

**HOLLIS SCHOOL BOARD
SEPTEMBER 4, 2019
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Wednesday, September 4, 2019 at 6:00 p.m. at the Hollis Primary School.

Robert Mann, Chairman, presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
 Brooke Arthur, Secretary
 Amy Kellner
 Carryl Roy

Members of the Board Absent:

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

AGENDA ADJUSTMENTS

The Board was provided with updated enrollment information (copy attached).

Superintendent Corey spoke of a meeting conducted earlier in the day and information available to the Board regarding the SAU barn (copy attached).

APPROVAL OF MINUTES

Hollis School Board August 7, 2019

MOTION BY MEMBER FAREED TO ACCEPT, AS PRESENTED

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

4-0-1

Member Arthur Abstained

NOMINATIONS/ RESIGNATIONS/CORRESPONDENCE - None

PRINCIPALS' REPORT

In terms of enrollment, since last reported, kindergarten has increased by 7 (class size; 17 in all sections), 1st grade has increased by 1 (18 in all sections), 2nd grade has increased by 2 (16, 16, 17, 17, 17), 3rd grade class sizes are 16, 17, 17, 17, 19 (disparity resulting from departing students), grade 4 has increased by 1 (19 and 20), grade 5 has increased by 2 (19, 20, 20, 20, 20), and grade 6 has increased by 1 (20, 20, 20, 20, 21).

Superintendent Corey noted the disparity between the NESDEC projections (306) and actual enrollment (344) at the Hollis Primary School (HPS) and at the Hollis Upper Elementary School (HUES), NESDEC (287) and actual (289). Should the economy continue as it is, the numbers will stay stable if not continue to grow. The same trend is being seen in the Brookline School District (approx. 30 move-ins this summer).

Asked, he stated the move-ins seem to be across the board in terms of grade. Vice Chairman Fareed noted the one pressure point to be grade 1 where the class sizes are at specification. Superintendent Corey stated, should

there be an instance of additional move-ins, he would bring forward a recommendation for a Paraprofessional that would be shared by the classrooms that increased in size.

Chairman Mann stated his recollection the policy does not identify a hard enrollment number at which point there is an automatic trigger for adding another section. The intent was for a discussion to take place so that the Board and Administration could review the particular situation and needs of the individual classes.

The [report](#) identified upcoming events as well as work that has been conducted on the buildings and grounds over the summer months. Noted was the removal of approx. 40 trees from the playground area at HPS (safety reasons). The playground equipment that was damaged last spring was replaced and is ready for use.

PUBLIC INPUT - None

DISCUSSION

- Transportation – Update

Superintendent Corey informed the Board of cross-rostering occurring to ensure a full compliment of drivers for the start of the school year. With drivers in training, the drivers that are cross-rostered should be able to return to their regular districts by the end of the month. The Transportation company, Student Transportation of America (STA), provided two days of practice runs with their drivers. There is a spare driver available, and it is envisioned the number of spare drivers will increase. A representative of STA has been in the buildings visiting with the Principals. The management crew from Hollis Transportation has stayed on.

Buses have rolled out of HUES between 3:20 and 3:25 p.m. That is tracked every year, and is very good for the first week of school. Principal Izbicki reported this morning buses have been arriving early to HPS. The hope is that as the process improves, parent pick-up lines will be reduced, which would further enhance the timeline.

The fleet has been updated; all 2016 or newer. There are new swingarms on the buses, which guarantee the driver of the bus can see the children. A large rehab is occurring at the bus barn.

Superintendent Corey spoke of options that may be available for consideration, e.g., adding GPS to the buses that would allow parents to have an app on their phone to know the arrival time of the bus, which would be of great help during the winter months.

- SAU Barn – Update

Superintendent Corey spoke of a communication provided the Board as part of the [agenda](#) packet for its June meeting.

In terms of the barn renovations, being looked at are office areas of approx. 3,836 sq. ft. in the existing SAU building and the barn area of 2,967 sq. ft. for a total of 6,803 sq. ft. The following options were cited:

| | | |
|---|---------------------------|----------------------------------|
| Minor Renovations to Offices (\$100/sq. ft.) | \$ 383,600 | Note: Elevator may not be needed |
| Renovate Barn | 700,000 | |
| Elevator (may not be required) | <u>115,000</u> | |
| Total Estimate | <u>\$1,198,600</u> | |

| | | |
|---|--------------------|--|
| Gut Rehab Existing Offices (\$200/sq. ft.) | \$ 767,000 | Note: Foundation of Elevator is suspect and may need to be replaced |
| Renovate Barn | 700,000 | |
| Elevator | <u>115,000</u> | |
| Total Estimate | \$1,582,000 | |
| Gut Rehab Existing Offices Replace Ell | \$1,070,000 | Note: 3,115 sq. ft. \$200/sq. ft. - \$623,000 Demo Elevator \$15,000 new 2 story Ele 1,440 sf (\$300/sf)-\$432,000 Option adds 720 sq. ft. gives a good place for elevator |
| Renovate Barn | 700,000 | |
| Elevator | <u>115,000</u> | |
| Total Estimate | \$1,885,000 | |
| Demo Office Only | \$ 30,000 | |
| Site Work | 75,000 | |
| New Office Building (\$300 sq. ft.) | 1,150,000 | |
| Renovate Barn | 700,000 | |
| Elevator | <u>115,000</u> | |
| Total Estimate | \$2,070,000 | |
| Demo Office and Barn | \$ 35,000 | |
| Site Work | 80,000 | |
| New Office Building (6,800 sq. ft./\$300/sf) | 2,040,000 | |
| Elevator (may not be required) | <u>115,000</u> | |
| Total Estimate | \$2,270,000 | |

Superintendent Corey informed the Board, at this point in time, the Facilities Committee will be coming forward to the Board and Budget Committee with one of the first two options. It is not believed financially feasible to consider any of the last three. In addition, if reaching a certain point of renovation, compliance and other issues would be triggered.

There is the potential in the first two options, depending on the estimated cost, that an elevator may not be needed. It could be that there would only be offices on the second floor of the barn with enough space on the first floor of the existing SAU building to accommodate an individual with a disability should there be a need.

Provided with the agenda were the design development documents generated by the architects, Windy Hill Associates. The desire was for awareness of the extent of the work that has been done to ensure we are dealing with a structure that is feasible to be used. Dave Ely is the Architect, and the architect that worked with the District on the energy project. He has brought in a barn specialist, mechanical engineer, and an HVAC person.

Superintendent Corey noted Sheet A1-1 details the entire first floor of the facility. On the far right of the page is the existing first floor. There aren't many changes being proposed to the existing structure, room sizes, etc. The main entrance would remain. The existing coat closet to the left of the entrance to the reception area would become a hallway to the barn. The existing conference room would become an office (smaller in size). The barn would include a conference room for Board meetings and available to the citizenry. The first floor would include a few offices that would be utilized to alleviate existing congestion in the facility.

Asked if use of the conference room by community members is viewed as a source of income, Superintendent Corey stated his belief it would be viewed as an available resource. The Town has a policy that identifies a

minimal cost so that use is known. If a cost, it would be in line with that policy. The Board discussed creating a policy around the use.

The barn would be elevated, and a new foundation installed. The basement area would be segmented off to four storage areas, which would provide the necessary space for record retention. Superintendent Corey spoke of the State requirements for record retention, which was one of the reasons the project began; records are currently maintained in the attic space at the existing building. The weight load on the existing structure is too great, and had to be addressed. A great deal has been done over the past few years to alleviate some of that load.

Referring to Sheet A1-2, Superintendent Corey noted the existing bathroom at the top of the stairs in the SAU building. The bathtub would be removed allowing for a hallway and the creation of private office spaces for that area. That would provide the Business Office staff with the necessary space. The H.R. Coordinator's office would be moved to the first floor.

The section from the barn to the current office depicts the emergency staircase, which would not change. The second floor of the barn would include a series of offices along with a bathroom facility. It is likely there will be a move to commercial bathrooms in the existing building.

Sheet A2-1 depicts the elevations. The barn doors shown will be fixed (not opened) as they are for aesthetic purposes. All windows will be replaced and will be consistent with the period. The bottom of the sheet shows the roof façade (metal). Windows would be added for ventilation purposes. Superintendent Corey noted the window on the left in the connecting section from the existing structure to the barn commenting it is likely there will be windows extended across the area as it is a location where legal notices are posted.

Sheet A2-2 depicts the existing rear door/emergency exit, the windows that provide the architectural balance, and the handicap ramp that will provide access into the barn and existing offices (both sides of building). There will be handicap parking spaces on the far side of the property.

Superintendent Corey commented the barn is in very good shape because the roof has been well maintained over the years. Because of its prior use as a barn, most of the wood on the first floor would be removed. Some structural pieces would be added and done in an architectural format to stay within the time period of the barn.

The sheets following, depict structural engineering aspects of the barn. Following that is information on the mechanical aspects of the project, e.g., air-source heat pumps. There may be a way of tying the SAU into the solar panels at HPS. In a discussion earlier in the day, it came up that the barn roof is ideal and a few solar panels on the roof would eliminate the air-source heat pumps from the electric.

Asked if lighting would be upgraded in the SAU offices, Superintendent Corey stated most would be replaced by staff. The barn would be updated to new energy efficient LED lights. It would keep the same appearance throughout the exterior. Asked about the age of the barn, he indicated the date to have been determined to be around the time of the Civil War or perhaps a little older.

Asked if the history of the barn was discussed by the Facilities Committee, Superintendent Corey remarked there is not much known history other than that it was an operating farm for many years. Ms. Roy suggested it would be nice to have the history of the barn as a visual in the community room.

Vice Chairman Fareed spoke of prior discussions around the possibility of segregating the field from the building. Superintendent Corey stated his belief, at some point in the project, it should be deeded to the school buildings. Should there come a time when the SAU building is sold, the land located behind the building would stay with the school. Chairman Mann stated the Board would want to consider any costs, surveying, etc.

associated with dividing the property, and there is the expectation that should be done as part of the project. Vice Chairman Fareed questioned whether there would be costs associated with expansion of the septic system. Superintendent Corey stated there are no issues in regard to the septic.

Superintendent Corey provided the Board with information resulting from a meeting conducted earlier in the day. The document broke out elements of HSTEP that apply to both HUES and HPS as well as Capital Improvement Plan (CIP) items. The items were further broken down to identify items requiring a certain level of expertise and oversight by a mechanical/electrical engineer/architect. The Superintendent and Business Administrator would continue to serve as project managers, but certain items would require the additional oversight. The lead individual is the Architect, Dave Ely of Windy Hill Associates.

For the first elements, at HPS, they would complete the 13 classrooms where heat source air pumps were not installed and the 6 interior rooms that were not originally addressed. They would look at the heat and recovery for ventilation purposes (all 19 rooms in the original design already completed).

The two boiler rooms at HPS (one near kitchen and one near the 2nd grade) would be consolidated into a single room. The room near the second grade would be eliminated and the space recaptured for storage, etc. With the boiler room located next to the kitchen, the possibility of upgrading the kitchen facility was discussed. Additional details have been requested.

The current hot water tanks are old, not functioning well, and are not located optimally (1 oil and 1 electric). They will be re-designed along with other mechanical upgrades. The discussion of oil versus propane will take place. If moving to a propane boiler, the hot water would likely be run off that. Existing underground oil tanks will have to be excavated in approx. 5 years. It may be beneficial to remove the tanks and replace them with propane as part of this project. The controller at HPS was replaced. The desire is to expand the control system to be able to regulate temperatures, etc. remotely.

Exterior light replacement would be done by the District's custodians. Interior lighting will be upgraded in both buildings. A variety of products have been considered. Existing plans, done for HSTEP Phase I, would be used; cost effective and will accomplish all goals.

There are a few areas where there is the desire to consider airlocks; when opening a door it is not to the outside. All exterior doors will be evaluated, and recommendations made for upgrading for security and energy efficiency. For example, outside the music room, near kindergarten and perhaps near the parent pick-up line.

Consideration was given to shading devices on the southern side of the building (internal shades). However, the architect studied the design and rendered an opinion they are not needed at this time. They will be removed from the list.

HPS does not have a sprinkler system. It is a big-ticket item; however, provides further protection for the students and the building itself. Vice Chairman Fareed noted buildings of this age, throughout the State, tend not to have sprinkler systems. Asked if there would be cost benefits, e.g., insurance rates, Superintendent Corey suggested they would be slight. As it is SAU insurance for all 6 buildings, all liability around students, teachers, transportation, etc., the policy is massive. The last time changes were made, the impact was minimal.

The kitchen is outdated and falls short of meeting code with grandfathered layout and equipment. The grease trap that ties into the septic does not currently meet code, but is grandfathered. Once work is proposed, today's code requirements would have to be met. Superintendent Corey spoke of the nearly 600 styrofoam trays/day used because of the lack of a dishwasher.

Asked if the upgrades would extend the life of the septic system, Superintendent Corey stated his belief anything that takes the grease out of the equation would increase the lifespan. However, he is uncertain, if the kitchen is done, it would automatically do the septic. He commented the reason septic systems tend to last longer for schools is because you are not open 3 months out of the year. There is a time period where it can dry out.

Also being looked at is the possibility of a ramp for kindergarten. Students in wheelchairs currently have to come across through the multi-purpose room and out. If a true emergency, a staff member would simply carry the student. It should be considered, and the cost understood. It is believed the current stairs would be reduced and come closer to the building to accommodate a ramp. It would also provide an airlock from an entry point of view.

At HUES, during HSTEP Phase I, encountered were large sections of significant metal beams. If going up to the peaks, you could see the outside. That is a concern from an energy efficiency standpoint. The temperature of a steel beam was taken during the winter last year. It was 7 degrees. Vice Chairman Fareed commented air is flowing over it directly into the building. Because of the way the expansions are coupled together, the space where the ceiling and the roof meet doesn't actually come together. They are blocked, but don't fully meet because of the steel beam. Air from the outside flows across it into the building. The engineers discovered the building was under negative pressure, which means that when you open one door it sucks in air from the outside through all of these open places. Superintendent Corey noted insulation deficiencies would be identified and addressed.

Based on available data, the idea of additional solar panels at HUES was discussed and rejected. We are at about 85% efficiency. Additional panels would likely result in the need to address another section of roof (over time, repairs done increase the height of the roof; would need to be lessened to accommodate panels). When looking at the overall cost for a roof that doesn't need to be replaced, it is not cost effective.

Chairman Mann remarked the solar panels are providing our demand today plus another 15%. Vice Chairman Fareed commented the biggest problem is that the State's net metering limits are such that when we produce more than we use, we don't get paid for it. Superintendent Corey commented another aspect that comes into play is that it is an item that is impacted by tariffs (cost is high).

Chairman Mann questioned if the District is going to be able to get ahead of the peak demand charge issue. Superintendent Corey responded Eric Ryherd, Chairman, Hollis Energy Committee, has donated numerous hours to identify which devices are causing the overages. One is the hot water heater at HUES. Part of the problem is when you don't have dishwashers, we're calling on this huge tank to heat up to meet the requirements of the health code, to be able to wash the dishes.

Vice Chairman Fareed commented there is also a strong possibility that the Munters unit, which is the humidifier at HUES, may have been set based on what was needed to remediate the mold situation and perhaps never recalculated. The guesstimate from the building engineer is that there is a significant possibility it could be reconfigured to operate more efficiently.

Superintendent Corey commented on newer water heaters not requiring all 9 coils to heat up at once (gradual to reach demand). The existing heaters are 54 kw, and when they turn on the demand shoots up quickly.

The Munters unit was put in a number of years ago when mold was discovered at HUES right before the start of a school year. The mechanical engineer will be onsite tomorrow working with Mr. Ryherd and a representative of the company for the unit to look to see if it could be recalibrated. Over time, we have power outages, etc., and things get off-cycle, which results in them not running at an efficient rate. Because of the scope of the

Munters unit, the District is expending \$4,100 out of this year's budget to have that work done (significant energy piece).

Air handler 3 is nearly 30 years old and has reached its end of life (cost between \$250,000 and \$300,000). It is the major ventilation unit responsible for changing the air in approx. 60% of the building. It is likely, if the voters don't support the entirety of the proposed project, that a separate warrant article will be put forward to address this item.

This year, a study will be completed relative to air source heat pumps versus unit ventilators at HUES. Data should be available in the November/December timeframe.

An interior lighting upgrade will be performed (move to LED lights).

A similar update will be provided the Budget Committee later this month. The fees for all of the work; mechanical, structural, electrical, architectural, and energy consulting will be outlined and provided in time for the November Board meeting. In the meantime, the consultants will be starting on creating a firm estimate on the barn portion and guesstimates on all of the significant items so that the scope of the project can be better understood.

John Penney is becoming one of the lead consultants as this is much more of a mechanical project than an energy project. He will be doing a lot of the calculations around what pieces should be changed and why. Anytime you are working with a building and addressing building codes, it is beneficial to have an architect on board. Probably one of the most significant changes made is having Dave Ely on board. It is likely the project will be a multi-year effort.

The capital improvement items that should be lumped into this project will be available for presentation at the next meeting.

Chairman Mann asked for clarification of item #2 where it states "Gut Rehab Existing Offices Replace Ell"; specifically, what is "Ell". Vice Chairman Fareed stated it to be the section in front (farmer's porch). The L shape between the two structures. Superintendent Corey stated they would add a foot of height. When they jack up the barn they will jack up the porch area as well. Vice Chairman Fareed noted the slope of the roof would have to be changed as well for handicap access, etc. Superintendent Corey commented there may be the need for supports as it is not understood how good the foundation is under that connecting piece.

Chairman Mann questioned if what is meant by "gut/rehab" is that the building would be taken down to the studs and the flooring looked at. Superintendent Corey stated that is not the case; the reference is to specific areas such as bathrooms. He is of the belief the end result will be option 1, which would address the bathrooms, create a better flow on the second floor, etc.

Chairman Mann commented the cost, if coming in around \$1-2 million, would be considered a small bond. He stated the desire to understand the implications of rolling the cost of this project and the existing debt service on HSTEP 1 into a single bond. Superintendent Corey stated that to be an issue the Town and Budget Committee have brought up. At the Budget Committee's recommendation, the District tends to use the capital lease programming because of the flexibility available for refinancing. Had the direction been municipal bonds, refinancing would not be an option.

Asked if the District would receive assistance from Dick Henry from the standpoint of upgrading insulation of offices, etc., Superintendent Corey stated Mr. Henry has been included in the discussions.

- Budget Building Efforts – Update

Superintendent Corey noted the Assistant Superintendents, Business Administrator, Assistant Business Administrator, and Principals met in July. Together they compile a list of needs and wants for the next fiscal year. In August, the Superintendent meets with the team and starts the discussion of which items move on to the next round of discussions.

He noted there is not a lot in the way of asks for staffing unless there are changes, which are watched. There is focus on HB1612 - relative to data security in schools. Microsoft 7 will become obsolete and some of the District's computers will not run Microsoft 10. Upgrades will be necessary.

The first draft of the FY21 budget should be available to be provided to the Board at its next meeting.

For the benefit of those new to the Board, Superintendent Corey explained, the process is something the Administration looks to complete in the December/January timeframe so that there is sufficient time to engage the community. Chairman Mann commented on the visibility at the Board level; for the Board and public to be able to see all of the requests that were brought forward, which the Administration moved forward for Board consideration, and the rationale behind those choices. Superintendent Corey commented part of the balancing act is in that the Budget Committee is ultimately responsible for the budget in terms of its creation. To the Chairman's point of identifying the items that remain and those that are removed, the difficulty comes in towards the end when the process moves very quickly.

The budget for the SAU41 Governing Board is near completion. The Governing Board is the legislative body that passes that budget. The budget is then incorporated into the district budgets. The SAU41 Governing Board Budget Sub-Committee will be bringing the draft budget to the October meeting. That budget will be voted on in December.

Chairman Mann commented the fact that Hollis is a budget town means the Budget Committee owns the budget and the budget building process. They could essentially create the budget on their own. Given the trust that has been built over the many years of the Administration and Board working alongside the Budget Committee, the Budget Committee prefers the Administration/Board provide a draft budget for their consideration. The committee provides the District with guidance as to what it would prefer to see in terms of the bottom line. Superintendent Corey commented on how well the process has worked; the Budget Committee is always in favor of open communication and looks at the budget through the lens of a child. When getting to the point of the Annual Meeting, the citizenry is aware of the process that was undertaken between the Board advocating for the schools and the Budget Committee, in a lot of ways, advocating for the taxpayers.

- August Leadership Retreat - Update

Superintendent Corey spoke of the training provided by Assistant Superintendents Bergskaug and Thompson. A great deal of work was done with the Strategic Plan as the building goals are aligned with it. They looked at the goals critical to each district (can differ), and the big picture to ensure nothing is done in isolation. This year, the presentation of the district goals will be provided at the SAU41 Governing Board meeting. The desire is to look at it through the lens of a child.

He spoke of the critical feedback sessions where the Principal shares his/her goals with the 20 or so other participants. The process goes very well.

Rick Barnes, Principal, Hollis Brookline High School (HBHS), lead a great session on bullying. A presentation was provided by Anna Cole, Esq., Drummond Woodsum, on the process of conducting an investigation regarding staff or students.

Day 2 included building tours. Each Principal provided a tour and their goals and objectives were from the building point of view; what was done over the summer and why and what are some of their instructional goals.

A visit to the Historical Society included a tour of the fire house. Superintendent Corey spoke of having met the owner of the property where the original schoolhouse is located.

A visit to Andres Institute of Art was enjoyed by all. A scavenger hunt served as a team building exercise. The second day brought the group together and reminded everyone how uncomfortable it can be for kids. We take it for granted sometimes, when teaching, that this is the way everybody would want it. When working in different manners it really makes you step back and think what needs to be done differently when in a meeting, in a building, giving teacher encouragement to change instructional practice, etc. It wasn't just about being out and seeing this wonderful art institute, it was really a reminder of how we get to all the different levels that we are responsible to make connections for.

- District Policy on Recycling

Ms. Arthur requested the discussion item be tabled until the October meeting to allow additional time for data gathering.

She spoke of the Hollis Brookline Middle School (HBMS) and the HBHS having done Star Assessment, which is an overview of recycling efforts. It is something the elementary schools could consider as a means of learning of ways improvements could be made. She has requested information on the expense incurred for waste management. The desire is to create a policy.

Chairman Mann questioned the will of the Board relative to a recycling policy. Vice Chairman Fareed stated her full support. She spoke of past efforts, cultural changes, and the need to execute such an endeavor down to the child level. Ms. Roy spoke of being pleased with the effort, and offered to be of assistance. She commented, if building the foundation for the students within the SAU, that needs to start at the elementary level. Ms. Kellner expressed her support noting discussion that has occurred in the community around food waste. She requested that be incorporated into the discussion. Chairman Mann stated his support noting the Town's recycling efforts. He views it as a great learning opportunity for students. Ms. Arthur touched on the cost savings that could result.

Asked if the paper recycling program is still in the schools, Amy Young, Kindergarten Teacher, responded it is. Ms. Roy spoke of tying it into the curriculum, e.g., environmental impacts, etc. Ms. Arthur noted the organization that does the Star Assessments also offers curriculum (Trash on the Lawn Day) either on a staff or school level.

Superintendent Corey remarked from the Administration's meeting with the Town recycling, he is aware there will be more restrictions in the coming years, e.g., more of a push for composting. He sees this effort as being proactive. It is a balancing act of getting community support and creating a policy the Board can get behind.

DELIBERATIONS

- To see what action the Board will take regarding the policy memo submitted by the policy committee

DJ – Purchasing

- 1st Reading June 5, 2019 (as amended)
- 2nd Reading August 7, 2019

Given its third reading;

**MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY DJ – PURCHASING
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Assistant Superintendent Bergskaug noted no changes have been proposed since the time of the second reading.

MOTION CARRIED

5-0-0

DJB – Purchasing Procedures

- 1st Reading June 5, 2019 (as amended)
- 2nd Reading August 7, 2019

Given its third reading;

**MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY DJB – PURCHASING PROCEDURES
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Ms. Arthur questioned if the language “price quotations will be solicited” assumes an explanation of value. Superintendent Corey spoke of the prior amendment, replacing “price” with “value” in the second paragraph, which provides the clarification the District is not required to go with the lowest bidder, but rather the best value for the dollar.

Ms. Arthur questioned where the value is seen in writing. Vice Chairman Fareed commented it would be in what else, other than price, is at issue, e.g., delivery time, quality of materials, etc.

Assistant Superintendent Bergskaug noted a requirement for a certain number of quotes to be solicited. The language permits the District to go with the best overall value.

Ms. Roy suggested if removing the word “price” from the end of the third paragraph, and simply stating “price quotations will be solicited”, takes the entire quote into account including the dollar value.

MOTION BY MEMBER ROY TO AMEND IN THE THIRD PARAGRAPH BY DELETING THE WORD “PRICE”

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

5-0-0

Vote on the main motion to accept the third reading and adopt, as amended.

MOTION CARRIED

5-0-0

EHAB – Data Governance and Security

- 1st Reading June 5, 2019 (as amended)
- 2nd Reading August 7, 2019 (as amended)

Given its third reading;

**MOTION BY MEMBER FAREED TO AMEND POLICY EHAB – DATA GOVERNANCE AND SECURITY, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED, ACCEPT THE THIRD READING, AND ADOPT, AS AMENDED
MOTION SECONDED BY MEMBER ROY**

ON THE QUESTION

Assistant Superintendent Bergskaug spoke of the legal requirement to have the policy in place. The policy is essentially a summary policy of the Data Governance Plan approved in June.

Because it is a SAU Governance Plan, the policy should be the same in each of the districts within the SAU.

Assistant Superintendent Bergskaug noted the changes proposed were made by the other districts. She noted an additional change made by the Brookline School Board (after the agenda was published): Section B 2; delete the parenthesis before “including”. In Section C, second paragraph replace “full technology team” with “Data Governance Team”. Does not change the members; simply clarifies.

MOTION WITHDRAWN

**MOTION BY MEMBER FAREED TO AMEND POLICY EHAB – DATA GOVERNANCE AND SECURITY, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED, AMENDED PER THE DISCUSSION, ACCEPT THE THIRD READING, AND ADOPT, AS AMENDED
MOTION SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Ms. Arthur spoke of having listened to presentations on this subjectmatter and understanding more about those who make phishing their business. She suggested amending the first sentence by inserting the word “knowingly” before “fail to follow the law”. Assistant Superintendent Bergskaug noted an investigation follows every breach. One of the things reviewed during that investigation is how much training is provided, if the decision reached to do whatever the action was, was made with enough knowledge to determine intent.

Vice Chairman Fareed commented there is also a firmness of intent to attend to your responsibility. She spoke of a time prior to her tenure on the Board when she heard concerns from staff members in a district about inadequate training to do some internal process. The individual had been very angry about having not received the training. She pursued that through a visit to the then Superintendent, and it turned out there had been multiple trainings. It hadn't stuck with certain individuals, but at some point the District has to be firm about we must offer the training, and it has to be documented that it has been received, practiced, and put into practice by the individuals responsible for it.

Assistant Superintendent Bergskaug commented this year's version of the training is intended to meet everyone where they are, e.g., there is a webinar portion that can be reviewed at any time, there will be a face-to-face question and answer discussion, and a sign-off that the training has been provided. The result is multiple ways to obtain the information and an opportunity to say I am still not certain. Superintendent Corey noted discipline is always progressive. Vice Chairman Fareed spoke of a discussion she had with the Network Administrator,

and of the phenomenal amount of stopgaps she learned are in place to protect against an unintentional error and reduce the opportunity for an attacker to gain access.

MOTION CARRIED

5-0-0

BEDG – Minutes

- 1st Reading June 5, 2019 (as amended)
- 2nd Reading August 7, 2019 (as amended)

Given its third reading;

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY

BEDG - MINUTES

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Assistant Superintendent Bergskaug noted no changes have been proposed since the time of the last reading.

MOTION CARRIED

5-0-0

BEDH – Public Participation at Board Meetings

- 1st Reading June 5, 2019 (as amended)
- 2nd Reading August 7, 2019

Given its third reading;

MOTION BY MEMBER FAREED TO ACCEPT THE THIRD READING AND ADOPT POLICY

BEDH – PUBLIC PARTICIPATION AT BOARD MEETINGS

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Assistant Superintendent Bergskaug noted no changes have been proposed since the time of the last reading.

MOTION CARRIED

5-0-0

JCA – Change of School or Assignment

Given its first reading;

MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY JCA –

CHANGE OF SCHOOL OR ASSIGNMENT, AS PRESENTED

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Assistant Superintendent Bergskaug noted the wording comes out of changes in legislation. The Policy Committee felt the proposed language allows the District to comply with the law without overly binding the District.

Vice Chairman Fareed noted RSA 193:14-a was rescinded in 2017. She requested the reference be deleted.

The 4th paragraph reads “The Superintendent's re-assignment decision shall be in writing, and shall be final and binding.”, however, RSA 193:3, III, (3) reads: “The school board of each school district involved in the reassignment of the pupil votes to approve the reassignment”. The way the policy reads, the Superintendent develops all of the decision-making process and does the reassigning without the school board’s participation.

She remarked there is a reason why a student is recommended for a different school in a different district. If not in SAU41, but also not in Hollis, we are now granting a staff member the freedom to decide where that tax money will be spent without any kind of oversight by the Board. Although in special education that likely occurs frequently, it seems, within regular education, the School Board has to have a role.

Assistant Superintendent Bergskaug responded they try to combine the Manifest Educational Hardship and the Change of School Assignment RSAs into one, and the District has two policies. The combination of the new language along with the reference to Policy JFAB, which talks about the process, the committee felt pulls together all of the components of the RSA.

Vice Chairman Fareed commented with the manifest hardship shift and with the kinds of discussions she has read about regarding some of the goals around changes of manifest hardship, she is easily alarmed.

Assistant Superintendent Bergskaug stated the concern would be brought back to the Policy Committee for additional discussion. There is the possibility the information the committee used in its review was an amendment to the legislation found online (2017). She will look to provide additional clarity.

Chairman Mann noted Policy JFAB clearly calls out that the Superintendent will make a recommendation to the Board. Ms. Roy noted Policy JCA states “ Tuition will be charged as per policy JFAB.”. She suggested adding “upon approval by the School Board” following “final and binding”.

Superintendent Corey commented there can be times when the situation is such that the Superintendent will pick up the phone and request another district take a good student who isn’t doing well. From the standpoint of the Administration, they don’t have space in classes and the District would be receiving revenue, which is under JFAB. There are safeguards in place. Looking at it from the viewpoint of a Superintendent, you don’t want to have made that decision without the Board already having a clear understanding of the situation.

MOTION CARRIED

5-0-0

JEC – Manifest Educational Hardship

Given its first reading;

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY JEC –
MANIFEST EDUCATIONAL HARDSHIP, AS PRESENTED**

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Asked what a scenario would be where the Superintendent would waive tuition for a student coming to the District per the policy, Superintendent Corey responded he does not necessarily see that at the elementary level. He struggles with some of the new interpretations around the language because if a particular district in a particular year cannot afford to run an AP class, he is uncertain that would constitute educational hardship given the amount of online resources, etc.

MOTION CARRIED

5-0-0

EHB – Data/Records Retention

Given its first reading;

MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY EHB – DATA/RECORDS RETENTION, AS PRESENTED

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

5-0-0

GADA – Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)

Given its first reading;

MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY GADA – EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE), AS PRESENTED

MOTION SECONDED BY MEMBER KELLNER

ON THE QUESTION

Assistant Superintendent Bergskaug stated the policy to be required by law. Having struggled with the recommended policy for the past 6 months, she requested the policy be brought before the Board to determine if any member(s) has a different reading of it. Understanding the intention, it says the District is prohibited from providing a recommendation of employment if having knowledge of or probable cause to believe that the other employee, contractor, or agent engaged in illegal sexual misconduct with a minor or student. It goes on to state the prohibition does not apply if:

- “1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;
2. The information giving rise to probable cause has been reported to any other authorities as required by local, state or federal law (for instance New Hampshire Division of Children, Youth and Families “DCYF” and”....

The Policy Committee struggled with the prohibition from providing a recommendation if you have knowledge, but you can then recommend if it has been reported and also with just the reporting of probable cause did not seem enough.

Vice Chairman Fareed questioned what the District is legally obligated to report if asked for a reference. Superintendent Corey responded when calling H.R., the information relayed would be dates of employment.

Assistant Superintendent Bergskaug noted she brought the questions to legal counsel. She believes the intent is understood, and that the language in the paragraphs recommended to be deleted did not go along with the intent.

Ms. Roy stated concern with the language “providing a recommendation of employment...in obtaining a new position or other employment” as she is uncertain what form that takes.

Vice Chairman Fareed commented if doing a background check on an individual looking to become an approved volunteer, and that person worked for another district, the background might include a phone call to that other district in the State who is under the same type of legal obligations. Ms. Roy stated the policy is very specifically about employment, and questioned if that is required. Superintendent Corey noted the policy in place specifically around volunteers, and suggested keeping a policy specific can be more useful.

Ms. Arthur questioned if the first two items address an accusation where the third seems to be geared towards the resolution of a situation.

Superintendent Corey commented he views the first one as law enforcement has been notified so the District is off the hook. You don't want someone going from point A to B. There is case law of districts being sued because they knowingly have passed someone along. Just because a situation hadn't gone through the courts yet does not mean you were not aware of it.

Vice Chairman Fareed commented the presumption of innocence until proven guilty is driving the language. Assistant Superintendent Bergskaug responded there is a difference between providing a reference and "does not include the routine transmission of administrative and personnel files." Although required to provide information on employment dates, the District is not required to provide a recommendation.

Ms. Roy commented with "reference" and "recommendation" we want to make sure, if we are using those interchangeably, that they mean exactly the same thing.

Superintendent Corey noted the policy language "engaged in illegal sexual misconduct with a minor or student"; he is supportive of the recommendation to remove the first two items. From a philosophical community piece, they are trying to write it with our beliefs in mind. We don't want to do that to another district, and we don't want another district to do that to us.

MOTION CARRIED

5-0-0

ADJOURNMENT

MOTION BY MEMBER FAREED TO ADJOURN

MOTION SECONDED BY MEMBER KELLNER

MOTION CARRIED

5-0-0

The September 4, 2019 meeting of the Hollis School Board was adjourned at 8:03 p.m.

Date _____

Signed _____

Hollis School District
 Monthly Enrollment Breakout
 September 2019

| Grade | Class size Per District Policy | Number of classes | NESDEC Projections 19/20 SY | Number of students (8/23/2019) | Change from last report | Actual class Enrollments |
|------------------------|--------------------------------|-------------------|-----------------------------|--------------------------------|-------------------------|--------------------------|
| Pre - K | | 1 | 24 | 4 | +4 | 4 |
| Pre - K 3 year olds | | 1 | | 7 | +3 | 7 |
| Pre - K 4 year olds | | 1 | | 6 | 0 | 6 |
| Kindergarten | 18 | 4 | 55 | 68 | +7 | 17, 17, 17, 17 |
| Grade 1 | 18 | 5 | 73 | 90 | +1 | 18, 18, 18, 18, 18 |
| Grade 2 | 20 | 5 | 74 | 83 | +6 | 16, 16, 17, 17, 17 |
| Grade 3 | 20 | 5 | 80 | 86 | +1 | 16, 17, 17, 17, 19 |
| HPS Totals | | 21 classes | 306 | 344 | | |
| Grade 4 | 23 | 5 | 87 | 97 | +1 | 19, 19, 19, 20, 20 |
| Grade 5 | 23 | 5 | 91 | 100 | +2 | 19, 20, 20, 20, 20 |
| Grade 6 | 23 | 5 | 109 | 102 | +1 | 20, 20, 20, 21, 21 |
| HUES Totals | | 15 classes | 287 | 299 | | |
| HSD Totals | | 36 classes | 593 | 643 | | |

* denotes class sizes over policy expectations

Enrollment History:

| School Year | HPS September Starting Enrollment Numbers | HUES September Starting Enrollment Numbers |
|-------------|---|--|
| 2019 | 344 (8/23/19) | 299 (8/23/19) |
| 2018 | 344 | 327 |
| 2017 | 344 | 323 |
| 2016 | 337 | 319 |
| 2015 | 345 | 295 |
| 2014 | 352 | 291 |
| 2013 | 358 | 292 |
| 2012 | 340 | 294 |
| 2011 | 340 | 297 |



Windy Hill Associates

David Ely, AIA ■ 243 Clark Hill Rd., New Boston, NH 03070 ■ 603-487-5252

August 28, 2019

Andy Corey and the HSTEP Committee
Via email

Re: Scope of architectural and engineering services to complete HSTEP

Dear Andy and All,

Thank you for the opportunity to provide this proposal to complete HSTEP. We have deferred items from the first round of construction, and have identified other items to be added to the scope. This proposal builds on work completed and covers the scope listed below as identified by the committee and our conversations.

HPS

13 Classrooms plus 6

We eliminated the 13 classrooms from the scope of the first stage of construction to come within budget. In addition to those classrooms there are 6 interior classrooms which were not originally addressed. We will provide mechanical engineering drawings and specifications to provide air-source-heat-pumps and heat recovery ventilation into all 19 of these rooms. Some of this design work was completed previously. The work we are proposing builds on that to bring all classrooms in the building up to the same level.

In addition to the mechanical design we will provide architectural drawings and specifications for required duct chases and to close off the existing wall openings for the unit ventilators which will be removed.

Boiler Consolidation

The intent has always been to eliminate one boiler room. The 2 story wing will be back-fed from the remaining boiler to serve the heating coils and air handlers in the 19 classrooms. This design work has been started, we will make modifications based on information not available previously. We will consider converting from oil to gas. Along with this will come removal or other remediation of the existing underground oil tanks.

NOTE: The original John Penney proposal was written to Dick Henry, Hot Zero. I have included this fee in my fee schedule.

Hot Water

The current hot water tanks are old and not functioning well. One is oil the other electric. They are not located in optimum locations. We will re-design the hot water system along with the other mechanical upgrades.

Controls

We will propose replacing the thermostats with wall mounted units tied to the control or building management system to ensure proper efficient operation.

Exterior Light Replacement

This is work which will be done possibly by your staff without architectural or engineering design work. This scope is not included in the fee schedule.

Interior Lighting Upgrade

Replace existing lights with LED. Dubois and King had previously provided Construction Documents for this project. At your request Bob Greene has reviewed the work to date and provided a proposal for Visual Comfort, appropriate light levels and variable color temperature above and beyond just energy efficiency.

Exterior Doors

We will meet to discuss the merits of enclosing the west entry for safety and energy efficiency. We will evaluate all exterior doors and make recommendations for upgrading for security and energy efficiency. We will revisit and possibly re-design the west entry under the overhang.

Shading devices

We will look again at the possibility of retrofitting shading devices over the windows of the south classrooms. This will help temper the rooms and avoid overheating especially in the swing seasons. We will also review the existing windows solar heat gain coefficient to see if it's needed.

Sprinkler system

We have included a performance specification from John Penney for a complete system including alarm, tanks, pumps, controls, distribution and heads.

Kitchen

The kitchen is outdated and falls short of meeting code with grandfathered layout and equipment. Commercial kitchen suppliers provide design services, however that is paid for in equipment pricing. We have provided a proposal from a kitchen designer who will specify equipment to be competitively bid which will probably offset all or most of his fee. We will coordinate with a septic designer to ensure all systems are compatible and up to code. We have spoken with Meridian Land Services who has just about completed a design upgrade for the existing septic system, and have included a fee for them to complete this design.

NOTE: No mechanical (plumbing) engineering has been held in the fee schedule for this.

Kindergarten

To have direct access to outside possibly via a ramp. We will consider an air-lock entry to preserve interior temperatures.

HUES

Insulation

We will analyze and identify insulation deficiencies. We already know there is not enough insulation under the EIFS panels; we will detail removing, insulating and re-installing the panels. We will investigate other areas such as the large concrete wall above the cafeteria which extends above the roof. We will investigate other areas of concern and design remediation strategies.

Additional Solar Panels

We will locate and coordinate installation of additional solar panels at HUES to meet current demand and at HPS as a way to supply the new SAU offices at 4 Lund Ln.

NOTE: a fee for design services is not included assuming this will be design/build.

Munters

John Penney will evaluate the Munters Unit and retro-commission it for better performance. We will consider tying it to the building management system.

NOTE: this is under separate contract directly with John Penney.

Air-Handler 3

Air handler 3 will have a replacement unit specified. We will investigate associated spaces and investigate alternative approaches.

NOTE: The fee for this is not included in my fee schedule.

Air Source Heat Pumps

We will evaluate the use of air source heat pumps versus upgraded unit ventilators. We will evaluate the ventilation system for the gym and locker rooms.

Interior Lighting Upgrade

Replace existing lights with LED. Dubois and King had previously provided Construction Documents for this project. At your request Bob Greene has reviewed the work to date and provided a proposal for Visual Comfort, appropriate light levels and variable color temperature above and beyond just energy efficiency.

Timing:

We will continue to meet with the committee to review scope items, advance the design, select a contractor and facilitate construction. We will prepare Schematic Presentation for public distribution in September or October, and for the board in October. Construction Documents will be complete by December.

Cost comparison to Upgrade SAU offices.

15-May-19

Office area 3,836 sq. ft.
 Barn area 2,967 sq. ft.
 Total area 6,803 sq. ft.

| | | |
|-------------------------------------|-----------------------------|--------------------|
| Minor renovations to offices | 3,836 sq ft x \$100/Sq. ft. | \$383,600 |
| Renovate Barn | Estimate | \$700,000 |
| Elevator | Estimate | \$115,000 |
| Total | | \$1,198,600 |

Note: In this scenario the elevator may not be required.

| | | |
|-----------------------------------|---------------------------|--------------------|
| Gut rehab existing offices | 3,836 sq ft x \$200/sq ft | \$767,000 |
| Renovate Barn | Estimate | \$700,000 |
| Elevator | Estimate | \$115,000 |
| Total | | \$1,582,000 |

Note: the foundation of the EII is suspect and may need to be replaced.

| | | | |
|---|----------|--------------------|-------------|
| Gut rehab existing offices replace EII | * | \$1,070,000 | \$623,000 |
| Renovate Barn | Estimate | \$700,000 | \$15,000 |
| Elevator | Estimate | \$115,000 | \$432,000 |
| Total | | \$1,885,000 | \$1,070,000 |

* 3,115 sq ft renovations x \$200
 * Demo EII \$15,000
 * New 2 story EII 1,440 sq ft x \$300

This option adds 720 sq ft total 7,500 sq ft and gives a good place for the elevator.

| | | | |
|-------------------------|----------------------------|--------------------|--|
| Demo office only | | | |
| Site work | Estimate | \$30,000 | |
| | Estimate | \$75,000 | |
| New Office building | 3,836 sq ft x \$300 /sq ft | \$1,150,000 | |
| Renovate Barn | Estimate | \$700,000 | |
| Elevator | Estimate | \$115,000 | |
| Total | | \$2,070,000 | |

| | | | |
|-----------------------------|-------------------------------|--------------------|--|
| Demo office and Barn | | | |
| Site work | Estimate | \$35,000 | |
| | Estimate | \$80,000 | |
| New Office Building | 6,800 sq ft x \$300 per sq ft | \$2,040,000 | |
| Elevator | Estimate | \$115,000 | |
| Total | | \$2,270,000 | |