda for the Board's next regular meeting, at which time a third reading could take place.

MOTION CARRIED

5-0-0

EFAA – School Lunch Meal Payment Policy

Given its first reading;

Assistant Superintendent Bergskaug noted the policy is new, and is one that is being brought forward in each of the districts. The intent is to establish a policy around the procedures for what occurs when there are meal account balances that have not been paid. She noted this policy does not relate to families who are eligible for Free and Reduced Lunch; there are other procedures in place for that scenario. The policy outlines how, in the instance of non-payment, the student will continue to receive the same lunch any other student would receive, and delineates how the District would move forward in addressing the issue/working with the parents. The policy also outlines how the policy would be communicated to families and staff.

MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY EFAA - SCHOOL LUNCH MEAL PAYMENT POLICY

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Vice Chairman Fareed commented this issue has been a big topic in a lot of districts because of how it has been handled. It has made school districts appear that they have been sending collection agents after impoverished families, not feeding students whose accounts are too far in arrears, etc. She remarked Assistant Superintendent Bergskaug is particularly anxious to get the policy right so that the language does not have any suggestion of any kind of betrayal of children or families. In preparing the policy language, great sensitivity was paid to the dignity of students and families.

When asked to what extent this is an issue in the District, Assistant Superintendent Bergskaug stated her belief it is in the area of thousands of dollars in charges that have not been paid (an exact figure for the District could be provided). Ms. St. John questioned if this situation is more prevalent at one school or the other in the District. Assistant Superintendent Bergskaug stated she was uncertain. Ms. St. John spoke of the increased freedom at the Hollis Upper Elementary School (HUES) where students can purchase snacks, etc. She questioned if it is understood where the issue stems from. Assistant Superintendent Bergskaug responded if a student has a negative balance he/she is not provided the opportunity to purchase ala carte items. They get a full and complete meal, which is whatever hot food item they want, a drink, etc., but they cannot get the ice cream, extra chips, etc.

Ms. St. John questioned if negative balances were related to ala carte items. Assistant Superintendent Bergskaug replied purchase of those types of items may have contributed to the result of a negative balance, but once an account enters a negative balance, those items cannot be purchased. It was noted the current system allows parents to view the items their child(ren) is purchasing. Ms. Miller stated her belief the ala carte items could be blocked by parent(s). Assistant Superintendent Bergskaug was uncertain, and stated she could inquire about that.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the rental increase at the SAU

Superintendent Corey noted during FY18 budget discussions both the HSB and the SAU41 Governing Board supported increasing the rate charged for the rental of the SAU41 offices at 4 Lund Lane. The Hollis School Board formally voted to increase the rate to \$13,000 effective 7-1-17 (passed during the 11-2-16 meeting).

There was consistent discussion of a three-year phased in approach to result in a rental rate of \$24,939 in 2020. To reach that goal, and in staying in line with what was proposed to the SAU41 Governing Board, he recommended a rental increase for the SAU of \$5,969.50 which would bring the rental rate to \$18,969.50 for FY19.

MOTION BY MEMBER FAREED THAT THE BOARD INCREASE THE ANNUAL RENTAL RATE FOR THE 4 LUND LANE FACILITY BY FIVE THOUSAND NINE HUNDRED SIXTY-NINE DOLLARS AND FIFTY CENTS (\$5,969.50) RESULTING IN AN ANNUAL RATE OF EIGHTEEN THOUSAND NINE HUNDRED SIXTY-NINE DOLLARS AND FIFTY CENTS (\$18,969.50), EFFECTIVE JULY 1, 2018
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
5-0-0

- To see what action the Board will take regarding the Business Administrator's recommendation for the retained fund balance

Assistant Business Administrator Maher noted the Business Administrator has recommended 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; and
- 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.

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

ON THE QUESTION

Chairman Mann commented there are guidelines given to Districts to retain a certain percentage of the overall running budget, and remarked he is certain the recommendation has come forward with that in mind. Superintendent Corey stated the Administration is not asking to retain any amount beyond what the voters approved in 2013 (2.5% of the current fiscal year's net assessment). In fact, by consistently retaining the same amount, the District will provide that security blanket for the budget, but at the same time not impact the tax rate. He noted the funds could be expended to cover the cost of an emergency situation; however, only with the approval of the School Board, the Budget Committee, and the Commissioner of Education.

MOTION CARRIED
5-0-0

- To see what action the Board will take regarding the Chairman's appointment to the SAU41 Governing Board Budget Sub-Committee

MOTION BY MEMBER FAREED TO APPROVE THE APPOINTMENT OF MICHELLE ST. JOHN AS THE BOARD LIAISON TO THE SAU41 GOVERNING BOARD BUDGET SUB-COMMITTEE FOR THE 2017-2018 TERM
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
5-0-0

ADJOURNMENT

MOTION BY MEMBER ENRIGHT TO ADJOURN
MOTION SECONDED BY MEMBER FAREED
MOTION CARRIED
5-0-0

The September 6, 2017 meeting of the Hollis School Board was adjourned at 6:54 p.m.

Date _____ Signed _____