

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

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

Vice Chairman Tammy Fareed presided:

Members of the Board Present:     Robert Mann, Chairman (arrived at 6:19 p.m.)  
  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

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Vice Chairman Fareed noted Robert Mann, Chairman, was unavoidably detained for business.

AGENDA ADJUSTMENTS - None

APPROVAL OF MEETING MINUTES

Hollis School Board ..... November 1, 2017

*The following amendments were offered:*

- Page 1, Line 49; delete “solar photovoltaic (PV) system” and correct spacing
- Page 4, Line 20; insert “were discussed” after “HSB meeting”
- Page 5, Line 13; add “a” following “reviewed what”
- Page 11, Line 16; replace “are” with “is” following “getting the positions in place”

**MOTION BY MEMBER MILLER TO ACCEPT, AS AMENDED  
MOTION SECONDED BY MEMBER ST. JOHN  
MOTION CARRIED**

**4-0-1**

*Member Enright Abstained*

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Superintendent Corey informed the Board the New Hampshire Association for Health, Physical Education, Recreation, and Dance has awarded their New Hampshire Elementary Physical Education Teacher of the Year for 2017 to Dave Olszewski, “Mr. O”, at the Hollis Primary School (HPS).

Superintendent Corey extended his congratulations to Mr. O. commenting on his incredible contributions to the District for the past 30 years. Members of the Board expressed how pleased they are that Mr. O. is being recognized in this way, and how well deserved the award is.

PUBLIC INPUT - None

PRINCIPALS' REPORT

Superintendent Corey highlighted some of the items included in the Principals' Report, which was provided as part of the [agenda](#) packet.

Both the Hollis Upper Elementary School (HUES) and HPS had biannual fire inspections completed, which went very well.

In terms of enrollment, the total number of students has not changed since last reported; however, at HPS the figure has increased by 1, and at HUES it has decreased by 1.

Superintendent Corey commented on having had the opportunity to visit both schools regularly, and on the number of remarkable activities and level of excitement occurring. He commended Principals Fowler and Izbicki as well as Colleen Micavich, Special Education Administrator and Nicole Tomaselli, Curriculum Administrator.

When asked about the report generated following the biannual fire inspection, Superintendent Corey stated items to be addressed are in line with lightbulbs in exit signs, which have burnt out over time. Both Principals go through the inspections, a written report is provided, and the Principals respond in writing identifying how item(s) were addressed/rectified.

Vice Chairman Fareed commented on the small enrollment in grades 1, 2, and 3 compared to grades 4, 5, and 6 despite being significantly above NESDEC projections. She questioned if that is being looked at in terms of future budget years, and how that fits into education specifications. Superintendent Corey responded that was looked at as part of the budget process. It is believed the District will be within educational specifications (ed. spec.) next year. The Chairman of the Budget Committee monitors that, and it is regularly addressed at meetings. The District is fortunate in that there exists a contingency fund within the budget. Were there to be an unexpected rise in enrollment in a particular grade, which created an issue, the Administration could bring the matter before the Budget Committee.

Vice Chairman Fareed clarified her concern was the opposite. With 80 students in grade 1, and educational specification for grade 3 at 20/class, if we don't increase enrollment in that cohort, in FY20 there would be 80 students going into grade 3, which would be right at ed. spec. Superintendent Corey stated he has reached out to the Principals to discuss teachers switching grades to accommodate bubbles being experienced and the need to stay within ed. spec. When asked, he stated no Reductions in Force (RIF) are projected for next year.

DISCUSSION

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

Superintendent Corey informed the Board the solar panel will be connected to the new transformer on Saturday.

Working with the Budget Committee, they were able to identify approximately \$187,000 of what is believed to be energy savings out of next year's budget. They were able to establish a guidance number that reflects that savings.

An architect has been selected. Additional information will be forthcoming.

The District is moving to LED lights; however, with the construction market doing very well, a premium was requested to get the lighting project completed before the end of the current school year. Confirmation was received from Eversource that the District will be eligible for the exact same rebate (approx. \$50,000/school) were the project to be completed over the summer. Waiting to do that work also avoids disruption for students. It is also believed the District will achieve a more favorable pricing on the lighting bid if it coincides with the architectural pieces for the siding and insulation.

Vice Chairman Fareed stated her sincere belief the Board will be pleased with the architect that has been contracted with. It was noted the architect will seek input on the design from the Historical Society as the HPS sits on Main Street in the historic district.

- FY19 Draft Budget

Superintendent Corey spoke of the information provided with the Agenda, which identifies the outcome of the various rounds of budget review that have taken place as well as an Excel spreadsheet listing each line item within the proposed budget. Superintendent Corey stated the current draft of the FY19 operating budget is \$16,733.23 (0.15%) above guidance. He and the Business Administrator will work to arrive at guidance (\$11,343,097.23).

The Administration is presently negotiating a HESSA contract. The SAU assessment to the Hollis School District (HSD) is \$483,900.00. The SAU Maintenance Trust Fund is \$18,970.00; increase over FY18 is the result of an increase to the rental rate, which was proposed by the Board and the Budget Committee, and supported by the SAU41 Governing Board.

The budget proposes allocations to:

1) HSD Maintenance Trust (\$90,000)

2) Contingency (\$95,000)

Last year the Budget Committee made the conscious decision to make this taxpayer funded rather than funded through potential year-end surplus. An example provided of the benefit of this was should the District have to hire a teacher in the coming year, it could do so without placing a bind on the District in terms of how to fund the contingency the following year.

3) Water System Trust (\$50,000)

The HSD runs the water system for the District, the Middle School, and residents on Main Street leading up to and including the Town Offices. Superintendent Corey stated he and the Business Administrator are of the opinion there is the need to invest in a planning effort working with a vendor to begin outlining proactive steps regarding the water system. The desire is to have the system completely evaluated, and a plan put in place to address the needs of the system.

4) HSTEP (\$324,387.49)

If the voters supported all requests, the total operating budget would be \$12,405,354.72.

Superintendent Corey stated his belief, once achieving guidance, the budget will be supported by both sides, and would provide the District with what it needs to move forward.

The District will receive rebates; solar arrays - \$65,000/bldg., lighting up to \$50,000/bldg., boiler at HUES \$15,000. Once all rebates are received they will be utilized to offset future year costs of the bond.

Superintendent Corey spoke of the different rounds of budget review as outlined in the information provided. As it currently stands, under the category of Personnel, a request is made that the Curriculum Coordinator position move from a .8 to full-time. That cost is divided equally amongst both buildings (\$9,940 ea.). At HUES, there is a request for an instructional assistant for STEM and the library (\$16,900). Also identified is the RIF of a para, which is the result of a student who is moving on to the COOP District. That staff member would be asked to focus their attention on the science lab and the library. It is believed most efficient to have someone at this rate of pay to set up and take down experiments.

In terms of Academics, at HPS, the request is for an allocation of \$2,000 for Defined STEM (software) and \$2,500 for Dreambox. At HUES, the request is for \$2,000 for Defined STEM.

Ms. Miller questioned the curriculum enhancement plan, which was removed from the proposed budget. Superintendent Corey stated external opportunities (field trips) were looked at. A greater need is seen for students to have that supplemented, because of cost. He stated his belief that is a great function for the PTO, and commented on the community support that is provided, when needed. As a result, he felt that to be an area that could be zeroed out. What had been listed would have represented an increase in the already budgeted line item.

Vice Chairman Fareed spoke of the need for teachers to be trained on how to utilize Dreambox to its full potential, and questioned if there are dollars included within the budget for that training. Superintendent Corey responded one of the models the District uses, which has been very effective, is the development of our own internal experts. Having that resource in-house is beneficial. Opportunities are provided for professional development.

Assistant Superintendent Bergskaug mentioned the SAU-wide professional development day conducted on November 9<sup>th</sup>. One of the sessions was Dreambox, and was split up with Sue Giles leading one group of brand new/no experience teachers, and the other with Matt Ostrowski instructing on what he is doing with the program, e.g., digging deeper. That same session was run last year. It was lead this year more intentionally knowing the funds were in the budget to go full-school, and it was known grades 1 and 2 would need additional training. The Brookline School District is adopting it as well. There has been discussion of conducting a brush-up session in the August timeframe.

Under New Computer Equipment, for the Learning Commons at HPS, the request includes Chromebooks (\$3,500), associated cart (\$500), iPads (\$1,750), and new (\$200) and additional (\$278) Osmo kits. At HUES, Chromebooks (\$5,750), associated cart (\$500), and science iPads (\$15,000).

Superintendent Corey noted the original request for HPS was for laptops. He spoke of the process in place whereby the requestor goes before the group that oversees these items (Assistant Superintendent, Business Administrator, and Network Administrator), and talks through the need for the equipment. The group then makes the decision as to what equipment would meet the need/desired task.

The desire is for a Chromebook set at each grade (budgeted for 6<sup>th</sup> grade). Those teachers, during team meetings, etc., coordinate how they will be used. There are times when the set will be split up so that there are 5 in each room, etc. The science iPads are a purchase by design; a Project Lead the Way program (developed through the iPad and apps that exist).

When asked if Chromebooks come with restrictions laptops would not, Superintendent Corey responded, from an educational standpoint, Chromebooks will do all that is desired in the Google Apps program. Laptops would exceed what is needed. He spoke of the purchase of iPads noting although a more expensive device, it lends itself exactly to the science program. That is where the protocol/process comes in with the group that oversees technology purchases. Chairman Mann questioned, with the differential of savings, are there opportunities to add enrichment to the programs. Superintendent Corey responded they are enhancing the Learning Commons, which provides the resources and support for every classroom in the school. He reiterated the District has also been purchasing classroom sets of the Chromebooks by grade level. Chairman Mann commented he sees these as aspects of key tenants to the 21<sup>st</sup> Century Learning as it relates to the Strategic Plan. Superintendent Corey commented students will leave this District and arrive at the COOP School District to Chromebooks. Life expectancy of Chromebooks was estimated at 5 years.

Vice Chairman Fareed stated she was saddened to see the environmental science position, which was included as part of round 1, be zeroed out. She is aware the proposed budget is already over guidance, and the cost is large. However, positions that remain included such as the instructional assistant for STEM/library and the science iPads have a cost. She questioned if the District is moving toward teaching students through machines and cutting out personnel. Superintendent Corey noted in round 1 the \$82,359 was associated with a full-time Math/Environmental Science position (1/2 time for each). Approx. two years ago that was put in the budget. That enrichment position exists, those supports exist both for remediation and acceleration. The request had been to expand upon that. When moving to round 2, it was simply the environmental science aspect that was looked at. The District has an outstanding environmental science program at HPS now in a half-time person. In terms of where science is going, he believes the District is delivering the appropriate amount of environmental science. If you notice the transition to HUES, there are some environmental science activities in the spring, but the focus turns much more to engineering, and those pieces, which is where we are being asked to go as a school district. He does not view those as cuts because nothing that exists is being reduced. He is choosing not to increase that in an effort to balance the budget.

Superintendent Corey stated from his vision it is a follow the child. If we are going to follow the child that means all the districts must be coordinated through the budget process so that we are meeting those students' needs. One district may be accelerating before the other two may impact funding of one of the other districts. The Board's responsibility is to the students of Hollis whereas his is to the students K-12. At times he is looking at this through the lens of we may either not be ready to do something or it doesn't align with the overall vision. He commented the Administration intentionally begins the process by asking the building Principals to ask for what they want. He puts the information out there so that the Board and community is aware of the asks.

Ms. Miller questioned the role of the environmental science teacher. She stated her understanding environmental science is part of the Next Generation (NextGen) standards. She questioned if additional things are being taught outside of the standards or if they are pulling those things in the standards out to teach them whereas the classroom teacher teaches the rest of the science. Assistant Superintendent Bergskaug responded it is additional, and that is part of the decision. Because we have done such a nice job of empowering our classroom teachers to be the science teacher that by expanding the role it becomes easier to say now go over there for science rather than integrating it into what you are doing. They have done such a nice job she would not want to take that away. The District is going beyond the requirement of the standards with what it currently has. It didn't seem to be an area where expansion was needed. Superintendent Corey remarked a discussion occurred a few years ago when science was being ramped up, over whether to bring in a person. The decision was made not to do that as it was felt if that was done the classroom teachers might shy away from teaching science. This method has allowed them to evolve as science instructors. They are doing a wonderful job.

Ms. St. John questioned, considering what the SAU is doing to try to align K-12 math curriculum, if it is wise to zero out the .5 math position. Superintendent Corey stated staffing has already been put in place. When the decision was made to move to a new track, a decision was also reached to bring back the accelerated teacher and add a section, which was correct for HUES. What the Assistant Superintendent is doing is reutilizing those individuals. We don't need to increase the staffing as that was done when the program started to ramp up. At HPS, it is a different model where you are doing extenders, etc. in the classroom, and there is a select group of individuals who leave. There are 2 individuals delivering those services both for remediation and acceleration. Extenders at HPS are going very well. It is now taking that through the upper schools in both Hollis and Brookline, and having that discussion at the COOP level.

Assistant Superintendent Bergskaug remarked, at this time, there is a .5 math specialist at HPS, and the full-time math specialist at HUES. If looking at comparisons building by building, HPS is staffed at a nice ratio, and is meeting student need, but also pushing in and supporting teachers where they need it. She is comfortable with the level of staffing.

Superintendent Corey commented, in their discussions, Principal Izbicki has indicated she would love to do more, and as an SAU and a School Board we support small classroom sizes, and have worked hard to give teachers small classroom sizes by providing extenders, remediations, etc., but at some point, you must look at the overall budget. He spoke of the relationship with the Budget Committee; they know the District will make the educational cuts, and he believes were the Administration to identify the need for a new position, it would be supported.

Ms. St. John spoke of cost savings and new guidance that will result from the energy project, and stated the hope some of that cost savings goes into academics and curriculum. Superintendent Corey responded he does not disagree, and noted Vice Chairman Fareed brought that point up and represented that point very nicely. He spoke of the District having informed the voters the energy project would result in cost savings, and stated the need to stay true to our word. He pointed out the District has been developing budgets whereby improvements are continually made each year. There is also the need to balance the pace; utilize the model that has been in place in terms of introducing new items.

Vice Chairman Fareed requested the next curriculum update provided by the Principals include detail on what the in-class science is starting to look like. She commented on having been shown exactly how Dreambox is used, the reports it generates, etc., and that it sounded like a really refined, potent tool to allow teachers to target every single student's place where they are learning right now. If that creates greater learning efficiency, perhaps we don't have to add another .5 position.

Mr. Enright stated appreciation for the comments regarding integration K-12, and questioned if there is a subtext that students, coming from two individual districts, are arriving at 7<sup>th</sup> grade at different levels. Superintendent Corey stated there is a subtext, but he does not think it is with Brookline/Hollis as much as it is that the Administration is working on creating pathways that meet the needs of all students. There is a group of students that are very talented, and a better pathway is needed for them. There is another group slightly below that one, for which an appropriate pathway is needed. As part of the COOP School District budget, they will be recommending the addition of an acceleration teacher at the middle school, which will allow for providing additional pathways.

Well over 50% of the students are taking calculus at the high school where the national average is 16%, but the belief is we need to be more flexible. What is being seen at the high school is a lot of the sophomores doubling up, which they would like to stop. Last year accelerated biology was added back in for freshmen when a large doubling up in science was being seen.

Vice Chairman Fareed commented part of what allows a student who can accelerate to do that, is exposure. If saying we want our kids to run with math, how would they do that if they can't get exposure to the next material? Superintendent Corey commented the Administration is looking at all aspects in Hollis, and the same thing is being done in Brookline. Prior to Brookline switching their program to enVision 2.0, there used to be drastically different programs. Their enrichment teacher has an accelerated section. We are getting much more consistent. Ultimately, it will allow students to get to whatever the appropriate level is whether that is AP calculus or some students taking Algebra II as a senior.

When asked what is being done for that population of students that falls in the middle, Superintendent Corey responded to that end, whenever you expand pathways, you reduce the ratio for the group where the bulk of students fall, and by doing that you get in acceleration as well as more time to get direct instruction. This is something the Assistant Superintendent has been spearheading, and is one of those balancing acts. They had to take care of staffing, which was done a few years ago in this district, they then moved over and took care of the Brookline program piece of it, and they then reflected on their model and went to more of the model of the acceleration teacher like is done in Hollis. The next step is to expand the middle school. The additional teacher at the COOP District will do a couple of sections of acceleration at the middle school, and will then go to the high school to teach 3 sessions to reduce the overall math student-staff ratio.

Ms. St. John questioned if the District is where it needs to be or if there will be additional accommodations needed over the next school year or two. Assistant Superintendent Bergskaug stated the Administration would continue to make some shifts in the model. It must be incremental. Part of the shift will be in math placement for grade 7. She is looking at shifting the placement to grade 5 so there is your first opportunity for true acceleration in grade 6, in an environment that is familiar with a staff that is familiar. That opens up the middle school opportunities. That will be a shift because there is that one year where you are looking at grade 5 and grade 6 at the same time for the next year.

Superintendent Corey commented they want to stay with the concept of pathways. Developmentally a student may evolve to be a different student than he/she was in 4<sup>th</sup> or 5<sup>th</sup> grade. They need to provide a mechanism, which may be a summer school course, a virtual learning course through VLACS, etc. They will open as many pathways as they can. There is a summer program at the middle school. If you are coming out of 6<sup>th</sup> grade right on that cusp, the desire is not to deny the student compacted math. They will continue to evolve and give opportunities for students. They are starting with math, but it will evolve across the board.

Under replacement computer equipment, at HPS, the requests are for staff laptops (\$6,500), projectors (\$750), Copier (\$4,500), and desktops (\$1,200). At HUES, staff laptops (\$6,500), projectors (\$760), and desktops (\$1,200).

Under hosted software, identified allocations include Barracuda, which is the filtering system/firewall (\$2,082 for HPS and \$2,061 for HUES) and Infinite Visions (\$4,750/each school).

Under safety issues, round 1 had included lockdown hardware. However, having met with the Police and Fire Departments, there was a different set of concerns identified. The Fire Department was concerned it was more likely, during a fire drill, that hardware would not be something the District would really want to use. Cameras will be realigned to get better access to views of the parking lots, front entrance, etc. (\$3,000) and at HUES an allocation is being requested for security film (\$6,000). Grant applications to the State are in process.

Under building needs, at HPS, a recommendation is made to purchase a floor scrubber (\$9,250) and at HUES a portion of the expenses associated with the School Resource Officer (SRO) (\$21,500 or approx. 20%) is being allocated as are 2 refrigerators (\$1,000), and 3 microwaves (and wiring) (\$500).

Superintendent Corey spoke of the floor scrubber, noting it decreases manpower hours, eliminates fumes, etc. The new scrubbers can be used as vacuums, and were used that way during a recent flood at CSDA.

Under facilities/maintenance, at HPS, upgrades are being done to the playground (\$7,200 maintenance/\$14,000 equipment replacement), interior doors (\$27,550) need replacement. A grant is being looked at, which would require a 20% match. At HUES, the stair treads in the main stairwell will be replaced as part of a three-year plan to replace all treads (\$9,000), section of hallway flooring (\$10,000), playground resurfacing, and a freezer condensing unit (\$7,250). Superintendent Corey commented part of the reason projects are done in phases is due to the short summer window to get work done. It was originally believed the freezer would have to be replaced. As it turned out what is needed is a condensing unit. Most of the items that have been zeroed out will be addressed through the maintenance trust.

Superintendent Corey reiterated what is being proposed is an operating budget of \$11,343,097. The HESSA contract is being negotiated. The SAU assessment is \$483,900. Contingency is \$95,000. The SAU maintenance trust is \$18,970. HSD maintenance trust is \$90,000. Water system maintenance trust is proposed at \$50,000, and the HSTEP lease is \$324,387. The overall budget is \$12,405,355.

Chairman Mann questioned what is believed to be the level of support from the Budget Committee for a water system maintenance trust fund. Superintendent Corey stated his belief there is a good understanding that it is not necessarily a school district item. He had originally talked about relief from guidance. He felt it was a recommendation and a very valid one that it should go through a Warrant Article. It is believed there are many in the community that are unaware the district oversees a water system. By addressing it in this fashion, it will bring that to light as well as the fact that the water system services downtown Hollis, which is at a cost to the District, and provides water to those individuals/entities at no cost. It is a service that is provided, which does not generate a revenue source.

Chairman Mann spoke of the potential for the Board to be in the very difficult position of having to balance the needs of all the users of the system with the needs of the District. He stated his support of a water system maintenance trust, and raising awareness of this issue.

Ms. Miller questioned if the intent of the trust would be ongoing maintenance or unanticipated expenses. Superintendent Corey responded with the initial allocation, the Administration would approach the Budget Committee with the desire to conduct a complete study of the water system, and work with a company to establish a five-year plan to address the needs of the system. After that time, the trust would be utilized in the same manner as the school maintenance trust, e.g., a capital improvement plan in place to address both short and long-term needs of the system.

The Board spoke of the desire to see costs associated with the water system removed from the operating budget of the District. Vice Chairman Fareed commented, when the energy study was started, one of the first things the consultant indicated was HUES and the pumps for the water system are on the same meter, and there is the need to invest time and money into breaking that out.

Superintendent Corey remarked those issues could be addressed through the study. The Board could then have the discussion of whether there should be a cost to the middle school and other users. Right now, that cost could not be identified and explained.

Mr. Enright questioned if the Town addresses the needs of the lines that go from the middle school to the Town Offices. Superintendent Corey stated his belief the last time there was an issue with the lines it was from HUES to the middle school, and the cost was paid by the Hollis School District. Chairman Mann noted all the work involved in the repairs at that time and all the issues related to the system currently fall on the Administration.

He would like to see an arrangement in place whereby a third party identifies the needs of the system and a plan to ensure the sustainability of the system. Vice Chairman Fareed stated her belief the system services Monument Square and Love Lane. Chairman Mann noted it also services the apartment building located across from the middle school. Superintendent Corey noted there does not exist a clear understanding of these issues, which highlights the need for a study.

Chairman Mann stated appreciation for the budget process that is undertaken each year. He commented on the items identified as wants that are not able to be funded, and stated a desire to continue discussion of those items beyond the budget process. It is the wants that make us reach further as a District. Superintendent Corey commented on the list of wants identified, and the discussions that have begun in the public arena of those desires. He noted anytime we can do things to accelerate maintenance we are probably freeing up educational dollars in the long-term, e.g., if not expending \$9,000 on stair treads, the funds may be able to go elsewhere.

Vice Chairman Fareed questioned if cost savings realized in the current year because of the energy project could be applied to some of the desired wants/needs.

Superintendent Corey stated agreement with continued efforts to inform the public through detailed discussions, and tracking cost savings. He commented when the HPS solar system goes online, there will likely not be much of an electrical cost at all because the system was designed to support heat source air pumps, which will not be in place until next year. That meter might go backwards until those go online.

Ms. St. John commented on the amount of work put on the Administration, and need for a facilities manager, which the District does not currently have. She stated, as part of the energy study, she always saw those cost savings as not going back into the pockets, but rather investing in school facilities, preparing our students for the next generation, and addressing the work/life balance of the members of our Administration. There is a human cost and a financial cost involved.

Vice Chairman Fareed spoke of the savings that will be achieved year after year because of the energy project, and requested those savings be identified in future year budgets. Chairman Mann suggested that differential may be able to be requested from the consultants in future years, e.g., given the current prices of fuel and understanding the prior operating point, where would the District be had it not undertaken this project.

- SAU Budget Update

Round 4 was what was presented to the Governing Board at its last meeting at which time it was recommended the budget be revised to ensure it meets the needs of the SAU. The Budget Sub-committee went through multiple versions of a revision trying to balance the needs of the SAU and the potential increase. Round 7 results in a request for a total of \$1,586,803 (\$88,173 or 5.88% increase).

The proposed budget provides for a new hire in the Business Office, which is viewed as mission critical. The retirement of the Network Administration is anticipated, and funds have been identified to cover 1 month of transitional time for that role. A new printer and copy machine is needed. The Governing Board requested the level of funding identified for insurance costs for open and new hires be adjusted. A part-time person to work with the H.R. department has been added (800 hours/school year). There is a two-year proposal to adjust the salaries of the Accounting Specialists and Assistant Business Administrators to bring the positions up to market rate. Continued efforts in the attic recycling project are being delayed; it is a labor intensive and time-consuming process.

There is always concern were the gap between the proposed budget and the default budget to become too great, voters could opt for the default budget, which would result in great difficulties in the effective running of the

SAU. Superintendent Corey spoke of struggling when putting dollars into the SAU budget understanding that trickles down into each of the district budgets, which could take away from resources there. It is believed the proposed budget will move the SAU in a very positive direction. There will likely be an ask in another year's budget to expand on that part-time position. One of the things that was brought up tonight is some role around facilities. The District is responsible for 7 facilities (\$1 million± in value).

It was noted the staff included in the proposed budget could be housed in the present facility. Superintendent Corey remarked he has spoken with the Chair around constructing a master plan that looks at staffing as well as facility. There is the need to take some action in that regard.

When asked about the approx. number of hours budgeted for custodial services, Superintendent Corey stated it to be a move from 6 hours/week to slightly under 12 hours/week.

Vice Chairman Fareed stated she has grave concerns regarding the amount of work placed on the Administration. The original want list for the SAU included additional hours for the part-time position, and the expansion of the Administrative Assistant position, which has been removed from the latest version of the budget. Her recollection is the cost of those items were miniscule. She feels very strongly getting some of the help needed will simply not be enough. She would not want to be penny wise and pound foolish about the needs. She spoke of information provided at the last SAU Governing Board meeting regarding the tasks performed by the individuals/positions within the SAU Office. She believes it to be long overdue that the community understand what it gets for dollars expended there.

Ms. St. John commented what kept coming up in that meeting was the percentage of increase. Information presented for the Public Hearing will include a column that focuses on dollars rather than percentage points. The Business Office will work to create an infographic that will illustrate the work of that office in a clear and concise way.

Ms. Miller questioned, with Brookline being an SB2 community, will there be literature that could be provided to residents in advance of those meetings. Superintendent Corey responded the Administration is looking at moving towards voter guides. He reiterated his concern were a budget to be voted down, the result could be the loss of needed positions. That goes beyond the SAU Office, e.g., were the cost that is passed down to the individual districts to impact the ability to hire a teacher such as the math teacher proposed for the COOP School District, which will enhance acceleration and provide new pathways, etc. He spoke of requests that will be made at the COOP level regarding STEM activities and a quality playing field. The needs of the SAU, in its entirety, must be balanced.

Chairman Mann stated appreciation for a voter guide at all levels. When asked, Ms. St. John stated there would be information on the proposed SAU budget included in the voter guide. Assistant Superintendent Bergskaug commented last year there was a voter guide created for the Brookline District. The hope is that one can be created for all districts with input from Board members. Last year it was created after the Public Hearing, which allowed for inclusion of descriptions as well as Board position. It tells the story, in paper format, for those who have not followed the discussion.

#### Facility Improvement Plan

Superintendent Corey noted the information provided with the agenda, which identified projects with an estimated cost under \$20,000, prioritized by year, and those over \$20,000, prioritized by year (includes multi-year projects that have an overall cost in excess of \$20,000).

The current practice has the building Principals coordinating with the Business Office to identify required items, which are each given a value, which in terms determines the level of priority.

The information provided also highlighted trust's beginning balance, proposed allocations into the trust, estimated expenditures, and ending balance for each year.

Vice Chairman Fareed questioned the costs listed for AC in the libraries of both schools and the conference and art rooms at HUES; specifically, if any of the costs identified for 2020 include the possibility of putting in air source heat pumps and the potential that, by 2020, there could be air source heat pumps at HPS. Superintendent Corey stated it to be a living document, that the numbers listed were prior to the air source heat pumps, and adjustments can be made when such improvements are done.

### DELIBERATIONS

Assistant Superintendent Bergskaug stated the three policies before the Board were up for second readings, and were in the same format as they were presented for first readings.

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

**IHBG – Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils**

- 1<sup>st</sup> Reading 11-1-17

*Given its second reading;*

**MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING OF POLICY IHBG – ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, PUBLIC CHARTERED SCHOOLS OR HOME EDUCATED PUPILS**

**MOTION SECONDED BY MEMBER MANN**

**MOTION CARRIED**

**5-0-0**

**GBEF – School District Internet Access for Staff**

- 1<sup>st</sup> Reading 11-1-17

*Given its second reading;*

**MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING OF POLICY GBEF – SCHOOL DISTRICT INTERNET ACCESS FOR STAFF**

**MOTION SECONDED BY MEMBER MANN**

**MOTION CARRIED**

**5-0-0**

**JLCJ – Concussion and Head Injuries**

- 1<sup>st</sup> Reading 11-1-17

*Given its second reading;*

**MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING OF POLICY JLCJ – CONCUSSION AND HEAD INJURIES**

**MOTION SECONDED BY MEMBER MANN**

**MOTION CARRIED**

**5-0-0**

ADJOURNMENT

**MOTION BY MEMBER ENRIGHT TO ADJOURN**

**MOTION SECONDED BY MEMBER MANN**

**MOTION CARRIED**

**5-0-0**

The December 6, 2017 meeting of the Hollis School Board was adjourned at 8:14 p.m.

Date \_\_\_\_\_ Signed \_\_\_\_\_