

**HOLLIS SCHOOL BOARD
MARCH 15, 2017
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, March 15, 2017 at 6:01 p.m. at the Hollis Upper Elementary School.

Chairman Robert Mann presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
Michelle St. John, Secretary
Laurie Miller

Members of the Board Absent: Tom Enright

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Kristen Maher, Assistant Business Administrator

AGENDA ADJUSTMENTS

Superintendent Corey noted the agenda anticipates both a discussion and vote on the municipal lease, and remarked the discussion may result in a decision to postpone the vote.

APPROVAL OF MEETING MINUTES

Hollis School Board January 4, 2017

The following amendments were offered:

Page 3, Line 3; replace “pump” with “hump”
Page 3, Line 30; replace “on” with “in” following “environment”
Page 5, Line 58; the sentence should begin: “If it is”

**MOTION BY MEMBER FAREED TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

Hollis School Board February 1, 2017

The following amendments were offered:

Page 9, Line 34; delete “the” between “passes” and “Orchard Drive”
Page 10, Line 6; replace “brining” with “bringing”
Page 10, Line 11; replace “form” with “from”
Page 15, Line 54; insert “also” between “Shanley” and “represents”

**MOTION BY MEMBER FAREED TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE – None

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, Robert Mann, Tammy Fareed

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Nay:

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MOTION CARRIED

The Board went into non-public session at 6:08 p.m.

The Board came out of non-public session at 6:58 p.m.

PUBLIC INPUT - None

DISCUSSION

- Energy Study Working Group (ESWG) Update
 - Municipal Lease

Superintendent Corey recommended the Board repurpose the ESWG into an implementation sub-committee. He further recommended the sub-committee look at extending a contract to the consultants D. Dickinson Henry, HotZero, and Charles Niebling, Innovative Natural Resource Solutions LLC, for their expertise, and begin with the Request for Proposal (RFP) process to hire a Construction Manager. The energy project implementation sub-committee would be made up of the Superintendent, Business Administrator, two (2) School Board members, the consultants, and a Construction Manager.

Superintendent Corey stated the desire was to bring the discussion forward, and, if the consensus of the Board, he would work with Board members to put the sub-committee together. Chairman Mann remarked the Board will be consumed with running the educational direction of the District, and the general consensus is the need for an implementation sub-committee to address the day-to-day work associated with the project, e.g., vetting of vendors, bringing recommendations forward to the Board, etc.

Vice Chairman Fareed volunteered to draft the Charge for the sub-committee to be reviewed at the Board's April meeting.

Superintendent Corey spoke of Policy DJE – Bidding Requirements, which states:

"It is the policy of the Hollis School Board that all materials, supplies, equipment or contracted services with expenditures anticipated to be in excess of \$25,000 are to be subject to public bid unless a specific exception is made by the Board. All materials, supplies, equipment or contracted services with expenditures anticipated to be less than \$25,000 may be bid at the discretion of the Board and/or administration."

He spoke of the engineering and design work that needs to take place and the separate issues associated with that, which would fall under separate and unique contracts. The consensus of the Board was that the Administration move forward with the necessary contracts.

Superintendent Corey stated the next steps to be the official formation of the sub-committee and the selection of a Construction Manager (by the sub-committee). By the time the Construction Manager is on board, design and engineering information should be available, and the District will be ready to move forward with an RFP.

Vice Chairman Fareed questioned if the Construction Manager has to be identified through an RFP/bidding process, and was informed he/she does. The consultants, as part of their previous work, have already begun putting together the necessary information for an RFP for a Construction Manager and for the solar panels. The solar panels are potentially rebate dependent; therefore, the desire was to move that process forward.

Chairman Mann questioned the amount of RFP documents that would require Board review/approval. Superintendent Corey responded the vast majority will exceed the \$25,000 threshold, and would, therefore, require Board approval. Chairman Mann questioned if Board review/approval would be required for the scope/language of the RFPs.

Superintendent Corey stated his recommendation to be that the sub-committee be responsible for overview. The Administration has historically taken on the task of preparing RFPs. Placing that responsibility with the sub-committee would provide for additional eyes on the document(s).

Chairman Mann commented he spoke with the Chairman of the Budget Committee regarding creation of a process by which run rates, etc. are discussed openly during public meetings. Superintendent Corey stated his belief it could be addressed similarly to how the Board has publicly announced the activities/invoices related to the ESWG/energy project throughout.

Superintendent Corey stated he would utilize the authority permitted under Policy DJE to put forward the design and engineering studies that fall under the \$25,000 threshold, and would look into a short-term contract with the consultants to get through the RFP process.

Superintendent Corey informed the Board two proposals have been received relative to the Municipal Lease; Tax-Exempt Leasing Corp., Libertyville, IL and Municipal Leasing Consultants (MLC), Grand Isle, VT. The Administration is awaiting a final proposal from Tax Exempt Leasing Corp., which had indicated the desire to bid after the project was approved. He noted the final proposal was anticipated the following day, and stated there may be the need to schedule a special meeting to address that single issue.

Superintendent Corey noted the current interest rate being quoted is 2.769%, which would result in an annual payment of \$324,387.49 (as referenced in the MLC quote), which is slightly less than what was published in the Warrant Article.

DELIBERATIONS

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

The invoice covers professional consulting services for the period of January and February, 2017. An itemized detail was included as part of the agenda packet.

The invoice identified the following:

Charles R. Niebling, Innovative Natural Resource Solutions LLC	\$ 5,131.58
D. Dickinson Henry, Hot Zero (subcontractor)	\$ 2,990.67
Resilient Buildings Group (subcontractor)	\$ 1,696.60
John F. Penney Consulting Services (subcontractor)	\$ <u>680.00</u>
Total invoice:	\$10,498.85

Superintendent Corey stated there to be a component of the invoices related to the electrical study, which was not part of the energy piece. He requested the motion include the words "or the 2017 operating budget" to ensure the appropriate allocation covers these costs.

**MOTION BY MEMBER FAREED TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC IN THE AMOUNT OF TEN THOUSAND FOUR HUNDRED NINETY EIGHT DOLLARS AND EIGHTY FIVE CENTS (\$10,498.85) FOR PROFESSIONAL CONSULTING SERVICES PROVIDED IN THE MONTHS OF JANUARY AND FEBRUARY, 2017 AND RELATED TO THE HOLLIS SCHOOLS ENERGY STUDY. SOURCE OF FUNDING IS THE APPROPRIATION APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #4 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 17, 2016 OR THE 2017 OPERATING BUDGET MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

- To see what action the Board will take regarding the Recommended Teacher Nominations (copy attached)

**MOTION BY MEMBER FAREED TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION FOR THE RENEWAL OF CONTRACTS AS PRESENTED
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

ADJOURNMENT

**MOTION BY MEMBER FAREED TO ADJOURN
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
4-0-0**

The March 15, 2017 meeting of the Hollis School Board was adjourned at 7:15 p.m.

Date _____ Signed _____

Hollis School District

Recommendations for Contract Renewals 2017-2018

Annual Contracts: Please indicate if professional was on continuing contract in another NH District by putting (CC) next to their name. If so, they move from non-continuing contract to continuing contract when advancing from Year 3 to Year 4.

Year 2 Professional	Grade	Year 3 Professional	Grade
Brittany Ducharme	Case Manager	Cole Etten	ES and Math
Jared McMullen	Gr 5 teacher	Jennifer Hannon	1
Stacie Sanborn	Nurse	Ashley Walker	K
Amanda Tanguay	Gr 6 teacher	Lisa Hansen (CC)	Music Teacher
		Ellen Roos-Unger	Gr 4 teacher
		Michael Vetack	Gr 6 teacher
		Jeri Williams	School Psychologist
Year 4 Professional	Grade	Year 5 Professional	Grade
Liana Gual	2	Jennifer Goldthwaite	1
Nancy Lemay	K	Traci Rotondi	Reading Teacher
Michelle O'Brien	3		
Margo Wood	.6 Reading Teacher		
Christine Roy	1		

Annual to Continuing

Susan Giles - Math Matthew Ostrowski - 3 Amy St. Hilaire - School Psychologist Adam Wallis - Band Instructor (.6)
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Continuing Contracts

Grade Pre-K	Grade K	Grade 1	Grade 2
Christina Langley	Dennis Kane	Jessica Cue	Gregory Ashley
	Amy Young	Amye Renaud	Carol Cornell-Smith
			Sarah DeLisle
			MaryJo Naber

Grade 3	Grade 4	Grade 5	Grade 6
Catherine Baines	Lisa Stone	Paula Lockard	Sue Caron
Julie Somorrostro	Jon Rubin	Karen Amber	Colleen McBride
Susan Lewis	Nicolasa Moreau	Melanie Taft-White	Robert Pooler
	Jamie Gough	Caryn Miller	
	Betsy Keegan		

Special Ed Team	Specialist Team	Reading Team	Other
Brenda Golia	Carrie Cormier (Music)	Heather Nelson	MaryLee Walsh (Guidance)
Karen Marinaccio	Elizabeth Currier (Tech Integration)	Marian Pickowicz (PT)	Ellen Lencsak (Nurse)
Mary Martin	David Olszewski (Physical Ed.)	Sandra Van Sciver	Karen Kelley (Math Support)
Nancy Kring-Burns	Sarah Proulx (Library)	Kari Raiano	Ray Daneau (Guidance)
	Leslie Russell (Art)		
	Alex Pope (Art)		
	Tom Williamson (PE)		
	Brenda Nickerson (Library)		
	Sam Boudreau (Tech Integration)		