

Approved: July 7, 2010

HOLLIS SCHOOL BOARD

JUNE 17, 2010

MEETING MINUTES

A regular meeting of the Hollis School Board was held on Thursday, June 17, 2010 at 5:03 p.m. at the Community Room, Hollis Town Hall.

Chairman Bill Beauregard presided:

Members of the Board Present: Robert Mann, Vice-Chairman
Susan Benz
Rich Manley (5:34 p.m.)

Members of the Board Absent: Rosemary Mezzocchi, Secretary

Also in Attendance: Susan Hodgdon, SAU41 Superintendent
Mark McLaughlin, Business Administrator
Jeanne Saunders, Director of Special Education
Elizabeth Allen, Principal, HPS
Candice Fowler, Principal, HUES
Christopher Siegfried, Director of Maintenance
Rich Raymond, Network Administrator
Paul Hemmerich, PH Design Architecture

Chairman Beauregard reminded the board and the public the meeting was a continuation of the June 9th meeting at which Old Business items were tabled.

Superintendent Hodgdon informed the board of the need to address a staffing recommendation.

OLD BUSINESS

HUES Mold Reconstruction Contract Award

Chairman Beauregard informed the public the architect, Paul Hemmerich, along with the Business Administrator, Mark McLaughlin, and the Director of Maintenance, Chris Siegfried, had driven the process of contractor selection for the mold reconstruction project at the Hollis Upper Elementary School. He noted the bid process closed on May 28th with three bidders. The low bidder was Sullivan Construction Company, Inc. at a bid price of three hundred eighty two thousand six hundred dollars (\$382,600).

The contract does not include funding associated with the Clerk of Works or contingency. It was noted the dehumidification unit purchased in advance of awarding the contract is included in the total bid price.

MOTION BY MEMBER MANN TO ACCEPT SULLIVAN CONSTRUCTION COMPANY, INC. AS THE CONTRACTOR FOR THE HOLLIS UPPER ELEMENTARY SCHOOL RECONSTRUCTION PROJECT

MOTION SECONDED BY MEMBER BENZ

ON THE QUESTION

Chairman Beauregard remarked the administration had provided the 305A forms (qualification forms for the contractors). He noted he has yet to see financial information for Sullivan Construction. He suggested an amended motion could include the contract award being subject to receipt of satisfactory financial information and references from past projects. He noted Sullivan Construction was the winning bidder on a \$2 million± project at the Mason Elementary School in 2010, a project at the Thacher Montessori School in 2008, and a \$250,000 major athletic area renovation project at the Bishop Brady High School in 2004. He felt those projects would be able to provide references as to the quality of work performed.

1 When asked what was anticipated in terms of references being provided, Chairman Beauregard stated his desire for
2 verbal verification of satisfactory work. Mr. Paul Hemmerich informed the board he has performed an informal reference
3 check in that he has spoken with the architect on the Mason school project.

4 Ms. Benz expressed a concern with the limited timeframe available for project completion. Chairman Beauregard touched
5 on the importance of the board to complete its due diligence despite the short timeline for which they had no control. Mr.
6 McLaughlin noted the 305A had been provided for each of the bidders. Some of them had a mix of some financials, but
7 did not provide a complete profit/loss statement.

8
9 Comparing Sullivan Construction to another bidder, Hutter Construction Corporation, Chairman Beauregard noted
10 Sullivan Construction has around \$16 million worth of 2010 business where Hutter Construction has approximately \$3
11 million. He added Sullivan Construction has locations in 21 states where Hutter Construction has locations in 6.
12 However, without review of financials, there is no way of knowing items such as company indebtedness, cash flow, size,
13 etc.

14
15 Ms. Benz questioned the criteria that would be utilized in determining whether the ratios are appropriate. Chairman
16 Beauregard responded the district's Business Administrator would make that determination and report back to the board.

17
18 Chairman Beauregard noted the Chairman of the Budget Committee had stated the Budget Committee would review the
19 documentation, and, subject to favorable financials and references being received, he did not believe the committee
20 would have issue with the contract.

21
22 **AMENDED MOTION BY MEMBER MANN TO ACCEPT SULLIVAN CONSTRUCTION COMPANY, INC. AS THE**
23 **CONTRACTOR FOR THE HOLLIS UPPER ELEMENTARY SCHOOL RECONSTRUCTION PROJECT SUBJECT TO**
24 **RECEIPT OF REFERENCE CHECKS FROM THREE PRIOR SCHOOL PROJECTS AND AUDITED FINANCIALS**
25 **BEING REPORTED BACK TO THE BOARD CHAIRMAN**

26 **MOTION SECONDED BY MEMBER BENZ**

27 **MOTION CARRIED**

28 **3/0**

29
30 Supplies Purchasing Competitive Analysis

31
32 Mr. McLaughlin stated he had provided the board members with the chart requested of him, which outlines the prices
33 received from vendors on the standard volume amounts for products purchased by the district. He informed the board he
34 had phoned each of the vendors and requested to be provided with the best pricing on the items, quantities, and
35 specifications. W.B. Mason can provide most of the items requested and at the best price. He noted several of the
36 vendors could not provide the particular items identified, therefore, an apples-to-apples comparison could not be
37 performed. Most of the district's items are purchased off the State bid list through W.B. Mason. A number of items are
38 also purchased through School Specialty.

39
40 The analysis matches up with the prior analysis and confirms the district and staff is seeking out and receiving the best
41 possible prices. The two main vendors would be W.B. Mason and School Specialty. Other vendors could be utilized if
42 able to provide more favorable pricing.

43
44 Chairman Beauregard stated significant discussion took place at the annual meeting on the last warrant article, which
45 related to purchases. He noted the citizen who authored the warrant article addressed the possibility of gaining favorable
46 pricing from companies such as Staples and Office Depot. He questioned whether the Business Administrator was of the
47 opinion the best possible discount pricing has been identified, and was told he was.

48
49 The general consensus of the board was they were satisfied with the work performed in identifying the best possible
50 pricing.

51
52 It was suggested the price comparison chart be amended to include a column identifying what the district will pay for each
53 item identified. Chairman Beauregard will be contacted, via e-mail, once the information is placed on the district's web
54 site so that he may follow up with the author of the warrant article to inform him of the work performed and the availability
55 of the information on the web site.

56
57 Oil Contracts for 2010-2011 Year

58
59 Mr. McLaughlin informed the board he is in the process of pulling together information on volume to be purchased. He

1 has contacted a number of vendors and will be locking in on price point (meaning lowest price available based on volume)
2 in the following week. He commented a recent purchase was made at a cost of \$2.25/gallon and the budgeted amount for
3 FY11 is \$2.40/gallon. He noted the efforts made to gain a volume discount. He will be locking in at price point for the
4 Hollis School District, the COOP school district, the Brookline School District, and the Town of Hollis.

5
6 FY10 Budget Decisions

7
8 Chairman Beauregard noted the estimated FY10 unencumbered fund balance to be net \$150,000. Contingency for FY10
9 is \$185,000, which is larger than the \$95,000 historically allocated due to the recommendation to increase the amount of
10 contingency based upon the current economic times and the potential for employees to make adjustments with regard to
11 healthcare plans (i.e., moving from single plan to family plan). The additional contingency was not budgeted for in FY11
12 as the scenario did not materialize in FY10. At present a portion of the contingency balance has been allocated to
13 address issues related to mold remediation at HUES. Chairman Beauregard noted the board has an agreement with the
14 Budget Committee that any contingency spending requests be brought to them and an explanation provided.

15
16 - **FY11 Revenues Revised Estimates**

17
18 Mr. McLaughlin informed the board he has checked with the Department of Revenue Administration and the Department
19 of Education with regard to estimates for the upcoming year. Chairman Beauregard noted the potential for reduced
20 revenue from the state as well as increased expense related to increased contribution to retirement. Mr. McLaughlin
21 stated the final revenue number from DOE would not be available until the last part of August.

22
23 Chairman Beauregard questioned whether there was a recommendation for the board with regard to reserving funds out
24 of the unexpended appropriations to cover potential revenue shortfalls. Mr. McLaughlin responded, other than the items
25 identified on the agenda for consideration, he did not have available information on other items to be considered for
26 encumbrance.

27
28 Chairman Beauregard asked, since the vote at the annual meeting was to raise and appropriate an amount certain, if the
29 State does not provide the revenue that had been estimated, would the delta be raised through taxes? Mr. McLaughlin
30 was unsure. He stated that would be a decision that would come back to the board to consider; either through the
31 contingency line item or reductions in expenses or other line items existing within the budget.

32
33 Chairman Beauregard stated the items identified on the agenda to be discussed with regard to the potential for funding
34 through year-end unencumbered appropriations to be:

35
36 - **Hutter Maintenance Checklist**

37
38 *Director Siegfried informed the board most of the checklist items are complete. Out of the three buildings, only
39 four items remain to be addressed, which can be done utilizing funds in the existing maintenance budget.*

40
41 - **Inform Software for Student Performance Analytics**

42
43 *Funds have been encumbered. The project will move forward subject to final verification the software package
44 will meet the needs of the district.*

45
46 - **Rosetta Stone for HPS**

47
48 *Funding has been identified in the FY11 budget for the Hollis Primary School. The Hollis Upper Elementary
49 School purchase will be delayed until July 15th and will not impact the budget.*

50
51 - **Science Textbooks for HUES**

52
53 *Funding has been approved in the FY11 budget.*

54
55 - **HPS Science Lab**

56
57 *Will be funded through the existing maintenance budget.*

1 - **Networking Hardware/Software Plan for Reliability, Performance, and Capacity**

2
3 Chairman Beauregard commented on the report provided noting CPUs that were refurbished were not upgraded. The
4 speed of processors and the amount of memory/disc space relative to the enhanced software requirements of the district.
5 Due to state initiatives and requirements related to ICT (Information Communication Technology), which are in place to
6 ensure students are utilizing a variety of available software (PowerPoint, Word, Excel spreadsheets, etc.), the PCs are
7 becoming more and more inadequate. Mr. Raymond noted hardware prices are reducing quite dramatically.

8
9 Chairman Beauregard touched on inefficiencies caused by the PCs having different specifications; cannot create and
10 maintain one operating system, individual attention has to be paid to each system, etc.

11
12 Mr. Raymond remarked, in looking at the inventory, one thing that struck him is the number of Pentium III and Windows
13 2000 professional operating systems at HPS. There are 69 computers (about ½ of the total number) running 2000
14 Professional. He noted a lot of the newer web browsers don't run on that software. He has spoken with all of the
15 computer teachers in both buildings to ascertain what they are running for software. In a lot of cases minimum
16 requirements are being met, but technology such as Smartboard requires additional horsepower to run effectively.

17
18 Chairman Beauregard stated the sense he had was that memory was a large issue. Mr. Raymond agreed. Chairman
19 Beauregard questioned whether the need exists to replace machines or simply upgrade memory (if possible). Mr.
20 Raymond's opinion was to simply upgrade memory would equate to throwing good money after bad. He recommended
21 replacing as many of the 2000 operating systems (mostly Pentium IIIs) at HPS as possible. Chairman Beauregard asked
22 what the proposal would be. Mr. Raymond informed the board, for HPS, pricing received from GovConnection for the
23 replacement of 40 desktops with LCD monitors is \$21,464.

24
25 When asked about the needs of HUES, Principal Fowler stated the technology line has been budgeted at \$10,000, which
26 would be used to purchase as many staff laptops (wireless capable) as possible. This would allow for teacher utilization
27 of Smartboards (currently 15).

28
29 When asked about the networking gear required, Mr. Raymond stated he sought pricing from three vendors. Cisco, being
30 the premier product, came in quite expensive whereas Hewlett Packard (HP) came in at the lower end. He added HP has
31 been deployed many times throughout the district and the IT staff is comfortable with it. Cisco and Juniper would require
32 a learning curve and likely would require consulting help for set up. His recommendation was to award the contract to HP
33 at a cost of \$10,799 (would cover switches at HUES and the labs at HPS). He noted at present there are multiple switch
34 hops in the lab on the second floor of HPS to the main wiring closet. Purchasing the switches would eliminate that
35 scenario. The placement of the conduit will remove router hops and put the upstairs lab on its own switch, which will have
36 a gigabit uplink back to the main wiring closet. The price quote to address the wireless needs at HUES (would cover
37 downstairs level and allow for expansion) is \$7,165.

38
39 Chairman Beauregard requested Mr. Raymond provide a brief explanation stating the current state of affairs (running at
40 98% network capacity) and the impact(s) as well as the anticipated outcome of the recommended purchases. Mr.
41 Raymond noted the hardware (desktops) proposed for HPS would provide for successful implementation of the
42 Smartboards as well as the ability to run the Rosetta Stone software (requires Windows XP).

43
44 Chairman Beauregard remarked the justification for the purchase of PCs for use at HUES is the ability to run the Rosetta
45 Stone Spanish software as well as the Smartboards in the classrooms (14 sections/grades 1-3). Principal Allen
46 commented in addition to the needs of the students, the need exists for staff to be able to be productive during the day;
47 i.e., when writing IEPs, many cannot do that until home on their own time as the Internet does not have the capacity and
48 the systems cannot handle passing packets of that size back and forth. When asked, Mr. Raymond stated he does not
49 believe there would be a training curve for staff as most are familiar with Windows XP, etc.

50
51 Mr. Mann noted the proposal would increase speed 10 fold. When asked about the potential to stream video into the
52 classroom, Mr. Raymond stated it is a possibility, however, there is currently no bandwidth outside of the building. Mr.
53 Raymond noted Charter would provide an additional 20 megabits of coax Internet bandwidth (\$194/mo). The firewall
54 would need to be upgraded. His intent is to do what is called policy-based routing where all mission critical programs
55 would be routed to a 5-megabyte fiber connection (stable circuit/enterprise level). If the system were to go down
56 someone would be on site addressing the issue within two hours. All other traffic would go out to 20-megabit coax circuit
57 understanding service time is greater.

1 Chairman Beauregard questioned if the SAU board moves forward with their upgrade for the Broadband, would there be
2 any restraints. Mr. Raymond stated he believed there would be enough bandwidth to do whatever the teachers would like
3 to do in the classrooms. He added if 20 megabit were found not to be enough, it would be less expensive to purchase
4 Coax bandwidth. Could go up to 40 megabits versus their current 5 megabits.

5
6 Ms. Benz questioned whether technology was budgeted for in the FY11 budget. Mr. McLaughlin stated the items being
7 discussed were not planned for/addressed in the FY11 budget. If funds were to be utilized from the FY11 budget it would
8 be at the depletion of other line items.

9
10 Ms. Benz stated her opinion utilizing \$38,000 of the \$150,000 anticipated unencumbered appropriations could be justified.
11 Mr. Mann stated this purchase is what is needed to bring the network where it needs to be with regard to performance and
12 reliability. Based on the work he has done with Mr. Raymond, he believes it is the right way to go.

13
14 Ms. Benz questioned whether the board could approve an expenditure of funds out of the unencumbered fund balance or
15 if the approval of the Budget Committee was required. Chairman Beauregard stated, during his time on the board, an
16 agreement has been in place that decisions surrounding the use of unexpended appropriations be subject to the approval
17 of the Budget Committee.

18
19 Mr. Manley questioned the number of Smartboards in the district, and was told 29 Smartboards have been shipped to the
20 buildings. They will be placed in each classroom with the exception of Pre-Kindergarten and Kindergarten. Mr. Manley
21 remarked the newer versions are more complicated than 1st generation Smartboards. He questioned whether the cost of
22 training and support has been budgeted. Director Saunders responded training and support is included in the cost.

23
24 Principal Fowler informed the board HUES staff has completed the first round of training and HPS will be conducting
25 training shortly. Professional development funds are available for the second round of training. In both buildings, the
26 focus is on ensuring technical support staff and other key players are completely trained on the system and can assist in
27 the training of other staff.

28
29 Chairman Beauregard questioned whether the \$38,000 could be funded through the current budget especially given the
30 potential need to utilize unencumbered appropriations to cover the anticipated shortfall in state revenue. Principals
31 Fowler and Allen both touched on how tightly they had budgeted. Mr. McLaughlin remarked, if the purchase were made
32 prior to the end of the year, the district would have 3-4 months to get the system up, running, and ready for the 1st month
33 of school. When asked, Mr. Raymond stated the system could be completed by September.

34
35 Chairman Beauregard commented the contingency (\$95,000) should cover the anticipated revenue shortfall. Mr.
36 McLaughlin stated he was comfortable with that amount.

37
38 **MOTION BY MEMBER BENZ TO ENCUMBER THE SUM OF THIRTY NINE THOUSAND DOLLARS (\$39,000) OUT OF**
39 **FY10 UNEXPENDED FUND BALANCE SPECIFICALLY FOR THE USE OF THE NETWORKING AND HARDWARE**
40 **EQUIPMENT AS OUTLINED BY THE NETWORK ADMINISTRATOR, SUBJECT TO AGREEMENT BY THE BUDGET**
41 **COMMITTEE**

42 **MOTION SECONDED BY MEMBER MANN**

43
44 ON THE QUESTION

45
46 Mr. Manley questioned whether approval by the Budget Committee was a necessary component of the motion. Chairman
47 Beauregard responded; in his personal opinion, it was. He explained the past practice of requesting concurrence with the
48 expenditure of year-end unexpended appropriations.

49 **MOTION CARRIED**

50 **4/0**

51
52 Mr. McLaughlin requested the board take a formal vote on re-encumbering the FY09 encumbrance of forty thousand
53 dollars (\$40,000) earmarked for the purchase of analytical software.

54
55 Chairman Beauregard informed the public the encumbrance is for software that will enable the SAU to better track student
56 performance and identify performance drivers. It was noted, although the desire is for the initiative to be SAU wide, the
57 Hollis School District would look to move forward regardless of whether or not the other districts chose to do so.

1 **MOTION BY MEMBER MANLEY TO RE-ENCUMBER THE SUM OF FORTY THOUSAND DOLLARS (\$40,000) FOR**
2 **THE PURCHASE OF ANALYTIC SOFTWARE**
3 **MOTION SECONDED BY MEMBER BENZ**
4 **MOTION CARRIED**
5 **4/0**

6
7 PUBLIC INPUT

8
9 Mr. Robert Snowden, 261 Pine Hill Road, Hollis

10
11 With regard to the discussion regarding Sullivan Construction Co., Inc.'s financial statements, stated if they are a privately
12 held company, if certified statements from accountants are not received, the statements would not be worth the paper
13 they were written on.

14
15 Mr. Snowden informed the board he is of the understanding there will be a reduction in staff in the coming year or the
16 potential for a reduction in staff with respect to speech therapy in particular. He questioned whether the board reviewed
17 current year caseload, historical caseloads, and future caseloads prior to making such a decision. He stated he and his
18 family moved to Hollis a few years ago because of the reputation of the schools, have had a positive experience to date,
19 and would like to see that same quality of education and care continue. He asked to be provided with an understanding of
20 the rationale for reducing a FTE (full-time employee) position and the plan for maintaining the current level of service.

21
22 Chairman Beauregard informed the public the school board goes through a budget process, which starts in September.
23 There are a series of three meetings with the Budget Committee as well as a public hearing in February and the Annual
24 Meeting in March at which the budget is placed on a warrant and voted on by the public. He noted, through the entirety of
25 the discussions, aggressive guidance was provided by the Budget Committee.

26
27 When the idea of reducing a position was introduced in discussion, it was with the understanding there would be no
28 reduction in services, and the caseload would be such that remaining staff would be more than able to handle. The
29 Director of Special Education has performed her analysis and she and the board are completely confident there will be no
30 reduction in services.

31
32 Mr. Snowden asked whether the analysis was available to the public. Chairman Beauregard responded it was not a
33 public document but rather an analysis of the number of services needed, the number of hours needed per IEPs, and then
34 a comparison to the number of positions.

35
36 Mrs. Snowden 261 Pine Hill Road, Hollis

37
38 Questioned whether IEPs specifically call for the need for a speech pathologist, and was told IEPs are very specific.

39
40 Mr. Robert Snowden, 261 Pine Hill Road, Hollis

41
42 Asked whether he could obtain a copy of the analysis that indicates there would be no decline. Chairman Beauregard
43 suggested he speak with Principal Allen and Director Saunders who would be able to provide a much better sense of the
44 plan.

45
46 Superintendent - Staffing

47
48 Superintendent Hodgdon informed the board of her recommendation of the appointment of Susan LaRocque as the
49 Computer Education Teacher at the Hollis Primary School. Ms. LaRocque comes to the district with a Bachelors of
50 Science in Management Advisory Services gained in 1983 from Southern New Hampshire University, four years of
51 experience and has been on staff as a para-educator. Ms. LaRocque also has experience in substitute teaching as well
52 as lengthy experience in private industry. She would be hired at Step 5, Bachelors, at a salary of forty thousand six
53 hundred eighty nine dollars (\$40,689), and would be replacing Lorraine Plourde.

54
55 **MOTION BY MEMBER BENZ TO APPROVE THE SUPERINTENDENT'S RECOMMENDATION OF SUSAN**
56 **LAROCQUE AS THE COMPUTER EDUCATION TEACHER AT THE HOLLIS PRIMARY SCHOOL AT A STEP 5**
57 **BACHELORS WITH A SALARY OF FORTY THOUSAND SIX HUNDRED EIGHTY NINE DOLLARS (\$40,689)**
58 **MOTION SECONDED BY MEMBER MANN**

1 ON THE QUESTION

2
3 Mr. Mann commented it was stated the candidate is a para-educator, and questioned teacher training/background.
4 Superintendent Hodgdon responded she is currently pursuing Alternative 4 certification.

5 **MOTION CARRIED**

6 **4/0**

7
8 Lightech

9
10 Director Siegfried informed the board he followed up with the request to conduct a site visit at another school facility
11 currently utilizing the recommending lighting. He and Assistant Principal Tuttle visited Brentwood, and met with the
12 Facilities Director.

13
14 Lightec had installed the lighting in the school's newer building. What was seen was a significant difference in lighting
15 between the old building and the new building. The feedback was very positive, the energy efficiency ballasts and lighting
16 was more than adequate, and Lightec has been very responsible, up to two years now, with response to any issues
17 raised. The coloring was well received, there was no humming being emitted from the lighting, and the lighting had
18 received positive feedback for visually impaired children. When asked if he had been able to speak directly with teachers,
19 Mr. Siegfried stated he had not, but they had spoken with the Principal and was given the opportunity to look into the
20 classrooms.

21
22 NON-PUBLIC SESSION

23
24 **MOTION BY MEMBER BENZ THAT THE BOARD GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (c)**
25 **TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE**
26 **REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF**

27
28 **MOTION SECONDED BY MEMBER MANN**

29
30 *A Viva Voce Roll Call vote was conducted, which resulted as follows:*

31
32 Yea: Bill Beaugard, Susan Benz, Rich Manley, Robert Mann

4

33
34 Nay:

0

35 **MOTION CARRIED**

36
37 *The Board went into non-public session at 6:20 p.m.*

38
39 *The Board came out of non-public session at 9:16 p.m.*

40
41 **MOTION BY MEMBER MANLEY THAT THE BOARD, BY ROLL CALL, SEAL THE MINUTES OF THE NON-PUBLIC**
42 **SESSION UNTIL SUCH TIME AS THE MAJORITY OF THE BOARD VOTES THAT THE PURPOSE OF THE**
43 **CONFIDENTIALITY WOULD NO LONGER BE SERVED**

44
45 **MOTION SECONDED BY MEMBER MANN**

46
47 *A Viva Voce Roll Call was taken, which resulted as follows:*

48
49 Yea: Bill Beaugard, Susan Benz, Rich Manley, Robert Mann

4

50
51 Nay:

0

52 **MOTION CARRIED**

1 ADJOURNMENT

2
3 **MOTION BY MEMBER MANN TO ADJOURN**
4 **MOTION SECONDED BY MEMBER MANLEY**
5 **MOTION CARRIED**

6
7 *The June 17, 2010 meeting of the Hollis School Board was adjourned at 9:18 p.m.*
8
9

10
11
12
13
14 Date _____ Signed _____

1 ACTION ITEMS

2
3 **Chairman Beauregard**

4
5 Ascertain whether or not there would be a cost involved in gaining a second opinion on the potential for capturing
6 insurance monies for the repair work at HUES. (4-14-10)

7
8 Follow up with the author of the warrant article related to purchasing to inform him of the work performed and the
9 availability of the information on the web site. (6-17-10)

10
11 **Superintendent Hodgdon**

12
13 Work with Chairman to formalize the list of goals to topics with deliverables around them rather than goal statements
14 (10-14-09)

15
16 With regard to the proposed job-share program, prepare an agreement, procedures, and concepts that would be
17 incorporated into a policy, and forward them along to the board for review. (3-8-10)

18
19 Seek the opinion of Attorney Gormley as to whether or not attorney/client privilege documents can be shared for the
20 purpose of gaining a second legal opinion. (4-14-10)

21
22 Arrange for policies currently in paper form only to be scanned into pdf documents and placed on the web site. (4-14-10)

23
24 Provide estimates of volume of data to be loaded into the Inform system, identify current location of data, process for
25 loading ongoing data, training needs, and a timeline and cost estimate. (5-12-10)

26
27 **Business Administrator**

28
29 Provide a ballpark figure for the cost of snaking the water lines (6-10-09)

30
31 Create a new technology account with sub-accounts to track hardware and software license/maintenance/supplies
32 expenditures within the budget. Work with the principals and Director Raymond to identify and re-assign the same from
33 the current locations in the library and the office of the principal's accounts. Provide two years' worth of history in the
34 budget for this account. (12-17-09)

35
36 Contact Mr. Paul Calabria, Financial Officer, Town of Hollis, and the New Hampshire Department of Revenue
37 Administration on bonding expenditures. Reconstruct and identify board decision points, BA tasks, and deadlines to
38 coordinate bond procedures with the town for presentation at the Annual Meeting. (12-17-09)

39
40 ~~Provide list of top ten supply ticket items to potential vendors (identifying specific product manufacturer/type) for price~~
41 ~~comparison, determine which vendors provide tracking/reporting, and what cost savings could be achieved through the~~
42 ~~establishment of a central receiving area. (5-12-10)~~

43
44 Amend the price comparison chart to include a column identifying what the district will pay for each item identified.
45 Contact Chairman Beauregard once the amended chart is placed on the district's web site. (6-17-10)

46
47 **Paul Hemmerich, PH Design Architecture**

48
49 Provide a comparison of the existing conditions at the SAU administration building to other standards of spaces in
50 equivalent businesses. Determine if other configurations would bring the building within acceptable ranges for the
51 population it needs to support and whether there are hidden efficiencies they could take advantage of. (5-12-10) (**Due:**
52 **First week of June**)

53
54 **Principal Fowler**

55
56 Ascertain whether the district could lock in the quoted pricing for Rosetta Stone software for a two-year period. (5-12-10)

1 **Network Administrator**

2

3 Provide a summary of items being proposed for purchase, how they will be utilized and what they will do for the district.

4 State the educational justification; impacts. (6-17-10)