

**HOLLIS SCHOOL BOARD
JUNE 5, 2019
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Wednesday, June 5, 2019 at 6:00 p.m. at the Hollis Primary School.

Robert Mann, Chairman, presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
 Brooke Arthur, Secretary
 Carryl Roy

Members of the Board Absent: Amy Kellner

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Kristen Maher, Assistant Business Administrator
 Candice Fowler, Principal, Hollis Upper Elementary School
 Paula Izbicki, Principal, Hollis Primary School
 Nicole Tomaselli, Curriculum and Assessment Administrator
 Colleen Micavich, Special Education Administrator

PUBLIC INPUT

Susan Carlon Giles, 44 Forestview Drive

Commented on it being a contract year, and expressed gratitude to the Board and the Budget Committee for their support and the diligent work completed over the past year. She spoke of how pleased she was to witness the support of the community at the Annual Meeting.

AGENDA ADJUSTMENTS

Superintendent Corey clarified the item under Deliberations relative to Board action on the School Building Maintenance Expendable Trust Fund will also cover the 4 Lund Lane Expendable Trust, and the Water System Expendable Trust. The recommendations of the Business Administrator relative to these items will be covered in the Public Hearing.

APPROVAL OF MINUTES

Hollis School Board [May 1, 2019](#)

The following amendments were offered:

- Page 2, Line 11; insert “HUES” following “Principal”
- Page 2, Line 15; insert “Hollis Primary School (HPS),” following “Principal”
- Page 9, Line 9; correct the spelling of “specification”
- Page 9, Line 40; replace “160” with “160,000”

MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

NOMINATIONS/ RESIGNATIONS/CORRESPONDENCE

Superintendent Corey brought forward his nomination of Tara Happy for the 0.8 Environmental Science Teacher position at the Hollis Primary School (HPS) for the 2019-2020 school year. Ms. Happy has her Bachelors in Elementary and Special Education from Rivier University. She would be at a Bachelors Step 2 and a salary of \$35,583.20.

**MOTION BY MEMBER FAREED TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF TARA HAPPY FOR THE 0.8 ENVIRONMENTAL SCIENCE TEACHER POSITION AT THE HOLLIS PRIMARY SCHOOL AT A BACHELORS, STEP 2 AND A SALARY OF THIRTY-FIVE THOUSAND FIVE HUNDRED EIGHTY-THREE DOLLARS AND TWENTY CENTS (\$35,583.20)
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED
4-0-0**

Superintendent Corey informed the Board it is not necessary to increase the cost of lunches for the coming school year.

Superintendent Corey spoke of the change in State law requiring all drinking water sources be tested for lead. That testing has been completed resulting in no areas being identified as having concerns. He reminded the viewing audience monthly water tests are conducted across the SAU.

Vice Chairman Fareed questioned why something might be found in the State required testing that is not identified through the monthly tests. Superintendent Corey stated monthly testing focuses on bacteria and those type of possible contaminants. The recently passed State requirement is specific to lead. What is sometimes faced in older buildings is a situation where a faucet or spicket that is not highly used has an issue.

Chairman Mann read the following into the record:

“Hollis School Board,

We would like to thank you for all of the work and time you give to make the Hollis schools great. We appreciate your partnership in educating Hollis’ amazing kids, and look forward to a fabulous 2019-2020 school year. Sincerely,

Hollis Education Association”

Chairman Mann remarked this year was a banner year given all that was accomplished, e.g., structural items addressed. The HEA and District came together and worked the issue together.

Vice Chairman Fareed echoed the remarks and added it was an exceptional experience to have substantive discussions around very tricky numbers, schedules, definitions where it is easy to get into a contentious discussion as individuals see issues from their own perspective. The groups worked together to determine what was needed and how to achieve it. She found the experience to have been exceptional.

Asked what the components were that allowed the process to be so successful, Chairman Mann responded both parties discussed what they wished to address so that a consensus could be reached on what items should be discussed/negotiated and the desired outcomes of each group. Once the foundation for the discussion/negotiation was determined, they continued to work/discuss the issues as a group rather than each entity working in isolation and submitting proposals back and forth. Vice Chairman Fareed remarked a very

important component was that each party brought forward data in a format where it could be easily viewed/discussed in the group setting so that an exchange of ideas and rational could take place.

PUBLIC INPUT - None

PUBLIC HEARING

MOTION BY MEMBER FAREED THAT THE BOARD RECESS UNTIL THE CONCLUSION OF THE PUBLIC HEARING ON THE SCHOOL BUILDING MAINTENANCE, 4 LUND LANE AND ASSOCIATED STRUCTURES, AND WATER SYSTEM EXPENDABLE TRUST FUNDS

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

The Board recessed at 6:15 p.m.

The Board reconvened at 6:35 p.m.

PRESENTATION

- Hollis Administration End of Year Presentation (can be viewed [here](#); beginning at tape counter 35:00)

Each summer the Administration reviews the Strategic Plan and the Principals work with the SAU to identify goals for the year. Those goals are incorporated into the Strategic Plan, and a review conducted to determine if there are funding components that need to be considered during budget discussions. At the end of each year, a presentation is provided highlighting progress made.

Nicole Tomaselli, Curriculum and Assessment Administrator, provided an overview of the items included in the presentation.

Paula Izbicki, Principal, HPS and Candice Fowler, Principal, HUES, spoke of new staff and internal staff moves for the coming year (provided with [agenda](#)).

Principal Izbicki noted this year was focused on reflecting and refining. They were also looking at the poignant conversations; what is valued as a staff and how to see those values in conversations that take place with parents and students, and be able to identify that to help meet the needs of parents and students. Looked at were different ways to give students and parents a voice. This was one step in the direction of changing the mindset that regardless of how tough or good a conversation is that is being had, values are being expressed in the words used, and it is our job to listen, seek those out, and be able to identify that so that a better culture and rapport can be created as a community.

The Hollis School District Goals for 18-19 were identified and examples of how they were achieved/put into practice during the school year were provided.

Infrastructure Goal

Collaborate with emergency services and the SAU Joint loss Management Committee (JLMC) to improve the safety and security of our schools.

Actions

- Emergency Operations Plans; updated and submitted on time (continues to be a working document that will be submitted each year on time)
- Grants and Budgetary Items; HUES waiting to hear (\$37,000 project), HPS “fish bowl” windows - looking into more
- Monthly Safety Committee Meetings
- Safety & Security Audits; HPS/DOE walkthrough resulted in some recommendations; camera alignment, shades, flooring, HUES playground fencing, walkies for staff, additional cameras and bollards
- Increase FEMA Certified Staff; beginning of year 29% of staff certified - end of year HUES 53%, HPS 40%
- Collaboration with Police and Fire Departments; fire extinguisher training, reunification, DARE, lunches with an Officer

Social/Emotional Learning Goal (SEL)

Continue building and embedding social/emotional programming that will continue to focus on developing students’ abilities to be: problem-solvers, resilient, independent, tolerant, as well as to be able to persevere through difficulty/failure, have an optimistic view and to have a growth mindset as learners.

Colleen Micavich, Special Education Administrator, spoke of the goal being part of the Whole Child Initiative.

- SEL Team Membership; HUES & HPS (2 Administrators, 1 Teacher, and 2 Guidance Counselors)
- HUES; SEL at faculty meetings (ten-minute mini-sessions @ each meeting)
- HPS; SEL end of year training by members of the SEL Committee
- SEL Team; where the team is heading in developing presentations that could be given to any part of the community
- Self-awareness, self-management (surveying teachers to see where their thoughts are about SEL)
- Continued work on Tier 2 & 3

Academic Goal

- Provide staff opportunities to build their depth of knowledge around standards, best practices and emerging trends in education.

Actions

- Professional staff will participate in Meaningful Monday work across districts
- Professional staff will meet in PLCs to discuss, develop, refine, and share best practices to meet the needs of all learners
- Offer refined and differentiated professional development for the staff
- Continue with learning walks and classroom collaboration opportunities
- Create learning environments that are differentiated with opportunities that empower students to grow and reflect.

Actions

- Continue to implement project-based learning activities
- Foster student leadership via Service Oriented Activity Reflection (SOAR) and town meetings
- Develop consistent processes for gathering and using feedback from families and students
- Research and implement best practices for personalizing learning

- Refine Response to Intervention (RTI) practices to include ALL learners
- Cultivate talent

In terms of enrollment numbers, HPS started the year at 344 (ending at 354) and HUES at 327 (ending at 318). Looking ahead to next year, Kindergarten is at four classes and getting high with enrollment. First, 2nd, and 3rd grade will have five classrooms. At HPS, the next year will begin with five classes at every grade level (class size 20-21).

Special Education Updates

Colleen Micavich, Special Education Administrator, commented on the significant increase in the needs of the students, which is impacting the budget. There has been a large increase in move-ins as well as preschoolers having significant needs. IEPs include 7 more 1-1 Paraprofessionals (may or may not require that number). Some of this was known and planned for. There are also needs in the area of Occupational Therapy, Speech, Teachers, Paraprofessionals, and BCBA oversight. The need for a new reading specialist to support the increasing identification needs was known. What could not have been predicted was the surge of new students. The Administration is confident all of the needs of the students can be met through the budget.

Noted were facility and security summer upgrades. Itemized list included as part of the agenda packet.

Looking forward – staffing, programs, facility, and safety:

- HPS - growing the Environmental Science position; solar panel data (how it can be used), snowshoeing, composting and recycling
- HPS/HUES - Envisions 2 implementation
- HPS/HUES - Lucy Calkins Writing - Meaningful Mondays
- HPS/HUES - Capital Improvement Plans
- HPS/HUES - Continue to provide opportunities for training staff on emergency and safety protocols
- HUES - Library/STEM Assistant addition

Superintendent Corey thanked the Administration for the presentation commenting it highlighted what the four Administrators do on a daily basis, and the reasons why all who are involved in the education of the students do what they do.

Asked to provide an expanded definition of the different tiers of instruction, Ms. Micavich explained when talking about instruction (academic, behavior, social/emotional), Tier I is the general education classroom; everybody's instruction. Tier II is an indication of students who require something a little more. Tier III is usually reserved for students who need an IEP or significant supports.

Asked about the addition of key fobs, Principal Fowler commented at HUES they have both a key system and a fob system. If an employee loses his/her fob it can be immediately taken offline. In the instance of a lost key, the entire building or a section of the building has to be rekeyed. In the long-term that is how key fobs enhance security. In the short term, it makes accessibility easier for staff. Approx. 7 years ago a staff member lost a set of keys and the entire lock system at HUES had to be redone at a cost in the thousands of dollars.

Asked if there is concern with the ability to hire the needed 1-1 Paraprofessionals, Ms. Micavich stated that to be a concern. Having done this for some time she has always been fortunate to find capable people, but she has been looking to fill open positions specifically at HUES, and wanting to keep the standards where they are, which has resulted in some of the positions remaining open. She is concerned with the tight job market.

DISCUSSION

- Governance Plan – HB1612

Assistant Superintendent Bergskaug spoke of the work done over the past year to put together the Governance Plan (Plan).

The Data Governance Team (Team) consists of Rich Raymond, Network Administrator, Assistant Superintendent Bergskaug, Kelly Seeley, Business Administrator, and Carol Tyler, Database Manager.

Training began last year and will be done yearly to ensure staff has a clear understanding of what the Plan means to them and their role in the District. There are protocols in place for downloading software and understanding what occurs when information is leaked, e.g., how the District responds and how the community knows the District will respond and report out. Next steps include a network audit and security audit to identify any weaknesses and determine how to address same.

Chairman Mann questioned if the Plan is intended as a reference noting the volume of information included. Assistant Superintendent Bergskaug spoke of policies around data governance, which outline what teachers need to know and understand.

Vice Chairman Fareed questioned language on page 5, which reads in part; “In addition, the district reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of a staff member’s teacher certificate.” Specifically, what “seeking discipline of a staff member’s teacher certificate” means. Assistant Superintendent Bergskaug responded some violations can result in the loss of teaching credentials. Chairman Mann questioned the governance around that, and was informed it would be an investigator of the Department of Education (DOE). An investigation would occur in District and the findings forwarded to the DOE.

Asked if there are enough authorized staff to vet all requests for digital access that the document requires, she stated there are weeks when 5 requests may come in and others where there may be 30. A site may have been initially denied and subsequently changed their privacy policy resulting in a new request. Asked who is required to read the privacy policies and terms of service, Assistant Superintendent Bergskaug stated the Team is responsible for that.

Asked about the annual audit of existing sites, Assistant Superintendent Bergskaug commented in earlier times, there was a library list of movies that your child might watch in class. That was providing the parents information on what the students would be privy to in class. It is sort of like that except it is of all of the websites and tools. Part of it is providing information to parents, e.g., if in K-3, students might see this or utilize this resource. She commented she cannot automatically approve a resource for all districts. If a district has been approved for use and another wishes to utilize a particular resource, there is the need to review it again before adding it to the list of another district so that parents can know it is now available in both districts.

Vice Chairman Fareed questioned if student homework is included and has to be vetted, and was informed what is vetted is the site that accepts the homework.

Asked who would conduct the annual audits, Assistant Superintendent Bergskaug stated the network and security audits would be by two different external resources. Asked about the internal vetting that is done by the Team, she spoke of the individuals conducting the audit and how they view the sites through different lenses.

The question was raised of whether the District has responsibility for a group within the schools that does not utilize the SAU server or email. The response was that if a parent understands their child will participate in an afterschool activity that is loosely associated but not necessarily a school sanctioned club/activity, and they are sharing their email information with the individual running the activity, they are thereby giving their permission for that communication to take place. That is beyond the responsibility of the SAU.

Chairman Mann spoke of the unfunded mandate and the significant technical aspects that are part of the assessment. Should it be found there is the need for additional resources, he would like that to be brought to the attention of the Board. He spoke of the sheer amount of work required to fulfill the obligations. He requested the Board be updated on the volume of work and how the process is proceeding. He spoke of the size of the technology department in SAU41 versus that of neighboring communities, and a concern there will be the need for additional resources/personnel. He spoke of the investments that have been made in technology across the SAU and the amount of time required to manage that in addition to this extensive governance.

Superintendent Corey stated his belief many districts are struggling with this. Assistant Superintendent Bergskaug's leadership has put the SAU at the forefront and other districts are looking to us to see how it is getting done. Data points can be gathered throughout the summer and a review done to identify what it is doing to the district. It may not be something that the Hollis School District needs, but instead something the SAU needs that can be shared across the districts.

Vice Chairman Fareed remarked one of the things that is worrisome is a data breach and some kind of ransom situation. She questioned if the District would turn to an outside source in an emergency such as that. Superintendent Corey stated the SAU would turn to its insurance carrier, Primex. They have a separate branch that does nothing but this.

- Revenue and Expense Update

Kristen Maher, Assistant Business Administrator, stated with one month left in the Fiscal Year (FY), there remain a number of encumbrances. As of 5-29-19, the Unreserved Fund Balance (UFB) is \$277,657.40. From that, allocations approved by the voters would be deducted; \$23,970 SAU Building Maintenance Trust, \$120,000 District Maintenance Trust Fund, and \$25,000 Special Education Expendable Trust Fund leaving a balance of \$132,657 that could be allocated to the Retained Fund Balance (traditionally \$152,000).

Major changes from last report include the utilities line; budgeted \$728,644.05, year to date expense \$758,940.55, encumbered \$89,658.32 resulting in a potential overage of \$119,954.82. Noted was the research being conducted to identify where demand charges are being generated from. The Chair of Hollis Energy Committee has been looking into the fact the solar panels are providing some kickback for the energy being used. There may be an opportunity to be coded as a different type of user, which would bring down demand charges (nearly 70% of all bills are demand charges).

Another line item that has changed since last reported is the Building Improvements line. The change is a reflection of the cost of the unexpected heat controller repairs being removed from that line.

- Board Goals Update

Superintendent Corey stated he and Ms. Arthur are scheduled to meet with the Town Recycling Coordinator. The schools would like to do more with recycling, and the desire is to tie it back into the Town. It may be that a Board goal will be added around energy efficiency as well as recycling.

- SAU Building Renovations/Capital Improvement Projects

Superintendent Corey stated the agenda packet included cost comparisons for SAU upgrades. The project will be multi-layered. Last spring the District funded the study on the barn and the SAU building. Later in the agenda the Board will consider approving a Facilities Committee that will have the authority to take that study to the next step.

In terms of the barn renovations, being looked at are office areas of approx. 3,836 sq. ft. in the existing SAU building and the barn area of 2,967 sq. ft. for a total of 6,803 sq. ft. The following options were cited:

Minor Renovations to Offices (\$100/sq. ft.)	\$ 383,600	Note: Elevator may not be needed
Renovate Barn	700,000	
Elevator (may not be required)	<u>115,000</u>	
Total Estimate	\$1,198,600	
Gut Rehab Existing Offices (\$200/sq. ft.)	\$ 767,000	Note: Foundation of Elevator is suspect and may need to be replaced
Renovate Barn	700,000	
Elevator	<u>115,000</u>	
Total Estimate	\$1,582,000	
Gut Rehab Existing Offices Replace Ele	\$1,070,000	Note: 3,115 sq. ft. \$200/sq. ft. - \$623,000
Renovate Barn	700,000	Demo Elevator \$15,000
Elevator	<u>115,000</u>	new 2 story Ele 1,440 sf (\$300/sf)-\$432,000
Total Estimate	\$1,885,000	Option adds 720 sq. ft. gives a good place for elevator
Demo Office Only	\$ 30,000	
Site Work	75,000	
New Office Building (\$300 sq. ft.)	1,150,000	
Renovate Barn	700,000	
Elevator	<u>115,000</u>	
Total Estimate	\$2,070,000	
Demo Office and Barn	\$ 35,000	
Site Work	80,000	
New Office Building (6,800 sq. ft./\$300/sf)	2,040,000	
Elevator (may not be required)	<u>115,000</u>	
Total Estimate	\$2,270,000	

Superintendent Corey stated the committee would conduct its work and bring forward recommendation(s) to the Board and Budget Committee.

Asked about a timeline, Superintendent Corey stated his belief it would be started during the summer months and take up to a five-month period in total depending on the option chosen.

DELIBERATIONS

- To see what action the Board will take regarding the proposed Charter for the feasibility study for the SAU offices and barn as well as other HSTEP and capital improvement items identified by the committee

Superintendent Corey spoke of the draft Charter provided with the agenda, noting it defines the purpose and makeup of the group as well as a starting and ending point. The committee takes over the day-to-day responsibilities of the project preparing to bring a warrant article forward. If approved, the committee would move from a facilities committee to a construction committee and into the next phase.

MOTION BY MEMBER FAREED TO APPROVE THE CHARTER OF THE HOLLIS SCHOOL DISTRICT FACILITIES WORKING GROUP, AS PRESENTED MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Vice Chairman Fareed remarked the document is there as a statement to the public of the intentions and plans for the structure of the building. Chairman Mann added it looks to be explicit as to the charge of the committee.

Ms. Arthur questioned how the makeup of the committee is determined. Vice Chairman Fareed responded this is a working group that is developing information to present to the Board. Its role is advisory to the Board. Part of the process involves public forums. Once there is a formulated plan, public forum(s) will be conducted to solicit public input/feedback.

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the approval of the Governance Plan for HB 1612

MOTION BY MEMBER FAREED TO APPROVE THE GOVERNANCE PLAN FOR HB 1612 AS PRESENTED

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

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

AC - Non-Discrimination

- 1st Reading 4-3-19
- 2nd Reading 5-1-19

Given its third reading;

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY AC - NON-DISCRIMINATION

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Assistant Superintendent Bergskaug spoke of previous discussion around inclusion of “immigration status”. Although immigration and/or citizenship is referenced federally, in State RSA it is not. The categories referenced in the policy are straight out of NH RSA.

Immigration/citizenship does not apply to everyone, and is based on whether or not people actively seek naturalization within 6 months of their eligibility. If they do not, they are no longer part of the protected class.

Vice Chairman Fareed questioned what State RSA has to do with Hollis School District policy. Superintendent Corey commented legal counsel would advise against referencing items not included in State law as that could lead to legal matters. Vice Chairman Fareed questioned why the District could not go a step further. Assistant Superintendent Bergskaug responded the absence of the reference in the policy does not suggest the District would actively discriminate against a particular group, it was simply a matter of having a policy consistent with State law.

MOTION CARRIED

4-0-0

GBA - Equal Opportunity Employment

- 1st Reading 4-3-1
- 2nd Reading 5-1-19

Given its third reading;

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY GBA – EQUAL OPPORTUNITY EMPLOYMENT

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Assistant Superintendent Bergskaug stated the policy to be before the Board unchanged from the time of the last reading. Ms. Roy asked for clarification the same reasoning applied with regard to immigration status, and was informed that was the case.

MOTION CARRIED

4-0-0

JFAB – Admission of Tuition and Nonresident Students

- 1st Reading 5-1-19 (as amended)

Given its second reading;

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY JFAB – ADMISSION OF TUITION AND NONRESIDENT STUDENTS

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Asked if any changes have occurred, Assistant Superintendent Bergskaug stated no changes were proposed.

MOTION CARRIED

4-0-0

ADB/GBEC - Drug Free Workplace

- 1st Reading 5-1-19 (as amended)

Given its second reading;

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY ADB/GBEC – DRUG FREE WORKPLACE

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

No changes have been proposed since the time of the last reading.

MOTION CARRIED

4-0-0

ADC/GBED - Tobacco Products Ban Use and Possession in and on School Facilities and Grounds

- 1st Reading 5-1-19 (as amended)

Given its second reading;

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY ADC/GBED – TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

KDCA – Information Distribution and Display

- 1st Reading 5-1-19 (as amended)

Given its second reading;

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY KDCA – INFORMATION DISTRIBUTION AND DISPLAY

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

GCPA – Reduction in Instructional Staff Work Force

- 1st Reading 5-1-19 (as amended)

Given its second reading;

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY GCPA – REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Assistant Superintendent Bergskaug noted the sentence added to the policy noting reference in the Collective Bargaining Agreement.

MOTION CARRIED

4-0-0

DJ – Purchasing

Given its first reading;

MOTION BY MEMBER FAREED TO AMEND POLICY DJ – PURCHASING, BY INSERTING THE FOLLOWING SENTENCE: “NO CONTRACT OR PURCHASE ORDER IS VALID WITHOUT THE APPROVAL OF THE BUSINESS ADMINISTRATOR”, AND ACCEPT THE FIRST READING, AS AMENDED

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Assistant Superintendent Bergskaug noted the “D” policies are requirements for districts receiving Federal funds, and are not in place in all districts. One of the requirements that was not found in the existing Policy DJ was identification of the one person that makes the final decision on purchase orders.

MOTION CARRIED

4-0-0

DJB – Purchasing Procedures

Given its first reading;

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY DJB –
PURCHASING PROCEDURES**

MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Assistant Superintendent Bergskaug stated the policy to be required, and is new for the District. Vice Chairman Fareed noted the second sentence, which reads “Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.” commenting if required to accept the lowest bid, it can end up being the poorest choice. She wished to replace the word “price” with “value”. value.

Superintendent Corey stated that amendment would be made in time for the second reading.

MOTION CARRIED

4-0-0

EHAB – Data Governance and Security

Given its first reading;

The following amendments were offered:

Page 2, #2, last sentence; delete “will”

Page 3, 2nd paragraph; insert a period at the end

**MOTION BY MEMBER FAREED TO AMEND, AS SUGGESTED, AND ACCEPT THE FIRST
READING OF POLICY EHAB – DATA GOVERNANCE AND SECURITY, AS AMENDED**

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

BEDG – Minutes

Given its first reading;

The following additional amendments were offered:

1st Paragraph, 3rd sentence; correct the spelling of “and”

3rd paragraph, replace “144 hours” with “5 business days”

MOTION BY MEMBER FAREED TO AMEND, AS SUGGESTED, AND ACCEPT THE FIRST READING OF POLICY BEDG – MINUTES, AS AMENDED
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED
4-0-0

BEDH – Public Participation at Board Meetings
Given its first reading;

The following additional amendment was offered:

Under Rules of Order: #1 – first sentence; correct duplication of the word “the”

MOTION BY MEMBER FAREED TO AMEND, AS SUGGESTED, AND ACCEPT THE FIRST READING OF POLICY BEDH – PUBLIC PARTICIPATION AT BOARD MEETINGS, AS AMENDED
MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Assistant Superintendent Bergskaug noted the new language commenting the intent is to more clearly articulate practice.

MOTION CARRIED
4-0-0

- To see what action the Board will take regarding the administration’s recommendation regarding the maintenance trusts

School Building Maintenance Expendable Trust Fund

HUES	Bathroom Flooring	\$ 5,000 (end of life)
	Water Heater Replacement	6,000 (propane heater is not an option)
	Stair Treads-Phase 2	8,000 (2 nd of two phases – safety issues)
	Muenters Unit Roof	35,021 (deferred for two years to accommodate HSTEP)
	Solar Panel Roofing	<u>\$ 9,142</u> (total cost was over \$90,000)
	HUES Sub-Total	\$63,163

HPS	Fire Alarm Upgrades	\$25,000 (upgrades needed to keep system current)
	Chair Replacements – Phase 1	5,440 (chairs are falling apart)
	Classroom Cabinets – Phase 1	5,060 (needed storage)
	Library Carpet	9,858 (end of life)
	Flooring (Rm. 117/Nurse)	12,500 (end of life)
	Shades for new windows	5,200 (needed as a result of HSTEP)
	Heating Control Unit	<u>21,999</u> (unexpected failure)
	HPS Sub-Total	\$85,057

HPS/HUES FY20 Water Testing \$ 3,000 (required to test every year for 3 years)

TOTAL: **\$151,220**

MOTION BY MEMBER FAREED TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY-ONE THOUSAND TWO HUNDRED TWENTY DOLLARS (\$151,220) FROM THE SCHOOL BUILDING MAINTENANCE EXPENDABLE TRUST FUND FOR THE PURCHASE OF THE MAINTENANCE ITEMS IDENTIFIED DURING THE PUBLIC HEARING

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

4 Lund Lane and Associated Structures Expendable Trust Fund

1. Security Upgrades - Estimated Cost \$12,000

- Install FOB system for building entry
- Install three security cameras (2 outdoor/1 indoor) and monitor

2. Landscaping Issues - Estimated Cost \$5,000

- Remove dying tree at parking lot edge
- Install weed fabric, shrubs and rocks to beds

3. Interior Painting - Estimated Cost \$3,000

- Main entrance painting and three other rooms

MOTION BY MEMBER FAREED TO AUTHORIZE THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED TWENTY THOUSAND DOLLARS (\$20,000) FROM THE 4 LUND LANE AND ASSOCIATED STRUCTURES EXPENDABLE TRUST FUND TO COVER THE COST OF SECURITY, LANDSCAPING, AND PAINTING ITEMS AS DETAILED DURING THE PUBLIC HEARING

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

Hollis School District Water System Expendable Trust

Emergency service and repairs to the water system at the Rocky Pond location in January and March 2019 – Total Cost \$5,051.34.

MOTION BY MEMBER FAREED TO AUTHORIZE THE EXPENDITURE OF FIVE THOUSAND FIFTY-ONE DOLLARS AND THIRTY-FOUR CENTS (\$5,051.34) FROM THE HOLLIS SCHOOL DISTRICT WATER SYSTEM EXPENDABLE TRUST FUND TO COVER THE COST OF EMERGENCY SERVICE AND REPAIRS TO THE WATER SYSTEM AT THE ROCKY POND ROAD LOCATION PERFORMED IN JANUARY AND MARCH OF 2019

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding authorizing the Superintendent to accept resignations and to hire during the summer months

MOTION BY MEMBER FAREED TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF DURING THE SUMMER MONTHS BEGINNING AT THE CONCLUSION OF THE SCHOOL BOARD'S JUNE MEETING AND REQUIRE NOTIFICATION TO THE BOARD OF SUCH ACTIONS

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

4-0-0

ADJOURNMENT

MOTION BY MEMBER ARTHUR TO ADJOURN

SECONDED BY MEMBER FAREED

MOTION CARRIED

4-0-0

The June 5, 2019 meeting of the Hollis School Board was adjourned at 8:24 p.m.

Date _____

Signed _____