

Hollis School Board.

Wednesday, April 29, 2020

Hollis Brookline Middle School Library

ZOOM: <https://us04web.zoom.us/j/71383193114?pwd=QnNjV0orUStiNzMyVUUvS3RSMDdVQT09>

3:00 PM

All times are estimates and subject to change without notice

- 3:00 Call to Order
- 3:05 Agenda Adjustments
- 3:10 Public Input
- 3:20 Nominations/resignations/correspondence
- 3:25 Principal Reports
- 3:35 Discussion
 - Transportation
 - Special Education update
 - Remote Learning update
 - HSMART
 - School breakfast prices FY21
- 4:00 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
 - To see what action the Board will take regarding the last day of the school year
 - To see what action the Board will take regarding school breakfast prices for the 2020-2021 school year
- 4:15 Motion to Adjourn

Hollis School District
Administrative Report
April 2020

Calendar, Events, Programs

- Gr 4 Parent Information Session - virtual event - plans underway for a May date
- Kindergarten Information Night Presentation virtually sent to incoming families
- 2020-2021 School calendar is posted on our websites
- Chorus and Band Concert plans are underway - virtual event - June date
- See Staffing and Students for details on end of year events

Staffing & Students:

- **HPS/HUES Remote Learning** - We want to say how very proud we are of our staff, custodians, front office, special education, specialists, and paraprofessionals on how they have focused on what is best for the child and offering support and guidance during remote learning.
- **HPS/HUES Placement** - we will be starting our placement process for the 2020/2021 school year - parent input sheets will be electronic this year and we will meet with teams to get all voices heard in this important work.
- **HPS/HUES - The BIG WAVE GOODBYE** - you might not know this but every year the entire staff at HPS & HUES are outside wishing all students an amazing summer vacation. We know the students and bus drivers love this, we are exploring how we can have something fun like this for all our students!
- **HUES/HPS Staffing** - HPS and HUES work together to determine transfers into open positions each year. I am happy to announce that Sue Caron and Amanda Tanguay will be on our 5th grade team next year. That leaves HUES with an open Gr 6 position that will be posted soon.
- **HPS** - 3rd grade students will continue their exciting Biography project remotely. We look forward to the virtual share!
- **HPS** - 3rd grade teachers and administration are working on the annual "clapping" ceremony as students make the transition from 3rd grade at HPS to 4th grade at HUES. A big stepping stone we don't want to miss!
- **HPS** - we continue to brainstorm ideas for all students to have closure to the year with something fun as well! More information to come.
- **HUES WING Awards** - we have worked hard to build a sense of community around what it means to be a Hollis HAWK using our Golden Wing Awards - here's how that translates in our remote community:
 - Behavioral WING awards are based on how students are acting on the online platform, how they are being responsible in Zoom meetings and their Google classroom? Are they reaching out when they need help?
 - Social Skills WING awards are based on how students are commenting - helpful to their classmates? Are they there for each other with ideas to help get work done in this remote environment?
 - Academic WING awards are based on how students are trying to get their assignments done? Are they checking into google classroom? Are they giving remote learning their best try?
- **HUES WING Award celebrations** are now recorded and placed in a common area so all students can watch the celebration / presentation of awards just like we used to do during lunch celebrations. In March - this was very well received and students are looking forward to the April celebration on 4/30.
- **HUES Pick UP** - We are looking at ways to safely have families come to HUES and pick up items from lockers and desks in a way that can utilize the outside spaces to keep our building clean.
- **HUES Yearbooks** - we are excited to announce that the yearbook company will mail out individual yearbooks to all our families at no extra cost! Yearbooks should start arriving at the beginning of June.
- **HUES Promotion Ceremony** - we are planning on having a way to honor our 6th graders and all their hard work through elementary school. More details on this to come

Building & Grounds:

- HUES:

- o Our custodial crew is/has been deep cleaning every room - all items, walls, etc.
- o Our custodial crew has been very busy with projects we do not have time to complete during the summer shut down. Here's what's happening:

- Student lockers were donated to HUES many years ago and are in rough shape - quotes for new lockers are about \$300 for 6 (or ~ \$15,000 for the building) - lockers are being refinished, rust removed, cleaned, painted inside and out

Before



After

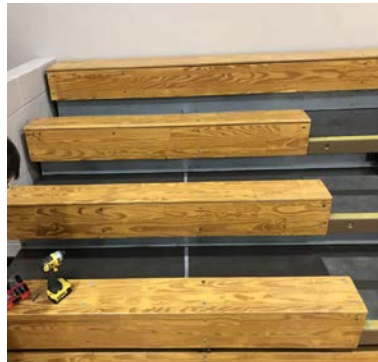


- Bleachers in the Gym - the bleachers are very worn and old and need to be refinished. Quotes for refinishing our bleachers ~\$25,000 and replacing them for about \$30,000 - we have started doing this work ourselves - take a look:

Before



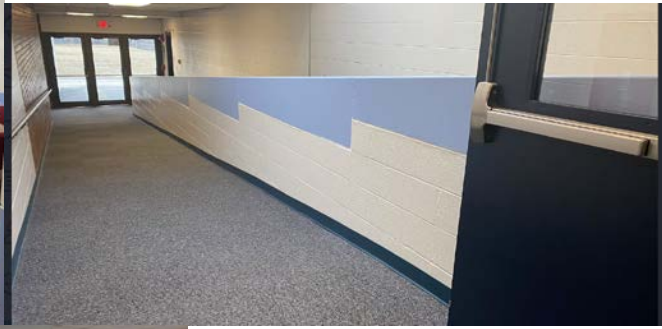
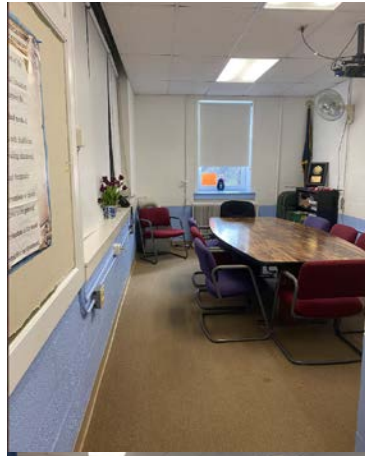
After



- As these projects are completed, the HUES crew will be moving on to painting bathrooms, deep cleaning gym and cafe wall mats, power washing the building, replacing ceiling tiles and floor tiles, cleaning all lights, changing bulbs, and cleaning carpeted areas.

- HPS:

- o Custodians have repainted the gym, music room, conference room, bathrooms, all railings, and the ramp.



- o Summer work is being planned and scheduled.
- o Rooms are being deep cleaned as we prepare for the summer work.
- o Administration is planning for staff and students to be able to safely gather all their end of the year belongings. More information to come.

Enrollment for 2019/2020:

| HPS | | HUES | |
|---|------------|-------|------------|
| Grade | Enrollment | Grade | Enrollment |
| PreK | 4 | | |
| PreK 3 | 10 (+1) | 4 | 99 |
| PreK 4 | 7 | 5 | 103 |
| K | *69 | 6 | 100 (+1) |
| 1 | *89 | | |
| 2 | 82 (-1) | | |
| 3 | 83 | | |
| Total Hollis School District Enrollment: 637 *HPS has 2 new students to place once enrollment is complete (kindergarten and 1st grader) HUES: our +1 is a returning student who moved for a few months and is back | | | |

Hollis School District

H-SMART Status following 4/22/20 Meeting

| Project/ Issue | | Primary Lead | Budget | Quote/ Proposal | RFP Planned | Date | Status |
|----------------------------------|-------------------------------|-----------------|-------------|--------------------|----------------|-----------|--|
| 2020 Projects | | | | | | | |
| Funding | Lease | Kelly | \$3,108,900 | | April | 4/22/2020 | Kelly finalizing the RFP this week with attorney |
| | | | | | | 4/15/2020 | No news yet from Attorney |
| | | | | | | 4/8/2020 | Kelly working with Attorney |
| HUES | | | | | | | |
| Air Handler #3 | | John | \$230,800 | | May | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | Discussed AH #3 in relation to Munters unit; exhaust issues; scope doesn't currently include balancing the Munters unit but perhaps it needs to be included; John reported that at the end of the project there will be a balance report that will show that the design did its job; will consider building pressure sensing |
| | | | | | | 4/8/2020 | Will take 8-12 weeks to get equipment |
| Insulation-Beam (The Gap) | | Dave | \$7,500 | | May | 4/22/2020 | Drawings are done, RFP will be ready to go, using same format as the lighting RFP, RFP will be an invited bid to include local vendors |
| | | | | | | 4/15/2020 | Dave is on track for May RFP |
| | | | | | | 4/8/2020 | Dave working on design |
| Building Systems | | | | | | | |
| | Unit Ventilators-Replacement | John | \$223,000 | | June | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John working on construction docs as prep for RFP |
| | | | | | | 4/8/2020 | John working on construction docs as prep for RFP |
| | Gym & Locker Room Ventilation | John | \$31,800 | | June | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John working on construction docs as prep for RFP |
| | | | | | | 4/8/2020 | John working on construction docs as prep for RFP |
| | BMS to Tridium-Recommission | John | \$35,000 | | | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John working toward RFP |
| | | | | | | 4/8/2020 | John and Eric trying to work with Munters |
| | Munters Unit Adjustments | | | | | 4/22/2020 | Eric is still waiting for response from Munter's engineers |
| | | | | | | 4/15/2020 | Eric talked with Mike Johnson from Munters and sent wish list - engineering dept reviewing |
| | | | | | | 4/8/2020 | John and Eric trying to work with Munters |
| | Granite State Automation Work | | | \$22,000 | | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John will call John Major to discuss the quote and how his work relates to the other heating projects to avoid issues |

| Project/ Issue | | Primary Lead | Budget | Quote/ Proposal | RFP Planned | Date | Status |
|--|-------------------------------------|-----------------|-----------|--------------------|----------------|-----------|---|
| | | | | | | 4/8/2020 | John will call John Major to discuss the quote and how his work relates to the other heating projects to avoid issues |
| | Munters Recommision/Balancing | John | \$7,200 | | | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | Nothing new to report |
| | | | | | | 4/8/2020 | Nothing new to report |
| Phone/Intercom | | Kelly | \$25,000 | | April | 4/22/2020 | Rich has finished RFP; identifying vendors |
| | | | | | | 4/15/2020 | Rich Raymond working on RFP |
| | | | | | | 4/8/2020 | Kelly will start contacting vendors |
| Kitchen Exhaust Upgrade-Var. Speed | | John | \$37,700 | | June | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John working on construction docs as prep for RFP |
| | | | | | | 4/8/2020 | John working on construction docs as prep for RFP |
| Research: Building Science Evaluation | | | | | | 4/22/2020 | Will know more once we get bids from insulation, see below |
| | | | | | | 4/15/2020 | Dave suggests that we get a quote on EFIS to better understand the cost/benefit |
| | | | | | | 4/8/2020 | Dave doing some research on what has been done to-date |
| Insulation-EFIS/Triangles-Planning | | Dave | | | | 4/22/2020 | Committee decided to include all three projects in the Gap RFP; will include notice that these two projects may be done next summer, Dave will complete construction docs for all 3 projects, may bring Kota from Building Science Corp to review |
| | | | | | | 4/15/2020 | Getting quote to inform next steps on building science eval |
| | | | | | | 4/8/2020 | On hold at this time |
| HPS | | | | | | | |
| ASHP (19) | | | | | | | |
| | Air Source Heat Pumps (ASHP) (19) | John | \$297,100 | | June | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John working on construction docs as prep for RFP |
| | | | | | | 4/8/2020 | John working on construction docs as prep for RFP |
| | Heating Control System-Wall Mounted | John | \$15,900 | | | 4/22/2020 | John was not able to join us-no update this week |
| | | | | | | 4/15/2020 | John working on construction docs as prep for RFP |
| | | | | | | 4/8/2020 | John working on construction docs as prep for RFP |
| Interior Lighting (HPS/HUES) | | Dave/John | \$450,000 | | May | 4/22/2020 | Dave sent RFP for review, went over dates with committee, will be an invited bid to include local vendors, Dick brought up rebate requirements (need to include LEDs); also brought up Bob Kisko's offer to work on an alternate to add to existing specs for the RFP; cost will be \$800-\$1,000; will be able to complete next week |
| | | | | | | 4/15/2020 | Dave working on RFP - open or invited?; making sure the Dubois & King specs are up-to-date and what the lead times are; Andy identified 8/15 as the drop dead completion date |
| | | | | | | 4/8/2020 | Dave and John prepping for RFP |

| Project/ Issue | Primary Lead | Budget | Quote/ Proposal | RFP Planned | Date | Status |
|--|-----------------|-------------|--------------------|----------------|-----------|---|
| Exterior Lighting (current is sodium) | Kelly | \$14,500 | | | 4/22/2020 | Kelly has started to work on with Chuck |
| | | | | | 4/15/2020 | Kelly will start contacting vendors |
| | | | | | 4/8/2020 | Kelly will start contacting vendors |
| Replace Drury Lane Catch Basin (HPS/HUES) | Kelly | \$7,700 | | | 4/22/2020 | Kelly has asked Doug Orde to confirm quote price and project definition |
| | | | | | 4/15/2020 | Kelly will start contacting vendors |
| | | | | | 4/8/2020 | Kelly will start contacting vendors |
| 2021 Projects | | | | | | |
| HUES | | | | | | |
| Insulation | | | | | | |
| Insulation-Above Cafeteria-Execution | Dave | \$29,500 | | | 4/8/2020 | On hold at this time |
| Insulation-EFIS-Execution | Dave | \$65,000 | | | 4/8/2020 | On hold at this time |
| HPS | | | | | | |
| Sprinkler System | John | \$693,100 | | Nov | 4/8/2020 | Will send out RFP in fall or winter to get firm cost |
| Fire Panel Upgrade | Kelly | \$25,000 | | Nov | 4/15/2020 | Needs to be done with sprinkler system install |
| | | | | | 4/8/2020 | Kelly will start contacting vendors |
| Heating System | | | | | | |
| Underground Oil Tank Removal | John | \$40,000 | | | 4/8/2020 | On hold at this time |
| Propane Tank Purchase | John | \$19,878 | | | 4/8/2020 | On hold at this time |
| Boiler Consolidation/Propane/Hot Water | John | \$116,800 | | | 4/8/2020 | On hold at this time |
| Kitchen: Septic/Grease Trap Upgrade | Kelly | \$28,430 | | | 4/15/2020 | Moved to FY21 to combine with tank removal |
| | | | | | 4/8/2020 | Kelly will start contacting vendors |
| Doors & Asbestos | | | | | | |
| Interior/Exterior Doors | Dave | \$265,000 | | | 4/8/2020 | On hold at this time |
| Asbestos Abatement-Removal | Kelly | \$20,000 | | | 4/8/2020 | On hold at this time |
| Interior Windows | Dave | | | | 4/8/2020 | On hold at this time |
| Create Door btw 1st Gr Clssrm and Library | Dave | \$10,000 | | | 4/8/2020 | On hold at this time |
| | | | | | | |
| Contingency @ 10% | | \$280,820 | | | | |
| | | | | | | |
| | | \$2,976,728 | | | | |

| | | | | | | |
|---|------|-----------|--|--|--|--|
| Arichtectural/Engineering/Constulting Services | Dave | \$132,172 | | | | |
| HPS | | | | | | |
| Exterior Lighting | | | | | | |
| Fire Panel | | | | | | |

| Project/ Issue | Primary Lead | Budget | Quote/ Proposal | RFP Planned | Date | Status |
|----------------------------|-----------------|---------------|--------------------|------------------|------|--------|
| 13+6 ASHP | | | \$14,100 | | | |
| Wall Mtd Controls | | | | | | |
| Boiler Consolidation | | | \$11,550 | | | |
| Exterior Lights | | | | | | |
| Interior Lights (HUES/HPS) | | | \$3,400 | | | |
| Exterior Doors | | | \$6,400 | | | |
| Interior Doors | | | \$5,000 | | | |
| Sprinkler System | | | \$5,200 | | | |
| Kitchen grease trap | | | \$1,100 | | | |
| Interior Windows | | | \$1,800 | | | |
| HUES | | | | | | |
| Phone/Intercom | | | | | | |
| Drury Ln catch basin | | | | | | |
| BMS tridium | | | | | | |
| Gym cafeteria vent | | | | | | |
| Kitchen exhaust | | | \$7,400 | | | |
| Insulation | | | \$9,000 | | | |
| Munters | | | | | | |
| AHU-3 | | | \$20,600 | | | |
| Unit ventilators | | | \$23,500 | | | |
| Dick Henry Consultation | | | \$10,000 | | | |
| | | Totals | \$132,172 | \$119,050 | | |

| | |
|-----------------------------|--------------------|
| Project Total Budget | \$3,108,900 |
|-----------------------------|--------------------|



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC: Amy Cassidy
Date: 4/24/2020
Re: School breakfast price change

Prior to our journey into remote learning, our Department of Nutrition was facing more and more increases to the cost of fruit. This fact has not changed during remote learning and is expected to continue once the next school year arrives.

These increases will cause our breakfast program to go into the red in FY21.

As a result, I am requesting that each board approve the price for breakfast to move from \$1.50 to \$1.75 and to go into effect on August 1, 2020 for all schools under the SAU 41 umbrella.