

HOLLIS BROOKLINE COOPERATIVE SCHOOL BOARD

MAY 19, 2010

MEETING MINUTES

A regular meeting of the Hollis Brookline Cooperative School Board was held on Wednesday, May 19, 2010 at 6:13 p.m. at the HBMS Multi-Purpose Room.

Chairman Janice Tremblay presided:

Members of the Board Present: Fred Hubert, Secretary
Tom Enright
James O'Shea, MD
Steve Simons
Tom Solon

Members of the Board Absent: Dan Peterson, Vice-Chair

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Jeanne Saunders, Director of Special Education
Tim Kelley, Principal, Hollis-Brookline High School
Pat Goyette, Principal, Hollis-Brookline Middle School
Cindy Matte, Assistant Principal, Hollis-Brookline High School
Emily Davis, Student Representative
Nick Campbell, Student Representative Elect
Chris Heiter, Hollis Energy Committee
Mr. Venu Rao, Hollis Energy Committee

AGENDA ADJUSTMENTS

Chairman Tremblay noted she received a request for the Hollis-Brookline High School Principal report to be the first item heard under the heading reports.

PUBLIC INPUT

Mr. Stephen Schmalz, Representative Hollis Cal Ripken & Babe Ruth Baseball Program

Mr. Schmalz commented last fall he put together a number of volunteers to fix up the middle school baseball field. He spoke of the restoration work done on the field. He requested the board's approval to build a storage shed, which could be used by the girls' softball program, the lacrosse program as well as the middle school baseball program along with Cal Ripken. They would like to be able to store rakes, lime, lime machines, etc. It would be situated at the end of the dugout on the third base side.

He provided a proposal to the board, and noted painting was not included in the price. By making a few changes in the proposal, utilizing more volunteers, etc. he was able to get a more favorable price.

Mr. Solon questioned where in the process the presentation to the board fell. Mr. Schmalz responded the first step in the process to be presenting to the board. Mr. Hubert questioned whether donations towards the addition have been in the form of equipment or cash. Mr. Schmalz stated equipment would be donated by Hollis Cal Ripken, but no funds would be donated.

Mr. Simons questioned the timing and was told as soon as approval is received the next step would be the building inspector, once those approvals are in place he would work with the carpenter and volunteers to set a date. Mr. Simons asked if construction would take place over the summer, and was told it would be done as quickly as possible.

Mr. Simons remarked funds would have to come from unexpended appropriations. Mr. Schmalz commented for the school to complete the addition and upgrades proposed would cost 4-5 times what is being requested.

Mr. Simons stated the board would likely not be able to consider the expenditure until the June meeting.

1 Chairman Tremblay suggested the board table the discussion, meet with the Business Administrator, and discuss the
2 proposal at the June meeting. At that time the end of the fiscal year will be much closer, the board will have a better
3 understanding of where the budget stands, and what funds may or may not be available.
4 Mr. Enright stated he would not be able to support \$5,000, but might be willing to support a request in the area of \$2,000.
5
6 Mr. Schmalz remarked the carpenter is willing to do some of the work at a reduced rate, Hollis Cal Ripken has donated
7 equipment, and a lot of the construction will be done with volunteers. The largest cost is that of materials (\$2,500 -
8 \$3,000). He stated he would hope the school would step up and help them continue to improve the facilities for the kids.
9
10 Ms. Tremblay questioned whether the approximate \$2,000 already donated would help offset the cost of the quote. Mr.
11 Schmalz responded there has been roughly \$2,000 donated, which was utilized to bring the crushed stone into the dugout
12 as well as a few truckloads of ballfield mix.
13
14 Mr. Hubert remarked the \$5,000, to him, is not that significant particularly when you consider the cost is about \$50/sq. ft.
15 If there were a way to bring in additional donations that would be beneficial, however, what is of more importance to him
16 would be hearing from Rhon Rupp and/or John Gray on the justifications for why the COOP school district needs this. As
17 a member of the community he agrees 100% the various teams could benefit from the structure, but as a member of the
18 school board, for the board to expend funds from the budget the cost needs to have a direct benefit on the school
19
20 Mr. Schmalz informed the board he had spoken with Gayle Bottcher who referred him to Mr. Gray. He met with Mr. Gray
21 a few weeks ago to discuss the size of the structure and how it would be constructed to house equipment for lacrosse,
22 girls softball, and baseball equipment.
23
24 Mr. Solon questioned whether the Principal had a position on the proposal. Principal Goyette stated she has spoken with
25 Mr. Schmalz and her only request was that Ms. Bottcher stay involved in the process.
26

27 Jim Grady, President, Lightec, Inc., Merrimack, NH

28
29 Informed the board he received a call from John Gray and was asked when the lighting project at the school would begin.
30 He requested clarification as to whether the board had any intent to utilize ARRA grant money for the lighting project this
31 summer. Chairman Tremblay responded the discussion on the lighting project is on the agenda and will be discussed.
32

33 REPORT ON HIGH SCHOOL BOILER PROJECT FUNDRAISING

34
35 Kendall Nicosia-Rusin, Vice President of NHS, reported the fundraiser she spoke of at the last meeting has raised
36 adequate funds to pay for the project. While the board's assistance is greatly appreciated, it is not necessary. Mr. Solon
37 questioned whether a public recognition would take place. Ms. Nicosia-Rusin stated it was intended an article would be
38 written explaining what will be taking place at the school and the work NHS has put towards making it happen.
39

40 Principal Kelley noted they would have a very noticeable plaque put up to recognize the efforts of the students in this
41 project, the benefits to the community and the world at large. That plaque is built into the cost of the project.
42

43 REPORTS

44 Principal – High School

45
46
47 Principal Kelley remarked most of the items mentioned in his report would be covered in other parts of the meeting,
48 however, he wanted to point out that top scholars have been named; Zifan Yang is the valedictorian and Emily Davis the
49 salutatorian of Hollis Brookline High School's Class of 2010. Emily will be attending Duke University.
50

51 *Assistant Principal*

52
53 He informed the board the committee working to select the Assistant Principal candidate has received approximately 30
54 resumes, interviewed 11 candidates, and in the end overwhelmingly chose Mr. Rick Barnes. Mr. Barnes is currently an
55 Assistant Principal at Kennett High School in Conway, NH. He comes indirectly from CA. He grew up near Santa
56 Barbara and attended UCLA. He has been in industry working as a financial analyst and entered the educational field as
57 a teacher in Winnacunnet.

1 Business Administrator

2
3 *Mr. McLaughlin was unable to be in attendance, but provided an updated budget report (through end of April) in advance*
4 *of the meeting.*

5
6 It was suggested and agreed upon, should board members have questions relating to the report of the Business
7 Administrator they be forwarded to the Chair for distribution.

8
9 Student Board Representative

10
11 Ms. Davis introduced the new student representative, Nick Campbell. Mr. Campbell is currently a Junior and on student
12 council. He has volunteered to take on the position next year.

13
14 Principal – Middle School

15
16 Principal Goyette provided her report in advance of the meeting and was available to answer any questions. She spoke
17 to the science NECAP testing for grade 8 which had just occurred. She noted two years ago the NECAP was an inquiry
18 task, which was pleasing as it really tests what the kids are actively involved in on a daily basis. Last year the state went
19 to paper and pencil. This year they went back to the inquiry task. She commented on how well the testing went.

20
21 She informed the board Dave Bond (who has redefined his sabbatical) has been working at the elementary schools and
22 doing a lot of research. He has been participating in the literacy action over the past two years, and came in to speak with
23 her to say it is all about writing that is what is missing. She noted Mr. Bond is a big advocate within the science
24 department, and she is grateful to have him on board.

25
26 Mr. Hubert questioned how the hands on activity would affect the ability to use assessment results comparatively to other
27 years. Principal Goyette said it really would not as there are results from the testing done two years ago that can be used
28 as comparison. Mr. Hubert questioned whether this was expected to continue forward. Principal Goyette responded
29 measured progress could tell you that, but it is probably dependent upon dollars coming out of measured progress in the
30 state.

31
32 Mr. Solon spoke to the mentioning in the report of the 90 students who have not completed the ICT. He questioned
33 whether that is typical or problematic. Principal Goyette stated it is very problematic. She noted it has been worked on
34 since February. She explained students are to create a portfolio beginning in January. They are to pick their best work
35 within four applications and then one of their choosing and do reflections on it. They were able to submit portfolios in
36 February, March or April. She noted the number was less than 60 as of the end of the day. She added the students don't
37 understand this could result in a basic computer class for no credit. She expects the number will come down.

38
39 They have already talked about next year and have determined they will recreate a one-minute class called ICT portfolio
40 so that parents will be able to monitor their child's progress. When asked what the number of uncompleted portfolios was
41 last year, Principal Goyette responded there were 4 all of which were students who moved into the district. She will report
42 again in June.

43
44 Buildings & Grounds Supervisor

45
46 Principal Kelley informed the board John Gray was asked by Mr. McLaughlin to price out issues that could be addressed
47 at the high school at year end. Unexpended appropriations remain in the plowing (\$17,000) and oil (\$10,000) accounts.
48 Six projects were identified, 3 of which he would highly recommended and 3 that have been put on the back burner.

49
50 He stated the proposed projects would be discussed in detail at the June meeting, but provided the following information:

51 Water Control Panel - \$21,000

52
53 This would help the water pumps run more efficiently. There have been a tremendous amount of problems with
54 the water pumps. Efficient pump mechanisms would add to the life of the pumps.

55
56 Heat Control Panel - \$24,000
57

1 The computer used on the heat control panel is antiquated. Replacement would assist the school in more
2 efficient use and delivery of the fuels used to heat the building.

3
4 Pavement – \$17,000

5
6 Repair of damage caused over time to the pavement around the school, particularly the roads. He touched on the
7 cost of repairing the roads now versus a higher expense if done at some point in the future

8
9 The other three items were; PA system in the gymnasium (\$7,000), carpeting for the auditorium and the library area
10 (\$22,000), and the pad (wall) for the mini-gym requested by the physical education department (\$22,000). He stated his
11 concern with the lack of a pad in the mini-gym as an “accident waiting to happen”.

12
13 When asked, Principal Kelley stated he believes Mr. Gray would have forwarded a copy of the packet to Mr. McLaughlin.

14
15 Chairman Tremblay questioned whether multiple quotes were received on each of the items. Mr. Solon responded that
16 did not occur. Chairman Tremblay commented the size of each of the projects warrants multiple proposals.

17
18 Mr. Simons believed the water control panel had been previously approved for funding. He commented Mr. Gray has
19 been in on several weekends addressing problems. Mr. Kelley stated the school has run extremely low on water because
20 of the inefficient use of the well. He noted a control panel would allow them to work more efficiently. He reiterated there
21 is \$27,000 of unexpended appropriations in the maintenance budget, which should be used for maintenance issues.

22
23 Mr. Solon questioned whether the order in which the items were presented represented their priority. He noted the sense
24 the pads were of a higher priority for Principal Kelley. Principal Kelley responded he would not go against the buildings &
25 grounds administrator who feels the three projects proposed are important in the building. Of the three he had on the
26 back burner, he would place the pads first as he feels it is a safety issue.

27
28 Mr. Solon remarked it has been difficult to understand how to budget those panels to control the water and heat. Mr.
29 Simons noted if Mr. Gray does not come in on the weekend and make adjustments a pump could blow. Mr. Kelley
30 remarked that is what they are concerned with as well as the fact the holding tank is not being filled efficiently and the
31 building could run out of water.

32
33 Mr. Simons reiterated he believed funding had been put in place to address the issue. Principal Kelley stated he could
34 review the minutes. Chairman Tremblay commented she sat in on the meeting where Mr. Gray met with Mr. McLaughlin,
35 and she received some very definite positive feedback from Mr. McLaughlin that it would be money spent to avoid a
36 greater expense a year or two from now. Principal Kelley stated he has the same feeling about the pads for the mini-gym.

37
38 Mr. Solon requested Mr. Gray attend the June meeting. Mr. Simons noted the need for additional quotes to be solicited.

39
40 Director of Special Education

41
42 Director Saunders spoke to the spreadsheet provided regarding ARRA stimulus funds. She informed the board the
43 application is ready for submission (second time). The district can apply as often as they desire until they expend all of
44 the \$288,000 earmarked. The spreadsheet identifies items being applied for, which consist of a large amount of teacher
45 materials, i.e., hands-on materials, assessment tools, transition assessments for students in the high school, etc. The
46 textbooks identified on the 3rd page will be removed from the application. They were intended for the directed study
47 classrooms at the high school so that students would have extra resources. However, it is felt the funds can be allocated
48 to other pieces of equipment and technology for students. She added they may be looking at purchasing 3 wheelchair
49 accessible lab stations for the high school and 2 for the middle school.

50
51 She pointed out the way the numbers are broken down for the laptops for professional special education staff is not
52 accurate. It should reflect; COOP total of 27 laptops (includes pretty much everyone who is working with students with
53 special needs, i.e., special education case managers, coordinators, secretaries, social workers, speech & language staff,
54 etc.).

55
56 Mr. Solon questioned whether the district has to show the ability to maintain the capability for items purchased with the
57 funds. He noted once you use the funding to generate capability, you have to sustain that capability. As long as the
58 durable goods remain in service you meet the conditions. Director Saunders stated he was correct, and that fact was a

1 consideration when completing applications for all three districts. None of the proposed purchases have recurring costs
2 necessarily. The laptops come with a 4-year warranty. Over time those will need repair, however, the software programs
3 are installed and have 20 students per computer or a network license (both options are being looked at), but nothing with
4 a recurring cost.

5
6 With regard to the required reporting, once the application is approved (typically 2 days) the items are ordered. She
7 reports on the status on a monthly basis (10th of month). Checks are typically received within the following ten (10) days.

8
9 Mr. Hubert questioned the number of items considered that did not get included on the application because there wasn't
10 enough funding. Director Saunders stated, after this submission, there will be approximately \$96,000 remaining.
11 Consideration is being given to items such as sound systems for the classrooms. She noted small things have been cut
12 and the focus put on what can be done now and be the biggest bang for the buck. They have been able to purchase
13 more materials for the life skills programs in both buildings as well as for reading services and writing programs.

14
15 Mr. Hubert remarked the application proposes the purchase of 35 laptops for this program, but the school as a whole has
16 a lot more than that. A laptop has a finite lifetime and we are going to have to replace them. He stated he would like
17 consideration to be given to leasing laptops rather than purchasing them. He touched on the benefits of leasing. Director
18 Saunders responded when utilizing ARRA funds, all funds have to be expended by September 30, 2011. She and I.T.
19 personnel looked into leasing programs. The issue they had with that option is that the funds are not available for the
20 years past the ARRA funding (2011) to fund such a lease.

21
22 Mr. Hubert questioned what would occur four years from now when the laptops need to be replaced. Director Saunders
23 stated they would not be able to be replaced with ARRA funding. Mr. Hubert re-stated they are going to have to be
24 replaced. Director Saunders suggested replacement would likely have to occur over time. She noted the current situation
25 is that there are special education staff members who travel building to building, some without an office or computer, and
26 they will be expected to complete their Medicaid logs electronically come September. There are also case managers and
27 other staff members who have a desktop that is in working order, which will either be placed in storage or put in use for
28 students.

29
30 Mr. Hubert was not sure the argument ARRA funds would not be available for the lease cost in subsequent years is a
31 valid justification for not considering a leasing option. He added if you can lease a computer for \$200 a year and buy one
32 for \$800 then over 4 years' time you are even. Director Saunders reiterated after September 30, 2011 she could not
33 expend that \$200 unless it was to come out of the operating budget. Mr. Hubert re-stated four years from now these
34 would have to be replaced out of the operating budget.

35
36 Ms. Solon explained if laptops were leased for \$200 a year the district would receive \$400 in ARRA funding and have to
37 pay the 2nd \$400 because we would only be able to get the lease payments for the two years before the funding expires.
38 However, if we purchased the laptops for \$800 the district gets 4 years of use before assuming the cost.

39
40 Mr. Hubert responded he understood that, however if only \$400 of ARRA funding were received there would be an
41 additional \$14,000 to spend on another ARRA eligible initiative. Mr. Solon noted over \$90,000 of funding remains
42 unspent and the laptop purchase was viewed as the best use of the money. It does not sound as if they are foregoing
43 other items to enable the purchase of the laptops. Mr. Hubert asked if that were the case. Director Saunders stated they
44 were not and that laptops are a priority.

45
46 Mr. Hubert remarked consider you would get laptops either way, are there other items the district could receive that they
47 would not otherwise? Director Saunders stated more research would have to take place on items being looked at for the
48 high school. She could not provide a definitive answer. She suggested she could move forward with the application
49 without the laptops included, and return to the board in June with an update.

50
51 Principal Goyette, speaking only from the middle school perspective, stated they are not foregoing anything. They are
52 starting a life skills program and the ARRA funding has provided a wonderful opportunity to gain start-up materials.

53
54 Mr. Enright asked if the facilities needed are in place for a strong life skills program. Director Saunders responded there
55 are additional items such as appliances they are looking to update for the life skills program. Mr. Enright asked if the
56 program was being built up or if what is in place makes for a strong life skill program. Director Saunders replied she
57 believes they already have a very strong life skills program, but these materials enhance it.

Principal Kelley noted one of the items being applied for is a refrigerator replacement. He believes the life skills program is wonderful, but like any other program if it needs upkeep and that can be done with these funds, we should do that. Mr. Enright agreed and asked if the district has what it needs to run a strong program. Principal Kelley responded the room has been improved over the past few years, but this would help with some of the upkeep.

Superintendent

Superintendent Hodgdon informed the board of a letter received (dated May 3rd) from Richard & Sherri Whalley thanking the board and teachers Michael Tenters, Annie Faucher and Alex Basbas on a splendid trip to France. The letter noted the challenge of the tour due to recent volcanic eruptions, which affected the stress of air travel. She praised the ability of the teachers to be calm, optimistic, encouraging, and maintain order. She stated all three teachers created a marvelous experience.

Mr. Solon asked for clarification the week of February vacation would not be the same week as Massachusetts, and was told that was correct.

- Staffing Appointment

Superintendent Hodgdon informed the board of her recommendation to appoint Richard Barnes as the Assistant Principal at the high school. She noted he has Principal Certification as well as English Certification in New Hampshire and Principal Certification for High School in Massachusetts. His educational experience is that he has a Masters in Education with an emphasis in Leadership from Northeastern University, which he received in March 2009. He also was involved in an initial licensure for principals in Massachusetts called a CPAL Program. He had teaching experience where he received his preliminary California teaching credential in January of 2003 from a university based there. He has a Bachelor of Arts in English from UCLA, which he received in July of 1997. He has 5 years of high school teaching experience.

**MOTION BY MEMBER SIMONS TO ACCEPT THE SUPERINTENDENT'S NOMINATION OF RICK BARNES AS ASSISTANT PRINCIPAL TO THE HIGH SCHOOL
MOTION SECONDED BY MEMBER OSHEA**

ON THE QUESTION

Mr. Hubert questioned whether discussion of this and other nominations would take place in non-public session. He noted the kinds of things the board would normally discuss surrounding contracts are generally discussed in non-public.

Superintendent Hodgdon replied typically the board does the appointment and then has a discussion in non-public regarding negotiation of the contract. Mr. Simons felt they were two separate issues.

MOTION CARRIED

5/0

Member Hubert Abstained

Superintendent Hodgdon informed the board of her appointment of Mr. Tim Kelley for the .75 mathematics position. Mr. Kelley has 32 years of educational experience. The recommended step would be Masters +15 off step at a salary of \$48,718.50.

**MOTION BY MEMBER O'SHEA TO APPOINT TIM KELLEY TO THE .75 MATHEMATICS POSITION AT A STEP OF MASTERS +15 OFF STEP AND A SALARY OF FORTY EIGHT THOUSAND SEVEN HUNDRED EIGHTEEN DOLLARS AND FIFTY CENTS (\$48,718.50)
MOTION SECONDED BY MEMBER HUBERT**

ON THE QUESTION

Mr. Solon questioned whether the appointment was a replacement or an additional position. Principal Kelley noted it would replace Rich Nagy who is also a part-time math teacher, and is retiring.

MOTION CARRIED

6/0

1 Superintendent Hodgdon informed the board of her recommendation of John Connarn for the .5 art teacher position. The
2 board is familiar with him from his time substituting. He comes to Hollis Brookline with Bachelors in Art Education from
3 Plymouth State, which he received in 1975 and a Masters in Education from Notre Dame College received in 1979. He
4 has 37 years of experience. He would be at the Masters level off step for \$30,703.

5
6 Mr. Simons remarked he had an opportunity to see the teacher in action, and the kids adored him. Principal Kelley
7 commented he is qualified to teach the AP art class next year, and did a great job while here.

8
9 **MOTION BY MEMBER SIMONS TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION OF JOHN CONNARN**
10 **FOR THE .5 ART TEACHER POSITION AT MASTERS OFF STEP AND A SALARY OF THIRTY THOUSAND SEVEN**
11 **HUNDRED AND THREE DOLLARS (\$30,703)**

12 **MOTION SECONDED BY MEMBER O'SHEA**

13 **MOTION CARRIED**

14 **6/0**

15
16 Superintendent Hodgdon informed the board of her recommendation for the full-time high school Mathematics position,
17 Alison Piec. She is a resident of Nashua and comes to the district with a Bachelor's degree in Secondary Mathematics
18 from Keene State, which she gained in 2004. She has 6 years of teaching experience. Under the new contract, she
19 would begin at Bachelors step 6 at a salary of \$43,569. She would move on January 1st, per the contract, to Bachelors
20 step 7 at a salary of \$45,200.

21
22 Principal Kelley remarked she would be a great addition to the department. He noted they have experienced some
23 difficulty in hiring.

24
25 **MOTION BY MEMBER SIMONS TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION OF ALISON PIEC**
26 **FOR THE FULL-TIME MATHEMATICS POSITION AT THE HIGH SCHOOL AT A STEP OF BACHELORS AND A**
27 **SALARY OF FORTY THREE THOUSAND FIVE HUNDRED SIXTY NINE DOLLARS (\$43,569)**

28 **MOTION SECONDED BY MEMBER O'SHEA**

29 **MOTION CARRIED**

30 **6/0**

31
32 Superintendent Hodgdon informed the board of her recommendation to increase the hours of Mariealana Salamone. She
33 is replacing a long-term substitute position. She comes to Hollis Brookline High School with a Masters degree in Writing
34 and Literature from Rivier, which she gained in 1995 and a Bachelors in English from Regis College, which she gained in
35 1983. She has 2 years of experience. She will begin at Masters step 3 at a salary of \$42,786, which is where she will be
36 from July 1st through December 31st. She will move, per the contract, to Masters Step 4 at a salary of \$44,234 on
37 January 1st.

38
39 Principal Kelley remarked Marie is a resident of Hollis and has been working with the school for the past 2 years teaching
40 part-time English (both writing classes). She also teaches writing at college level. Her job was part-time and she would
41 be moving into an existing full-time position, which was filled in this year with a long-term substitute.

42
43 Mr. Enright asked for an explanation of the January salary change. Superintendent Hodgdon responded the new contract
44 includes a clause that states for the first half of the year candidates will start one year below where we would typically
45 have hired them, and then in the second half they move to the appropriate step.

46
47 Mr. Hubert stated the existing COOP staff didn't advance a step with their experience in the district last year when there
48 was no contract, and rather than providing two years worth of step increases, the increases were phased in.

49
50 **MOTION BY MEMBER ENRIGHT TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION OF MARIEALANA**
51 **SALAMONE AS A FULL-TIME ENGLISH TEACHER AT THE HIGH SCHOOL AT MASTERS STEP 3 AND A SALARY**
52 **OF FORTY TWO THOUSAND SEVEN HUNDRED EIGHTY SIX DOLLARS (\$42,786)**

53 **MOTION SECONDED BY MEMBER O'SHEA**

54 **MOTION CARRIED**

55 **6/0**

1 Superintendent Hodgdon informed the board of her recommendation of Nathan Warren for the Social Studies position at
2 the high school. He currently resides in Marblehead, MA, and is teaching there. He comes to the district with a Bachelor
3 of Arts in International Relations Economics Law, and Law from Hampshire College, which he gained in 2006, and an
4 MAT in History, and is in the process of gaining his Masters at Salem State. He has 2 years of teaching experience. He
5 would be at a Bachelors +15, Step 3 at a salary of \$40,136. He would move to Bachelors +15, Step 4 at \$41,583 January
6 1st.

7
8 Mr. Enright questioned the Masters Degree. Superintendent Hodgdon explained he is currently working on a Masters
9 Degree at Salem State.

10
11 **MOTION BY MEMBER SIMONS TO ACCEPT THE SUPERINTENDENT'S RECOMMENDATION OF NATHAN**
12 **WARREN TO THE POSITION OF SOCIAL STUDIES TEACHER AT THE HIGH SCHOOL AT BACHELORS +15, STEP**
13 **3 AND A SALARY OF FORTY THOUSAND ONE HUNDRED THIRTY SIX DOLLARS (\$40,136)**
14 **MOTION SECONDED BY MEMBER O'SHEA**

15
16 ON THE QUESTION

17
18 Mr. O'Shea questioned whether Mr. Warren was planning to commute from Marblehead, and was told he would not.

19 **MOTION CARRIED**
20 **6/0**

21
22 **MOTION BY MEMBER ENRIGHT TO AUTHORIZE THE CHAIRMAN TO ACT WITH THE SUPERINTENDENT ON**
23 **FUTURE HIRINGS FOR THE NEXT THIRTY (30) DAYS**
24 **MOTION SECONDED BY MEMBER O'SHEA**

25 **MOTION CARRIED**
26 **6/0**

27
28 Principal Kelley informed the board of the desire to re-allocate funds saved on hiring to increase the number of summer
29 days for counselors (\$1,600). He noted the middle school has a per diem in place for the nurse where the high school
30 has never had that. He would like the board's approval to do that as well so that the nurses may address record keeping
31 during the summer months (\$2,000 split between the full-time and part-time nurse; full-time nurse would be 5 full days and
32 the part time nurse would be 5 half-time days). Mr. Solon questioned whether their sum of days was included in their
33 contract, and was told the high school has 15 in their contract for guidance, which went to ten. They would like to keep
34 the other guidance counselors at 10 and move the Director back to 15.

35
36 **MOTION BY MEMBER SIMONS THAT THE BOARD APPROVE INCREASING THE GUIDANCE DIRECTOR'S**
37 **SUMMER DAYS FROM TEN (10) TO FIFTEEN (15) AND THE NURSE STIPEND ADJUSTMENT FOR THE FULL-TIME**
38 **NURSE TO FIVE FULL DAYS IN THE SUMMER AND FOR THE PART-TIME NURSE TO FIVE HALF DAYS IN THE**
39 **SUMMER**

40 **MOTION SECONDED BY MEMBER O'SHEA**

41
42 ON THE QUESTION

43
44 Principal Kelley remarked the dollar figures may not be exact and should be the July 1st number.

45 **MOTION CARRIED**
46 **6/0**

47
48 Superintendent Hodgdon informed the board of a request from Lina Pepper dated May 13th. She informed the board of
49 her desire to apply for a family leave under the contract agreement. She requested the maximum leave of four (4) grading
50 periods without pay or benefits. She noted she finds teaching at Hollis Brookline High School extremely rewarding,
51 however, at this time it is important for her to have a dominating presence in her daughter's life. She remarked she
52 understood that, upon her return, she would be restored to her teaching assignment or one of equivalence available at
53 that time. She thanked the board for their consideration. Ms. Pepper is the Visual and Performing Arts Department Chair.

54
55 Mr. Simons noted it appears she fully intends to return. Principal Kelley responded she is applying for a one-year family
56 leave. He remarked she is a long-term employee and has done a great job.

1 **MOTION BY MEMBER ENRIGHT TO GRANT LINA PEPPER'S ONE-YEAR FAMILY LEAVE**

2 **MOTION SECONDED BY MEMBER SIMONS**

3 **MOTION CARRIED**

4 **6/0**

5
6 UPDATE ON LIGHTING UPGRADE PROJECT

7
8 When asked for a summary of the last meeting, Mr. Heiter informed the board as of now, the Office of Energy and
9 Planning has still not sent out any of the contracts that are required for the committee to sign. All of the other towns are
10 very frustrated. They called a mandatory meeting last week and all the business managers were going up there to learn
11 about the contracting process.

12
13 Because the intent is to get a good amount of the work done during the summer months, the committee decided they
14 would like to waive the bid process to shorten the duration. Because they have worked with Lightec during the process,
15 they understand quite a bit about the buildings, have some documented advantages for this program, and the committee
16 would like to be able to select them to get the work started and lock the district into the better rates that Lightec has
17 available to them from PSNH as they are their preferred vendor.

18
19 Mr. Solon questioned whether Lightec is the only company that has the preferred status and able to offer cost benefits,
20 and what, if any, backup data exists to substantiate the claim the costs through Lightec are the lowest.

21
22 Mr. Heiter stated they met with PSNH in February. They discussed with them the process by which Lightec or another
23 vendor would be available to do the work. Lightec is the preferred vendor for our businesses here in Hollis and Brookline.
24 What PSNH does is they go out for a competitive bid process, look for preferred vendors in various regions across the
25 state to allow them to provide the better rebates to lighting upgrade customers. They do that research and make a
26 decision on who the preferred vendor is. He stated he received the data from PSNH directly that Lightec is the preferred
27 vendor.

28
29 Mr. Solon questioned whether data was received or simply the results of their investigation. Mr. Heiter responded they
30 asked PSNH who the preferred vendor was and were told Lightec. He added, as far as he understands, there is no
31 preferred vendor for the various territories of regions.

32
33 Mr. Solon asked if they quantified the savings that could be achieved by utilizing a preferred vendor. Mr. Heiter
34 responded in both Hollis and Brookline there are two types of properties; small commercial properties and large
35 commercial properties. Large commercial properties have demands of more than 100 KW. The small properties have
36 demands of less than 100KW. The majority of the buildings within Hollis and Brookline are small commercial buildings.
37 Because of that and Lightec's status, that allows the district to gain a 50% rebate from PSNH from any lighting upgrade
38 program. There are three buildings that do not meet that standard; they are the larger commercial buildings (High School,
39 Middle School, and Upper Elementary School). For those pieces, the percentage is 22%.

40
41 Mr. Solon asked if the rebate would be offered if the district were to use another vendor. Mr. Heiter responded he
42 believed the other vendors would be at the same 22% rebate. Mr. Solon asked if the 50% rebate on the smaller
43 commercial properties would still apply. Mr. Heiter stated the district would get 50% on the small buildings. Mr. Solon
44 questioned what the advantage is of working with Lightec other than PSNH having stated they are the lowest cost.

45
46 Mr. Heiter responded PSNH isn't claiming they are the lowest cost. Mr. Solon remarked it was just stated a competitive
47 bid analysis was done and they were selected. He questioned whether selection was based on cost. Mr. Heiter
48 responded it probably was. They are not stating the preferred vendor will provide the lowest cost.

49
50 Mr. Solon questioned what the basis is for being a preferred vendor and the advantage if non-preferred vendors offer the
51 same rebate opportunities. Mr. Heiter stated a preferred vendor for the small commercial buildings means PSNH has
52 gone through their bidding process, they have determined the vendor is large enough to carry the costs and do the work
53 appropriately, they can trust that company to do the work. In the course of doing that, there is less management from
54 PSNH (verification, back checking the work, etc.). Because of the lesser overhead they grade that vendor with the ability
55 to provide a larger discount/rebate to the investor.

56
57 Mr. Solon remarked when asked about the ability of other vendors to provide the 50% rebate it was stated they could. Mr.
58 Heiter apologized for the miscommunication and stated the 50% applies to only the small commercial buildings.

1 Mr. Hubert stated he did not see any benefit to waiving the RFP process. He felt the only justification he heard is the
2 potential of savings in terms of time. He added on a number of occasions the board has informed the public/taxpayers it
3 vendor choice was not a done deal and there was going to be a bidding process. He was adamantly against waving that
4 process, particularly since the two buildings the board is responsible for get the 22% rebate regardless of which vendor is
5 chosen. He noted he could understand where the Committee would like to have a single point of contact for coordination,
6 but another potential benefit to have a different vendor, should one be identified, is that work could be occurring in the
7 middle school and the high school simultaneously with some of the other facilities whereas perhaps Lightec would have to
8 do those in series.

9
10 Mr. Heiter informed the board one of the things the DOE dictated is two main payment options; you do all the work and
11 get paid after they have done all the research and verification. For the larger project they wouldn't be paid until it is
12 completed (to the best of his understanding no one has selected that option). The other option that is available is 50%
13 when part of the work has been done and equipment is being ordered or you have done some of the surface related work
14 and you can prove that you have done that work. The remaining 50% payment will not come after TRC (company DOE
15 has hired) has completed all verification work and the vendor has proven to them that they have maintained the savings.

16
17 He noted if they could find someone who would sign up for that payment schedule, sign up for Buy American, and sign up
18 for the Davis-Bacon, savings could be gained. He noted any unexpended funds would have to be returned to the State.
19 There would be no cost savings for the district if a cheaper rate were achieved.

20
21 Mr. Rao informed the board PSNH is offering two types of payment for this project; one type is at the end of the program
22 after satisfactory completion. The second option is a two-payment plan; first payment would be at 50% completion (paid
23 up to 50% of project cost). This project is close to a \$750,000 project. Whoever takes the contract to work on this will be
24 spending quite a bit of money on material acquisition even before the project begins. Any sub-contractor that bids the job
25 should agree they are going to pull from their pocket. ... **audio inaudible...** He noted when the proposal was started
26 Lightec spent more than 3 weeks going through every building, every room, to find every fixture and every switch as well
27 as the designs for all monitoring and sensors. They spent about 3 weeks doing that with no guarantee they would be the
28 winning bidder. He noted it took them another 4-5 weeks to design the project.

29
30 He stated what would be required to take place in an RFP process and the time involved. He reiterated how PSNH came
31 to choose Lightec as the preferred vendor. He reiterated for small commercial building projects, this is the only company
32 that provides a 50% rebate.

33
34 Mr. Solon commented he felt as if the board was being sold a bill of goods. Although what has been said may well be
35 true, when previously presented, they were identified as one option, and it was stated, if awarded the money the
36 committee would go out and find the best supplier. Mr. Rao responded that is what they did. Mr. Solon stated what he
37 was being told was that Mr. Rao already knew who he would choose because he had done the process and made the
38 decision. He stated it should have been presented that way.

39
40 Mr. Rao questioned if what was being said was that he should have presented to the board the companies being
41 considered for bidding, background checks, technical capabilities, etc. Mr. Solon responded when the agency came
42 before the school board, made the presentation and identified the terms under which the grant was being applied; Lightec
43 was identified as a candidate with clear indication, from his perspective, that it was not a done deal that Lightec was "the"
44 candidate.

45
46 Mr. Rao stated the committee looked at the project in the same light the board is looking at it; what are the ups/downs,
47 advantages/disadvantages of going through a different process, and they came to the conclusion this is the best solution.
48 He stated the board could make their decision the committee was simply presenting the facts.

49
50 Mr. Heiter stated the original intention was that an award would be issued early. That is what the RFP said. The original
51 plans were to go out for a formal bid process to all vendors who might be interested. However, in the third week of May
52 time is starting to run out. He reiterated they did not wish to rush the board, but it is their hope the work can be done
53 during the summer months. He stated the committee has done enough due diligence to feel comfortable bringing forth a
54 proposal. It was not their intention to lock them in.

55
56 Mr. Solon questioned what has not yet been provided by the state. Mr. Heiter stated they are awaiting all paperwork. Mr.
57 Solon questioned whether receipt of that was necessary to go out for an RFP. Mr. Heiter responded they have been told
58 by the contracting orders issued to TRC to not go out for any RFPs until the paperwork shows up. Mr. Solon questioned

1 how it is they have an RFP from Lightec, and was told every town and the EECBG grant requested submission of hard
2 quotes with their data as part of the process. If they had chosen ABC electric or whoever it may have been, the same
3 thing would have occurred.

4
5 Mr. Solon asked for clarification they are legally precluded from repeating the process without the contracts. Mr. Heiter
6 stated they are legally precluded from starting the RFP process because they have not defined anything. To the best of
7 their understanding from the original RFP the state issued, the exact criteria are known. Whether they changed their mind
8 is unknown and will not be known until the official packet is received from the state.

9
10 Mr. Solon questioned, since they do not have the paperwork to issue a contract, what the urgency was of waiving the RFP
11 process at this time? Mr. Heiter stated what they are allowed to do and have been doing with other towns is going
12 through the process of waiving their bidding process. They are planning to select Lightec. He has heard PSNH is going
13 to change the rules by which the percentages are allocated, the PSNH rebates will go away because the suppliers of
14 these things will be used up, and the ... **audio inaudible**... if we wait too long, as has been demonstrated in the past, the
15 money will be gone.

16
17 Mr. Enright remarked the comment that we have been sold a bill of goods did not rest well with him. He noted the
18 committee is not making any money out of this and are citizens trying to get a project moving that is to the benefit of the
19 district.

20
21 He stated he respects the bidding process in as many circumstances as it is beneficial to the district, but if it is not
22 beneficial, which is what he was hearing, he would be prepared to waive it. He reiterated the district is not putting the
23 dollars out.

24
25 **MOTION BY MEMBER SIMONS TO WAIVE THE BIDDING PROCESS FOR THE LIGHTING UPGRADES**
26 **MOTION SECONDED BY MEMBER HUBERT**

27
28 ON THE QUESTION

29
30 Chairman Tremblay expressed her concern PSNH is not supplying a list of vendors, including Lightec, that they solicited
31 input from. She maintained the board should have the benefit of seeing where the comparisons were. She commented
32 the board could start a process and just be repeating what PSNH has already done.

33
34 She added in various meetings over the last number of months, there was discussion about the competitive bid process
35 and concern as to how the bidding process might be jeopardized as Lightec had done so much of the up front work. The
36 message had been sent out early on that a bidding process would be undertaken. What has evolved is PSNH has come
37 back and said Lightec is the preferred vendor.

38
39 Now the board is being told if the COOP board does not want to waive the bidding process and desires an RFP process
40 be undertaken, they will have to write their own. She remarked she is confident there is an RFP out there somewhere
41 because PSNH has made a decision. She stated she took it as a threat to the board to say if you are not going to play in
42 our sandbox then you can leave and do your own RFP. She added there is something wrong with the whole process.
43 She no longer feels they are all in the process together.

44
45 Having heard the board discussion she believes they are not 100% convinced that is really in their best interest. There is
46 a debt to the taxpayers that they were going to do their due diligence, i.e., a proper bidding process. If that has been
47 done by PSNH and they have good documentation of the three companies they approached along with information as to
48 what the preferred vendor choice was based on, that is the information the board has been asking for. She added it ought
49 to be public information as it is government money being spent.

50
51 Mr. Hubert remarked the one thing he is convinced about is that everyone is on the same team and all want the same
52 thing. For whatever reason the tone of the discussion has gone negative and he wished to change that. He commented
53 on the time put forth by the committee.

54
55 He stated he would like to see some justification from PSNH as to the preferred vendor selection process. If that were
56 satisfactory, then he would consider waiving the bidding process. At this point, he is not sure the board has met the
57 responsibility to the public.

1 Mr. Heiter stated the selection PSNH makes has nothing to do with the EECBG grants. It is a business decision
2 independent of the granting process. The district is leveraging the work that is going to be done. He stated yes the data
3 can be requested, and this was the first time he had heard of the request. He remarked they might very well not provide it
4 because there was no bearing on the decision. He apologized if that information was misconstrued.

5
6 He added they have tried to be very forthcoming and honest to ensure a good working relationship with the board. He
7 apologized if the feeling was the board was being rushed into a decision or been sold a bill of goods.

8
9 He noted the time has changed. Rather than getting the contract documents in early April we are in late May. He stated if
10 the board wished to put the project out for bid they could do that. He stated that was not meant as a threat in any way
11 and if it came across that way he apologized. The desire was to cause the least student impact by doing the work in the
12 summer. If it was desired to be done over school vacations, etc. that can be looked at. He stated a concern funding
13 might be lost.

14
15 Mr. Solon questioned if the package that was generated to receive a proposal from Lightec was prepared by HEC. Mr.
16 Heiter stated they requested from Lightec a proposal for the project (each of the buildings). The conversation he had with
17 PSNH did not produce a document that says this is your one and only vendor. He stated it was a result of his call to
18 PSNH questioning who the preferred vendor for the area was that resulted in a response.

19
20 Mr. Solon restated there were critical criteria (technical capability, qualifying for Davis-Bacon, and agreement to the
21 payment schedule). Somehow that information was collected. He asked if the same request is still in existence and
22 available to be used with other companies.

23
24 Mr. Rao responded, before the proposal, they never had an RFP prepared. They had goals and looked for energy
25 contractors that could do this kind of job. The first place they had to go was PSNH because it is an upgrade. They said
26 Lightec is the preferred vendor based on their value (technical and cost basis). They were asked to perform the analysis
27 so in a sense they created the specifications. If we had to create an RFP we would have to create the specifications. He
28 noted Lightec would not share their specifications with other vendors.

29
30 Mr. Solon asked if the specifications were shared with him. Mr. Rao stated that have shared it, but that cannot be used.

31
32 **MOTION BY MEMBER SIMONS TO MOVE THE QUESTION**

33 **MOTION SECONDED BY MEMBER O'SHEA**

34 **MOTION FAILED**

35
36 Chairman Tremblay asked if there were further comments from members of the board.

37
38 Mr. Rao stated there is no ulterior motive to recommending Lightec.

39
40 Chairman Tremblay spoke to a project in Nashua where PSNH awarded a portion of a project to another vendor. She
41 stated Lightec was the preferred vendor for the large buildings and because PSNH was putting up all the money (district
42 was financing 100% through SmartStart), the district was not going to cut a contract with Lightec; it was PSNH that
43 contracted with Lightec. There were small buildings that PSNH used a different vendor for.

44
45 Mr. Grady stated Lightec has been in business for 20 years and worked for 12 years to become the preferred vendor for
46 PSNH. They are the only vendor from New Hampshire. Chairman Tremblay followed by stating there is another vendor
47 out there that PSNH awarded a contract to in Nashua.

48
49 She stated she has no problem with Lightec's work. She noted the Town of Hollis would utilize grant funds (EECBG) to
50 finance some of the work and SmartStart funding for another portion of the work. In her opinion, utilizing grant funds is a
51 little different set-up than using SmartStart funds. With SmartStart, PSNH is 100% in charge of awarding the contract.
52 Grant money doesn't work that way. It is the towns that have to award the contract and it is the towns and the school
53 boards that are responsible to the voters for spending that money the better way.

54
55 She stated the board was trying to avoid the problem of not being able to adequately address concerns of the public
56 should the RFP process be bypassed.

57

1 Mr. Solon stated he would be supportive and would like the opportunity to reconsider the issue after a couple of days to
2 perform some research. He noted he learned about the request to waive the RFP process yesterday, had meetings last
3 night, went on the PSNH and Lightec web sites yesterday during work to try and find information supporting this and was
4 unable to. He would like a few days to try to get answers to satisfy his concerns and reconsider this.

5
6 Mr. Hubert stated he has nothing against Lightec and in fact everything he has heard about them has been positive. He
7 would be surprised if they didn't get the contract. It all boils down to the fact the board told the voters a bidding process
8 would be undertaken.

9
10 **MOTION BY MEMBER SOLON TO TABLE**
11 **MOTION WITHDRAWN**

12
13 Chairman Tremblay stated the vote to be on the motion to waive the bid process.

14 **MOTION CARRIED**
15 **4/2**

16
17 An unidentified member of the public stated her belief the board should be proactive and explain why the bidding process
18 was bypassed.

19
20 POLICY

21
22 **MOTION BY MEMBER SIMONS TO ACCEPT THE POLICY IKFC, AWARDING OF ALTERNATIVE DIPLOMA FOR**
23 **ALL ACADEMIC ACHIEVEMENT, FOR THE FIRST READING**
24 **MOTION SECONDED BY MEMBER O'SHEA**

25
26 ON THE QUESTION

27
28 Mr. Simons stated as this is a new policy it was felt it should be before the board for a first reading. In response to a
29 question on an estimate of the number of students per year, on average, this might apply to, Principal Kelley stated it is
30 anticipated this might apply to half a dozen students per year. When asked if a student attending a Voch Tech Pathway
31 could also satisfy the requirements, Principal Kelley responded that could be expected. He added the intent is to work
32 with the guidance councilor and obtain approval through the Principal prior to the start of the last semester of the senior
33 year; however, plans could be placed in earlier than that to be able to participate in the vocational programs that are
34 offered throughout the area.

35
36 When asked, Principal Kelley stated it is not the custom, during graduation ceremonies, to highlight different types of
37 diplomas received. Mr. Solon questioned whether the specific credit requirements are part of state recommendation, and
38 was informed they are exactly the state requirements.

39
40 Mr. Hubert questioned if it was necessary for the requirements to be listed. He questioned what would occur if the state
41 were to revise their requirements. Principal Kelly stated there exists a policy that lists our graduation requirements, and if
42 the state were to change it, which they have done, they would bring the policy forward at the next meeting and request an
43 amendment to the policy.

44 **MOTION CARRIED**
45 **6/0**

46
47 2010-2011 CALENDAR

48
49 Chairman Tremblay noted the start time and additional professional development dates added to the calendar. Mr. Solon
50 questioned whether the Wednesday before Thanksgiving is an optional or mandatory workshop. Principal Goyette
51 responded it is a workshop day for the middle school staff. Principal Kelley stated the Thursday and Tuesday prior to
52 Thanksgiving would be parent conferences. Teachers will be in attendance an additional ½ day on those dates. The day
53 before Thanksgiving would be a day off for the high school.

54
55 **MOTION BY MEMBER O'SHEA TO APPROVE THE 2010/2011 SCHOOL YEAR CALENDAR AS PRESENTED**
56 **MOTION SECONDED BY MEMBER ENRIGHT**
57 **MOTION CARRIED**
58 **6/0**

1 APPROVAL OF SCHOOL BOARD MEETING MINUTES

2
3 Hollis Brookline Cooperative School Board March 8, 2010

4
5 **MOTION BY MEMBER SIMONS TO ACCEPT**
6 **MOTION SECONDED BY MEMBER SOLON**
7 **MOTION CARRIED**
8 **6/0**

9
10 Hollis Brookline Cooperative School Board March 18, 2010

11
12 **MOTION BY MEMBER SIMONS TO ACCEPT**
13 **MOTION SECONDED BY MEMBER HUBERT**
14 **MOTION CARRIED**
15 **5/0**
16 **1 Abstention**

17
18 Hollis Brookline Cooperative School Board – **non-public** March 18, 2010

19
20 **MOTION BY MEMBER SIMONS TO APPROVE**
21 **MOTION SECONDED BY MEMBER SOLON**
22 **MOTION CARRIED**
23 **5/0**
24 **1 Abstention**

25
26 Hollis Brookline Cooperative School Board March 22, 2010

27
28 **MOTION BY MEMBER SIMONS TO APPROVE**
29 **MOTION SECONDED BY MEMBER HUBERT**
30 **MOTION CARRIED**
31 **6/0**

32
33 Hollis Brookline Cooperative School Board April 12, 2010

34
35 **MOTION BY MEMBER SIMONS TO APPROVE**
36 **MOTION SECONDED BY MEMBER**

37
38 ON THE QUESTION

39
40 Mr. Solon noted near the bottom of page 5 there is a topic about two dedications. He would like reference to the
41 individuals removed. The minutes should reference general discussion of dedication of the rooms to a local citizen.

42
43 Mr. Solon noted page 5 should read “Algebra III/Trigonometry”. Page 8 approximately an inch or two down from the top
44 has a misspelling (“u” instead of “e”) of the name of the individual who submitted a letter of resignation.

45
46 **MOTION BY MEMBER SIMONS TO APPROVE THE MINUTES AS AMENDED**
47 **MOTION SECONDED BY MEMBER HUBERT**
48 **MOTION CARRIED**
49 **6/0**

50
51 Hollis Brookline Cooperative School Board – **non-public** April 12, 2010

52
53 **MOTION BY MEMBER SIMONS TO APPROVE**
54 **MOTION SECONDED BY MEMBER HUBERT**
55 **MOTION CARRIED**
56 **6/0**

1 **MOTION BY MEMBER HUBERT THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II**
2 **(c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE**
3 **REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**
4

5 **MOTION SECONDED BY MEMBER SIMONS**
6

7 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*
8

9 Yea: Janice Tremblay, Fred Hubert, Tom Enright, James O'Shea, MD, Steve Simons, Tom Solon
10

6

11 Nay:

0

12 **MOTION CARRIED**
13

14 *The Board went into non-public session at 8:53 p.m.*
15
16
17
18

19 Date _____ Signed _____