

**HOLLIS SCHOOL BOARD
SEPTEMBER 5, 2018
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Wednesday, September 5, 2018 at 6:00 p.m. at the Hollis Primary School.

Robert Mann, Chairman presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
 Amy Kellner, Secretary
 Michelle St. John

Members of the Board Absent: Tom Enright

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

AGENDA ADJUSTMENTS - None

APPROVAL OF MINUTES

Hollis School Board August 27, 2018

The following amendment was offered:

Page 5, Line 24; replace “resulted” with “resulting”

**MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER KELLNER
MOTION CARRIED
4-0-0**

NOMINATIONS/ RESIGNATIONS/CORRESPONDENCE

Superintendent Corey spoke of the change in the Board’s meeting location noting the need for a software update to accommodate live streaming. Meetings will continue to be recorded and posted online.

PUBLIC INPUT

Tricia Harmon, 38 Tyng Hill Road

Stated her belief she speaks for many when saying the current bus situation is unacceptable. She questioned how the District found itself in a situation of scrambling on the first day of school noting there to have been known problems last spring. She questioned whether the Administration utilized the summer months to work with the transportation company. If it was known there would not be backup, it was predictable this situation would come about.

Ms. Harmon questioned if the District’s cost for transportation remains constant when the services received are not adequate, e.g., does the contract call for a set fee or is cost reduced based on a reduction in the number of buses, etc.

Ms. Harmon stated the desire for the record to note her disappointment in the manner in which the District handled the email that was sent out to parents, e.g., there was no indication of what action would be taken to address the time spent on buses (bus #8 is a 50-minute ride).

Ms. Harmon noted many districts extend their day to shorten their school year, and she believes a rudimentary calculation would indicate an additional hour per day would result in students completing the school year a month early.

She stated the Principals have since responded to her making her aware of how the situation will be addressed.

Ms. Harmon questioned the specific timelines for additional hires by the transportation company to alleviate the problem. She reiterated her frustration that information has not been shared relative to the specific timelines for addressing the problem. She is of the belief there remains work to be done in optimizing bus routes.

Benjamin Ming, 34 Blacksmith Lane

Spoke of the lack of seat belts and bus monitors, and of overcrowding. His children have been sitting three to a seat since the start of the school year. There needs to be an individual monitoring the children who is not responsible for driving the bus.

Michelle St. John, 29 Orchard Drive

Stated she has been a part of the school bus issue since day 1. Her child was on a route up until last year (bus #13), which has been plagued with problems. Her child is now on bus# 4, which was combined in the spring with bus #5. She echoed many of the comments made by Ms. Harmon. She was expecting an overhaul of the routes this summer. She inquired about it from a different standpoint and didn't hear anything except "everything is ready to go".

She resides 1 mile from the school. She has one child who has to be picked up at 7:30 a.m. and another, who was recently diagnosed with Diabetes, and while trying to normalize his life, they are driving him to the middle school. She has 5 minutes to get her son to the middle school and be back in time to get her younger child on a 7:30 a.m. bus for an 8:30 a.m. start. She stated disappointment time was not spent to review the routes, the occupancy of the buses, and the lack of transparency and communication.

Ms. St. John stated she recognizes there is a great deal of time and effort being spent on the transportation issue, which she is certain the Administration would rather be spending on curriculum. There is the need to be more competitive in wages and to consider alternative transportation companies when the current contract term expires.

DISCUSSION

- SAU Rental Rate - Update

Superintendent Corey spoke of the 4 Lund Lane facility, which houses the Administration, and is owned by the Hollis School District. The rental rate for that facility will be subject to an incremental increase of \$5,000 (final year of the planned three-year incremental increase). The resulting yearly rental cost, which is divided amongst the three school districts, will be just below \$24,000. The \$5,000 increase will be included in the SAU FY20 budget. Revenue generated through rental fees is utilized to maintain the facility.

- SAU Facilities - Update

Work done over the summer months included an upgrade to the electrical system and cleaning of the property (included enclosure of the base of the barn). Dave Ely, Architect, Windy Hill Associates, is conducting a feasibility study to determine if the barn can be turned into usable commercial space for the SAU, if it has been let go for too long (original piers/footings), perform assessments regarding siding, etc. He will look to identify if the barn can be converted, and if so, for what purpose. It could be as early as October that a report is available for review by the Board.

Chairman Mann spoke of the committee that was formed to review the facility. Superintendent Corey remarked once the report is provided the Board, if aligning with the Board's goals and objections, the committee would be brought back together. He commented on the number of tours that were conducted last year and the wide variety of potential uses considered.

- Transportation - Update

Superintendent Corey stated the issue to be one that is being experienced on a State and national level. It was believed the District would be in good shape going into the new year. His focus over the past ten days turned to ensuring the facilities were ready to be opened. On the Monday before the start of school he received an email from Hollis Transportation indicating concerns. The expectation was that one of the other districts within the SAU would be down one driver.

Superintendent Corey stated each year, drivers have to pass the Department of Transportation (DOT) physical. One of the drivers in Hollis did not pass the physical. Notice of being down an additional driver was provided on Wednesday afternoon. An email was sent out to families. The decision was made that because it was the first day (number of young students who had never been to a bus stop or on a bus), it would be easiest to run two separate and unique runs doubling up a route. It was felt to be the safest way to guarantee everyone would get on the bus and get home. It was not ideal by any stretch of the imagination, but was a decision he made, and the same one he would make again being the first day of school.

On the first day of school Principals Fowler and Izbicki, Superintendent Corey, and Assistant Superintendent Bergskaug met with the bus company to come up with the combining of routes. Superintendent Corey indicated, as a SAU, we do not get into the design of the routes. They work with Hollis Transportation who are the transportation experts and skilled at this. He agreed it seems awkward and repetitive at times, but a lot has to do with overall numbers on the bus, what side of the doors they are picking up on with certain roads (some less traveled than others), etc.

The decision was made to combine runs for bus #s8 and 13. That was done considering the number of students on the bus, the amount of time those routes take, and the number of times the bus would have to travel through the four corners (most difficult travel location).

At the same time, bus #9 in Brookline experienced the same thing. Bus #3 in Hollis leaves Hollis at the end of its run and does bus #9 in Brookline.

Today, on the 4th day of school, the last bus arrived at Hollis schools at 8:27 a.m. The last bus dropped off the last student at 4:02 p.m. The Principal is sending the bus times each day. Superintendent Corey assured the Board and community this has become the number 1 priority.

Superintendent Corey stated he has received calls from parents of students on bus #8 questioning how the route was arrived at. He indicated it was based on where it traveled, the length of the route, and the number of

students on the bus. They have asked and was informed the Administration would review the route understanding it is currently the first picked up and last dropped off. The request was to make it more equitable so that it was either the first or the last, but not both. They will meet with the bus company and review that.

He spoke of the concern raised regarding the email that was sent out not identifying a resolution timeline, etc., stating the concern at the time was to get the information that was available out to parents. Staff was prepared. The Principals greet the students when they arrive. They are brought into their buildings and have activities prepared for them. In the afternoon, students receive an additional recess.

Hollis Transportation has three drivers in training, which will result in all of the runs being covered. Superintendent Corey stated his hesitation to put dates to that. He spoke of the difficulties associated with acquiring a Commercial Driver License (CDL). Those who do not pass the test have to wait 10 days before taking it again. A fourth individual is awaiting clearance (all background checks complete), which is hoped to be provided in the next few days. Even a fully licensed driver who changes companies has to undergo training with the new company.

The State, being aware of the ongoing problem, is allowing drivers to roster in more than one bus barn. That will help with areas like after school runs.

Hollis Transportation has been advertising on Indeed.com, has received 6 responses and reached out to the individuals. It is a very difficult market for all hourly wage positions, e.g., Paraprofessionals, custodians, food service workers.

Superintendent Corey indicated he has spoken with the Department of Education and made them aware of the District's issue so that they are aware of the situation should they receive any inquiries. They informed him this issue is impacting a number of districts. Some have moved to a system of establishing certain points for bus pick-up. It is a very difficult situation. The Governor is forming a task force to review the matter.

Individuals interested in becoming a bus driver could have to wait 2-3 months before acquiring a license during which time they are not generating income. The Superintendent or Assistant Superintendent are in contact with Hollis Transportation on a daily basis. Hollis Transportation and the Principals send a text to the Superintendent when the buses arrive. The SAU is responsible for transporting approximately 2,300 students to and from school each day. The current situation is negatively impacting approx. 50-60 students. The desire is to resolve that as quickly as possible.

Sign-on bonuses have been instituted for bus drivers. Longevity bonuses are also in play. If a bus run is not made on a particular day, Hollis Transportation deducts the cost of that from the monthly invoice. The District is not paying for a service not provided. Last spring legal council met with the Superintendent and the owners of Hollis Transportation to discuss the issue. Legal council has met with a number of districts and bus companies because of the supply and demand issue. It is not that the transportation company does not want to deliver drivers or isn't prepared to pay its drivers. They are slightly low on the compensation end compared to some other terminals, but the vast majority of our bus drivers have been with us for many years. Hollis Transportation, by contract, is a significantly lower cost to the District (\$250,000 - \$500,000 below competitors). At times, we deal with issues like this because of that.

Superintendent Corey noted the last time the SAU went out to bid, no other bus company bid. Ms. St. John questioned the last time the SAU went out to bid and what the climate was at that time. Superintendent Corey stated it to be three years ago, and commented it was a pretty good environment. As the economy has improved, they have struggled more. He stated his recommendation to the SAU Governing Board will be to go out to bid again this year. The current contract provides the option for two additional years. He would like to

see what other companies may participate in the bidding process and what their rates are. When entered into, the current contract was very competitive. Given cost escalations, etc. the current contract very much favors the SAU. Hollis Transportation is transitioning to other family members, and any time you go through that process there are changes that come about as a result.

Superintendent Corey spoke of how frustrating the situation has been for everyone involved. The issue continues to come about and there is no way of knowing if and when it will occur again. He commented were the child of a driver or a driver to become ill overnight, that would result in being a bus down.

Understanding there are concerns around athletic event transportation, etc. the SAU is working with other providers. The Athletic Coordinator at the COOP School District, Brian Bumpus, is also working with the Transportation Company.

Hollis Transportation is not pleased with the situation and would like to resolve the problem. However, to sit before the Board and say when one of those three drivers will come on board is something he cannot do as there is no guarantee from the State level. Both the Commissioner of Education and his department are working on steps as it is an issue that is far reaching.

Superintendent Corey remarked typically, in New Hampshire, there are not seatbelts on buses. Buses are constructed to make a compartment so that the higher seats are there. According to research, it is a very safe environment. Seatbelts are talked about on a regular basis, and we may see that transition at some point as we raise children. We don't typically put monitors on buses. That would have to be a decision for the SAU Governing Board and one of whether taxpayers would support that cost. The buses are designed for the younger/smaller students to be three to a seat.

Ms. St. John questioned if the 50-60 students being impacted are within the Hollis District or spread throughout the SAU. She stated her belief, across the SAU, there is a larger number of students impacted. Superintendent Corey responded the children that are affected in Hollis are about 50 students from bus #s13 and 8. The 2,300 students represent the school population. Some are also driven to school. However, the District is required, by law, to be able to transport those students on any day they choose to ride the bus.

Ms. St. John stated her opinion the Superintendent needs to look at the larger picture, e.g., bus #s4 and 5 are combined, her child and other students on that bus have a long route that never existed previously. That did not change when it was indicated we were all on board. There are many students on that route that are impacted. She questioned if he has considered how to address that. She was informed Hollis Transportation was going to look at the routes and make changes. She does not understand if any changes were made other than when the Assistant Superintendent stated at the last meeting that students were added to routes. She remarked that does not mean routes were optimized, and there is no contingency plan. They don't have a contingency plan for when this happens.

She stated she has heard from the Superintendent we have health related issues, child care related issues, etc. She is aware there are drivers who left to go to other driving positions. If this is the climate, why isn't there a contingency plan to deal with the fact that people are going to be sick, people are going to have accidents, people may not pass their physical based on the age of the drivers, etc.?

Superintendent Corey stated he does not disagree, but it is a bus company issue. He reiterated he deals with them on a daily basis. He understands the frustration, but they are short drivers. It is something he will recommend to the SAU Governing Board. From his standpoint, he cannot tell the bus company how to operate.

She noted his remarks regarding legal counsel reviewing the contract and questioned what the deal is with optimizing routes; why wasn't that done over the summer? What was Hollis Transportation's response to that? The District waited for the routes to be released until the day before school started. No indication was provided to parents. There are many working households that were dependent on this information. She questioned what is in that contract that allows them to do that. What is in the contract that allows them to say things could happen, people could get sick, but we don't have a contingency plan.

Vice Chairman Fareed stated section 9 (g) of the current contract reads: "the CARRIER shall have available to the DISTRICT a computer software system for the management and design of bus routes. This system must be installed and maintained at base station. In each year of the Contract all routes will be supplied to the SAU in Excel format as soon as they are available. The CARRIER shall provide a person(s) available to the DISTRICT to design, modify an update routes on the computer system as required."

Superintendent Corey responded they provide the District the routes they design. The District uploads those routes into PowerSchool, which is how they communicate were something to go wrong on a bus. He reiterated it is the bus company that designs the routes.

Ms. St. John stated, going forward, any contract has to have a contingency plan put in. This climate, if it continues, is not a solution for parents who need to get children. She stated she would rather support bringing her child to a collective bus stop over what is happening.

Vice Chairman Fareed questioned if the computer software is how routes are optimized. If there have been any issues, etc. Superintendent Corey re-stated the SAU does not get involved in the day-to-day operation of the design of the routes. When a new family moves in, that information is provided to the bus company, the bus company decides on which stop that individual family will go to. It is not and has never been a function of the SAU. There is no one at the SAU having the primary responsibility for transportation. That is outsourced to Hollis Transportation.

Superintendent Corey reiterated he understands the concerns. This is his 3rd year dealing with these issues in the five years he has been with the SAU. He intends to recommend the SAU Governing Board look at other options. Historically, from what he understands, Hollis Transportation has been the choice of the Board.

Vice Chairman Fareed remarked there is a contractually obligated tool in place, and she is curious as to what he may have learned or heard about how this tool is used, e.g., are there issues with the software, etc. Superintendent Corey stated they have never indicated any issues with software, etc. They take care of the routes. Any time a new student is registered, the school contacts Hollis Transportation, and they provide the bus stop information. That information comes in an Excel spreadsheet and is uploaded to PowerSchool.

Ms. St. John stated the desire for a representative of Hollis Transportation to attend the SAU Governing Board meeting to answer questions.

Ms. St. John noted mention made of the Superintendent receiving texts when the buses arrive/leave. She asked him to state which was the last bus in this a.m., which number. Superintendent Corey responded it was #8 or 13. He is receiving information on the ones that are on the double route, which are the last ones.

Ms. St. John stated she has heard from someone who although not present for the meeting, wished to know the time of the latest buses to arrive on Friday. Superintendent Corey stated his recollection it was 8:46 a.m. and in the afternoon between 5:45 and 5:50 p.m. He reiterated they have been tracking this on a daily basis, and he agrees that was totally unacceptable, but at the same time when he looks at where we are today at 8:27 a.m. and 4:02 p.m. we're not that far off the typical 4th day of the school year.

Ms. St. John questioned the time the bus picked up the second route, and was informed bus #13 left at 3:48 p.m. Superintendent Corey noted the times might be slightly off as he did not chart them for the meeting. Ms. St. John questioned if the information is available for the times associated with every bus or if those tracked are the combined routes. Superintendent Corey stated typically during the first days of school all buses are tracked. Ms. St. John requested she be provided with the pick-up and drop-off times for all buses. She suggested it would be helpful for all parents to see that information.

Chairman Mann questioned if similar issues are being seen in the other districts. Superintendent Corey responded there are no issues at the COOP School District except for potentially with athletic runs. When asked, he indicated were there a full complement of drivers, there would be 2-3 who would be doing athletic runs. In Brookline, bus #9 is impacted and is seeing about the same timeframes for getting to and from school.

Ms. St. John questioned if there is a reason why the SAU is not rotating through all buses to share the load. Superintendent Corey stated part of the issue of looking at all of the buses is trying to be as consistent as possible. That stability is more important than sharing the load. He stated he would be really concerned that if next Monday it was going to affect bus X that someone misses a communication and that results in a student out there. That is his biggest worry and the reason for trying to be as consistent as possible.

Ms. Kellner stated her agreement with pushing back on the bus barn around optimizing the routes. Her bus stop is at the end of her driveway, which she really appreciated when her kids were younger. Now they have, in either direction of her driveway, bus stops at either end within a 3 minute walk. She suggested the age of the children be considered when reviewing bus routes.

Vice Chairman Fareed questioned if the issue is resolved if a driver comes on board next week. Although she understands the hiring shortage, she questioned why practice isn't that there is someone in the onboarding process at all times.

Superintendent Corey stated that would be ideal. Speaking with regard to bus #s8 and 13 in Hollis, were a bus driver to come on board, the goal would be to eliminate the double runs, but if a driver called out sick then the bus barn has to go through and look at where they are going to make that run, so there is the likelihood, on that particular day, bus #s8 and 13 would be combined again.

Vice Chairman Fareed commented previously there was a long-term sub for each building; someone whose job it was to be a sub. Understanding that is difficult in the absence of a large hiring pool, she questioned if there has been an effort to try to always have someone available. Superintendent Corey stated that would be where we should be. That is the goal. We should have two drivers that are floaters. That luxury has not existed for the past few years.

Ms. St. John stated the desire to understand how actively Hollis Transportation is seeking having a backup driver in place. This situation with combined routes has existed for some time. She reiterated her understanding it is difficult to onboard drivers, but the transportation company should be constantly going through that onboarding process.

Vice Chairman Fareed commented the Board has heard there are X number of individuals in process on a good many occasions. She stated an understanding individuals are being trained and in some cases are lost to commercial trucking companies. While going through the Warrant the previous day, she noted two checks written for driver retention (\$350 total) and two deductions (\$1,157 for the Hollis Primary School (HPS) and \$2,314 for the Hollis Upper Elementary School (HUES)). Contract language reads "For regularly scheduled daily bus routes, if the CARRIER is, for any reason, unable to furnish transportation in conformance with this Contract, the Superintendent of Schools, or Designee, is authorized to hire a substitute bus or buses providing

that they comply in all other respects with the safety requirements of this Contract for such time as necessary, the total cost of which shall be borne by the CARRIER. If no substitute bus service is arranged, a pro-rata deduction may be made to the contract price.”

She questioned why (for accounting purposes) the deducted funds could not be utilized for a dramatic increase for drivers. She is aware of sign-on bonuses, retention bonuses, and longevity bonuses. She noted the hourly wages of \$16 or \$17/hr. commenting the larger companies, such as First Student, pay \$22/hr. She questioned how the SAU, within this contract year, could increase the offer to out compete the competition.

Superintendent Corey stated he has had discussions with Hollis Transportation. They are aware there are other companies paying more. There is an agreement and a budget in place. The monies being refunded would not be sufficient to cover an increase for all drivers. The contract belongs with the SAU Governing Board, and any changes would have to have buy-in of all three districts. That is something that could be discussed with the Governing Board. The contract was done at that level with the belief it would result in buying power. Whether that is a model that continues to be in the best interest of all of the districts is a discussion that could occur at the Governing Board level.

Superintendent Corey stated he is not thrilled that Hollis Transportation is not delivering on their services. However, he very much enjoys working with them and believes they are doing the best they can. Our drivers really care about the students, which is something he believes would be lost if moving to a large chain transportation company. With regard to the routes, Hollis Transportation has been designing routes for 40 years. He is not saying they are good, bad or indifferent, he is simply saying there is no one within the SAU Administration that truly has route expertise.

Chairman Mann remarked he would strongly object to utilizing the SAU’s top administrators to be the reviewers and approvers of the routes. Vice Chairman Fareed stated she would not object as it is in the contract language. Chairman Mann commented it is a service that the SAU is paying those who have the expertise to do.

Chairman Mann stated the Hollis School Board is one of three school boards that make up the SAU41 Governing Board. The Governing Board is the entity that contracts with the transportation company. The input provided around driver shortages, drivers leaving for other opportunities, frustration around the lack of contingency plans, etc. should be part of a conversation at the SAU41 Governing Board level. The other school boards need to hear these concerns. He encouraged residents to make their voices heard at the next Governing Board meeting.

Ms. St. John stated there to be 43 new students and questioned the number of students on each bus. Vice Chairman Fareed indicated the buses are supposed to seat 71. Ms. St. John commented Hollis Transportation has been doing this for 40 years, have done a great job, are wonderful to the community, etc. She understands that. However, this Town is growing, and people are coming in with young students. She is of the belief this problem will persist unless the SAU demands some real changes particularly with route optimization and back-up drivers.

Chairman Mann reiterated the change is not going to come from the Superintendent, it will come from the SAU41 Governing Board. The Governing Board directs the actions of the Superintendent.

Ms. Kellner questioned if it is appropriate to request a representative of Hollis Transportation attend the SAU41 Governing Board meeting.

Ms. St. John stated there is something the Board can do to address some of the concerns, and that is with our own District contingency and communications plans and better transparency. She stated her belief the District

needs to have contingency communication plans set in stone, e.g., if X occurs this is the response, etc. When asked if she would be willing to work on a sub-committee charged with creating those documents, she indicated she would.

Superintendent Corey stated he does not disagree. He spoke of the SAU budget commenting the SAU offices often times are looked at as overhead. As a result of that they are very thinly staffed. Most SAUs have staff tasked with communications, transportation, and facilities. He is not necessarily advocating for hiring for those positions, he was simply indicating it to be a task he is uncertain who he could assign to.

Ms. St. John stated it could be outsourced. As the Treasurer of the SAU41 Governing Board this year, she intends to insist that be looked at and push towards adding those numbers to the budget. Superintendent Corey reiterated he fully supports that. However, although outsourcing is a great concept, those costs are greater. If having an individual responsible for that oversight he would rather it be an employee that the community could identify with and an individual who would be present and available. He noted when costs are increased at the SAU level it impacts the budgets of all three districts.

Chairman Mann remarked he does not disagree with the point made regarding establishment of contingency plans for communicating with families. However, he would like to see something that is consumable for all of the districts.

PRINCIPALS' REPORT

- Opening Days

Superintendent Corey stated opening day went fantastically with the one exception being the issue with busing. At HUES, students were greeted with high-fives, messages written in chalk all over the sidewalk, etc. He spoke of his amazement with the elementary educators and their ability to relay to the youngest of students the rules, fire drill procedures, etc. in a way that promotes such a fun learning environment. It becomes very non-threatening.

Buses have been slow, but traditionally we're always slow at the beginning because six-year-olds get distracted pretty quick.

Superintendent Corey expressed his gratitude towards Principals Fowler and Izbicki, Colleen Micavich, Special Education Administrator and Nicole Tomasello, Curriculum & Instruction Administrator, for all of their efforts. He remarked he understands the adults are upset and he does not disagree with them at all, but he can assure them what is happening with their children is as good as it has ever been if not better because we have a fantastic staff and they are doing wonderful things.

The [agenda](#) packet included the enrollment breakdown. A number of new families have been welcomed into the District. The educational specifications have been able to be maintained. A new Kindergarten teacher was hired. He cautioned the Board Kindergarten is not just a matter of numbers. The District has an older building with smaller room sizes. That weighs into the number of students in a Kindergarten class. Were the rooms normal size it may have been possible to avoid an extra section.

Superintendent Corey stated there is the potential for a reduction in staff as the bubble group moves through. There is the need to watch the trends. He may recommend budgeting for a teacher but not hire until needed. He spoke of not wanting to look to the contingency as a funding source as that reduces the amount available should an unanticipated event occur.

- Hiring Update - Summer

The 18/19 Employee List was included with the agenda packet. The last column identifies “new hire or position change”.

Ms. St. John asked that it be noted Jon Rubin was a transfer from 4th grade to 5th grade.

Ms. Keller questioned if there is District policy regarding class size in Kindergarten. Superintendent Corey responded traditionally the District has tried to stay around 14-15. There have been times when it was at 16. That is also room dependent. Vice Chairman Fareed noted there to be laws around the number of students per square footage.

Ms. St. John questioned if it is believed full-day Kindergarten is starting to take off, and the District will continue to see high enrollment numbers. Superintendent Corey stated his belief the current enrollment will continue (70-80) noting private Kindergartens have closed. That will be based on home sales. There remain a number of homes for sale in Town as well as a number of potential developments. When you tie that into the need of local companies that are looking to hire and the calls he has received from families that are looking in this District, Bedford, Windham, Amherst, and Londonderry.

Ms. St. John questioned space availability at HPS. Superintendent Corey stated enrollment is okay. Third grade has been the bubble, but there remains room for 8-9 move-ins in that grade. It is a concern, but it won't be a concern as they move up because the specifications change. It may be that the District experiences a reduction in force. It is too early to tell, but he would not want it to be a surprise.

Chairman Mann commented when the policies around education specifications were written ([Policy IIB](#)) the District did not have full-day Kindergarten. Superintendent Corey stated the Policy Committee could be asked to review the policy. He believes it would be the same as 1st grade, but he does not believe the District can go that high because of the room sizes.

Superintendent Corey commented were the District to witness next summer the explosion in enrollment it saw this summer, we would have to start looking at making the computer room on a cart, etc.

Chairman Mann commented several years down the road, if other hiring is needed in Kindergarten to keep up with the population, he wants to have language in policy that provides standing to make decisions. He would like to understand the enrollment number that will be supported by the community.

Ms. St. John remarked historically the Budget Committee has under-projected the number of students and questioned if members are aware the District is up 43 students for this year alone. Vice Chairman Fareed asked for clarification. Chairman Mann commented the reference is to NESDEC projections. Ms. St. John responded they use those NESDEC numbers and have said at previous public hearings the projections are showing a reduction. She questioned if the committee is aware actuals are higher.

Vice Chairman Fareed stated the Budget Committee has historically taken pains to demonstrate the declining enrollment of Hollis and the overall COOP and State since the year 2000. When they show us the slide of that you definitely see the actual numbers for the past 10-15 years dropping, but they also have shown the uptick, and also, as you can see in many archived presentations from them, put the bars in for NESDEC's projections, which are very substantially increasing over the next 5-10 years. They are very aware the numbers are projected to increase. She has not sensed, in the time she has been serving, any skepticism beyond trust but verify.

Chairman Mann commented it has been his experience NESDEC tends to lag the actuals. Vice Chairman Fareed remarked when we look at that we find they often do because NESDEC's formula includes births. Enrollment increases tend not to be driven by births in our district and districts like us. Our enrollment changes tend to be driven by move-ins and move-outs. When the economy is stronger we see increase in enrollment. The Budget Committee is very interested. They are aware of full-day Kindergarten. She commented historically first grade was 20 - 35% higher than Kindergarten. When we had half-day Kindergarten parents who wanted all day were going to private Kindergartens. Last year when we started all-day Kindergarten, a lot of those contracts/plans were already in place and those parents continued to go to private Kindergarten. This past summer those private schools had to close because we have had this big enrollment. She stated she personally would not expect to see another batch of two dozen kids come in for Kindergarten.

Superintendent Corey stated his opinion it will be more consistent from Kindergarten to first grade in the future.

Vice Chairman Fareed pointed out the enrollment chart provided notes for grade 1 the educational specification for class size is 18 and current class sizes are 13, 14, and 15. For grade 2 specification is 18 with current class sizes at 15, 16, and 17. Grade 3 has a specification of 20 with current class sizes at 18 and 19. At HUES there are openings. Enrollment is increasing, but we are not on the lip of spilling over. Superintendent Corey commented we won't need 6 teachers at grade 6 next year unless something drastically changes. What we might do is say to the Budget Committee that we need that Kindergarten teacher, so we are not increasing staffing, but we are maintaining it. We may be down one physical body but have the same number of sections.

DELIBERATIONS

- To see what action the Board will take regarding the policy memo submitted by Assistant Superintendent Bergskaug

Superintendent Corey stated the policies that were before the Board were for second readings. There have been no changes to the policies since last before the Board. No inquiries have been received from community members in regard to the policies.

IJ - Instructional Materials; 2nd Reading

- 1st Reading 8-27-18

Given its second reading:

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY IJ – INSTRUCTIONAL MATERIALS

MOTION SECONDED BY MEMBER ST. JOHN

MOTION CARRIED

4-0-0

GCKC – Assignment of Building Keys to Professional Staff; 2nd Reading

- 1st Reading 8-27-18

Given its second reading:

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD AND ADOPT POLICY GCKC – ASSIGNMENT OF BUILDING KEYS TO PROFESSIONAL STAFF

MOTION SECONDED BY MEMBER ST. JOHN

ON THE QUESTION

Vice Chairman Fareed questioned if staff can access buildings “outside of normal school hours” without “discretion of administration”. Superintendent Corey stated the initial permission is for the teacher to be assigned a fob. Once the request has come from the building Principal, the Administration does not get involved. An example would be a teacher could use their fob to come in tonight; a custodian is on duty and they would be in the building. Non-contractual days being at the discretion of the Administration is meant for instances such as a teacher looking to enter the building on a Saturday or Sunday. When asked if a teacher could enter the building at say 4:00 a.m. Superintendent Corey stated their key fob would not work. There are only 3 people in the District (Superintendent, Assistant Superintendent, Business Administrator) that can open any door at any time.

Chairman Mann questioned if the fobs can be tracked to an individual and was informed they can. It was noted there are also cameras that capture comings and goings.

MOTION CARRIED

4-0-0

GCG – Substitute Staff Employment; 2nd Reading

- 1st Reading 8-27-18

Given its second reading:

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD AND ADOPT POLICY GCG – SUBSTITUTE STAFF EMPLOYMENT
MOTION SECONDED BY MEMBER ST. JOHN**

ON THE QUESTION

Vice Chairman Fareed noted the language that states “Building secretaries will be responsible for greeting substitute staff, preparing them for their assignment, and reviewing the schedule of the building.” She questioned if the procedure for preparing substitute staff for their assignment includes training on things like student medical needs or fire procedures, etc. Superintendent Corey responded when arriving, the substitute is provided with the teacher’s substitute packet. In that packet is the information needed for the individual to be successful in that classroom. If there is a student with an allergy that information would be provided, if there is a student who has to see the nurse you would know that. The fire procedure is posted in the room and you know where that is. The secretaries do an outstanding job, and it is the very rare exception that an individual would not receive an outstanding substitute package when arriving. The only time that might occur would be if a teacher were to experience two emergency days in a row. There is always one planned and set to go. That second day it is a conversation via the phone and the Principal and secretary. The rest of the staff is equally outstanding. When a substitute goes to a wing there are teachers on either side that will be of assistance.

MOTION CARRIED

4-0-0

JKAA – Use of Physical Restraint , Seclusion and Intentional Physical Contact; 2nd Reading

- 1st Reading 8-27-18

Given its second reading:

**MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING, WAIVE THE THIRD, AND ADOPT POLICY JKAA - USE OF PHYSICAL RESTRAINT , SECLUSION AND INTENTIONAL PHYSICAL CONTACT
MOTION SECONDED BY MEMBER ST. JOHN**

ON THE QUESTION

Vice Chairman Fareed offered the following amendments:

Page 3, paragraph 3, 2nd sentence; replace “physically” with “physical”

Page 6, paragraph 4; replace “to the child” with “of the child”

MOTION FAILED

0-4-0

MOTION BY MEMBER FAREED TO AMEND, AS STATED, AND ACCEPT THE SECOND READING OF POLICY JKAA - USE OF PHYSICAL RESTRAINT, SECLUSION AND INTENTIONAL PHYSICAL CONTACT, AS AMENDED

MOTION SECONDED BY MEMBER ST. JOHN

MOTION CARRIED

4-0-0

NON-PUBLIC SESSION

MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE, RSA 91-A:3 II (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF, AND RSA 91-A:3 II (l) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT

MOTION SECONDED BY MEMBER KELLNER

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

Yea: Michele St. John, Amy Kellner, Tammy Fareed, Robert Mann

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Nay:

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MOTION CARRIED

The Board went into non-public session at 7:42 p.m.

The Board came out of non-public session at 7:47 p.m.

ADJOURNMENT

MOTION BY MEMBER FAREED TO ADJOURN

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

4-0-0

The September 5, 2018 meeting of the Hollis School Board was adjourned at 7:47 p.m.

Date _____

Signed _____