

Hollis School Board
Wednesday, May 3, 2017
Hollis Upper Elementary School
6:00 PM

All Times are estimates and subject to change without notice

6:00 Call to Order

6:05 Agenda Adjustments
Approve Meeting Minutes
Nominations/Resignations/Correspondence

6:15 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

6:45 Public Input
Principal's Report – Informational

7:00 Discussion

- Revenue and Expense Report
- Maintenance trust memo for Hollis and SAU building
- School lunch prices 2017 - 2018
- Update on HSTEP
- Last day of school for students – Tuesday, June 20th – half day

7:30 Deliberations

- To see what action the Board will take regarding the HSTEP invoices
- To see what action the Board will take regarding HSTEP committee's recommendation for a construction manager
- To see what action the Board will take regarding the Policy Memo (April 17, 2017 – included in packets)

8:15 Motion to adjourn

Hollis School District
Administrative Report
May 2017

Calendar, Events, Programs

- May 8th - 12th - Staff Appreciation Week
- May 1st - 15th - PTA Silent Auction
- May 11th - HPS Kindergarten Information Night 6:00 pm
- May 24th - Grade 1 Celebration of Learning
- May 25th - Grade 3 Celebration of Learning
- May 26th - Kindergarten Celebration of Learning
- May 29th - No School - Memorial Day
- June 1st (2:00) and 2nd (9:00) - Third Grade Concert - Two performances this year, one for parents and another for grandparents!
- June 7th - Grade 2 Celebration of Learning
- June 9th - K - 3 Field Day (rain date 6/12)

Enrollment for 2016/2017:

PK – 3's: 12	
PK – 4's: 9	Grade 3: 98
Grade K: 64	Grade 4: 117
Grade 1: 80 (-1)	Grade 5: 95
Grade 2: 86 (+1)	Grade 6: 106

Building & Grounds:

- HUES/HPS - Both buildings are preparing for the work to be done over the summer.
- HPS - outside grounds have been trimmed and mulched for a nicer curb appeal!

Staffing & Students:

- HUES/HPS - Spanish candidate has been sent to SAU for final interview.
- HPS - we will be starting screenings for incoming 1st and Kindergarten students
- SBAC testing is complete for HPS and HUES! We are proud of students' hard work.
- HPS/HUES are working on the 17/18 class placements.

Celebrations:

- HPS - April 19th we thanked our volunteers at the All School Town Meeting hosted by Ms. Gual's 2nd grade class!
- HPS - On May 17th we will WALK NH! Mrs. Lencsak leads Walk NH, all students and staff will walk up to the Upper and get some cheers from the students and staff at HUES!
- HPS - To celebrate Staff Appreciation Week we will have themed days: Monday - Sports Day (wear caps and t shirts), Tuesday - Professional Day (dress your best), Wednesday - Hawaiian Day (everyone deserves a vacation), Thursday - Throwback (wear college/high school attire), Friday - School Spirit Day (wear blue and white)
-

Hollis School District
Monthly Enrollment Breakout
May 2017

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 16/17 SY	Number of students (4/18/2017)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	12	0	12
Pre – K 4 year olds		1		9	0	9
Kindergarten		4	59	64	0	16, 16, 16, 16
Grade 1	18	5	79	81	-1	15, 16, 16, 16, 17
Grade 2	18	5	86	85	+1	16, 17, 17, 18, 18
Grade 3	20	5	95	98	0	19, 19, 20, 20, 20
HPS Totals		21 classes		349		
Grade 4	23	6	117	117	0	19, 19, 19, 20, 20, 20
Grade 5	23	5	94	95	0	18, 18, 19, 20, 20
Grade 6	23	5	106	107	+1	20, 21, 22, 22, 22
HUES Totals		16 classes		319		
HSD Totals		37 classes		668		

* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

Hollis School District
Revenue and Expense Report
as of 4/21/17

Expense

Function Description	Budget	YTD		Balance
		Expense	Encumbered	
1100 Regular Education	\$ 3,714,285	\$ 2,665,769	\$ 988,331	\$ 60,185
1200 Special Education	\$ 1,115,678	\$ 811,282	\$ 248,070	\$ 56,326
2100 Student Support Services	\$ 797,134	\$ 500,898	\$ 238,574	\$ 57,662
2200 Instructional Staff Support	\$ 386,578	\$ 188,763	\$ 133,515	\$ 64,301
2300 School Board/SAU Assessment	\$ 579,936	\$ 387,964	\$ 91,315	\$ 100,657
2400 School Administration	\$ 564,446	\$ 459,626	\$ 104,021	\$ 799
2600 Facilities	\$ 924,558	\$ 774,402	\$ 140,709	\$ 9,447
2700 Transportation	\$ 431,509	\$ 341,290	\$ 82,240	\$ 7,979
2900 Benefits	\$ 2,365,988	\$ 1,723,833	\$ 640,267	\$ 1,888
4600 FY17 Energy Study	\$ 100,000	\$ 92,704	\$ 302	\$ 6,995
4600 FY18 Energy Project		\$ 8,271	\$ 18,106	\$ (26,376)
5100 Bonds	\$ -	\$ -		\$ -
5200 Transfers	\$ 504,000	\$ 372,191	\$ 131,809	\$ (0)
	\$ 11,484,112	\$ 8,326,991	\$ 2,817,259	\$ 339,861

Revenue

	Budget	YTD		Balance
		Revenue	Expected	
Local Property Tax	\$ 9,631,911	\$ 8,250,000	\$ 1,381,911	\$ -
Adequacy Aid Grant/Tax	\$ 904,001	\$ 904,001	\$ -	\$ (0)
State				
Catastrophic Aid	\$ 34,000	\$ 39,130		\$ (5,130)
Food Service	\$ 3,000	\$ -	\$ 3,000	\$ -
Federal				
Grants	\$ 230,000	\$ 29,203	\$ 200,797	\$ -
Food Service	\$ 34,000	\$ 17,873	\$ 16,126	\$ 0
Medicaid	\$ 8,000	\$ 28,381	\$ -	\$ (20,381)
Local				
Tuition	\$ 19,000	\$ 17,544	\$ 1,456	\$ 0
Food Service Sales	\$ 174,000	\$ 156,529	\$ 17,471	\$ (0)
Other	\$ 9,600	\$ 9,751	\$ -	\$ (151)
Contingency & Trusts	\$ 158,000	\$ 158,000	\$ -	\$ -
Unreserved Fund Balance	\$ 430,387	\$ 430,387	\$ -	\$ -
Less Retained Fund Balance	\$ (151,787)	\$ (151,787)	\$ -	\$ -
	\$ 11,484,112	\$ 9,889,011	\$ 1,620,762	\$ (25,661)

Unreserved Fund Balance	\$ 365,523
Less Contingency Fund	\$ 95,000
Less HSD Exp Trust	\$ 66,000
Less SAU Exp Trust	\$ 13,000
Less Retained Fund Balance	\$ 55,000
Less Voted to Transfer to UFB	\$ 103,000
Fund Balance to Reduce Taxes	\$ 33,523

Hollis School District
Expendable Trust: Pre-Public Hearing (June Meeting) Discussion
May 3, 2017

Hollis School Buildings Expendable Trust

Background

Principals Paula Izbicki and Candi Fowler identified several needed repairs/improvements for their respective buildings during the budget process. The Hollis Budget Committee recommended that the funding source for these particular items be the Hollis School Building Expendable Trust.

H-STEP

The new Construction Management firm will be consulted to decide how, when and if these projects can be scheduled this summer so as not to interfere with the H-STEP work.

Requested Items/Estimated Cost

HUES	First Floor Roof	\$32,000 (funds may be used for Gym roof to support the H-STEP work)
HPS	Playground mulch	\$15,000
	Parking lot safety	\$12,000
	Intercom system	\$18,000
	Server Rm A/C	<u>\$ 9,000</u>
	Total	\$86,000

Hollis School Building Expendable Trust

Current Balance: \$110,149

FY18 Expenditures: \$ 86,000

Resulting Balance: \$ 24,149

To be added in FY18: \$ 66,000

FY18 Ending Balance: \$ 90,149

SAU Building Expendable Trust

Background

The two most pressing needs for the SAU property are:

- Parking improvement/expansion – daily need for additional parking
- Heating and Cooling-currently use window air conditioners; energy cost savings opportunity

Requested Items/Estimated Cost

1. Parking improvements/expansion – Two Phases

Phase I (FY18): Estimated Cost: \$9,750

- Add three parking spaces behind the mailbox and pave mailbox area for snow removal ease
- Repair crumbling asphalt in back parking lot
- Transform gravel/dirt surface next to barn into pavement gaining 1 to 2 spaces and making 2-3 current spaces more useful
- Parking spaces before Phase I: 8
- Parking spaces after Phase I: 13

Phase II (FY19): Estimated Cost: \$24,850

- Add a parking lot addition on to the SAU athletic field
- Adds up to 10 spaces; lose 2 spaces to provide parking entrance
- Parking spaces before Phase II: 13
- Parking spaces after Phase II: 21

2. Heating/Cooling: Estimated Cost: \$22,400

Install ductless heatpumps for first floor and 5 other specific offices

- Removes the annual need for window A/C removal and installation
- Reduces electrical costs
- Improves heating and cooling efficiencies

SAU Building Expendable Trust

Current Balance:	\$ 46,272
FY18 Expenditures:	\$ 9,750 (Parking Lot Phase I)
	<u>\$ 22,400</u> (Heating/Cooling Solution)
Resulting Balance:	\$ 14,122
To be added in FY18:	\$ 13,000
To be added in FY19:	<u>\$ 13,000</u> (Estimated)
Resulting Balance:	\$ 40,122
FY19 Expenditures:	\$ 24,850
FY19 Ending Balance:	\$ 15,272

Additional supporting info will be provided at the public hearing in June.



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC: Lyn Bill
Date: 4/27/2017
Re: School lunch price change

The State Department of Education has notified the SAU that our school lunch prices are out of compliance with the Healthy Hunger Free Kids Act. Based on the United States Department of Agriculture calculations our current weighted average prices for 2016-17 across the SAU are \$2.71. The required weighted average price for 2017-18 is \$2.80.

Failure to bring the price into compliance will require the general fund of each district to fund the price differential. If nothing is done, the state may also withhold our federal and state revenue associated with the school lunch program resulting in additional funding requirements on the general fund.

As a result, I am requesting that each board at their May meeting approve the following price changes to go into effect on August 1, 2017 for all schools under the SAU 41 umbrella.

School	Current Price	Recommended Price	Change
High School	\$2.70	\$2.80	\$0.10
Middle School	\$2.70	\$2.80	\$0.10
Hollis Primary	\$2.70	\$2.80	\$0.10
Hollis Upper	\$2.70	\$2.80	\$0.10
Richard Maghakian Memorial	\$2.70	\$2.80	\$0.10
Captain Samuel Douglass	\$2.75	\$2.80	\$0.05

Please be advised that the regulations now change the required price yearly based on USDA rate increases plus the consumer price index.

Recommended motion:

Motion by member _____ to raise the school lunch price of the _____ district from \$2.70 to \$2.80 beginning August 1, 2017.



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-2017-06

April 27, 2017

In Reference to: Hollis Schools Energy Project Implementation

Professional Services

For completing consulting services related to Hollis schools energy project implementation

Charles R. Niebling, Innovative Natural Resource Solutions LLC (March 8-April 26, 2017)	\$ 5,759.29
D. Dickinson Henry, Hot Zero (subcontractor) (March 8 – April 26, 2017)	\$13,460.96

TOTAL NOW DUE	\$19,220.25
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Hollis			
3/8/2017 (TIME)	C. Niebling		125.00
Billable	Project Work	0.42	
Complete	Hollis	0:00:00	52.08
		0:25:00	52.08
Conversation V. Rao; email R. Mann, T. Fareed, A. Corey; re-send invoices and supplemental contract; email R. Mann et al re: new contract; phone conf D. Henry			
3/10/2017 (TIME)	C. Niebling		125.00
Billable	Project Work	1.18	
Complete	Hollis	0:00:00	147.29
		1:10:42	147.29
Mtg D. Henry, D. Nute, RBG re: discussion of construction management scope of work vs. owner's rep scope of work			
3/21/2017 (TIME)	C. Niebling		125.00
Billable	Project Work	1.72	
Complete	Hollis	0:00:00	214.93
		1:43:10	214.93
Prep for mtg with A. Corey, T. Fareed			
3/22/2017 (TIME)	C. Niebling		62.50
Billable	Travel	1.67	
Complete	Hollis	0:00:00	104.17
		1:40:00	104.17
Travel to, from mtg with Andy Corey et al. re: project work planning			
3/22/2017 (TIME)	C. Niebling		125.00
Billable	Project Work	1.72	
Complete	Hollis	0:00:00	214.69
		1:43:03	214.69
Prep for, attend mtg with A. Corey, T. Fareed re: project work planning; phone conf B. Kishcko			
3/22/2017 (EXPENSE)	C. Niebling		0.54
Billable	\$mileage	94.00	
Complete	Hollis		50.76
			50.76
Mileage to, from Hollis			

3/23/2017 (TIME)	C. Niebling		1.44	125.00
Billable	Project Work		0:00:00	180.31
Complete	Hollis		1:26:33	180.31
Review, revise solar PV RFP				
3/27/2017 (TIME)	C. Niebling		2.02	125.00
Billable	Project Work		0:00:00	251.94
Complete	Hollis		2:00:56	251.94
Work on solar PV RFP, send to A. Corey; email D. Henry re: same				
3/28/2017 (TIME)	C. Niebling		1.56	125.00
Billable	Project Work		0:00:00	195.03
Complete	Hollis		1:33:37	195.03
Review CM RFQ draft; mtg D. Henry re: same; admin tasks				
4/5/2017 (TIME)	C. Niebling		6.37	125.00
Billable	Project Work		0:00:00	796.04
Complete	Hollis		6:22:06	796.04
Finalize solar RFP; phone conf K. Seeley; phone conf T. Wayland, PUC; mtg D. Henry re: solar RFP and CM RFP; mtg R. Dixon, Eversource re: efficiency rebates; phone conf B. Kischko re: 4/14 solar walk through				
4/6/2017 (TIME)	C. Niebling		1.72	125.00
Billable	Project Work		0:00:00	214.93
Complete	Hollis		1:43:10	214.93
Finalize solar RFP; send to select vendors; send to Hollis STEP; work on PUC rebate applications; phone conf Jack Bingham; email K. Seeley				
4/7/2017 (TIME)	C. Niebling		0.54	125.00
Billable	Project Work		0:00:00	67.22
Complete	Hollis		0:32:16	67.22
Mtg D. Henry re: vendor RFP questions; email K. Seeley; work on PUC and net metering applications; email from J. Ruderman, J. Bingham				
4/10/2017 (TIME)	C. Niebling		0.47	125.00
Billable	Project Work		0:00:00	

Complete	Hollis	0:28:05	58.51
			58.51
Phone/email follow up, solar vendors.			
4/13/2017 (TIME)	C. Niebling	1.42	125.00
Billable	Project Work	0:00:00	177.08
Complete	Hollis	1:25:00	177.08
Mtg with CM contractors at HUES; mtg D. Henry debrief on mtg with CMs			
4/13/2017 (TIME)	C. Niebling	1.67	62.50
Billable	Travel	0:00:00	104.17
Complete	Hollis	1:40:00	104.17
Travel to, from Hollis for mtg with CM contractors			
4/13/2017 (EXPENSE)	C. Niebling	94.00	0.54
Billable	\$mileage		50.76
Complete	Hollis		50.76
Mileage to/from Hollis for CM contractors mtg			
4/14/2017 (TIME)	C. Niebling	1.67	62.50
Billable	Travel	0:00:00	104.17
Complete	Hollis	1:40:00	104.17
Travel to, from Hollis for Solar RFP walk through with vendors			
4/14/2017 (EXPENSE)	C. Niebling	94.00	0.54
Billable	\$mileage		50.76
Complete	Hollis		50.76
Mileage to, from Hollis for solar RFP walk through with vendors			
4/14/2017 (TIME)	C. Niebling	4.72	125.00
Billable	Project Work	0:00:00	590.42
Complete	Hollis	4:43:24	590.42

Walk through mtg with solar vendors; mtg with T. Fareed; debrief with D. Henry on action items from CM, solar vendor mtgs; email A. Corey; prep and send weekly progress report to HSTEP			
4/17/2017 (TIME)	C. Niebling	1.61	125.00
Billable	Project Work	0:00:00	201.22
Complete	Hollis	1:36:35	201.22
Mtg D. Henry re: work planning, response to solar and CM vendor questions; phone conf A. Corey;			
4/18/2017 (TIME)	C. Niebling	3.02	125.00
Billable	Project Work	0:00:00	377.47
Complete	Hollis	3:01:11	377.47
Line up roof structural engineer; respond to solar vendor questions; work on PUC rebate/Eversource net metering applications; mtg D. Henry re: CM Q&A; send draft PUC applications to Jack Bingham for signature			
4/19/2017 (TIME)	C. Niebling	2.34	125.00
Billable	Project Work	0:00:00	291.98
Complete	Hollis	2:20:09	291.98
Work on net metering interconnection applications; work on PUC solar rebate applications; work on solar vendor Q&A; get signatures from Jack Bingham; send Eversource apps to Kelly			
4/19/2017 (TIME)	C. Niebling	1.00	62.50
Billable	Travel	0:00:00	62.53
Complete	Hollis	1:00:02	62.53
Travel to, from Barrington to get signatures for PUC rebate applications from Jack Bingham			
4/19/2017 (EXPENSE)	C. Niebling	72.00	0.54
Billable	\$mileage		38.88
Complete	Hollis		38.88
Mileage to/from Barrington to get signatures from Jack Bingham for PUC rebate applications.			
4/20/2017 (TIME)	C. Niebling	2.24	125.00
Billable	Project Work	0:00:00	279.86
Complete	Hollis	2:14:20	279.86

Get signatures from K. Seeley on PUC rebate apps; finalize Eversource net metering apps, email to Eversource; hand deliver PUC applications; finalize answers to solar vendor Q&A; mtg D. Henry			
4/20/2017 (TIME)	C. Niebling	1.67	62.50
Billable	Travel	0:00:00	104.17
Complete	Hollis	1:40:00	104.17
Travel to/from Hollis for PUC rebate app signatures			
4/20/2017 (EXPENSE)	C. Niebling	94.00	0.54
Billable	\$mileage		50.76
Complete	Hollis		50.76
Mileage to/from Hollis			
4/21/2017 (TIME)	C. Niebling	3.26	125.00
Billable	Project Work	0:00:00	407.92
Complete	Hollis	3:15:48	407.92
Mtg D. Henry; finalize solar vendor Q&A; send to K. Seeley for posting on SAU website; send directly to vendors; prep weekly progress report, send to team			
4/24/2017 (TIME)	C. Niebling	2.55	125.00
Billable	Project Work	0:00:00	319.24
Complete	Hollis	2:33:14	319.24
Mtg D. Henry re: work planning for week; phone conf T. Wayland, PUC; mtg. D. Nute, RBG; phone conf Rachid Farah re: roof analysis proposal; draft agenda for HSTEP mtg, mail to Tammy			
Niebling INRS Subtotal for Hollis	Total Hours	47:58:21	5,517.37
	Unbillable Hours	0:00:00	0.00
	Billable Hours	47:58:21	5,517.37
	Total Expenses		241.92

Date	Project	Task	Notes	Hours	Travel Hours	Billable Rate	Billable Amount
3/9/2017	Hollis Implementation	Hollis School Board & Superintendent SAU 41	Meeting	0.89		\$ 125.00	111.25
3/10/2017	Hollis Implementation	Construction Manager - RFP & Liason	Mick Dunn lighting	1.32		\$ 125.00	165
3/11/2017	Hollis Implementation	Mechanical & Electrical Engineering	Reading hobos	0.82		\$ 125.00	102.5
3/11/2017	Hollis	Travel	Read HUES data collectors		1.67	\$ 62.50	0
3/11/2017	Hollis	Implementation	Eng proposals etc. Solar RFP	0.5		\$ -	0
3/14/2017	Hollis Implementation	Hollis School Board & Superintendent SAU 41	Letter to Andy	5.25		\$ 125.00	656.25
3/15/2017	Hollis Implementation	Hollis School Board & Superintendent SAU 41	Call with Andy and letter response	1.25		\$ 125.00	156.25
3/17/2017	Hollis Implementation	Hollis School Board & Superintendent SAU 41	Renee Piche Robin re MLP Charlie & emails w Andy	2.17		\$ 125.00	271.25
3/20/2017	Hollis	Implementation	Agenda for meeting w Andy Rob and Tammy	1.55		\$ 62.50	0
3/21/2017	Hollis Implementation	Hollis School Board & Superintendent SAU 41	Prep for meeting with Andy; Charlie; Tom Fullerton	4.14		\$ 125.00	517.5
3/22/2017	Hollis Implementation	Meetings	Meeting with Andy, Tammy, and Kelly contract and next steps	1.08		\$ 125.00	135
3/22/2017	Hollis Implementation	Travel	Meeting with Andy et Al		1.67	\$ 125.00	208.75
3/22/2017	Hollis Implementation	Mechanical & Electrical Engineering	Solar RFP Bob Kischko CM RFP John Penney re contract and ERV contract	1.78		\$ 125.00	222.5
3/23/2017	Hollis Implementation	Mechanical & Electrical Engineering		1.05		\$ 125.00	131.25
3/24/2017	Hollis Implementation	Phone Calls - research	Lew Harriman	0.02		\$ 125.00	2.5
3/27/2017	Hollis Implementation	Mechanical & Electrical Engineering	Review of Solar RFP	3.37		\$ 125.00	421.25
3/28/2017	Hollis Implementation	Construction Manager - RFP & Liason	Prep and contacts	1.59		\$ 125.00	198.75
3/29/2017	Hollis Implementation	Construction Manager - RFP & Liason	Answering Folks response to the draft RFQ	2.97		\$ 125.00	371.25
3/30/2017	Hollis Implementation	Mechanical & Electrical Engineering	Jason Parkhurst re room design for boilers. Review of boiler controls and lights with Ed Hinckley	1.88		\$ 125.00	235
3/31/2017	Hollis Implementation	Phone Calls - research	Jason Parkhurst re boiler, Ed Hinckley, Mick Dunn re model	3.23		\$ 125.00	403.75
			Prep for Mick's Jeremiah. Note to Jason re boiler. Tom Fullerton re boiler				

			boiler peak demand calcs			
4/3/2017	Hollis Implementation	Call/meeting	Andy re schedule, robin Piche, Randy Dickinson,	0.95	\$ 125.00	118.75
4/4/2017	Hollis Implementation	Mechanical & Electrical Engineering	Prep and contacts Kevin Flynn, John Penney, Kelley Seeley, Charlie RFP & Boiler design, Mick Dunn lights	1.63	\$ 125.00	203.75
4/5/2017	Hollis Implementation	Mechanical & Electrical Engineering		4.38	\$ 125.00	547.5
4/5/2017	Hollis Implementation	Eversource Rebates Construction Manager -		2.79	\$ 125.00	348.75
4/5/2017	Hollis Implementation	RFP & Liason Construction Manager -	Prep and contacts	1.66	\$ 125.00	207.5
4/6/2017	Hollis Implementation	RFP & Liason Mechanical & Electrical Engineering	Prep and contacts	2.62	\$ 125.00	327.5
4/7/2017	Hollis Implementation	Mechanical & Electrical Engineering	Prep and contacts Ed and Jason at school	0.37	\$ 125.00	46.25
4/7/2017	Hollis Implementation	Engineering		4.55	\$ 125.00	568.75
4/7/2017	Hollis Implementation	Travel Construction Manager -		1.67	\$ 62.50	208.75
4/13/2017	Hollis Implementation	RFP & Liason	RFP prep and notifications	0.67	\$ 125.00	83.75
4/13/2017	Hollis Implementation	Travel Construction Manager -		1.67	\$ 62.50	208.75
4/13/2017	Hollis Implementation	RFP & Liason Construction Manager -	Site visit	2.17	\$ 125.00	271.25
4/13/2017	Hollis Implementation	RFP & Liason	Charlie and response Charlie review walk throughs discussion w Mick Dunn re lighting	0.84	\$ 125.00	105
4/13/2017	Hollis Implementation	Meetings	Site visit with vendors	1.7	\$ 125.00	212.5
4/14/2017	Hollis Implementation	Solar installation		3.08	\$ 125.00	385
4/14/2017	Hollis Implementation	Travel Mechanical & Electrical Engineering	Solar Eversource prep work	1.42	\$ 125.00	208.75
4/17/2017	Hollis Implementation	Mechanical & Electrical Engineering	Lighting specs for Mick	3.8	\$ 125.00	177.5
4/18/2017	Hollis Implementation	Engineering				475
4/19/2017	Hollis Implementation	Mechanical & Electrical Engineering	Solar applications, asbestos report HPS, ed John Penney re boilers Ed re meters and lights, Eversource Gail B & Mike Motta re transformer application	3.22	\$ 125.00	402.5
4/20/2017	Hollis Implementation	Eversource Rebates	interconnect form	5.43	\$ 125.00	678.75

			Rebates w Eversource, Viessmann re boiler reserv, frahsee re structural eng, lighting rebate, review CM proposals and research on reputation. Prepare weekly report.		\$	
4/21/2017	Hollis Implementation	Mechanical & Electrical Engineering	Discussion w CN	6.67	125.00	833.75
4/24/2017	Hollis Implementation	Construction Manager - RFP & Liason	Dana Nute Randy Dixon	7.12	\$ 125.00	890
4/25/2017	Hollis Implementation	Eversource Rebates	Eversource, Mick Dunn, Dana Nute	0.42	\$ 125.00	52.5
4/25/2017	Hollis Implementation	Call/meeting	Andy Kelly krista Mike Tammy	2.25	\$ 125.00	281.25
4/25/2017	Hollis Implementation	Eversource Rebates	Ed and Chuck light survey	3.08	\$ 125.00	385
4/25/2017	Hollis Implementation	Travel			\$ 1.67 62.50	208.75
4/26/2017	Hollis Implementation	Meetings	CM Interviews	5.17	\$ 125.00	646.25
4/26/2017	Hollis Implementation	Travel			\$ 1.67 62.50	208.75
				100.9	11.69	

[Street Address],
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HOLLIS SCHOOL BOARD POLICY COMMITTEE

To: Andy Corey
From: Hollis School Board Policy Committee
RE: Policy Recommendations
Date: April 17, 2017

The HSB Policy Committee makes the following recommendations for the May 3, 2017 School Board meeting:

Present for a *Third Reading* and adopt:

1. EBBB: Accident Reports

Present for a *Second Reading* with no changes:

1. EEAE: School Bus Safety Program

Present for a *Second Reading*:

1. JICL: (Replaces EGA) School District Internet Access for Students
2. FA: Facilities Development Objectives
3. JRA: Student Records and Access

Category P

See also [EBBC](#) and [JLCE](#)

ACCIDENT REPORTS

Student Accidents

In case of an accident involving a student that could result in student injury, the district employee, volunteer, or others subject to district policies, must immediately notify the school nurse and/or building administrators or their designee.

The procedures for accident response and notification are to be reviewed each September by building administrators with the staffs at each school.

All accidents judged to be other than minor require an accident report to be filed with the Principal within 24 hours of the accident. Such reports shall be sent to the SAU.

Staff Accidents

In case of an accident involving a staff member that could result in injury, the staff member must immediately notify the school nurse and/or building administrators or their designee.

The procedures, established by the SAU Central Office, for accident response and notification are to be reviewed each September by building administrators with the staffs at each school.

In the case of employee accident resulting in a medical referral by the school nurse, district administration, the SAU or if the employee chooses to seek medical attention, individuals must obtain medical clearance prior to returning to work.

1st Reading: June 2, 2005
2nd Reading: August 4, 2005
Adoption: March 9, 2006

1st Reading: October 5, 2016
2nd Reading: April 5, 2017
3rd Reading: May 3, 2017

Category P

See also [EEA](#) and [JICC](#)

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.

The Hollis School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Legal Reference:

RSA [189:6a](#), School Bus Safety

RSA [200:40](#), Emergency Care

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: April 5, 2017

2nd Reading: May 3, 2017

Category: Priority/Required by Law

See also EHAA, GBEF

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting SAU #41 and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive training, lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the SAU #41's technological resources primarily for the purposes related to their educational duties. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. SAU 41 has installed technology to block access to those sites that are known to be counter-productive to the educational use of the Internet. The Superintendent or designee shall ensure that all SAU #41 computers with Internet access have a technology protection measure that prevents access to such sites and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish social media and acceptable use administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of SAU #41 technologies. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

This policy is referenced in all student handbooks. Each student and his/her Parent/Guardian shall be required to acknowledge in writing that they have read and understood the SAU #41's Acceptable Use Agreement.

Personally Owned Internet Devices in School

Students and staff members may bring their personal internet devices to school for appropriate educational uses. These devices must be registered and approved at the school level, must access the internet through our district computer network, and those wishing to bring personal internet devices must attend required training and obtain proper permissions. Not all devices will be permitted for use at school, and any misuse of internet devices may result in a suspension of internet access and/or personal internet device usage at school. Each school will develop and publish a list of approved devices for use in the school setting. The School District Superintendent will establish proper guidelines and protocols for the use of personally owned internet devices at school.

Student Email Accounts and Network Storage

Additionally, there will be email access available to students on the district computer network. This privilege will afford access to a school district email account that will be operational only within the SAU-41 domain (@sau41.org). In order to receive a school district email account, the parent/guardian and the student will be required to sign the permission slip for their grade level.

Legal References:

RSA [194](#):3-d, School District Computer Networks

47 U.S.C. §254, Requirements for Certain Schools - Internet Safety

20 U.S.C. §6777, Enhancing Education through Technology - Internet Safety

Appendix: SAU #41 Networks & Internet Acceptable Use Procedure Appendix I & II

1st Reading: April 5, 2017

2nd Reading: May 3, 2017

*Category O***FACILITIES DEVELOPMENT OBJECTIVES**

As the Hollis School Board seeks to incorporate the most appropriate and cost-effective risk management techniques for loss prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

The Board aims specifically toward:

1. Facilities, including buildings, grounds, and playing fields, that will accommodate organization and instructional patterns that support the goals of the Hollis School District.
2. Meeting all safety requirements.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.
4. Building design, construction, and renovation that provide low maintenance costs and the conservation of energy.
5. Responsible stewardship of the District's property at 4 Lund Lane (currently leased to SAU 41 for administrative offices). This includes annual reviews of regular maintenance and long-term capital improvement requirements; regular evaluation of appropriate property usage; and, five-year reviews of comparable rental rates in the region.
6. Facilities that will also lend themselves to utilization by the community in ways consistent with the overall goals of the Hollis School district.
7. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.

The Hollis School Board will implement a capital improvements program showing population projections, needs for capital projects, and cost-benefit considerations. Use of a community-based advisory committee is encouraged to assist in the creation and review of this program.

Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community.

Construction plans, requests for bond money, and all other documents required to begin and/or complete needed school construction projects will be submitted to the appropriate local and state agencies in a timely manner.

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

1st Reading: April 5, 2017

2nd Reading: May 3, 2017

Category R

See also GBJ and EHB

STUDENT RECORDS AND ACCESS

The Superintendent or his/her designee shall develop such procedures and notifications as are necessary to comply with the federal Family Educational and Privacy Act (FERPA) and other applicable statutes governing student records, including but not limited to RSA 91-A:5.

The Principal of each school will be the custodian of all student records for that school.

Students and parents will have access to their school records consistent with FERPA and State law. The District will provide parents and adult students with annual notification of their rights under FERPA.

Directory Information

The School District designates the following student information as directory information:

- Name,
- Student address,
- Parent name and email address,
- Telephone,
- Participation and grade level of students in recognized activities and sports,
- Height and weight of student athletes,
- Years of attendance in the school district,
- Honors and awards received, and
- Videos and photographs of student participation in school activities open to the public.

The School District may disclose directory information if it has provided notice to parents and adult students and has not received timely written notice refusing permission to designate such information as directory information. Parents who do not want the School District to disclose the information without their prior written consent must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment whichever is later.

Directory information will not be distributed for commercial use and/or solicitation of students and families except when necessary to fulfill district contracts with vendors and organizations providing student services such as the yearbook, class photography, etc., and the PTA to compile a student directory.

Additionally, the district will notify parents annually of the district's policy (ILD) on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Inspection of Records

To exercise their right to inspect and review educational records, parents and eligible students shall address a request to do so in writing to the principal or his/her designee in the school where the student attends or has last attended. Such request must identify the records to be inspected. Such inspection and review shall take place during regular school hours; or if during vacation periods, at reasonable times not including weekends or

holidays within **14 (fourteen)** days of the request for records. In accord with 91-A:5, student records are exempt from disclosure under the Right to Know law, and access to records will be provided consistent with FERPA and State Law.

Copies of Records

Requested copies will be provided at a cost of fifteen cents (\$.15) per page. The principal or his/her designee in the school where the student attends shall make a written list identifying the records of which copies have been provided, with dates, as well as the person to whom supplied, and shall place such list in the student's file. Financial hardship or ability to review records will be consideration for fee waiver upon request.

Notification of Rights

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations.

Requests for Student Records From the School Board

Requests for access to student records must come from the Board Chair and must have been voted upon by the Board. Requests from individual board members to view student records will be denied. Such requests should be in writing. Any request from the Board to view or access student records must state and include a legitimate educational interest as defined in the District's annual FERPA notification. Board access to student records must be necessary or appropriate to the operation of the school district or to the proper performance of the educational mission of the Board.

Health or Safety Emergencies

In accordance with federal regulations, the District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Law Enforcement and Reporting Agencies

The Board hereby designates its School Resource officer and the Hollis Police Department as the School District law enforcement unit. **Legal Reference**

RSA [91-A:5](#), Access to Public Records

Public Law 90-247, Family Educational Right to Privacy Act of 1974

RSA 189:66.IV

1st Reading: April 5, 2017

2nd Reading: May 3, 2017