

**HOLLIS SCHOOL BOARD
NOVEMBER 2, 2016
MEETING MINUTES**

A regular meeting of the Hollis School Board was conducted on Wednesday, November 2, 2016 at 6:01 p.m. at the Hollis Upper Elementary School.

Chairman Robert Mann presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
Michelle St. John, Secretary (arrived at 6:02 p.m.)
Tom Enright (arrived at 6:09 p.m.)
Laurie Miller

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
Kelly Seeley, Business Administrator
Paula Izbicki, Principal, Hollis Primary School

AGENDA ADJUSTMENTS

Superintendent Corey stated the desire for the Board to discuss the potential of a bond during the discussion of the energy study update. Should that be the direction moving forward, there is a timeline that would have to be followed.

APPROVAL OF MEETING MINUTES

Hollis School Board October 5, 2016

The following amendments were offered:

- Page 3, Line 3; replace “consistently” with “consistency”
- Page 5, Line 1; replace “increased” with “increases”
- Page 5, Line 27; add “and” after “speakers”
- Page 6, Line 38; replace “everyday” with “every door”
- Page 11, Line 26; add “of” after “cost”

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

NOMINATIONS / RESIGNATIONS / CORRESPONDENCE - None

PUBLIC INPUT - None

PRINCIPALS' REPORT

Superintendent Corey noted the third grade students of the Hollis School District as well as those of the Brookline School District visited the High School for Trebuchet Day, and commented on how successful the event was.

Superintendent Corey noted the enrollment projections identified within the report. He remarked as we are heading into budget season, we are well within class size specifications. The Board will be kept apprised on a monthly basis.

PRESENTATION

- Update on Implementation of Kindergarten

Paula Izbicki, Principal, Hollis Primary School (HPS) stated there to be four (4) classes with an average of 15 students/class. Each classroom has an Instructional Paraprofessional, which has been of great importance in the area of

small group instruction. In the coming weeks Response to Intervention (RTI) will be implemented. The paras will be able to work with the students in small groups. Those efforts are assisting with early intervention, and the little things like building independence, e.g., students being able to go to the bathroom on their own, etc. Having an adult present to help guide the students while class is still going on is incredibly helpful.

All students are easing into the full day. Two students opted to gradually move to a full day; one has completed that transition and the other will shortly. All Kindergarten students are able to see all specialists; receive Music, Art, Library/Learning Commons, and are dabbling into Project Lead the Way and doing lots of STEM activities.

Principal Izbicki shared a few stories. She spoke of the opportunities the full day program has provided her to become better acquainted with that group of students, and how she has enjoyed that experience. She spoke of how expanding the day has resulted in their being able to slow down the day, while accomplishing a great deal.

The Kindergarten teachers each provided examples of the activities and learning taking place, e.g., foundation skills that will be built upon later in the year. They touched upon how, with the additional time, they can alter their approach such as allowing the students to steer the discussion to see if they can bring it back to the direction the teacher wished to head. They talked of play whether indoors or outdoors being an important part of development, and provided a few examples such as sensory tables, pretend ice cream shop, Friday afternoon switch where the students change classes allowing them, over a three-week rotation, to visit every class where different activities are taking place. The longer day provides opportunities for STEM work such as the first module in Project Lead the Way, which was an introduction into what is a MakerSpace.

Principal Izbicki commented in the past, the Kindergarten team had to figure out a way to meet for Professional Learning Communities (PLC). It was hard for them to collaborate, and they could only do it once a month if it worked out. With a full-day program, they are able to have PLCs just as every other grade level is. That allows them to discuss curriculum, data, and students. They are able to be reflective on practices that affect all students. Allowing for play has allowed them to be able to think beyond the standard, and help them keep that balance and be really flexible.

She spoke of all of the things the teachers are looking forward to this year, e.g., social growth, academic growth, the deeper connections they are already making, the additional enrichment experiences all students will be able to have, and the school community events all students can now participate in.

Ms. St. John spoke of concerns that were expressed when considering a full-day program, and how pleased she is to see how learning activities are incorporated in a fun learning way to spark curiosity. She congratulated the team on their successes. Ms. Miller stated she is thrilled that the teachers have the full day with all of the students, and with the success of the program. Vice Chairman Fareed stated her assumption there is additional time provided for special education students who need services beyond RTI. Principal Izbicki responded special education students always receive their services regardless, but what it allows them is additional access to Tier I. The desire is to keep them in Tier I and with their peers as much as possible for the social and play time. It also allows the Tier II. In previous years when they had students who were struggling, they had them stay a little later or tried to get them into full-day to get more academics, but really what they were doing was providing more Tier I. Now they have Tier I and there is time for Tier II. With all other grade levels they start RTI after about 6 weeks of schools. With Kindergarten they are waiting 12 weeks because they want to ensure the students are provided time to get acclimated to the building, adjust to the routine, and that the teachers can participate in play with them and get to know really where they are coming from.

Mr. Enright thanked the Administration for the feedback provided commenting it is very exciting, and he is pleased with the success of the program.

Chairman Mann added this is a culmination of several years of study and work to put this type of program in place. He commented it is delightful to be here at this time to receive this type of input. He spoke of being impressed with the integration of the Kindergarten program with STEM, tech. time, etc., which he was not expecting, and found very impressive.

- Maintenance and Capital Improvement Plan (CIP)

Kelly Seeley, Business Administrator, provided a PowerPoint [presentation](#). She remarked as the buildings across the SAU are aging, the Business Office recognized the need to evaluate the status of all aspects of the buildings. The evaluation methodology was to conduct discussions with administrators, building maintenance supervisors, the

Superintendent, and outside sources/vendors. The Facility Audit Tool was utilized, which is a spreadsheet designed to capture the status of all the systems in each building. The evaluator assigns points based on functional condition and safety/compliance. When sorted, the final totals bring the highest priorities to the top. The audit tool will evolve to full usage. However, this year it is evaluating only the functional condition.

An example was provided identifying the system type, item to be inspected, the point assigned to functional condition as well as safety/compliance, total points, and a description of the issue.

Areas of concern that were identified through this process for the Hollis Upper Elementary School (HUES) include (in no particular order): playground fencing, exterior lighting, roof repairs, classroom floors, classroom tables/desks/chairs, hallway floors, restroom floors, playground surface, cafeteria/kitchen floor, and water supply. Areas identified at HPS include: window framing, environmental controls, parking lot improvements, exterior lighting, underground tanks, security cameras, exterior doors, classroom tables/desks/chairs, hallway floors/lighting, interior wall cracks, interior doors, electrical panels, ceilings, fencing, roof repairs, handrails, intercom, interior lighting, phone system, server room cooling, interior water systems, water supply, gym issues, storm water, playground surface, exterior wall cracks, septic/sewers, security, fire alarms, classroom floors, classroom cabinets, and floor scrubber.

The areas identified were broken down into two categories; under \$20,000 and over \$20,000. The two groups will be updated annually based on changes that may occur, ballpark estimates will be utilized at the onset, and will be refined as time permits.

Ms. Seeley provided slides (attached) that detailed the Capital Improvement Plan (CIP) for the years 2018-2022, intended to address each of the areas of concern identified for both of the schools based on category (under or over \$20,000), and prioritized under the year in which the item would be addressed. The totals for each of the years were identified: FY18; \$600,000 (minimum), FY19; \$163,500, FY20; \$755,500, FY21; \$304,000, and FY22; \$89,500.

A slide was shown identifying the areas of focus; environmental controls (results of energy study), critical needs; HVAC cleaning (HUES), boilers (HUES and HPS), HVAC pumps (HPS), HVAC control systems (HPS), sealants/soffits, septic/sewer issues (HPS), electrical panel upgrade (HPS), library renovations (HPS), and water supply; proactive action (HPS).

Vice Chairman Fareed noted potential funding sources were not identified. Ms. Seeley stated that to be work in progress. When asked if work has started in the assigning of scores, she stated the example provided was a blank version. Prior to the start of the process the information was gathered for each school, which is how the areas of concern were determined.

Ms. St. John stated a desire to see the descriptions of the issues. Ms. Seeley stated that information could be provided. Ms. Miller stated she is pleased with the audit tool. She commented on the greater number of items identified for HPS, and questioned if the same individuals were involved in rating and how you ensure the individual looking at one school isn't exaggerating the level of priority versus something at another school. Ms. Seeley responded when the facility audit was conducted each building maintenance supervisor conducted the review. When the information was consolidated, she did not look at trying to make them balance. Anything that had a rating of 6 and higher was placed in the presentation. It is somewhat subjective; however, she believes overall they are capturing the items that require the most attention.

Ms. Miller questioned if the descriptions provided are sufficient to determine the correct value has been assigned. Ms. Seeley stated her belief that is the case. It was noted HPS is much older than HUES.

Ms. St. John questioned if there is a way to reference maintenance history for individual items. Ms. Seeley stated for HPS the maintenance supervisor has been with the District for a long time, and has a great deal of that historical knowledge. At HUES there has been turnover in staff; however, there is some historical knowledge. Ms. St. John stated her belief it would be helpful if that information was captured/provided.

Chairman Mann commented on how the projects are broken out in terms of the years they are identified to be addressed noting some out years are much higher than others. He stated his belief the community looks for guidance as to projects on the horizon. He commented it is debatable if the desire would be to fund the maintenance trust on a schedule that would allow it to fully address those kinds of costs. He requested the Business Office consider and collaborate with the Budget Committee on how to schedule/fund repairs to avoid having such large fluctuations.

Ms. St. John suggested publishing (on the website) a high-level five-year plan would be beneficial for the public. She would want that plan to include the descriptions, historical knowledge, etc.

Vice Chairman Fareed remarked the total is nearly \$2 million, and questioned if consideration should be given to bonding as a means of avoiding some of the fluctuations. Superintendent Corey suggested working to get the Maintenance Fund to a level where some years would result in a carryover, which could minimize the spike in the following year. He spoke of the audit tool having been utilized across the SAU, which allows the Administration to make attempts to avoid spikes in two districts that are made up of the same taxpayers. What the Business Office has done through this process is capture everything. When the Administration sits down to do the budget they have discussions around which items can wait until future years and which cannot, and balance those needs against the educational needs. He stated his belief the Budget Committee sees strength in using this as a tool. He agrees there is more work to be done to get it to another level.

Mr. Enright stated for him the next step is gaining a better understanding of the details around the items. He suggested the Board continue the discussion looking at one school at a time.

Chairman Mann commented when talking about bonding it is necessary to remember when considering bundling potential multi-year maintenance items, typically bonds run 15-20 years and you run the risk of bonding something that you will be paying for well after the life expectancy of the item. Ms. Seeley stated the time required to get some of the work done is another aspect that has to be considered.

It was noted many of the items slated for FY18 will be pushed out. A good many of those items will also be addressed through the Energy Study. Superintendent Corey stated a great deal of the December meeting will be spent on budget discussion. A lot of the discussion around maintenance items will occur over the summer given the amount of time needed to get information out to the public, etc.

- Start Time Committee Update

Superintendent Corey provided the Board with a report prepared by the Start Time Committee (copy attached). The committee began a series of meetings on March 1st and concluding on September 23rd at which point the committee decided to bring forward the information it had gathered. Part of that information was derived from a survey, which resulted in responses from 620+ individuals across the SAU. The concept of a later start time was supported even if the result was an increase in cost. The increase was not publicized, and is not known at this time. During the course of the study, the committee considered four options. The first, switching the elementary and COOP start times, was not recommended as the committee felt, during the winter months, the time change would result in elementary students being out during periods that would be too dark. The second, additional buses for the COOP, was not recommended as it would be cost prohibitive. The third, starting a little later but retaining the same dismissal time, was not recommended as it would not result in a significant time change. The fourth option, K-12 buses, was also not recommended by the committee, as it would be cost prohibitive and resulted in age range concerns.

What the committee arrived at, simply for further study, were two possible proposals; 1) push back the start times of both the elementary and the COOP districts whereby the COOP school district would run from 8:00 a.m. - 3:00 p.m. and the elementary schools 9:00 a.m. to 3:45 p.m., which resulted in the same concern relative to the level of darkness that would exist during the winter months for the youngest students, and 2) the elementary school district would run from 8:00 a.m. to 2:30 p.m. and the COOP 8:45 a.m. to 3:30 p.m.

When the committee presented to the COOP School Board, an additional option the committee was asked to look at was reviewing the COOP master schedule and determining if a 7 period day is necessary or if a drop schedule could be used where classes didn't necessarily meet each day, and the times were not all equal. The committee has agreed to continue its work and investigate that option. There was also some discussion of refocusing the efforts on the value of the minutes versus the education, e.g., what does it truly mean to give up 15 instructional minutes particularly in terms of the work that is being done with Google Classroom, etc.

Superintendent Corey commented the reason the committee had committed to providing a report in the timeframe it did was related to the possibility a recommendation could have budgetary impacts. At this point, the committee is not recommending anything other than the further study, and is not considering option(s) that would result in a major cost impact. It is known there are many other communities looking at this issue. Some of the issues that come up at the High School level are sports and vocational education; currently our students go to Mascenic, Nashua, and Alvirne for vocational classes, and if they are doing anything that could limit an area of passion for some of our students. With

regard to sports, there has been an ongoing discussion about another field. If that field contained lights it could change the dynamics of practices, etc.

Superintendent Corey stated his expectation an additional update could be provided after the new year. It is understood when getting close to a solution there will be a need for a great deal of community outreach.

Chairman Mann stated his appreciation for the committee's work to date. He questioned if it is believed once a proposal is decided upon, there would be a joint warrant article within the districts. Superintendent Corey responded before doing anything consensus would have to be achieved by the three school boards. He suggested if they do their job correctly, having it as a warrant article would almost be redundant because, at that point, every parent should already be aware of it. Total consensus cannot be achieved as everyone will have to give a little, but if 17 board members can come to a position that it is the right thing to do for students, he believes the SAU will be able to move forward. He stated his belief almost anything can begin as a pilot because until you live something you don't necessarily know the total of what is involved. He remarked Bedford did a similar study a few years ago, which resulted in moving all but the High School because they could not work around athletics, etc.

Chairman Mann questioned, in lieu of a warrant article, if Public Hearings would be conducted within the different districts. Superintendent Corey stated he envisions presentations being made to each of the school boards, and the individual school boards conducting public hearings as the issues in each of the districts would differ. They would have members of the committee present at the public hearings to receive input and bring the information back to the committee to discuss any issues that are raised, which may not have been considered.

He commented Newton, MA is looking at the issue, and recently conducted a town-wide public forum to kick it off, which is one approach. However, there that approach is a little easier because their dynamics are one district and greater control as opposed to three unique legal entities.

Mr. Enright suggested caution as his belief is the length of school days is a contractual issue, which means it was bargained for and the District paid dearly for it. Ms. Miller stated that to be correct. Mr. Enright remarked what is being contemplated is shortening that day. He is not suggesting that to be wrong, but noted he was on the other side of what entailed spending a lot of money to lengthen the day. He does not believe he would be acceptable to 17 board members making the decision to shorten the day without addressing contract language, and ensuring the community is truly on board with the idea. He reiterated there is quite a bit of money involved, and there is the need to proceed cautiously. Ms. Miller commented at the COOP School District they have the PLC Fridays, which is an hour where the teachers are present, but students are not. There may be opportunities to have the day shortened a little across the board where teachers are putting that time into the school day outside of normal school hours. Mr. Enright stated his appreciation for that information. Ms. Miller stated it was brought up at the COOP School District that there are a lot of teachers that do a lot of work outside of classroom hours. She provided the example of her child, who is in the High School, and will submit work in the evening hours, and receive feedback from her teacher at 10:00 p.m. Mr. Enright commented that is a big deal and he appreciates hearing that as he is out of the loop on that.

Superintendent Corey remarked his suggestion was to seek to gain the support of the 17 SAU Governing Board members, who present unique viewpoints that encompass the entire SAU. If the Administration is unable to get that body to move forward he is pretty convinced they will not be able to convince the citizenry to move forward.

DISCUSSION

- Revenue and Expense Report

Ms. Seeley commented at this time, it is relatively early to discuss a snapshot of where things are. All of the encumbrances have not been worked out, and as a result, the information provided is not a very accurate view of how the year will end.

Superintendent Corey commented last year the Administration began the practice of providing quarterly reports. Should the Administration see a budget there is concern with, there would be a move to monthly reports such as was done at the COOP District last year. The reporting has become a positive tracking device for the Administration. At this time, the report indicates the District is in good shape at this point in the year. The next report will be provided in 2-3 months. The information will be posted under financials. The budget Excel spreadsheets will also be posted.

- Energy Study Update

Vice Chairman Fareed stated October 27th was the second of the three intended public forums. Nineteen people attended. There was a cross-section of the community present including members of the Hollis Budget Committee, Hollis and Brookline parents, a journalist from a local newspaper, etc. She felt it to be a great turnout and that the public outreach efforts were effective. The consultants delivered most of the presentation. Paul Happy, a member of the Hollis Energy Committee and the Energy Study Working Group (ESWG), who specializes in solar, presented the information around solar photovoltaic systems. It was a very vigorous conversation between the guests and the presenters. No recommendations of any kind were presented. The ESWG had been asked by members of the Energy Committee to make the presentation and piecemeal each component that has been identified as a potential candidate for implementation; present its cost, benefits, etc. separate from how they could ultimately be packaged. That is one view of how these elements cost out. The other view is actually in combinations; if you look at the way they work together physically in the buildings you suddenly could have savings that don't appear if you look at them separately and individually. The intent is to present that kind of information at the next forum. A date has not yet been set for the third forum; however, it has been established with the consultants that the expectation is that there will be a preliminary recommendation for the Hollis School Board at the December 7th meeting.

So far what has been found is that HUES is in better physical condition than HPS. At HPS the original section was constructed in 1952 and the most recent construction was in 1987. A lot of it works okay, but a lot of the situation is degraded with age, and not performing very well. The consultants had placed monitors in various classrooms in both buildings to look at temperature swings, humidity swings, etc., and one classroom that was tested in the 1st grade went from 34 to 90 degrees in one day in October. The building has 346 windows, most of which are in the older section and all with the shades pulled largely because of climate control issues. There are ways to modify those so that they perform properly.

For the wall of HPS that you drive along on Silver Lake Road, they measured the R factor, which is the insulation factor. It should be R30, R40 and was R1, R2, R3, etc.

One of the consultants worked with the building supervisor at HUES, reviewed the wall construction and blueprints, and discovered there is a 2" gap between the outer wall and the insulation that is there and the inner wall, that is just air. Then there are gaps, 1,100 linear feet, by the consultant's estimation, where the wall doesn't meet the ceiling. There is a gap and you can see hand-stuffed loose insulation. Chairman Mann commented the material that is there actually has no insulation properties. As one of the Energy Committee members pointed out, and the consultant and maintenance supervisor agreed, that is how the building was designed, and there may be a reason. The consultants are going to continue review of the blueprints and speak with the installers of the Munters unit, which is the dehumidifier that is in the bottom floor at HUES, and was put in to mitigate mold. They want to make sure they understand the rationale behind why the walls are like that, why the Munters unit only does what it does, why the 4' diameter tunnel that the Munters unit utilizes is sealed off. We can't look inside to see if there is anything going on. At some point it may have to be figured out what is the physics behind all of these gaps. It is very possible the physics behind the gaps is poor and that by moderating that for not too much money, we could get the building performance up.

Chairman Mann stated the discovery of some of the gaps was largely a result of when they pressurized the buildings for testing they couldn't pressurize this building because of the intensive airflow. Vice Chairman Fareed added they could not tell if it is a negative pressure building or a positive pressure building because they couldn't get a reading. Chairman Mann stated if you add up all of that linear feet it is equivalent to having a 500 square foot hole in one of the outside walls.

Vice Chairman Fareed stated the ESWG has worked well together and has been extremely productive in getting a product out that she believes has a worth beyond what has been expended. She stated her belief the right people are in place for the ESWG to be able to provide a recommendation and implementation plan.

Chairman Mann commented because of the uniqueness of both buildings it may be that the end result is one proposal for HPS and another for HUES. The Board will require several months' time to discuss the recommendation before being able to take a position.

Ms. St. John commented the Board is ensuring all of the due diligence that is required and expected by the community is completed.

Vice Chairman Fared commented one of those pieces that should be completed in the coming weeks is to have someone come in and inform the ESWG of what the hot water distribution system is at HPS; its actual health. It is very old, but may be in good condition. The intent is not to rule something out based on an assumption.

Chairman Mann spoke of the requested discussion around deadlines that would be associated should the direction be a bond. He remarked it is believed the recommended funding model is not necessarily going to be a bond. There are some on the ESWG that think it would be prudent to have the discussion and understand what the requirements would be.

Superintendent Corey stated the last day for submission to the bond market that is used in the State is December 5th. We can contact the bond bank with a budgetary number. His concern would be he only has a 10-week summer to do work, and he hesitates to let a bond that would sit for some period while the District would be making payments on it. He also has a concern with the maintenance issues that have been identified, some of which are not associated with this project. Voters could be presented with an operating budget, teachers' contract, maintenance trust request, and a bond. He believes citizens would support as much as they could, but he is uncertain everything would gain support. He stated the people in front of our children are priority 1, and he would be concerned that if everything were put before the voters at the same time areas could suffer as a result. There is also the possibility for other districts to put requests forward, which could result in pitting one district against another. He stated the Administration would be happy to look at the procedure that would be required if the Board so requested.

Superintendent Corey remarked there are some pieces the Administration needs to understand from the ESWG with regard to say a boiler because if it fails we have to address it now. If we live through the year that is fine, but it would have to be done next summer. Some of the things we may have to do may not fall within the priority list. It may be the ESWG wants to do them, but the Administration has to be able to ensure the schools open. He does not want the Board to forget that we made some septic repairs. The architects that were out stated that because school districts traditionally don't use their septic systems during the summer their useful life is typically 50-60 years, and we are at 38. They felt pretty confident, but if that goes there has to be a kitchen that includes a grease tank and meets code, which poses a problem particularly because the kitchen at HPS has an electric system that would not meet current code.

He would like to use a good portion of the Board's December meeting to work through what the Board will prioritize. He reiterated pieces are related to the work of the ESWG and some are not. A rough estimate of electrical work at HPS was approx. \$630,000. He spoke of the desire stated previously to have some level of consistency with future budgets, which would suggest issues such as the electrical in the kitchen at HPS being addressed through a warrant article that would phase the project in over a period of 3-4 years. He noted he was not suggesting the septic be replaced, but he has to ensure the kitchen is in a position whereby were the septic system to go, the District could be up and running again within a four-day period. He noted there is the ability to pump to the other leach field.

Chairman Mann questioned if the Business Administrator had a sense of the amount of work required to meet filing requirements of a bond. Ms. Seeley responded she has no idea. Chairman Mann reiterated he does not believe that would be the recommended approach, but would like to ensure the information is understood. Superintendent Corey stated he would have no issue reaching out to the bond market to gain an understanding of the process, which could be shared with the Board electronically. If the information received states there is the need for a concrete decision, the Board could schedule an additional meeting to discuss that issue at detail in a public forum.

Chairman Mann questioned the will of the Board. Ms. St. John stated the desire to understand the nuances behind the risk of taking the approach of a warrant article understanding that such a request would have to be made on a yearly basis and the potential for the citizenry in any particular year to not approve a continuing effort versus a bond request. Superintendent Corey stated that information could be gathered. Once the Board is aware of whether or not there is a hard deadline on a bond request, a meeting could be scheduled with the financing issue as a single topic.

Ms. Miller stated her belief voters could vote on a bond in March and not necessarily a particular number. That was the case two years ago at the COOP School District. She questioned if the Board would understand if that would be the approach in time for a March meeting. Chairman Mann stated that is hard to say. The intent is to ensure we have the information available so that we don't miss any deadlines should that be the recommended direction. It may be learned that there is simply a requirement to make it known by a certain date that it is a possibility, and that may be as far as the effort ever goes. Ms. Miller stated her agreement to gather the information.

When asked what other options would be available, Chairman Mann stated the funding source could be by warrant, phase by phase; there would be a ten-week window to get a certain amount of work done, which would correspond to a certain

amount of money that needs to be raised and appropriated. Ms. Miller stated she would have a concern with the potential of missing out on grant opportunities, savings that could be missed as a result of piecemealing the project, etc. She would like to explore whether the required work could be completed to be able to present the option of a bond in March.

Ms. St. John commented one of the things discussed by the ESWG is phasing in of the various pieces to accommodate the window of construction and proceed in a phased in approach. She would grapple with having the bond in place when there is only a window of opportunity each year to complete the work. Vice Chairman Fareed stated this is the specialty and objective of the consultants to figure this out. The ESWG would expect, hopefully by the December timeframe, that optimum components will be identified based on measurements of systems like the hydronics, which is the hot water delivery pipes, net metering, paybacks that could be expected, which would impact how the project is funded, etc.

Vice Chairman Fareed stated the consultants should be able to produce a report that optimizes certain elements, which would provide a sense of how we can build it. Should we decide to do something with air source heat pumps, these are electric things, and we would not care what condition the hot water systems are in. If we decide to do solar photovoltaic they don't have to come in the buildings. That is not a 10-week window issue. As an extremely preliminary comment, with insufficient information analyzed at this stage, she remarked the air source heat pumps combined with a photovoltaic solar array look like a slam dunk; that combination comes in head and shoulder above any other option. It may turn out that it is not so depending on hard data that still has to be gathered. If that's the case we don't even care what the cost of the plumbing is to replace because it won't be an issue. The electric is all outside and there is no need to come into the buildings. The air source heat pumps themselves can be phased in over several years. It might make sense to bond for one year and not others, and it might make sense not to bond at all. Depending on the recommendation, it may be that the work could be done in ten weeks.

That real determination of what all of these elements are and how they would fit together for savings, timing, construction, financing, grants, rebates, etc., is the end product the consultants are working toward. The real problem isn't that we don't have it because the end product is the phase they are in, the real problem is the December 5 deadline. We promised coming in in December because of an awareness of the bonding deadline.

Ms. Miller suggested the real deadline to be February when the Board votes on the final warrant. Superintendent Corey stated that to be correct. Chairman Mann remarked what he was looking for was a sense of the Board with regard to directing the Superintendent to look into what those deadlines are. The request was made for the Superintendent to move forward in that regard.

- FY18 Draft Budget Information

Superintendent Corey informed the Board the Hollis Budget Committee has provided guidance of a 1.5% increase. Presently the draft budget represents a 5.2% increase. There are a number of things currently in the budget that are related to the energy study, e.g., \$116,000 for a boiler at HUES. If moving forward with the energy study, that item would be removed bringing the increase down nearly 1%. There is a placeholder in the budget for the teachers' contract. That will come out and become a warrant article. At this point, he is pleased with the draft budget.

Superintendent Corey stated he, the Business Administrator, and the Principals have met to discuss the budget, and have identified in Round 1, all items believed to be needed. Round 2 represents what he, the Assistant Superintendent, and the Business Administrator have recommended. Round 3 will result from a hard discussion that will occur with the Budget Committee. Both Principals are presenting at next week's Budget Committee meeting. He reiterated the current draft is in good shape.

The budget also represents a significant increase in health insurance as a result of the Guaranteed Maximum Rate (GMR) going up to 15.9%. That represents over a percent of the increase.

DELIBERATIONS

Vice Chairman Fareed stated the Policy Committee had nothing new to contribute to the previous discussions of the policies before the Board.

- To see what action the Board will take regarding Policy GAA – Job Descriptions; 2nd Reading

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY GAA – JOB DESCRIPTIONS

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Ms. Miller spoke of revisions both the COOP School District and the SAU41 Governing Board made to this policy. Vice Chairman Fareed responded the policy language was recommended to the Policy Committee, and they were acceptable to it as written. For the public's information, she noted one of the districts chose to leave the job descriptions under the responsibility of the Business Administrator and another chose to put it as a responsibility of Human Resources. Both the Superintendent and Business Administrator have stated there is functionally no difference as Human Resources falls under the Business Administrator.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding Policy IGBG – Homebound Instruction (replaces Policy IHBF); 2nd Reading

MOTION BY MEMBER FAREED TO ACCEPT THE SECOND READING OF POLICY IGBG – HOMEBOUND INSTRUCTION

MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

It was noted the changes that were approved by the Board during the time of the first reading included replacing an existing policy, IHBF, with this policy, which matches the policy language adopted by both the Brookline School District and the COOP School District. It gives the Director of Student Services a consistent policy across the SAU, and addresses a great many changes in practice and in RSA.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the policies identified in the October 24, 2016 Communication from the Policy Committee having a recommendation of “no changes”:

IJOA - Field Trips and Excursions

IKACA - Parent Conferences

IL - Evaluation of Instructional Programs

ILBA - Assessment of Educational Programs

IMAB - Teachers Teaching Their Own Children

IMDA - Patriotic Exercises

IMG - Animals in the Classroom

JEA - Compulsory Attendance Age

JEB - Age of Entrance

JF - Enrollment Policy

JFAA - Admission of Resident Students

MOTION BY MEMBER FAREED THAT THE BOARD ACCEPT THE SECOND READING, WAIVE THE THIRD READING, AND ADOPT THE POLICIES LISTED AND IDENTIFIED IN THE COMMUNICATION FROM THE POLICY COMMITTEE AS RECOMMENDED WITH “NO CHANGES”

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the SAU rental fee

Superintendent Corey remarked the Board had discussed a review of this issue at its last meeting. Currently the District charges a fee of \$1.39/sq. ft. The Board was provided with information on rental fees charged for comparable facilities in the surrounding area. The cost closest to that charged by the SAU was identified as \$4.00/sq. ft. As requested, a chart was provided identifying yearly costs beginning at a \$4.00/sq. ft. rate going up in \$0.25/sq. ft. increments to a rate of \$6.00/sq. ft. The present yearly cost is \$8,000.

He noted the SAU budget is already in its final stages, and he is hopeful the Board would consider an increase of \$5,000 in year 1 and using a three-year threshold to get the rate to a number believed to be more sustainable. He explained to the viewing audience the rental income received is placed into a maintenance trust fund for maintenance of that property.

Superintendent Corey stated his desire for the Board to look at the issue over a three-year period of time. If the Board believes that to be too long of a time period to look to achieve the desired increase, that consideration be given to reviewing the issue again in the spring to make a second adjustment for the FY19 budget. He commented adding a \$5,000 increase to the SAU budget would create a gap between the proposed and default budget, which could result in voters supporting a default budget, which would place the SAU in a position of not having sufficient appropriations to fund the rental increase of the property.

Understanding that the SAU budget is redistributed to the three districts, by increasing the rental rate the board is also increasing its own budget expense.

When asked what the additional revenue would address, Superintendent Corey responded issues relative to the bathroom facilities would be addressed. The SAU office has two residential bathrooms, and they present some issues. The two bathrooms are used by 13 individuals daily plus visitors to the facility. Custodial services are currently provided twice a week, and consideration would be given to increasing that service. Every winter the facility experiences an influx of rodents and every spring the smells of the continued presence of the rodents appear.

Vice Chairman Fareed stated she would like to see improvements made to the conference room, which she finds to be unprofessional to the point of embarrassment. Ms. Miller stated her agreement with the approach recommended for the coming year.

Chairman Mann stated the desire to identify a plan for setting a square foot rate and adopting a multi-year phase in. Superintendent Corey noted, as a Board, they have continually strived to avoid taking action that would obligate future boards. Vice Chairman Fareed questioned how he would manage the facility if the rental rate were a moving target each year. Superintendent Corey responded he was not implying the rate would decrease, but instead that there could be enough turnover on the Board that a different opinion may exist.

Chairman Mann suggested the Board set a rate for the coming year, and that a policy be written and adopted that requires a review of the rental rate and identifies a timeframe for that to occur.

Ms. Miller questioned the recommendation of the Administration with regard to an increase that would be sufficient to ensure the facility is maintained properly. Chairman Mann remarked he is not sure that is understood at this time. He suggested the correct approach to be to identify the going rate of comparable properties and move in a direction that lessens the gap.

Chairman Mann stated his support for a \$4.25/sq. ft. rental rate (\$24,939/year) and a year one increase capped at \$5,000.

MOTION BY MEMBER ENRIGHT THAT THE BOARD INCREASE THE ANNUAL RENTAL RATE FOR THE 4 LUND LANE FACILITY TO THIRTEEN THOUSAND DOLLARS (\$13,000) EFFECTIVE JULY 1, 2017
MOTION SECONDED BY MEMBER MILLER

ON THE QUESTION

Ms. St. John stated her impression a \$4.25/ sq. ft. rental rate may not be sufficient. She would like to see a five-year plan for that facility. She stated a desire to revisit the rate in the coming year. Superintendent Corey stated his support of that approach, and commented the motion caps the increase for the coming year at \$5,000. The Board could continue this discussion in the spring. That would provide the Administration the time needed to review the needs of the facility as a whole, the available funds in the maintenance trust, and develop a five-year plan to provide to the Board for review and consideration.

MOTION CARRIED

5-0-0

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

The invoice covers professional consulting services for the period of October, 2016. An itemized detail was included as part of the agenda packet.

The invoice identified the following:

Charles R. Niebling, Innovative Natural Resource Solutions LLC; \$4,486.56

D. Dickinson Henry, Hot Zero (subcontractor); \$11,699.44

Resilient Buildings Group (subcontractor); \$1,318.20

John F. Penney Consulting Services (subcontractor); \$4,256.25

Total invoice: \$21,760.45

**MOTION BY MEMBER FAREED TO APPROVE THE INVOICE RECEIVED FROM INNOVATIVE NATURAL RESOURCE SOLUTIONS LLC IN THE AMOUNT OF TWENTY ONE THOUSAND SEVEN HUNDRED SIXTY DOLLARS AND FORTY FIVE CENTS (\$21,760.45) FOR PROFESSIONAL CONSULTING SERVICES PROVIDED IN THE MONTH OF OCTOBER 2016 AND RELATED TO THE HOLLIS SCHOOLS ENERGY STUDY. SOURCE OF FUNDING IS THE APPROPRIATION APPROVED THROUGH THE PASSAGE OF WARRANT ARTICLE #4 AT THE DISTRICT ANNUAL MEETING CONDUCTED ON MARCH 17, 2016
MOTION SECONDED BY MEMBER MILLER**

ON THE QUESTION

Ms. St. John questioned the total expended to date, and was informed the contract not-to-exceed amount was \$79,500. Total allocated expenditures to date for the above identified contractors/sub-contractors: \$71,500. The total warrant was approved for an amount up to \$100,000.

MOTION CARRIED

5-0-0

Superintendent Corey informed the Board and viewing audience the State is conducting public forums on the Every Student Succeeds Act, which replaces the No Child Left Behind Act. Information on where the forums will be conducted was included with the agenda packet.

State testing data for the Smarter Balanced Assessment has been released. The results are very good, and will be discussed at the Board's December meeting.

Superintendent Corey stated three architectural firms were brought onsite to review the work needed at the kitchen at HPS. They have each submitted a proposal. There is also a proposal for looking at the Library at HPS as a Learning Commons. He would like an agenda item to be included on the December meeting to discuss the proposals. If the Board decides at that time to move forward in this regard, he would ask the Chair to appoint members to a sub-committee to determine the criteria for which firm would be selected.

ADJOURNMENT

MOTION BY MEMBER FAREED TO ADJOURN

MOTION SECONDED BY MEMBER MILLER

MOTION CARRIED

5-0-0

The November 2, 2016 meeting of the Hollis School Board was adjourned at 8:27 p.m.

Date _____ Signed _____

Start Time Committee Report

Start Time Committee Members

Claire Actis - Coop Support Staff Representative

Andy Corey - Superintendent

Mary McGarry - Community Representative

Laurie Miller - Hollis School Board Representative

Maggie O'Hara - HBHS Student Representative

Claire Pare - Coop Staff Representative

Brian Rater - Coop Budget Committee Representative

Erin Sarris - Brookline School Board Representative

Maryanne Shanley - Community Representative

Grant Snyder - HBMS Student Representative

Bob Thompson - Coop Administration Representative

Cindy VanCoughnett - Coop Board Representative

Krista Whalen - Coop Board Representative

Why Did We Form Committee Again?

American Academy of Pediatrics recommends that teenagers start school later

Two Principal Biological Factors

1. *During adolescence, melatonin is secreted later in evening which shifts circadian rhythm.*
2. *During adolescence, the body needs longer to fall asleep after a 14.5-18.5 hour day.*

CDC has stated that insufficient sleep is a public health problem.

What did we do and when did we meet?

Brainstormed, Developed, Distributed and Analyzed Survey, Met with Key Players on:

- March 1st
- March 25th
- April 8th
- April 18th
- June 17th
- July 15th
- August 26th
- September 23rd

Survey

- Announced on Hollis Brookline Journal, on both town websites and SAU site
- Survey was available on SAU website and paper copies distributed to all schools, both town libraries as well as both town halls

RESULTS

- 620 plus responses with majority in support of later start time even with financial impact

Options Considered

- **Switch Elementary and Coop**
 - *Too dark for elementary students in winter*
- **Additional Busses for Coop**
 - *Cost Prohibitive (\$250,000/bus)*
- **Start a little later but keep same dismissal time**
 - *Not significant time change*
- **K-12 Busses**
 - *Cost Prohibitive*
 - *Age Range Concerns*

Proposal

Push back start times for BOTH Elementary and Coop

COOP	8:00AM - 3:00PM (7 hours)
ELEMENTARY	9:00AM - 3:45PM (6.75 hours)
<u>OR</u>	
ELEMENTARY	8:00AM - 2:30PM (6.5 hours)
COOP	8:45AM - 3:30PM (6.75 hours)
