

**HOLLIS SCHOOL BOARD
MAY 1, 2019
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Wednesday, May 1, 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
 Amy Kellner
 Carryl Roy

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Kristen Maher, Assistant Business Administrator
 Carol Tyler, Database Manager
 Richard Raymond, Network Administrator

AGENDA ADJUSTMENTS

Superintendent Corey recommended the Governance Plan (HB 1612) be the first item under discussion.

Chairman Mann requested the agenda be adjusted by moving discussion of a Feasibility Study Committee to follow the discussion on the Governance Plan and by adding Board action on the formation of the committee under Deliberations. He requested the agenda be further amended by adding, under Deliberations, Board action on the appointments by the Chair.

There being no objection, the agenda was amended as requested.

APPROVAL OF MINUTES

Hollis School Board – **Organizational Meeting** [April 3, 2019](#)

The following amendments were offered:

- Page 3, Line 43; replace “wildcat” with “wildcard”
- Page 4, Line 6; delete “Officer” following “(SRO)”
- Page 10, Line 35; capitalize ‘Primary’

**MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED
5-0-0**

NOMINATIONS/ RESIGNATIONS/CORRESPONDENCE – None

PRINCIPALS' REPORT

Superintendent Corey highlighted items included in the report (copy provided with [agenda](#)) including the dates for the new kindergarten and 1st grade student screening.

Installation of the CAT 6 cabling at the Hollis Upper Elementary School (HUES) began over vacation. A deep cleaning of both buildings was done over vacation.

Water samples from all faucets (across the SAU) were taken, per the new State requirement.

Penny Currier, Jennifer Goldthwaite, Sara Proulx, and Paula Izbicki, Principal, HUES, will be presenting at the New Hampshire Association of School Principals in June. The title of the workshop is “Empowering Your School Community; Small Changes, Tremendous Impact”.

Betsy Keegan and Samantha Boudreau along with Candice Fowler, Principal, Hollis Primary School (HPS), have had their “Learning Walks” proposal accepted by the Learning Forward professional Organization. They will be presenting nationally to their peers in December.

Asked about enrollment, Superintendent Corey noted NESDEC projections have traditionally included a dozen additional students based on receiving students from the private kindergartens. Both of those private facilities have closed. That could mean the extra section (budgeted) may not be needed. Enrollment is being watched carefully. Absent a change over the summer, the District should remain under the educational specifications. If a change occurred, the Administration would recommend use of the Contingency Fund to hire a teacher and keep class sizes where the community expects them to be.

Chairman Mann commented on the enrollment table included in the report noting the previous format included a breakout on educational specifications and the distribution of students across the sections. Vice Chairman Fareed remarked the format used in the report has remained constant; however, the Board has traditionally been provided a second, more elaborate chart. The Board requested the additional information continue to be provided. Superintendent Corey noted the timing of the distribution of the report and the effort to ensure enrollment information was provided.

PUBLIC INPUT - None

DISCUSSION

- Governance Plan – HB 1612

Carol Tyler, Database Manager, stated the process that began in 2016 was prior to understanding a new law would come into play. The law was put in place last June, and requires all work; particularly the Data Governance Plan, by June 30, 2019.

Ms. Tyler provided a presentation (can be viewed [here](#); beginning at tape counter 11:55).

The Technology Team, consisting of Rich Raymond, Network Administrator, Assistant Superintendent Bergskaug, Kelly Seeley, Business Administrator, and Carol Tyler, Database Manager, reviewed every piece of data and software (licensed and unlicensed) that held student data with personally identifiable information, who had access to the software, and what the roles looked like.

A list was created of every piece of software and rules-based security was set up, e.g., in PowerSchool teachers have teacher roles. The law applies to students and staff. The account software, employee payroll software, etc. all had to have rule-based security in place and permissions established based on the needs of the individual users.

Ms. Tyler spoke of the Acceptable Use Agreement (AUA) Policy for students noting that was reviewed in terms of its relation to HB1612. It was adapted to be more extensive and apply to staff as well.

Another large undertaking was the creation of an inventory of every piece of software used as a curricular resource; free tool or website, licensed software, school library databases, etc. The inventory spreadsheet was distributed to the entire staff with a request each individual identify the piece of software used and the grade level used for. The law requires the District to identify who uses the software, the type of software, whether free or licensed, a description of the software, where it can be found, privacy statement, and terms of use. The data was collected from about this time last year until June when school got out.

Ms. Tyler remarked that is where they left staff in June, and the team began its work of vetting every piece of software on the list. A rubric was developed to determine what should be used and what staff should not be allowed to use with student information. Some pieces of the rubric were basic; does it meet the privacy standards and the new law of privacy standards, if it does require student log-in what does that look like, there are naming conventions, e.g., don't want to use first name, last name. They looked at if the website collects or tracks data, does target marketing, if it is a curricular enhancement or a distraction. They developed certain protocols to protect student privacy; not just free websites and tools, but licensed software. Looked at was how to release information for licensed software and set up standards to protect student data. They looked at who in the District should be uploading that data; centralize the amount of data that people have access to and make access rule based.

They also looked at sites that have explicit parent permission. She provided the example of an online calculator that has a privacy statement for no students under 13. One of the middle school teachers wanted to use it, and was provided approval, but every single parent was required to sign off.

Mandatory software and student privacy Cloud training for all staff in the District was completed in June of last year. Some of the things discussed were 13⁺ guidelines, privacy pledges from vendors, teachers not uploading student names to websites, temporary tools that do not require log-ins, etc.

A Google form was developed for all new technology requests that were either not on the list or had not been approved initially. The Team meets weekly to review requests and make determinations.

From there, the Team looked at the practices; how data security is communicated to families. Information has been listed on the website and all privacy is being communicated through PowerSchool. The team reviewed every single privacy policy that was listed on every website reviewed over the past 12 months or so.

The information is stored on the Information Technology [page](#) on the District's website for access by staff, students, and general public. The page lists technology use and student privacy (not yet a policy), the AUA Policy, links to FERPA, US DOE student privacy policies, etc. Also included is the SAU software list. The page has tabs that show licensed software, unlicensed software, library databases and curricular resources (sites a teacher could use but student log-in/access is prohibited).

The law requires development of a Data Governance Plan (Plan). The Technology Team morphed into the Data Governance Team. Wanting to understand the purpose and intent of the Plan, they spent a great deal of time reviewing the law, and used that information to develop the Plan. One of the big pieces is the need to think

about data life cycle and security, e.g., how long we store information, where it is stored, etc. They understand the need to review risk assessment, external audits, and define data retention schedules and destruction of data, when necessary, e.g., if data is housed internally, when the server is no longer in use, how the server is scrubbed. Even with the current hosted systems, when students age out, what information do we still need to keep.

The Plan also includes a procedure for a data breach; how business will continue, the plan for recovery, and how we communicate to the public what we are doing and what the breach was.

Work that continues is development of policies for all three districts (EHAB, GBEF, GBEF-R, JICL, and JICL-R).

The law states the need for a complete network audit and security audit, and that the funding source be identified. They should not be done internally and should not be done by the same company as it would represent a conflict.

Ongoing work includes the vetting of new sites, reviewing existing approved sites for updates to privacy policy or terms of use and review data retention and storage.

Ms. Arthur questioned if there are documented public school data breaches that have been analyzed, and was informed there are. Ms. Tyler stated there to have been at least 4 in New Hampshire alone. She noted she and the Network Administrator would be attending a conference on data security the following day. She believes that to be one of the topics.

Richard Raymond, Network Administrator commented one of the things they are in the process of doing is reviewing all of the security cameras. In years past, they were the Chinese cameras that had the back door for the government to hack into. At HUES, the cameras have all been replaced with American access cameras, which are far more secure.

Chairman Mann commented a lot of the peripherals within the network, like a camera, can be used as a way for a hacker to get into the network. When we think about even the most rudimentary element that we tack onto the network, we always have to think, from a security perspective, is there a way someone could get into it remotely and then gain access into the network or be able to get some nugget of information that gets them a step further into the network.

Chairman Mann remarked from the standpoint of bring your own device and the software on those devices, which are accessing the network (trusted device), what might we want to consider and how do we even begin to manage that. Mr. Raymond stated if an individual brings a personal device onto any network in SAU 41, they are on a guest VLAN, which is totally encapsulated from the production network. Does that mean someone could impact everybody else on the guest network; that is possible, but access is at your own risk. He spoke of how aggressive he is with the production network and blocking any personal devices. It also prompts a phone call and conversation. Ms. Tyler stated the practice is the user is not able to get into the production network unless they have bypassed it somehow.

Mr. Raymond commented, with the high school and middle school, it is all radius server authentication. There is no way a personal device can get on the production network; if your device is not an active directory it just can't do it. With the machines the District owns, they lock them down very tight with NTFS permissions. Putting software on requires a tech staff member.

Chairman Mann remarked in the corporate world, there is a great deal of training around phishing through email. He questioned if the District does this or plans to. Recent articles he has read indicate phishing is 90% of the hacking these days. Mr. Raymond stated that to be where a couple of the Ransomware hackings occurred. That was covered in the staff training last June.

Mr. Mann stated anyone using the network needs to be sharp about how to identify it, e.g., you never click on a link in an email, particularly if the link and what is being asked for doesn't match the email address.

Mr. Raymond commented Google is pretty good with their spam filters. The District also has the DKIM setup, which is an encryption key that is on the DNS server. If someone masquerades his name on an incoming email, they don't know the encryption key and it will understand it is really not him sending the email.

Chairman Mann commented on his employer creating their own phishing traps. They ask employees to report emails they believe to be phishing. If someone does not report it and instead clicks on it, they know additional training is needed. Mr. Raymond stated that would be part of a security audit.

Mandatory training that occurred with every staff member last year covered email. That training will be required annually. The District is also looking into additional online modules. They reviewed an email phishing module that will likely be incorporated into the training.

Chairman Mann questioned the policies that need to be considered and how they might be used and cite the Plan as a procedure. Asked if the policies need to be adopted by June 30th, Superintendent Corey stated it to be the Governance Plan alone that has that deadline for adoption.

Chairman Mann stated his pleasure with the periodic audits and assessments. Mr. Raymond remarked one of his goals coming out of the conference is to have information on how to write an effective RFP to send out to vendors. Asked if the procedures around how auditing is conducted will be built into the Plan, Superintendent Corey stated you do not want to tell people your procedures. That was not considered when the law was passed. A revision is underway to allow those matters to be discussed in non-public session. One of the options being looked at, as a District, is if the RFP were done through legal counsel, there would be a confidentiality aspect.

Superintendent Corey commented HB1612 was intended to have no cost; make things safer without a cost. It has taken four administrators 18 months of time and effort and it will also have an expense associated with the network audits. It is likely there will be close to \$20,000 added into each of the budgets across the SAU to fund the audits.

Chairman Mann suggested there may be the need for a data/security line item within the budget for ongoing expenses. He commented on the liability associated with the loss of data should a breach occur. Superintendent Corey noted the SAU's insurance carrier does cover data breaches.

Asked what a Virtual Private Network (VPN) is, Mr. Raymond stated it is a Chrome extension. What it basically does is makes an encrypted tunnel. Asked if that can be blocked, he indicated it is. The accounts are shut down. The District is pretty aggressive with that. The whole philosophy on extensions will be changed going into next year. Currently they block the ones they don't want to allow, and moving forward they will block everything and allow the ones they wish to allow.

Chairman Mann stated the desire to keep the discussion going. He would like to see the topic on the agenda in the fall; particularly as budget season approaches.

Vice Chairman Fareed spoke of frustration for students, staff, and clubs when it comes to how thick the firewall is. She understands and supports the reasoning. She questioned if academic impacts are being researched. Ms. Taylor stated the law is taken very seriously and is interpreted to the letter they believe to be true. That has not been popular. They don't want to prevent anyone from being able to teach their curriculum, but at the same time, this is here, and it is not going away. They made the request form a Google form that teachers can submit any day. They are reviewed once a week.

Mr. Raymond described the filter and firewall as very aggressive. He has had many conversations with the Superintendent and Assistant Superintendent regarding their thoughts. The direction taken is that of the safety of students. E-Rate funding the District receives requires the District to be CIPA compliant and do its best to filter and protect the students.

Asked if policy would include consequences for those utilizing cellular to access forbidden sites, Ms. Tyler stated that is covered in the Plan. Chairman Mann commented on the desire to build an environment where if errors are made, the individual feels comfortable to make that known.

Asked about the appropriate timing for review, Superintendent Corey stated his belief the Plan is a document that will have to be reviewed annually. He spoke of the policies it impacts, educational environments, and ever constant changes in the software industry. That represents some of the hidden costs that concern him. He commended the Team for their efforts noting the District now has procedures, etc. that are becoming part of the daily routine. He commented on having spoken with a Superintendent who informed him his district spent \$40,000 to get to the point the SAU is at.

- SAU Building Renovations/Capital Improvement Projects
 - Facilities Committee Formation

Chairman Mann spoke of the level of engagement with subject matter experts that will occur with the study. The Board would look to the committee to take the deep dive into this work, which the Board cannot do given time constraints. The committee would do the legwork, present its findings, and make a recommendation to the Board.

When forming committees, the Board looks to have the different stakeholders represented. Chairman Mann spoke of creating a Charter for the committee noting when a committee has a clear charge its work is very focused. The committee is intended to have an advisory role to the Board.

Vice Chairman Fareed agreed any committee should have a formal Charter that is a public document. The Charter should state the mission, who the committee reports to, work product, what the authorities are, start and end date, etc.

Chairman Mann suggested the Board could have a Charter drafted and membership identified in time for the next meeting.

Superintendent Corey noted, once formed, the committee would provide regular updates as well as meeting minutes to the Board and the Budget Committee. The desire is for every member of the Board to be kept apprised and have the opportunity to provide input. The timeline is set as there is the desire for all of the material to be done for the Public Hearing in February. He spoke of the opportunities provided, in terms of community knowledge, by having members of the community serve on the committee.

- Committee Appointments

The following communication was read into the record:

“Dear Superintendent Corey and Hollis School Board,

I am providing this correspondence to be read into the public record bringing forward my Board appointments for the coming year. Over the last month, I took time to reach out to each school board member to understand their interests, passions and talents and how best to thoughtfully align those passions to needed roles.

In accordance with Policy BDE, BDF, and BBAA, I am submitting these appointments for Board consideration and approval. Upon approval, individuals in these roles will be empowered to faithfully carry-out the respected functions in the best interest of our school district and as assigned agents of the Hollis School Board.

I hereby appoint:

Tammy Fareed - Vice Chair to:

- *Hollis School District Representative to SAU Office Study Committee*
- *Hollis School District Representative to Hollis Budget Committee (as alternate)*

Brooke Arthur - Board Secretary to:

- *Hollis School District – Signer/Approver of the Manifests*

Amy Kellner to:

- *Hollis School District to Policy Committee*
- *Hollis School District Representative to SAU #41 Governing Board Policy Committee*
- *Hollis School District Representative to SAU Budget Committee*

Carryl Roy to:

- *Hollis School District – Signer/Approver of the Manifests*
- *Hollis School District Representative to Hollis Budget Committee*
- *Hollis School District Representative to SAU #41 Governing Board Policy Committee (Alternate)*

Rob Mann – Chair to:

- *Hollis School District Representative to SAU Office Study Committee (Advisory)*

These are very exciting times for the Hollis School District. I want to thank each of you for stepping up to fill these critical roles and responsibilities.

Respectfully Submitted,

Robert Mann – HSB Chair”

- Board Goals

- All Board Chair operational appointments made and approved by June
- New Board members attend NHSBA orientation
- Build FY21 Budget to BudCom guidance targets by February public hearing
- Form SAU 4 Lund Lane Site Plan Committee with committee Charter by June
- Prepare comprehensive SAU 4 Lund Lane site plan and final phase of HSTEP (Cost / Scope) with funding options by December 2019
- Complete District evaluation of Superintendent by February 2020
- Meet all timelines, hearings and statutory requirements for District meeting March 2020
- District participation on updating SAU strategic plan

Vice Chairman Fareed commented on additional tasks the Board takes on, e.g., information gained from staff regarding academics, standardized testing, etc. She questioned how those things Board members wish to focus attention on get relayed.

Chairman Mann suggested members consider items they wish to address, e.g., initiatives they wish to spearhead, etc. The items should be brought forward for Board consideration at the June meeting. If agreed upon by the Board, they would become initiatives of the Board. He spoke of the need for the Superintendent to be a big part of that discussion as the desire would be not to place additional workload on the Administration.

Superintendent Corey informed new members of the end-of-year presentation provided the Board at the June meeting. The presentation will cover all the educational goals that will tie back to the Strategic Plan. Information will be provided on where the Administration is heading, and the Board will have the opportunity to make requests relative to issues/initiatives for the coming year. The 6 goals of the Strategic Plan are very general by design.

In September, there will be discussion of direction. There will be Board goals (business side) and Principal goals (educational side). Those goals will be melded together, and worked over the course of the year; the Principals will keep the Board informed through periodic presentations.

Ms. Arthur commented she will be attending a school recycling conference at the end of May, and questioned when it would be appropriate to report back to the Board. Chairman Mann responded any matters Board members wish to provide information on can be added to an agenda if notice is provided in advance.

- Revenue and Expense Update

Kristen Maher, Assistant Business Administrator, informed the Board the report provided represents a period in time (as of 4-24-19). The unreserved fund balance is \$227,961.86. From that, allocations are made to the various trusts, as approved by the voters. The amount available to be included in the retained fund balance is impacted by those amounts. Traditionally, the Board has approved a retained fund balance of \$152,000. At this time, the estimated amount available is \$82,962.

Ms. Maher suggested the Board may wish to consider funding the cost of the unanticipated heat controller repair (\$28,329.12) through the Maintenance Trust Fund. That could increase the amount of the retained fund balance or the amount returned to the tax base.

Chairman Mann remarked the recommendation from the Budget Committee is typically to look to the Maintenance Trust Fund to cover the cost of unanticipated building/equipment repairs.

Ms. Arthur questioned the balance remaining associated with unfilled para positions and sub needs; whether they are paras not assigned to specific students. Superintendent Corey stated if there is an assigned one-on-one in an IEP, and the para leaves the District, the first priority of the District is to move an unassigned para to that one-on-one role. Many of the positions referenced relate to the transition period. In other years there is a fallback list to go to, and this year it is more a matter of advertising for people. The dollar amount is the sum that results from the two weeks here, three weeks there, etc., that positions remained unfilled.

Asked if the District ever adds a para to a classroom based on class size, Superintendent Corey stated that option is available if reaching educational specifications, e.g., if a classroom reaches educational specification size, rather than separate classes, due to the time of year, etc., he may recommend using a para-professional to reduce the ratio, not from a teaching direct instruction point of view, but the other set of eyes and hands aspect.

Vice Chairman Fareed stated her recollection when the question was asked last month she was informed it was due to a student-based change that resulted in the paraprofessional no longer being needed. Superintendent Corey stated that to be correct.

Asked about bus route credits, Ms. Maher stated the Hollis District is the only district receiving the bus route credit. The District was provided a cost at the start of the year, which is divided by 10 months. Once they determined they needed to cut a few routes, they then provided a new amount (also divided by 10 months).

Vice Chairman Fareed spoke of the heat controller repairs. That is now working fine, and training was conducted. When the energy project started, one of the big issues the consultants identified was the inefficiencies of running with the old system. It was not possible to fine tune what was being done. She stated her hope this repair will, over time, pay for itself in cost savings.

- Energy Consumption Report

Superintendent Corey remarked the information provided with the agenda is the first public draft of a document intended to capture HSTEP in a readable form that can be presented on a quarterly basis.

Although they are excited about usage, there have been issues related to demand charges. As usage decreases, energy companies are moving to demand charges. The District has been working closely with the Town's energy committee, and has purchased two devices (\$1,200 each) that are connected to the electrical boxes and allow for determination of the time of the spike, and eventually what caused the spikes, that result in demand charges. He provided the example of a hot water heater that was turning on at various times. When it turned on when we were close to peak, it would put us over. That demand charge was significant. Given the age of the buildings, there remain quirks that have to be identified/addressed.

From the point of view of usage, the District has used 196,219 kilowatts to date. Projected is that it will come down to 160,000 and remain there. The same trends are being seen with oil at the Hollis Primary School (HPS). HUES has come down; ten-year kilowatt average has been 567,383, and we are down to 400,000.

One aspect that is uncontrollable is the price. The Budget Committee reached the decision to focus on usage as that is what can be controlled.

He spoke of items that were unable to be addressed as part of the initial HSTEP project such as lighting in both buildings.

Regarding heating degree days per year, if the numbers were divided by 24 hours, it would result in approximately 205 heating days a year (for some portion of the day heat is on). That is a calculation being

reviewed to determine how that could be better regulated. There is a multiplier for that if you go into an extended cold spell, because then you are running your heat continuously and it is kicking on all the time.

It was noted the District only had the solar panels for approximately 6 months in 2018.

The high school is the largest user of electricity in the area. The data is being used when looking at other buildings and solar arrays. When you factor in the quality of the environment for students, that is significant.

Phase II of the facilities project looks at the other enhancements that will be done, and result in decades more use of the building. He provided the example of the work done on the outside walls and electrical and other internal aspects of the HSTEP project. Areas remain to be reviewed such as the kitchen, e.g., older freezers that are large energy consumers in comparison to the energy efficient products available today.

Chairman Mann questioned if any input has been received from the Budget Committee. Vice Chairman Fareed noted they have not yet seen the report. They requested a report based on units of consumables not dollars because you cannot control rates, demand charges, and cannot study before and after if looking at bills from prior years (difference in rates); you can compare kilowatt hours.

Vice Chairman Fareed commented with regard to questions about format, the first thing she sees is the leading edge of the report that addresses what savings were predicted by one person versus another, before there were actuals. Now we have these actuals and are seeing huge savings in the actual consumables, but the dollars are confusing.

If assuming, for example, \$0.155/kWh, she would like that number to be multiplied by the kWh we actually used before the project (2017) and times the actual kWh for 2019 (42% less). That is the real savings, but also shows if we had not made any changes, that is what we would be spending today.

Vice Chairman Fareed remarked, in order to pay for the HSTEP project, the District bought into a 10-year Municipal Lease Purchase. She would like to see what that opportunity (cost) times 10 would have cost us if all we had done was replace a few boilers, left the windows the way they were, left the insulation the way it was, etc. Apply that rate to the number of kWh and gallons, etc. that we would have spent and then apply it to the number of kWh that we now know we will be spending. That will not tell the tale of extending the longevity of these buildings by generations. It says nothing about the value added with natural light flooding the rooms, temperature controls, etc. She described some of the issues that were experienced prior to the project. Had the District changed nothing it would have spent less, but it would have been an unacceptable outcome. Those things have to be articulated and quantified where we can.

Chairman Mann stated he likes to baseline against pre-renovation consumables and the idea of adding the information of what the costs would be, in today's dollars, had we not done the project.

Vice Chairman Fareed remarked from the very outset, one of the most potent driving factors in the project was the savings estimates. Billing numbers were not available. There was a great deal of high-end math and technical consultants to try to figure out what savings we should expect from the project if we did, a, b, and c. Some of that is what is seen in the front two columns, and we need to change the paradigm from what we said would be saved based on our most educated guess (two years ago) to savings based on actuals.

DELIBERATIONS

- To see what action the Board will take regarding the Appointments by the Chair

MOTION BY MEMBER FAREED TO APPROVE THE APPOINTMENTS BY THE CHAIR AS STATED

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the formation of a Feasibility Study Committee for the SAU offices and barn as well as other capital improvement items identified by the committee

MOTION BY MEMBER KELLNER TO FORM A FEASIBILITY STUDY COMMITTEE FOR THE SAU OFFICES AND BARN AS WELL AS OTHER CAPITAL IMPROVEMENT ITEMS IDENTIFIED BY THE COMMITTEE

MOTION SECONDED BY MEMBER ARTHUR

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the Board chair signing the Federal Assurances Program, which mandates the Board to have reviewed the requirements.

MOTION BY MEMBER FAREED TO AUTHORIZE THE BOARD CHAIRMAN TO REPRESENT THE SCHOOL BOARD, AND ACKNOWLEDGE THAT THE SUPERINTENDENT HAS CONSULTED WITH ALL MEMBERS OF THE SCHOOL BOARD, IN FURTHERANCE OF THE SCHOOL BOARD'S OBLIGATIONS, INCLUDING THOSE ENUMERATED IN RSA 189:1-A, AND PURSUANT TO THE SCHOOL BOARD'S OVERSIGHT OF FEDERAL FUNDS THE DISTRICT WILL BE RECEIVING AND OF THE GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN SAID FEDERAL PROGRAMS

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Superintendent Corey stated approval would allow the Chairman to sign the documents indicating it was discussed at a Board meeting. He noted a copy of the Assurances was provided with the agendas for last month's meeting as well as this meeting.

Superintendent Corey stated the District receives Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant money, Title II monies, which can be used for professional development as well as reducing class size, Title IV monies, which are more focused on technology, and Federal funds for the Free and Reduced Lunch Program.

All of those go through a very regimented process at the SAU. The Assurances the Chairman and he would sign identify the pieces that will be done to comply with all Federal regulations. Assistant Superintendent Bergskaug runs the Title II and Title IV, the Student Services Director oversees IDEA, and the Food Service Director oversees the food service funds. Each must receive permissions from the Business Administrator. Each month the Business Administrator submits invoices utilizing the electronic mechanism with the State. The Superintendent is responsible for ensuring the correct invoices are uploaded. It is a very lengthy process and one which the auditors monitor during the yearly audits. Prior to two years ago, the only requirement was the signature of the Superintendent.

Superintendent Corey remarked last year one of the concerns with the form was that it basically asked the Board Chairman to monitor compliance. The SAU responded indicating it did not feel that could be done; the Board

Chairman is not involved in the day-to-day operations. The current language states it has been discussed, it is understood what the responsible individuals are supposed to be doing and the requirements will be complied with and reviewed as part of the annual audit.

MOTION CARRIED

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

CFB – Building Principal Evaluation

- 1st Reading 12-5-18
- 2nd Reading 4-3-19

Given its third reading;

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY CFB – BUILDING PRINCIPAL EVALUATION

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

5-0-0

AC - Non-Discrimination

- 1st Reading 4-3-19

Given its second reading;

MOTION BY MEMBER KELLNER TO ACCEPT THE SECOND READING OF POLICY AC – NON-DISCRIMINATION

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Vice Chairman Fareed remarked the policy has to do with equal opportunity and she does not see any reason to delay adoption.

Ms. Arthur questioned whether immigration status should be included.

Superintendent Corey suggested the Board accept the second reading, refer the question back to the Policy Committee, and bring it back before the Board for a third reading. Chairman Mann suggested there may be the need for a legal opinion.

MOTION CARRIED

5-0-0

GBA - Equal Opportunity Employment

- 1st Reading 4-3-1

Given its second reading;

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY GBA – EQUAL OPPORTUNITY EMPLOYMENT

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Ms. Arthur requested the same consideration be given to incorporating immigration status.

Vice Chairman Fareed remarked the idea would be that we are an equal opportunity employer regardless of immigration status. Ms. Arthur stated what she was able to learn was that it is considered a protected status. Superintendent Corey stated his agreement on seeking a legal opinion. In one situation we would provide an education to a student. The employment piece would fall back to the I9 and the documentation. He believes there may be two different answers.

MOTION CARRIED

5-0-0

JFAB - Admission of Tuition and Nonresident Students

Given its first reading;

MOTION BY MEMBER FAREED TO AMEND #4 UNDER SECTION II SO THAT THE LAST SENTENCE READS “TUITION CHARGES WILL BE WAIVED AT THE SOLE DISCRETION OF THE HOLLIS SCHOOL BOARD IF RESIDENCE IS ESTABLISHED BY OCTOBER 1 OF THE SAME SCHOOL YEAR IN WHICH THE CHILD IS ENROLLED, AND ACCEPT THE FIRST READING OF POLICY JFAB – ADMISSION OF TUITION AND NONRESIDENT STUDENTS, AS AMENDED

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Ms. Kellner stated the change is around reporting. Having a hard and fast date of October 1st, makes the reporting easier. Superintendent Corey noted funding is based on Average Daily Membership (ADM). The reporting date is October 1st, and sets our tuition for the year. It is just a procedural thing that will make things easier. It does not mean that a family that has a lease or Purchase & Sales won't need a little more time for that, we just need to know from them are they committed to attending.

Ms. Arthur noted section VI. Other Situations, which addresses the District admitting non-resident students for other reasons, and questioned if the clause would cover if the District had an interest in increasing the social-economic or racial diversity. Superintendent Corey stated he would not say that is why it was written, but if all of a sudden there were spaces available in grades, this would allow the District the ability to look to fill those spaces. Should enrollment decrease, the Board may want to consider that as a revenue source and identify the criteria for how selection would be determined.

MOTION CARRIED

5-0-0

ADB/GBEC - Drug Free Workplace

Given its first reading;

MOTION BY MEMBER FAREED TO AMEND POLICY ADB/GBEC – DRUG FREE WORKPLACE, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE FIRST READING, AS AMENDED

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Ms. Kellner explained when regulations come out, the District receives a template from the New Hampshire School Board (NHSBA). With the instance of new legislation, they took the opportunity to update the entire policy to provide clarity.

Added were definitions for controlled substance, workplace, and drug-free school zone. Included is language relative to unlawfully manufacturing, dispensing, distributing, possessing, using or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a “medical marijuana” card.

Section B clarifies timeframes to address violation of the policy.

MOTION CARRIED

5-0-0

ADC - Tobacco Products Ban – Use of Tobacco Products Strictly Prohibited in/on All School Facilities and/or Grounds

Given its first reading;

**MOTION BY MEMBER FAREED TO AMEND POLICY ADC, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY OF POLICY ADC/GBED – TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS, PROVIDED WITH THE AGENDA, AND ACCEPT THE FIRST READING, AS AMENDED
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Ms. Kellner noted the addition of E-cigarettes and liquid nicotine to the definition of tobacco products. Ms. Roy remarked the definition of E-cigarette is specifically when it is nicotine. She stated her assumption the policy would not include vaping pens, etc. Vice Chairman Fareed noted controlled substance was defined in the previous policy. Ms. Kellner commented the policy is applicable to school grounds, and staff as well as students.

Ms. Roy noted the policy addresses possession of the products; someone on school property could not possess the products. It is not simply addressing use. Chairman Mann questioned how that would be enforceable. Vice Chairman Fareed questioned what would occur if someone witnessed something forbidden by the policy, e.g. reporting requirement. Ms. Roy questioned the “possession” language noting tobacco products are not illegal. Ms. Kellner stated the title indicates possession; however, the language in the policy addresses “use”. Superintendent Corey stated there to be a clear distinction in that the policy addresses “school vehicle” (owned by the District). If an individual were in his/her vehicle sitting on school property, that is a different scenario than if the District owns the vehicle.

Ms. Arthur commented she does not believe herbal cigarettes are covered in either policy. Chairman Mann questioned if E-cigarette is a broad enough term. Superintendent Corey commented at the COOP level, that in itself is enough to address the issue. If you have chosen not to have nicotine then there is a different issue; they are both illegal.

Asked if there is consideration of not allowing the device regardless of what is within it, Superintendent Corey responded, at the COOP level, the policy specifically addresses vaping (separate policy covering drug paraphernalia and vaping).

MOTION CARRIED

5-0-0

KDCA – Information Distribution and Display
Given its first reading;

**MOTION BY MEMBER FAREED TO AMEND POLICY KDCA – INFORMATION DISTRIBUTION AND DISPLAY, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE FIRST READING, AS AMENDED
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Ms. Kellner commented during a review of policies duplication was noted. Policy KHC – Information Distribution and Display (optional policy), is a policy that was reviewed earlier in the year. However, KDCA is a required policy. This policy encompasses the language in policy KHC. The intent would be to rescind KHC.

**MOTION CARRIED
5-0-0**

GCPA – Reduction in Instructional Staff Work Force
Given its first reading;

**MOTION BY MEMBER FAREED TO AMEND POLICY GCPA – REDUCTION IN INSTRUCTIONAL STAFF WORK FORCE, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, AND ACCEPT THE FIRST READING, AS AMENDED
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Vice Chairman Fareed commented the existing policy refers to the Hollis School District as kindergarten through grade 12. It has never been updated and is referenced in contract language. Over the past several years, the District has been methodically going through the policy manual making necessary updates. The proposed language is current with the Collective Bargaining Agreements that were passed in March.

Chairman Mann questioned how a ratified contract citing the policy would be amended in the instance a policy change is made, and was informed, with approval from the bargaining units, a sidebar agreement could be entered into.

**MOTION CARRIED
5-0-0**

KHC – Information Distribution and Display
Given its first reading;

**MOTION BY MEMBER FAREED TO RESCIND POLICY KHC – INFORMATION DISTRIBUTION AND DISPLAY
MOTION SECONDED BY MEMBER KELLNER
MOTION CARRIED
5-0-0**

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 AND 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
MOTION SECONDED BY MEMBER ROY**

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

Yea: Carryl Roy, Brooke Arthur, Amy Kellner, Robert Mann, Tammy Fareed

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Nay:

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MOTION CARRIED

MOTION CARRIED

The Board went into non-public session at 8:05 p.m.

The Board came out of non-public session at 8:34 p.m.

ADJOURNMENT

MOTION BY MEMBER FAREED TO ADJOURN

MOTION SECONDED BY MEMBER ROY

MOTION CARRIED

5-0-0

The May 1, 2019 meeting of the Hollis School Board was adjourned at 8:35 p.m.

Date _____

Signed _____