

**HOLLIS SCHOOL BOARD
SEPTEMBER 7, 2016
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, September 7, 2016 at 6:05 p.m. at the Hollis Upper Elementary School.

Chairman Robert Mann presided:

Members of the Board Present: Tammy Fareed, Vice Chairman (arrived at 6:06 p.m.)
Michelle St. John, Secretary
Tom Enright
Laurie Miller

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Denise Norton, Assistant Business Administrator
Amy Rowe, Director, Student Services

AGENDA ADJUSTMENTS

The request was made, and the Board agreed, to amend the agenda to include, under Discussion, an item related to the audit, under Deliberation, approval of the invoice received from Innovative Natural Resource Solutions LLC, and at the conclusion of the regular meeting, a non-meeting to discuss negotiations.

APPROVAL OF MEETING MINUTES

Hollis School Board – **Public Hearing** June 1, 2016

The following amendments were offered:

Page 1, Line 30; delete “that”
Page 3, Line 1; delete “the” before “moving”
Page 3, Line 2; correct spelling of “diagonal”

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

Hollis School Board August 10, 2016

The following amendments were offered:

Page 3, Line 46; replace “be” with “are”
Page 6, Line 3; replace “a” with “as”
Page 6, Line 9; replace “AH” with “AC”
Page 6, Line 24; delete “warrant”
Page 7, Line 51; replace “MV” with “MB”

**MOTION BY MEMBER MILLER TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER FAREED
MOTION CARRIED
4-0-1
Member Fareed Abstained**

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

As was reported last month, Ed Hinckley, Building Maintenance Supervisor, sent water samples to be tested for Perfluorooctanoic acid (PFOA) and Perfluorooctanesulfonic acid (PFOS) ([EPA Factsheet](#)). The Environmental Protection Agency (EPA) has established the health advisory levels (lifetime) at 70 parts per trillion (ppt). The results of the samples taken were .002 ppt. Testing was also done on the wells supplying the Middle School and the Brookline School District, which produced the same results.

Although there has been a lack of rainwater, the level in the wells remains acceptable. The water level is monitored on a daily basis. When school is in session, approximately 8,500 gallons/day is used. Residents that utilize the wells were asked to conserve water. It was noted there are contingency plans in place that could be implemented should the water level drop to a level considered insufficient.

Superintendent Corey spoke of a request received from a staff member whose child is attending the Hollis School District through a tuition agreement approved by the Board. The request was relative to transportation. As transportation could be provided without having a cost impact to the District, the request was approved. Had there been an associated cost, the request would have come before the Board for consideration.

PRINCIPALS' REPORT

Superintendent Corey spoke of the numerous professional development activities staff participated in over the summer, e.g., Project Lead the Way, Read 180 program, Google Classroom Guided Math with Dr. Nicki Newton, etc. Three members of the staff completed their Masters programs.

With regard to buildings and grounds, at the Hollis Primary School (HPS) the window security film was installed as were security cameras (all entrances), a new ramp was placed in the front of the school, new steps in the back, the bridge was replaced due to the extent of the rot, fencing was reinstalled, and the pathway from the playground to the bridge will be put in as soon as the contractor is available to do the work. At the Hollis Upper Elementary School (HUES), carpeting was placed in the foyer and loft, air conditioning was placed in the loft, Enobords and sound systems were installed in the new teaching area, the front walkway was fixed, and security film was installed on the windows.

- September Enrollment

The Principals' Report includes a breakdown of class sizes, all of which fall below the specifications. Last year the District opened with 640 students. This school year starts with enrollment at 659 students. It was noted the class size of 29 identified under Grade 3 was a typo. It should have indicated 19.

PUBLIC INPUT - None

PRESENTATIONS

- COPsync 911

Ms. Kamila Blain, Director Northeast Sales, Brandon-COPsync, LLC, stated Brandon-COPsync provides a school safety solution called COPsync 911, which is designed to be a real-time threat alert and notification system. The intent is to first and foremost reduce law enforcement response time. It has been identified, very conclusively, through studies that have been conducted by the Department of Justice that although it is unlikely we will ever prevent these types of incidents from occurring throughout the nation, the only way to mitigate loss of life or these types of circumstances is to reduce law enforcement response time. Statistics for calling 911 indicate it is about 3-6 minutes from the time the call is placed and an officer is dispatched.

COPsync would provide to any number of faculty staff, administrators, etc., an application that would reside on any type of device, e.g., laptop, desktop, Smartphone, tablet, which would allow the user, by double clicking the icon, to notify law enforcement (local, County and State within a specific radius) of a situation in 15 seconds or less with the exact location.

Communication is something that, in After Action Reports, has always been identified as a gap. The communication software enables the school to communicate all at once as well as law enforcement communicating with the school. Law

enforcement receives information about emergency plans, floor plans, aerial views, and any kind of tactical plans assigned to the school, and teachers receive information relative to what is occurring.

Ms. Blain explained New Hampshire Homeland Security and Emergency Management put forth an Emergency Management Performance Grant (EMPG). It is a streamlined grant application of 6 questions, which is simple and effective to get through, and is posted on their website. You submit the grant on behalf of the District and in turn the grant will cover the entire cost of the program for the first year. Generally speaking it is a 50/50 match program. The soft match, time COPSync spends educating communities, training staff on the school and police side, etc. will more than cover the 50% match requirement.

Representatives of COPSync have met with the Hollis Police Chief, James Sartell and the Brookline Police Chief, William Quigley. Both are supportive of the program. It was noted that the Nashua Police Department and the County Sheriff Department utilize the COPSync 911 software.

Ms. Blain provided an example of how the software works/looks. Law enforcement will have this application residing on their in-car computers as well as within the dispatch/communication center. As a third means, law enforcement will deploy a portion of COPSync 911 onto their phones that would allow them to receive a text message. They can receive a message notification regardless of duty status or location within the Town, County, or State. The program is Criminal Justice Information System ("CJIS") and Federal Information Processing Standards (FIPS) compliant. Ultimately that means the software application is encrypted to the highest levels that the FBI has set forth, and is only accessible by law enforcement.

In the event of a crisis or any type of life-threatening situation, the individual having access to the program would simply double click on an icon without doing anything more including typing any information or having to use a password, etc. The clock will count down from 15 to zero automatically and send an alert outward. There is an option of clicking send alert now, which bypasses that, or the user could cancel the alert within that 15-second window in the instance that it was hit unintentionally.

A notification window would appear on all devices stating, for example, assistance is required from the Danvers School District, South Middle High School, 22 Rosewood Drive. The exact location within the school from where the alert was sent is provided, e.g., room 21 across from the Nurse's station. The two hyperlinks are the threat location, which is self-explanatory; would show an officer on his mobile data terminal the exact location on the map from where the threat derived and a hyperlink, which is the target floor plan. The floor plans that have been developed for the SAU are loaded into the software as a small integration on the back end. This type of information will be placed at the fingertips of the responding units.

Ms. Blain reiterated the desire is to get the police on scene and in the building quicker. In the law enforcement community today, training is such that it is first on/first in. In other words, we're not waiting for the SWAT team, other specialty units, or backup for that matter to help penetrate the building. The first responders on site would likely be going through the building by themselves, and the desire is to help with officer safety through increased situational awareness. An emergency response card or tactical plan per building could be added into the program as well. That would allow the Police Department to identify the first response team, second response team, etc., and their responsibilities, where the command post location would be, staging or reunification points, etc. If the District has cameras that can be viewed via the Internet, links can be added with user names and passwords for access by law enforcement.

The notification window that appears on the device of the individual making the alert confirms the alert has been sent and received by law enforcement. The intent is to notify the individual making the alert that help is coming and allows for a two-way chat notifying responders exactly what they may be experiencing, e.g., intruder, red shirt. Law enforcement can communicate back; ETA 1 minute.

When this really comes full circle for that entire organization under threat is the area under locations. As the alert was launched from classroom 21, all of the law enforcement community is receiving it, but everyone in the building is receiving it as well including central office staff. This is hugely important because they want to provide an options-based response to the teachers, faculty, staff, and especially for the students. If a teacher in classroom 22 sees there is an intruder wearing a red shirt next to classroom 21 their best bet is probably to barricade the doorway and shelter in place. Conversely, if the teacher in classroom 50 at the opposite end of the building, knowing where that threat is and that it is isolated, may make the decision to get out of the building. With access on all devices, laptop, desktop, Smartphone, etc.,

staff would have access to and be able to contribute to the information regardless of whether or not they are mobile during the event.

During the event information is critical, but they have also found post event it is even more so. What they have seen law enforcement do in tabletop exercises run in New Hampshire, is type a message back into the school, which says all clear, rooms 1-10 now check in. Now as an individual I am seeing this all clear message come from one of the officers in charge of that situation, and now we can start to check the boxes and understand where everybody is, where everybody went, is there anybody that is wounded or needs medical attention now so that it can be provided. This allows for shortening of that timeframe; for parents to reunite with their children much quicker and for law enforcement to regain accountability of the situation in a much quicker and expedited fashion that is certainly very effective.

The last portion is what they refer to as the reverse notification. This is a very important feature of the program. This portion of the program derives from law enforcement. We've all seen issues of bomb threats that have been called in throughout the country and what has been found is that it becomes overwhelming for law enforcement to notify 5 schools or 20 schools all simultaneously of a potential threat. Reverse notification allows the Police Department to draw a geo fence around one building in the district or perhaps three buildings in the District and in doing so they can provide a subject line that says for example, there is an evacuation and known threat within building. Once they push send, the message will be pushed out very quickly. The Administration would receive the notification and would join the chat room and respond.

COPsync encourages the District to establish a user group/reverse notification recipients. The teacher that may be teaching in 3rd grade on the Smart board perhaps doesn't need this to flash across their screen. We don't want to create more chaos, but your central Administration your Principals and other members of the safety security committee we would want them to be set up to always receive these alerts for every school in the District. Therefore, it is a big enough number that allows them to take action, but not too small to miss it. COPsync can work with the District to identify that.

When asked, Ms. Blain stated the software does not require a great deal of memory; the software is downloaded, is placed in the system's tray bar, and runs dormant until initiated. The option exists for both law enforcement and educational staff, to put the software on personal devices in addition to department devices.

The cost after the first year is \$1,200 per school building. That includes continued IT and tech support, training refreshers including documentation, videos, and other presentations accessible by the District and the SAU, and every new software release of the program as it is made publicly available. New revisions and upgrades are being pushed out roughly every 90 days. For law enforcement, the future cost is \$120 per terminal/cruiser.

COPsync works with facilities personnel as well as law enforcement personnel when entering data into the system (floor plans, etc.). As an example, one of the things fire departments do is identify northeast/southwest sides of the building, number the entrances and exits, etc.

Chairman Mann questioned if the system could be placed in a mode where it could be tested as part of the training process. Ms. Blain stated the system can be placed in test mode, and that activity is encouraged. COPsync encourages the District to work with law enforcement to be able to see firsthand the information as it comes across their devices. Tabletop exercises can be provided by COPsync as a way of running through a myriad of scenarios.

Superintendent Corey stated COPsync is a program designed to reduce response time. Research indicates response time is the number one factor in an emergency situation. The Brookline Police Chief, William Quigley, and the Hollis Police Chief, James Sartell, are both supportive of the program.

Through the 911 infrastructure of the State there is an inherent delay that is built into it, and roughly, on average, that has been found to be 2-4 minutes. That is just to have the first call placed, routed, and then dispatch the first officer outward. That is not response time.

One of the shortfalls that have been seen with 911 throughout the country is that it only takes a certain number of phone calls to bog down the system. In the State of New Hampshire it is only 18 calls at the E911 center in Concord. In these types of situations, students equipped with cell phones, teachers, faculty, parents, members of the community, etc. will be calling.

It was noted the communities of Townsend, MA, Pepperell, MA, and Amherst, NH have committed to the program, and Nashua, NH is looking into the program. Superintendent Corey stated the Brookline School District has received the presentation, and it is his belief the School Board will vote to implement the program later in the month. He stated his desire to see the program added as an additional layer of security. He spoke of the additional layer of security provided by having the knowledge of where an intruder is within the school, e.g., a teacher with students out in the playground learning of an intruder in the building could decide not to re-enter the building or a teacher having the knowledge the intruder is in another wing of the school could decide to get the students in his/her care to safety. This program and its associated training could be integrated into the safety/training activities that already occur.

Chairman Mann questioned if the program is deployed differently in elementary schools versus high schools, and was told all of the features, functions, etc. are consistent. Law enforcement and other first responders are invited to participate in the teacher training so that open communication regarding response type, etc. can occur during the training.

When asked, Ms. Blain stated the program is in place in over 1,000 school districts nationwide. The corporate headquarters of COPsync is located in Dallas, TX. In the northeast Brandon-COPsync 911 is the exclusive distributor. They are in New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, etc. The program has been running for approximately 3 years. When asked how often the program has been initiated, how often false alerts have occurred, etc., Ms. Blain stated there have not been a lot of false alarms. There was one where a teacher accidentally left her books on the mouse, which was quickly identified as a false alarm and the response was de-escalated. It has been initiated a few times; however, due to the sensitivity they do not discuss those instances in a public forum.

Ms. Miller questioned if the alert would be received on the personal device of a member of law enforcement from another state who might be in the area on vacation, etc. Ms. Blain stated the alert would be received on all devices of those who are within the jurisdiction of the school. For example, all New Hampshire State Troopers are on the software; the Colonel has decided no matter where an officer is within the State, he/she will receive the alert. When asked if Massachusetts State Police could respond, she stated they could. Vice Chairman Fareed questioned if it is a closed circuit system whereby only individuals identified would be on the list to receive the alerts, and was told that is the case. COPsync would work with the schools and the Police Department to identify who the best responders are.

Ms. Miller questioned how the cost of an officer outside of our district being called to the scene would be addressed. Superintendent Corey noted the mutual aid agreements with neighboring communities; if a police officer from a participating neighboring community were traveling through Town and was the closest to the scene in the event of an alert, that officer would be notified, and able to respond. Ms. Miller questioned if the system would differentiate between a device on a cruiser being notified and the personal device of an officer not on duty. Ms. Blain stated the cruisers would receive the alert on their in-car computers, and the only way for the officer to receive the alert is for him/her to be on duty and signed into their laptop. The off-duty responder would receive a text alert.

Vice Chairman Fareed spoke of the number of alerts the State Police must receive being linked to every school district. Ms. Miller questioned the likelihood that off-duty participation would be high, and if the number of calls could be limited. Ms. Blain stated with the way the system is set up, every State Trooper receives every alert from every school district. If in close proximity to the origin of the alert, they will respond. When asked if they are required to, Ms. Blain stated she is uncertain. Mr. Enright questioned if the program could be used just for internal communication, and was informed the system is a link between law enforcement and the school. Any time it is initiated, it would be received by law enforcement.

DISCUSSION

- Energy Study Working Group (ESWG) Update on August Meeting

Vice Chairman Fareed stated sub-contractors are working towards recommendations for addressing issues observed during a recent site visit and those highlighted through discussions conducted with maintenance staff. A summary was provided of the scope of work (copy attached) to be conducted by the mechanical consultants.

Vice Chairman Fareed spoke of the need to identify the date for the School Board to present the report and its recommendation to the Town. The consultants have recommended a date in the third week of October. She requested Board members make her aware of any conflicts. The next meeting of the ESWG will be announced shortly.

Chairman Mann noted, under Deliberations, the Board would be asked to address the invoice received from Innovative Natural Resource Solutions, LLC in the amount of \$3,913.20 for consulting services provided July 12, 2016 through August 31, 2016. The Board's practice and the desire of the consultants have been to ensure the review/approval of the incremental charges against the Warrant Article is performed in public. Vice Chairman Fareed noted the estimated maximum cost that had been provided for the sub-contractors was \$36,000, and the actual cost has come in significantly lower.

Vice Chairman Fareed commented efforts to identify the type of system that should be utilized, particularly at HPS, what the actual needs of the building are, etc., have helped the District discover the extent to which that building is in trouble. The electrical system can hardly take another light bulb. Mr. Stohl, Lead Custodian, has spoken of the care taken not to touch the radiators when buffing the floors as there is concern the piping could let go. They estimate some of the plumbing may have only 1/16" due to hot water accretion and such. That is an issue that has to be addressed, and one which has nothing to do with whether or not the District changes the type of energy system.

Vice Chairman Fareed commented Mr. Stohl is the only person who knows how to run that building's system which is in DOS. There is no support for it. Whether the final decision is to move forward with the energy project or not, the Board still has to confront the fact that it would be irresponsible not to address an upgrade for some of the most critical infrastructure, e.g., electrical system, plumbing (particularly at HPS).

Chairman Mann stated his belief the expectation is that any recommendation coming out of the study will highlight those areas of concern.

- Audit

The Board was provided with a communication (copy attached). However, as the communication was not included with the agenda, the expectation was that the Board would take the matter up under Deliberation at its next meeting.

As a result of the audit conducted in August, the Auditors discovered some transfers to the Building Expendable Trust, which were approved prior to July 1, 2011, were not made. As of June 30, 2016, the balance was identified as \$116,691. As a result of the transfers having not taken place nearly 6 years ago, the balance that needs to be transferred is \$103,977. That presents a concern because we are approving expenditures totaling approximately \$72,200 this year for projects that were identified within the budget and approved. The voters also approved \$55,000 to the FY17 budget. In the absence of the accounting transfer, the account could be in the negative.

The auditors were asked for a recommendation. The communication the Board was provided with included two scenarios. The first being to not expend the \$72,000. The difficulty there is in deferring maintenance to aging buildings. That is not an approach the Superintendent would recommend. What the Superintendent did recommend is that the Board consider a motion that would take the \$103,977 that was applied to the Expendable Trust, and apply it to the general fund. It is an accounting procedure that will rectify the situation, and would result in the unreserved fund balance going from \$430,387 to \$326,410. In FY17, it will not have a negative impact, and the District can move forward with planned projects.

Superintendent Corey commented it is unclear why the transfers were not made, and it needs to be addressed. Input is being sought from the Budget Committee as the audit falls under its purview. The communication from the Business Administrator will be placed on the agenda for the Board's October meeting.

Vice Chairman Fareed questioned if there is any penalty associated with the lack of transfer. Superintendent Corey responded there is not; the funds belong in the District. The Board could decide to go with option 1, but that would put the District in a bind when it comes to completing some of the maintenance projects this year. He stated a preference for utilizing the option of the reduction of the unreserved fund balance as he believes there will be recommendations either via warrant articles or during the budget season to address some of the issues being uncovered at HPS with regard to electrical, etc. Next month the Business Administrator will present information on a boiler at HUES; the yearly inspection resulted in a concern with one of the older boilers.

Chairman Mann noted the possibility of retaining unassigned general funds. Superintendent Corey stated that could be looked at, but he would be comfortable with the unreserved fund balance at the \$326,000 understanding there are no significant projects in the near future.

The question was asked of why this transfer error was not discovered before now. Superintendent Corey stated that question could be posed of the auditors; however, explained audits generally have different focal points. Some years the focal point could be procedures around revenue and other years focus could be on how purchase orders are handled.

DELIBERATIONS

- To see what action the Board will take regarding the policies outlined in the memo from the Policy Committee; Second and final reading for all policies

IHBBA – Limited English proficiency Instruction

1st Reading: 8-10-16

IJOC – Volunteers

1st Reading: 6-1-16

GA – Personnel Goals/Priority Objectives

1st Reading: 8-10-16

GBA – Open Hiring/Equal Employment Opportunity and Affirmative Action

1st Reading: 8-10-16

GBB – Staff Involvement in Decision-Making

1st Reading: 8-10-16

GBCD – Background Investigation and Criminal Records Check

1st Reading: 8-10-16

GBD – Communications with Staff

1st Reading: 8-10-16

GBE – Staff Rights and Responsibilities

1st Reading: 8-10-16

GBEA – Staff Ethics/Conflict of Interest

1st Reading: 8-10-16

GBEBB – Staff Conduct with Students

1st Reading: 8-10-16

GBG – Staff Welfare/Protection

1st Reading: 8-10-16

GBGA – Staff Health

1st Reading: 8-10-16

MOTION BY MEMBER MILLER THAT THE BOARD ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT THE POLICIES IDENTIFIED IN THE AUGUST 10, 2016 COMMUNICATION FROM AND RECOMMENDED BY THE POLICY COMMITTEE FOR RE-ADOPTION "AS IS"

ON THE QUESTION

As part of a review of the policy manual, the Policy Committee identified policies that have not been reviewed by the Board in some time (dating back to 2000 in some instances). Many of the policies continue to reflect current practice, and have been recommended by the committee for re-adoption as is, others require small changes to be made whether to reflect current practice or as a result in change in State or Federal law.

The group of policies identified on the agenda was recommended for re-adoption as is, received a first reading at a previous meeting, were posted to the District's website to allow for public review and/or comment, and were ready for a second reading. Given the recommendation to re-adopt "as is" and the lack of public input, the Committee believes it appropriate to waive the third reading and adopt.

Vice Chairman Fareed commented if, at any time, there is evidence that a policy needs to be changed/updated, the Board can take such action.

MOTION SECONDED BY MEMBER FAREED

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding proposed amendments to Policy EFC – Free and Reduced-Price Lunch Policy; First Reading

MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY EFC – FREE AND REDUCED-PRICE LUNCH AS AMENDED

MOTION SECONDED BY MEMBER ENRIGHT

ON THE QUESTION

Vice Chairman Fareed noted the third paragraph of the current policy reads: "A copy of the free/reduced price meal application is sent home with every student at the beginning of each school year with the opening day packet. Additional copies are available from the Food Service office or School Nurse's office."

The proposed amendment would amend the first sentence to read: "A copy of the free/reduced price meal application is made available online to every student at the beginning of each school year."

The District has not sent home paper in quite some time. The information is part of the digital package that parents receive, and the form is online. The amendment would revise the policy so that it matches current practice.

Vice Chairman Fareed stated she raised the question of whether an unintended consequence of such a change could be that a hungry child is not identified, e.g., if a parent were unable to access the information digitally. Both Principals responded providing significant descriptions of the oversight that is in place. Cafeteria workers, the School Nurse, teachers, etc. all work together; if a student is identified internally who appears to not have access to food it is addressed. It was also noted paper copies of the application are always available at the school office.

Ms. Miller suggested the policy indicate that paper copies are available. Vice Chairman Fareed stated her support of such an amendment. It was also suggested that the first sentence end with "online" given the forms are available online at all times.

Director Rowe stated the form is online, at all times, under the Homeless section as that is a requirement. She stated her concern to be more that there are families that may be eligible, and are providing food at the expense of another need. She suggested there to be mechanisms the District should be looking at to be able to capture the families that are eligible that may not be accessing this. It may be that this could be addressed through policy and/or procedure.

Ms. Sarris stated a concern some families may not have internet access to enable them to receive the information.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding Students Utilizing the Online Version of the Smarter Balanced State Assessment

MOTION BY MEMBER FAREED TO AUTHORIZE THE ADMINISTRATION TO UTILIZE THE COMPUTER-ADAPTIVE EDITION OF THE SMARTER BALANCED ASSESSMENT FOR GRADES THREE THROUGH SIX FOR THE 2016-2017 SCHOOL YEAR

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Vice Chairman Fareed questioned if 2nd grade students were taught how to keyboard noting one of the reasons the Board postponed taking the computer-adaptive assessment was related to the younger students not being able to type essays. Assistant Superintendent Bergskaug responded as the teachers embrace moving forward with using technology in the classroom, students are typing. She noted the assessment is not timed.

When asked if staff is of the opinion that 3rd grade students will be technologically prepared to take the online version, Assistant Superintendent Bergskaug stated they are.

Ms. Sarris questioned how the online version would become quick and efficient if students are not taught keyboarding. She spoke of the implementation of Google Classroom, etc., and commented she has two children in the district and she is aware of the kind of typing they do. Superintendent Corey reiterated the un-timed piece is one element of the online test, and commented our children don't look at typing in the same way we do, e.g., students at the high school can reach into their pocket and type an entire message on their phone without ever looking at it. We call it hunt and peck, but he would say it is two thumbs.

Vice Chairman Fareed reiterated, although a lot has been done with technology, STEM, etc., she would like to be sure the Administration is comfortable with the ability of 3rd grade students to interface with this test through technology.

Ms. Sarris stated her support for moving towards the computer-adaptive assessment. However, questioned if students are learning to keyboard in a way where they aren't looking at the keyboard; at what grade is that taught or is it that the future of keyboarding is not what traditionalists see it as today? Assistant Superintendent Bergskaug responded she does not think it looks the same for everybody. Looking at the keyboard itself, it can be programmed so that it is not a QWERTY keyboard, etc.

Director Rowe commented from the standpoint of struggling learners, there are more requests and deliberations regarding moving away from the manuscript component of the assessment and actually using keyboards. She has more accommodations in place for State testing for students to use a keyboard than to not. In some cases, in very individualized decisions, there is instruction, but that is because of the nature of that student's disability. She personally does not find that the District has a lot of students that even need direct instruction unless there really is a true motor planning issue. Is it the same level of proficiency that some of us know; no, but that is because there is also a lot more technology around word prediction, spellcheck, etc. That is where we are putting some energy; how do you use those resources.

Chairman Mann stated his recollection the other reason the District chose to delay utilizing the computer-adaptive assessment was to allow time for any kinks to be worked out. Superintendent Corey stated his belief a lot of the issues that came to light initially have been cleared up. The response by the State in many areas has been outstanding. The District has advanced light-years in terms of bandwidth, access, the amount of technology in the buildings, etc. over the past two years, and with our students becoming familiar at a very young age with Google Docs, etc.

The other aspect that was discussed two years ago was getting to this point where we now have paper and pencil data, which shows that our students are very strong in Math and Reading. If the data received from the computer-adaptive assessment indicates a decline in those areas, the two data points can be compared to determine if the results were impacted for reasons such as students not being proficient at keyboarding, etc. He stated his opinion the District is ready to move in this direction.

Vice Chairman Fareed commented when the discussion of the Smarter Balanced Assessment first came up there were a number of members of the community that were very vocal and articulate about their concerns. One of the issues foreseen was that technology would be an unfair hurdle to the students. If the Administration feels that is manageable or worth discovering, that would seem to be a legitimate and respectful response to that concern. Superintendent Corey noted the District also has two more years of NWEA data, which is a similar test. We know we have the infrastructure in place to support that, and that our students are accustomed to taking that test.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding implementation of the COPsync Program

MOTION BY MEMBER FAREED TO AUTHORIZE THE ADMINISTRATION TO IMPLEMENT THE COPSYNC PROGRAM IN THE HOLLIS SCHOOL DISTRICT. THE PROGRAM IS GRANT FUNDED FOR THE FIRST YEAR THROUGH THE EMERGENCY MANAGEMENT PERFORMANCE GRANT AWARDED TO BRANDON COPSYNC 911. THE REQUIRED 50% MATCH WILL BE MADE BY BRANDON COPSYNC 911 IN THE FORM OF TRAINING THAT WILL BE PROVIDED

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Chairman Mann questioned when the program could be implemented. Superintendent Corey stated his intent to ask the COOP School Board and the Brookline School Board to take action on the matter this month, and have Brandon COPsync begin immediately working with the Police Chiefs to create the structural pieces, e.g., mapping. He would report back to the Board, at a later date, on when the program would be implemented and training/exercises would begin.

When asked if this would place additional workload on the Network Administrator, Superintendent Corey stated he does not believe Mr. Raymond sees it as an item that will be a major impact on his responsibilities as the vendor will do the majority of the work behind the scenes.

Ms. Sarris questioned the level of communication that will occur with parents. Superintendent Corey stated the presentation could be placed online. He suggested COPsync would be willing to return to provide a community presentation. Both Police Chiefs are more than willing to provide their input. The Administration works regularly with the School Resource Officer who does a number of trainings during the summer and the school year. The communication would begin with Principals notifying families of the program, what it is intended to do, etc. He suggested the District could also put a presentation on the local cable channel.

The Administration was asked to reach out to Brandon COPsync 911 to request copies of marketing materials, YouTube videos, etc., and for links to be placed on the District's website. Superintendent Corey stated his belief it is likely the program would roll out in the November timeframe, which would coincide with report cards and provide the opportunity to distribute information to families.

When asked if the program would be implemented if the Hollis School District were the only district to approve it, Superintendent Corey responded he does not believe it to be dependent upon approval by all three school districts. The presentation was provided to the Brookline School Board, and he believes they are of the opinion the program would be one more layer of protection.

When asked if teachers want the app on their personal devices, Superintendent Corey responded there will be some teachers who won't feel comfortable with an app on their phone and others for whom it would be one of many apps on their phone. It is believed once users become more familiar/comfortable with the system, participation would likely increase. When asked, he stated, both Police Chiefs have committed to including the ongoing costs (beyond year one) in their budgets.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding FY16 Fund Balance; RSA 198:4-b, II

**MOTION BY MEMBER FAREED TO RETAIN THE SUM OF ONE HUNDRED FIFTY ONE THOUSAND SEVEN HUNDRED EIGHTY SEVEN DOLLARS (\$151,787) OF SCHOOL FUND BALANCE FROM THE FY16 SCHOOL YEAR
MOTION SECONDED BY MEMBER MILLER**

ON THE QUESTION

Denise Norton, Assistant Business Administrator, stated the recommendation provided by the Business Administrator was that the retained fund balance be maintained at its present funding of \$151,787 for the following reasons: a) ensures the retained fund balance is tax neutral as compared to last year's tax rate, b) the school district's budget already contains a contingency fund of \$95,000; and c) the District has a Maintenance Trust Fund if urgent repairs are required which can be used to supplement the retained fund balance with proper approvals.

Chairman Mann remarked the \$151,787 is the current balance in the retained fund balance. The recommendation is not to add to it, but to keep it at its current level.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding PRIMEX Resolution

The following resolution was read into the record:

**Resolution to Enter Primex
Workers' Compensation Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

**MOTION BY MEMBER FAREED TO ADOPT THE RESOLUTION TO ENTER PRIMEX WORKERS' COMPENSATION CONTRIBUTION ASSURANCE PROGRAM (CAP) AS READ
MOTION SECONDED BY MEMBER MILLER**

ON THE QUESTION

Superintendent Corey stated Primex has been selected as the insurance risk management company. This is one of the services they offer. Vice Chairman Fareed spoke of the research conducted by the Administration in identifying Primex as the carrier with the best reputation/accountability, and favorable rates.

MOTION CARRIED

5-0-0

The following Resolution was read into the record:

**Resolution to Enter Primex
Property & Liability Contribution Assurance Program (CAP)**

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

**MOTION BY MEMBER FAREED TO ADOPT THE RESOLUTION TO ENTER PRIMEX PROPERTY & LIABILITY CONTRIBUTION ASSURANCE PROGRAM (CAP) AS READ
MOTION SECONDED BY MEMBER MILLER**

ON THE QUESTION

Mr. Enright questioned if there are other programs available in the State. Superintendent Corey stated there are, and stated his recollection three vendors participated in the bidding process. He noted the subject was discussed at great length before the SAU41 Governing Board, and that the delta for each of the districts was outlined. As an SAU, moving to this carrier will result in an overall savings with slight fluctuations between each of the districts based on claim history.

Vice Chairman Fareed remarked of the multiple providers presented to the Governing Board, she believed Primex to be the bidder with the second lowest price, and the best reputation for coverage.

Mr. Enright added they are in the business of insuring school districts, which is different than commercial liability insurance. The other bidders are commercial insurers, which, in his opinion, are substantially different than a public entity risk pool. He remarked he was not questioning the involvement with Primex, but rather stating his opinion Primex is the only viable option because insuring school districts and school property have substantially different associated risks than insuring an apartment building for example. The commercial coverages are not going to be as good as what Primex can provide as their coverage is written specifically for public entities.

**MOTION CARRIED
5-0-0**

- To see what action the Board will take regarding the Energy Study Working Group (ESWG) Invoices for Approval

Chairman Mann stated the invoice covers professional consulting services for the period of July 12, 2016 through August 31, 2016. The itemized detail has been distributed (copy attached).

**MOTION BY MEMBER FAREED TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC IN THE AMOUNT OF THREE THOUSAND NINE HUNDRED THIRTEEN DOLLARS AND TWENTY CENTS (\$3,913.20) FOR PROFESSIONAL CONSULTING SERVICES PROVIDED JULY 12, 2016 THROUGH AUGUST 31, 2016 AND RELATED TO THE HOLLIS SCHOOLS ENERGY STUDY
MOTION SECONDED BY MEMBER MILLER**

ON THE QUESTION

Vice Chairman Fareed remarked the Board works closely with the consultants, and has found them to be individuals of great integrity. Chairman Mann added he believes the consultants are reviewing the special conditions of the District and its facilities, and will guide the Board towards a direction that will best suit the facilities/District. He has not seen any indication of any bias for one approach or another.

**MOTION CARRIED
5-0-0**

Vice Chairman Fareed stated an issue that has been on her mind and one that has been asked of her is with regard to the barrier between the swings and the leach field at HPS. There was discussion of a fence at some point in the future, and the current resolution has been a series of three poles with rope strung across. She questioned if the Administration would consider using silt fencing rather than just ropes as a means of preventing balls from entering the area, etc. Superintendent Corey stated the intent to be to end ball playing there and move it all to the SAU field. Other alternatives could be considered that would accommodate access for work to be performed. One of the reasons rope was used was to be consistent with what is used elsewhere on the property. He commented a young student who is accustomed to seeing rope in areas where they are not intended to venture will receive that same message in this area. Vice Chairman Fareed suggested if utilizing rope is not a solution, silt fencing may be another option.

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 MILLER

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

Yea: Michele St. John, Laurie Miller, Tammy Fareed, Robert Mann, Tom Enright

5

Nay:

0

MOTION CARRIED

The Board went into non-public session at 7:59 p.m.

The Board came out of non-public session at 8:46 p.m.

WORK IN PROGRESS

- Capital Improvement Plan Presentation
- Data Retention Policy
- Policy BCA - Board Member Code of Ethics; First Reading
- Policy GAA - Job Descriptions; First Reading
- Student information and third party vendors (policy)
- Policy JFAB - Admission of Tuition and Nonresident Students (Spring time)
- Procedure for seating a new Board Member
- Teacher Leadership and Recognition Program
- Identify the process and cost involved in subdividing the 4 Lund Lane property (Update in April timeframe)
- 2017-2018 School Calendar
- Hollis Primary School - Septic Update
- Results of Water Sample Testing for PFOA and PFOS

ADJOURNMENT

MOTION BY MEMBER FAREED TO ADJOURN

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

5-0-0

The September 7, 2016 meeting of the Hollis School Board was adjourned at 8:46 p.m.

Date _____ Signed _____

Hollis Energy Study – August 2016 Progress Report of INRS/HotZero
--

		Jul	Aug	Progress as of 8/31/2016
II	6	Additional detailed document summarizing heating systems in preparation: will cover existing conditions, current heat load, considerations related to hydronic distribution and controls. This will be completed in September after modeling of potential lower heat loads based on analysis of different building efficiency improvements.		
II	7			
II	9			Added summary of technical team tour of HPS and HUES on August 24.
II	10	Have added some additional potential vendors to our 7/20 list.		
II	11	Have finalized subcontracts and scopes of work for John F. Penney Consulting Services (mechanical engineer) and Resilient Buildings Group (building performance experts). Held tour of facilities for them on August 24.		
II	12	See II(11) above		
II	14	No additional actions in August.		
IV	19			Focus of cost estimating has been for pilot ASHP/PCM in HPS library, working with ShiftNRG.
IV	20			Focus has been on development of ASHP/PCM pilot for HPS library, working with ShiftNRG.

		the ESG			
IV	21	Conduct initial technical and financial analysis of selected options based on input from vendors and ESG			Focus has been on development of ASHP/PCM pilot for HPS library, working with ShiftNRG.
IV	25	Working with HEC members Paul Happy and Woody Hayes, develop analysis of 100 kw solar PV installation			No additional actions in August.



Innovative Natural Resource Solutions LLC

37 Old Pound Road
Antrim, NH 03440
603-588-3272

www.inrslc.com

Invoice submitted to:

Hollis School District
Attn: Andrew Corey
4 Lund Lane
Hollis NH 03049

Invoice # HSD-2016-05

September 1, 2016

In Reference to: Hollis Schools Energy Study Consulting

Professional Services

For completing consulting services related to Hollis schools energy project,
July 12 – August 31, 2016 (Itemized time and expense detail attached)

Charles R. Niebling, Innovative Natural Resource Solutions LLC
D. Dickinson Henry, Hot Zero (subcontractor)

\$ 1,818.20
\$ 2,095.00

TOTAL DUE

\$3,913.20

Please make check payable to "Innovative Natural Resource Solutions LLC" and mail to the address above. Thank you!
TERMS: Net 30 days. Finance charge of 1 1/2% per month (18% annual) added to balance after 30 days.

9/1/2016
2:01 PM

Charles Niebling
Listing

Page 1

Selection Criteria

Slip Classification	Open
Clie. Selection	Include: Hollis
User Selection	Include: C. Niebling
Slip Transaction Dat	7/12/2016 - 8/31/2016

Rate Info - identifies rate source and level

Slip ID	Dates and Time	User Activity	Units DNB Time	Rate Rate Info	Slip Value
Posting Status		Client Reference	Est. Time	Bill Status	
Description			Variance		
139741	TIME	C. Niebling	3.78	100.00	378.33
7/12/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Mtg w D. Henry re: July/August work planning;			0.00		
discuss pilot project; review prospective vendors;					
administrative tasks					
139854	TIME	C. Niebling	0.53	100.00	53.33
7/13/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Respond to T. Fareed questions re: 7/18 invoice;			0.00		
review D. Henry response to P. Happy questions;					
re-send 6/1/2016 invoice to SAU; IV25, basic					
admin. tasks					
139855	TIME	C. Niebling	1.59	100.00	159.17
7/15/2016	11:39 AM	Meeting	0.00	C@1	
WIP		Hollis	0.00		
Mtg w D. Henry re: subcontractor scope of work,			0.00		
discussion of pilot project and HPS ASHP details					
from M. Dunn; draft subcontractor scope of work;					
phone conf/email D. Nute, RBG; II12					
139856	TIME	C. Niebling	2.75	100.00	275.00
7/18/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Email T. Fareed, R. Mann re: subcontractor scope			0.00		
of work review; respond to T. Fareed questions on					
same. Phone conf/email D. Nute RBG re:					
subcontract. Attend HSB mtg; tour HUES ASHP					
after (1.5 hr). II7; II11, II12;					

9/1/2016
2:01 PM

Charles A. Levesque
Listing

Page 2

Slip ID		User	Units	Rate	Slip Value
Dates and Time		Activity	DNB Time	Rate Info	
Posting Status		Client	Est. Time	Bill Status	
Description		Reference	Variance		
139857	TIME	C. Niebling	1.67	50.00	83.33
7/18/2016		Travel	0.00	C@2	
WIP		Hollis	0.00		
Travel to, from Hollis SB mtg			0.00		
139858	TIME	C. Niebling	1.40	100.00	140.00
7/20/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Phone contact vendors; summarize proposed vendor list; email comm. D. Henry; email T. Fareed; prep July progress report. II13			0.00		
139859	TIME	C. Niebling	0.33	0.00	0.00
7/22/2016		Project Work	0.00	T@1	
WIP		Hollis	0.00		
Draft heating systems summary document for vendors; email T. Fareed; II7			0.00		
139860	TIME	C. Niebling	0.65	100.00	65.00
7/25/2016	3:45 PM	Phone conf	0.00	C@1	
WIP		Hollis	0.00		
Phone conf D.Henry re: requirements doc, scope of services for RBG, Penney; work planning for August; II7; II12				0.00	
139869	TIME	C. Niebling	0.62	100.00	61.67
8/5/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Email D. Henry; email D. Nute, RBG; draft RBG subcontract; email J. Penney re: school tour dates; II12			0.00		
139878	TIME	C. Niebling	0.45	100.00	45.00
8/15/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Email/phone conf E. Hinckley/C. Stohl re: tech team school visit. Email update T. Fareed, R. Mann. Email J. Penney, D. Nute to confirm date. II12			0.00		

9/1/2016
2:01 PM

Charles A. Levesque
Listing

Page 3

Slip ID		User	Units	Rate	Slip Value
Dates and Time		Activity	DNB Time	Rate Info	
Posting Status		Client	Est. Time	Bill Status	
Description		Reference	Variance		
139881	TIME	C. Niebling	0.30	100.00	30.00
8/23/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Email re: details of tech team meeting; phone conf			0.00		
D. Henry; II12					
139882	TIME	C. Niebling	1.67	50.00	83.33
8/24/2016		Travel	0.00	C@2	
WIP		Hollis	0.00		
Travel to, from Hollis			0.00		
139884	EXP	C. Niebling	94	0.54	50.76
8/24/2016		\$mileage			
WIP		Hollis			
Roundtrip, Boscawen to Hollis					
139885	TIME	C. Niebling	2.73	100.00	273.17
8/25/2016	8:45 AM	Project Work	0.00	C@1	
WIP		Hollis	0.00		
Prep summary notes from 8/24 tech team school			0.00		
tour; circulate to A. Corey, P. Izbicki, C. Stohl, E.					
Hinckley, J. Penney, D. Nute, D. Henry; email J.					
Penney, D. Nute, D. Henry; follow up items from					
tech team mtg; email T. Fareed; send revised					
scope of work to J. Penney, D. Nute; II12; II9					
139890	TIME	C. Niebling	0.20	100.00	20.00
8/26/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Phone conf D. Henry re: 9/1 tech team mtg; email			0.00		
J. Penney, D. Nute; II12					
139891	TIME	C. Niebling	0.37	100.00	36.67
8/30/2016		Project Work	0.00	C@1	
WIP		Hollis	0.00		
Phone conf D. Henry re: JFPCS, RBG scopes of			0.00		
work; work planning next month; II12					
139892	TIME	C. Niebling	0.63	100.00	63.44
8/31/2016	11:27 AM	Project Work	0.00	T	
WIP		Hollis	0.00		
Email J. Penney re: revised scope of work,			0.00		

9/1/2016
2:01 PM

Charles A. Levesque
Listing

Page 4

Slip ID	User	Units	Rate	Slip Value
Dates and Time	Activity	DNB Time	Rate Info	
Posting Status	Client	Est. Time	Bill Status	
Description	Reference	Variance		

contract; email D. Nute re: revised scope of work,
contract; finalize notes from 8/24 tech team tour;
1112; 119

Grand Total	Billable	19.67	1818.20
	Unbillable	0.00	0.00
	Total	19.67	1818.20

Hot Zero hours - D. Dickinson Henry Jr.

DDH Consulting Time for Hollis Project From July 12, 2016 to August 31, 2016

Date	Client	Project Code	Task	Notes	Consulting Hours	Travel Hours
7/12/2016	Hollis	8	Admin	Meeting with Charlie to prepare for School Board Meeting 7-18	1.92	
7/13/2016	Hollis	8	Research	Answering Paul Happy's question about requirements docs which Tammy requested	0.8	
7/14/2016	Hollis	8 & 12	Research	Answering Tammy's request for info from Paul. Discussing with Mick re demand load for pilot re proposal	1.72	
7/15/2016	Hollis	9 & 12	Research	Charlie re technical working group prep. Mick re pilot proposal to School board.	3.3	
7/18/2016	Hollis	8 & 12	Research	Answering Andy & Tammys questions re pilot. Reviewed answers with Charlie and Mick	2.39	
7/18/2016	Hollis		Travel	To and from SB meeting re contract		1.67
7/18/2016	Hollis	6 & 8	Meetings	Actual meeting time reviewing contract	0.83	
7/19/2016	Hollis	7	Meetings	Tour of PV potential Sites at HUES and Primary Schools	1	
7/20/2016	Hollis		Travel	To and from PV Site Tour		1.67
7/25/2016	Hollis	9	Phone Calls - research	Charlie planning next steps for August.	0.58	
7/28/2016	Hollis	9	Research	Write up of Hollis Project materials for John Penney	1.7	
8/5/2016	Hollis	9	Research	Summary Note for John Penney consulting engineer along with other materials such as Audits and previous reports	1.12	
8/10/2016	Hollis	9	Project Management	Review of RGB contract	0.5	
8/11/2016	Hollis	9	Research	John Penny conf call. Charlie conf call	1	
8/24/2016	Hollis	9	Meetings	Phone call w Andy Corey, Paula, Chuck, Dana, Ed, John Penny,	1	
8/24/2016	Hollis	9	Phone Calls - research	Follow up conf call with Charlie & Dana to discuss tour	0.42	
8/30/2016	Hollis	9	Phone Calls - research	Charlie re Penney and meeting Thursday. Edit of Penney scope of work.	0.83	
8/30/2016	Hollis	9	Phone Calls - research	RGB revised scope of work	0.17	
					19.28	3.34 TOTAL
					\$1,928.00	\$167.00 \$2,095.00



John F. Penney Consulting Services, P.C.
HVAC, Plumbing & Fire Protection Engineering
Commissioning & TAB Services

PO Box 10 • 231 So. Main Street • Chester, Vermont 05143
Phone/Fax 802.875.2010 • e-mail: info@jfpcs.com

September 1, 2016

Mr. Charlie Niebling
Innovative Natural Resource Solutions, LLC
20-220 Depot Street, Suite 3
Peterborough, NH 03458

Re: Mechanical Assessment & Energy Audit Services
Hollis Schools

Dear Mr. Niebling:

We are pleased to provide you with this proposal for Mechanical Consulting services for the Hollis Primary School and the Hollis Upper Elementary School in Hollis, NH.

Our approach is to provide the following services by task to implement a thorough analysis of each facility's HVAC, automatic temperature controls, and central plant systems. We will investigate energy use, system and equipment performance, and maintenance procedures. From our review and investigation, we will make recommendations to reduce energy, improve equipment performance and control, and enhance maintenance procedures.

The following mechanical systems will be specifically assessed:

Hollis Primary School

- Existing boiler plant.
- Existing ventilation system.
- Existing terminal equipment including unit ventilators, cabinet heaters and radiators.
- Mechanical control system.
- Electrical service and classroom power distribution upgrades.
- Cooling to designated areas, specifically air source heat pumps.
- Alternative energy systems.

Hollis Upper Elementary School

- Existing boiler plant.
- Dehumidification system.
- Existing ventilation system.
- Existing terminal equipment.
- Mechanical control system.
- Alternative energy systems.

Document Review and Organization

1. Meet with the Project Team and Owner at each site to discuss the procedures and schedule to implement the work.
2. Ascertain building information to profile and document the mechanical systems.

Hollis Schools
Mech Assess & Energy Audit
9/1/2016
Page 2 of 5

3. Develop documentation to organize equipment and system information and record data.
4. Review any existing plans and specifications to develop an understanding of the systems.
5. Prepare a list of equipment and systems that appear to have an impact on the building heating, cooling, ventilation and comfort, and the potential for implementing energy conservation measures (ECMs).
6. Develop an outline of the report format; discuss with Project Team and Owner and include high points in outline.

Site Assessment

1. Develop a plan to systematically investigate each system.
2. Review and document each system's sequence of operation.
3. Review and record operational schedules.
4. Review and record maintenance procedures and schedule.
5. Report on any maintenance issues discovered during the field survey.
6. Organize the field data and develop a list of ECMs and discoveries.

Analysis/Report/Follow-up (Deliverables)

1. Prepare a building description including square footage and use, occupancy and operational schedules, as well as any issues discovered.
2. Provide a summary of systems and equipment.
3. Develop a list of ECM improvements and opportunities to implement.
4. Review Owner maintenance procedures and document any recommendations for improvement. Note where good practices have been followed. Review existing O&M information.
5. Review building automation system. Make recommendations to improve and optimize.
6. Prepare cost data of each ECM.
7. Prepare a final report.
8. Attend meetings with Project Team and Owner to review the report and documentation information. Prepare the report in hard copy and electronic copy for future use.

In consideration for performing the consulting services described herein, the client shall compensate JFP Consulting Services, P.C. on a Not-to-Exceed basis in the amount of \$14,000 (FOURTEEN THOUSAND DOLLARS). Expenses shall be included for the Scope of Work noted above.

A breakdown of our fee is as follows:

Hollis Primary School	\$ 7,800
Hollis Upper Elementary School	<u>\$ 6,200</u>
Total	\$14,000

We can also perform work on a time and expense basis if so requested. Additional services may include but are not limited to: commissioning or retro-commissioning of the mechanical or electrical systems not listed above, additional energy calculations, construction cost evaluation, or TAB services. The rates charged per hour are as follows:

Consultant/Project Manager	\$125.00
----------------------------	----------

Hollis Schools
Mech Assess & Energy Audit
9/1/2016
Page 3 of 5

Mechanical Engineer	\$ 85.00
Designer/Technician	\$ 60.00
Clerical	\$ 55.00

Out-of-pocket expenses are reimbursed at cost times 1.15

Photocopies	Cost
Blueprints	Cost

Conventional vehicle mileage is the current IRS rate.

During the kick-off meeting, JFPCS will work with the Project Team and Owner to schedule field visits. We envision the Owner assisting in gathering any documentation available, providing it in electronic format or working with the Project Team to arrange for copying or scanning of the documents.

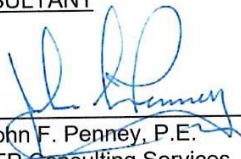
We anticipate part field work/gathering information and part office time to verify documents and compare existing documentation to the actual installation. Once the field work is complete, the analysis phase will begin. A preliminary list of recommendations and potential ECMs will be distributed. Upon completion of the documentation and field work phase, analysis and report development will be performed and a preliminary report distributed for review and comment. After comments a final report will be prepared.

We look forward to the challenge of this interesting project. Our team has worked on several similar projects recently and we look forward to working with you and your staff.

Please feel free to contact me if you have any questions.

IN WITNESS WHEREOF the parties hereto have made and executed this agreement.

CONSULTANT

By: 
John F. Penney, P.E.
JFP Consulting Services, P.C.
PO Box 10
231 So. Main Street
Chester, VT 05143

JFP/sam

08/26/2016
Date

CLIENT

By:  9/1/16
Authorized Signature Date

President
Title
Innovative Natural Resource Solutions
37 Old Pound Road
Antrim, NH 03440

CONTRACT TERMS AND CONDITIONS
for
Engineering and Design Services

PART I PROJECT CONDITIONS

The liability of the CONSULTANT and associate Subconsultants extends only to the technical accuracy of the Design Work. The CONSULTANT is unable to guarantee or assume any responsibility for the performance of equipment manufactured by others. Our design will be based on Vendor's Published Performance Criteria. The total liability of the CONSULTANT and associated sub-consultants for any and all inquiries, claims, losses, expenses or damages arising out of or related to the Consultant's services, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of the CONSULTANT, or associate Subconsultants, shall not exceed the total compensation received by the CONSULTANT under this agreement, or the total amount of \$10,000, whichever is greater.

PART II PAYMENT

The CONSULTANT will submit bills monthly in accordance with the fee schedule and based on the amount of work actually completed, and are due upon receipt. Interest of 1 1/2 percent per month will be charged on payments in excess of 30 days.

PART III TAXES

Sales, Use and License taxes are billed at cost. Any tax or fee enacted by the local state or federal government subsequent to the date of this agreement and based on receipts or revenues will be added to each invoice due under this agreement.

PART IV PERIOD OF SERVICE

If the services covered by this agreement have not been completed within a twelve (12) month period of the date hereof, through no fault of the CONSULTANT, the amounts of compensation, rates and multiples set forth shall be equitably adjusted.

PART V INSURANCE

The consultants maintain current workmen's compensation insurance, general liability insurance and professional liability insurance. Certification of insurance can be furnished on request. The consultant will not be responsible for any loss, damage or liability arising from negligent acts, errors and/or omissions by the client, owner, contractor, other consultants or any other agent or person for whose conduct the consultant is not legally responsible.

PART VI OPINIONS OF COST

The CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions, the CONSULTANT's opinions of probable Total Project Cost and Construction Cost provided for as part of the CONSULTANT's service are to be made on the basis of the CONSULTANT's experience and qualifications and represent the CONSULTANT's best judgment as an experienced and qualified consultant, familiar with the construction industry; but the CONSULTANT cannot and does not guarantee that proposals, bids or actual Total Project Costs will not vary from opinions of probable cost prepared by the CONSULTANT. If prior to the Bidding or Negotiation Phase the CLIENT wishes greater assurance as to the Total Project Construction Costs, the CLIENT shall, at additional cost, employ an independent cost estimator.

PART VII OWNERSHIP OF DOCUMENTS

Documents, including original drawings, opinions of cost and specifications are and shall remain the sole and exclusive property of the CONSULTANT and will not be used other than for the project for which the CONSULTANT was employed. Documents shall be furnished to the CLIENT as stated herein. The Contractor shall furnish As-Built Drawings and Operations & Maintenance Manuals to the CLIENT as part of the project requirements unless stated otherwise.

PART VIII CONSTRUCTION SERVICES DEFINITIONS

Construction Services: Construction Services is defined as providing onsite construction review to determine if the construction follows the Design Intent. Construction Services does not include administration of the Construction Contract. There is no expressed or implied agreement between the CONSULTANT and the Contractor and therefore the requirements of the Work can only be implemented by the Owner. Reports prepared by the CONSULTANT are the opinion of the CONSULTANT and not a requirement to perform the Work without the Owner's consent. The CONSULTANT is not responsible for, or have any control over, construction means, methods, techniques, sequences and procedures for coordinating the Work under the Construction Contract. The CONSULTANT is not responsible for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

Shop Drawing Review: The CONSULTANT shall review Shop Drawings for general conformance with the Design Intent and general compliance with the information given in the Contract Documents. Any action shown is subject to the requirements of the Drawings and Specifications. It is the Contractor's responsibility to confirm that the work or equipment submitted conforms to the design concept expressed in the Contract Documents and the construction requirements.

Job Site Safety: The CONSULTANT is not responsible for safety on the jobsite. Jobsite safety is the responsibility of the Contractor and must be maintained in accordance with the requirements of the Authority Having Jurisdiction.

PART IX SUSPENSION OF WORK

The CLIENT may, at any time, by seven (7) day written notice, suspend further work by the CONSULTANT. The CLIENT shall remain fully liable for and shall promptly pay CONSULTANT the full amount for all services rendered by CONSULTANT to the date of suspension of service.

If payment of invoices by the CLIENT is not maintained on a thirty (30) day basis, the CONSULTANT may, by written notice to the CLIENT, suspend further work until payments are restored to current basis. In the event the CONSULTANT engages counsel to enforce overdue payments, the CLIENT shall reimburse the CONSULTANT for all reasonable attorney's fees and court costs related to enforcement of overdue payments.

The CLIENT shall indemnify and hold harmless the CONSULTANT for any claim or liability resulting from suspension of the work.

PART X ABANDONMENT OF AGREEMENT

This agreement may be terminated by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

Scheduled items not completed, but upon which work has been performed, shall be paid for on the basis of estimated extent of completion, or man-hours charged.

RESILIENT BUILDINGS

— GROUP —

Superior energy performance

We are delighted to provide the following Consulting Agreement

Date of Contract: September 1, 2016

Client Name: Innovative Natural
Resource Solutions LLC

Project Name: Hollis School District
Energy Study

Project Address: Hollis Upper
Elementary and Primary Schools, Hollis
NH

Billing Address: INRS, 37 Old Pound
Road, Antrim NH 03440

Anticipated Start Date: August 2016

Contact Person: Charlie Niebling, INRS

Phone Number: 603-965-5434

Email Address: niebling@inrsllc.com

Project Number: 16.029

Fee

Resilient Buildings Group, Inc. ("RBG") will perform the Services under the Terms and Conditions described on the following pages of this Agreement, at its standard rate of \$100 per hour for professional services.

- Standard Hourly Rate = \$100.00;
- Travel = Billed at the Federal Rate, currently \$0.54/mile, subject to change.

RBG will perform the Services as outlined in this Agreement up to an amount not to exceed \$12,000.00

- Client shall pay subsequent monthly invoices within thirty days upon receipt of each invoice. Invoices unpaid at the 30 day period shall be considered overdue and charged 1 ½% interest per month. Should any additional services or expenses that are outside the scope of this Agreement be required, a new Agreement shall be agreed upon.
- Scope of Services and associated fees are listed on Page 2 of this Agreement.

Term and Agreement

The term of the Services covered by this Agreement shall commence on the date hereof and shall continue until these Services are completed, but shall not exceed twelve (12) months unless Agreement is renegotiated.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement by their respective authorized representatives as of the date first written above.

INRS, LLC

By: Charles A. Levesque Date: 9/1/16

Charles Levesque
Its: President

RESILIENT BUILDINGS GROUP, INC.

By: Dana Nute Date: 9/1/16

Dana Nute
Its: General Manager

RESILIENT BUILDINGS GROUP, INC. – 6 DIXON AVENUE, SUITE 200, CONCORD, NEW HAMPSHIRE
603-226-1009 www.ResilientBuildingsGroup.com

Resilient Buildings Group is a majority-owned, for-profit subsidiary of The Jordan Institute, a 501(c)3 non-profit organization.

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Scope of Services:

Innovative Natural Resource Solutions LLC ("Client") and Resilient Buildings Group, Inc. ("RBG") hereby agree that RBG will provide Consulting Services, described below, (collectively, the "Services" for the Project known as Hollis School District Energy Study.

Hollis School District Energy Study – Scope of Services

- Blower door testing of Primary School and Upper Elementary School
- Theatrical smoke and smoke pencil testing at Primary School to include library and sample classrooms
- Consulting and assistance in evaluating options of energy efficiency measures and renewable energy alternatives at Primary School and Upper Elementary School
- Installation of monitoring devices in three rooms (currently climate controlled with air source heat pumps) at Upper Elementary School. Monitoring devices will be used for collecting data. Installation of monitoring devices in library at Primary School for purpose of collecting data.
- Sample testing of distribution systems in Primary School and Upper Elementary School to derive efficiencies/deficiencies. These tests will also include analysis of Building Management System and will be used in analysis for recommendation of energy efficiency measures. Results of testing to be formulated into a report.

Terms and Conditions, continued

THESE TERMS and CONDITIONS are part of this CONSULTING AGREEMENT (Agreement) between Resilient Buildings Group, Inc. ("RBG"), a majority-owned, for-profit subsidiary of The Jordan Institute, Inc., a New Hampshire not-for-profit corporation with their principal office and place of business at 6 Dixon Avenue, Concord, New Hampshire 03301, and US Forest Service ("Client") with offices and location at c/o 231 North Main Street, Rutland, VT 05701. The parties hereto hereby agree as follows:

1. Description of Services.

RBG shall perform for Client the services in connection with the Project described hereto and made a part hereof of the ("Services").

2. Fee.

Client shall pay RBG for the Services performed for the fee described hereto (the "Fee" or "Fees"). Payment of any income or other taxes which may be due upon RBG's compensation from Client shall be RBG's responsibility, and Client shall not withhold any amounts from RBG's compensation for this purpose.

3. Expenses.

Client shall pay RBG for Expenses incurred in connection with the Project as described in Schedule A hereto.

4. Term.

This Agreement is effective as of the date hereof and shall continue for an additional period described hereto unless earlier terminated pursuant to Section 13 hereof.

5. Ownership.

RBG represents and warrants to Client that all work and research done by RBG in connection with the Services is RBG's original work. Client shall have all right, title and interest in the results of the Services, such assignment to be effective upon Client's payment to RBG of the Fees due to RBG pursuant to Section 2 hereof. RBG maintains all rights to project management methodologies, copyright ownership and rights, and other intellectual property rights resulting from this Agreement and any business processes previously developed by RBG that are required to support the Services, unless identified as and acknowledged to be the work of a third party.

6. Confidentiality.

RBG shall regard as confidential and proprietary (i) all information communicated to it by Client in connection with this Agreement (which information shall at all times be the property of Client), and (ii) all third party confidential information which has been provided in confidence to Client and which is disclosed to RBG on a need-to-know basis solely for the benefit of Client (such information is hereinafter collectively referred to as "Information"). RBG shall not, without Client's prior written consent, at any time (a) use the Information for any purpose other than in connection with its performance of the Services for the benefit of Client or (b) disclose any portion of the Information to third parties. RBG shall promptly upon the termination of this Agreement return to Client all Information which is in written or tangible form (including, without

RBG shall promptly upon the termination of this Agreement return to Client all information which is in written or tangible form (including, without limitation, all copies, summaries and notes of the contents thereof), regardless of the party causing the same to be in such form.

For purposes of this Agreement, Information shall not mean Information previously known to RBG, or Information provided by a third party not bound by this Agreement, or Information which otherwise becomes known to RBG through no unlawful act, or Information that RBG independently develops outside of the work being performed under this Agreement; nor shall the disclosure of Information be prohibited, to the extent that the Information is required to be disclosed by law or regulatory authority.

7. Force Majeure.

If either party is prevented from complying, either totally or in part, with any of the terms or provisions of this Agreement by reason of fire, flood, storm, strike, lockout or other labor trouble, riot, war, rebellion, accident, terrorist acts or other acts of God, then upon written notice to the other party, the requirements of this Agreement, or the affected provisions hereof to the extent affected, shall be suspended during the period of such disability. During such period, the party not prevented from complying as aforesaid may seek to have its needs (which would otherwise be met hereunder) met by or through third parties without liability hereunder. The party prevented from complying shall make all reasonable efforts to remove such disability within thirty (30) days of giving such notice.

8. Limitation on Liability.

IN NO EVENT SHALL RBG BE LIABLE TO CLIENT OR TO ANY OTHER PERSON FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF PROFIT OR GOODWILL, FOR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT AND / OR ITS SUBJECT MATTER, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE. CLIENT UNDERSTANDS AND AGREES THAT ANY LIABILITY OF RBG REGARDING THE SERVICES SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RBG IN CONNECTION WITH THE SERVICES.

9. RBG's Warranties; Disclaimer.

RBG represents and warrants to Client, and agrees that RBG has and will have full power and authority to enter into, and fully to perform this Agreement, and that no agreement or understanding with any other person, firm, or corporation exists or will exist which would interfere with RBG's obligations hereunder. RBG further represents and warrants that the disclosure to Client of any information by RBG in connection with the Services does not contravene any confidentiality obligation RBG may have to any third party. RBG's role is to review and advise.

EXCEPT AS EXPRESSLY STATED HEREIN ABOVE, RBG MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE, CONCERNING THE SUBJECT MATTER OF THIS AGREEMENT OR ANY OTHER WARRANTY WITH RESPECT TO THE QUALITY OR ACCURACY OF THE SERVICES.

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Terms and Conditions, continued

10. Notices.

Any notice given hereunder shall be in writing and delivered in person or mailed by certified or registered mail, postage prepaid, addressed to the appropriate party as set forth in the preamble hereof. Either party may change its address to receive notice by giving written notice of such change to the other party.

11. Independent Contractor.

This Agreement shall not give rise to a partnership, agency or other relationship between the parties, except as otherwise provided herein. All activities by RBG under the terms of this Agreement shall be carried on by RBG as an independent contractor and not as an agent for or employee of Client.

12. Assignment.

RBG acknowledges that the Services to be provided to Client are unique and personal. Accordingly, RBG may not assign any of its rights or delegate any of its duties or obligations under this Agreement to another party without the prior consent of Client. This Agreement shall inure to the benefit of their respective successors, assigns and affiliates.

13. Termination.

(a) Either party may immediately terminate this Agreement if a Default (as defined below) by the other party has occurred and is continuing by giving written notice thereof to the defaulting party. Except as otherwise specifically provided herein, the termination of this Agreement shall not relieve the parties of any obligation accruing with respect to this Agreement prior to such termination. The term "Default" shall mean any of the following events:

- (1) failure by a party to comply with or to perform in all material respects any provision of this Agreement and continuance of such failure for ten (10) days after notice thereof to such party; or
- (2) any warranty or representation made by a party in this Agreement is breached or is false or misleading in any material respect.

(b) Should in the opinion of Client, the Services of RBG no longer be required, as a result of Client's canceling the Project due to not being able to raise sufficient funds to complete the Project, Client may terminate or suspend this Agreement by giving thirty (30) days prior written notice to RBG. Upon such notification that Client wishes to terminate or suspend the Services, RBG will limit further work on the Project to only that required to appropriately organize and store files, data and communications for the purpose of closing out or temporarily suspending the Project at the time of notification. Should such termination occur, RBG shall provide Client with a final invoice for incurred fees up to the date of completion, not to exceed the value of the total contract as defined hereto.

14. Indemnification.

RBG shall indemnify Client from and against any damages, claims, or expenses arising out of RBG's breach of this Agreement or from RBG's acts or omissions outside the scope of this Agreement. Client shall indemnify RBG from and against any damages, claims or expenses

out of claims or actions by third parties against RBG by virtue of its performance of this Agreement.

15. Merger; Amendment.

This Agreement, constitutes the entire agreement and understanding between the parties regarding the subject matter hereof, and merges all prior discussions, proposals, and agreements between them relating thereto. No waiver, modification or amendment to this Agreement shall be valid unless in writing and signed by the parties hereto.

16. No Waiver.

No failure or delay on the part of either party in the exercise of any right, power or remedy under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any right, power or remedy preclude other or further exercise thereof, or the exercise of any other right, power or remedy.

17. Publicity.

Subject to the prior approval of the other party, which approval shall not be unreasonably withheld, either party may make the outcomes of this Agreement and the relationship of the parties hereunder public via press releases, seminars, case studies, web sites, or through other media. Upon request by Client, RBG will anonymize such publicity by removing owner name, project name, or location.

18. Headings.

Section headings in this Agreement are for convenience only and shall not affect the interpretation of any provision of this Agreement.

19. Governing Law; Severability; Etc.

This Agreement shall be governed by and construed in accordance with the internal laws of the State of New Hampshire. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition of invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.


20. Regulated or Hazardous Materials.

RBG shall not be liable for the identification, detection, abatement, encapsulation, storage, removal, or transportation of any regulated or hazardous substances. Regulated or hazardous substances may include, but are not limited to, asbestos, lead, mold, certain refrigerants, and oils. RBG shall be alerted to hazardous materials such as asbestos, lead paint, or mold that are known to the building owner prior to commencement of work. If any such products or materials are encountered during the course of work, RBG can discontinue work until regulated or hazardous materials have been removed or hazard or liability is eliminated. RBG shall receive an extension equal to the time of delay to complete the work.



School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts
Office of the Superintendent of Schools
4 Lund Lane
Hollis, New Hampshire 03049
603.324.5999 fax 603.465.3933

DATE: September 6, 2016
TO: Hollis School Board
FROM: Kelly Seeley 
Business Administrator
SUBJECT: Hollis School Buildings Expendable Trust Issue

During the audit fieldwork in August, the auditor made me aware of a situation we have with the Hollis School Buildings Expendable Trust. The balance of the Trust as of 6/30/16 is \$116,691. Of that balance, \$103,977 represents expenditures originally applied to the Trust in years prior to July 1, 2011. So, the available balance is: \$12,714. In FY17 we'll be moving approximately \$72,200 in expense from the Trust to the General Fund based on the Board's approval of summer expenditures. We will also be adding \$55,000 as a result of the taxpayer approval of the FY17 budget bringing the balance to approximately -\$4,486.

The Board has the choice of two actions:

1. We can move the \$103,977 to the General Fund as was originally intended but some of the \$72,200 would need to be expended from the General Fund without going over budget in FY17 to avoid a negative balance in the Trust. Depending on how much is moved, there could be very little left in the Expendable Trust for future needs.
2. Since these expenditures were made from the General Fund at the time of the expense and have never been requested from the Expendable Trust, the Board could restate in their minutes that these funds should have been applied to the General Fund.

Doing this will let the balance in the Expendable Trust remain available for current and future needs. The unreserved fund balance will be reduced by \$103,977. At this time the audit is showing the unreserved fund balance to be \$430,387. This reduction will reduce the balance to \$326,410.

A sample motion for this would be: ***"I move that we restate our unreserved fund balance in the amount of \$103,977 to apply expenditures previously applied to the Expendable Trust to the General Fund."***

It is my recommendation to go with Choice #2 especially in light of the increasing need for major repairs in both Hollis schools.

Andrew Corey
Superintendent of Schools
andrew.corey@sau41.org

Gina Bergskaug
Assistant Superintendent
gina.bergskaug@sau41.org

Kelly Seeley
Business Administrator
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Amy Rowe
Director of Student Services
amy.rowe@sau41.org