

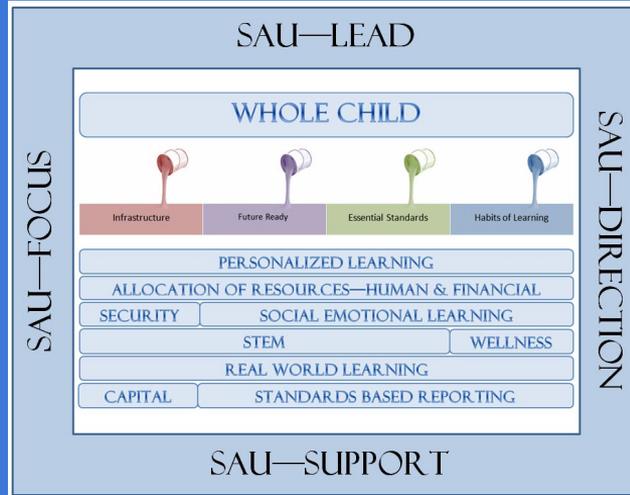
Hollis Brookline Cooperative School Board  
Wednesday, October 17<sup>th</sup>, 2018  
Hollis Brookline Middle School Library  
All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer  
Agenda adjustments  
Approve meeting minutes  
Nomination/ resignations/correspondence
- 6:10 Public Input
- 6:20 Principal Reports
  - Goals presentation for 2018-2019
  - Program of Studies presentation
    - Physical education credit
    - Adaptive physical education and art classes
- 7:45 Discussion
  - Revenue and Expense report
  - Turf field update
  - STEM lab update
  - Annual meeting dates and deadlines
  - Annual meeting ballot review
  - Annual meeting schedule review
- 8:30 Deliberations**
  - To see what action the Board will take regarding Policy IHAM — Health Education and Exemption, Fourth Reading
  - To see what action the Board will take regarding the field proposal from Tighe and Bond
  - To see what action the Board will take regarding middle school lacrosse teams
  - To see what action the Board will take regarding the high school donation
- 9:00 Non – Public Session
- 9:15 Motion to Adjourn



# HBHS/HBMS Goals

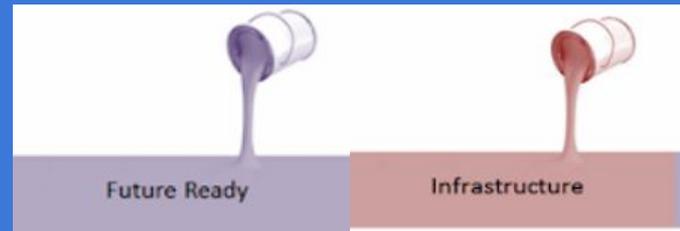
October 17, 2018





## HBHS Goal #1: Evaluate and enhance current STEM offerings

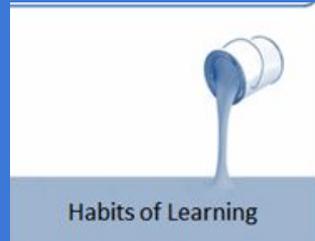
- ***Evaluate current offerings***
- *Research alternatives to the March 2018 STEM proposal and make a recommendation on how to acquire the necessary space to for related programs.*
- *Establish and lead a committee tasked with exploring alternatives to last year's Facilities Committee Proposal.*





**HBHS Goal #2:** Review and implement recommendations as appropriate that were developed by building level committee led by consultants utilizing the West Ed Tool.

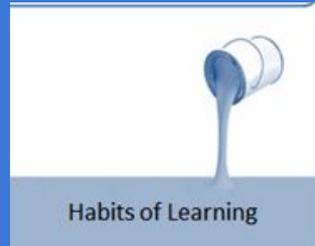
- Increase staff understanding of Special Education rules, laws, local policy and how they are applied at the Hollis Brookline High School.
- Strengthen administration and staff knowledge and expertise as related to the social, emotional and behavioral needs of the diverse student population at Hollis Brookline High School.
- Explore options/sources of universal mental health screening tools.
- RTI, MTSS, and SIT





## Goal #2 Continued

- *Strengthen inter-department connections, communication, sharing of resources and expertise.*
- *Strengthen secondary transitions for students to include more Extended Learning Opportunities (ELO's) and work based opportunities.*





## HBHS Goal #3: Continue to develop vertically aligned (7-12) Professional Learning Communities.

- *Utilize assigned PLC, faculty, and/or department meeting time to meet in 7-12 content areas.*
- *Continue to review process for acceleration in math and grade 9 readiness in math.*





## Goal #3 Continued

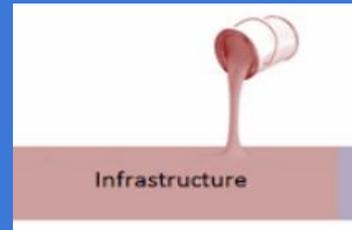
- *Review World Language curriculum for alignment from introductory level to Intro to Modern Languages, level 1, or level 2 at the HS.*
- *Review texts used in 7th and 8th grade ELA for overlap.*
- *Identify general skills in social studies, and review continuity in US History courses.*

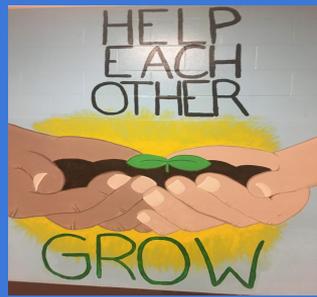




**HBHS Goal #4:** Perform a technology needs assessment for the high school that takes into account recent purchases and practices as they relate to the impact on technology and instruction in the building.

- *Perform a needs assessment utilizing data gathered from the 21st Century Learning Committee and a selected technology needs assessment tool.*
- *Develop and present a multi-phase plan for implementation.*





**HBMS Goal #1:** To enhance our collective vision for teaching and learning amongst all HBMS Community Members.

*Actions to support this goal:*

- *Revision of the HBMS Core Values*
- *Implement the recommendations made during our special education program review.*
- *Create additional pathways that encourage staff, student and parent voice in the school community.*





**HBMS Goal #2:** Ensure that all students are provided growth opportunities in the general education curriculum.

*Actions to support this goal:*

- *Develop an evaluation tool to determine the effectiveness of interventions.*
- *Provide pathways for personalized learning for all students.*
- *Implementation of the PSAT 8/9 at grade 8.*





**HBMS Goal #3:** Continue to develop and integrate a systematic approach to ensure the social and emotional well being of all students .

*Actions to support this goal:*

- *Train students and parents on the research based program Mental Health First Aid.*
- *Implementation of the Naviance Software Program by the counseling department.*
- *Implement revisions to the HBMS ROCK (advisory) program.*
- *Continue to monitor student attendance plans*



To: Hollis Brookline Cooperative School Board  
From: Bob Thompson, Principal HBMS  
Re: Principal's Report  
Date: October 17, 2018 Scheduled Meeting



### ***INFORMATION ONLY***

**PSAT-**On Monday, November 5th, HBMS 8th grade students will be administered the PSAT 8/9. The PSAT 8/9 is the first test in the SAT group of assessments. The PSAT 8/9 establishes a baseline for students and provides parents and teachers with early feedback on the skills and knowledge that matter most for college and career success. More information regarding PSAT 8/9 can be found at: <https://collegereadiness.collegeboard.org/psat-8-9>

**Parent Teacher Conferences-** On November 5<sup>th</sup> and 13<sup>th</sup> HBMS will hold after school parent conferences. This is a new addition to the school year. Conferences will be conducted by team with off team teachers having drop in times for parents. Similar in format to the high school, parents are able to sign up via a Sign Up Genius. Parents who are not able to schedule in one of the time slots can reach out to the team to schedule a time during the teachers Common Planning Time (CPT).

**Safety Team-** The HBMS safety team is off to a strong start. To date, the team has conducted 4 drills including 2 evacuation drills, a whole school lockdown drill and a lockdown drill during lunch. On October 9<sup>th</sup> members of the safety team attended training conducted by Homeland Security on School Behavioral Threat Assessments and will use this information to create a school threat assessment team. Other priorities for the safety team this year include: reviewing and implementing the recommendations to schools by the Governor's School Safety Preparedness Task Force, creating a presentation for the professional development day in November, creating a presentation for the June Emergency Management Statewide Conference and preparing for a table talk exercise with staff.

**Veterans Day Celebration-** On November 8<sup>th</sup> beginning at 8:30 a.m. HBMS will host its annual Veterans Day Celebration. We are asking that any community members who may know of an area veteran that has not received an invitation should reach out to the HBMS main office. It would be great to see some new faces at this event. As always, the public is welcome to attend.

### **Important Dates:**

**October 26-** Halloween dance 7:00-9:00 p.m. in the HBMS MPR.

**October 30-** Sports Recognition Night 6:30 p.m.

**November 2-** Quarter one ends.

**November 8-** Veterans Day Assembly 8:30 a.m. in the HBMS Gymnasium

To: Andrew Corey, Superintendent  
From: Rick Barnes, Principal  
RE: October Board Report

**Action Item:**

- \$5000 Donation form Hollis-Brookline Rotary

**2019-20 Program of Studies Changes Walkthrough:** (Attached)

**2018.19 Goals:** (Attached)

**Meetings for Transfer Students:** The School Counseling Department kicked off the first in a series of monthly meetings during CavBlock. Due to the numbers of students involved, separate meetings were held for grades 9 and 10 while grades 11 & 12 were combined. The first meeting focused on some light team building and was by all accounts a success.

**HB the Change + HB Rotary:** Thank you to the Hollis-Brookline Rotary Club for their generous support for our upcoming Challenge Day, which will be held on December 6 of this year. The club donated \$5,000 to support this initiative. The program's stated purpose is to help people learn to connect through powerful, life-changing programs in their schools, businesses, communities and families. Using highly interactive and energetic activities, their programs provide teens and adults with tools to break down the walls of separation and isolation and replace them with compassion. Their goal is to inspire people to live, study, and work in an environment of acceptance, love, and respect. They stand for a world where everyone feels safe, loved and celebrated.

On December 6, around 100 participants consisting of adults from the school and community, students, staff, and administrators will participate in this unique programming during the school day. Those who are chosen will serve as ambassadors to build upon our strong school culture. At this point, we will be looking to run this program annually with new participants each time.

Respectfully Submitted,

Rick Barnes  
Principal

## 2019-20 Program of Studies Changes Walkthrough

### New Hampshire Scholars:

Additional language is added at the beginning of the Science, Engineering, and Computer Science sections to demonstrate how those sections qualify for STEM Emphasis. Similar language is added on the Visual and Performing arts sections to demonstrate how those courses qualify for Art Emphasis.

#### *In the Program of Studies:*



All computer education courses qualify as STEM related courses for New Hampshire Scholars with STEM Emphasis designation.



All visual and performing arts courses qualify as Art Education courses for New Hampshire Scholars with Art Emphasis designation.

### Science:

The prerequisite to Accelerated Biology is now only contingent on recommendation of the current science teacher. As a result, Accelerated Physical Science has been removed. The course did not run during the 2018-19 academic year due to low enrollment. Additionally, students may earn third year science credit by taking designated applied science courses in Engineering at HBHS, selected Computer Education courses at HBHS, and selected vocational courses at partnering schools.

### Visual & Performing Arts:

Unified Music will be a new course offering.

#### *In the Program of Studies:*

##### **Unified Music**

**Gr. 9-12**

**.5 Credit**

**Semester**

Hollis Brookline High School embraces a philosophy of including students with disabilities in all of our classes and all aspects of our school community. This course is designed to deepen that inclusion by fostering the development of relationships between student with and without disabilities, while using the benefit of playing different musical instruments and singing as the platform. Exposure to different types of music may help facilitate an interest into adulthood for student for leisure and adult living. The focus of the mentor's work will be learning how to provide peer support in a respectful way.

*\*\*knowledge of an instrument or singing is not required.*

## **Physical Education:**

Beginning with the 2019-20 Academic year, students in grades 10, 11, & 12 may count their participation in an Athletics Program at HBHS or Approved Community Based Physical Education Activity. Students will sign a contract that will double as an application. Once accepted, students will keep track of their hours on the approved timecard provided. Students will submit their timecards for final approval at the end of the activity. Students may earn a maximum of a ½ credit through an approved sport or ACBPE during their time at HBHS. This credit may only be counted as Pass/Fail.

Unified Physical Education will be a new course offering.

### ***In the Program of Studies:***

#### **Unified PE**

**Gr. 10-12**

**.5 Credit**

**Semester**

Hollis Brookline High School embraces a philosophy of including students with disabilities in all of our classes and all aspects of our school community. This course is designed to deepen that inclusion by fostering the development of relationships between student with and without disabilities, while using the benefit of physical exercise as the conduit. Physical skills is leisure for adult living. The focus of the mentor's work will be learning how to provide peer support in a respectful way.

## **School Counseling Department:**

All references to the Guidance Department have been removed and replaced with School Counseling.

## **Social Studies:**

Topics courses have been removed. Economics, Civics, U.S. History, and World Studies will once again become heterogeneous.

Additionally, the honors for contract model in Economics and Civics will weighted and graded in accordance with other honors and AP courses.

Language change in AP World History to reflect focus from 1200 CE forward. Previously the focus was 8000 BCE forward. This change is being mandated by the College Board.

***In the Program of Studies:***

Students investigate the content of world history for significant events, individuals, developments, and processes focusing primarily on the time period from 1200 CE onward and develop and use historical thinking skills and methods: analyzing primary and secondary sources, making historical comparisons, chronological reasoning, and argumentation. The course provides five themes (interaction between humans and the environment; development and interaction of cultures; state building, expansion, and conflict; creation, expansion, and interaction of economic systems; and development and transformation of social structures) that students explore throughout the course in order to make connections among historical developments in different times and places encompassing the five major geographical regions of the globe: Africa, the Americas, Asia, Europe, and Oceania. Students are expected to take the AP World History exam in May.

**Engineering:**

Remove Robotics 2, as it has not run for several years and does not usually fit in the master schedule as it runs now (one semester of Robotics 1, one semester of Computers and Technology)

**All Dual Enrollment Courses:**

Some institutions may impose attendance policies for awarding credit, wherein if a student exceeds a specified number of absences, no college credit can be awarded.

***STEM Related Dual Enrollment Courses:*** Juniors and Seniors can earn credit for up to two STEM courses per year for no charge under the state STEM scholarship initiative. Freshman and sophomores will be required to pay a \$150 fee for their credit.

***In the Program of Studies:***

***Dual Enrollment institutions may have attendance policies for awarding credit, wherein if a student exceeds a specified number of absences, no college credit can be awarded.***

*Juniors and Seniors can earn credit for up to 2 STEM related courses a year for no charge under the state STEM scholarship initiative, but sophomores will be required to pay a \$150 fee for the credit.*

To: Andrew Corey, Superintendent  
From: Brian Bumpus, District Athletic Coordinator  
Re: October 2018 Board Report

The regular season for Fall sports is quickly winding down, and several of the teams across the district have positioned themselves for play-off runs in their respective sports. All 5 Middle School teams are poised to make the play-offs, with several of them in position to host at least one game in the Tri-County Tournaments and the Cross Country teams are set to compete in the League Championships on Saturday, October 12<sup>th</sup>. Although the Golf and Bass Fishing seasons have come to a close at the High School level, Boys and Girls Soccer, Football, and Girls Volleyball are all in the top 8 of their respective NHIAA standings, with the Cross Country and Fall Cheerleading championships right around the corner.

**NH Tackles Hunger:** Hollis Brookline High School participated in the NH Tackles Hunger initiative, sponsored by WMUR, and was able to collect over 300 pounds in canned goods and non-perishables. These items will be donated to the SHARE food pantry in Milford.

**Recent Coaching Hires:** This Fall has brought about several coaching hires, including the following:

Indoor Track Head Coach (HBHS): Pam Saucier  
Indoor Track Asst. Coach (HBHS): Mark Hamilton  
Wrestling Asst. Coach (HBHS): Ian Tomer  
Outdoor Track Girls Head Coach (HBHS): Pam Saucier  
Outdoor Track Boys Head Coach (HBHS): Mark Hamilton  
Outdoor Track Associate Coach (HBHS): David Hersey  
Baseball Head Coach (HBMS): Alex Simo

With several of these being internal hires, the Athletic Department feels that these will be instrumental in building successful programs across the district.

**District Coaching Openings:** Currently, HB Athletics is looking for qualified candidates to fill the following positions.

Girls JV Lacrosse Coach (HBHS)  
Boys JV Lacrosse Coach (HBHS)  
Outdoor Track Asst. Coach (HBHS)  
Outdoor Track Head Coach (HBMS)

Respectfully Submitted,



Brian Bumpus  
District Athletic Coordinator

## Hollis Brookline Cooperative School District

### FY18 Revenue and Expense Report

<b>Expenses as of 6/30/18</b>				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 5,733,122.81	\$ 5,524,163.15		\$ 208,959.66
Special Education	\$ 3,625,020.75	\$ 3,476,233.92		\$ 148,786.83
Vocational Program	\$ 35,840.00	\$ 23,602.77		\$ 12,237.23
Co-curricular Program	\$ 703,692.18	\$ 690,694.67		\$ 12,997.51
Student Support Services	\$ 1,343,602.72	\$ 1,288,900.18		\$ 54,702.54
Instructional Staff Support	\$ 659,239.33	\$ 546,840.13		\$ 112,399.20
School Board/SAU Assessment	\$ 933,531.72	\$ 873,865.28		\$ 59,666.44
School Administration	\$ 941,503.11	\$ 930,387.46		\$ 11,115.65
Food Service Bad Debt		\$ 1,803.94		\$ (1,803.94)
Facilities	\$ 1,179,445.05	\$ 1,156,210.30		\$ 23,234.75
Transportation	\$ 1,217,354.10	\$ 1,029,365.70		\$ 187,988.40
Benefits	\$ 4,518,467.23	\$ 4,479,095.83		\$ 39,371.40
Site improvement	\$0	\$0		\$ -
Architectural Fees	\$0	\$ 5,097.61		\$ (5,097.61)
Bonds	\$ 597,367.00	\$ 597,367.00		\$ -
Transfers	\$ 848,000.00	\$ 837,981.00		\$ 10,019.00
<b>TOTAL FY18 EXPENSES</b>	<b>\$22,336,186</b>	<b>\$21,461,609</b>	<b>\$0</b>	<b>\$ 874,577.06</b>

FY17 Expense Carryover	\$155,833	\$124,571	
<b>TOTAL FY18 + FY17</b>	<b>\$22,492,019</b>	<b>\$21,586,180</b>	<b>\$0 \$ 905,838.73</b>

## Revenue as of 6/30/2018

Description	Budget	YTD Revenue	Expected	Balance
<b>Local Property Tax</b>	\$ 16,427,665	\$ 16,427,665		\$ -
<b>Adequacy Aid Grant/Tax</b>	\$ 3,168,920	\$ 3,168,920		\$ 0
<b>Impact Fees</b>	\$ 15,600	\$ 23,996		\$ 8,396
<b>State</b>				
<b>Special Education Aid</b>	\$ 580,387	\$ 577,615		\$ (2,772)
<b>Building Aid</b>	\$ 173,362	\$ 173,362		\$ -
<b>Food Service</b>	\$ 3,700	\$ 3,156		\$ (544)
<b>Other State Aid</b>	\$ -	\$ 1,916		\$ 1,916
<b>Federal</b>				
<b>Grants</b>	\$ 245,000	\$ 252,394		\$ 7,394
<b>Food Service</b>	\$ 38,000	\$ 47,771		\$ 9,771
<b>Medicaid</b>	\$ 202,000	\$ 149,430		\$ (52,570)
<b>Local</b>				
<b>Tuition</b>	\$ -	\$ -		\$ -
<b>Food Service Sales</b>	\$ 374,300	\$ 348,527		\$ (25,773)
<b>Other</b>	\$ 62,000	\$ 94,836		\$ 32,836
<b>Contingency &amp; Trusts</b>	\$ 287,000	\$ 286,133		\$ (868)
<b>Unreserved Fund Balance</b>	\$ 900,252	\$ 881,352		\$ (18,900)
<b>Less Retained Fund Balance</b>	\$ (142,000)	\$ (142,000)		\$ -
<b>TOTAL REVENUE</b>	<b>\$ 22,336,186</b>	<b>\$ 22,295,073</b>	<b>\$ -</b>	<b>\$ (41,113)</b>

<b>Total Expense Balance</b>	<b>\$905,839</b>
<b>Total Revenue Balance</b>	<b>(\$41,113)</b>
<b>Unreserved Fund Balance</b>	<b>\$864,726</b>

**Anticipated Reductions to Unreserved Fund Balance**

Contingency	\$ (100,000)
Athletic Trust	\$ (70,000)
Maint. Trust	\$ (40,000)
Spec Ed Trust	\$ (50,000)
Retained Fund Balance	\$ (142,000)
<b>Total Reductions</b>	<b>\$ (402,000)</b>

**Unreserved Fund Balance After Reductions**

**\$462,726**

6/30/2018

**Explanation of budget balances on current expense report**

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 208,959.66	Hiring savings and all expected savings
1200	Special Education	\$ 148,786.83	Para-educator unfilled positions
1300	Vocational Program	\$ 12,237.23	Lower tuition
1400	Co-curricular Program	\$ 12,997.51	Athletic officials lower than expected
2100	Student Support Services	\$ 54,702.54	Did not replace student assistance coordinator
2200	Instructional Staff Support	\$ 112,399.20	Professional staff development lower than expected
2300	School Board/SAU Assessment	\$ 59,666.44	Legal fees, annual mtg, negotiation expenses higher than expected
2400	School Administration	\$ 11,115.65	Software vendor contracts lower than expected
2500	Food Service Bad Debt	\$ (1,803.94)	
2600	Facilities	\$ 23,234.75	Higher utility costs and building repairs; includes tank and pipe repair
2700	Transportation	\$ 187,988.40	Special Ed Trans. and gas costs lower than expected
2900	Benefits	\$ 39,371.40	Savings in health plan choices; savings in life insurance and UC
4200	Site Improvement	\$ -	
4300	Architectural Fees	\$ (5,097.61)	Banwell Architects -- add'l work above the \$25K approved in FY17
5100	Bonds	\$ -	
5200	Transfers	\$ 10,019.00	
	<b>TOTAL FY18 EXPENSES</b>	<b>\$ 874,577.06</b>	

**General explanation of what is included in each account category**

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4200	Site Improvement	Fire Panel Replacement at the HS (and survey for turf field will go here)
4300	Architectural Fees	
5100	Bonds	
5200	Transfers	

## Hollis Brookline Cooperative School District

### FY19 YTD Expense and Revenue Report

<b>Expenses as of 10/5/2018</b>				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 5,697,708	\$ 916,689	\$ 4,779,893	\$ 1,125
Special Education	\$ 3,454,821	\$ 677,321	\$ 2,753,342	\$ 24,159
Vocational Program	\$ 40,840	\$ -	\$ 40,349	\$ 491
Co-curricular Program	\$ 751,155	\$ 153,205	\$ 597,737	\$ 213
Student Support Services	\$ 1,383,008	\$ 184,558	\$ 1,197,391	\$ 1,059
Instructional Staff Support	\$ 711,039	\$ 188,328	\$ 487,542	\$ 35,169
School Board/SAU Assessment	\$ 977,608	\$ 286,357	\$ 690,858	\$ 393
School Administration	\$ 1,060,893	\$ 357,381	\$ 701,511	\$ 2,001
Food Service Bad Debt				\$ -
Facilities	\$ 1,268,661	\$ 364,571	\$ 929,135	\$ (25,045)
Transportation	\$ 1,132,709	\$ 233,492	\$ 893,625	\$ 5,591
Benefits	\$ 4,778,774	\$ 944,578	\$ 3,860,110	\$ (25,914)
Site improvements	\$ 75,500	\$ 34,881	\$ 39,368	\$ 1,251
Debt Service	\$ 620,191	\$ 518,305	\$ 101,887	\$ -
Transfers	\$ 2,474,000	\$ -	\$ 2,474,000	\$ -
<b>TOTAL</b>	<b>\$ 24,426,907</b>	<b>\$ 4,859,666</b>	<b>\$ 19,546,749</b>	<b>\$ 20,493</b>

FY18 Expense Carryover	\$152,203	\$99,542	\$33,647	\$19,014
<b>TOTAL FY18 + FY19</b>	<b>\$ 24,579,110</b>	<b>\$ 4,959,208</b>	<b>\$ 19,580,396</b>	<b>\$ 39,507</b>

Please note that the \$100,000 Contingency line has been encumbered - no planned use at this time

## Revenue as of 10/5/2018

Description	Budget	YTD Revenue	Expected	Balance
<b>Local Property Tax</b>	\$ 15,295,661	\$ 5,250,000	\$ 10,045,661	\$ -
<b>Adequacy Aid Grant/Tax</b>	\$ 5,157,701	\$ 614,918	\$ 4,542,783	\$ -
<b>Impact Fees</b>	\$ 5,000	\$ -	\$ 5,000	\$ -
<b>State</b>				\$ -
<b>Special Education Aid</b>	\$ 594,000	\$ -	\$ 594,000	\$ -
<b>Building Aid</b>	\$ 181,362	\$ -	\$ 181,362	\$ -
<b>Food Service</b>	\$ 3,000	\$ -	\$ 3,000	\$ -
<b>Other State Aid</b>		\$ -		\$ -
<b>Federal</b>				\$ -
<b>Grants</b>	\$ 260,000	\$ -	\$ 260,000	\$ -
<b>Food Service</b>	\$ 38,000	\$ -	\$ 38,000	\$ -
<b>Medicaid</b>	\$ 146,457	\$ 15,310	\$ 131,147	\$ -
<b>Local</b>				\$ -
<b>Tuition</b>	\$ 5,000	\$ 7,353		\$ 2,353
<b>Food Service Sales</b>	\$ 353,000	\$ 9,012	\$ 343,988	\$ -
<b>Other</b>	\$ 5,000	\$ 1,525	\$ 3,475	\$ (0)
<b>Contingency &amp; Trusts</b>	\$ 260,000	\$ 22,601	\$ 237,399	\$ (0)
<b>Capital Projects</b>	\$ 1,660,000		\$ 1,660,000	\$ -
<b>Unreserved Fund Balance</b>	\$ 604,726		\$ 604,726	\$ -
<b>Less Retained Fund Balance</b>	\$ (142,000)		\$ (142,000)	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 24,426,907</b>	<b>\$ 5,920,719</b>	<b>\$ 18,508,541</b>	<b>\$ 2,353</b>

<b>Total Expense Balance</b>	<b>\$39,507</b>
<b>Total Revenue Balance</b>	<b>\$2,353</b>
<b>Unreserved Fund Balance</b>	<b>\$41,860</b>

**Anticipated Reductions to Unreserved Fund Balance**

Contingency	
Athletic Trust	
Maint. Trust	
Spec Ed Trust	
Retained Fund Balance	\$ (142,000)
<b>Total Reductions</b>	<b>\$ (142,000)</b>

**Unreserved Fund Balance After Reductions**

**(\$100,140)**

10/5/2018

<b>Explanation of budget balances on current expense report</b>		
Function	Description	Current balance
1100	Regular Education	\$ 1,125
1200	Special Education	\$ 24,159
1300	Vocational Program	\$ 491
1400	Co-curricular Program	\$ 213
2100	Student Support Services	\$ 1,059
2200	Instructional Staff Support	\$ 35,169
2300	School Board/SAU Assessment	\$ 393
2400	School Administration	\$ 2,001
2500	Food Service Bad Debt	\$ -
2600	Facilities	\$ (25,045)
2700	Transportation	\$ 5,591
2900	Benefits	\$ (25,914)
4200	Site improvement	\$ 1,251
5100	Bonds	\$ -
5200	Transfers	\$ -
	<b>TOTAL FY18 EXPENSES</b>	<b>\$ 20,493</b>

Notes

Not yet fully encumbered; evaluating student needs

PD not fully encumbered

Water testing, heating oil, PSJF Grant

Higher health and dental insurance due to open enrollment choices

<b>General explanation of what is included in each account category</b>		
Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4200	Site Improvement	Fire Panel Replacement at the HS (and survey for turf field will go here)
4300	Architectural Fees	
5100	Bonds	
5200	Transfers	

October 17, 2018

To: Coop School Board

From: Andrew Corey, Superintendent

Re: Turf Field draft timeline

After consulting with Tighe and Bond and Greg Im, our Attorney, I am proposing the following draft timeline.

Wednesday, October 17 – Seek Coop Board approval for Tighe and Bond to complete permitting and design

Monday, October 22 – December 15<sup>th</sup> – Tighe and Bond complete design

Monday, October 22 – November 16<sup>th</sup> – Work with Bond Counsel to secure quotes for financing

Wednesday, November 17<sup>th</sup> – Coop Board reviews bond counsel quotes and deliberates on funding

Monday December 3<sup>rd</sup> - March 1<sup>st</sup> – Permitting

End of February – Put the field project out to bid

Mid -March– select vendor and enter into contract discussions

End of March/Early April 2019 – Begin construction

S-2041-0  
September 25, 2018

Andrew Corey  
Hollis Brookline Cooperative High School  
Cavalier Drive  
Hollis, NH 03049

**RE: Proposal for Synthetic Turf Project  
Hollis Brookline High School, Hollis, NH**

Dear Andrew:

Tighe & Bond, Inc. is pleased to provide this proposal for Professional Engineering Services related to the new Synthetic Turf project at the Hollis Brookline Cooperative High School in Hollis, NH. This proposal will set forth the Scope of Services, Schedule of Work, and Fees for Consulting Services required to complete the above referenced project.

## **PROPOSED PROJECT**

- New Synthetic Turf multi-purpose field
- Access from the existing parking area to the proposed field
- Design for future bleachers, lighting and concessions.

## **INFORMATION TO BE PROVIDED TO TIGHE & BOND BY CLIENT or CLIENT CONSULTANTS**

- Program information relative to school operations that will affect the proposed design.
- Input from the current athletic director, football, soccer, field hockey and lacrosse coaches on the proposed design.
- Review of documents by the facilities manager for on-site utility connections, field access and maintenance schedule.
- The previously contracted existing conditions plan prepared by Doucet Survey.

## **SCOPE OF SERVICES**

### **Task 1 – Survey: - (Completed)**

We will work with Doucet Survey to provide an updated existing condition plan that includes topography, location of structures, utilities and jurisdictional wetlands. I have attached a copy of Doucet's proposal. If you wish to contract directly with Doucet and avoid our ten percent (10%) markup, please let me know and I will adjust our proposal accordingly

### **Task 2 – Permitting Documents:**

Work under this task will include the following:

- Prepare plans to reflect the layout from our December 5, 2013 Conceptual Athletic Field Plan.
- Prepare drawings to be used for local/state permitting

At this time, we expect to complete the following forty scale plans:



- Existing Conditions Plan
- Site/Layout Plan
- Utilities Plan
- Grading, Drainage and Erosion Control Plan
- Detail Sheets

We have assumed that an Alteration of Terrain (AoT) Permit will be required (for a disturbance over 100,000 sf). We have budgeted for preparation of the drainage analysis and submission of the AoT Permit. We have assumed a NHDES Wetland Permit will be required at this time. We will work with the project wetland scientist (contracted by the SAU) on the submission of a wetlands permit to NHDES.

As part of this task we will coordinate with MUSCO lighting for the design of the sports field lighting. Pole height, location and photometrics will be provided. An electrical design, including connection of the lighting system to the power grid has not been included.

### **Task 3 - Geotechnical Report:**

The project team had previously performed several test pits in the area of the proposed field. Our intent is to utilize the information from these test pits to determine the elevation of bedrock under the field. If additional information is needed, a contract amendment would be requested.

### **Task 4 - Construction Documents:**

Once all permits are obtained, we will prepare documents suitable for bidding. We will utilize the permitting drawings prepared under Task 2. We will also prepare project specifications for the project manual. We assume that the SAU has a "front end" specification that will be provided for use in the project manual.

**We will assist the SAU in the bidding process answering RFI's and evaluating the bids. We have assumed up to 20 hours during the bidding process.**

### **Task 5 - Construction Administration:**

At this time, we have excluded any construction administration services. Should our services be requested, we will coordinate with the project team to determine what level of involvement is needed and prepare a contract amendment for the work.

### **Task 6 - Project Meetings/Local Permitting:**

We assume that any committee meetings will be via a conference call to work through specific details of the design. We have also assumed one (1) meeting with the local Conservation Commission, and one (1) meeting with the local Planning Board will be required.

## **EXCLUSIONS**

The following tasks are excluded from our scope of services:

1. Structural Design Services
2. Traffic Studies
3. Electrical Design
4. SWPPP Inspections or Preparation of the NOI
5. Wetlands Permitting
6. Application and Permit Fees
7. Local Permitting

**FEES FOR CONSULTING SERVICES**

For the purposes of developing a budget for work moving forward, we suggest the following budgets be established. We have provided our estimated budget of man-hours per each task.

<b>Task 1 – Survey:</b>	<b>Completed</b>
<b>Task 2 - Permitting Documents:</b>	<b>\$27,000.00</b>
<b>Task 3 - Geotechnical Report:</b>	<b>\$ 1,000.00</b>
<b>Task 4 – Construction Documents:</b>	<b>\$15,000.00</b>
<b>Task 5 – Construction Administration:</b>	<b>\$ 00.00</b>
<b>Task 6 - Project Meetings/Local Permitting:</b>	<b>\$ 2,000.00</b>

Tighe & Bond will perform these services for a lump sum fee of \$45,000, invoiced monthly based on percentage complete, plus reimbursable expenses as incurred. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Our attached Terms and Conditions is part of this letter agreement. If this agreement is acceptable, please sign one (1) copy and return it to my attention at your earliest convenience.

If you have any questions or need additional information, please feel free to contact me. We look forward to working with you on this project.

Very truly yours,

**TIGHE & BOND, INC.**

  
 Brad Mezquita, P.E.  
 Vice President

Enclosures Terms and Conditions (03/17)

J:\S\S2041 SAU # 41 Hollis-Brookline - Athletic Field\PROP\282041\_Hollis Brookline Turf Field Proposal\_Revised 9-25-18.Doc

**ACCEPTANCE:**

On behalf of SAU 41 the scope, fee, and terms of this proposal are hereby accepted.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**“CLIENT” is defined in the acceptance line of the accompanying proposal letter or the name the proposal is issued to; Tighe & Bond, Inc. is hereby referenced as “ENGINEER”.**

### **1. SCHEDULE OF PAYMENTS**

**1.1** Invoices will generally be submitted once a month for services performed during the previous month. Payment will be due within 30 days of invoice date. Monthly payments to ENGINEER shall be made on the basis of invoices submitted by ENGINEER and approved by CLIENT. If requested by CLIENT, monthly invoices may be supplemented with such supporting data as reasonably requested to substantiate them.

**1.2** In the event of a disagreement as to billing, the CLIENT shall pay the agreed portion.

**1.3** Interest will be added to accounts in arrears at the rate of one and one-half (1.5) percent per month (18 percent per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. In the event counsel is retained to obtain payment of an outstanding balance, CLIENT will reimburse ENGINEER for all reasonable attorney's fees and court costs.

**1.4** If CLIENT fails to make payment in full within 30 days of the date due for any undisputed billing, ENGINEER may, after giving seven days' written notice to CLIENT, suspend services and retain work product until paid in full, including interest. In the event of suspension of services, ENGINEER will have no liability to CLIENT for delays or damages caused by such suspension.

### **2. SUCCESSORS AND ASSIGNS**

**2.1** CLIENT and ENGINEER each binds itself, its partners, successors, assigns and legal representatives to the other parties to this Agreement and to the partners, successors, assigns and legal representatives of such other parties with respect to all covenants of this Agreement. ENGINEER shall not assign, sublet or transfer its interest in this Agreement without the written consent of CLIENT, which consent shall not be unreasonably withheld.

**2.2** This Agreement represents the entire and integrated Agreement between CLIENT and ENGINEER and supersedes all prior negotiations, representations or Agreements, whether written or oral. This Agreement may be amended only by written instrument signed by both CLIENT and ENGINEER.

**2.3** Nothing contained in this Agreement shall create a contractual relationship or cause of action in favor of a third party against CLIENT or against ENGINEER.

### **3. STANDARD OF CARE**

**3.1** In performing professional services, ENGINEER will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

### **4. TERMINATION**

**4.1** This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In addition, CLIENT may terminate this Agreement for its convenience at any time by giving written notice to ENGINEER. In the event of any termination, CLIENT will pay ENGINEER for all services rendered and reimbursable expenses incurred under the Agreement to the date of termination and all services and expenses related to the orderly termination of this Agreement.

### **5. RECORD RETENTION**

**5.1** ENGINEER will retain pertinent records relating to the services performed for the time required by law, during which period the records will be made available upon reasonable request and upon reimbursement for any applicable retrieval/copying charges.

**5.2** Samples - All soil, rock and water samples will be discarded 30 days after submission of ENGINEER's report, unless mutually agreed otherwise or unless ENGINEER's customary practice is to retain for a longer period of time for the specific type of services which ENGINEER has agreed to perform. Upon request and mutual agreement regarding applicable charges, ENGINEER will ship, deliver and/or store samples for CLIENT.

### **6. OWNERSHIP OF DOCUMENTS**

**6.1** All reports, drawings, specifications, computer files, field data, notes, and other documents, whether in paper or electronic format or otherwise (“documents”), are instruments of service and shall remain the property of ENGINEER, which shall retain all common law, statutory and other reserved rights including, without limitation, the copyright thereto. CLIENT's payment to ENGINEER of the compensation set forth in the Agreement shall be a condition precedent to the CLIENT's right to use documents prepared by ENGINEER.

**6.2** Documents provided by ENGINEER are not intended or represented to be suitable for reuse by CLIENT or others on any extension or modification of this project or for any other projects or sites. Documents provided by ENGINEER on this project shall not, in whole or in part, be disseminated or conveyed to any other party, nor used by any other party, other than regulatory agencies, without the prior written consent of ENGINEER. Reuse of documents by CLIENT or others on extensions or modifications of this project or on other sites or use by others on this project, without ENGINEER's written permission and mutual agreement as to scope of use and as to compensation, if applicable, shall be at the user's sole risk, without liability on ENGINEER's part, and CLIENT agrees to indemnify and hold ENGINEER harmless from all claims, damages, and expenses, including attorney's fees, arising out of such unauthorized use or reuse.

**6.3** Electronic Documents - ENGINEER cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format. If ENGINEER provides documents in electronic format for CLIENT's convenience, CLIENT agrees to waive any and all claims against ENGINEER resulting in any way from the unauthorized use, alteration, misuse or reuse of the electronic documents, and to defend, indemnify, and hold ENGINEER harmless from any claims, losses, damages, or costs, including attorney's fees, arising out of the unauthorized use, alteration, misuse or reuse of any electronic documents provided to CLIENT.

**6.4** Electronic Data Bases – In the event that ENGINEER prepares electronic data bases, geographical information system (GIS) deliverables, or similar electronic documents, it is acknowledged by CLIENT and ENGINEER that such project deliverables will be used and perhaps modified by CLIENT and that ENGINEER's obligations are limited to the deliverables and not to any subsequent modifications thereof. Once CLIENT accepts the delivery of maps, databases, or similar documents developed by ENGINEER, ownership is passed to CLIENT. ENGINEER will retain the right to use the developed data and will archive the data for a period of three years from the date of project completion.

## 7. INSURANCE

**7.1** ENGINEER will retain Workmen's Compensation Insurance, Professional Liability Insurance with respect to liabilities arising from negligent errors and omissions, Commercial General Liability Insurance, Excess Liability, and Automobile Liability during this project. ENGINEER will furnish certificates at CLIENT's request.

**7.2** Risk Allocation - For any claim, loss, damage, or liability resulting from error, omission, or other professional negligence in the performance of services, the liability of ENGINEER to all claimants with respect to this project will be limited to an aggregate sum not to exceed \$50,000 or ENGINEER's compensation for consulting services, whichever is greater.

**7.3** Damages – Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor ENGINEER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of certain damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that may be incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both CLIENT and ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

## 8. INDEMNIFICATION AND DISPUTE RESOLUTION

**8.1** ENGINEER agrees, to the fullest extent permitted by law, to indemnify and hold CLIENT harmless from any damage, liability or cost to the extent caused by ENGINEER's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom ENGINEER is legally liable. ENGINEER is not obligated to indemnify CLIENT in any manner whatsoever for CLIENT's own negligence.

**8.2** CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold ENGINEER harmless from any damage, liability or cost to the extent caused by CLIENT's negligent acts, errors or omissions in the performance of this Agreement or anyone for whom CLIENT is legally liable. CLIENT is not obligated to indemnify ENGINEER in any manner whatsoever for ENGINEER's own negligence.

**8.3** CLIENT agrees that any and all limitations of ENGINEER's liability, waivers of damages by CLIENT to ENGINEER shall include and extend to those individuals and entities ENGINEER retains for performance of the services under this Agreement, including but not limited to ENGINEER's officers, partners, and employees and their heirs and assigns, as well as ENGINEER's subconsultants and their officers, employees, and heirs and assigns.

**8.4** In the event of a disagreement arising out of or relating to this Agreement or the services provided hereunder, CLIENT and ENGINEER agree to attempt to resolve any such disagreement through direct negotiations between senior, authorized representatives of each party. If any disagreement is not resolved by such direct negotiations, CLIENT and ENGINEER further agree to consider using mutually acceptable non-binding mediation service in order to resolve any disagreement without litigation.

## 9. SITE ACCESS

**9.1** Right of Entry - Unless otherwise agreed, CLIENT will furnish right-of-entry on the land for ENGINEER to make any surveys, borings, explorations, tests or similar field investigations. ENGINEER will take reasonable precautions to limit damage to the land from use of equipment, but the cost for restoration of any damage that may result from such field investigations is not included in the agreed compensation for ENGINEER. If restoration of the land is required to its former condition, upon mutual agreement this may be accomplished as a reimbursable additional service at cost plus ten percent.

**9.2** Damage to Underground Structures - Reasonable care will be exercised in locating underground structures in the vicinity of proposed subsurface explorations. This may include contact with the local agency coordinating subsurface utility information and/or a review of plans provided by CLIENT or CLIENT representatives for the site to be investigated. ENGINEER shall be entitled to rely upon any information or plans prepared or made available by others. In the absence of confirmed underground structure locations, CLIENT agrees to accept the risk of damage and costs associated with repair and restoration of damage resulting from the exploration work.

## 10. OIL AND HAZARDOUS MATERIALS

**10.1** If, at any time, evidence of the existence or possible existence of asbestos, oil, or other hazardous materials or substances is discovered, ENGINEER reserves the right to renegotiate the terms and conditions of this Agreement, the fees for ENGINEER's services and ENGINEER's continued involvement in the project. ENGINEER will notify CLIENT as soon as practical if evidence of the existence or possible existence of such hazardous materials or substances is discovered.

**10.2** The discovery of the existence or possible existence of hazardous materials or substances may make it necessary for ENGINEER to take accelerated action to protect human health and safety, and/or the environment. CLIENT agrees to compensate ENGINEER for the cost of any and all measures that in its professional opinion are appropriate to preserve and/or protect the health and safety of the public, the environment, and/or ENGINEER's personnel. To the full extent permitted by law, CLIENT waives any claims against ENGINEER and agrees to indemnify, defend and hold harmless ENGINEER from any and all claims, losses, damages, liability, and costs, including but not limited to cost of defense, arising out of or in any way connected with the existence or possible existence of such hazardous materials substances at the site.

## 11. SUBSURFACE INVESTIGATIONS

**11.1** In soils, groundwater, and other subsurface investigations, conditions may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the variability of conditions and the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that may affect overall project costs and/or execution. These variable conditions and related impacts on cost and project execution are not the responsibility of ENGINEER.

## 12. FEDERAL AND STATE REGULATORY AGENCY AUDITS

**12.1** For certain services rendered by ENGINEER, documents filed with federal and state regulatory agencies may be audited after the date of filing. In the event that CLIENT's project is selected for an audit, CLIENT agrees to compensate ENGINEER for time spent preparing for and complying with an

agency request for information or interviews in conjunction with such audit. CLIENT will be notified at the time of any such request by an agency, and ENGINEER will invoice CLIENT based on its standard billing rates in effect at the time of the audit.

### 13. CLIENT'S RESPONSIBILITIES

**13.1** Unless otherwise stated in the Agreement, CLIENT will obtain, arrange, and pay for all notices, permits, and licenses required by local, state, or federal authorities; and CLIENT will make available the land, easements, rights-of-way, and access necessary for ENGINEER's services or project implementation.

**13.2** CLIENT will examine ENGINEER's studies, reports, sketches, drawings, specifications, proposals, and other documents and communicate promptly to ENGINEER in the event of disagreement regarding the contents of any of the foregoing. CLIENT, at its own cost, will obtain advice of an attorney, insurance counselor, accountant, auditor, bond and financial advisors, and other consultants as CLIENT deems appropriate; and render in writing decisions required by CLIENT in a timely manner.

### 14. OPINIONS OF COST, FINANCIAL ANALYSES, ECONOMIC FEASIBILITY PROJECTIONS, AND SCHEDULES

**14.1** ENGINEER has no control over cost or price of labor and materials required to implement CLIENT's project, unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, ENGINEER makes no warranty, expressed or implied, that CLIENT's actual project costs, financial aspects, economic feasibility, or schedules will not vary from any opinions, analyses, projections, or estimates which may be provided by ENGINEER. If CLIENT wishes additional information as to any element of project cost, feasibility, or schedule, CLIENT at its own cost will employ an independent cost estimator, contractor, or other appropriate advisor.

### 15. CONSTRUCTION PHASE PROVISIONS

The following provisions shall be applicable should the ENGINEER be retained to provide Construction Phase Services in connection with the Project:

**15.1** CLIENT and Contractor - The presence of ENGINEER's personnel at a construction site, whether as onsite representatives or otherwise, does not make ENGINEER or ENGINEER's personnel in any way responsible for the obligations, duties, and responsibilities of the CLIENT and/or the construction contractors or other entities, and does not relieve the construction contractors or any other entity of their respective obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction contract documents and for providing and/or enforcing all health and safety precautions required for such construction work.

**15.2** Contractor Control - ENGINEER and ENGINEER's personnel have no authority or obligation to monitor, to inspect, to supervise, or to exercise any control over any construction contractor or other entity or their employees in connection with their work or the health and safety precautions for the construction work and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except ENGINEER's own personnel.

**15.3** On-site Responsibility - The presence of ENGINEER's personnel at a construction site is for the purpose of providing to CLIENT an increased degree of confidence that the completed construction work will conform generally to the construction documents and that the design concept as reflected in the construction documents generally has been implemented and preserved by the construction contractor(s). ENGINEER neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform work in accordance with the construction documents.

**15.4** Payment Recommendations - Recommendations by ENGINEER to CLIENT for periodic construction progress payments to the construction contractor(s) are based on ENGINEER's knowledge, information, and belief from selective observation that the work has progressed to the point indicated. Such recommendations do not represent that continuous or detailed examinations have been made by ENGINEER to ascertain that the construction contractor(s) have completed the work in exact accordance with the construction documents; that the final work will be acceptable in all respects; that ENGINEER has made an examination to ascertain how or for what purpose the construction contractor(s) have used the moneys paid; that title to any of the work, materials, or equipment has passed to CLIENT free and clear of liens, claims, security interests, or encumbrances; or that there are no other matters at issue between CLIENT and the construction contractors that affect the amount that should be paid.

**15.5** Record Drawings - Record drawings, if required as part of ENGINEER's agreed scope of work, will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the project was finally constructed. ENGINEER is not responsible for any errors or omissions in the information from others that are incorporated into the record drawings.

### 16. DESIGN WITHOUT CONSTRUCTION PHASE SERVICES

The following provisions shall be applicable should the ENGINEER be retained to provide design services but not be retained to provide Construction Phase Services in connection with the Project:

**16.1** It is understood and agreed that the ENGINEER's Scope of Services under this proposal does not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided by the CLIENT or others. The CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against the ENGINEER that may be in any way connected thereto.

**16.2** In addition, the client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the ENGINEER, its officers, directors, employees and subconsultants (collectively, ENGINEER) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the ENGINEER.

<b>Renovate Area C-Infill</b>	<b>10/16/2017</b>	<b>10/1/2018</b>
Selective demo	\$ 28,260.00	\$ 31,086.00
New structural	\$ 70,650.00	\$ 77,715.00
3" Rockwool at ext. walls	\$ 3,990.00	\$ 4,389.00
GWB at ext. walls	\$ 9,310.00	\$ 10,241.00
New partitons	\$ 13,440.00	\$ 14,784.00
Skylights	\$ 42,240.00	\$ 46,464.00
Flooring	\$ 11,304.00	\$ 12,434.40
Ceilings	\$ 9,891.00	\$ 10,880.10
Painting	\$ 5,652.00	\$ 6,217.20
Mirrors	\$ 38,000.00	\$ 41,800.00
Fire extinguishers	\$ 2,400.00	\$ 2,640.00
HVAC	\$ 70,650.00	\$ 77,715.00
Sprinkler	\$ 11,304.00	\$ 12,434.40
Electrical	\$ 56,520.00	\$ 62,172.00
	\$ 373,611.00	\$ 410,972.10
General conditions at 11%	\$ 41,097.21	\$ 45,206.93
	\$ 414,708.21	\$ 456,179.03
Overhead and profit at 4%	\$ 16,588.33	\$ 18,247.16
	\$ 431,296.54	\$ 474,426.19
Contingency at 15%	\$ 64,694.48	\$ 71,163.93
	<b>\$ 495,991.02</b>	<b>\$ 545,590.12</b>
Area C cost per square foot @ 2826 sf =	\$ 175.51	\$ 193.06
<b>Area D- Elevator Roof Enclosure</b>	<b>10/16/2017</b>	<b>10/1/2018</b>
Selective demo	\$ 1,100.00	\$ 1,210.00
New structural at roof	\$ 7,500.00	\$ 8,250.00
Roof repair	\$ 1,200.00	\$ 1,320.00
New walls	\$ 4,800.00	\$ 5,280.00
New roof	\$ 3,500.00	\$ 3,850.00
Louvers	\$ 2,500.00	\$ 2,750.00
HVAC	\$ 3,300.00	\$ 3,630.00
Sprinkler	\$ 1,000.00	\$ 1,100.00
Electrical	\$ 3,300.00	\$ 3,630.00
	\$ 28,200.00	\$ 31,020.00
General conditions at 11%	\$ 3,102.00	\$ 3,412.20
	\$ 31,302.00	\$ 34,432.20
Overhead and profit at 4%	\$ 1,252.08	\$ 1,377.29
	\$ 32,554.08	\$ 35,809.49
Contingency at 15%	\$ 4,883.11	\$ 5,371.42
	<b>\$ 37,437.19</b>	<b>\$ 41,180.91</b>
Area D cost per square foot @ 110 sf =	\$ 340.34	\$ 374.37

*Steven L. Horton*  
SHCCSI

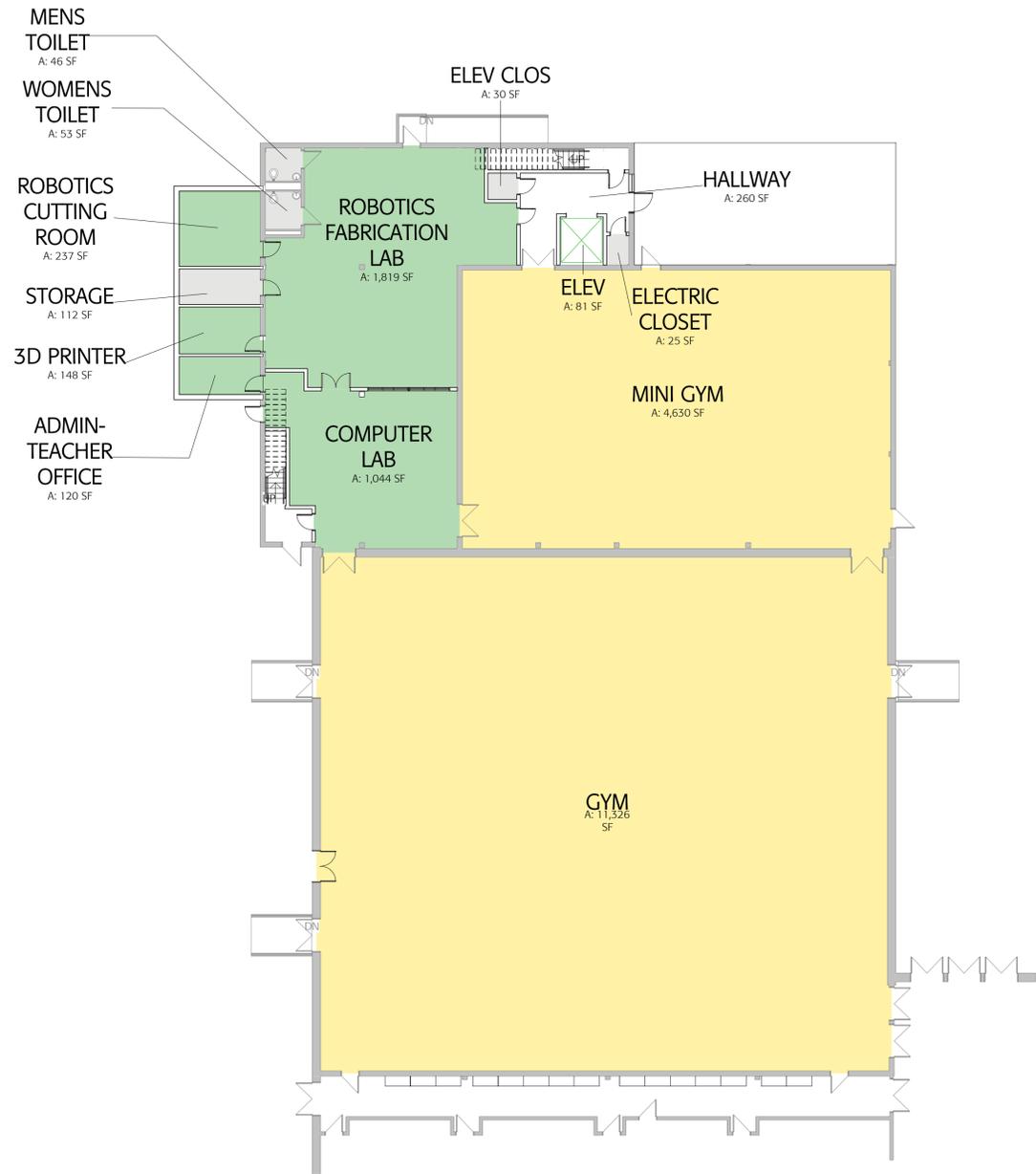




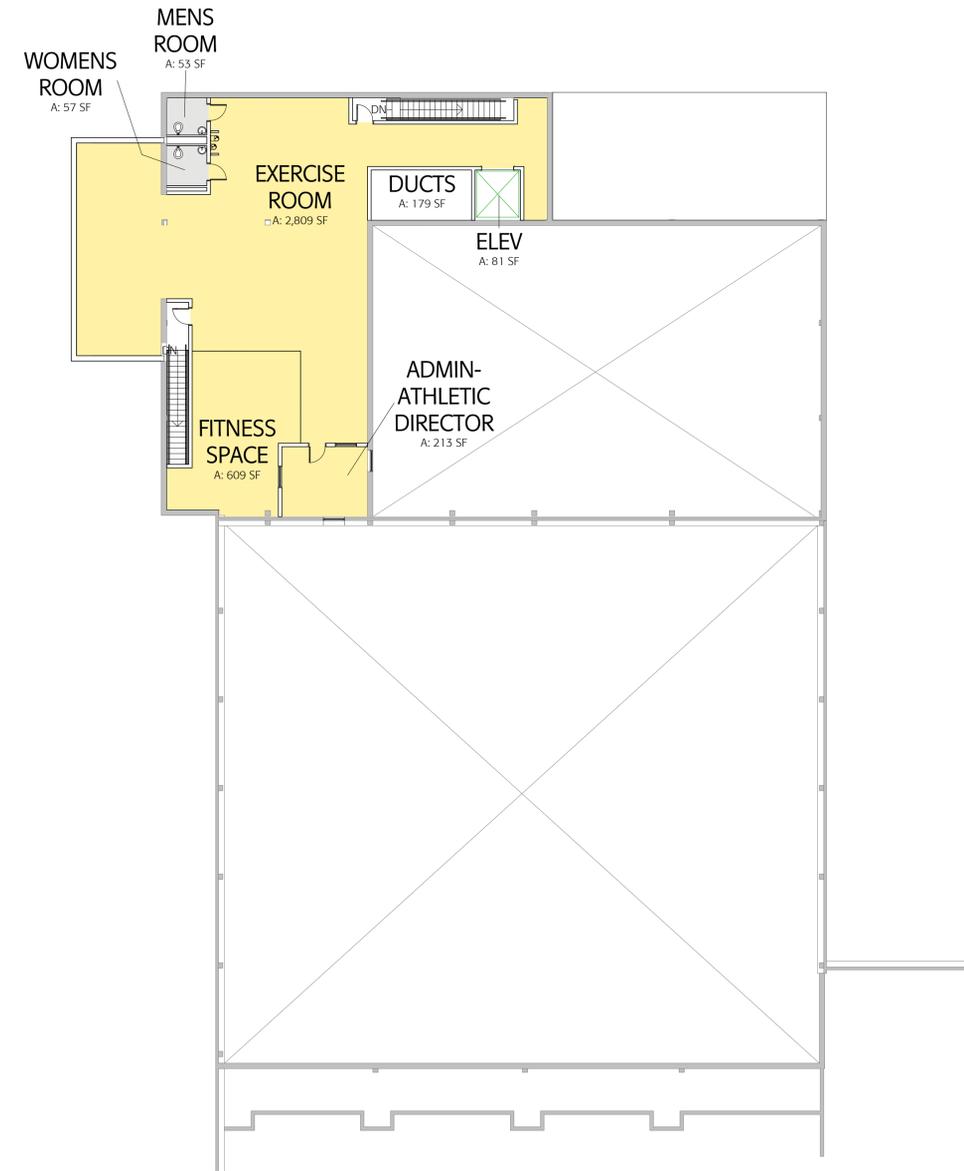
## Hollis Brookline Budget Estimate 10/1/18

	10/16/2017	10/1/2018
<b>Area E- Robotics Addition- 1428 sf at \$330/sf</b>	\$ 192,000.00	\$ 471,240.00
<b>Total Base Estimate</b>	\$ 1,600,695.16	\$ 2,020,804.67
<b>Alternate #1- Storage Addition- 516 sf at \$250/sf</b>	\$ 129,000.00	\$ -
<b>Alternate #2- Gym Air Conditioning</b>	\$ 320,000.00	\$ -
<b>Alternate #3- (2) Story Addition-2482 sf at \$300/sf</b>	\$ 744,600.00	\$ -
<b>Alternate #4- Third Floor Addition- 4058 sf at \$300/sf</b>	\$ 1,217,400.00	\$ -
<b>Alternate #5-Phase Construction</b>		
Initial Construction to Certificate of Occupancy Level		\$ 1,616,643.74
Fitup and completion		\$ 444,577.03
<b>Total</b>		<b>\$ 2,061,220.77</b>
<b>Alternate #6- Deduct Electrical Portion</b>		<b>\$ 215,000.00</b>

Steven L. Horton  
SHCCSI



**1** LEVEL 1 - FLOOR PLAN PRESENTATION - OPTION 1  
Scale: 1/16" = 1'-0"



**2** LEVEL 2 - FLOOR PLAN PRESENTATION - OPTION 1  
Scale: 1/16" = 1'-0"

**Department Legend**

- Core Area
- Facilities Support
- Specialized Classroom

PROPOSED PLANS

# Hollis Brookline High School

Hollis, New Hampshire



Vote by circling YES or NO  
Make no other marks on this ballot  
Do not tear this ballot

YES

NO

Vote by marking the box for YES or NO  
Make no other marks on this ballot  
Do not tear this ballot  
Failure to follow directions will invalidate your ballot

YES

NO

**HOLLIS BROOKLINE SCHOOL DISTRICT**  
**2019 SB2 and TRADITIONAL ANNUAL MEETING DATES and DEADLINES -DRAFT**  
**USING RSA REGULATIONS**

Action	RSA Parameters	SB2		Traditional				RSA Reference
		Brookline	Snow Date	Hollis	Snow Date	Coop	Snow Date	
Last day to <u>post notice</u> of budget hearing	SB2: "...the second Tuesday in January..."; Trad.: at least 7 days in advance of budget hearing	1/8/2019		1/28/2019		1/29/2019		SB2-40:13,II-a(a), 32:5,I; Trad.-32:, I
Last day for negotiated cost items to be finalized	SB2: "...the second Tuesday in January..."; Trad.: not later than 30 days before the date prescribed for the district meeting, or the 2nd Tues in March, whichever is earlier	1/8/2019		2/4/2019		2/11/2019		SB2-40:13, II-a (b), 273-A:1; Trad.-32:5-a; 197:6
Last day for petitioned warrant articles	SB2: "...the second Tuesday in January..."; Trad.: not later than 30 days before the date prescribed for the district meeting, or the 2nd Tues in March, whichever is earlier	1/8/2019		2/5/2019		2/11/2019		SB2-40:13, II-a (b), 39:3; Trad.-197:6
<b>PUBLIC HEARING DATES</b>	SB2: "...on or before the third Tuesday in January..."; Trad.: not later than 25 days before (district meeting) i.e. 25 days or EARLIER	<b>1/10/2019</b>	<b>1/15/2019</b>	<b>2/5/2019</b>	<b>2/12/2019</b>	<b>2/6/2019</b>	<b>2/8/2019</b>	SB2-40:13, II-a (c); Trad.-32:5, I
<b>FIRST SESSION-DELIBERATIVE</b>	SB2: "...between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays..."	<b>2/4/2019</b>	<b>2/7/2019</b>					SB2-40:13, III
Town Report Submission Deadline	Deadlines provided by Towns for them to meet timeline requirements	2/8/2019		2/8/2019		2/8/2019		Town Requirements
Last day for budget committee to deliver budget and warrant article recommendations to selectpersons for Posting	Trad.: at least 20 days before [district meeting]			2/20/2019		2/13/2019		Trad.-32:16,IV
Last day to <u>post</u> warrant, budget and default budget	SB2: "...on or before the last Monday in January..."; Trad.: 14 days before day of meeting (not including meeting day or posting day)	1/28/2019		2/24/2019		2/19/2019		SB2-40:13, II-a (d), 39:5, 197:7; Trad.- 197:7
Annual report with budget (and ballot questions) made available to voters	SB2 and Trad.: at least 7 days prior to meeting	3/5/2019		3/3/2019		2/26/2019		SB2-40:13, II; Trad.- 32:5, VII(a)
<b>SCHOOL DISTRICT MEETING DAY</b>	Trad.: annually between March 1 and March 25			<b>3/13/2019</b>	<b>3/14/2019</b>	<b>3/6/2019</b>	<b>3/7/2019</b>	Trad.-197:1
<b>SECOND SESSION-BALLOT VOTING</b>	SB2: "...the second Tuesday in March..."	<b>3/12/2019</b>						SB2-40:13, VII
Submit signed and completed forms to DRA	SB2 and Trad.: within 20 days of the close of the meeting	3/31/2019		4/2/2019		3/26/2019		21-J:34,II

## IHAM HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

~~Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The course syllabus will be viewable online at least two weeks prior to the beginning of the course. If any changes are made to the syllabus, the parents or legal guardians or students over the age of 18 will be notified at least two weeks in advance via the school's electronic notification system. The notice will identify and provide contact information for the member of staff or faculty a Parents or guardians or student over the age of 18 should contact the building principal or his/her designee to arrange an opportunity to inspect the curriculum course material. The health and physical instruction materials will be made reasonably accessible to parents/guardians/students over the age of 18 and others to the extent practicable.~~

~~Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.~~

Parents/guardians who do not want their child to participate in a particular unit of health or sex education instruction may submit a request in writing to the building principal in accordance with Board Policy IGE.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

### Legal References:

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*  
*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*  
*RSA 186: 11, IX-b, Health and Sex Education*  
*RSA 186:11, IX-c*

Adopted: February 18, 2009

1st Reading: January 17, 2018 (as amended)

2nd Reading: February 21, 2018

3rd Reading: September 12, 2018 (as amended)

