

Hollis School Board
Wednesday, September 30, 2020
Hollis Upper Elementary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
- 6:10 Approval of Minutes – August, 2020
- 6:15 Public Input
- 6:30 Principal’s report
- Opening of School Update, Enrollment update, staffing, (remote and in person)
- 6:45 Discussion
- FY 22 Budget Overview
 - Diversity, Equity and Inclusion Update
 - Annual Meeting Discussion
 - SAU Rent/Long term lease
- 7:00 **Deliberations**
- To see what action the Board will take regarding policy BCA – Board Member Code of Ethics – annual renewal
 - To see what action the Board will take regarding policy DFA – Investment policy – annual renewal
- 7:10 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:20 Motion to adjourn

Hollis School District
Administrative Report
September 2020

Calendar, Events, Programs:

- HPS/HUES - October - Parent Conferences
- HPS/HUES - October 9th - Remote for all
- HPS - September 30th - Picture Day
- HUES - October 16 - Picture Day

Reopening Summary:

● **HUES**

- HUES has had a very successful start to the 2020/2021 school year. Being able to allow for each family to self-select the way they wanted to attend (in-building or remote) has allowed our school to focus on making both programs strong and not focus on upset families because a forced schedule didn't work for them.
- **Carpool** seems to be running smoothly at the beginning and end of the day with help from the HPD with traffic on 122 and Drury.
- Families are complying with **daily health checks** as we are seeing less than 10 families each day that need reminders to complete.
- I have been able to visit all in-building classes and almost all of the remote classes. My focus is to connect with all our students and build up strong connections and relationships with them.
- In-building teachers are all using google classroom as a platform for work completion and students are becoming very familiar with how that system works.
- Morning announcements are posted in google classrooms for remote learners and done over the intercom for our in-building learners. Key pieces of information can be shared that are common to both groups while allowing specific pieces of information to be shared with the appropriate group this way.
- Staff members at HUES are doing an amazing job of balancing all the new processes and procedures while creating an environment of caring and kindness for the students.
- Early Release Fridays are used for collaboration and planning for all teams. This time is greatly appreciated as it ensures that we continue to provide the best programming and ensure equity for all our learners
- Device rollout has gone pretty well and with the increase in our bandwidth - we are seeing less issues with connectivity. Each day gets better and students are learning how to manage their own devices too.

● **HPS**

- The 20/21 start to the school year has gone smoothly. Although there have been bumps along the way, we are definitely into routine and moving along. Our list for daily health screening reminders is getting shorter as the days pass and staff continue to fill them out as well.
- Carpool and bus drop off and pick up have been working. We are pleased with how efficient we have become in a short amount of time. I really want to give a shout out to the staff who help coordinate this dance every morning and afternoon to ensure safety.
- I have been able to visit all classes and have popped into some remote classes as well. Mrs. Tomaselli has also taken some time to visit remote classes as well as in person. It is our goal to be as present as we can in all classrooms.
- Morning Announcements are shared in house but also over zoom with all remote students. Today we had 24 remote students attend!
- During early release Fridays, staff are collaborating, planning, and working with paraprofessionals and/or special education teachers in order to prepare the best learning for our students in the weeks to come. That time has been much appreciated and valued by our staff.
- We are starting to feel a sense of accomplishment with the technical blips that we have had. The team has done a great job working together to work out issues, resolve mistakes, and ensure students that it's ok when something goes wrong. No one is to blame for a technical issue, all we can do is work to fix it and learn something new:)

Staffing & Students:

- HPS - We are happy to welcome Mrs. Julianne Bishop, Mrs. Ellen Kotelly, and Mrs. Charley Simonian who have taken over leaves for 1st, 3rd, and Art classes.
- HPS - We are currently interviewing for a paraprofessional position.
- HPS/HUES - Students have been happy to be back in school regardless of remote or in person. All classrooms are busy building classroom communities and procedures.
- HUES - We are happy to welcome Baily Ryan - grade 6 teacher and Sadie Bradshaw - case manager, to our building this year.
- HUES - We will be celebrating our 1st WING awards of the year next week - it will be a recorded presentation so all students can see, hear and celebrate their peers' accomplishments.

Building & Grounds:

- HUES:
 - Outside areas are being used daily. Staff and students are enjoying the outside learning environment. Snacks and Lunch are outside while the weather is beautiful!
 - Custodial schedules have been adjusted at the beginning of the year to be sure that all cleaning protocols are being followed.
 - HUES lighting replacement work will tentatively begin on 9/30 with the crew working from 3:30pm - 2:00am M-TH ensuring no impact on the learning environment.
 - The HUES phone system has been switched to VoIP with a new number: 1-877 Hollis Hawks (18774655474)
- HPS:
 - Lighting Project begins Wednesday, September 24th
 - Outside classrooms are being used daily. Staff and students are enjoying the outside learning environment
 - Custodial schedules have been adjusted at the beginning of the year to be sure that all cleaning protocols are being followed.

Enrollment Snapshot for September 2020:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK Intensive Needs		4	86 total 23 remote 63 at HUES
PreK 3	6	5	94 total 30 remote 64 at HUES
PreK 4	7	6	103 total 42 remote 61 at HUES
K	70 54 at HPS 16 remote		
1	74 45 at HPS 29 remote		
2	93		

	67 at HPS 26 remote		
3	83 55 at HPS 28 Remote		
Total Hollis School District Enrollment: 619 District In-Building total: 425 District Remote total: 194			

Hollis School District
Monthly Enrollment Breakout
September 2020

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (9/23/20)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	6	0	6
Pre – K 4 year olds		1		7	0	7
Prek Intensive Needs		1		3		3
<i>Drop in Speech Services Only</i>				2		2
Kindergarten	18	4	100	70	0	In Building: 18, 18** , 18** Remote: 16
Grade 1	18	5	75	74	0	In Building: 14, 15, 16 Remote: 14, 15
Grade 2	20	5	99	93	0	In Building: 16, 17, 17, 17 Remote: 26 (instructional para)
Grade 3	20	5	88	83	0	In Building: 16, 19, 20 Remote: 13, 15
HPS Totals		22 classes	380	336		In Building total: 237 Remote total: 99
Grade 4	23	4	91	86	0	In-Building: 21, 21, 21 Remote: 23
Grade 5	23	5 sections 6 teachers	102	94	0	In-Building: 16, 16, 16, 16 Remote: 30 (2 teachers)
Grade 6	23	7	101	103	0	In-Building: 14, 14, 16, 17 Remote: 21, 21
HUES Totals		16 classes	294	283		In-Building total: 188 Remote total: 95
HSD Totals		38 classes	674	619		District In-Building total: 425 District Remote total: 194

* denotes class sizes over policy expectations

**Each class has 1 student in the self contained program

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2020	336	283
2019	344	299
2018	344	327
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

Policy BCA - BOARD MEMBER CODE OF ETHICS

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Adopted: May 25, 2004

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016

Re-Adopted: March 28, 2017

Re-Adopted: March 27, 2018

Re-Adopted: April 3, 2019

INVESTMENT

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA [197:23-a](#) to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA [366:57](#).
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

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

This investment policy shall be reviewed annually by the School Board.

Legal References:

RSA [197](#):23-a, *Treasurer's Duties*

RSA [383](#):22, *Public Deposit Investment Pool*

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Re-Adoption: April 11, 2018

Re-Adoption: April 3, 2019