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**HOLLIS SCHOOL BOARD
ORGANIZATIONAL MEETING
APRIL 5, 2017
MEETING MINUTES**

22 An Organizational Meeting of the Hollis School Board was conducted on Wednesday, April 5, 2017 at 6:00 p.m. at the
23 Hollis Upper Elementary School.

24 Superintendent Andrew Corey presided:

25
26 Members of the Board Present: Tammy Fareed
27 Robert Mann
28 Laurie Miller
29 Michelle St. John

30 Members of the Board Absent: Tom Enright

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

34 ORGANIZATION OF SCHOOL BOARD

35 Election of Officers

36 Superintendent Corey called for nominations for Chairman of the Hollis School Board for the 2017-2018 term.

37
38 **MEMBER FAREED NOMINATED MEMBER MANN
39 SECONDED BY MEMBER MILLER**

40
41 **VOTE ON ELECTION OF ROBERT MANN TO THE POSITION OF CHAIRMAN OF THE HOLLIS SCHOOL BOARD
42 FOR THE 2017-2018 TERM
43 MOTION CARRIED
44 4-0-0**

45 *Superintendent Corey declared Robert Mann Chairman of the Hollis School Board for the 2017-2018 term.*

46 ***Superintendent Corey stepped down and Chairman Mann presided.***

47 Chairman Mann called for nominations for Vice-Chairman of the Hollis School Board for the 2017-2018 term.

48
49 **MEMBER MILLER NOMINATED MEMBER FAREED
50 SECONDED BY MEMBER ST. JOHN**

51 Chairman Mann commented on how well Ms. Fareed has grown in her role as Vice Chairman, and spoke of her
52 contributions on the energy study.

53
54 **VOTE ON ELECTION OF TAMMY FAREED TO THE POSITION OF VICE-CHAIRMAN OF THE HOLLIS SCHOOL
55 BOARD FOR THE 2017-2018 TERM
56 MOTION CARRIED
57 4-0-0**

58 *Chairman Mann declared Tammy Fareed Vice-Chairman of the Hollis School Board for the 2017-2018 term.*

59 Chairman Mann called for nominations for Secretary of the Hollis School Board for the 2017-2018 term.

60
61 **MEMBER FAREED NOMINATED MEMBER ST. JOHN
SECONDED BY MEMBER MILLER**

Chairman Mann thanked Ms. St. John for the work she performed in this role during the last term, and for her willingness to continue to serve in this capacity.

1 **VOTE ON ELECTION OF MICHELLE ST. JOHN TO THE POSITION OF SECRETARY OF THE HOLLIS SCHOOL**
2 **BOARD FOR THE 2017-2018 TERM**

3 **MOTION CARRIED**

4 **4-0-0**

5
6 *Chairman Mann declared Michelle St. John Secretary of the Hollis School Board for the 2017-2018 term.*

7
8 *Board Liaison positions will be appointed and voted upon at the Board's May meeting. Members were asked to make the*
9 *Chair aware if wishing to serve in a particular capacity.*

10
11 *Board members wishing to put forth particular items to be explored in the coming term should make the Chair aware of*
12 *such item(s) to ensure the discussion is placed on a future agenda.*

13
14 AGENDA ADJUSTMENTS - None

15
16 APPROVAL OF MEETING MINUTES

17
18 Hollis School Board March 15, 2017

19
20 **MOTION BY MEMBER MILLER TO ACCEPT AS PRESENTED**

21 **MOTION SECONDED BY MEMBER FAREED**

22 **MOTION CARRIED**

23 **4-0-0**

24
25 **Special** Hollis School Board March 21, 2017

26
27 **MOTION BY MEMBER MILLER TO ACCEPT AS PRESENTED**

28 **MOTION SECONDED BY MEMBER FAREED**

29 **MOTION CARRIED**

30 **4-0-0**

31
32 NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

33
34 Superintendent Corey informed the Board the American Legion has made a generous donation of an American Flag and
35 a State flag to each one of the 6 schools in the SAU. Principals have been given the option of receiving either wall or floor
36 mounted flags. He thanked Bob Glover who has been coordinating the donation. The hope is that the flags will be in
37 place before Memorial Day.

38
39 The SAU has been invited to join the Rotary as a corporate member, which would allow Hollis, Brookline, and the COOP
40 to be part of the Rotary. The Rotary provides approx. \$12,000 worth of scholarships for Hollis and Brookline on a yearly
41 basis. In addition, they are a large supporter of the greenhouse project at the Hollis Brookline Middle School.
42 Membership will allow the Principals to attend their monthly meetings where they can update the Rotary on the
43 happenings in the schools, and see where opportunities exist to work with the Rotary. The cost of membership is \$240,
44 which will be split between the four entities.

45
46 PUBLIC COMMENT

47
48 Susan Carlon Giles, 44 Forestview Drive

49
50 Thanked the Board for the hours spent negotiating the contract. She commented she is a teacher, but also a taxpayer,
51 and is aware of how tricky it is to balance having an amazing school system with livable taxes. She also thanked the
52 Board for the work done on the energy study.

53
54 PRINCIPALS' REPORT

55
56 Superintendent Corey thanked all who were involved in the STEM Faire, and commented on the success of the event. He
57 thanked all of the volunteers who participated in Read Across America.

1 Superintendent Corey called the Board's attention to the enrollment report, noting the District is well within the educational
2 specifications. It was noted the spring season is upon us, and is typically when moves come about.
3

4 Ms. Miller commented on the Kindergarten class having added 4 students this past period, which has brought all of the
5 class sizes to 16. She stated her understanding the two original classrooms are held at 16 because of square footage
6 issues, and questioned how many additional students could be accepted before running into difficulties.
7

8 Superintendent Corey responded we are right on the cusp of that. Principal Izbicki and her staff have made inquiries to
9 local daycares, etc., and believe the District has already accounted for its new students. Any additional students would be
10 totally unexpected. He noted there are different room sizes in the Kindergarten wing, and that is something that would be
11 taken into consideration during placement if additional students were to enter the District. When asked, he stated his
12 belief there is room for additional students.
13

14 Ms. Sarris questioned the specification for Kindergarten, and was informed it is 18. Ms. Miller reiterated when the policy
15 was being put together she discovered two of the rooms were held at 15 and 16 because of square footage. There is a
16 State specification for square footage. Ms. Sarris questioned if two of the rooms have additional capacity.
17 Superintendent Corey stated he would verify that with Principal Izbicki, and request that she report back on that at the
18 Board's next meeting.
19

20 DISCUSSION

21 • Revenue and Expense Report

22 Kristen Maher, Assistant Business Administrator, informed the Board, as of March 29, 2017, the projected end-of-year
23 fund balance is \$374,250. From that amount, the allocations approved through Warrant Articles would be made. What
24 would remain is approximately \$40,463.
25

26 • Health Insurance Review

27 Superintendent Corey noted the District had originally been quoted a Guaranteed Maximum Rate (GMR) of increase of
28 15.9%, which is what was budgeted for. The actual rate came in at an increase of 7.3%. The actual amount represents a
29 savings of \$28,530 to the District and \$61,986 to the employees.
30

31 Ms. Sarris questioned what transpired that resulted in such a large gap between the GMR and actual rate.
32 Superintendent Corey remarked following a recent meeting of the Regional Services Educational Center (RSEC), he and
33 Vice Chairman Fareed had the opportunity to speak to other Superintendents, and learned that although their rates had
34 come down as well, none were reduced to the extent that the Hollis School District was. Chairman Mann questioned if it
35 is a matter of how the District is consuming benefits as a cohort. Superintendent Corey stated his best guess would be
36 that the rate was the result of the volatility in health insurance; in the fall nobody knew where we were headed, and the
37 carrier came in with safe rates. Between the fall and spring the carrier reviewed the District's actual usage and was able
38 to get to a rate that is based on consumption.
39

40 • Article 4 – 2016 – Energy Study Review

41 Superintendent Corey noted at the annual meeting in March of 2016, the voters approved Warrant Article #4 to raise and
42 appropriate the sum of \$100,000. In July, September, October, and as part of tonight's agenda the Board and public was
43 provided with breakdowns of how those funds have been expended. The energy study component of the project is
44 presently \$3,897 under budget.
45

46 The Board will shift from the energy study to the Hollis Schools Thermal Electric Project (STEP), which will be the actual
47 implementation of the project.
48

49 When asked, Superintendent Corey stated his recommendation that the \$3,897 be retained as there may be the desire to
50 utilize an expert during the transition to the lease.
51

52 Superintendent Corey stated that concludes and disbands that committee, as per their charge.
53
54
55
56

1 DELIBERATIONS

- 2
- 3 • To see what action the Board will take regarding the Energy Study Working Group (ESWG) Invoices

4

5 **Invoice #HSD 2017-04** covers professional consulting services for the Hollis schools Energy Study for the period of
6 March 1 through March 7, 2017. An itemized detail was included as part of the agenda packet.

7

8 The invoice identified the following:

9

10 Charles R. Niebling, Innovative Natural Resource Solutions LLC	\$261.97
11 (NOTE: Actual time and expense for this period totaled \$1662.03 but invoice 12 amount capped by not to exceed agreement on time, except for \$34.21)	

13

14 D. Dickinson Henry, Hot Zero (subcontractor)	<u>39.28</u>
15 (NOTE: Actual time and expense for this period totaled \$3290.00 but invoice 16 amount capped by not to exceed agreement on time)	

17

18 Total invoice:	\$301.25
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19

20 **MOTION BY MEMBER MILLER TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE
21 SOLUTIONS LLC IN THE AMOUNT OF THREE HUNDRED ONE DOLLARS AND TWENTY FIVE CENTS (\$301.25)
22 FOR PROFESSIONAL CONSULTING SERVICES PROVIDED MARCH 1, 2017 THROUGH MARCH 7, 2017 AND
23 RELATED TO THE HOLLIS SCHOOLS ENERGY STUDY. SOURCE OF FUNDING IS THE APPROPRIATION
24 APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #4 AT THE DISTRICT ANNUAL MEETING
25 CONDUCTED ON MARCH 17, 2016 OR THE 2017 OPERATING BUDGET
26 MOTION SECONDED BY MEMBER FAREED**

27

28 ON THE QUESTION

29

30 Ms. Sarris questioned the language of the invoice; specifically if the consultant was only billing for a fraction of the actual
31 time and expense. Vice Chairman Fareed commented the consultants were very sensitive to the fact that their contract
32 was a not-to-exceed amount. They assumed some of the cost.

33 **MOTION CARRIED**

34 **4-0-0**

35

36 **Invoice #HSD 2017-05** covers professional consulting services for the Hollis schools Energy Study, supplemental
37 contract for research on municipal lease purchase and electrical infrastructure. An itemized detail was included as part of
38 the agenda packet.

39

40 The invoice identified the following:

41

42 D. Dickinson Henry, Hot Zero (subcontractor)	<u>328.00</u>
43 Total invoice:	\$328.00

44

45 **MOTION BY MEMBER FAREED TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL
46 RESOURCE SOLUTIONS LLC IN THE AMOUNT OF THREE HUNDRED TWENTY EIGHT DOLLARS (\$328.00) FOR
47 PROFESSIONAL CONSULTING SERVICES FOR THE HOLLIS SCHOOLS ENERGY STUDY, SUPPLEMENTAL
48 CONTRACT FOR RESEARCH ON MUNICIPAL LEASE PURCHASE AND ELECTRICAL INFRASTRUCTURE.
49 SOURCE OF FUNDING IS THE APPROPRIATION APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE
50 #4 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 17, 2016 OR THE 2017 OPERATING BUDGET
51 MOTION SECONDED BY MEMBER MILLER**

52 **MOTION CARRIED**

53 **4-0-0**

- 54
- 55 • As dictated by the policy, the Board will vote, via roll call, to adhere to Policy BCA – Board Member Code of Ethics

56

57 Assistant Superintendent Bergskaug commented a vote to adhere to Policy BCA – Board Member Code of Ethics is done
58 at the Organizational Meeting each year.

1 **MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, STATE AGREEMENT TO ADHERE TO**
2 **POLICY BCA – BOARD MEMBER CODE OF ETHICS**
3 **MOTION SECONDED BY MEMBER MILLER**

4
5 *A Viva Voce Roll Call was conducted, which resulted as follows:*

6
7 Yea: Michele St. John, Laurie Miller, Robert Mann, Tammy Fareed

8 4

9 Nay:

0

10 **MOTION CARRIED**

- 11
12 • To see what position the Board will take regarding Policy DFA – Investment (copy attached)

13
14 The State requires the policy to be reviewed on a yearly basis. The intent is to provide an opportunity, at least yearly,
15 to consider investments. In large districts that receive tax dollars in a single transfer, there may be a decision to
16 invest as a means of generating revenue. As identified within the current policy, the School District Treasurer working
17 in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, is authorized to invest the
18 funds of the District subject to specified objectives and standards of care.

19
20 Assistant Superintendent Bergskaug noted the copy that had been provided with the agenda was that of the COOP
21 School District. A copy of the Hollis School District policy is attached.

22
23 **MOTION BY MEMBER FAREED TO AMEND POLICY DFA – INVESTMENT, ON THE SECOND PAGE BY DELETING**
24 **THE SENTENCE THAT READS “THE INVESTMENT OF FUNDS WILL BE LEFT TO THE DISCRETION OF THE**
25 **FINANCE COMMITTEE WITHOUT PRIOR APPROVAL OF THE BOARD”, AND ADOPT, AS AMENDED**
26 **MOTION SECONDED BY MEMBER MILLER**

27
28 ON THE QUESTION

29
30 Vice Chairman Fareed commented the Policy Committee (Committee) discussed this policy last year, and had reached
31 consensus to wait until this time to address the amendment. The motion, as proposed, will address that issue.

32 **MOTION CARRIED**

33 **4-0-0**

- 34
35 • To see what action the Board will take regarding the proposed Hollis Schools Thermal Electric Project (STEP)
36 Implementation Committee

37
38 Superintendent Corey stated this is simply a transition from the study phase to the implementation phase. The Charter
39 identifies the purpose, responsibilities, membership, structure, etc. Membership includes Tammy Fareed, Hollis School
40 Board, Michelle St. John, Hollis School Board, Andrew Corey, Superintendent SAU 41, Kristen Maher, Business
41 Administrator SAU 41, Mike Leavitt, Hollis Energy Committee, Hollis Budget Committee, and non-voting members Charlie
42 Niebling, Owner’s Representative for Hollis School District, Principle – INRS, and Dick Henry, Owner’s Representative for
43 Hollis School District, Principle – HotZero. A third non-voting member will be the Construction Manager, once identified.

44
45 From a procedural standpoint, invoices will continue to come before the Board for approval. However, once approved, the
46 invoices will be sent to the lease company, which will make payment.

47
48 The District has brought on board Greg Im, Esq., Drummond Woodsum. Attorney Im deals solely in leases and bonds.
49 Attorney Im is being provided with all information received by the District for review/input. He will be available throughout
50 the project, and utilized/paid on an as-needed basis.

51
52 **MOTION BY MEMBER FAREED TO APPROVE THE CHARTER OF THE HOLLIS SCHOOLS THERMAL ELECTRIC**
53 **PROJECT (STEP) IMPLEMENTATION COMMITTEE, AS PRESENTED**
54 **MOTION SECONDED BY MEMBER MILLER**

1 ON THE QUESTION
2

3 Vice Chairman Fareed commented Attorney Im has already reviewed the Request for Proposals (RFPs) that have been
4 sent out for solar and the Request for Quote (RFQ) for a Construction Manager. He will be vetting contracts, etc.
5

6 Vice Chairman Fareed noted Kristen Maher has a background in the administration of large construction projects. Ms.
7 Maher stated, during her prior employment, she worked on construction projects for three buildings from the ground up;
8 was responsible for invoicing, contract negotiations, project tracking, etc. She will be an asset to the project.
9

10 It was noted the membership should identify the Business Office as opposed to a particular individual within the office as it
11 is likely both the Business Administrator and Assistant Business Administrator will play a role in the work of the
12 committee.
13

14 Chairman Mann spoke of the current workload on the Business Office, and requested the Superintendent provide an
15 opinion as to whether that office can assume the additional responsibilities or if consideration should be given to
16 outsourcing some of the work.
17

18 Ms. Sarris requested clarification all payments will be done through the leasing company, and questioned if the District
19 would be borrowing funds as needed, which would positively impact the rate of interest. Superintendent Corey responded
20 the leasing company will utilize the figures provided to the public. As an example the solar aspect is \$720,000. The
21 leasing company will track that to identify the differential between actual cost and what was budgeted for that particular
22 piece. If it is under budget, those funds become available should another aspect of the project exceed the budgeted
23 amount. The District will scan the invoices in batches and send them along to the leasing company. The leasing
24 company issues the checks to the vendors.
25

26 With regard to the question posed by the Chairman, Superintendent Corey stated he did not have an exact answer. He
27 stated his belief it came as a relief to the Business Administrator when learning of the process to be followed. He believes
28 the necessary support is in place. Should the additional workload becomes taxing the Board could consider a way to
29 offload some of the work.
30

31 Chairman Mann stated if outside services need to be considered that is an issue that will need to be addressed. He
32 commented we are running a district first. The key point of the committee is to keep the Board focused on education and
33 not building buildings.
34

34 **MOTION CARRIED**

35 **4-0-0**

- 36
- 37 • To see what action the Board will take regarding the Resolution to Authorize Execution and Delivery of a Lease
38 Purchase Agreement
39

40 Superintendent Corey spoke of the special meeting conducted on March 21, 2017 during which the Board authorized him
41 to finalize discussions with the leasing company. Once that work was completed, he reached out to legal counsel.
42 Provided with the agenda was a copy of the formal document the leasing company requires with regard to legal and
43 technical issues surrounding the lease.
44

45 Superintendent Corey stated Vice Chairman Fareed, Kelly Seeley, Business Administrator, and he met with the leasing
46 consultants. The leasing company has a long-standing relationship with Drummond Woodsum. The Administration is
47 looking to close the lease/loan for April 14th.
48

49 The Administration has sent out the contract for the electrical work/design. The design and engineering for the boiler
50 system at HUES has been sent out. The requisition for the Construction Foreman has been approved; went through legal
51 counsel, was sent out by the consultants, and will be back mid to late April. In addition, the RFP for the solar systems
52 went out.
53

54 The electrical and the engineering on the boiler at HUES was paid for out of the FY17 operating budget. The
55 Administration was told by the leasing company that because they are related to the lease the District could reimburse
56 itself at a future date. It is believed there will be some rebates. The leasing company will be working with their lender
57 asking for the ability to prepay in that first year. If money is generated through rebates, the intent would be to put that
58 towards principal. That has to be confirmed with the lender. There are other means of approaching that if the lender is
59 not agreeable to that.

1 **MOTION BY MEMBER FAREED THAT THE RESOLUTION ENTITLED “RESOLUTION TO AUTHORIZE EXECUTION**
2 **AND DELIVERY OF A LEASE PURCHASE AGREEMENT IN PRINCIPAL AMOUNT OF \$2,800,000 FOR ENERGY**
3 **RELATED IMPROVEMENTS AT DISTRICT SCHOOLS” BE ADOPTED IN FORM PRESENTED TO THIS MEETING**
4 **MOTION SECONDED BY MEMBER MILLER**

5
6 ON THE QUESTION

7
8 Chairman Mann requested clarification the motion would give approval to enter into a legally binding relationship with the
9 leasing company.

10 Superintendent Corey stated that to be correct. When the lease company sends back all of the different pieces of the
11 lease, it will go to legal counsel for review. Legal counsel will provide written confirmation to the Board stating he has
12 reviewed the information, and is comfortable with the District entering into the lease agreement.

13
14 Chairman Mann questioned if the Superintendent is of the belief the boilers will be able to be addressed prior to the next
15 heating season. Superintendent Corey stated the goal for this summer is the electrical work at the Hollis Primary School
16 (HPS), the solar mount on the roof, the air units on the roof being connected to become part of the heating system. At the
17 Hollis Upper Elementary School (HUES), it would be the new boiler, the gap insulation, and doing the computer system
18 over so that each room would be calibrated to the new boiler. Depending on how the summer goes, some of the Phase
19 Change material may be placed in the ceilings.

20
21 The District has already made accommodations because we still have extended school year for special education, which
22 will all be held at HUES this year. Maintenance personnel have met with the Superintendent and Principals to set up the
23 cleaning schedule. Superintendent Corey stated his belief the District is as prepared as possible, and now it is a matter of
24 seeing how things transpire, e.g., when bids come in, who bids, their timelines, etc.

25
26 Chairman Mann commented there is nothing that will be going on at HPS that would fall into a critical path for HUES.
27 They are somewhat separate entities.

28
29 Superintendent Corey stated the boilers would be done this summer. The electrical and the boilers are the two top
30 priorities. He stated his desire to see the units mounted on the roof even if not connected because that would allow for
31 the use of long weekends, Christmas vacation, etc. to do other work.

32 **MOTION CARRIED**

33 **4-0-0**

- 34
35
36 • To see what action the Board will take regarding the policy memo dated March 27, 2017

37
38 Policy **EBBB** – Accident Reports
39 First Reading: 10-5-16 (as amended)
40 *Given its second reading;*

41
42 Assistant Superintendent Bergskaug commented the version of the policy provided with the agenda included substantial
43 changes to the policy based upon feedback received during the October meeting.

44
45 **MOTION BY MEMBER FAREED TO AMEND POLICY EBBB – ACCIDENT REPORTS, IN ITS ENTIRETY, BY**
46 **REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE SECOND READING AS**
47 **AMENDED**

48 **MOTION SECONDED BY MEMBER MILLER**

49
50 ON THE QUESTION

51
52 Ms. Miller commented on having had concerns with the original wording around identifying who would be the individual
53 reporting, and questioned if the Committee is comfortable the new wording addresses those concerns. She questioned if
54 a student were to fall in the presence of half a dozen adults, would it be understood who would be responsible for
55 reporting the incident. Assistant Superintendent Bergskaug responded the Committee spent a great deal of time
56 discussing this with the Human Resources Department and the Principals to identify procedure, expectations, etc. Based
57 on the training provided to volunteers, as a District employee or any others who are subject to District policy, it is clear that
58 one of the individuals witnessing the accident would have to immediately notify the School Nurse and/or building
59 administrators or their designee. The Nurse is primary, but if the Nurse was not in the building at that moment, notification

1 is still required, and would then go to the administrator. The Committee reviewed the practice and worked to ensure the
2 policy language clearly identified the procedure.
3

4 Vice Chairman Fareed commented the language is as clear as is reasonably possible. In a scenario such as was
5 described, it is true it would have to become a self-appointed person who would initiate the process. Vice Chairman
6 Fareed commented Carrie Marsh, in the Human Resource Office is remarkably knowledgeable. The Committee, which
7 consists of her, Assistant Superintendent Bergskaug and Principals Fowler and Izbicki spent hours with Mr. Marsh going
8 over the policy. Vice Chairman Fareed commented she was at the Middle School one day when the Nurse was out, and it
9 was like emergency day. There was a staff member who was trained and appointed as the Nurse's designee. That is
10 what would happen in this case; if the Principal is not in the building, there is a protocol for who is designated next in
11 authority. Those people then initiate a whole procedure for which they are trained.
12

13 Ms. Sarris questioned if current volunteer training provides instruction on how to handle such a situation. Vice Chairman
14 Fareed responded the instruction is that you report to the nearest authority, which would be the Principal or his/her
15 designee.

16 **MOTION CARRIED**
17 **4-0-0**

18
19 Policy **EEAE** – School Bus Safety Program
20 *Given its first reading;*
21

22 Assistant Superintendent Bergskaug stated the policy has not been reviewed since 2006. The Committee reviewed the
23 policy as well as the bus contract. The bus company was contacted to verify the requirements identified in the policy are
24 followed. Having verified that information, there are no recommended changes.
25

26 **MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY EEAE – SCHOOL BUS SAFETY**
27 **PROGRAM, AS PRESENTED**
28 **MOTION SECONDED BY MEMBER MILLER**
29

30 ON THE QUESTION
31

32 Ms. Sarris questioned if the emergency evacuation drills take place. Superintendent Corey stated it to be a legal
33 requirement. When asked, he explained what typically happens is a morning is selected where upon arriving to the
34 building, students are supervised and go through all of the emergency procedures; location of the exits, how to help each
35 other off the bus, etc. That activity occurs periodically during the year.
36

37 Vice Chairman Fareed commented there were a number of issues with the policy the Committee was concerned about,
38 e.g., is the wording correct, what about the safety program, etc. Assistant Superintendent Bergskaug called and met with
39 the bus company, the Committee spoke with the Principals, etc., and again came back to this is a policy not procedure.
40 There are many many procedures that are related to these policy issues, but the policy itself was found to be well stated
41 as a policy. It is incumbent on the staff to stay on top of procedure. For example, sometimes the question comes up of
42 are our students getting off at the wrong stop, are we sure they are not getting off with a friend, etc. There have to be
43 procedures in place with the bus drivers, but that doesn't belong in policy. That is internal; how they administer our policy
44 that a bus safety program is maintained, etc. This is how the Committee came to decide the original language could be
45 kept unchanged because it really adequately covers the policy. It is the responsibility of the Board to question and stay
46 connected with the Administration as to how well they are carrying this out.
47

48 Ms. Miller questioned noted the policy states "All drivers will be screened before employment for physical condition,
49 proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other
50 convictions and a criminal records check must also be completed." She stated her assumption the policy is adhered to
51 through incorporating that language in the bus contract. Assistant Superintendent Bergskaug stated that to be a
52 requirement for the bus company.
53

54 Vice Chairman Fareed commented Principal Izbicki raised a similar question commenting she was not comfortable that
55 she was clear on whose responsibilities these were. That was one of the reasons the Committee reviewed the policy.

56 **MOTION CARRIED**
57 **4-0-0**

58 Ms. Sarris questioned how it is determined that students at HPS can be dropped off without an adult present to receive
59 them. She questioned if it is a procedure that is outlined. Assistant Superintendent Bergskaug stated it to be addressed

1 in procedure. When asked how that is communicated to families, Ms. Miller stated her understanding the bus drivers of
2 students of HPS age won't let a child off the bus unless there is someone there to receive them unless specifically
3 instructed otherwise. Vice Chairman Fareed stated her belief the policy is that of the bus company.
4

5 When asked, Assistant Superintendent Bergskaug stated her belief that is communicated in the handbook. She added if
6 a student were not dropped off, he/she would be returned to the school, and the parent(s) contacted. It is certainly
7 communicated to the parent(s) at that point. In speaking with Principal Izbicki, she shared that this is communicated when
8 she gives her general information at back to school night.
9

10 Ms. Sarris commented she is aware it is a verbal communication, but believes it should be part of the handbook. Vice
11 Chairman Fareed reiterated it is part of the student packet. Ms. Sarris did not recall seeing that. She believes some sort
12 of real communication is necessary so that people understand what the procedure is. Assistant Superintendent
13 Bergskaug stated she would obtain clarification, and bring information back to the Board.
14

15 Policy **IHAK** – Character and Citizenship Education
16 *Given its first reading;*
17

18 Assistant Superintendent Bergskaug remarked Policy IHAK was last reviewed in 2006, and the Committee
19 recommendation is to re-adopt as is.
20

21 **MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY IHAK – CHARACTER AND**
22 **CITIZENSHIP EDUCATION, AS PRESENTED**
23 **MOTION SECONDED BY MEMBER MILLER**
24 **MOTION CARRIED**
25 **4-0-0**
26

27 Policy **IIB** – Class Size
28 *Given its first reading;*
29

30 Assistant Superintendent Bergskaug commented the policy language has a random “no” included, and the desire is
31 simply to remove it.
32

33 **MOTION BY MEMBER FAREED TO AMEND POLICY IIB – CLASS SIZE, BY DELETING THE WORD “NO”**
34 **FOLLOWING THE FIRST SENTENCE, AND ACCEPT THE FIRST READING, AS AMENDED**
35 **MOTION SECONDED BY MEMBER MILLER**
36 **MOTION CARRIED**
37 **4-0-0**
38

39 **MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READINGS, WAIVE THE THIRD READINGS, AND**
40 **ADOPT POLICIES IHAK – CHARACTER AND CITIZENSHIP EDUCATION AND IIB – CLASS SIZE**
41 **MOTION SECONDED BY SARRIS**
42

43 ON THE QUESTION
44

45 Ms. Miller stated the policies are long-standing, were brought back for review, and with the exception of a simple typo.,
46 remain unchanged.
47

48 Vice Chairman Fareed commented having studied them very carefully with the Assistant Superintendent and Principals
49 she wholeheartedly supported the motion. When asked, Superintendent Corey stated his comfort with moving forward as
50 proposed.
51

51 **MOTION CARRIED**
52 **4-0-0**
53

54 Policy **JICL** (replaces EGA) – School District Internet Access for Students
55 *Given its first reading;*
56

57 Assistant Superintendent Bergskaug stated Policy JICL replaced Policy EGA. She directed the Board's attention to the
58 paragraph addressing personally owned internet devices in school. The Committee discussed this in great length,
59 reviewed the Brookline School District policy, had a faculty member attend the parent/student training that is put on in

1 Brookline to see if such a program is something that is manageable for and could be adopted by the Hollis School District.
2 The faculty member felt very strongly that the procedures are very tight, and when enforced that way, the program is very
3 beneficial to students and staff.
4

5 **MOTION BY MEMBER FAREED TO AMEND POLICY EGA – SCHOOL DISTRICT INTERNET ACCESS FOR**
6 **STUDENTS IN THE TITLE AND BODY BY REPLACING IT WITH POLICY JICL AS PRESENTED WITH THE AGENDA,**
7 **AND ACCEPT THE FIRST READING, AS AMENDED**
8 **MOTION SECONDED BY MEMBER MILLER**
9

10 ON THE QUESTION
11

12 Vice Chairman Fareed commented with respect to bring your own device, it is happening. There have been a few years
13 of practice of students bringing their own devices. The Principals need and have asked for a policy that helps them
14 govern how that takes place. The Hollis School District Technology Teacher, Samantha Boudreau, is a Brookline parent.
15 She attended the parent/student training as a staff member and a parent. Both the Technology Teacher and the Principal
16 feel the policy is a very manageable way for them to handle the multitude and myriad of issues. Vice Chairman Fareed
17 commented there are many contingencies that will be addressed in procedures. The policy, in the manner it is written, is
18 believed to be one that would work for the District.
19

20 Ms. Miller questioned the language that reads: "...devices must be registered and approved at the school level ...";
21 specifically if that means there is a procedure whereby students are required to have their personal devices registered.
22 Assistant Superintendent Bergskaug stated that to be the case as it allows the District to recognize the device on the
23 network. The procedures in place in Brookline are such that only certain devices are allowed, e.g., a phone cannot be
24 registered as a device. It outlines which are and which are not allowed. Parents have a form that they complete and
25 authorize, students go through an hour-long training for acceptable use; when they can and cannot use personal devices,
26 what happens when you misuse a personal device, etc. There is a procedure in place that has to be followed.
27

28 Ms. Miller questioned if they are allowed to bring devices that could have connectivity where connectivity is not
29 necessarily wanted, e.g., a student may bring in a nook to read a book. It has the capability to connect to the internet.
30 Assistant Superintendent Bergskaug responded the procedures are in place more for connecting to the internet. If a
31 student were using such a device to read a book that was already downloaded that is more of a management issue within
32 the classroom.
33

34 Ms. Sarris questioned, and was informed if students would be utilizing a personal device to connect to the network the
35 hour-long training would be required. It was noted if students were looking to work on a project that required them to
36 access the network, there is the ability to utilize a school computer without having to attend the hour-long training session.
37

38 Ms. Sarris questioned if the Brookline School District implemented this as a result of a lack of computers available to the
39 students. Vice Chairman Fareed responded Principals need to be able to control what the students do. They need to be
40 able to take the device away from a child who is abusing it, has gained access they should not have, etc. There is the
41 need for a policy.
42

43 Ms. Sarris requested an example. Vice Chairman Fareed responded if a student decided to go to Facebook on their
44 phone that would be unacceptable. Ms. Sarris remarked that does not apply to this policy. Vice Chairman Fareed noted it
45 does as the procedure states no personal phone use. Superintendent Corey stated the trainings are done multiple times
46 at the start of the year. Once completed, the student's device is labeled to have access. That allows those students to
47 have access when they may want it throughout the year. Some students are much more comfortable using their own
48 device.
49

50 Ms. Sarris questioned if the policy is in response to a recent communication regarding students bringing personal phones
51 to school, and was informed it is not. Vice Chairman Fareed stated it to be proactive. Students are bringing in personal
52 devices. There is a small policy that is not as extensive as what is being proposed and does not support a longer
53 procedure like is being discussed. The Principals have requested a more thorough policy that gives them a lot more
54 leverage over the multitude of types of devices that can come in, and how they are allowed to impose order on that.
55

56 Ms. Sarris questioned if a procedure would be developed that would state that phones be placed in baskets in the
57 classrooms, etc. Vice Chairman Fareed responded students cannot use personal phones in the building, and if they pull
58 out their phone the teacher will take it to the Principal. Ms. Sarris stated her belief there are two different issues occurring,
59 and she wished to understand what the policy applies to.

1 Assistant Superintendent Bergskaug responded the phone isn't really this policy. The current policy, EGA, is internet
2 access for students, which indicates students will be responsible on the internet. The proposed policy adds a lot of meat
3 to that. There is a single paragraph that addresses allowing home devices access to the District's internet connection.
4 Rather than opening it up to anybody saying you can connect with whatever you want, e.g., phones, iPads, etc., it says
5 certain approved devices would be allowed with the understanding that we will not provide tech support, and in the event
6 of failure to comply you will be denied access to the internet.

7
8 Vice Chairman Fareed added when it states approved devices, the phones are not approved devices. Ms. Sarris
9 remarked that means the phones just stay in their backpacks unused. Vice Chairman Fareed stated that has occurred for
10 several years. Ms. Miller stated her belief this past fall in the Brookline School District, one of the recommended items on
11 the 6th grade supply list was a Chromebook. She stated her belief they had a lot more devices coming in, and as a result
12 put something in place.

13
14 Superintendent Corey remarked we're getting ready for the next step because what is becoming more and more common
15 is that because the price of a Chromebook is coming down so low, it is becoming almost like a piece of school equipment
16 that parents are buying. He commented high school students do everything on their phones. He noted bring your own
17 device has gone very well in Brookline. It is believed, if opened up in the District, some of the teachers will jump right on
18 that bandwagon. What will typically happen is the training will take place, and like what happened 2 years ago when
19 GoogleDocs was introduced, we will go from an introduction to now it is part of what we do every single day.

20
21 Ms. Miller questioned roll out, e.g., is it anticipated the policy would be accepted prior to the end of the current school
22 year. Assistant Superintendent Bergskaug responded she would anticipate roll out for the fall. Ms. Sarris questioned if
23 training would be implemented ahead of time or if the District would look to leverage Brookline's training program.
24 Superintendent Corey stated the District would look at the Brookline model as our Principals have all been involved and
25 Brookline has simply piloted it.

26
27 Ms. Sarris questioned if students would be allowed to utilize their personal devices in the 15 minutes between the bell and
28 getting on the bus, etc. Vice Chairman Fareed commented currently in the 10 minutes between carpool and bus students
29 jump on desktops that are in the classrooms, and will play allowed games, etc. Would they be allowed to on their own
30 personal devices; that is something that will have to be explored. She requested questions be put in writing so that
31 answers could be sought in time for the next reading.

32 **MOTION CARRIED**

33 **4-0-0**

34
35 *Kristen Maher, Assistant Business Administrator, departed*

36
37 Policy **FA** – Facilities Development Objectives

38 *Given its first reading;*

39
40 **MOTION BY MEMBER FAREED TO AMEND POLICY FA – FACILITIES DEVELOPMENT OBJECTIVES, BY ADDING**
41 **A NEW PARAGRAPH #5, AND ACCEPT THE FIRST READING, AS AMENDED**
42 **MOTION SECONDED BY MEMBER MILLER**

43
44 ON THE QUESTION

45
46 Assistant Superintendent Bergskaug spoke of discussion around whether a policy should be created for the rental of the 4
47 Lund Lane facility. The Superintendent suggested the Commission review the facilities development objectives policy,
48 and simply add language. That is what is being proposed.

49 **MOTION CARRIED**

50 **5-0-0**

51
52 Policy **JRA** – Student Records and Access

53 *Given its first reading;*

54
55 **MOTION BY MEMBER FAREED TO AMEND POLICY JRA – STUDENT RECORDS AND ACCESS, IN ITS ENTIRETY,**
56 **BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, TO FURTHER AMEND IN THE LAST**
57 **SENTENCE BY REPLACING “OFFICES” WITH “OFFICER”, AND ACCEPT THE FIRST READING, AS AMENDED**
58 **MOTION SECONDED BY MEMBER MILLER**

1 ON THE QUESTION
2

3 Ms. Miller noted reference to adult students, and questioned the meaning. Assistant Superintendent Bergskaug
4 responded if there is an adult student potentially no longer in our district, but would like access to the records, that access
5 has to be provided. It was noted the policy also applies to former students who are adults.
6

7 When asked, Assistant Superintendent Bergskaug explained the directory information is part of FERPA. We cannot
8 disclose information; however, FERPA allows us to disclose directory information if we so choose. There was a request
9 for information that was denied. The Board requested the Committee review the policy to firm it up a bit and make it more
10 clear as to what information would and would not be released. She commented there are times when the District would
11 release directory information for a directory, if publishing an honor roll, putting a student's photo in the newspaper and
12 identifying that student, etc. There is the need to disclose some information, but wish to have better guidance as to what
13 would automatically be disclosed and what would not be disclosed if a request were received.
14

15 Vice Chairman Fareed remarked the term directory information is within State RSA. Chairman Mann commented the
16 other aspect is being compelled by some outside entity to provide information because it is not identified in the policy as
17 something that will not be disclosed. In those instances, a legal opinion becomes required, etc. Having a clear policy is
18 beneficial in that regard. Ms. Sarris questioned if the language should identify at the Board's discretion. Superintendent
19 Corey commented in the instance of a photo being published in newsprint advertising the STEM Faire for example, the
20 policy would give the Administration the ability to provide that information (with parental permission). In terms of the
21 overall directory the policy provides the Administration the ability to deny providing names and addresses of everybody in
22 the building. This cleans up the language in a way that allows the District to publicize what it would want from an
23 educational point of view, but not allow people to access information to make a profit. Assistant Superintendent
24 Bergskaug noted the proposed policy has been reviewed by at least two different attorneys to ensure the District is
25 covered, and that responses would be justified.
26

26 **MOTION CARRIED**

27 **4-0-0**
28

29 ***The consensus of the Board was to table the remaining policies until the Board's May meeting.***
30

- 31 • To see what action the Board will take regarding the proposed 2017-2018 school calendar
32

33 Assistant Superintendent Bergskaug spoke of the proposed calendar included with the Board's agenda packet. She
34 noted the start date of August 31st. The calendar includes three (3) teacher professional development (PD) days in
35 August, an embedded PD day in November (November 9th), the traditional PD day the Wednesday before Thanksgiving,
36 and the traditional December, February, and April vacation weeks. The last day of school is anticipated as June 18th
37 (includes 5 snow days). Teachers stay onsite for two additional PD days. It was noted both the Brookline and COOP
38 School Boards have approved the proposal calendar.
39

40 Vice Chairman Fareed questioned if the professional development day scheduled for November is necessary at that time
41 or could be moved to the March timeframe. Assistant Superintendent Bergskaug responded one advantage of having the
42 day in the fall is that the material the teachers are learning can be put into practice right away. This November the SAU
43 had a professional development day where teachers put forward proposals for workshops they wanted to present. There
44 were three different 90-minute sessions throughout the day. The teachers who were not presenting at those times signed
45 up for things that were of particular interest to them that they could put into place in their classroom. The feedback
46 received from that was "In my 25 years of teaching that was the most valuable professional day I've ever experienced."
47 The desire is to continue with that. November is a perfect time as it provides the opportunity to reflect and potentially
48 make some changes before the school year is over.
49

50 Vice Chairman Fareed and Ms. Miller both commented on a preference to see the day around the Columbus Day holiday.
51 Superintendent Corey noted the other rationale is by putting the professional development day in November it is between
52 seasons so the Juniors and Seniors who are looking at colleges can have the long weekend to visit colleges.
53

54 Superintendent Corey commented, in the future, the Administration would like to see a professional development day in
55 March as it would provide a day in the second half of the year to rejuvenate that development.
56

57 Ms. Sarris suggested looking back at multiple years of snow days. This past year, for example, the middle trimester was
58 greatly impacted and adding another professional development day and have February and April vacation are not ideal
59 from a learning standpoint. Superintendent Corey stated that to be where the other districts are struggling as well.

1 Ms. Miller questioned the number of total student days (178); believed it had been at 180. Assistant Superintendent
2 Bergskaug responded it had been. The District has been at 178 for the past few years. Superintendent Corey
3 commented it is more because the District has switched to hours. He noted the Board would likely discuss setting the last
4 day of school at its next meeting as the required hours have been exceeded. Currently the last day of school is set as
5 Tuesday, June 20th (half-day).

6
7 Ms. Sarris questioned if the District has considered professional development at the start of the school year.
8 Superintendent Corey commented it is the goal of the Administration to bring forth a proposed calendar for the 2018-2019
9 school year.

10 **MOTION BY MEMBER FAREED TO APPROVE THE 2017-2018 SCHOOL CALENDAR AS PRESENTED**
11 **MOTION SECONDED BY MEMBER MILLER**
12 **MOTION CARRIED**
13 **4-0-0**

14
15 NON-PUBLIC SESSION

16
17
18 **MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT**
19 **TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND RSA**
20 **91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY**
21 **THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**
22 **MOTION SECONDED BY MEMBER MILLER**

23
24 *A Viva Voce Roll Call was conducted, which resulted as follows:*

25
26 Yea: Michele St. John, Laurie Miller, Robert Mann, Tammy Fareed

27 4

28 Nay:

29 0

30 **MOTION CARRIED**

31 *The Board went into non-public session at 7:57 p.m.*

32 *The Board came out of non-public session at 8:32 p.m.*

33
34 **MOTION BY MEMBER FAREED TO SUPPORT THE SUPERINTENDENT'S COMPENSATION RECOMMENDATIONS**
35 **FOR NON-UNION EMPLOYEES**
36 **MOTION SECONDED BY MEMBER MILLER**
37 **MOTION CARRIED**
38 **4-0-0**

39
40 ADJOURNMENT

41
42 **MOTION BY MEMBER MILLER TO ADJOURN**
43 **MOTION SECONDED BY MEMBER FAREED**
44 **MOTION CARRIED**
45 **4-0-0**

46
47 *The April 5, 2017 Organizational Meeting of the Hollis School Board was adjourned at 8:33 p.m.*
48
49
50

51 Date _____ Signed _____

1 **DFA**

2 *Category P*

3
4 **INVESTMENT**

5
6 The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and
7 his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following
8 objectives and standards of care.

9
10 **OBJECTIVES**

11
12 The three objectives of investment activities shall be safety, liquidity, and yield.

- 13
14 1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that
15 seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be
16 accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully
17 covered by FDIC insurance or collateral approved pursuant to applicable law.
18
19 2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be
20 reasonably anticipated.
21
22 3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return
23 throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity
24 needs. Return on investment is of secondary importance compared to the safety and liquidity objectives
25 described above.
26

27 **STANDARDS OF CARE**

- 28
29 1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her
30 designee involved in the investment process, shall be the "prudent person" standard and shall be applied in
31 the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices
32 and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
33
34 2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee
35 involved in the investment process, shall refrain from personal business activity that could conflict with the
36 proper execution and management of the investment program or that could impair their ability to make
37 impartial decisions. Employees and Investment officials shall disclose any material interests in financial
38 institutions with which they conduct business. They shall further disclose any personal financial institutions
39 with which they conduct business. They shall also disclose any personal financial/investment positions that
40 could be related to the performance of the investment portfolio. Employees and officials shall subordinate
41 their personal investment transactions to those of the School District, particularly with regard to the timing
42 of purchases and sales.
43
44 3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of
45 internal controls which shall be documented in writing. The internal controls shall be reviewed periodically
46 by the School Board and an independent auditor.
47

48 The investment of funds will be left to the discretion of the Finance Committee without prior approval of the
49 Board.

1
2 The Board will periodically review the investment policy.
3

4 **Legal References:**

5 *RSA 197:23-a, Treasurer's Duties*

6 *RSA 383:22, Public Deposit Investment Pool*

7 *Appendix: DFA-R*

8 Revised: February 2008

9 Revised: July 1998, November 1999, March 2004

10
11 First Reading: December 12, 2012

12 Second Reading: August 14, 2013

13 Third Reading: August 14, 2013 (Waived)

14 Adopted: August 14, 2013

DRAFT