

Hollis School Board  
Wednesday, February 1, 2017  
Hollis Upper Elementary School  
6:00 PM

**All Times are estimates and subject to change without notice**

- 6:00 Call to Order  
Agenda Adjustments
- 6:05 Approve Meeting Minutes  
Nominations/Resignations/Correspondence
- 6:10 Public Input  
Principal's Report – Informational
- 6:20 Science Presentation
- 6:45 Insurance Consultants Presentation
- 7:10 Discussion
  - Energy study working group update
    - municipal lease
    - electrical
- 7:30 Deliberations**
  - To see what action the Board will take regarding the ESWG invoices
  - To see what action the Board will take regarding the Hollis Expendable Trust
- 7:45 Update – Start time committee
- 7:55 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 8:00 Motion to adjourn

Hollis School District  
Administrative Report  
February 2017

**Calendar, Events, Programs**

- HPS - Incoming K and 1st Grade Registration has been extended until February 24th! All forms and information can be found on the HPS website.
- HPS/HUES - February 23rd at 6:15 at HBMS - 3rd Parent Talk sponsored by the PTA "Seven Steps to Stop the Worry Cycle."
- HUES/HPS - February Vacation, week of the 27th

**Enrollment for 2016/2017:**

PK – 3's: 11

PK – 4's: 9

Grade K: 60

Grade 1: 81

Grade 2: 86

Grade 3: 97

Grade 4: 116

Grade 5: 95

Grade 6: 107

**Building & Grounds:**

- HPS/HUES - Maintaining safe hallways and entrances as the snow moves in, continuing to check and maintain heating systems throughout the cold months.
- HPS/HUES - Vacation allowed for some extra cleaning and continued maintenance on each building.

**Staffing & Students:**

- HPS/HUES - continue to work on the budgeting process for the upcoming 17/18 school year.
- HPS/HUES - Both buildings are working on an Interim Assessment for Smarter Balanced Assessment to ensure the online components of the assessment are working.
- HPS/HUES - both buildings continue to monitor academic growth through district common assessments and plan instructional lessons based on assessment data.

**Celebrations:**

- HPS - The all school Town Meeting for January included a story about Martin Luther King Jr. Hosted by Ms. DeLisle's second grade class. The February Town Meeting will be hosted by Mrs. Cornell-Smith's Class with a focus on friendship.
- HPS - February 3rd the Fisher Cats Reading Challenge will begin with a visit from their mascot!
- HUES students will host an assembly for their peers focused on perseverance
- HUES staff challenged themselves by participating in a staff spelling bee to show that even adults can try things that are scary for them. Congratulations to Ms. Hansen - our new HUES champ!
- HUES students participated in spelling bees and worked really hard on those tough words! Congrats to all who tried!

Hollis School District  
Monthly Enrollment Breakout  
February 2017

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 16/17 SY	Number of students (1/25/2017)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	11	0	11
Pre – K 4 year olds		1		9	0	9
Kindergarten		4	59	60	0	15, 15, 15, 15
Grade 1	18	5	79	81	0	16, 16, 16, 16, 17
Grade 2	18	5	86	86	0	16, 17, 17, 18, 18
Grade 3	20	5	95	97	0	119, 19, 19, 20, 20
<b>HPS Totals</b>		<b>21 classes</b>		<b>344</b>		
Grade 4	23	6	117	116	0	19, 19, 19, 19, 20, 20
Grade 5	23	5	94	95	0	18, 18, 19, 20, 20
Grade 6	23	5	106	107	0	21, 21, 21, 22, 22
<b>HUES Totals</b>		<b>16 classes</b>		<b>318</b>		
<b>HSD Totals</b>		<b>37 classes</b>		<b>662</b>		

\* denotes class sizes over policy expectations

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297



# Science Instruction in Hollis



2016 - 2017



To access this presentation and linked videos visit: <https://goo.gl/BNrtGi>



# Making Science Instruction a Focus

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NH has formally adopted the Next Generation Science Standards which requires a Shift in our Instructional Approach:

- hands on exploration, constructivism, more inquiry process & problem solving skills
- Understanding of the Disciplinary Core Ideas
- 4C's: Critical Thinking, Communication, Creativity and Collaboration
- Cross-cutting concepts allow for integration of literacy, math and social studies
- Project Lead The Way (PLTW) Modules as one of our curriculum tools
- Performance Assessments Activities that follow the Engineering Design Process

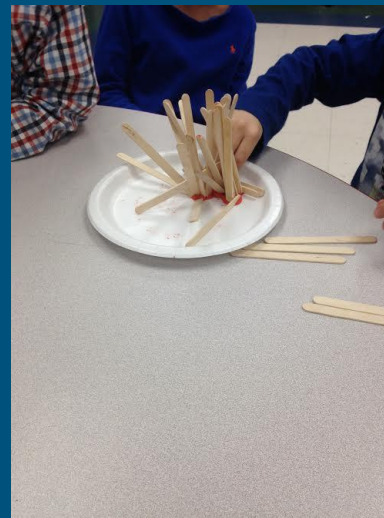
# Kindergarten

Structure and Function: Engineering Design

3 Little Pigs Activity

Structure and Function: Human Body

Pushes & Pulls: Possibly a Physics Fun Day  
in the Spring in Coordination with 6th Grade



# 1st Grade

Science Talk at Lavoie's Farm Pumpkin Patch

Design Your Own Pumpkin Scoop & Apple  
Transporter

Light Observing the Sun, Moon & Stars Module

Make a Sundial





# 2nd Grade

Materials Science: Form & Function

Materials Science: Properties of Matter

Ice Cube Insulators

Water Barrier Activity

Bird Beak Activity



# 3rd Grade

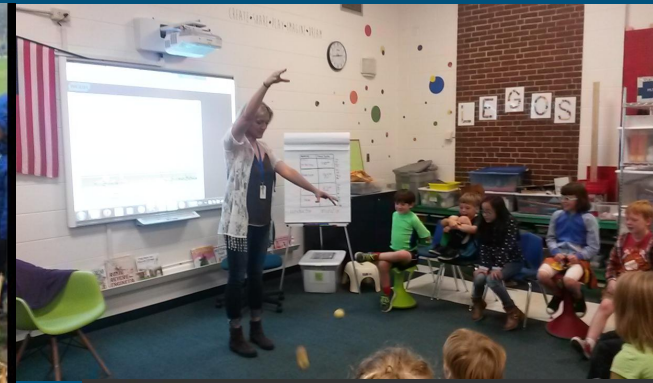
Field Trip to HBHS for Trebuchet Day

Bristle Bots in the Learning Commons

Variation of Traits

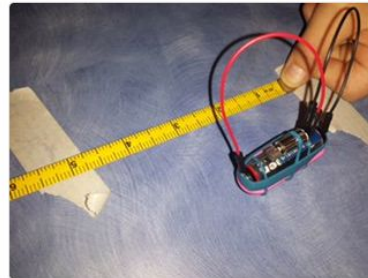
3D Multiplication Tables - Project Based Learning (PBL)

Stability & Motion: Forces and Interactions






HPS @HollisPrimary · Nov 28

3rd graders making #bristlebots and measuring how far and fast they travel. #learningcommons



HPS @HollisPrimary · Oct 31

Thank you @HB\_highschool for a great Treb Day! The kids are still talking about it!

<b>Sports</b> Can you play a sport? <input type="checkbox"/> No <input type="checkbox"/> Yes Bent Little Finger  <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Finger Hair</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Height</b> How tall are you? <input type="checkbox"/> No <input type="checkbox"/> Yes Eye Color What color are your eyes? <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Hazel	<b>Widow's Peak</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes



# 4th Grade

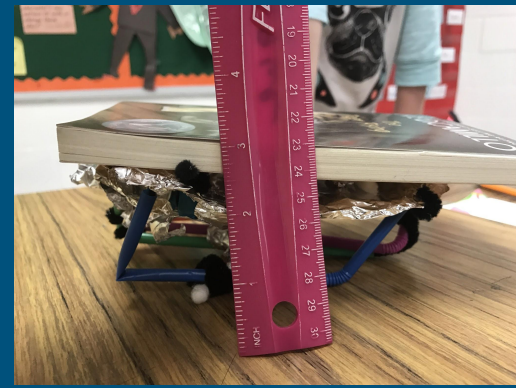
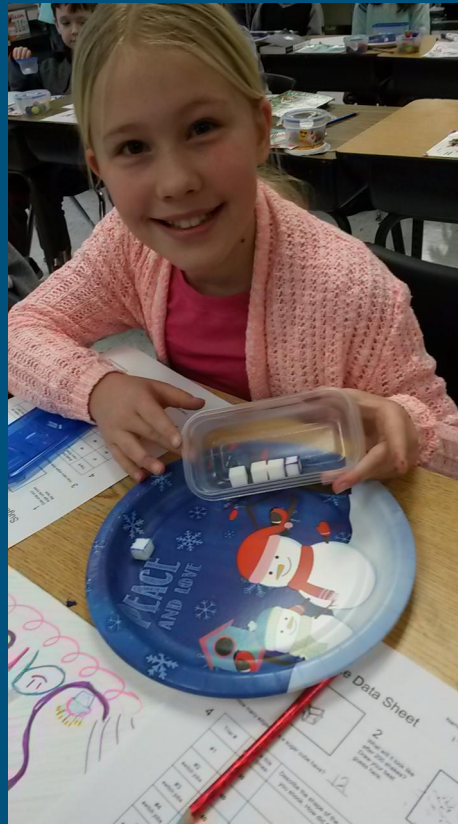
Engineering Design Process: Bridge Construction

Landforms & Erosion: Sugar Cubes

VEX Construction Kits

Energy Collisions & Conversion

4th graders are assembling pasta bridges!!!  
#elemSTEM



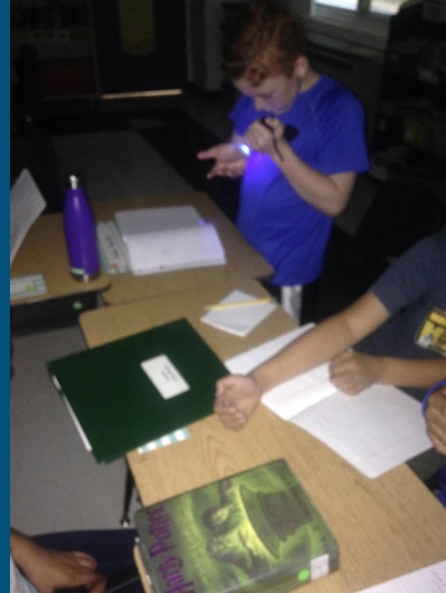
# 5th Grade

Infection Detection Module

Nutrient & Energy Cycling: Methane Phenomena & Winter Hike

Job embedded PD for Robotics

Astronomy Lessons





# 6th Grade

## Scientific Method vs. Engineering Design Process

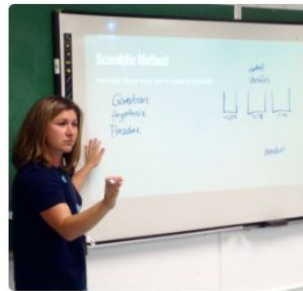
## Engineering Design Failures & Redesign of Products

## Changes in Ecosystems

## Mt. Washington Observatory Weather vs. Climatology with job embedded PD

## Physics Fun Day with K to include Rocket Launching

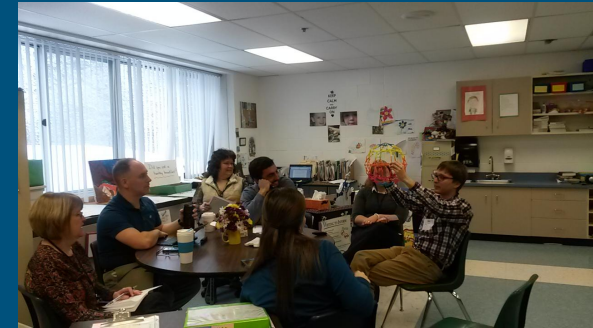
The 6th grade team getting some prof development during an ecology hike with Mr. Bothmer! #lunchnlearn #NGSSMS



of a product that should be  
in that broke when you tried to use it?  
you or a family member purchased that did  
you can think of that has unintended consequences  
associated with an activity or another product  
predict when it will happen?

What causes a lightning?  
Why do cats always land on their feet?  
Why do I feel dizzy when I spin?  
Why does a knuckleball 'dance'?  
How do leaves change color in the fall?  
How does a plane take-off & fly?  
Why do stars twinkle?  
What causes thunder?  
Why don't the oceans freeze?

⑬ Why does the sky change?  
⑭ Why are clouds dark when it rains?  
⑮ Why does gravity change on the moon?  
⑯ What causes a tornado?  
⑰ Why do oceans have a current?  
⑱ Why does coal burn?  
⑲ Why do leaves fall in the winter?  
⑳ Why is strychnine not biodegradable?  
㉑ How does a tsunami form?





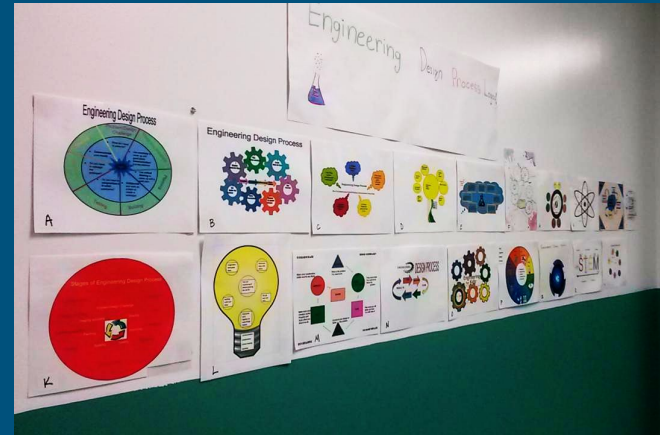
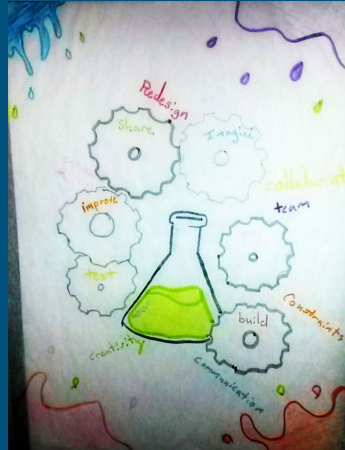
# Quotes from our Students

*"I liked that you had to think a lot to figure things out, especially during impasse and needing to work a different angle and think of a different route."*

*"It was fun because it was mysterious and got to experiment different ways to get rid of the germ."*

*"I liked to see how water would travel because my dad's an engineer. I liked doing something my dad does."*

*"This Makerspace is AWESOME! My old school didn't have anything like this!"*



The 4th graders' Solar Ovens from STEM Week were put to the test today! And they're working!!!!



HPS @HollisPrimary · Sep 26

Dress like a scientist day...or a doctor...or an archeologist...#STEM week #PLTW



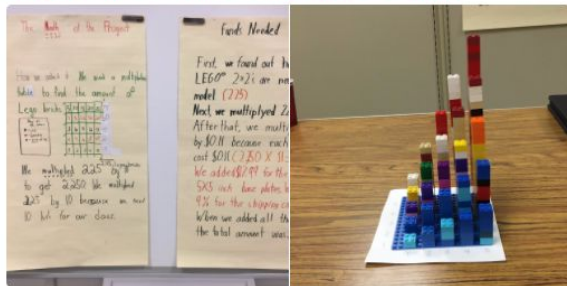
Both HPS & HUES are on Twitter!



HPS @HollisPrimary · Oct 11

3rd graders about to present 3D LEGO multiplication proposal.

#problembasedlearning #grit #math



# Learning New Content Together

Regular choice & team meetings with teachers to identify needs & share resources

Teachers have attended PLTW training

Additional robotics training done as job embedded professional development

Project WILD summer PD & NGSS aligned activities

Multiage learning opportunities

Enriching field trips that incorporate PD for Teachers

Nov 8th PD Day had a Science Thread!





# Quotes from our Teachers

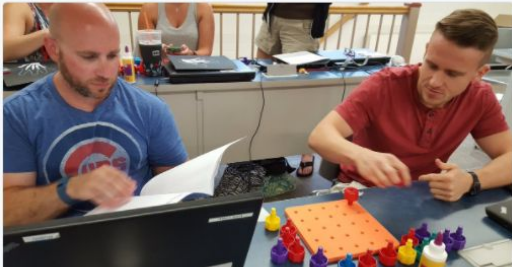
*"The [PLTW] modules & activities are really engaging. Students love doing them. I like that I can bring the tub of materials into my classroom or do the activity in the Makerspace."*

*"We designed a States of Matter activity last year where students used the EDP. We like that activity and talked as a team about integrating it with the PLTW module."*

*"Can we do a school-wide STEM Challenge Day? Each class could design an activity and the students rotate through the stations?"*

*"My students do well with hands-on types of activities. They have to work in groups and use a variety of skills to get the tasks done. They can see the 4C's in real life and we are able to reflect on them."*

HUES teachers learning by doing  
@PLTWorg training today! #SAU41learns  
#elemSTEM



# Next Steps for Students & Teachers

## In 2nd and 3rd Trimesters:

VEX Robotics Kits & programming  
Energy conversion & alternative energy  
Hydroponics  
Climatology  
Animal adaptations  
Waves of light: shadows  
Astronomy lessons

## Field Trips:

Mt. Washington Observatory  
Minute Man National Park & Kimball  
Farm to visit their hydroponic  
greenhouses

Additional VEX Robotic Kit Training

Professional Development at Conferences

Reflecting on our Needs

Summer Curriculum Work:

- Deeper Connections with the Cross-Cutting Concepts (interdisciplinary integration)
- Identifying age appropriate mentor texts
- Content acquisition through readings, courses

# Upcoming School-Wide Events

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Feb 9th - StarGazing with your Valentine

Feb 10th - UNHStembassadors coming to HUES

March 21st: STEM Faire with Brookline at HBMS

March 30th: PTA Science & Engineering Fair



## Innovative Natural Resource Solutions LLC

37 Old Pound Road

Antrim, NH 03440

603-588-3272

[www.inrsllc.com](http://www.inrsllc.com)

### Invoice submitted to:

Hollis School District

Attn: Andrew Corey

4 Lund Lane

Hollis NH 03049

Invoice # HSD-2017-01

January 11, 2017

### In Reference to: Hollis Schools Energy Study Consulting

Professional Services

For completing consulting services related to Hollis schools energy project,  
December, 2016 (Itemized time and expense detail attached)

Charles R. Niebling, Innovative Natural Resource Solutions LLC

\$ 569.09

D. Dickinson Henry, Hot Zero (subcontractor)

\$ 2,464.71

Resilient Buildings Group (subcontractor)

\$ 1,600.00

John F. Penney Consulting Services (subcontractor)

\$ 2,240.00

**Sub-Total Invoice #HSD-2017-01**

**\$ 6,873.80**

**Overdue Balance Invoice #HSD-2016-08, 12/1/2016**

**\$ 12,985.33**

**TOTAL NOW DUE**

**\$ 19,859.13**

**Hollis****C.Niebling Time Summary**

12/1/2016 (TIME)	C. Niebling	1.00	100.00
Billable	Project Work	0:00:00	100.00
Complete	Hollis	1:00:00	100.00
Review minutes from 11/28 mtg, comments to T. Fareed; admin tasks; revise slides for HSB Dec. 7 presentation; mtg D. Henry; VI31, VI32			
12/7/2016 (TIME)	C. Niebling	2.33	100.00
Billable	Project Work	0:00:00	233.33
Complete	Hollis	2:20:00	233.33
Prep for, attend Hollis School Board meeting; VI 31, VI 32, VII 36			
12/7/2016 (TIME)	C. Niebling	1.67	50.00
Billable	Travel	0:00:00	83.33
Complete	Hollis	1:40:00	83.33
Travel to, from HSB mtg			
12/7/2016 (EXPENSE)	C. Niebling	94.00	0.54
Billable	\$mileage		50.76
Complete	Hollis		50.76
Roundtrip mileage, Boscawen to Hollis			
12/13/2016 (TIME)	C. Niebling	0.50	100.00
Billable	Project Work	0:00:00	50.00
Complete	Hollis	0:30:00	50.00
Mtg with D. Henry to discuss A. Corey email questions re: project finance phasing. Draft response. VI31, VI32, VII37			
12/14/2016 (TIME)	C. Niebling	0.52	100.00
Billable	Project Work	0:00:00	51.67
Complete	Hollis	0:31:00	51.67



Prepare reply to A. Corey email; phone conf K. Epsen, NHSEA re: net metering policy; mtg D. Henry re: same; VI31, VI32, VII37			
Subtotal for Hollis	Total Hours	6:01:00	518.33
	Unbillable Hours	0:00:00	0.00
	Billable Hours	6:01:00	518.33
	Total Expenses		50.76



Date: December 31, 2016

Invoice #: 8

72 N Main St.

Charles Levesque  
INRS  
37 Old Pound Road  
Antrim, NH 03440

Qty	Description	Unit Price	Line Total
22.19	Consulting work on Hollis Project from Nov. 28 - Dec 31, 2016	\$ 100.00	\$ 2,219.00
3.34	Travel Time	\$ 50.00	167.00
162.00	Mileage	0.48	78.55
		Subtotal	\$ 2,464.55
		Sales Tax	
		Total	\$ 2,464.55

Date	Client	Project Code	Task	Notes	Hours
			Phone Calls -		
11/28/2016	Hollis	13	research	Meeting with EWSG	2.75
11/28/2016	Hollis		Travel	Meeting	
			Phone Calls -	Jason Parkhurst Dana Nute John Penney gap	
12/1/2016	Hollis	12	research	infiltration and Munters	1.83
			Phone Calls -	Prep for Andy's questions. Paul Leveille. Dana	
12/8/2016	Hollis	12	research	Nute Jack Bingham John Penney	3.2
			Phone Calls -	John Penney Dana Paul re HUES jack	
12/9/2016	Hollis	12	research	Bingham	5.24
			Phone Calls -	Charlie re response to Andy Dave Ely Dana	
12/13/2016	Hollis	12	research	Paul L	2.53
			Phone Calls -	Review of data and prep for field trip	
12/14/2016	Hollis	12	research		2.5
			Phone Calls -	Ed and Paul data collection and manometer	
12/14/2016	Hollis	12	research	testing at HUES	2.49
12/14/2016	Hollis		Travel		
			Phone Calls -		
12/15/2016	Hollis	12	research	Paul & Dana and info for Mick	3:03
			Phone Calls -	Mick Dunn & John Penney re PCM and retro	
12/28/2016	Hollis	12	research	commissioning of DDC system.	1.02
			Phone Calls -		
12/30/2016	Hollis	12	research	Discussion with Charlie	0.5
					22.19

Resilient Buildings Group, Inc.  
6 Dixon Ave., Ste 200  
Concord, NH 03301



Invoice

Invoice Date:	Invoice #:
12/31/2016	292

Bill To:
Innovative Natural Resource Solutions LLC 37 Old Pound Rd. Antrim, NH 03440

Terms		Project Name	Contract #
Net 30		Hollis Schools Energy Study	16.029
Description	Hours/Qty	Rate	Amount
Services provided in December, 2016 See Attached Detail		1,600.00	1,600.00
		<b>Total</b>	\$1,600.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$1,600.00

Date	Task	First Name	Last Name	Notes	Hours	Billable Rate	Billable Amount
12/5/2016	Upper Elementary	Scott	Maslansky	Roof length	1.00	\$ 100.00	\$ 100.00
12/5/2016	Upper Elementary	Paul	Leveille	Calculate Effective Leakage Area / takoffs	1.00	\$ 100.00	\$ 100.00
12/6/2016	Upper Elementary	Dana	Nute	Calculate infiltration rate using "open hole method" and volume. Send calcs to team	1.00	\$ 100.00	\$ 100.00
12/9/2016	Upper Elementary	Paul	Leveille	Review with DH, JP and Dana / review drawings for testing	1.50	\$ 100.00	\$ 150.00
12/9/2016	Upper Elementary	Dana	Nute	Conf call with team on process for air infiltration testing	0.50	\$ 100.00	\$ 50.00
12/13/2016	Upper Elementary	Paul	Leveille	Zone Pressure Testing research / prep for site visit	1.00	\$ 100.00	\$ 100.00
12/14/2016	Upper Elementary	Paul	Leveille	Collect equipment / Zone Pressure Testing and download dataloggers	3.00	\$ 100.00	\$ 300.00
12/14/2016	Travel-Billable	Paul	Leveille	Site Visit	2.00	\$ 100.00	\$ 200.00
12/15/2016	Upper Elementary	Paul	Leveille	Download data / create report / review with Dick / review wall sections	5.00	\$ 100.00	\$ 500.00
<b>TOTALS</b>					<b>16.00</b>	<b>\$</b>	<b>1,600.00</b>



John F. Penney Consulting Services, P.C.  
HVAC, Plumbing & Fire Protection Engineering  
Commissioning & TAB Services

231 South Main Street  
P.O. Box 10  
Chester, VT 05143

## INVOICE

Invoice Number: 3482  
Date: December 29, 2016  
Project Number: 16041.10

### Innovative Natural Resources Solutions, LLC

Attn: Charlie Niebling  
20-220 Depot Street, Suite 3  
Peterborough, NH 03458

### Hollis Upper Elementary School

For Professional Services Rendered Through: December 31, 2016

### Professional Services

	Hours	Rate	Amount
Calculations	8.50	65.00	\$552.50
Commissioning	12.50	65.00	\$812.50
Coordination	1.00	125.00	\$125.00
Design Review	2.00	125.00	\$250.00
Project Meeting	3.00	125.00	\$375.00
Research	1.00	125.00	\$125.00
<b>Total Professional Services</b>	<b>28.00</b>		<b>\$2,240.00</b>

Maximum Allowable	\$6,200.00
Previously Billed	\$3,931.25
<b>Current Invoice Amount</b>	<b>\$2,240.00</b>
Remaining Contract	\$28.75

<b>Invoice Total</b>	<b>\$2,240.00</b>
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## School Administrative Unit #41

Hollis, Brookline & Hollis-Brookline Cooperative School Districts  
Office of the Superintendent of Schools  
4 Lund Lane  
Hollis, New Hampshire 03049  
603.324.5999 fax 603.465.3933

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DATE: February 1, 2017  
September 6, 2016 (original memo)

TO: Hollis School Board

FROM: Kelly Seeley  
Business Administrator

SUBJECT: Hollis School Buildings Expendable Trust Issue

During the audit fieldwork in August, the auditor made me aware of a situation we have with the Hollis School Buildings Expendable Trust. The balance of the Trust as of 6/30/16 is \$116,691. Of that balance, \$103,977 represents expenditures originally applied to the Trust in years prior to July 1, 2011. So, the available balance is: \$12,714. In FY17 we'll be moving approximately \$72,200 in expense from the Trust to the General Fund based on the Board's approval of summer expenditures. We will also be adding \$55,000 as a result of the taxpayer approval of the FY17 budget bringing the balance to approximately -\$4,486.

The Board has the choice of two actions:

1. We can move the \$103,977 to the General Fund as was originally intended but some of the \$72,200 would need to be expended from the General Fund without going over budget in FY17 to avoid a negative balance in the Trust. Depending on how much is moved, there could be very little left in the Expendable Trust for future needs.
2. Since these expenditures were made from the General Fund at the time of the expense and have never been requested from the Expendable Trust, the Board could restate in their minutes that these funds should have been applied to the General Fund.

Doing this will let the balance in the Expendable Trust remain available for current and future needs. The unreserved fund balance will be reduced by \$103,977. At this time the audit is showing the unreserved fund balance to be \$430,387. This reduction will reduce the balance to \$326,410.

A sample motion for this would be: ***"I move that we restate our unreserved fund balance in the amount of \$103,977 to apply expenditures previously applied to the Expendable Trust to the General Fund."***

It is my recommendation to go with Choice #2 especially in light of the increasing need for major repairs in both Hollis schools.

Andrew Corey  
Superintendent of Schools  
andrew.corey@sau41.org

Gina Bergskaug  
Assistant Superintendent  
gina.bergskaug@sau41.org

Kelly Seeley  
Business Administrator  
kelly.seeley@sau41.org

Amy Rowe  
Director of Student Services  
amy.rowe@sau41.org