

HOLLIS SCHOOL BOARD
APRIL 29, 2020
MEETING MINUTES

A regular meeting of the Hollis School Board was conducted on Wednesday, April 29, 2020 at 3:06 p.m. at the Hollis Brookline Middle School Library.

Robert Mann, Chairman, presided:

Board Members Participating: Tammy Fareed, Vice Chairman
 Brooke Arthur, Secretary
 Amy Kellner
 Carryl Roy

Members of the Board Absent:

Also Participating: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent
 Bob Thompson, Assistant Superintendent of Student Services
 Candice Fowler, Principal, Hollis Upper Elementary School
 Paula Izbicki, Principal, Hollis Primary School
 Nicole Tomaselli, Curriculum & Instruction Administrator

Due to the COVID-19/Coronavirus crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Board members and members of the Administration were participating via ZOOM. Each member of the Board was asked to state, for the record, where they were, why their attendance in person was not reasonably practical, who, if anyone, was with them, and whether or not they were able to hear the proceedings.

Member Arthur

Stated she was participating electronically from home, attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and could hear the proceedings.

Member Roy

Stated she was participating electronically from home, attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and could hear the proceedings.

Member Kellner

Stated she was participating electronically from home, attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and could hear the proceedings.

Vice Chairman Fareed

Stated she was participating electronically from home, attendance in person was not reasonably practical due to COVID-19, she was alone in the room she was in, and could hear the proceedings.

Chairman Mann

Stated he was participating electronically from home, attendance in person was not reasonably practical due to COVID-19, he was alone in the room he was in, and could hear the proceedings.

It was acknowledged all members participating electronically could be heard. The Board was reminded all votes would be taken by Roll Call.

AGENDA ADJUSTMENTS

Superintendent Corey requested the Board set the date of its next meeting prior to adjourning.

Chairman Mann requested the agenda be adjusted to include Deliberation on a Charter for the H-SMART Committee.

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

PUBLIC INPUT - None

NOMINATIONS/RESIGNATIONS/CORRESPONDENCE

Assistant Superintendent Thompson informed the Board of his nomination of Sadie Bradshaw as the Case Manager for the Hollis Upper Elementary School (HUES) for the 2020-2021 school year. She comes to the District with her Bachelor of Arts in Elementary Education and General Special Education. She also has a background working with students with emotional behavioral disorders, which is a critical need in the District. The District proposes, for the 2020-2021 school year, a Bachelors +15, Step 5, and a salary of \$51,369.

**MOTION BY MEMBER FAREED TO ACCEPT THE NOMINATION OF SADIE BRADSHAW AS THE CASE MANAGER FOR THE HOLLIS UPPER ELEMENTARY SCHOOL FOR THE 2020-2021 SCHOOL YEAR AT A BACHELORS +15, STEP 5 AND A SALARY OF FIFTY ONE THOUSAND THREE HUNDRED SIXTY NINE DOLLARS (\$51,369)
MOTION SECONDED BY MEMBER ROY**

ON THE QUESTION

Asked if Ms. Bradshaw has certifications in any of the special education skills sought, Assistant Superintendent Thompson responded she has the EBD certification. He commented the District left a Case Manager position vacant at HUES in order to address the need for the intensive preschool. This would be filling a position that went vacant for the previous school year, and much needed with the caseload numbers at HUES.

Chairman Mann remarked it is very much a backfill as opposed to a Full Time Equivalent (FTE) addition. *A Viva Voce Roll Call was taken, which resulted as follows:*

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

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Nay:

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MOTION CARRIED

PRINCIPALS' REPORT

Principal Izbicki spoke of ongoing communication with families through phone calls, Zoom, and email. The Administration has been very understanding that families are going through things beyond remote learning. She believes the District has done a really good job in the area of being able to assist its families to ensure all the needs of its students are being met. There has been a change to weekly assignments (provided at the start of the week) so that parents are able to figure out what can be done throughout the week. Feedback continues to be provided and adjustments are made as needed.

The District is in the process of planning for a safe closure, which will include a mechanism for students to be able to retrieve their personal items.

She spoke of some of the ongoing activities noted in the printed report provided with the [agenda](#). A virtual information night and screening process is in place for kindergarten to ensure the necessary information is in place for student placement. Custodians are doing a phenomenal job keeping the building clean and preparing for all of the work that will be conducted over the summer, e.g., music room and gym have been repainted (photos can be viewed on Twitter).

Principal Izbicki spoke of being pleased with where the District is, and of being amazed with what the District has done with the special education process and in providing support through Response to Intervention.

Candice Fowler, Principal, Hollis Upper Elementary School (HUES), echoed the sentiments of gratitude for all of the hard work on the part of the students, parents, and every member of the District. HUES is also making adjustments to Google classrooms; what is developmentally appropriate for one student is not always appropriate for another. In the classroom, it is really easy to bounce back and forth to see that need, where in this environment we need to work with our families to figure out the best approach.

Principal Fowler remarked efforts are underway to keep traditions in place such as HUES News, e.g., different guests come in (posted every day), specialists post fun activities designed to get students outdoors, etc. We are looking at ways to end the school year in a great way. Some of the students have been asking are we coming back, are you making school longer, etc. We are reassuring the students that the adults are working on that, and will make the best, safest decisions we can.

The building is looking spectacular with projects being done that normally cannot be addressed. She expressed her gratitude to the custodial team for showing up, being positive, trying to figure out solutions such as the lockers that they have refinished/painted and the bleachers they have refinished.

There will be an end-of-year event planned for 6th grade students.

Principal Fowler commented on the phenomenal job being done by regular and special education staff to connect with students to identify and address any needs. They continually strive to identify areas where additional assistance/improvement can occur.

Member Roy commented on being pleased to see the maximization of time in regard to projects taking place in the schools. Vice Chairman Fareed questioned, and was informed the custodians have been provided with the Personal Protective Equipment they feel they need.

Vice Chairman Fareed questioned, and was informed staff meetings are being conducted via Zoom.

DISCUSSION

- Transportation

Superintendent Corey commented on the many developments around the [CARES Act](#). The Business Office is working with legal counsel and the transportation company, Student Transportation of America (STA). STA has provided information on what they have identified as essential components of their business. That information was forwarded to legal counsel, and a conference call is scheduled for Monday.

It is hoped a compensation breakdown will be able to be provided in the coming weeks. There are components that are tied into the contract and those that are calculated on a daily basis. The District does not compensate STA for fuel. Fuel is purchased by the District directly. The only current fuel usage is associated with the regular runs the buses would take during summer months to ensure the buses are turned on periodically and run. All buses have been inspected (passed). STA has two full-time employees still working at the bus barn to ensure all required activities continue.

When asked about food deliveries, Superintendent Corey stated the vast majority of food service is delivered by the parent pick-up model. The vans owned by the COOP School District have been utilized. Asked if there are cross charges for the District's use of the COOP van, he indicated the vans have been used to deal with any issues that come up, delivery of an item to a student, etc. Mileage has been minimal; were it to become a cost factor, the Business Office would address it.

- Special Education Update

Assistant Superintendent Thompson thanked the staff for their hard work noting the result to be a continuity of service for the students, and that the majority of students are receiving the same level of services they were when we were in the physical school environment. He extended his gratitude to all members of Student Services, and in particular recognized the work of the paraeducators who have, in a short amount of time, created a model that provides for individual and small group support.

The ESY program is for students with disabilities who have been identified as having possible regression if not provided with support over the summer months. The tentative plan is to run the ESY program from June 29th to August 14th. This is an extension of ESY by two weeks. Under normal circumstances, the ESY Program typically begins 2 weeks after the end of the school year. Research indicates waiting longer than 2 weeks could result in regression. Knowing the start of the next school year is not until September 3rd is why the program is extended at the end as well. The planned timeframe will provide greater opportunities for our students in the progress towards their goals and will help to reduce the obligation that would be owed to them when we exit remote learning and return to the regular school environment.

The plan, at this time, is to remain in a remote learning environment. There is a small population (about 1% of students identified) where they might look at what a model of in-person services would look like and if that could be done. For a lot of the related services, which are the bulk of services delivered, e.g., speech and OT, there has been a lot of success delivering them through Zoom.

- Remote Learning Update

Assistant Superintendent Bergskaug spoke of the survey that was sent out on the morning of April 2nd and closed on the evening of April 6th (49% participation).

All comments received were read and reviewed with each building Principal. Together they developed specific building implementation plans for addressing the concerns. The plans truly demonstrated a willingness on the part of the teachers and Administrators to receive feedback, grow, learn, and implement. A ton of changes have been put in place.

Now that we are roughly half-way through remote learning, and starting to talk about the end of the school year, it is important to begin the work of curriculum analysis in our Professional Learning Communities (PLCs). This is something we do every year; think about what topics were potentially not covered or what content was covered but maybe at a lesser depth. The difference this year is there might be more. Time will be given to figure out how do we then implement (next year) the curriculum that sort of starts from a different place. What is great about most of our standards is that they spiral through. The intention is that you will see concepts year after year, and learn them just a little bit better each time. Rather than saying remember when, it is a little bit different; it's let's introduce a topic based on not the foundation you had maybe in 4th grade, but understanding that maybe that foundation wasn't there in 4th grade, you have to go back to the 3rd grade.

There will be additional professional development; should we open the year in remote learning, it would be different than closing the year in remote learning.

Member Arthur spoke of being pleased with the survey. She expressed concern with the 50% response, and asked what the District is doing to ensure every child and family is connected to in a meaningful way. Assistant Superintendent Bergskaug remarked if a child is not participating and has not reached out to the school, the teacher attempts to make contact, and if not successful, they reach out to the school counselor or Principal to contact the family to see how we can help.

Principal Izbicki remarked they give students 2-3 days to see if they are responding. If not, that information is relayed to her and the guidance counselor who reach out. Most times it is because there is something else going on. Their participation has been fantastic. She is confident they have done a great job in reaching out to families and feels good about the steps they have taken to provide support or get them back on track.

Principal Fowler stated the Wellness Team meets weekly to discuss families there may be concerns with and how to take care of the whole child. They look at who the best adult is to make the connections. They give students about 2 days to make a connection. If that does not occur, they reach out.

Vice Chairman Fareed questioned how the Administration would address a situation where a student was not participating adequately for the academic gain that is available through what is provided. She spoke of a friend who teaches in a high school in another state who has experienced students and parents who are nonresponsive, and there is a question as to liability for the students' performance. Assistant

Superintendent Bergskaug responded some states measure student growth to determine teacher performance. New Hampshire does not. When students return in the fall, as is the case every year, they will be in many different places. We will look at them all and move them all forward. We figure out where they are based on our internal assessments.

Principal Izbicki spoke of the team approach. They continue to meet in PLCs, invite reading and math specialists to participate, and continue to have conversations about what can be done. Just as they would do if they were in a building and a student was not making growth; those conversations continue.

- H-SMART

The lease project for the two buildings was approved by the voters. Three weeks ago the committee was reformed to start focusing in on HSTEP. The Requests for Proposals (RFPs) were sent out to a variety of leasing companies the previous day. Bids are expected on May 19th. Once funding is approved, work can begin on the various projects. The work has been divided into this and next summer.

Chairman Mann commented when taking on these type of projects, the Board establishes an advisory committee to oversee the project and report back to the Board on a regular basis. The Board also creates the Charter by which the committee operates.

The following committee appointments were noted:

Hollis School Board	Tammy Fareed, Vice Chair / Rob Mann, Chair (Advisory)
Hollis Energy Committee	Eric Ryherd, Chair
Hollis Budget Committee	Mike Leavitt
SAU 41	Andrew Corey, Superintendent / Kelly Seeley B.A.
Lead Contractors	Dave Ely, Architect / Dick Henry, Energy Consultant

Asked how the current state of the nation would impact the project, Vice Chairman Fareed commented with no students/staff in the building, there is more freedom to schedule some of the HSTEP work. In addition, because so many jobs/contracts have been either postponed or cancelled across the economy, some of the contractors we are hoping to use are a little more flexible than they otherwise would have been.

Asked if it is believed the one-year timeframe to complete will be adhered to, Vice Chairman Fareed stated the timeframe has always been a “two summer” type project. There is no way for the staff to oversee all of the components in one year; some are scaffolded one on the other.

- School Breakfast Prices FY21

Assistant Superintendent Bergskaug spoke of the increased cost of fruit, which has resulted in the recommendation for an increase to the price of breakfast across the SAU. The recommendation is an increase from \$1.50 to \$1.75 effective August 1, 2020.

Superintendent Corey recognized Amy Cassidy, Food Service Director, and the food service workers for the outstanding work they have been doing in providing families with meals. On Mondays families receive 4 meals and on Wednesdays 6 meals. End 68, a non-profit organization, one which many of our teachers participate in, has been doing incredible work securing goods and services people need for the weekends. A virtual 5K fundraiser is ongoing, and has raised \$3,700 to date to be donated to End 68.

Vice Chairman Fareed commented on doing a pickup for a family in Town and of experiencing first-hand the dedication of these individuals who are doing this work in all kinds of weather. She spoke of the protocols they have in place to perform this task in the safest way possible for all involved.

DELIBERATIONS

- To see what action the Board will take regarding authorizing the Superintendent to hire, accept resignations and terminate staff during the months until returning to in-person school

Superintendent Corey remarked the request is made yearly for the summer months. He spoke of the competitive market that exists. Traditionally, either via email or at the next regularly scheduled meeting, the Board is made aware of all hires. The difference being that he is given the authority to sign the contract.

MOTION BY MEMBER ROY TO AUTHORIZE THE SUPERINTENDENT TO HIRE, ACCEPT RESIGNATIONS, AND TERMINATE STAFF DURING THE MONTHS UNTIL RETURNING TO IN-PERSON SCHOOL, AND REQUIRE NOTIFICATION TO THE BOARD OF SUCH ACTIONS MOTION SECONDED BY MEMBER FAREED

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

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

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Nay:

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MOTION CARRIED

- To see what action the Board will take regarding the last day of the school year

Superintendent Corey recommended a phased in approach to the closing of school. Phase I of remote learning would close for anyone who is up-to-date and not requiring any make-up or remediation. The week of June 8th through the 12th would be utilized for remediation, the continuation of delivering of special education services, work with students who may need to make up work, and to conduct virtual celebrations and close out the school year. The dates comply with the language of the Collective Bargaining Agreements. The date of closure impacts the ESY.

Through continuing with remote learning during what would have been April vacation (gained back snow days used) and the fact that the District is not doing state assessments this year (gain of instructional hours), the last day is proposed for June 5th. Had that not been the case, the last day would have likely been around the 19th. The school year is not traditionally viewed in terms of required number of hours as that would be met early May. The District has one of the longest school days in the State. The school year has always been based on the curriculum to be covered. During the May meeting, consideration will be given to extending Memorial Day weekend by a day on either side or something similar.

MOTION BY MEMBER FAREED TO SET THE LAST DAY OF THE 2019-2020 SCHOOL YEAR AS JUNE 12, 2020
MOTION SECONDED BY MEMBER ARTHUR

ON THE QUESTION

Chairman Mann questioned the impact on the start date for the ESY. Assistant Superintendent Thompson stated the ESY will begin on June 29th. If it runs until August 14th, it would be about two weeks longer than is typical. It is not ideal. For students with significant disabilities, we do not like to see more than a lapse of a week, and for students who typically participate in ESY not more than a two week lapse. We are extending that out. However, he would argue that by adding the additional time to ESY we will be able to account for any possible regression. He spoke of the importance that we continue to provide special education services the week of the 8th, and that by doing so we are reducing the possibility of regression for our students in ESY. Asked if there are any opportunities to close that gap, he stated the possibility exists and would have to be a deliberation by an IEP team. He reiterated by adding the two weeks of ESY we do account for that.

Vice Chairman Fareed commented ESY is explicitly designed to prevent regression to the greatest degree possible and not to introduce new instruction. To the degree that it is run longer, it helps the students not lose ground.

Assistant Superintendent Thompson commented on the need to balance, particularly if moving into a remote environment, how long you want students to participate in an ESY program. He is of the belief the right balance is being struck between addressing any possible regression and not having students spend their entire summer on a computer for ESY. He spoke of his comfort level with the start date of the 29th.

Vice Chairman Fareed questioned the budget impact understanding the time period bridges two budget cycles. Assistant Superintendent Thompson commented on the cost savings related to ESY transportation, which accounts for a significant portion of the budget. In addition, there are IDEA funds that can be used and additional funds the District is receiving as a result of the COVID-19 outbreak. From a budgetary standpoint there are additional costs, but they will be able to be managed.

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

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

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Nay:

0

MOTION CARRIED

- To see what action the Board will take regarding school breakfast prices for the 2020-2021 school year

MOTION BY MEMBER FAREED TO INCREASE THE PRICE OF SCHOOL BREAKFAST AT THE HOLLIS PRIMARY SCHOOL AND THE HOLLIS UPPER ELEMENTARY SCHOOL TO ONE DOLLAR AND SEVENTY FIVE CENTS (\$1.75), EFFECTIVE AUGUST 1, 2020
MOTION SECONDED BY MEMBER ROY

ON THE QUESTION

Vice Chairman Fareed questioned whether students participating in ESY have access to breakfast and lunch, and was informed they do not.

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

Yea: Brooke Arthur, Carryl Roy, Amy Kellner, Tammy Fareed, Robert Mann
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Nay: 0

MOTION CARRIED

- To see what action the Board will take regarding approval of a Charter for the H-SMART Committee

**MOTION BY MEMBER FAREED TO ADOPT THE CHARTER FOR THE H-SMART
ADVISORY COMMITTEE, AS PRESENTED
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Chairman Mann spoke of being pleased with the Charter, and thanked Vice Chairman Fareed for putting the document together.

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

Yea: Brooke Arthur, Carryl Roy, Amy Kellner, Tammy Fareed, Robert Mann
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Nay: 0

MOTION CARRIED

Member Roy requested the approved 2020-2021 school calendar be posted to the SAU's website.

Superintendent Corey questioned the availability of members for a meeting on May 13, 2020.

ADJOURNMENT

**MOTION BY MEMBER ROY TO ADJOURN
SECONDED BY MEMBER FAREED**

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

Yea: Brooke Arthur, Carryl Roy, Amy Kellner, Tammy Fareed, Robert Mann
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Nay: 0

MOTION CARRIED

The April 29, 2020 meeting of the Hollis School Board was adjourned at 4:27 p.m.

Date _____ Signed _____

CHARTER Hollis School District H-SMART

Hollis Schools Modernization And Revitalization Tasks

1. **PURPOSE**

As part of its on-going Capital Improvements planning, the **Hollis School District** is seeking improvements to its facilities at the Hollis Primary School and Hollis Upper Elementary School.

The **Hollis School Board** recognizes that making further energy-efficiency enhancements at HPS and HUES, as identified during the HSTEP project and through the five-year rolling Capital Improvement Plan, would confer valuable benefits for our schools: additional long-term energy savings, substantial improvements of the learning and working environment, and extension of life-span for both buildings.

The Board appointed the Facilities Working Group in 2019 to undertake further study of these interests and to create a facilities remediation plan. The resulting recommendations were included in the FY2021 Warrant as Article 3, with implementation expected to begin in FY21 and conclude in Autumn 2022.

FUNDING

Article 3 of the FY2021 Warrant passed by majority vote at the March 2020 Hollis School District Annual Meeting:

*Article 3: To see if the School District will vote to authorize the School Board to enter into a 10-year lease purchase agreement for \$3,108,900 to finance the acquisition and installation of energy conservation equipment and related improvements at Hollis Upper Elementary School and Hollis Primary School as recommended by the Hollis School District Facilities Committee; and to raise and appropriate the sum of **\$365,762** for payments due under the lease purchase agreement during the 2020-21 fiscal year. This lease purchase agreement will contain an escape (non-appropriation) clause. (Majority vote required.)*

2. **CHARTER**

This project has been dubbed *H-SMART: Hollis Schools Modernization And Revitalization Tasks*. The Board charges the H-SMART Advisory Committee with pursuing the objectives identified in Article 3, to include refining project plans, assisting District staff in drafting RFPs and RFQs, evaluating and advising on bids,

evaluating and advising on project progress, and reporting directly to the Board as needed.

The H-SMART Committee is to include the following appointments:

Hollis School Board	Tammy Fareed	Rob Mann, Chair, Advisory
Hollis Energy Committee	Eric Ryherd, Chair	
Hollis Budget Committee	Mike Leavitt	
SAU 41	Andy Corey Superintendent	Kelly Seeley B.A.
Lead Contractors	Dave Ely Architect	Dick Henry Energy Consultant

SCOPE

H-SMART will be carried out within the framework of the District's FY21 and FY22 budget process. Progress will be reported periodically in Board meetings, Budget Committee meetings, and at other times to be determined by the Board.

- A. Generally, the H-SMART committee is expected to
 - a) prioritize student and staff safety, with special attention to providing reliable heat
 - b) focus on capital improvement items identified by the Capital Improvement Plan, giving special consideration to budgeting and scheduling opportunities or concerns

- B. Lifespan of H-SMART Committee
 - commence work April 2020
 - disband after the completion of the H-SMART project, currently projected for the end of the 2022 calendar year.