

**HOLLIS SCHOOL BOARD
MAY 3, 2017
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, May 3, 2017 at 6:02 p.m. at the Hollis Upper Elementary School.

Vice Chairman Tammy Fareed presided:

Members of the Board Present: Michelle St. John, Secretary
Tom Enright
Laurie Miller

Members of the Board Absent: Robert Mann, Chairman

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

AGENDA ADJUSTMENTS

Ms. Miller requested the addition of an update from the Start Time Committee.

The Board was informed a non-public session was not needed.

APPROVAL OF MEETING MINUTES

Hollis School Board – **Organizational Meeting**. April 5, 2017

The following amendments were offered:

- Page 5, Line 40; add “Assistant” before “Business Administrator”
- Page 6, Line 28; replace “becomes” with “become”
- Page 8, Line 48; remove “questioned”
- Page 13, Line 5; replace “and have” with “on top of” and “vacation are” with “vacations is”

**MOTION BY MEMBER MILLER TO ACCEPT AS AMENDED
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
3-0-1
Member Enright Abstained**

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE

Assistant Superintendent Bergskaug informed the Board of the Administration’s recommendation of Paula Grieb for the position of Spanish Teacher for the Hollis School District.

Ms. Grieb comes to the District from the Hollis Brookline Middle School having completed a one-year, long-term substitute assignment. She received her Bachelors from Boston University and her Masters from Rivier University. She would be at a Masters Step 2 and a salary of \$45,083.

Candidates were asked to teach lessons in the classrooms, and the students responded quite well to Ms. Grieb. When asked, Assistant Superintendent Bergskaug stated the position will remain in both buildings.

**MOTION BY MEMBER MILLER TO ACCEPT THE ADMINISTRATION’S RECOMMENDATION OF PAULA GRIEB FOR THE POSITION OF SPANISH TEACHER FOR THE HOLLIS SCHOOL DISTRICT AT A MASTERS STEP 2 AND A SALARY OF FORTY FIVE THOUSAND EIGHTY THREE DOLLARS (\$45,083)
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
4-0-0**

PUBLIC INPUT - None

PRINCIPALS' REPORT

Assistant Superintendent Bergskaug spoke of questions raised at the Board's April meeting relative to the physical size of Kindergarten classrooms. The classrooms are 784 sq. ft., 782 sq. ft., 840 sq. ft., and 896 sq. ft. The smaller rooms can accommodate 16 students and the larger rooms 1 or 2 more. If additional students are registered for Kindergarten prior to the end of the school year, there is sufficient space to accommodate them. In total, the rooms can accommodate 67 students.

If enrollment were to increase in the coming year, there would be the ability to be flexible with the arrangement of classrooms to accommodate additional students. It was noted enrollment has remained fairly steady in both buildings.

Assistant Superintendent Bergskaug informed the Board Smarter Balanced Assessment (SBA) testing has been completed in both buildings, and went quite well. Many students found the online SBA to be faster and less stressful.

Electronic testing provided quite a bit of flexibility. Ms. Miller requested additional information on the decision to test certain classes differently than others noting some classes tested in two blocks each day while others tested in one block over a longer period of time. Ms. St. John questioned how the schedule impacted specials. Assistant Superintendent Bergskaug stated she would collect additional information from Principal Fowler and report back at the Board's next meeting.

DISCUSSION

- Revenue and Expense Report

Kristen Maher, Assistant Business Administrator, addressed the Expense and Revenue Report included with the [agenda](#) packet (as of 4-21-17). The projected end-of-year fund balance is \$365,523. From that amount, the allocations approved through Warrant Articles would be made. What would remain is approximately \$33,523.

- Maintenance Trust Memo for Hollis and SAU Building

Kelly Seeley, Business Administrator, went over the information provided in the Board's agenda packet relative to proposed expenditures from maintenance trust funds.

School Building Maintenance Expendable Trust Fund

Ms. Seeley noted Principals Izbicki and Fowler identified several needed repairs/improvements for their respective buildings during the budget process. The Hollis Budget Committee recommended the Maintenance Expendable Trust Fund be utilized. The new Construction Management firm will be consulted to decide how, when, and if these projects can be scheduled this summer so as not to interfere with the Hollis STEP work. The items requested and estimated costs are depicted below:

HUES

First Floor Roof \$32,000 (funds may be used for Gym roof to support the H-STEP work)

HPS

Playground mulch	\$15,000 (last large purchase; \$5,000 budgeted going forward for maintenance)
Parking lot safety	\$12,000 (speed bumps, signage, drainage maintenance, etc.)
Intercom system	\$18,000
Server Rm A/C	<u>\$ 9,000</u>
Total	\$86,000

School Building Maintenance Expendable Trust Fund

Current Balance: \$110,149

FY18 Expenditures:	\$ 86,000
Resulting Balance:	\$ 24,149
To be added in FY18:	\$ 66,000
FY18 Ending Balance:	\$ 90,149

4 Lund Lane and Associated Structures Expendable Trust Fund

Ms. Seeley identified the two most pressing needs for the SAU property as:

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

Being proposed is a two-phase approach to address the issues. The recommended implementation schedule and estimated costs are depicted below:

Phase I (FY18)

Parking Improvement/Expansion - \$9,750

- Add three (3) parking spaces behind the mailbox and pave mailbox area for snow removal ease
- Repair crumbling asphalt in back parking lot
- Transform gravel/dirt surface next to barn into pavement gaining 1 to 2 spaces and making 2-3 current spaces more useful

Parking spaces before Phase I: 8

Parking spaces after Phase I: 13-14

Heating/Cooling - \$22,400

- Install ductless heat pumps for first floor and 5 other specific offices
 - Removes the annual need for window A/C removal and installation
 - Reduces electrical costs
 - Improves heating and cooling efficiencies

Ms. Seeley explained this would be a move away from the manual air conditioners, which are inefficient, and have to be hauled in/out each year. The heating and cooling pumps, as has been seen through the work of the energy study, would save the SAU money in the long run.

Phase II (FY19)

Parking Improvement/Expansion - \$24,850

- Add a parking lot addition on to the SAU athletic field
 - Adds up to 10 spaces; lose 2 spaces to provide parking entrance

Parking spaces before Phase II: 13

Parking spaces after Phase II: 21

Ms. Seeley provided a handout (copy attached) detailing the current configuration of parking at the facility and providing a visual of where proposed additional parking would be located. The parking spaces will be available for use by the staff and public. When asked if alternative configurations were considered, Ms. Seeley responded the information shared was what the estimates were based on. However, consideration could be given to alternatives. Ms. Miller suggested the possibility of having the parking wrap around the barn to improve traffic flow. Ms. Kelley noted that could be considered; however, she believes there would be added cost as there would be the need to remove trees, grade the area, etc. Vice Chairman Fareed questioned if the plan will have an impact on the giant Maple located near the septic field. Ms. Kelly stated the individual who provided the quote will not ensure that; it is more likely the tree will harm the pavement.

Ms. St. John commented she is pleased to see plans being formulated to improve the space utilizing the new rental rates that have been put in place.

SAU Building Expendable Trust

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

Ms. Seeley noted the ending balance is dependent upon the amount of revenue generated from rental income of the property. The Board has discussed increasing the rate gradually over the next few years. Vice Chairman Fareed commented a rental increase for the current year was approved. The model presented indicates an overall increase of up to \$4.25 sq. ft. (gradually increasing over several years).

Vice Chairman Fareed spoke of the notation, which stated additional supporting information would be provided at the June Public Hearing.

Assistant Superintendent Bergskaug stated there will be two Public Hearings scheduled for the Board's June meeting. The first is scheduled for 6:30 p.m. concerning the Expendable Trusts. The second, scheduled for 6:45 p.m. will be to ratify the actions, votes, and proceedings held during the District's March 21st elections, which were postponed from March 14, 2017.

Mr. Enright spoke of what is being proposed for the parking spaces in Phase I; specifically the three spaces that appear to require going out into Lund Lane to exit, which he believes would be a dangerous exit. Ms. Seeley stated that came across in her attempts to draw out the parking plan; however, she does not believe that will be the case. It was noted parking occurs in those spaces currently. Making those areas official parking spots will also provide the ability to plow the area. Paving will also help with the erosion occurring around the mailbox.

Ms. St. John suggested it would be helpful, at the Public Hearing, if a prioritized five-year maintenance plan could be provided for the 4 Lund Lane facility. That would provide a better understanding of the work that is required, and how the increases in rental rate will support addressing those areas.

Mr. Enright questioned if the proposed parking/pavement plan has been reviewed by professionals in the field. Ms. Seeley stated the quote that was received was generated by an individual who does work with paving and parking lots. She is uncertain if the individual has the qualifications of designing/engineering spaces/lots. Mr. Enright remarked he is looking at the five spaces against the barn identified in Phase II; he believes those spaces would be entered easily, but exiting seems to be complex. He is uncertain the configuration will work. Ms. Seeley stated the design presented was generated by her, and changes can be made. Mr. Enright questioned if it would be more practical to make the lot larger. Ms. Miller stated agreement it might be worth looking at the configuration and the flow. Mr. Enright remarked the funds are available at this time to do the back piece instead of the three spaces. Ms. Seeley stated that would result in not having the necessary funding to address the heat pumps in the first phase.

Ms. Seeley remarked regardless of how those spaces are designed, there is the need to pave the area near the barn to be rid of the existing dirt, weeds, etc. Ms. Miller was in agreement with Phase I, but requested a design be obtained that identifies an appropriate configuration for the number of spots desired.

- **School Lunch Prices 2017-2018**

Ms. Seeley informed the Board the Department of Education (DOE) requires the District raise lunch prices to a minimum of \$2.80, which will go into effect for the next school year. Ms. Miller questioned why all pricing would be the same assuming that portions increase in the higher grades. Assistant Superintendent Bergskaug commented prices were different a few years prior. Over time, some prices were increased where others remained constant based on DOE

regulations. She stated her belief originally the prices reflected portion sizes, but now we are really driven by DOE regulations both on offerings and cost.

Ms. Miller questioned if the high school could be increased more than \$0.10/year. Ms. Seeley stated that flexibility exists, but would represent a higher increase for that segment of the population. She remarked, for many years, efforts have been to increase in equal amounts.

Vice Chairman Fareed noted the Board would vote on the price increase at its June meeting.

Ms. St. John stated a desire to learn of the portion sizes, and to have that information shared at the next meeting. Ms. Miller stated it to be weighted average prices. Ms. Seeley remarked there is the desire to avoid having a particular school experience a greater increase than another. The District has to achieve an average lunch cost of \$2.80. While you could lower the cost for the elementary schools, by doing so, the amount of increase for the middle school and high school would be more than \$0.10.

Ms. Seeley was asked if the price of milk would be increased (if purchased outside of a meal), and stated she would look into that and provide a response.

- Update on Hollis Schools Thermal Electric Project (STEP)

Vice Chairman Fareed noted the consultants were in attendance to present information on and the Hollis STEP Committee's recommendation for the Construction Management firm whose job it will be to schedule, hire, and oversee sub-contractors, etc. Three candidates were interviewed.

Dick Henry, Hot Zero, stated there to have been three responses to the Request for Proposals (RFP) for a construction management firm with an emphasis on those having experience in New Hampshire and working in school settings: 1) Eckman Construction, Bedford, NH, 2) Schroeder Construction Management, Inc., Nashua, NH, and 3) Structure Tone, Salem, NH.

There was a surprisingly large spread between the bids. Each of the bidders was asked to provide clarifying information in that regard. Mr. Henry noted he also spoken with others in the industry about what is occurring in the State this year. It turns out it is a very busy year and particularly because of the difficult situation in Concord, where Concord Steam has gone under and now mechanical systems have to be installed in over 120 different buildings in Concord.

The recommended/lowest bidder came in at a price considerably below that of the second lowest bidder. The Committee recommends Structure Tone as the preferred Construction Management firm.

Structure Tone has done quite a bit of work in New Hampshire; Dartmouth, UNH, etc. Vice Chairman Fareed commented the firm does over \$200 million a year of business in the State. With the desire to grow the New Hampshire market, an office was established in Salem, NH last year.

Mr. Henry remarked they are particularly interested in getting into the K-12 section of the construction industry.

Vice Chairman Fareed commented, as a firm, they don't have as much experience perse with New Hampshire K-12, but two individuals within the firm have extensive experience as sub-contractors. One is the executive in their Salem office, and who, prior to joining Structure Tone, did extensive work with schools. The individual who would operate as the superintendent of our particular job, lives in Pepperell, and has extensive school experience.

Ms. Miller questioned if the other bidders were comparable in price, and was informed there was a wide spread between all three. Mr. Henry stated second lowest bid was 44% higher than the lowest and the third was 77% higher than the lowest.

Vice Chairman Fareed noted the consultants studied this extensively, repeatedly over multiple days because plainly it was a big problem. The firms each have completely different natures one aspect being their size. All three come with tremendous recommendations and reputations. The smallest firm has done schools, IRS buildings, etc. The middle size company has a great deal of experience in schools, but maybe has reasons why, in terms of competitive issues, that their bid was substantially higher. Structure Tone has bluntly stated they want to break into the K-12 market in New Hampshire, want to do a showcase job to start the process of building that portfolio, and because of the scale of their

company, have the means to create a proposal that allows them to bid really low, and verbally assuring that how they bid it will not impact how they execute the work.

Vice Chairman Fareed commented despite learning that, she remained uncertain. Mr. Niebling pointed out to her that the first year, in particular, of our project is not very complex; replace oil tank with propane boilers, Solar Photovoltaic (PV) panels on the roof, etc. It doesn't take an elite engineering firm to execute. The second year is trickier with the wrapping of HPS and the electrical, etc., but still not remarkably difficult or complex. The District has its consultants on board with this project. They are the ones who are scoping out sub-contractors who have unique qualifications, reputations and abilities, which spares the contract manager the time it takes to do that vetting. There will continue to be bidding requirements that have to be adhered to, but the vetting process can be streamlined for the construction manager. That is a very substantial displacement of costs.

Ms. St. John stated the desire for an apples-to-apples comparison noting the other two bidders also had the advantage of the District's consultants utilizing their time in the vetting process of sub-contractors. She stated the desire to understand the difference between the roles of the Construction Manager and the consultants as she believes the vetting and hiring of sub-contractors to be the responsibility of the construction manager.

Mr. Enright commented this is a big company taking on a small job, which is something he does not usually like to see. He requested an explanation of the rationale as to why this works.

Mr. Henry responded there is clearly stated interest in breaking into the market in New Hampshire. Coming out of the Boston market, their construction manager fee is less than half of those of the local companies. They do all of the work, they charge by the hour, and then they charge a set fee on the total cost of the project, which turns out to be a big spread. For the two companies that are not being recommended, the construction management fee was over 100% higher than in the Structure Tone bid.

Structure Tone will only charge an hourly rate for their people when they are on site. The two months of work that goes in, with the exception of the estimator, for preparing for construction, they will not charge for, and the planning time between the end of the first summer's construction period and the next summer's construction period beginning they will not charge for. Both of the other companies added time for their people at their going rate for that period of time.

Mr. Henry reiterated this is a very busy construction season in New Hampshire. He has been told the whole industry is worried that it will not be able to deliver on the commitments already made. If you are a construction management firm whose dance card is already full and you are concerned that you have enough players to deliver, the way you bid a new project is to bid it at a price that you can't afford not to do. The larger company, which has 75 of these guys, requires a large number of projects and turnover to keep everybody busy. What they told him was that they had space on their dance card for 10 more projects.

Structure Tone is also very familiar with doing small jobs. They stated they do a lot of \$500,000, \$800,000, or \$1,000,000 jobs to keep this turnover going. They spoke of the percentage of their total billing that is in projects under \$2 million.

When asked point blank, if they had to make a choice between getting heat into the New Hampshire Legislative office buildings or working on a rooftop PV in Hollis, where they would put their players, the response received was really don't worry about it, we have such a deep bench essentially coming out of the Boston office, that we have no question we can cover this job, and we really really want this job.

Mr. Henry reiterated he had discussions with all of the bidders and others in the industry to understand the large spread between the quotes. Every one said this kind of a spread is very typical this summer, don't worry about it; it is happening on a lot of different jobs because the work demand is so high.

Mr. Henry commented he is comfortable that the District will be working with a large organization with a deep bench and one that has real motivation to do an excellent job for the District.

Mr. Henry stated he went back to them providing an itemization of the committee's figures and what is believed Structure Tone would be charging, and requested they respond identifying exactly what they were charging, which they did.

Mr. Henry expressed his gratitude for the comparative work committee member Mike Levitt has done. Mr. Henry stated his confidence in the figures, and his belief the District is getting a good deal with this contract, it is a little above what was budgeted for it, but not very far above.

Ms. Miller questioned if there is concern a company that is new to the area will have difficulty finding sub-contractors. Mr. Henry stated he did not believe that would be the case. Structure Tone has been doing quite a bit of work in the State; mostly for universities and larger organizations. They are very familiar with the sub-contractors in both New Hampshire and Massachusetts. He noted no condition was made that only New Hampshire companies can work on the project.

Ms. St. John questioned if Structure Tone could guarantee work in the District's tight schedule. Mr. Henry stated they could. Mr. Henry remarked the only thing that he sees that could really hang up the project is the State permits for removal of the oil tanks. That is just something that the construction management firm will have to get on top of.

When asked, Mr. Henry stated 15% was budgeted for contingency, architectural design and construction manager. This came in somewhere around 10.5-11%. When asked if there would be sufficient leeway to deal with architects, etc., Mr. Henry stated there would. He noted no rebates were put into the budget, and they are looking solid. He reiterated, at the moment, he is quite comfortable that we are doing quite well. On the first pass, he believes the project to be about \$120,000 under the current budget without any rebates.

Vice Chairman Fareed commented one item about Structure Tone that struck her is Mr. Henry had a sample of the Phase Change Material, and the lead guy from Structure Tone was very familiar with it and pleased with its performance.

Ms. Miller asked for clarification the electrical work at HPS would be done this summer, and was informed it would be. Mr. Henry stated it has now been included in the total project cost.

Mr. Henry remarked another area where there could be unanticipated delays is in putting in the transformer; have to put in a new electrical wiring system, which will go in this summer, but we also have to put in a new transformer, which has to come from PSNH, and 1,200 amp transformers are not on the shelf. That could require a 4 month or longer lead time. They hope to pour the pad, do the buried conduit, etc. when school is out. This summer HPS will have nobody in it as all of the summer programs will be conducted at HUES. There should be no issue with completing all construction aspects. When the transformer arrives it can be installed fairly simply.

Ms. Miller questioned if the HPS office would be located at HUES for the summer. Assistant Superintendent Bergskaug stated her belief that would be based on what project is being done when. There will potentially be times when it will have to be relocated. Ms. Miller questioned if there are plans for closing off the school/playground. Assistant Superintendent Bergskaug responded all of that is the decision of the construction manager. If not safe to be there, they would block it off.

Ms. St. John suggested the need to publicly advertise the project, specific dates, encourage people to avoid the playground if possible. She suggested notice could go out through the Principals at the end of the year, a notice could be put in local newsprint, at the library, posted at the playground, etc.

Mr. Enright questioned what the protocol is with the construction manager when there are contractors onsite, e.g., is the construction manager onsite all day, start of the day, etc. Mr. Henry stated the construction manager's site supervisor would be onsite 40 hours/week. The project manager is onsite 16 hours/week (3.5 hours/day), and will be essentially on demand if needed.

Mr. Enright questioned how the consultants interface with the construction manager moving forward, and if the cost associated with that interface time is in the budget. Mr. Henry responded he believes it to be in the budget. They will meet with them at least weekly. They will review proposals and confirm that it is in keeping with the desired end result from an energy standpoint.

Vice Chairman Fareed stated it is a construction management firm, which will have people onsite. There are District maintenance personnel who will be eyes on all day, and the District's consultants will also be available. Mr. Niebling is the Clerk of the Works. Those kinds of roles are another layer of interface. There will be eyes onsite all the time to ask questions and convey problems.

Ms. St. John questioned if Mr. Niebling would be onsite once a week and cross check the work against the project plan, etc. Mr. Niebling stated they would have regularly scheduled interaction with the Project Manager. The job of the consultants is to represent the District's interest in working with the construction manager and to hold them to the letter and spirit of the contract the District has with them to implement the project. He commented they have been doing a lot of advance work to get a lot of stuff going because there is such a narrow window of opportunity to get work started and done this summer, but that role will transition into more of the true Clerk of the Works/owner's representative; constant supervision and oversight of the work of the construction manager, and the construction management firm will take over the day-to-day stuff the consultants have been doing with vendors.

Mr. Henry commented Mr. Niebling has been providing a weekly report (to the Hollis STEP Committee) on what has been done each week and what is planned for the coming week. Those reports will continue through the entirety of the project.

Assistant Superintendent Bergskaug stated the Board would have to schedule some special meetings to review the solar panel bids and the lease.

Mr. Henry noted pending the Board's decision, negotiations of the actual contract would begin. He remarked he has an estimate of the cost of the contract, but because the fee is a percentage of the total expenditure of the project, the final amount will change.

Charles Niebling, Innovative Natural Resource Solutions LLC, spoke of the portion of the project that involves the installation of PV, and stated 8 companies responded to the RFP and attended the mandatory walkthrough. All 8 submitted proposals by the April 28th deadline. They were pleased with the quality of the proposals, which were very competitively prices; about a \$200,000 spread between the lowest bid price and the highest bid price, but all were substantially below the budget number used in the development of the project. He stated they would meet the following day with 3-4 members of the Hollis Energy Committee that have solar experience, to review the proposals because of the technical nuances included. The top three bids will be reviewed. The vendors have been notified that an announcement of the award may be delayed until after the May 5th date, which was the date indicated in the RFP, to provide time for the construction management company to provide input into the process.

Mr. Niebling informed the Board the rebate applications were submitted in time, and the full amount of money that the project can qualify for has been earmarked for the Hollis project in this fiscal year's Public Utilities Commission (PUC) funding allocation for the commercial program. Depending upon the final cost of the project, the award could be over \$100,000.

Mr. Henry noted they have also been in touch with Eversource on the rebates for the boiler program and the lighting program, and it looks as though those will be close to another \$100,000.

- Last Day of School

The last day of school, for students, will be a half day on Tuesday, June 20, 2017.

Ms. Miller questioned if consideration was given to having the last day of school be the Friday before the 20th. Assistant Superintendent Bergskaug stated in years past the District had more days of school on the calendar. The calendar now has 178 days. Policy IC determines the length of the school year.

DELIBERATIONS

- To see what action the Board will take regarding the Hollis Schools Thermal Electric Project (STEP) Invoices

The invoice covers professional consulting services for the period of March 8, 2017 through April 26, 2017. An itemized detail was included as part of the [agenda](#) packet.

The invoice identified the following:

Charles R. Niebling, Innovative Natural Resource Solutions LLC	\$ 5,759.29
D. Dickinson Henry, Hot Zero (subcontractor)	<u>\$13,460.96</u>
Total invoice:	\$19,220.25

MOTION BY MEMBER ENRIGHT TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC IN THE AMOUNT OF NINETEEN THOUSAND TWO HUNDRED AND TWENTY DOLLARS AND TWENTY FIVE CENTS (\$19,220.25) FOR PROFESSIONAL CONSULTING SERVICES PROVIDED MARCH 8, 2017 THROUGH APRIL 26, 2017 AND RELATED TO THE HOLLIS SCHOOLS ENERGY PROJECT IMPLEMENTATION. THE PROJECT WAS APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #1 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 7, 2017

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

4-0-0

- To see what action the Board will take regarding the STEP Committee's Recommendation for a Construction Manager.

MOTION BY MEMBER MILLER TO AWARD THE CONTRACT TO STRUCTURE TONE IN AN AMOUNT NOT TO EXCEED THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000). THE PROJECT WAS APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #1 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 7, 2017

MOTION SECONDED BY MEMBER ENRIGHT

MOTION CARRIED

4-0-0

Mr. Enright commented he would be open to the establishment of a construction committee to address issues relative to the energy project implementation rather than requiring the School Board to conduct special meetings for such purposes. Vice Chairman Fareed noted what the School Board would be asked to approve are contracts exceeding the threshold identified in policy. She commented the next contract that would come before the Board would be for the PV panels.

Mr. Niebling stated the contract would be with the Construction Management Company not the School District. In terms of indemnification, liability, etc. that is born by the Construction Manager. Vice Chairman Fareed agreed.

Mr. Enright stated he is accustomed to a process whereby a building committee is established; bids come in, and the committee, in conjunction with the Construction Manager, makes the choice. Vice Chairman Fareed responded the STEP Committee would be vetting sub-contractors along with the Construction Manager.

Ms. Seeley informed the Board that the Lease was approved earlier in the day.

- To see what action the Board will take regarding outstanding policies

Policy EBBB – Accident Reports

1st Reading: 10-5-16 (as amended)

2nd Reading: 4-5-17 (as amended)

Given its third reading;

Assistant Superintendent Bergskaug spoke of the Policy Committee's recommended amendments: At the end of the third paragraph, inserting "Such reports shall be sent to the SAU" so that the paragraph reads: "All accidents judged to be other than minor require an accident report to be filed with the Principal within 24 hours of the accident. Such reports shall be sent to the SAU." and in the fifth paragraph inserting ", established by the SAU central office," so that the paragraph begins: "The procedures, established by the SAU central office,"

MOTION BY MEMBER MILLER TO AMEND BY ADDING "SUCH REPORTS SHALL BE SENT TO THE SAU." AT THE END OF THE THIRD PARAGRAPH AND IN THE FIFTH PARAGRAPH BY INSERTING ", ESTABLISHED BY THE SAU CENTRAL OFFICE," FOLLOWING "THE PROCEDURES", ACCEPT THE THIRD READING AND ADOPT POLICY EBBB – ACCIDENT REPORTS, AS AMENDED

MOTION SECONDED BY MEMBER ENRIGHT

MOTION CARRIED

4-0-0

Policy EEAE – School Bus Safety Program

1st Reading: 4-5-17

Given its second reading;

Assistant Superintendent Bergskaug noted no changes have been proposed since the last reading. With regard to the question raised at the time of the first reading as to how information is shared with families regarding how students are returned to the schools if an adult is not at the bus stop to receive them, she stated the information will be part of the Student Handbook (not currently), it is shared at Open House, and will be part of the orientation day(s) at the start of the school year.

MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY EEAE – SCHOOL BUS SAFETY PROGRAM

MOTION SECONDED BY MEMBER ST. JOHN

MOTION CARRIED

4-0-0

Policy JICL (replaces EGA) – School District Internet Access for Students

1st Reading: 4-5-17 (as amended)

Given its second reading;

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

MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING OF POLICY JICL – SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

MOTION SECONDED BY MEMBER ENRIGHT

MOTION CARRIED

4-0-0

Policy FA – Facilities Development Objectives

1st Reading: 4-5-17 (as amended)

Given its second reading;

Vice Chairman Fareed stated the recommendation of the Policy Committee to accept the second reading, waive the third, and adopt Policy FA.

MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT POLICY FA – FACILITIES DEVELOPMENT OBJECTIVES

MOTION SECONDED BY MEMBER ST. JOHN

MOTION CARRIED

4-0-0

Policy JRA – Student Records and Access

1st Reading: 4-5-17 (as amended)

Given its second reading;

MOTION BY MEMBER MILLER TO ACCEPT THE SECOND READING OF POLICY JRA – STUDENT RECORDS AND ACCESS

MOTION SECONDED BY MEMBER ST. JOHN

MOTION CARRIED

4-0-0

Mr. Enright informed the Board he has opted out of the District email system. He noted most of the communication he does is by other means. He made his desires known to the Superintendent who did not express concerns. He questioned if the Board had concerns. Ms. Miller requested he retain his Google account for the purpose of communications relative to the Superintendent's evaluation, which is done online.

ADJOURNMENT

**MOTION BY MEMBER MILLER TO ADJOURN
MOTION SECONDED BY MEMBER ST. JOHN
MOTION CARRIED
4-0-0**

The May 3, 2017 meeting of the Hollis School Board was adjourned at 7:49 p.m.

Date _____ Signed _____

