

**HOLLIS SCHOOL BOARD
AUGUST 27, 2018
MEETING MINUTES**

A meeting of the Hollis School Board was conducted on Monday, August 27, 2018 at 5:30 p.m. at the Hollis Primary School.

Robert Mann, Chairman presided:

Members of the Board Present: Tammy Fareed, Vice Chairman
 Amy Kellner, Secretary
 Tom Enright
 Michelle St. John

Members of the Board Absent:

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Assistant Superintendent

AGENDA ADJUSTMENTS - None

APPROVAL OF MINUTES

Hollis School Board June 6, 2018

The following amendment was offered:

Page 7, Line 13; replace “laptop chart” with “laptop cart”

**MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER ENRIGHT
MOTION CARRIED**

4-0-1
Member Mann Abstained

Hollis School Board – **Public Hearing**. June 6, 2018

**MOTION BY MEMBER FAREED TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER ENRIGHT
MOTION CARRIED**

4-0-1
Member Mann Abstained

NOMINATIONS/ RESIGNATIONS/CORRESPONDENCE - None

Ms. St. John spoke of the changes that have occurred, e.g., shifting of positions, and requested an updated organizational chart be provided. Superintendent Corey remarked at the start of the summer, the District was fully staffed. As is often the case, a change occurred with a teacher’s spouse being transferred to another location. From there several existing staff members expressed an interest in movement within the SAU. An updated organizational chart will be provided for the Board’s September meeting.

PUBLIC INPUT - None

DISCUSSION

- Hollis Schools Thermal Electric Project (HSTEP) Update

On Saturday, September 8th, roof units will be removed, and new ones installed. That is the last major piece of the project to be completed. Vice Chairman Fareed remarked the energy recovery ventilation units bring in fresh air and retain the heat that is put in the air. Superintendent Corey noted they are significant in size (400-500 lbs./ea.). A crane will be brought in for the installation. The company, CAC Mechanical Services, which has done all of the mechanical work, will be onsite to connect the units.

Superintendent Corey commented in year one of the project, the District was fortunate to be able to achieve favorable pricing on materials, etc. In the second year, the opposite occurred; labor shortages, tariffs, use of aluminum studs around the building, etc. The result was an approx. 25% cost escalation.

HSTEP, working with the Hollis Energy Group and the District's experts, were required, on multiple occasions, to go through the budget to identify cost saving measures. In May, the Board was asked to utilize revenue gained through rebates. Approval of that request allowed work to continue (10-week window). Items postponed were those believed to be easily incorporated at a later date.

Lighting changes to the Hollis Primary School (HPS) and the Hollis Upper Elementary School (HUES) were not made. Although the existing lighting is not as efficient as what had been proposed, the lights would have come from China, which would have brought about issues related to tariffs, uncertainty of delivery, etc. The decision was made to postpone that item.

An item HSTEP decided not to do, and one which the Superintendent remarked he is uncertain would be done in the future, was the phase change material for the ceilings. Superintendent Corey commented while watching some of the ceiling tiles begin to disintegrate when taken down, he became concerned with the weight of the phase change material that would be in ceiling tiles located above the students.

Ms. St. John asked for clarification and was informed the cost of ceiling tiles had been factored in; however, not to the magnitude of what would have had to be done. Comparing the \$95,000 investment that would have gone into the phase change material and Return on Investment (RoI) in terms of savings achieved in heating, the consultants felt this to be an area that could be foregone. She questioned the RoI. Vice Chair Fareed stated it to be very long, and noted Dick Henry, HotZero (consultant) explained as the second phase was being engineered, it became better understood that with the air source heat pumps, you have to maintain a certain temperature setting for their efficiency. They heat incrementally. Turning them off means they go through an intense process of bringing the temperature up in a space.

The phase change material is a clay and salt based product that soaks up heat during excesses and releases it when the temperature shifts. It works best when a situation has severe temperature spikes. With the air source heat pumps, we won't have temperature spikes. The payback, therefore, is much longer.

Ms. St. John questioned how it was not understood initially that the RoI would not be as efficient. Superintendent Corey remarked, during the planning and design phase, it was viewed as something that would add more value to the project. Elements changed, e.g., brick was used instead of concrete block. Although concrete block has a higher R (thermal resistance) factor, it was determined it would be more cost effective to

gain the efficiency by utilizing spray foam in all of the internal ceilings (lowered ceilings approx. 4'). It is an even more efficient method than the phase change material.

Superintendent Corey stated the desire to be to identify every aspect of the project that did not occur to provide the opportunity for public and Board discussion.

Vice Chairman Fareed stated her recollection to be the RoI on the phase change materials was in the area of ten years. It was always a question. In certain situations the RoI is quicker. In modulated temperatures, it does not work at its most effective. Ms. St. John questioned the cost efficiency difference of not using the phase change materials. Superintendent Corey stated the information could be provided at the next meeting. When asked, Superintendent Corey stated the estimate provided in the budget for the lighting was approx. \$60,000 for HUES and \$40,000 at HPS.

Superintendent Corey stated the other major piece that was not able to be done was the air source heat pumps in the 2nd and 3rd grade wing. It is an energy efficiency project and the air source heat pumps were selected for their energy efficiency. The decision was to keep what are believed to be the best units running from a heating standpoint. The air conditioning units provide benefit during some periods of the year, but overall the foaming, new windows, and other mechanisms of insulation became the priority. There is the ability to do that work at a later date. The consultants are recommending waiting until the energy efficiency is known. The District had forecasted around a 30 R factor for the outside walls and there is the potential that could be 35-40 because of the amount of foaming and different components that have been put in place.

Superintendent Corey spoke of the pieces that had to and were able to be addressed. During Phase I when the solar panels were being installed at HUES (20-year life expectancy), the decision was made to replace a significant section of roofing, which did not have the same life expectancy. That was not included as part of the estimate. It was after Phase I that the economy changed. Another item that came up during the process was the replacement of radiators that were not functioning well (filled with scale) and had become a bit of a safety concern. Other significant sections of roofing were addressed, e.g., pitch of the roof near the Kindergarten entrance wasn't correct, which would force water to the middle of the roof. New drains were put in and a significant amount of work was done on the front façade. Ceiling tile issues were encountered; many of the pieces, over time, have been jury-rigged (particularly in the Library area). The tiles were replaced.

Superintendent Corey stated punch list items are currently being addressed. There is nothing on the list that would prevent the District from opening. Ms. St. John questioned if other ceiling tiles that have been identified would be replaced and was told that would occur eventually. To open, there cannot be open pieces. The tiles have been purchased and the District's custodians will address that as well as the process of painting rooms (likely as part of next year's summer projects).

The Administration is looking into a new control panel and a recommendation that the Maintenance Trust be utilized for the purchase.

The back of the building will have fencing around the propane tank and air source condenser unit. New ventilation covers were required. The amount of spraying at HPS and HUES was greater than anticipated after areas were identified where ceiling tiles had been left open.

Superintendent Corey commented on how well the project was run, the resulting improvements to infrastructure, and the intent to shortly return to the regular maintenance schedule incorporating into that the remaining items mentioned.

A financial accounting will be provided in the coming months.

Ms. St. John questioned the cost of the items that were not completed as part of the project; specifically if the remaining items equate to that cost. Superintendent Corey stated it is not an equal cost as it does not factor in cost escalation, particularly in the area of labor.

Superintendent Corey stated although there are things he would have loved to see done, when looking at the overall project and the environment established for the students, he is delighted. We have the solar panels on the roof, brand new, state-of-the-art boilers and foam insulation at HUES. That building has been tied up tremendously. At HPS, he is looking forward to going through a winter season and viewing the results. During the budget season numbers can be adjusted, if choosing to go back and address some of the classrooms.

Ms. St. John remarked we are using the solar to pay for the air source heat pumps that have been installed, but in the 2nd and 3rd grade wing oil heat will continue to be used. She stated her belief the taxpayers anticipate there to be X dollars reduced from the budget as a result of the project. She questioned if it will even out.

Superintendent Corey stated that number to already be out of the budget. Ms. St. John questioned if the estimated cost is known for heating the 2nd and 3rd grade wings. Superintendent Corey responded from a price per gallon point of view that is known, but we can't project what we used to use compared to the way the walls and windows are now. Ms. St. John stated the cost was not factored into the budget and questioned how that would even out. Superintendent Corey reiterated what the cost will end up being is uncertain given the number of variables, e.g., severity of winter, etc. He remarked the District never intended to fully move away from oil; the underground tanks remain. Many of the backup systems in the building are oil. Ms. St. John commented that was discussed, but it was presented as minute. There are people who will want to know that cost as it was indicated we would not have that cost. We will have that cost for a number of years because this will likely fold into some sort of capital improvement plan. She questioned how that would be presented to taxpayers, so they understand we're still going to incur X number of dollars for a period of time.

Vice Chairman Fareed stated the forecasts were done by building engineers and modelers. Those are estimates based on the expectation of the performances of the different pieces coming together based on the square footage, etc. We're not going to spend thousands of dollars more on modeling projections, we're just going to run it for a year and will have actual billing.

Ms. St. John stated we were not expecting, except perhaps during very frigid periods, to utilize oil heat, and now we are going to be heating with oil in the 2nd and 3rd grade wings. There is a cost associated with that, which was not anticipated. She would like to know how that expense will be addressed. Superintendent Corey stated the expense would come out of the operating budget. He spoke of the unpredictability of and fluctuations associated with winter heating and other costs.

When asked what was projected for this year's budget, he indicated \$138,000 was removed from energy line items, heat, lights, etc. Ms. St. John stated now we don't have the lights and we have 2 out of 4 wings (50%) of building without air source heat pumps. Vice Chairman Fareed clarified it is approx. 25% of the building. Superintendent Corey added it is 8 classrooms in a very condensed, contained area. He stated his belief the numbers can be provided. When doing projections, the piece he worries about is that it is always based on whatever you are able to achieve in terms of price per gallon. He spoke of expected propane savings given the

District is purchasing with the Town. When the budget was done it was for the District not individual buildings. Propane savings will help offset oil costs. Oil costs are up. If doing the modeling numbers now, the forecasting would look better as the price per gallon would be reflected as less.

It is very difficult to say what that number will be. We will have to run for a year. Quarterly reports can provide opportunities for comparisons. Superintendent Corey stated his belief there will be a significant savings.

Mr. Enright commented the good news is that in 6 months when the next Annual Meeting comes around, we will have pretty good data.

Superintendent Corey commented it has been a tremendous project. At the same time, hindsight being 20/20, we probably underestimated the amount of labor that would go into the outside of the building and what that labor would cost because of the way the economy has gone. Moving forward, for some of the unexpended expenses, the Administration will look first to the operating budget and then the Maintenance Trust.

Superintendent Corey commented it is pretty clear this will be a difficult budget year, e.g., the District is starting out with a new Kindergarten teacher position that was not included in the budget. He reiterated it is really all dependent on the intensity of the winter.

Chairman Mann questioned if the items that were not completed, could be identified in the Capital Improvement Plan (CIP) to ensure consideration is given, at some point, to either saving through the CIP or initiating another phase of the project. Superintendent Corey remarked that is the same direction HSTEP is headed. He noted the control panel is something he sees being done (helps regulate resulting in cost savings). The second piece he would recommend is the lighting, which could be done through the CIP as a separate warrant article. He stated the desire to speak with the consultants about how the rebates are doing on the lighting as it may be a very cost effective piece. The last piece for the air source heat pumps; he would like to look at that again being uncertain how much bang for the buck can be obtained. He remarked those 8 classrooms were no different than any other classrooms in the SAU today. If there is not going to be an RoI to warrant spending what would be close to a quarter of a million dollars, he believes that should be delayed. He spoke of the potential that could be included with a future project, e.g., aging kitchen facility.

Mr. Enright stated his appreciation for the work that has been done commenting a project as complex as this never comes out the way you planned it to. He is of the opinion a very good job has been done and good decisions were made. Chairman Mann echoed his remarks.

Vice Chair Fareed commented on the engineering challenges of the building wrap. Superintendent Corey stated the process began with placement of aluminum studs around the perimeter of the building. From there, they used 4.5" of foam in between all of those studs, which hardens up like cement. Over the foam, you have an external grade for sheetrock (handles moisture and wetness). Over that, is a tieback system. From there, every joint is taped. Then you place the siding on top of that. The individual who conducted the work believed we would achieve an R value closer to 40. What they are telling us we may get is greater than what the consultants had conservatively predicted.

Vice Chairman Fareed commented on the work that went into the engineering design of the system. The design had identified how the materials would be attached to the building; however, once work began with the architect they discovered it would have to be done completely differently because of the nature of the materials they were dealing with, e.g., the characteristics of the building itself (brick, the way the roof and foundation were made, etc.). The way it was addressed was by putting a ledge along the foundation line and another along the roof

line. The engineering of that; designing it, drawing it, and then implementing it, turned into a far greater challenge than had been initially understood.

She referred to the comments made regarding large projects including the unexpected; once you start to peel back the building and start to actually create designs around what to do is when you discover where the problems are.

Ms. St. John spoke of her excitement around the project commenting if able to gain an additional 20 years out of the building, that is incredible. Chairman Mann spoke of the importance of being able to close out the project and show the data to the residents at the Annual Meeting. Ms. St. John suggested an additional public tour or a video presentation of the work that was done and value gained.

- Transportation

Superintendent Corey commented on the readiness of Hollis Transportation noting it to be a very competitive market for drivers. That is going to be the one issue that he does not envision getting through the year without difficulties. The SAU is in the third year of the three-year contract (option to renew for 2 additional years). Administration is taking a hard look at it. Superintendent Corey stated he is uncertain, at this time, what the recommendation will be to the SAU Governing Board. Wages are escalating. When the contract was put in place it included a wage increase; however, we are starting to see a struggle to get drivers.

When asked if he has a sense of how the increased enrollment is impacting transportation, Superintendent Corey commented the piece that is always hectic at this time of year is stops. Many times what is experienced is people coming from other states where it was more of a door-to-door service. New Hampshire isn't typically like that. On average, kids walk ¼ mile to a bus stop. That in itself is challenging when you have new parents. Safety and security are paramount. There is the need to look at where bus stops are located from a visibility standpoint. When receiving requests for bus stops or bus stop concerns, they get in the car, locate the site, and look around and see what it means. It has been frustrating at times for the transportation company because of the sheer number of move-ins. They are doing their best. They have responded to all of the questions of the Administration. He believes the District is in good shape; as good a shape as any other district that he is aware of.

Superintendent Corey remarked one of the things he personally likes about Hollis Transportation is their commitment to never dropping a student off unless there is an adult there. A lot of companies will not put that in their contract. Many of our drivers have been with the District 10, 20, 30 years and are really committed to our students.

Chairman Mann questioned how students, particularly those new to the District, are made aware of the practice of returning to the school if not met at the bus stop. Superintendent Corey stated teachers address that with students. But when it is all of a sudden not the concept the teacher talked about, it is my mom, dad, etc. wasn't at the stop, and I'm coming back, it is very traumatic. Staff does everything in its power to make sure there is an Administrator who will come over and meet the bus, if the Administrator at the building is not present. Every effort is made to make the child feel safe and welcome.

When asked about the training that occurs with the bus drivers to be able to explain to the child what is happening, Superintendent Corey stated they do that, it is just in the scenario of a 7-year-old child who can't see over his/her seat and is the only one left on the bus coming back to the school with the driver.

Ms. St. John spoke of reassuring the child. Superintendent Corey stated all of that is done. The driver immediately calls dispatch to make them aware the bus is headed back to the school, dispatch contacts the school secretary, school secretary starts going through all the numbers. Most times it is an instance of the parents having been held up in traffic, etc. Once the parent is contacted the process reverses, e.g., the school secretary informs the driver who informs the child.

Ms. St. John questioned if the routes were changed to be more effective noting they have not been publicized as of yet. Superintendent Corey stated there to have been many adjustments to routes, not necessarily changes. There are a number of parents who have already contacted the SAU after contacting the transportation company. Now there are some children who may have always ridden with a particular group of friends who will now be on another bus, etc.

Ms. St. John questioned why the routes have not yet been released. She commented on how the District worked with a different schedule for the last part of the prior school year. There are working parents who need to know how to make that accommodation.

Assistant Superintendent Bergskaug stated there to have been three stops added to the Hollis elementary route earlier in the day. Some routes were released that had been provided from Hollis Transportation, which had to be pulled back because further changes needed to be made. She believes it will go out as an AlertNow to all families at 6:30 p.m.

DELIBERATIONS

- To see what action the Board will take with regard to the Business Administrator's recommendation regarding the retained fund balance

Superintendent Core spoke of the communication from the Business Administration, which was included as part of the [agenda](#) packet. The recommendation is that the retained fund balance be maintained at its present funding level of \$152,000.

MOTION BY MEMBER FAREED TO RETAIN THE SUM OF ONE HUNDRED FIFTY TWO THOUSAND DOLLARS (\$152,000) OF SCHOOL FUND BALANCE FROM THE FY18 SCHOOL YEAR

MOTION SECONDED BY MEMBER ENRIGHT

ON THE QUESTION

Chairman Mann questioned if the Budget Committee has provided any feedback. Vice Chairman Fareed responded last year the Budget Committee expressed a desire to understand better how the figure was arrived at. She spoke of the difficulty she experienced trying to explain the School District is not permitted to retain funds year-over-year. She believes the remarks by the Business Administrator that this action would be tax neutral will go a long way towards clarification on how this number functions in the District's budget. The Board of Selectmen's Liaison to the Budget Committee was interested in understanding why the District does not retain the "up to 2.5%" State legislation permits. The explanation she provided is the Board's belief the transparency piece of utilizing trust funds is a way of showing the taxpayer the exact purpose of any retained funds the District is permitted by law to keep, and that this amount is nowhere near the 2.5% because we don't want to exploit the law and just hoard money. We make a reasoned estimate of what we feel would be judicious. This year, in particular, because it is tax neutral, it is a good number. That seemed to clarify for the Budget Committee the process that is used to arrive at the amount.

NH RSA 198:4-b II states: “Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and overexpenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.”

Chairman Mann commented he heard the District has potential challenges in the budget this year. He questioned if there is some reasonable adjustment up to this number, anticipating those challenges. He stated he would be open to considering some change upward within a certain range with some recommendations. He spoke of the unforeseen challenges that could also come into play.

Superintendent Corey commented, during the budget process, the District intentionally did not rely on the State revenue for Kindergarten because it was not certain it would come to fruition. Those funds will now come to the District. It will have to be looked at as unanticipated revenue, which doesn't give the Board or the Administration the ability to utilize it. It could become part of the unrestricted fund balance or returned to the taxpayers (next spring). At this point in the year, there are too many variables that cannot be anticipated, e.g., number of sick days, maternity leaves, severity of winter, etc.

Chairman Mann questioned the will of the Board. Mr. Enright stated he is comfortable with the recommendation. He spoke of the additional Kindergarten teacher and of the revenue from the State that had not been included as part of the budget. The District has a way of doing business and he would rather stick with it. Ms. St. John stated the desire to understand the Superintendent's opinion. He is supportive of leaving it at \$152,000. Superintendent Corey stated his recommendation to be the \$152,000 commenting on the other safeguards that are in place that could address unanticipated and/or emergency situations. Ms. Kellner stated her support of the recommended amount. Vice Chairman Fareed commented the District has never turned to the Contingency Fund. She personally feels over the 20+ years she has resided here, taxpayers seem to support what they know has been intentionally presented to them and intentionally funded. It is when you start padding accounts and finding costs that weren't identified that you start to erode trust. She is supportive of the recommended amount.

MOTION CARRIED

5-0-0

- To see what action the Board will take with regard to the policy memo submitted by Assistant Superintendent Bergskaug

Policy IJ - Instructional Materials; first reading

Given its first reading:

Proposed amendment is the addition of the following language: “Print instructional materials will be provided to students with disabilities in a timely manner as required in 34 CFR 300.210.” This is and has been the practice; however, the language is now required, by the State, to be in policy in order for the District to access Federal funding (IDEA Grant).

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY IJ –
INSTRUCTIONAL MATERIALS**

MOTION SECONDED BY MEMBER ENRIGHT

MOTION CARRIED

5-0-0

Policy GCKC – Assignment of Building Keys to Professional Staff

Assistant Superintendent Bergskaug noted the proposed changes to identify the use of key fobs and identifying the SAU as having oversight of who is given fobs.

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY GCKC –
ASSIGNMENT OF BUILDING KEYS TO PROFESSIONAL STAFF
MOTION SECONDED BY MEMBER ENRIGHT
MOTION CARRIED
5-0-0**

Policy GCG – Substitute Staff Employment

Assistant Superintendent Bergskaug stated the proposed changes are intended to bring the policy in line with current practice.

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY GCG –
SUBSTITUTE STAFF EMPLOYMENT
MOTION SECONDED BY MEMBER ENRIGHT**

ON THE QUESTION

Vice Chairman Fareed remarked the original policy was written to govern having an individual calling the substitutes, and now it is completely automated. There is the need to update the policy.

**MOTION CARRIED
5-0-0**

JKAA – Use of Physical Restraint, Seclusion and Intentional Physical Contact

Assistant Superintendent stated the proposed change to be the inclusion of language relative to use of the School Resource Officer and Emergency Responders and duty to report a violation of the restraint policy.

**MOTION BY MEMBER FAREED TO ACCEPT THE FIRST READING OF POLICY JKAA – USE
OF PHYSICAL RESTRAINT, SECLUSION AND INTENTIONAL PHYSICAL CONTACT
MOTION SECONDED BY MEMBER ENRIGHT
MOTION CARRIED
5-0-0**

**MOTION BY MEMBER FAREED THAT THE AGENDA BE ADJUSTED TO INCLUDE A NON-
MEETING FOLLOWING THE NON-PUBLIC SESSION
MOTION SECONDED BY MEMBER
MOTION CARRIED
5-0-0**

NON-PUBLIC SESSION

**MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3, II (I) CONSIDERATION OF LEGAL ADVICE PROVIDED BY LEGAL COUNSEL, EITHER IN WRITING OR ORALLY, TO ONE OR MORE MEMBERS OF THE PUBLIC BODY, EVEN WHERE LEGAL COUNSEL IS NOT PRESENT
MOTION SECONDED BY MEMBER ENRIGHT**

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Michele St. John, Amy Kellner, Tammy Fareed, Tom Enright, Robert Mann

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Nay:

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MOTION CARRIED

The Board went into non-public session at 6:46 p.m.

The Board came out of non-public session at 6:50 p.m.

ADJOURNMENT

**MOTION BY MEMBER FAREED TO ADJOURN
SECONDED BY MEMBER ENRIGHT
MOTION CARRIED**

5-0-0

The August 27, 2018 meeting of the Hollis School Board was adjourned at 6:52 p.m.

Date _____

Signed _____