

Hollis School Board  
Wednesday, October 2, 2019  
Hollis Primary 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
- 6:10 Principal's report
- 6:20 Public Input
- 6:30 Discussion
- Medicaid to School- Assistant Superintendent Thompson
  - Transportation Update
  - SAU Barn/CIP/HSTEP update (Facilities First Aid)
  - FY19 Year-End Financial Update
  - Update on our Budget building efforts
  - Hiring update
  - Hollis School District water system
- 7:15 Deliberations**
- To see what action the Board will take regarding the policy memo submitted by the policy committee
- 7:25 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:30 Motion to adjourn

Hollis School District  
 Administrative Report  
 October 2019

**Calendar, Events, Programs**

- HUES/HPS - Fire Prevention activities are planned for the beginning of October
- HUES/HPS - October is Parent/Teacher Conference Meetings
- HUES/HPS - October 19, 2019 - The PTA's halloween fun fair and haunted house - HUES 4pm

**Enrollment for 2019/2020:**

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK	4		
PreK 3	7	4	97
PreK 4	6	5	101 (+1)
K	68	6	102
1	90		
2	83		
3	86		
<b>Total Hollis School District Enrollment: 644</b>			

**Building & Grounds:**

- HUES:
  - Working on budget quotes for items that are in need of repair or replacement for the 2020/2021 school year.
  - Looking for current funding to replace the basketball backboard that was damaged
  - HUES is now fully staffed for custodial positions - yay!
- HPS:
  - All shades have been installed.
  - Working on budget for the 20/21 School Year
  - The custodial staff is working on knocking off small requests through School Dude and making sure that our outside landscape is looking presentable.

**Staffing & Students:**

- HPS - Students in Mrs. Lewis' class hosted the first All School Town Meeting where they reviewed the school rules - Respect Yourself, Respect Others, Respect Property and introduced new playground equipment!

- HPS Open House was done in one night for the first time! A successful night as we had 90% participation. We have reached out to parents for feedback to help make some tweaks for next year.
- HUES - Golden Trash Can Awards for the neatest rooms at the end of the day go out to students in Ms. Caron's class, Mrs. Lockard's class, and Mrs. Miller's class - congrats on helping us keep HUES sparkling!
- HUES - Our RAPTORS CHOICE option is a fun weekly activity taught by our guidance counselor who works with students on **R**ecognizing, **A**ccepting, **P**roblem-solving, **T**hinking, **O**rganizing, **R**eflecting, and using **S**elf - control. Our goal is to have all HUES students participate at least once during their time here at HUES.
- HUES Open House was a great success this year.... We had 80% participation which allowed up to meet many many of our families!

Hollis School District  
 Monthly Enrollment Breakout  
 October 2019

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 19/20 SY	Number of students (9/18/2019)	Change from last report	Actual class Enrollments
Pre - K		1	24	4	0	4
Pre – K 3 year olds		1		7	0	7
Pre – K 4 year olds		1		6	0	6
Kindergarten	18	4	55	68	0	17, 17 ,17, 17
Grade 1	18	5	73	90	0	18, 18, 18, 18, 18
Grade 2	20	5	74	83	0	16, 16, 17, 17, 17
Grade 3	20	5	80	86	0	16, 17, 17, 17, 19
<b>HPS Totals</b>		<b>21 classes</b>	<b>306</b>	<b>344</b>		
Grade 4	23	5	87	97	0	19, 19, 19, 20, 20
Grade 5	23	5	91	101	+1	20, 20, 20, 20, 21
Grade 6	23	5	109	102	0	20, 20, 20, 21, 21
<b>HUES Totals</b>		<b>15 classes</b>	<b>287</b>	<b>300</b>		
<b>HSD Totals</b>		<b>36 classes</b>	<b>593</b>	<b>644</b>		

\* 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



## School Administrative Unit #41

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

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To: Hollis School Board  
From: Bob Thompson, Assistant Superintendent of Student Services  
Date: September 24, 2019  
Re: Medicaid to Schools Legislative Changes

### Current Issue:

Medicaid to Schools provides revenue to SAU 41 for rehabilitative services provided to students with disabilities provided in the IEP which are deemed medically necessary. SAU 41 receives an estimated \$275,000 in revenue based upon claims submitted annually.

On Thursday, August 29th the New Hampshire Department of Health and Human Services issued emergency rules regarding the Medicaid to Schools Program. These emergency rules were legislated to replace the existing Medicaid rules which had expired. The Rules govern the process to submit claims and seek reimbursement for both Medicaid and Medicaid programs. These changes pose new language which substantially limits the district's ability to seek reimbursement for all services effective immediately. This will impact projected revenue for FY 20 and FY 21 as rule making will not be proposed until February 2020 at the earliest, yet the rule language is not expected to change at that time.

### New Rule Language

The new emergency rules place restrictions on the process for ordering, recommending or referring services by requiring that only a Physician, Physician Assistant (PA) or Advanced Practice Registered Nurse (APRN) may order services. Throughout the history of Medicaid to Schools, a physician or a "licensed practitioner of the healing arts" has been allowed to order, recommend or refer services, when ordered by an IEP team. Never has the program restricted the licensed practitioner of the healing arts to only a PA or APRN.

The Emergency Rules, as written, no longer recognizes school counselors, school counseling directors and NHDOE certified school psychologists as providers of mental health services, The emergency rule requires that a registered nurse or licensed practicing nurse provide activities that require an order under the direction of a Physician, APRN or PA without defining what activities require an order. Additionally, the emergency rules no longer recognize a NHDOE certified speech language specialist who delivers speech services under the direction of a qualified SLP or audiologist.

### Course of Action

- After seeking counsel, the district will continue the practice of logging all services as a matter of best practice. However, the district will not seek reimbursement through the New Hampshire Department of Health and Human Services until further notice. Medicaid services

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Assistant Superintendent  
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are able to be back billed for up to 18 month from services rendered. In the event the Rules change, the district would like to be prepared to submit for claims

- The SAU will reflect revenue changes in FY21 budgets and plan to address the deficit of revenues in the FY20 budgets
- The New Hampshire Association of Special Education Administrators (NHASEA), will submit written testimony in opposition of these new emergency rules to the Joint Legislative Committee on Administrative Rules (JLCAR) on September 20<sup>th</sup>.
- The New Hampshire Superintendent's Association, Association of Business Administrators are collaborating with the NHASEA regarding this matter.
- Regional Special Education Directors are exploring viable options to pursue medical practitioners to contract to authorize these services.

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*Kelly Seeley*  
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*RobertThompson*  
*Assistant Superintendent*  
*Robert.Thompson@sau41.org*

## HSTEP Construction Cost Estimates

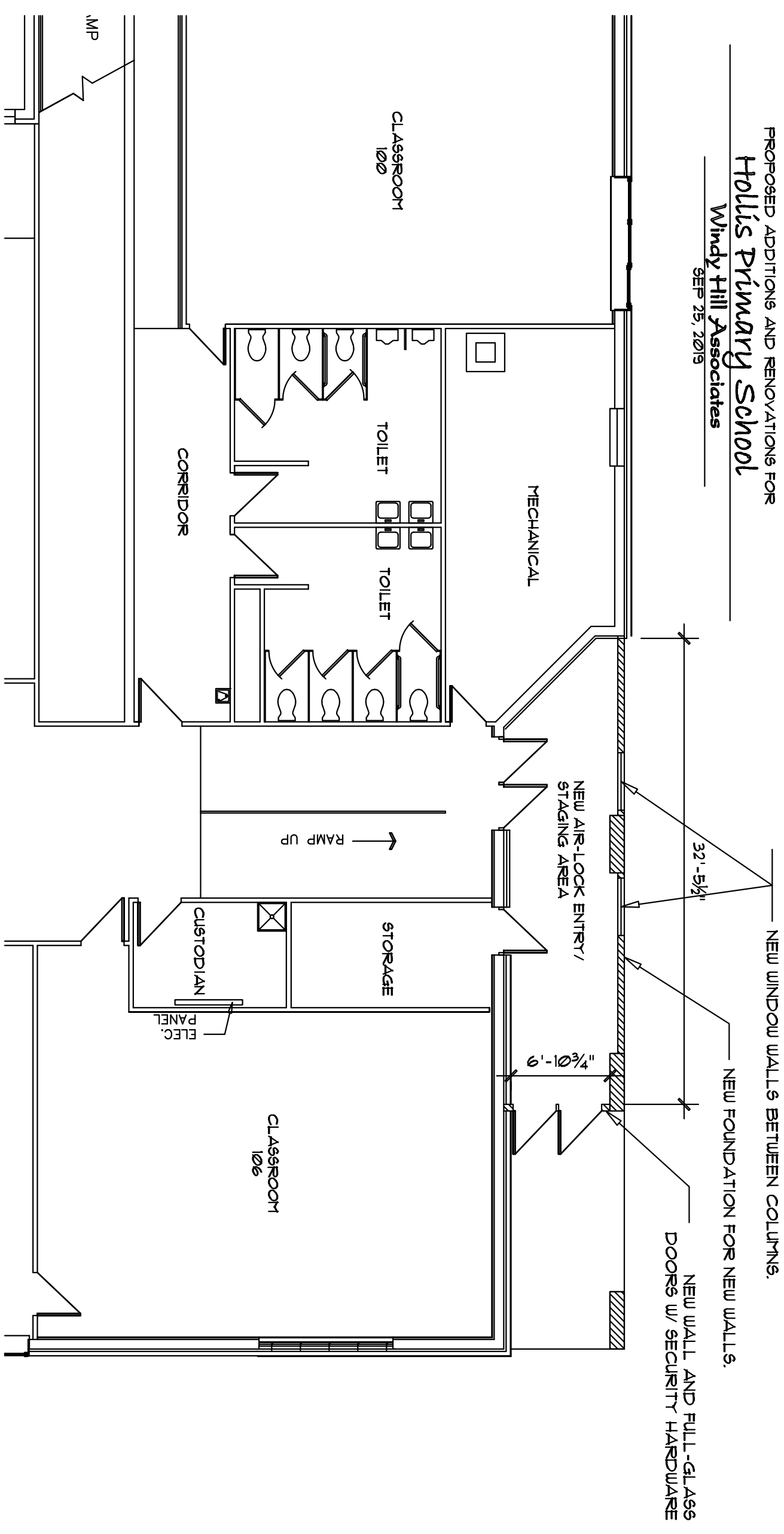
<b>HPS</b>		
13+6		
	Demo existing unit ventilators and associated framing	\$5,400
	Frame existing openings, GWB, siding, sheathing, paint	\$15,000
	New chase for ventilation	\$3,500
	Mechanical install	
	Total	
Boiler Consolidation		
	Mechanical	
Hot Water		
	Mechanical	
Controls		
	Mechanical	
Exterior Light replacement	In-House	
Interior Light Replacement		
	Electrical	
Exterior Doors		
	Demo, install 6 at front entry	\$50,000
	South Entry demo 3 install 2	\$20,000
	West overhang - new enclosure, windows and doors	\$43,000
	Kindergarten ramp, stair, enclosure, windows and door	\$94,000
	Kitchen door	\$10,000
	Northeast entry 1 door	\$9,000
	North double door	\$16,000
	Total	<b>\$242,000</b>
Sprinkler System		<b>\$700,000</b>
	Sprinkler install	
	Tank, sitework	
Kitchen		
	Demo	\$5,000
	New framing, beam, doors.	\$10,000
	New equipment installed	\$148,000
	Total	<b>\$163,000</b>
<b>HUES</b>		
EIFS Insulation		\$0
	Demo	\$13,000
	New Air sealing	\$2,500
	New Insulation	\$25,000
	New siding	\$24,500
	Total	<b>\$65,000</b>
Insulate beam across back		<b>\$7,500</b>
Insulate above cafeteria		
Munters	Per JFP Report MM #1	<b>\$7,200</b>
From John F. Penney Report:		
ECM 1 Upgrade ventilation and exhaust in Gym and Locker rooms		<b>\$31,800</b>
ECM 2 Upgrade Classroom exhaust to match classroom ventilation		<b>\$76,300</b>
	Add to upgrade unit ventilators per MM #2	<b>\$100,000</b>
ECM 3 Upgrade Air Handler 3		<b>\$298,000</b>
ECM 4 Upgrade kitchen exhaust and Makeup air system to variable speed		<b>\$37,700</b>
ECM 5 - Not Used		
ECM 6 Upgrade remaining Exterior Insulation and Finish System (EIFS)		<b>\$31,300</b>
Water heater Upgrade	Mechanical	





PROPOSED ADDITIONS AND RENOVATIONS FOR  
**Hollis Primary School**  
Windy Hill Associates

SEP 25, 2019



Can this wall be relocated as shown?

Can this wall section be removed?

Is this the main door for deliveries?

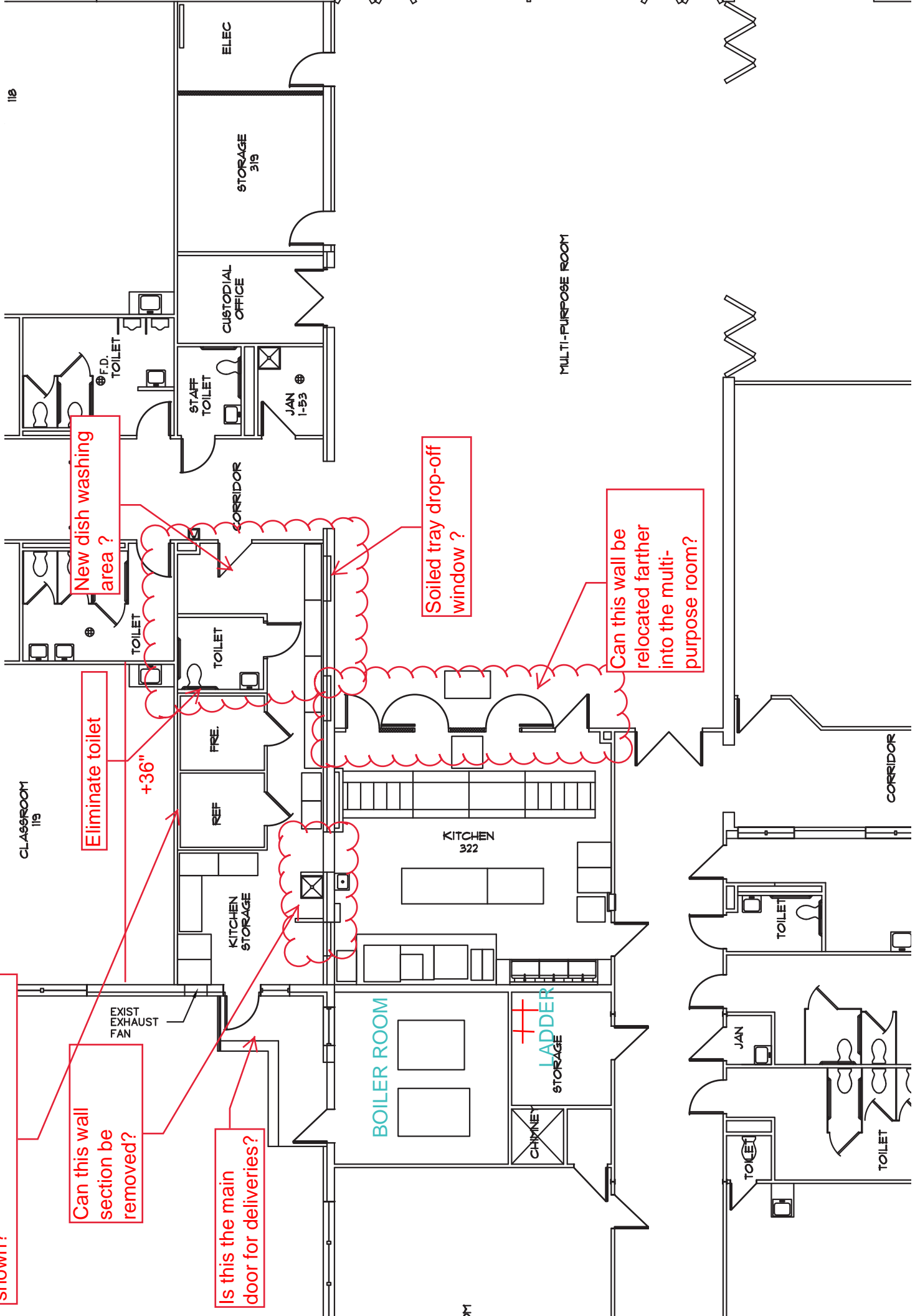
Eliminate toilet

+36"

New dish washing area?

Soiled tray drop-off window?

Can this wall be relocated farther into the multi-purpose room?





## Windy Hill Associates

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

September 25, 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.

If we decide to continue to use the boiler in the west wing instead of the one near the kitchen we'll need to get a revised proposal from John Penney.

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. This is included in the 13+6 Air-Source-Heat-Pump design quote.

### **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 based on the Dubois and King design and Construction Documents already in hand.

### **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.

### **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.

### **Munters**

John Penney is evaluating the Munters Unit and will 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 alternative approaches.

### **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 based on Dubois and King Construction Documents already in hand.

### **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 October, and for the board in October or November. Construction Documents will be complete by December.

**Fee for Services:**

The fee is broken down by task and consultant. The fee does not include the services of Dick Henry, or additional consultants who might be required or requested such as environmental assessments, structural engineer, building scientist, landscape design, interior design, etc. These services will be billed at the consultant's rate with no mark-up.

The attached spreadsheet itemizes all tasks, design disciplines for each task, and fee.

Services above scope will be billed hourly for principal architect at \$150 per hour and \$60 for draffsperson, or per the consultant's rate.

If you are in agreement with this proposal and the attached terms and conditions please sign and return one copy. Thank You!

Very truly yours,  
David Ely, AIA

\_\_\_\_\_  
Accepted by:

\_\_\_\_\_  
Date:

## HSTEP Task List

	Architectural	Mechanical	Electrical/Lighting	Civil	Kitchen Design	
<b>HPS</b>						
13 Classrooms plus 6	\$2,700	\$11,400			\$14,100	
Boiler Consolidation	\$600	\$7,550			\$8,150	
Hot Water						Mechanical included in boiler consolidation
Mechanical Controls		Incl in 13+6				Mechanical included in 13 Classrooms plus 6
Exterior Light Replacement					\$0	To be done by school staff
Exterior Doors	\$5,000				\$5,000	Includes air-lock entry at west side
Sprinkler	\$1,200	\$4,000			\$5,200	
Kindergarten	\$12,000				\$12,000	New enclosure, windows, doors, ramp and stairs.
Kitchen upgrade	\$1,800			\$500	\$9,222	Civil completes what they've started.
Sub Total					\$55,972	
<b>HUES</b>						
Insulation	\$7,500				\$7,500	
Air Handler 3	\$600	\$20,000			\$20,600	
Air Source Heat Pumps/Unit Ventilator Evaluation	\$600	\$3,500			\$4,100	
Hot Water upgrade	\$600	\$2,200			\$2,800	
Sub Total					\$35,000	
<b>Total</b>	<b>\$32,600</b>	<b>\$48,650</b>	<b>\$0</b>	<b>\$500</b>	<b>\$9,222</b>	<b>\$90,972</b>

## **Terms and Conditions** **Windy Hill Associates**

### **Access to Site**

Windy Hill Associates (WHA) will have access to the site during regular business hours for activities necessary for the performance of the services. WHA will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

### **Billings / Payments**

Invoices will be submitted monthly, or when appropriate for services rendered to date and are due upon receipt. Invoice shall be considered past due if not paid within 15-days after the invoice date and WHA may, without waiving any claim against the Client and without liability whatsoever to the Client, terminate the performance of the service. A monthly service charge of 1.5% of the unpaid balance (18% true annual rate) will be added to past due amounts.

### **Signs / Photographs**

The client grants WHA permission to install a sign at the construction site during the construction period. Further, the client agrees to allow WHA access to the construction site for the purpose of taking photographs or other electronic imaging, and to use the photographic or electronic materials in advertising either print or electronic media.

### **Indemnification**

The Client shall indemnify and hold harmless, WHA and all of its personnel from and against any and all claims, damages, losses and expenses, including customary attorneys' fees arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or part by the negligent act, error, or omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except WHA).

### **Less Than Customary Full Architectural Services**

The Client acknowledges that it is customary for architectural firms which provide design and documentation services including Drawings, Specifications and other related documents, to be employed to provide professional services:

- to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during pre-construction and construction may dictate,
- in connection with acceptance of substitute or "or-equal" items of materials and equipment proposed by bidders and contractors
- in connection with approval of shop drawings and sample submittals
- to visit the site and meet with the contractor and owner on a regular basis to become generally familiar with the progress and quality of the work.
- to respond to inconsistencies or irregularities in documentation, the work, or materials.



The Client agrees that if WHA is not employed to provide such professional services during the pre-construction and construction phases of the project, WHA will not be responsible for, and the Client shall indemnify and hold WHA harmless from all claims, damages, losses and expenses, including attorney fees, arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawings or sample approvals or modification of such documentation issued or carried out by the Client or others.

### **Risk Allocations**

The Client agrees that, to the fullest extent permitted by law, WHA's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement shall not exceed \$25,000 or the amount of WHA's fee (whichever is greater). If the client desires more liability coverage, this can be arranged but may result in an increase in the fee by a proportional amount resulting from the increase in expense.

### **Termination of Services**

This agreement may be terminated by the Client or WHA should the other fail to perform his obligations hereunder, or by mutual agreement in writing. In the event of termination, the Client shall pay WHA for all services, rendered to date of termination, all reimbursable expenses, and reimbursable termination expenses.

### **Ownership of Services**

All documents produced by WHA under this agreement shall remain the property of WHA and may not be used by the Client for any other endeavor without the written consent of WHA.

### **Applicable Law**

Unless otherwise specified, this agreement shall be governed by the laws of the State of New Hampshire.

### **Arbitration**

Claims, disputes, or other matters arising out of this agreement or the breach thereof shall be subject to and decided by mediation as a condition precedent to binding arbitration in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association.



ENGINEERING • COMMISSIONING

# Hollis Upper Elementary School

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## Energy Audit Evaluation Report

**John F. Penney, P.E.**

**7/9/2019**

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## **Part 1 Introduction**

The purpose of this report is to evaluate energy conservation measures (ECMs) for the building HVAC systems, domestic hot water system and building envelope to reduce building energy consumption.

We were able to model the existing building by inputting the building envelope, mechanical and electrical systems into our software and matching the annual energy consumption of the building as closely as possible. This became our base for which the ECMs were evaluated. ECMs were selected based on meeting or exceeding the NH Energy Code, as well as alternative or more efficient equipment available for retrofit. Control sequences will be updated to include more accurate scheduling or alternative methods of recognizing occupancy and/or environmental conditions.

In addition to the ECMs, we also made note of any maintenance measures (MMs) that should be addressed. A MM could include replacement of equipment that has reached the end of its useful life, or systems that may be in need of rebalancing or adjustment to allow for more efficient operation.

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## Part 2 Executive Summary

We performed building load calculations and developed an energy model based on our investigation of existing HVAC equipment, electrical systems and a review of facility's building envelope. Using this data, we then analyzed several energy conservation measures (ECMs) that should reduce the energy consumption at this facility. These ECMs are explained in detail later in this report. The total potential annual energy savings if all recommended ECMs are implemented is  $790 \times 10^6$  btu/yr or \$16,454 saved per year in energy costs.

In addition to the ECMs, we considered several improvements to the HVAC systems. These improvements are also explained in detail later in this report. We could not show a favorable payback for some of the improvements we considered. However, there are other benefits to these ECMs including an improvement in indoor air quality and occupant comfort. For some of these items, we found that the equipment has reached the end of its useful life. These include classroom unit ventilators, AHU-3 and other fans and air handlers. Not all terminal units were inspected for physical condition or whether they are operating according to the original sequence of operations.

It should be noted that overall energy consumption for this facility appears to be slightly below the median index for an elementary school based on benchmarking data published by ENERGY STAR.

The improvements made by implementing our recommended ECMs do show a significant improvement to the overall energy consumption.

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## Part 3 Existing Systems

The original school, which consisted of the central portion of the building, was constructed in 1972. According to the 1972 mechanical drawings, the school was designed with electric resistance heat in the unit ventilators and air handlers. In 1978, the building electric heating system was converted to an oil-fired boiler and hydronic hot water distribution system. Electric resistance coils in terminal units were replaced with hot water coils. In 1994 the school was renovated, and two additions were constructed. Classrooms, a gymnasium, locker rooms and common/storage/mechanical space on two levels to the west, and small group education space on three levels to the east were constructed. In the 1990's, indoor air quality was a concern in schools. As with most schools constructed in the 1980's and 1990's, little to no heat recovery was considered and ventilation rates were somewhat higher than required by today's standards. Therefore, large amounts of ventilation were sequenced to operate during the occupied hours and fresh air was balanced through the air handling system. Often time schedules were out of sync and additional energy usage the result. Mechanical systems need to be reevaluated and tuned about every 4 or 5 years to make sure the systems are operating efficiently. It has been some time since many of the systems in the school have been checked for proper operation.

In 2010 a Munters dehumidification system was installed to manage moisture issues on the lowest level of the school. The Munters air handling unit has a complex sequence of operation that needs to be evaluated and reprogrammed in a retro-commissioning process. We suspect this unit requires some retuning.

The central systems for the building include a recently upgraded LP gas-fired hydronic heating system. This new system has been operating for a little over a year. The boilers are high efficiency and operate under a reset water temperature sequence. The pumps are variable speed and manage flow efficiently. By using trend logging on the building management system (BMS) the boiler system can be checked for efficient operation.

There are three large air handling units that provide heating and ventilation to the gym, administrative offices, common areas, multi-purpose/cafeteria and a few classrooms. AHUs 1 and 2 are 7,000 CFM each and serve the gym. They are scheduled to deliver 30% fresh air during occupancy. AHU-3 serves the administrative area, multi-purpose/cafeteria and adjacent classrooms as a variable air volume system. The AHU is arranged as a variable vane AHU with constant speed fan. VAV boxes with heating coils serve the individual zones. Fresh air is scheduled to be 40% of the total airflow or 12,000 cubic feet per minute (CFM).

AHU-3 is configured as an air circulation and ventilation system only. Heating of each space is provided at each zone with a hot water coil in the VAV box. Normally some initial heating would be provided at the air handling unit. We suspect that very cool air enters the building at times and occasionally reduces comfort. AHU-3 is at the end of its useful life and needs to be replaced.

Classroom unit ventilators are running under the original sequence of operations. Often these units are a source of complaint for teachers and students because they operate under an ASHRAE II cycle sequence. When ever the thermostat is satisfied the discharge air temperature is 55F. Cool air blowing on students sitting close to the units can be uncomfortable. These units should be either rebuilt or replaced. New controls and new control sequences should be programmed. Classrooms would also benefit by a demand control ventilation sequence. This sequence, which is recommended for all rooms with occupancies exceeding 15 or 20 persons, can help to reduce energy consumption by matching the ventilation volume to the number of room occupants. We have calculated demand control ventilation ECMs for the gym, cafeteria and classrooms.

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## Part 4 Energy Benchmarking

Benchmarking compares a building's recorded energy consumption to that of other similar buildings with the same occupancy. For this facility, we used ENERGY STAR's Statement of Energy Design Intent tool to benchmark the facility. Note that EUI stands for Energy Use Index and is stated in units of kbtu/yr per gross square foot which represents total energy consumption (gas and electric) for a facility. Checking the EUI annually can help monitor how efficient the building is performing.

ENERGY STAR lists a median EUI for an elementary school as 63 kbtu/yr per square foot. A lower number means better energy consumption.

Based on energy records for this facility, we calculated an EUI of 62 kbtu/yr per square foot, which is average for this type of building.

Given some of the building is air conditioned and the Munters unit uses most of its energy during the summer months, the building appears to be somewhat average when compared with other elementary schools.

We calculated an EUI of approximately 51 kbtu/yr/square foot for the facility if all the recommended ECMs are implemented.



## Part 5 Summary of Energy Savings

### Summary Table

ECM#	Description	Annual Electrical Energy Savings (kWh)	Annual Fuel Energy Savings (Gallons LP Gas)	Annual Energy Cost Savings (\$)	Construction Cost Data (\$)	Simple Payback (Years)
#1	Upgrade Ventilation/Exhaust in Gymnasium & Locker Rooms*	6,799	1,014.1	\$2,257	\$31,800	14.1
#2	Upgrade Classroom Exhaust to Match Classroom Ventilation*	43,550	4,106.5	\$11,454	\$76,300	6.7
#3	Upgrade AHU-3*	24,647	298.9	\$3,923	\$298,000	>50
#4	Upgrade Kitchen Exhaust and Makeup Air System to Variable Speed	1,964	1,487	\$2,154	\$37,700	17.5
#5	Not Used	-	-	-	-	-
#6	Upgrade Remaining Exterior Insulation and Finish System	645	1,444.6	\$1,912	\$31,300	16.4

- Includes demand control ventilation sequence in equipment upgrade.

## Part 6 Energy Conservation Measures (ECMs)

Based on a field survey of existing equipment and observation of equipment usage, we analyzed the following ECMs:

### ECM #1 Upgrade Ventilation/Exhaust in the Gymnasium & Locker Rooms

The gymnasium is served by two air handling units designed to deliver 7,000 CFM each and 30% outdoor air for ventilation. Four exhaust fans are sequence to operate when the space is occupied. The total volume of outdoor air is 4,200 CFM. Exhaust from the gym is equal to the full airflow from both AHUs or 14,000 CFM. Exhaust fans are likely sequenced to be enabled as the AHUs go into full economizer cooling.

The locker rooms are served by unit ventilators that bring in outdoor air for ventilation and an exhaust system removes the air. The outdoor air between both unit ventilators is 1,000 CFM. Exhaust from the toilet/locker rooms is 2,650 CFM.

Recalculating the requirements for the gym and locker rooms based on present code, allows a substantial reduction in volume. Locker rooms can be reduced from 1,000 CFM to 480 CFM. Locker room makeup air could be transferred from the gym to the locker room and the unit ventilators could be adjusted to not allow outdoor air. The gym equipment would be reconfigured and sequenced to provide the minimum required makeup air to serve the locker rooms. Demand control ventilation could be used to adjust the amount of outdoor air based on occupancy. The two gym exhaust fans would be removed and replaced with gravity ventilators with dampers.

The overall reduction in outdoor air would go from 5,160 CFM to 960 CFM for greater than 90% of the occupied hours. The potential savings for the ECM would be as follows:

Annual Electrical Energy Savings	6,799 kWh
Annual Fuel Savings	93,300 kBtu
Annual Energy Cost Savings	\$2,257
Construction Cost Data	\$31,800
Simple Payback	14.1 years

### ECM #2 Upgrade Classroom Exhaust to Match Classroom Ventilation

Each classroom above the lowest level is heated and ventilated by a classroom unit ventilator. Each classroom unit ventilator is sequenced to provide 40% outdoor air during the occupied hours. This amounts to roughly 480 CFM to 600 CFM of outdoor air per classroom. Exhaust systems balance the amount of outdoor air introduced by exhausting an equivalent amount and transferring the air from the classroom to the ceiling plenum in the corridor. Four roof mounted exhaust fans operate during occupied hours to exhaust 14,140 CFM. By installing CO<sub>2</sub> sensors in the classrooms, outdoor air can be minimized to match the occupied load. Exhaust systems

can be fitted with variable speed drives and the amount of exhausted air can be adjusted to match the incoming air. We anticipate a reduction of 50% by implementing this ECM. The potential savings for the ECM is as follows:

Annual Electrical Energy Savings	43,550 kWh
Annual Fuel Savings	377,800 kBtu
Annual Energy Cost Savings	\$11,454
Construction Cost Data	\$76,300
Simple Payback	6.7 years

### **ECM #3 Upgrade AHU-3**

AHU-3 is a variable volume air handler that serves the cafeteria, classrooms, administrative offices, nurse's area and common areas. The AHU is designed to deliver 30,000 CFM and 9,000 CFM of ventilation air. This ECM evaluates replacement of the AHU, resequencing the AHU to deliver ventilation air more efficiently and manage outdoor air through demand control.

The AHU has reached the end of its useful life and is in need of replacement. New controls and upgrades to the sequencing will allow the operation to be significantly more efficient. Upgrades include; demand control ventilation of the corridor, demand control for classrooms, and VAV boxes would be re-sequenced to adjust for ventilation as well as heating and cooling. A 3,500 CFM exhaust fan serving the cafeteria will be sequenced to work with economizer operation. Classroom exhaust fans will be converted to variable speed and be controlled by a pressure transducer in the space. The savings potential for implementing this ECM is as follows:

Annual Electrical Energy Savings	24,647 kWh
Annual Fuel Savings	27,500 kBtu
Annual Energy Cost Savings	\$3,923
Construction Cost Data	\$298,000
Simple Payback	>50 years

### **ECM #4 Upgrade Kitchen Exhaust and Makeup Air System to Variable Speed**

The kitchen exhaust and makeup air system operate at full volume during the occupied hours. The need for full exhaust of the kitchen cooking equipment likely occurs less than a third of the hours of operation. By installing a variable speed exhaust and makeup air system controlled by sensing heat and smoke under the hood, a substantial amount of energy could be saved. The potential savings for installing a variable speed exhaust and makeup air system are as follows:

Annual Electrical Energy Savings	1,963.6 kWh
Annual Fuel Savings	136,800 kBtu
Annual Energy Cost Savings	\$2,154
Construction Cost Data	\$37,700
Simple Payback	17.5 years

---

**ECM #5      Not Used**

**ECM #6      Upgrade Remaining Exterior Insulation and Finish System (EIFS)**

The north lower level exterior wall has been updated with new insulation and finishes to seal off excess infiltration and improve the insulation value of the wall. There are areas of west, east and south walls that have not been upgraded. This amounts to roughly 25% of the wall area and contribute to a significant amount of infiltration. This ECM looks at upgrading the remaining EIFS insulated wall by sealing the wall with foam and adding insulation. The savings for upgrading the wall is as follows:

Annual Electrical Energy Savings	645 kWh
Annual Fuel Savings	132,900 kBtu
Annual Energy Cost Savings	\$1,912
Construction Cost Data	\$31,300
Simple Payback	16.4 years

---

## Part 7 Maintenance Measures (MMs)

In addition to the Energy Conservation Measures previously described, we have reviewed the following improvement options for the HVAC systems.

### **MM #1 - Recommission the Munters Ventilation and Dehumidification System**

The lower level of the school is ventilated by an air handling unit that provides dehumidification and heat recovery for ventilation air. The lower level has been an area troubled by mold from condensation forming on the below grade walls that are not insulated. In addition, poor detailing of the outside wall allows air infiltration that contributes to the condensation forming on the walls.

Construction Cost Data

\$7,200

### **MM #2 – Evaluate Classroom Unit Ventilators for Rebuilding or Replacement**

It may be advantageous to rebuild the unit ventilators in lieu of replacement. If the cabinets and dampers systems are in relatively good condition damper blades can be fitted with new seals, actuators can be replaced on the dampers and valves, and fans and motors can be upgrade to EC motors and quiet fans. Our ECM #2 assumes the unit ventilators are in good condition and a small amount of additional equipment is needed to convert 13 UV's to demand control units. Replacement of 13-unit ventilators would cost an additional \$90,000 to \$100,000 over the cost noted in ECM #2.

## **Part 8      Appendix**

1. ECM #1 Energy & Construction Cost Data
2. ECM #2 Energy & Construction Cost Data
3. ECM #3 Energy & Construction Cost Data
4. ECM #4 Energy & Construction Cost Data
5. ECM #6 Energy & Construction Cost Data
6. MM #1 Construction Cost Data
7. ENERGY STAR Portfolio Manager Statement of Energy Design Intent (SEDI)

**ECM #1 Energy & Construction Cost Data**

Energy Cost Budget / PRM Summary
By JFPCS

Project Name: HUES	Date: July 01, 2019
City: Hollis, NH	Weather Data: Manchester, NH

Note: The percentage displayed for the "Proposed/ Base %" column of the base case is actually the percentage of the total energy consumption.

\* Denotes the base alternative for the ECB study.

		* Alt-1 Base			Alt-2 ECM1		
		Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh	Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh
<b>Lighting - Conditioned</b>	Electricity	503.5	11	261	503.5	100	261
<b>Space Heating</b>	Electricity	23.6	1	8	23.1	98	8
	Gas	2,864.8	62	2,154	2,771.5	97	2,064
<b>Space Cooling</b>	Electricity	22.8	0	160	22.8	100	160
<b>Pumps</b>	Electricity	17.7	0	17	17.0	96	17
<b>Fans - Conditioned</b>	Electricity	445.3	10	252	423.4	95	242
<b>Receptacles - Conditioned</b>	Electricity	189.7	4	136	189.7	100	136
<b>Stand-alone Base Utilities</b>	Electricity	524.0	11	220	524.0	100	220
<b>Total Building Consumption</b>		<b>4,591.3</b>			<b>4,474.9</b>		

		* Alt-1 Base		Alt-2 ECM1	
<b>Total</b>	<b>Number of hours heating load not met</b>	445		445	
	<b>Number of hours cooling load not met</b>	0		0	

		* Alt-1 Base		Alt-2 ECM1	
		Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr	Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr
<b>Electricity</b>		1,726.6	73,029	1,703.4	72,049
<b>Gas</b>		2,864.8	39,218	2,771.5	37,941
<b>Total</b>		<b>4,591</b>	<b>112,247</b>	<b>4,475</b>	<b>109,990</b>





**ECM #2 Energy & Construction Cost Data**

**Energy Cost Budget / PRM Summary**  
By JFPCS

Project Name: HUES	Date: July 01, 2019
City: Hollis, NH	Weather Data: Manchester, NH

Note: The percentage displayed for the "Proposed/ Base %" column of the base case is actually the percentage of the total energy consumption.

\* Denotes the base alternative for the ECB study.

		* Alt-1 Base			Alt-2 ECM2		
		Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh	Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh
<b>Lighting - Conditioned</b>	Electricity	503.5	11	261	503.5	100	261
<b>Space Heating</b>	Electricity	23.6	1	8	23.3	99	8
	Gas	2,864.8	62	2,154	2,487.0	87	1,820
<b>Space Cooling</b>	Electricity	22.8	0	160	12.4	54	103
<b>Pumps</b>	Electricity	17.7	0	17	15.9	90	15
<b>Fans - Conditioned</b>	Electricity	445.3	10	252	309.2	69	228
<b>Receptacles - Conditioned</b>	Electricity	189.7	4	136	189.7	100	136
<b>Stand-alone Base Utilities</b>	Electricity	524.0	11	220	524.0	100	220
<b>Total Building Consumption</b>		<b>4,591.3</b>			<b>4,065.0</b>		

		* Alt-1 Base	Alt-2 ECM2
<b>Total</b>	Number of hours heating load not met	445	441
	Number of hours cooling load not met	0	0

		* Alt-1 Base		Alt-2 ECM2	
		Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr	Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr
<b>Electricity</b>		1,726.6	73,028	1,578.0	66,746
<b>Gas</b>		2,864.8	39,218	2,487.0	34,047
<b>Total</b>		<b>4,591</b>	<b>112,247</b>	<b>4,065</b>	<b>100,793</b>



**ECM #3 Energy & Construction Cost Data**

Energy Cost Budget / PRM Summary
By JFPCS

Project Name: HUES	Date: July 01, 2019
City: Hollis, NH	Weather Data: Manchester, NH

Note: The percentage displayed for the "Proposed/ Base %" column of the base case is actually the percentage of the total energy consumption.

\* Denotes the base alternative for the ECB study.

		* Alt-1 Base			Alt-2 ECM3		
		Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh	Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh
<b>Lighting - Conditioned</b>	Electricity	503.5	11	261	503.5	100	261
<b>Space Heating</b>	Electricity	23.6	1	8	23.3	99	8
	Gas	2,864.8	62	2,154	2,837.3	99	2,146
<b>Space Cooling</b>	Electricity	22.8	0	160	22.8	100	160
<b>Pumps</b>	Electricity	17.7	0	17	17.5	98	17
<b>Fans - Conditioned</b>	Electricity	445.3	10	252	361.7	81	205
<b>Receptacles - Conditioned</b>	Electricity	189.7	4	136	189.7	100	136
<b>Stand-alone Base Utilities</b>	Electricity	524.0	11	220	524.0	100	220
<b>Total Building Consumption</b>		<b>4,591.3</b>			<b>4,479.8</b>		

		* Alt-1 Base	Alt-2 ECM3
<b>Total</b>	Number of hours heating load not met	445	445
	Number of hours cooling load not met	0	0

		* Alt-1 Base		Alt-2 ECM3	
		Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr	Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr
<b>Electricity</b>		1,726.6	73,028	1,642.5	69,473
<b>Gas</b>		2,864.8	39,218	2,837.3	38,842
<b>Total</b>		<b>4,591</b>	<b>112,247</b>	<b>4,480</b>	<b>108,315</b>



**ECM #4 Energy & Construction Cost Data**

Energy Cost Budget / PRM Summary
By JFPCS

Project Name: HUES	Date: July 01, 2019
City: Hollis, NH	Weather Data: Manchester, NH

Note: The percentage displayed for the "Proposed/ Base %" column of the base case is actually the percentage of the total energy consumption.

\* Denotes the base alternative for the ECB study.

		* Alt-1 Base			Alt-2 ECM4		
		Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh	Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh
<b>Lighting - Conditioned</b>	Electricity	503.5	11	261	503.5	100	261
<b>Space Heating</b>	Electricity	23.6	1	8	22.9	97	8
	Gas	2,864.8	62	2,154	2,728.0	95	2,031
<b>Space Cooling</b>	Electricity	22.8	0	160	22.8	100	160
<b>Pumps</b>	Electricity	17.7	0	17	16.9	95	17
<b>Fans - Conditioned</b>	Electricity	445.3	10	252	440.1	99	237
<b>Receptacles - Conditioned</b>	Electricity	189.7	4	136	189.7	100	136
<b>Stand-alone Base Utilities</b>	Electricity	524.0	11	220	524.0	100	220
<b>Total Building Consumption</b>		<b>4,591.3</b>			<b>4,447.9</b>		

		* Alt-1 Base	Alt-2 ECM4
<b>Total</b>	Number of hours heating load not met	445	144
	Number of hours cooling load not met	0	0

		* Alt-1 Base		Alt-2 ECM4	
		Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr	Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr
<b>Electricity</b>		1,726.6	73,028	1,719.9	72,746
<b>Gas</b>		2,864.8	39,218	2,728.0	37,347
<b>Total</b>		<b>4,591</b>	<b>112,247</b>	<b>4,448</b>	<b>110,093</b>



**ECM #6 Energy & Construction Cost Data**

Energy Cost Budget / PRM Summary
By JFPCS

Project Name: HUES	Date: July 08, 2019
City: Hollis, NH	Weather Data: Manchester, NH

Note: The percentage displayed for the "Proposed/ Base %" column of the base case is actually the percentage of the total energy consumption.

\* Denotes the base alternative for the ECB study.

		* Alt-1 Base			Alt-2 ECM6		
		Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh	Energy 10 <sup>6</sup> Btu/yr	Proposed / Base %	Peak kBtuh
<b>Lighting - Conditioned</b>	Electricity	503.5	11	261	503.5	100	261
<b>Space Heating</b>	Electricity	23.6	1	8	22.9	97	8
	Gas	2,864.8	62	2,154	2,731.9	95	2,261
<b>Space Cooling</b>	Electricity	22.8	0	160	22.5	99	160
<b>Pumps</b>	Electricity	17.7	0	17	17.2	97	17
<b>Fans - Conditioned</b>	Electricity	445.3	10	252	444.6	100	252
<b>Receptacles - Conditioned</b>	Electricity	189.7	4	136	189.7	100	136
<b>Stand-alone Base Utilities</b>	Electricity	524.0	11	220	524.0	100	220
<b>Total Building Consumption</b>		<b>4,591.3</b>			<b>4,456.3</b>		

		* Alt-1 Base	Alt-2 ECM6
<b>Total</b>	Number of hours heating load not met	445	496
	Number of hours cooling load not met	0	0


		* Alt-1 Base		Alt-2 ECM6	
		Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr	Energy 10 <sup>6</sup> Btu/yr	Cost/yr \$/yr
<b>Electricity</b>		1,726.6	73,028	1,724.4	72,936
<b>Gas</b>		2,864.8	39,218	2,731.9	37,399
<b>Total</b>		<b>4,591</b>	<b>112,247</b>	<b>4,456</b>	<b>110,335</b>







**ENERGY STAR SEDI**



**ENERGY STAR<sup>®</sup> Statement of Energy Design Intent (SEDI)<sup>1</sup>**

Hollis Upper Elementary School

LEARN MORE AT  
[energystar.gov](http://energystar.gov)

52

Primary Property Type: K-12 School  
 Gross Floor Area (ft<sup>2</sup>): 74,000  
 Estimated Date of Certification of Occupancy: \_\_\_\_\_

Date Generated: July 09, 2019

ENERGY STAR<sup>®</sup>  
Design Score<sup>2</sup>

1. This form is required when applying for Designed to Earn the ENERGY STAR recognition. It was generated from ENERGY STAR Portfolio Manager.
2. The ENERGY STAR 1 – 100 Score is based on total annual Source Energy. To be eligible for Designed to Earn the ENERGY STAR recognition you must score at least 75.

Property & Contact Information for Design Project		
<b>Property Address</b> Hollis Upper Elementary School 12 Drury Lane Hollis, New Hampshire 03049	<b>Project Architect</b> _____ ( ) - _____	<b>Owner Contact</b> _____ ( ) - _____
<b>Property ID: 7275690</b>	<b>Architect Of Record</b> _____ ( ) - _____	<b>Property Owner</b> _____ ( ) - _____

Estimated Design Energy		
<b>Fuel Type</b>	<b>Usage</b>	<b>Energy Rate (\$/Unit)</b>
Electric - Grid	506,016 kWh (thousand Watt-hours)	\$ 0.17/kWh (thousand Watt-hours)
Propane	31,139 Gallons (US)	\$ 1.28/Gallons (US)

Estimated Design Use Details	
★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.	
<b>K-12 School</b>	
★ Number of Workers on Main Shift	80
★ Percent That Can Be Cooled	10
Number of Computers	50
Gymnasium Floor Area	7,220 Sq. Ft.
Number of Walk-in Refrigeration/Freezer Units	2
★ Cooking Facilities	Yes
School District	
Student Seating Capacity	190
★ Weekend Operation	No
★ High School	No
Gross Floor Area Used for Food Preparation	1,144 Sq. Ft.
★ Percent That Can Be Heated	All of it - 100%
★ Gross Floor Area	74,000 Sq. Ft.
Months in Use	9

Design Energy and Emission Results			
Metric	Design Project	Median Property	Estimated Savings
ENERGY STAR Score (1-100)	52	50	N/A
Energy Reduction (from Median)(%)	-2.4	0	N/A
Source Energy Use Intensity (kBtu/ft <sup>2</sup> /yr)	104	107	3
Site Energy Use Intensity (kBtu/ft <sup>2</sup> /yr)	62	63	1
Source Energy Use (kBtu/yr)	7,727,710	7,915,377	187,667
Site Energy Use (kBtu/yr)	4,591,314	4,702,814	111,500
Energy Costs (\$)	125,880	128,937	3,057
Total GHG Emissions (Metric Tons CO <sub>2</sub> e)	313	321	8

**Designed to Earn the ENERGY STAR: Application Checklist**

This section is only required if you are using this document to apply for Designed to Earn the ENERGY STAR. All design projects that achieve an EPA energy performance score of 75 or higher are eligible for this certification.

- 1) Does your [property type](#) match the function or use of a property that's eligible to receive an ENERGY STAR design score?  Yes  No/Not Sure

If you are not sure your project is eligible for an ENERGY STAR design score, please describe the property's major functions or use:

- 2) Is the design project at least 95% complete with construction documents?  Yes  No

If no, please explain:

- 3) Is the property currently unoccupied and not yet generating energy bills?  Yes  No

- 4) Do energy calculations account for the whole building intended operations and all energy sources?  Yes  No

- 5) Is the Architect of Record (AOR) applying for ENERGY STAR partnership?  Yes  No

- 6) Was the design record created in the owner's Portfolio Manager account?  Yes  No

- 7) Are you seeking other qualifications for this design project?  Yes  No

If so, please select all that apply:

- AIA 2030 Commitment
- Architecture 2030 Challenge
- Federal, State or Local Disclosure Ordinance
- Green Globes
- LEED
- Other, please indicate: \_\_\_\_\_

**Professional Verification**

I \_\_\_\_\_ (Name) verify that the above information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Verifying Professional**

\_\_\_\_\_  
( ) \_\_\_\_\_  
\_\_\_\_\_



**Verifying Professional Stamp  
(if applicable)**

**Note:** When applying for the ENERGY STAR Designed to Earn, the signature of the Verifying Professional must match the stamp.

I agree to adhere to the ENERGY STAR Identity Guidelines when using the Designed to Earn the ENERGY STAR recognition graphic in association with this project.

**Architect of Record Acknowledgement**

As the Architect of Record representative, I confirm that the information on this SEDI is true and accurate to the best of my knowledge. It is our best estimate for all energy use of specified systems and processes but does not guarantee the operational performance of this building. Instead, this project has been specified to achieve Designed to Earn the ENERGY STAR recognition in an effort to assist the Owner/Developer in meeting their operational performance goal for the building to earn ENERGY STAR certification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Building Owner/Developer Acknowledgement**

As the Building Owner/Developer representative, I concur that this project be nominated for Designed to Earn the ENERGY STAR recognition. Our organization understands the importance of measuring actual energy use in Portfolio Manager after receiving the Certificate of Occupancy to verify that this property is performing as intended. We understand that once the building earns an ENERGY STAR score of 75 or higher, it may be eligible for ENERGY STAR certification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Project	School	Estimated Cost	HSTEP	CIP	Safety/ Security	Energy Savings	End of Life	Past End of Life	Potential Health Issues	ADA/Code Compliance	Space/ Scheduling Issues	Construction Corrections
Gym Bleacher Replacement	HUES			X								
Asbestos Abatement	HPS	\$8,000		X								
Water District Evaluation				X								
		\$1,505,500										

### FY21 Budget Items

Project	School	Estimated Cost
Burglar Alarm	HPS	
Cameras	HPS	\$34,000
Cameras	HUES	\$13,000
Classroom Cabinets-Phase II	HPS	\$6,500
Classroom Furniture-Kindergarten	HPS	\$6,500
Classroom Furniture-Grades-Phase I	HPS	\$7,000
Classroom Furniture-Grades-Phase I	HUES	\$5,000
Storm Drains	HPS/HUES	\$2,000
Main Office Carpet	HPS	\$9,000
Parking Lot Sealing	HPS	\$11,500
Parking Lot Sealing + Drury Lane	HUES	\$13,200
Intercom Speakers	HPS	\$32,000
Playground Fencing	HPS	\$11,500
Playground Fencing	HUES	\$12,500
Playground Equipment/Field	HPS	\$31,000
Fan Replacements (2/Room)	HUES	
Water Bottle Filling Stations	HUES	\$3,000
A/C or ASHP-Art	HUES	
A/C or ASHP-Guidance	HUES	
A/C or ASHP-Conf Rm	HUES	
A/C or ASHP-Library	HUES	
A/C or ASHP-Nurse	HUES	\$5,000
A/C or ASHP-Maintenance	HUES	
A/C or ASHP-Principal/Admin	HUES	\$8,000
HVAC Valves-Unit Ventilator Parts*	HUES	
Underground Tank Repair	HUES	
Flooring-Student Restrooms	HUES	
Gym Floor Refinishing	HUES	
Exterior Powerwashing & Painting	HUES	\$16,000
Replace Drury Lane Drain Issues	HPS/HUES	
Basketball Courts Resurface/Repair	HUES	\$59,800
Drury Lane Section Resurface	HUES	
		\$286,500

\*Only needed if we don't replace unit ventilators

Hollis School Board Policy Committee

To: Andy Corey  
From: Hollis School Board Policy Committee  
RE: Policy Recommendations  
Date: September 16, 2019

The HSB Policy Committee makes the following recommendations for the October 2, 2019 School Board meeting:

Present for a *Second Reading*:

1. JCA: Change of School or Assignment
2. JEC: Manifest Educational Hardship
3. EHB: Data/Records Retention
4. GADA: Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)

Present for a *First Reading*:

1. JEB: Age of Entrance
2. JLCB: Immunizations of Students
3. JLCC: Head Lice/Pediculosis



Category P  
See Also [JEC](#), [JFAB](#)

## CHANGE OF SCHOOL OR ASSIGNMENT POLICY

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to re-assign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions.

The Superintendent's decision shall be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.

If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the school board. The board must vote to approve the reassignment before the reassignment can occur. Upon school board approval, the Superintendent may approve reassignment of the pupil to (a) another school within the same school district, (b) another school district within the same SAU, or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the superintendent of the receiving SAU.

The Superintendent's re-assignment decision shall be in writing, and shall be final and binding.

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

Tuition will be charged as per policy [JFAB](#).

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

### MANIFEST EDUCATIONAL HARDSHIP CHANGE OF ASSIGNMENT

When a parent(s)/legal guardian(s) believe that an initial assignment has been made which will result in a manifest educational hardship to the pupil, said parent(s)/legal guardian(s) may seek a change of assignment in accordance with RSA [193:3](#) I. and II., and Policy JEC, Manifest Educational Hardship.

Legal Reference:

RSA [193:3](#), III, Change of School Assignment

RSA [193:3](#), I. and II, Manifest Educational Hardship

RSA [193:14-a](#), Change of School Assignment; Duties of State Board of Education

1st Reading: October 20, 2005

2nd Reading: February 9, 2006

Adoption: March 9, 2006

Reviewed:

1st Reading: June 1, 2016

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1<sup>st</sup> Reading: September 4, 2019

2<sup>nd</sup> Reading: October 2, 2019

Category P  
See Also [JCA](#)

## **MANIFEST EDUCATIONAL HARDSHIP**

Resident students of the Hollis School District shall be assigned to a public school within the District by the Superintendent, or designee.

The Hollis School Board recognizes that in unusual and extraordinary circumstances, parent(s) or guardian(s) may wish to request a change of assignment to another public school. When the parent(s) or guardian(s) believe that the assignment which has been made will result in a manifest educational hardship to the student, the Board will consider these requests, according to the procedure outlined below.

### **PROCEDURE FOR CONSIDERATION OF A MANIFEST EDUCATIONAL HARDSHIP REQUEST**

1. The parent(s) or guardian(s) shall make a written request, through the Superintendent's office, detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship. Any such written request shall be made by the parent(s) or guardian(s) within fifteen (15) days of the assignment made by the Superintendent or designee.
2. The Board will schedule a time at a regular board meeting held within thirty (30) days of receipt of the written request of the parent(s) or guardian(s) to hear the parent(s) or guardian(s) request. At such time, the parent(s) or guardian(s) may address the Board. The Board will hear the parent(s) or guardian(s) request in non-public session, subject to the right of the parent(s) or guardian(s) to have the matter heard in non-public session under RSA 91-A:3 II. (c).
3. The parent(s) or guardian(s) of the student may use whatever information which they deem is appropriate to support their request. At a minimum, however, the parent(s) or guardians(s) must submit information demonstrating to the School Board that the current assignment is detrimental or has a negative effect on the student.
4. In determining whether the current assignment of the student constitutes a manifest educational hardship, and what the corresponding appropriate action should be (which may include, but not be limited to, assignment to a public school in another district) the Board shall consider all information given it by the parent(s) or guardian(s), the recommendations of the Superintendent, and any other information which the Board deems relevant and useful.
5. The Board reserves the legal right to make a determination on whether a given request constitutes a manifest educational hardship, and what the corresponding action should be, on a case-by-case basis.
6. The Board will render its decision in writing within fifteen (15) days after the Board meeting in which the parent(s) or guardian(s) addressed the Board, and will forward its written decision to the parents or guardians via US mail.
7. If a parent or guardian is aggrieved by the decision of the Board, he/she may appeal to the State Board of Education in accordance with the provisions of Ed 200.
8. If the child is assigned to attend school in another district ("receiving district"), tuition to be paid by SAU 41 to the receiving district shall be computed as provided in RSA 193:4. Some or all of the tuition may be waived by the Superintendent/board of the receiving district.

The cost of transportation shall be the responsibility of the parent/guardian.

#### **Legal Reference:**

RSA 91-A:3 II. (c), Non-Public Sessions

RSA [193](#):3, Change of School or Assignment; Manifest Educational Hardship or Best Interest; Excusing Attendance

RSA [193](#):14-a, Change of School Assignment; Duties of Board of Education

NH Code of Administrative Rules, Section Ed. 320, Manifest Educational Hardship

NH Code of Administrative Rules, Section Ed. 200, Practice & Procedure

Lisbon Regional School District v. Landaff School District, 114 NH 674 (1974)

1st Reading: October 20, 2005

2nd Reading: February 9, 2006

Adoption: March 9, 2006

Reviewed:

1st Reading: June 1, 2016

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1<sup>st</sup> Reading: September 4, 2019

2<sup>nd</sup> Reading: October 2, 2019

Category P

See Also [JRA](#) and [GBJ](#)

## **DATA/RECORDS RETENTION**

The Superintendent shall develop procedures for a records retention system that ~~is~~ are in compliance with RSA 189:29-a and Department of Education regulations; and ~~also~~ addresses retention/destruction of all other records which are not subject to specific statutes.

### **Legal References:**

RSA [189:29-a](#), *Records Retention and Disposition*

RSA 186-C:10-a *Retention of Individualized Education Programs*

NH Code of Administrative Rules, Section Ed. 306.04 (a) (4), *Records Retention*

*Appendix EHB-R*

1st Reading: June 2, 2005

2nd Reading: August 4, 2005

Adoption: March 9, 2006

Reviewed:

1st Reading: June 1, 2016

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1<sup>st</sup> Reading: September 4, 2019

2<sup>nd</sup> Reading: October 2, 2019

*Category: Priority/Required by Law*

*Related Policies: [GBCD](#), [GBJ](#), [GCF](#), [GDB](#)*

## **EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE)**

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District, and its employees, contractors, and agents, are prohibited from providing a ~~recommendation~~ reference of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

At least one of the following conditions applies:

- a. The matter has been officially closed;
- b. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
- c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
- d. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

### **Legal References:**

*20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act*

*1<sup>st</sup> Reading: September 4, 2019*

*2<sup>nd</sup> Reading: October 2, 2019*

*Category R***AGE OF ENTRANCE**

A student may enter grade one if his/her chronological age will be six on or before September 30 of the year of entering school.

A student may enter kindergarten if his/her chronological age will be five on or before September 30 of the year of entering school.

A birth certificate must be presented upon registration as proof of the date of birth.

Incoming transfer students in grades 2-6, inclusive, will be initially placed in accordance with the data forwarded by the sending District. ~~Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.~~

Incoming transfer students in grade 1 will only be initially admitted to grade 1 if their chronological age will be six on or before December 31 of the year of entering school or if previously enrolled in grade 1 in another community and attending local schools only on a temporary basis (10 months or less). ~~Such placement is tentative and subject to reassignment by the Superintendent.~~

Such placements are subject to reassignment by the Superintendent or his/her designee.

**Legal Reference:**

*RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*

Adoption: March 9, 2006

First Reading: October 5, 2016

Second Reading: November 2, 2016

Third Reading Waived

Adopted: November 2, 2016

1<sup>st</sup> Reading: October 2, 2019

Category R

## IMMUNIZATIONS OF STUDENTS

Any child being admitted to the Hollis School District, including home schooled students enrolled for a portion of the day, must present proof of meeting the physical examination and immunization requirements within thirty (30) days of entrance. Failure to comply with this provision may result in exclusion from school for the child.

The school nurse will notify parents of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.

A child shall be exempted from the above immunization requirements if he/she presents evidence from his/her physician that immunization will be detrimental to his/her health. A child shall be excused from immunization for religious reason, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.

### Legal Reference:

*RSA 141-C:20-c, Exemptions*

*RSA 200:32, Physical Examination of Pupils*

*RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse*

*NH Code of Administrative Rules, Section Ed. 311.0, Immunization Program*

1st Reading: October 20, 2005

2nd Reading: February 9, 2006

Adoption: March 9 2006

1<sup>st</sup> Reading: October 2, 2019



## JLCC – COMMUNICABLE DISEASES HEAD LICE / PEDICULOSIS

Category Recommended

This policy is adopted to carry out the provisions of RSA [200:32](#), RSA [200:38](#), and RSA [200:39](#).

**Pediculosis:** Screening. Based on recommendations from the American Academy of Pediatrics, the Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic. The school nurse may check a student's head if the student is demonstrating symptoms.

**Management on the Day of Diagnosis.** The Board recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse, the Principal or designee. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Such students will be discouraged from close direct head contact with others and from sharing personal items with other students. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed.

*To avoid embarrassment and to contain the infestation, whole classrooms will be checked for head lice upon the report of possible infestation by a classroom teacher. The administrator, his/her designee, school nurse or another qualified professional will examine the child in question and the child's classmates. Siblings of students found with lice and their classmates will also be checked if there is suspicion that infestation may exist.* Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

The Principal, designee or school nurse will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations.

~~Based upon the school nurse's recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.~~

**Criteria for Return to School.** Students will be allowed to return to school after proper treatment as recommended by the school nurse. The Board recognizes that The American Academy of Pediatrics and the National Association of School Nurses discourage "no nit" policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child's head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Legal Reference:

RSA [200:32](#), Physical Examination of Pupils

RSA [200:38](#), Control and Prevention of Communicable Diseases: Duties of School Nurse

RSA [200](#):39, Exclusion from School

~~American Academy of Pediatrics, Clinical Report on Head Lice Infestation, September 2002~~

~~<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;110/3/638>~~

First Reading: August 8, 2012

Second Reading: September 12, 2012

Third Reading: Waived

Approved: September 12, 2012

First Reading: October 2, 2019