

Posted: 05.03.18

At: All Hudson schools, SAU building, district website

**HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
May 7, 2018
Hills Memorial Library – 18 Library Street**

**6:30 pm Public Session
followed by Non-public Session**

AGENDA

- A. **Call to Order:** Malcolm Price, Chair, will call the meeting to order.
- Pledge of Allegiance
- B. **Public Input**
- C. **Presentations to the Board**
1. Student Presentation – Unified Arts
- D. **Requests of the Board**
1. NH Athletic Directors Association Conference Attendance Request (LR): Attachment # 1
- E. **Reports to the Board**
1. Superintendent’s Report
 2. Assistant Superintendent’s Report
 3. Director of Special Services’ Report
 4. Business Administrator’s Report
- F. **Committee Reports**
- G. **Correspondence**
1. Letter of Resignation (information only, LR): Attachment # 2
 2. Discipline Data (LR): Attachment # 3
 3. At-Risk Coordinator Report (MW): Attachment # 4
 4. School Board Roles and Responsibilities (LR): Attachment # 5
- H. **Recommended Action**
1. Manifests – Recommended action: Make necessary corrections and sign.
 2. Minutes – Recommended action: Review and approve.
 - a) 04.16.18 Draft Minutes (LR): Attachment # 6
 - b) 04.24.18 Draft Minutes (LR): Attachment # 7
- I. **Old Business**
1. Vendor Contract Award – School Supplies (KB): Attachment # 8
 2. Vendor Contract Award – Art Supplies (KB): Attachment # 9

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3. Hiring Process for Assistant Principals (tabled at 04.16.18 meeting, LR)

J. **New Business**

1. Memorandum of Understanding: Hudson-Litchfield Youth Football & Cheer, Inc. (KB): Attachment # 10
2. Policy: Computer Security, Email, and Internet Communications (1st reading, LR): Attachment # 11
3. Policy: School District Internet Access (1st reading, LR): Attachment # 12
4. Policy: Advanced Coursework/Advanced Placement Courses and STEM Dual and Concurrent Enrollment Program (1st reading, MW): Attachment # 13
5. School Lunch Program Price Increase: Attachment # 14
6. CTE Center Funding: Attachment # 15
7. CTE Center Building Committee (KB): Attachment # 16
8. Contracted Services Agreements (RB): Attachments # 17 – 22
9. Budget Transfer SB #8 (1st reading, KB): Attachment # 23
10. Budget Transfer SB #9 (1st reading, LR): Attachment # 24

K. **Board Member Comments**

L. **Upcoming Meetings**

Meeting	Date	Time	Location	Purpose
Policy Committee	05.14.18	6:00 pm	SAU Building	Regular Meeting
School Board	05.21.18	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	05.29.18	2:45 pm	SAU Building	Regular Meeting
School Board	06.04.18	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	06.11.18	6:00 pm	SAU Building	Regular Meeting
School Board	06.18.18	6:30 pm	Hills Memorial Library	Regular Meeting

M. **Non-Public Session**

1. *Employee Requests (LR): Non-public Attachments # 25, 26*
2. *CTE Center Director Nomination: Non-public Attachment # 27*

RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session.

These conditions are:

- (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.*
- (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.*

N. **Adjourn**

Gabriel A. Falzarano
Associate Principal

Jodi C. Hallas
Associate Principal

Christopher P. Blair
Associate Principal

Karen A. Worthen
Career & Technical
Education Director

ALVIRNE HIGH SCHOOL

Home of the Broncos
200 Derry Road
Hudson, NH 03051

Steven J. Beals, Principal

Phone: (603) 886-1260 Fax: (603) 595-1525

William R. Hughen
District Director
of School Counseling

Karen E. Bonney
Director of Athletics

Susan E. Bureau
Dean of Academics

Sherri L. Lavoie
Assistant Principal for
Special Services

April 19, 2018

To Superintendent Russell:

I am requesting permission to attend the New Hampshire Athletic Director's conference on May 23, 2018- May 25, 2018 in North Conway, NH. The cost of the conference will be \$269.00 which will be paid through the athletic professional membership account. I have attached the agenda for you. Topics include current issues, School and Event Safety, social media, and Safe sports Zone Emergency Training. Thank you in advance for your consideration.

Karen Bonney

Karen Bonney
Athletic Director
Alvirne High School



WEDNESDAY, MAY 23rd, 2018

8:00 AM – 12:00 PM	<u>LTC 714 Athletic Administration: Dealing with Challenging Personalities</u> – 10 th Mountain Room
12:00 PM – 12:45 PM	LUNCH – 10 th Champney's Restaurant
1:00 PM – 5:00 PM	<u>LTC 633 Athletic Administration: The Administration of Interscholastic Athletic Programs for Students with Disabilities</u> – 10 th Mountain Room
3:00 PM – 5:00 PM	Vendor Set Up and Registration
3:00 PM – 5:30 PM	AD's and Coaches Registration
5:15 PM – 5:30 PM	Vendor Meeting – Hampshire Hall
5:30 PM – 6:30 PM	BBQ Dinner and Reception – AD's, Coaches, NIAAA Representatives, Vendors, and Others – Pool Area (weather permitting)
6:45 PM – 8:00 PM	<u>Workshop Session # 1 - NHADA Roundtable and Hot Topics (Game Day Cheer, Social Media, Celebrating Champions, Difficult Conversations)</u>
8:00 PM – 10:30 PM	Visit Vendor Exhibits – Hampshire Hall
8:00 PM – 10:00 PM	CAA Exam – 10 th Mountain Room
10:30 PM – 12:30 AM	Hospitality Gathering – Palmer's Lounge

THURSDAY, MAY 24th, 2018

6:30 AM – 8:00 AM	Breakfast – Champney's Restaurant
8:00 AM – 9:30 AM	AD Registration – Hampshire Hall
8:15 AM – 9:30 AM	<u>Workshop Session #2 – School and Event Safety</u> – UNH Police Chief and Asst. VP for Risk Management and Safety, Presenter: Paul Dean - 10 th Mountain Room
9:30 AM – 11:15 AM	Visit Exhibits – Conference Gift – Hampshire Hall
11:15 AM – 12:30 PM	<u>Workshop Session #3 – Safe Sports Zone Emergency Training - This is an NIAAA Certification Course through NFHS Learn.</u> Presenter: Jay Hammes – 10 th Mountain Room
12:30 PM – 2:30 PM	Lunch – Champney's Restaurant & Keynote Speaker: Rod Mergardt, Retired New York Athletic Director
3:15 PM	Turf Management – Hales Location

FRIDAY, MAY 25th, 2018

7:00 AM – 9:00 AM	Breakfast – Champney's Restaurant
9:00 AM	NHADA Meeting – Champney's Restaurant

Heather Torrens
25 Kingsbury St.
Derry, NH 03038

4/12/2018

Hudson Memorial School

1 Memorial Drive

Hudson, NH 03051

Dear Mr. Keith Bowen,

Please accept this letter as my formal resignation from the 8th Grade Science Teacher position at Hudson Memorial School, effective at the end of this school year (June 2018). I have been accepted into graduate school at the University of New Hampshire and will be pursuing this full time come fall.

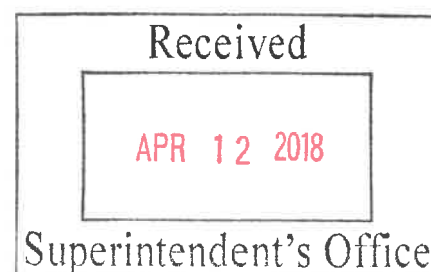
During my time at Hudson Memorial School, I have been fortunate enough to learn from and work with the very best colleagues and administration. I have had so much opportunity for growth and development and have had a wonderful support system that has prepared me to take this next step in my life.

Please let me know how I can be of help during this transition period. I wish you and the entire Hudson community the very best going forward.

Sincerely,

A handwritten signature in black ink, appearing to be 'HT', with a long horizontal line extending to the right.

Heather Torrens



HUDSON SCHOOL DISTRICT
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(603) 886-1253
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Karen Burnell
Business Administrator
(603) 886-1258
kburnell@sau81.org

To: Hudson School Board
From: Lawrence W. Russell
Date: May 1, 2018
RE: April Discipline Data

Please see the data below describing discipline throughout the month of March for the Hudson School District:

March 2018 Discipline Data	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	0	0	0
Nottingham West	1	1	0	0
Hills Garrison	1	1	0	0
Hudson Memorial	29	11	2	2
Alvirne	35	20	2	2

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To: Hudson School Board
From: Lawrence W. Russell
Date: March 29, 2018
RE: March Discipline Data

Please see the data below describing discipline throughout the month of March for the Hudson School District:

March 2018 Discipline Data	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	0	0	0
Nottingham West	4	2	0	0
Hills Garrison	2	3	1	0
Hudson Memorial	16	6	2	2
Alvirne	36	19	4	0

In addition, there were two instances in which school administrators requested the superintendent to increase a 10-day suspension for additional days (AHS 1, HMS 1). The request was granted once and retracted once.

At Risk Coordinator

March 2018

March Activities

This month I received 11 new referrals, which was higher than the number of referrals I received in March of 2017. In reviewing these referrals, it was noted that I received a referral from every level (elementary, middle school, and high school).

This month I met with the Pre-Kindergarten Team to see if there were any additional resources or information I could provide to support them, their students, and families. I brought specific resources from the community that targeted pre-school age, children and families. As you know, the Community Fair is one big event we started to meet young parents, and additionally I am looking into other resources to target these parents.

This month my attendance was requested at the Educational Stability Meeting. This Committee's goal is to work with Probation, School Districts, and DCYF to create a smooth transition for children in foster care. They are working on policies and procedures to ensure that schools are notified of changes, and that a bid and transition plan are developed for these students (as applicable). I was named Hudson's Foster Care contact person several years ago, but there has not been a lot of movement with these procedures. This Committee is working hard to ensure procedures are defined, and in place for Foster Care children.

One goal I have had is to start a penpal program with the Fairview Nursing Home, as they have been a great support to the Hudson School District. This penpal program will provide support, build relationships, encourage practice in writing, and will bring many other benefits to both the nursing home residents and the students. I am happy to let you know that this program is now in process.

Lastly, I have begun my preparation for the 4th Annual Community Fair, requesting raffle donations, and reaching out to providers. I prefer to have everything I can planned and in place before the summer break, as it is one of the first activities when we return. Thankfully, having run it for years so it is a very organized event, with most providers participating every year. Although, every year I do work to add at least one new agency for the event. It is exciting to start the planning process again.

February Activities

The data for March is as follows:

Specific Data Numbers:

Number of new referrals this month: 11

Total Current Number of referrals (including still open from last year): 85

Agency Contacts: 236

Number of Referrals given to Families to Agencies/Resources: 124

Telephone Contacts/Correspondences/Meetings with Referred Families/Students: 73

Court Hearings: 3 (Numbers will be reduced this year as SPED is attending many of the general education Court hearings)

Provided Resources to Staff: 53

A handwritten signature in black ink, appearing to read "Heather Parsons MSW LICSW". The signature is cursive and somewhat stylized.

(Please keep in mind that although the data may indicate meeting with one family, it might be in regards to siblings, so therefore more than one student)

Heather Parsons, MSW, LICSW

At Risk Coordinator



New Hampshire School Boards Association
25 Triangle Park Drive, Suite 101
Concord, NH 03301
(603) 228-2061
(603) 228-2351 (fax)
www.nhsba.org

School Board Roles and Responsibilities

I. Introduction.

School boards have numerous responsibilities, have to answer to a variety of constituent interests and must navigate through a myriad of federal laws, state statutes and administrative regulations, all while focusing on the primary objective of enhancing and supporting student achievement.

This document is not intended to be an all-inclusive listing of every legal requirement school boards must fulfill. Rather, NHSBA provides this document with the goal of informing its members and the public of what some of the legal requirements are and how established best practices within those roles and responsibilities and can augment effective school board governance.

II. Key Roles and Responsibilities of School Boards – State Statutes, NHDOE Rules.

A. Set and Establish School Board Policy.

As noted above, school boards are required to abide by and implement numerous statutes, rules and regulations. Many state statutes and NHDOE regulations require school boards to adopt policies. NHSBA advocates that the development of clear, sound and legal policies is critical to the successful operation of any school district and that adopting policy is among the most fundamental responsibilities of any board of education. Policy is the tool that provides the Board power to allow or require action. It is through policy that lay citizens can govern effectively. The Board is a policy-making body and the policies that it enacts are the local law of the school district. Policies are broad guidelines, philosophical statements set by the school board to chart the District's course of action.

(1) Legal Requirements Pertaining to School Board Policy.

In addition to putting policy-making at the forefront of your school board's responsibilities, there is sufficient legal basis to indicate that school boards are

primarily policy-making bodies. For example, many of the NHDOE regulations relative to the duties of school boards indicate that the Board has numerous policy-making responsibilities. The following NHDOE regulations are pertinent to this position:

NHDOE Rule Ed 303 – Duties of School Boards. Ed 303.01 Substantive Duties. Each school board shall:

- Ed 303.01(a) – Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees.
- Ed 303.01(b) – Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services.
- Ed 303.01(i) – Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, race, age, creed, color, marital status, national origin, or disability.

NHDOE Rule Ed 306.04 – Minimum Standards for Public School Approval. (a)

"In accordance with Ed 303.01, the local school board shall adopt and implement written policies and procedures relative to..."

- ED 306.04 lists 26 policies that are required by law. *[See page 12, below.]*

Various NH Statutes (RSAs) Require School Board Policies.

In addition to the NHDOE Rules, numerous New Hampshire statutes (known as RSAs) also require school boards to adopt a variety of policies on a multitude of topics. It is important to note that this list seems to grow longer each year. Whenever there is discussion at the New Hampshire Legislature relative to school board governance, a common outcome is for school boards to adopt a new policy on a particular subject or to revise existing policies.

Examples of policies required by New Hampshire include.

- Bullying (RSA 193-F)
- Concussions (RSA 200:49)
- Use of restraints (RSA 126-U)
- Truancy/absenteeism (RSA 189:34)
- Background checks (RSA 189:13-a)
- Objectionable course material (RSA 186:11)
- School lunch payments (RSA 189:11-a)

- Health and sex education (RSA 186:11)
- Non-academic surveys (RSA 186:11)
- Manifest educational hardship (RSA 193:3)

B. Establish the School District's Budget, and Provide Budget Oversight.

While budget approval is ultimately left to the voters (or, in more legal terms, the “legislative body”) one of the most vital aspects of school board roles and responsibilities is the development of a budget that serves the needs to students while simultaneously respecting the ability of tax payers to fund such a system. Additionally, as state-aid to public education remains either stagnant or is eliminated, the burden on local property tax payers continues to rise. And co-extensive with the development of the school district’s budget is that the board exercise proper oversight during the school year of the district’s budget.

The legal bases for a school board’s budget and fiscal responsibilities are found in the following New Hampshire statutes and NHDOE Rules.

- RSA 32:5 – Budget Preparation
- RSA 32:8 – Limitation on Expenditures
- RSA 32:10 – Transfer of Appropriations
- RSA 197:23-a – Treasurer’s Duties; board authorized to make payments
- RSA 40:13, IX(b) – Default Budget
- NHDOE Rule Ed 303.01(e) – Prepare an annual budget

NH Department of Revenue Administration Rule Rev 1100 - Financial Source Coding For Local Educational Agencies

C. Hire a Superintendent - (RSA 194-C).

The superintendent is the school district’s educational leader and is charged with the oversight of all aspects of the District’s daily functions. The responsibility of hiring the superintendent rests with the SAU board, per RSA 194-C:4.

- RSA 194-C:4. Each school administrative unit or single school district shall provide the following superintendent services...

Nothing in New Hampshire law addresses how school boards must hire a superintendent or what process must be used. Processes for hiring a new superintendent vary greatly from school district to school district, with each school board employing its own unique method. Some Boards use community-wide committees while others use a sub-committee of the board and engage public input through other means such as forums, electronic surveys, and meeting with various constituency groups.

D. Evaluate the Superintendent - (Ed 303; contract; local policy).

Co-extensive with the responsibility of hiring a superintendent is the legal obligation that school boards conduct an annual evaluation of the superintendent. Not only is an annual evaluation a best practice, it is also legally required. There are generally three sources of law that obligate the school board to evaluate the superintendent:

- a. NHSBA Rule Ed 303.01(k). School boards shall annually evaluate the superintendent based on written criteria established by the school board(s)/SAU board.
- b. School board policy. (NHSBA Sample Policy CBI).
- c. An obligation to conduct an annual evaluation is almost always found in most superintendent contracts.

E. Conduct Hearings and Serve as an Adjudicative Body (Various statutes and rules).

From time to time, school boards must conduct adjudicative hearings relative to the rights of students or employees. The source of these rights varies – some are established via state or federal statute while others are the product of NHDOE Rules. Others have their roots in Constitutional due process requirements. Further, local collective bargaining agreements and/or school board policies may grant students or staff a right to a hearing.

Some examples may include:

Parents & Students

- Manifest Educational Hardship (RSA 193:3)
- Long-term Suspensions and Expulsions (RSA 193:13; NHDOE Rule 317)
- Discrimination/Sexual Harassment Policy
- Transportation/Bus Removal (local board policy)
- Bullying (RSA 193-F)
- Residency (RSA 193:12)
- Early Admission to First Grade (local board policy)
- Curriculum (local board policy)

Employees

- Dismissals (RSA 189:13)
- Non-renewals (RSA 189:14-a)
- Free Speech, Academic Freedom, etc. (Constitutional considerations)
- Labor/Grievances (local collective bargaining agreements)

Because the school board may need to sit as “judge and jury” for these hearings, it is important that individual Board members, as well as the Board as a whole, not be privy

to specific information prior to the hearing. This is a very difficult position for Board members, who, as stewards of the school district, feel an obligation and responsibility to the public to be informed about such matters. If and when such a situation does arise, NHSBA recommends that school boards consult fully with their local legal counsel for a full analysis and legal opinion as to the Board's course of action and dissemination of information.

F. Collective Bargaining - (RSA 273-A).

In most school districts, the teachers are part of a local bargaining unit (union.) Many Districts have multiple bargaining units – teachers, support staff, custodians, food service workers, and so forth. RSA 273-A:3, I states “It is the obligation of the public employer (school board) and the employee organization (teachers’ union/other union) certified by the board as the exclusive representative of the bargaining unit to negotiate in good faith.”

“Good faith” bargaining, at its most basic, means “meeting at reasonable times and places in an effort to reach agreement on the terms of employment, and to cooperate in mediation and fact-finding required by this chapter, but the obligation to negotiate in good faith shall not compel either party to agree to a proposal or to make a concession.” (RSA 273-A:3, I).

G. Communicate with the public – keep the public informed of Board actions.

Both the New Hampshire Constitution and RSA 91-A, the Right to Know law, demand Openness in the conduct of public business is essential to a democratic society. As most Board members know, the Right to Know law has numerous provisions outlining various requirements for posting notice of public meetings, making meetings open to the public, and providing the public with access to minutes and other public records in a timely manner.

In addition to the Right to Know law requirements, many Boards and administrators undertake efforts to keep the public informed of school board action and school district events.

H. Strategic Planning – Long and Short-Term Goals, Plans and Objectives.

NHSBA advocates that strategic planning is a vital component of school board governance. A comprehensive strategic plan will help the school board and the District:

- Clarify the Board's and the District's goals and direction.
- Identify effective aspects of Board performance.
- Effectively plan for the learning opportunities for students.
- Address areas that are in need of improvement.
- Help address budgetary needs.

- Help address facilities needs.
- Provide long-term sustainability for the Board, staff and community.

I. The Learning Curve for New School Board Members.

Individuals run for their local school board for many reasons – some because they have children in school, others because they have a background in education. Some people run for office out of a desire to give back to their community, while others run for office for more specific or pointed purposes.

Regardless, the learning curve for new school board members can be steep. NHSBA offers the following recommended best practices.

- Learn to acknowledge publicly that individual Board members have no power or authority to act on behalf of the Board or the District. Only the Board, as a whole and at a properly noticed meeting, can make decisions or take action for the school district.
- Determine what your function is on the school board and how to accomplish it effectively.
- Even though you may have attended numerous Board meetings as a private citizen, there is still a lot to learn once you're elected to the school board.
- Recognize the difference between setting policy (the Board's job) and administering the schools (the superintendent's job).
- Board members must represent students, first. Board members have numerous constituencies – parents, staff, taxpayers, and so forth. And at times, the interests or desires of those constituencies may be divergent. However, the first consideration of all Board decisions should consider what is in the best interest of students. The primary focus of all Board decisions must be student achievement.
- Learn how to respond to the complaints and concerns of citizens, school administrators, and other staff. Most school boards have local policies that establish a “reporting” structure when members of the community have complaints or grievances. Be sure to follow that policy.
- Remember and respect that change comes slowly.
- Individual Board members can't solve problems by themselves – it takes the work of the entire Board to reach consensus and achieve solutions.

J. NHSBA Sample Policies Relative to Board Governance. *[Starting at page 13, below]*

BBAA – School Board Member Authority

BBAB – Roles and Duties of the Board Chairperson

BCA – School Board Member Ethics

- BCB – School Board Member Conflict of Interest
- BEAB – Board Member Use of Electronic Communication Devices During School Board Meetings
- BEDH – Public Participation at School Board Meetings
- BHC – Board-Employee Communications
- KE – Public Complaints
- KEB – Public Complaints about School Personnel, Employees, Students or Administration

III. **The Superintendent’s Role.**

Just as various statutes and administrative rules establish what a school board’s role and responsibility is, there is a co-extensive, yet distinct, series of statutes and rules that guide what the roles and responsibilities of school superintendents.

A. **Implement School Board Policy.**

The pertinent NHDOE Rules relative to the duties of the superintendent indicate that the superintendent is responsible for implementing school board policy. A few examples follow.

NHDOE Rule Ed 302.02 – Substantive Duties of Superintendents.

- Ed 302.02(a) – Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies.
- Ed 302.02(d) – Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy.
- Ed 302.02(e) – Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws.
- Ed 302.02(f) – Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules.

- Ed 302.02(r) – Be responsible for the implementation and review of school district policies.

As these Rules listed above indicate, and in conjunction with the Rules relative to school board duties and responsibilities covered in earlier pages, the school board adopts policy and the superintendent implements Board policy.

B. Nominate Professional Staff - (RSA 189:39; RSA 189:14-a; NHDOE Rule Ed 302).

- RSA 189:39 - Superintendents shall nominate and school boards elect all teachers employed in the schools in their school administrative unit, providing such teachers hold a valid educational credential issued by the state board of education.
- Ed 302.02(a) – The superintendent shall...Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies.

C. Superintendent Services - RSA 194-C:4.

Each NHDOE Rule has a corresponding statute that give rise to the authorization for the administrative rule itself. In addition to the NHDOE Rules relative to superintendent duties, RSA 194-C:4 provides a comprehensive list of the areas of school district operations that are the responsibility of the superintendent. NHSBA has sample policies that school boards have policies that address most of these subject areas.

RSA 194-C:4, in its entirety, is as follows:

Each school administrative unit or single school district shall provide the following superintendent services:

- I. An educational mission which indicates how the interests of pupils will be served under the administrative structure.
- II. Governance, organizational structure, and implementation of administrative services including, but not limited to:
 - (a) Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.
 - (b) Recruitment, supervision, and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact finding, or arbitration; and management of all employee benefits and procedural requirements.
 - (c) Development, review, and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and professional development, and development and recommendation of

policies and practices necessary for compliance relating to curriculum and instruction.

- (d) Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.
- (e) Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used.
- (f) The on-going assessment of district needs relating to student population, program facilities and regulations.
- (g) Writing, receiving, disbursement, and the meeting of all federal, state, and local compliance requirements.
- (h) Oversight of the provision of insurance, appropriate hearings, litigation, and court issues.
- (i) School board operations and the relationship between the Board and the District administration.
- (j) The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, and parent safety and building issues; and dealing with citizens at large.
- (k) Assignment, usage, and maintenance of administrative and school facilities.
- (l) Designation of number, grade or age levels and, as applicable, other information about students to be served.
- (m) Pupil governance and discipline, including age-appropriate due process procedures.
- (n) Administrative staffing.
- (o) Pupil transportation.
- (p) Annual budget, inclusive of all sources of funding.
- (q) School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1.
- (r) Identification of consultants to be used for various services.

NHSBA Practice Pointer: Note the similarities between a school board's policy requirements (budget, staff, curriculum, etc.) and the superintendent's duties. There is a clear link between school board policies and the day-to-day obligations of the superintendent.

Remember – the Board adopts policies and the superintendent implements those policies. The Board holds the superintendent responsible via the superintendent's evaluation.

Questions from parents/public as to the implementation of a policy should be directed to the administration. Questions about the contents or language of a policy are within the Board's purview.

D. Other Duties and Responsibilities Determined by Statute or Local Board Policy.

Notably, all the areas and topics listed under RSA 194-C:4 relate to school board policy. NHSBA has sample policies covering all those areas and topics.

Comparison of Relative Responsibilities of the Board and Superintendent

Excerpt of NHSBA Sample Policy Appendix BDD-R

BOARD	SUPERINTENDENT
Superintendent Services	
To select a competent, established, education leader as Superintendent.	To administer effectively and provide the professional, educational leadership.
Superintendent Goal Setting and Evaluation	
To work with the Superintendent to establish goals, evaluate the Superintendent and hold the Superintendent accountable for results.	To work with the Board in establishing annual goals, and to accept responsibility for the results.
Policy/Governance	
To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
General Management	
To allow the Superintendent to administer the schools.	To make Board policy effective through efficient Administration.
Budget Preparation	
To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
Fiscal Management	
To exercise sound judgment in business affairs of the school corporation.	To keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
Board / Superintendent Relations	
To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and-above-board manner with the staff and community.
Personnel Assignments	
To approve an organizational pattern for the Administration.	To make assignments for each position with the Board's authorization.
Communications with Personnel	
To carry on communications with employees through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
Personnel Discipline / Complaints	
To preside as a quasi-judicial body over hearings to which employees may have under applicable statutes, collective bargaining agreements, or work agreements, and to channel employee complaints or complaints about employees to the Superintendent for proper investigation	To take such actions relative to employee complaints, performance and conduct as are in the best interests of the District or otherwise mandated by law or contract, including the proper investigation of complaints brought by parents or other members of the public.
Legal Compliance	
To take legal action required by law.	To recommend to the Board all action required by law.
Board as an Entity	
To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.

Ed 306.04 Policy Development.

- (a) In accordance with Ed 303.01, the local school board shall adopt and implement written policies and procedures relative to:
- (1) Absenteeism and attendance;
 - (2) Promoting school safety;
 - (3) Discipline;
 - (4) Records retention, including electronic files;
 - (5) Character and citizenship;
 - (6) Meeting the instructional needs of each individual student;
 - (7) Student hazing;
 - (8) Student harassment, including bullying, as required by RSA 193-F;
 - (9) Sexual harassment, as detailed in Ed 303.01(j) and (k);
 - (10) Reporting of suspected abuse or neglect;
 - (11) Promotion of a school environment that is conducive to learning and supports strong family and community partnerships;
 - (12) Distance education, if the district chooses to offer distance education as provided in Ed 306.22;
 - (13) Providing alternative means of earning credit toward a high school diploma or equivalent such as extended learning opportunities, and distance education to meet the requirements of RSA 193:1, (h) until July 1, 2015;
 - (14) Providing alternative means of demonstrating achievement of identified graduation competencies toward the awarding of a credit for a high school diploma or equivalent such as extended learning opportunities, career and technical education courses, and distance education no later than July 1, 2015 to meet the requirements of RSA 193:1, (h);
 - (15) How a credit can be earned, as provided in Ed 306.27(e) until July 1, 2015;
 - (16) How a credit used to track achievement of graduation competencies can be earned no later than July 1, 2015, as provided in Ed 306.27(e);
 - (17) Recommending developmentally appropriate daily physical activity and exercise;
 - (18) Behavior management and intervention for students;
 - (19) Homeless students;
 - (20) Wellness as required by Section 204 of the federal Child Nutrition and WIC 42 USC 1751;
 - (21) Providing immediate and adequate emergency care for students and school personnel who sustain injury or illness during school hours or during scheduled school activities;
 - (22) Meeting the special physical health needs of students;
 - (23) Supporting the availability and distribution of healthy foods and beverages that create a healthy environment in all schools throughout all school buildings during the school day;
 - (24) Air quality in school buildings as required by RSA 200:48;
 - (25) Graduation competencies consistent with RSA 193-C:3 that students are expected to demonstrate for graduation in content areas no later than July 1, 2015 as follows; *[content areas not reprinted]*
 - (26) Graduation competencies consistent with RSA 193-C:3 that students are expected to demonstrate for graduation no later than July 1, 2015, that encompass multiple content areas outlining the knowledge, skills and work-study practices necessary for success in colleges and careers.
- (b) The policies and procedures required by (a) above shall apply to each school except that (13)-(16), (25) and (26) shall not apply to elementary or middle schools.

....

NHSBA SELECTED GOVERNANCE POLICIES

Sample Policy BBAA

SCHOOL BOARD MEMBER AUTHORITY

Category: Recommended

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each agenda will provide an opportunity for Board members to comment on District activities and/or educational issues. These comments may become topics for future Board discussions.

Board members may occasionally serve on committees or organizations for the purpose of reciprocal communication and reporting back to the Board. Committee assignments will be made by the Chairperson with Board approval.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a Board meeting.

Legal references:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:2-a, Communication Outside Meetings

N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

Appendix: BBA-R

Revised: April 2011

Revised: July 1998, November 1999, February 2004

Sample Policy BBAB

ROLES AND DUTIES OF THE BOARD CHAIRPERSON

Category: Optional

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

New Sample Policy: April 2011

Sample Policy BCA **SCHOOL BOARD MEMBER ETHICS** Category: Recommended

Each board member shall comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.

5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
10. Recognize that final Board actions will be supported by all members of the Board; take no private action that will compromise the Board or administration; and refrain from private actions which undermine or compromise official Board action.
11. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.

Appendix BCA-R

Reviewed: February 2004
Revised: November 1999, May 2006

Sample Policy BEAB

SCHOOL BOARD MEMBER USE OF ELECTRONIC COMMUNICATION DEVICES DURING SCHOOL BOARD MEETINGS

Category: Optional

School board members will refrain from using electronic communication devices during board meetings. Electronic communication devices means, but is not limited to, cell phones, cell phones, camera phones, pagers, beepers, and other similar electronic communication devices. Board members will not use these devices during meetings to communication with members of the public regarding official school board business, agenda items, or other board matters that are properly discussed publicly during board meetings.

This policy is not meant to prohibit Board members from using computers or similar devices during a meeting, provided such use is limited to purposes of the meeting only.

New Sample Policy: September 2011

Sample Policy BEDH PUBLIC PARTICIPATION AT BOARD MEETINGS

Category: Recommended

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The first 15 minutes will be set aside for citizens to address the Board. This period may be extended by a majority vote of the Board. Speakers will be allotted three minutes per person.
2. Members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
3. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
4. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal References:

RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions

Revised: May 2007

Revised: July 1998, November 1999, February 2004

Sample Policy BHC
BOARD-EMPLOYEE COMMUNICATIONS

Category: Optional

See also GBD

The Board desires to maintain open channels of communication between itself and the employees. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other employee members shall be submitted through the Superintendent.

Board Communications to Staff

All official communications, policies, and directives of employee interest and concern will be communicated to employee members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep employee fully informed of the Board's actions and concerns.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and principals.

Social Interaction

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general District problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

Reviewed: February 2004
Revised: November 1999
Revised: July 1998

Sample Policy KE
PUBLIC COMPLAINTS

Category: Recommended

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation. The Superintendent may delegate the investigation to the Principal.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint feels that a satisfactory reply has not been received from the Superintendent may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

Reviewed: October 2004
Revised: July 1998, May 2007

Sample Policy KEB
**PUBLIC COMPLAINT ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS,
OR ADMINISTRATION**

Category: Recommended

See Also: BEDH & KE

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Clerk, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the

complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

Revised: May 2007
Reviewed: October 2004
Revised: July 1998

BOARD RESPONSIBILITY SURVEY

Fall 2017

Who in your school district has primary responsibility for each of these tasks?

	BOARD	SUPT / STAFF	BOTH EQUALLY	DON'T KNOW	NOT APPLICABL
District Branding					
Drafting a Board Policy					
Renewing a Lease					
Developing the Strategic Plan					
Organizing District wide P.D. Sessions					
Fundraising					
Public Relations					
Financial Accounting					
Developing the Board Meeting Agenda					
Hiring Staff (other than the Supt)					
Creating the Budget					
Evaluating the Supt					
Evaluating Staff (other than the Supt)					
Creating the District Theory of Action					
Choosing a Major Contractor					
Setting the Supt. Goals					
Setting the School Board Goals					

PART Ed 303 DUTIES OF SCHOOL BOARD.

Ed 303.01 Substantive Duties . Each school board shall.

(a) Adopt policies necessary and desirable to control and effectuate the recruitment, employment, evaluation and dismissal of teachers and other employees and may delegate authority to the superintendent of schools to carry out the provisions of such policies provided that no teacher shall be employed who is not certified or who has not been nominated by the superintendent of schools and elected by the school board.

(b) Adopt policies necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the superintendent of schools the authority to make financial commitments in accordance with such policy.

(c) Provide, through documented planning and public meetings and quorum votes, accommodation for all pupils in approved schools or other facilities in accordance with state law.

(d) Provide required transportation of students consistent with these rules and provide that all school buildings and other learning environments be maintained in a manner consistent with standards of health and safety as required by these rules.

(e) Prepare an annual budget in accordance with RSA 32 and comply with all federal and state laws and rules.

(f) Hold meetings for the transaction of business at least once in 2 months and require the attendance of the superintendent or designee. The board shall cause a written record to be kept of each meeting in accordance with RSA 91-A.

(g) In consultation with the superintendent and in accordance with statutes and rules of the state board of education, determine the educational goals of the district, develop long-range plans and identify measurable and attainable short-term objectives. The school board shall require the implementation of educational programs designed to reflect the goals and objectives and, further, the school board shall review such programs and make public the results of such investigation.

(h) Exercise all powers and perform all duties vested in and imposed upon the school board by law or rules of the state board.

(i) Adopt a rule to ensure that there shall be no unlawful discrimination on the basis of sex, race, age, creed, color, marital status, national origin, or disability in educational programs or activities consistent with local standards which may be stricter in specific areas than the broader statewide standards.

(j) Establish a policy on sexual harassment, written in age appropriate

language and published and available in written form to all those who must comply, which includes, at a minimum, the elements specified below.

(1) A statement that sexual harassment is against the law and against school district policy; (2) A definition of sexual harassment with examples of actions that might constitute sexual harassment; (3) The names and roles of all persons involved in implementing the procedures; (4) A description of the process so all parties know what to expect, including time frames and deadlines for investigation and resolution of complaints; (5) A prohibition against retaliation toward anyone involved in a complaint; (6) A description of possible penalties including termination; (7) A requirement that a written factual report be produced regardless of the outcome of the investigation; (8) At least one level of appeal of the investigators recommendation; (9) A clear statement that someone can bypass the internal process and proceed directly to the New Hampshire commission on human rights, with address and telephone number, or office of civil rights, with address and telephone number; and

(k) Annually evaluate the superintendent based on written criteria established by the school board (s)/SAU board.

671:18 Qualifications. – To become a candidate for any school district office, a person must be a registered voter in the district. No person holding the office of member of the school board shall at the same time hold the office of district moderator, treasurer, or auditor. No person employed on a salaried basis by a school administrative unit or by any school district within a school administrative unit shall be a school board member in any district of the school administrative unit. Salaried positions shall include, but are not limited to, the following: teacher, custodian, administrator, secretary, school bus driver (if paid by the district), school lunch worker and teacher's aide.

EDUCATION

Military Uniforms

189:71 Military Uniform.

Child Abuse or Neglect Information

189:72 Child Abuse or Neglect Information.

**School Boards, Transportation
and Instruction of Pupils**

189:1 Days of School. The school board of every district shall provide standard schools for at least 180 days in each year, or the equivalent number of hours as required in the rules of the department of education, at such places in the district as will best serve the interests of education and give to all the pupils within the district as nearly equal advantages as are practicable.

Source. 1883, 43:6. PS 92:1. 1919, 106:20. 1921, 85, II:1. PL 117:1. RL 135:1. RSA 189:1. 1959, 133:1. 2007, 71:1, eff. Aug. 10, 2007. 2011, 42:1, eff. July 8, 2011.

189:1-a Duty to Provide Education.

I. It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first; provided, that the board may exclude specific pupils for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, and further provided that this section shall not apply to pupils who have been exempted from school attendance in accordance with RSA 193:5.

II. Elected school boards shall be responsible for establishing the structure, accountability, advocacy, and delivery of instruction in each school operated and governed in its district. To accomplish this end, and to support flexibility in implementing diverse educational approaches, school boards shall establish, in each school operated and governed in its district, instructional policies that establish instructional goals based upon available information about the knowledge and skills pupils will need in the future.

III. School boards shall adopt a teacher performance evaluation system, with the involvement of teachers and principals, for use in the school district. A school board may consider any resources it deems reasonable and appropriate, including any resources that may be provided by the state department of education. In this paragraph, "teacher" shall have the same meaning as in RSA 189:14-a, V.

IV. Pursuant to RSA 193:3, VI, a school board may execute a contract with any approved nonsectarian private school approved by the school board as a school tuition program as defined in RSA 193:3, VII

to provide for the education of a child who resides in the school district, and may raise and appropriate money for the purposes of the contract, if the school district does not have a public school at the pupil's grade level and the school board decides it is in the best interest of the pupil.

Source. 1969, 356:10. 1973, 72:28. 1975, 22:1. 1983, 84:1, eff. July 23, 1983. 2011, 108:1, eff. July 30, 2011. 2013, 243:1, eff. Sept. 22, 2013. 2017, 182:1, eff. Aug. 23, 2017.

189:1-b Freedom of Assembly; Freedom of Religion.

I. On each school day, before classes of instruction officially convene in the public schools of this sovereign state, a period of not more than 5 minutes shall be available to those who may wish to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion.

II. There shall be no teacher supervision of this free exercise of religion, nor shall there be any prescribed or proscribed form or content of prayer.

Source. 1977, 182:1, eff. Aug. 13, 1977.

189:1-c Student Member. In addition to the school board members authorized in RSA 671:4, the members of the school board may choose by a simple majority to add one or more nonvoting student members from a high school within its district to the board. The powers and duties of a student member shall be as described in RSA 194:23-f. In districts having more than one public high school, the school board may rotate the student member representation as determined by the board.

Source. 1983, 111:2, eff. July 24, 1983. 2009, 5:1, eff. June 16, 2009.

189:1-d Definitions. In this chapter:

I. "Attendance" means full-time participation in a program of instruction under the direction of a teacher employed by the school district. Educationally disabled home educated pupils educated at school district expense under the direction of a teacher employed by the school district shall be included.

II. "Membership" means pupils of whom attendance is expected, whether a pupil is present or absent on any given day.

III. "Average daily membership in attendance" means the aggregate half-day membership of pupils attending schools operated by a school district divided by the number of half-days of instruction offered. The average daily membership in attendance for preschool and kindergarten pupils shall be divided by the number of instructional days offered to higher-level elementary grades.

Hudson School Board
April 14, 2018

Hills Memorial Library
Public Session 6:55 pm

**Hudson School District
Hudson School Board Meeting
April 16, 2018
Draft Minutes**

Present:

Mr. Malcolm Price, Board Chair
Ms. Stacy Milbouer, Board Vice Chair
Mr. Lee Lavoie
Mrs. Patty Langlais
Ms. Darcy Orellana
Mr. Lawrence Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Rachel Borge, Director of Special Services
Ms. Karen Burnell, Business Administrator
Mr. Dillan Pinard, AHS Student Representative

A. Non-Public Session

Personnel Matter/Staff Request
6:15-6:50 pm

The board discussed a requested for an extended leave. ***Motion by Mr. Lavoie to table until May 7th, second by Mrs. Langlais. Motion passes 5-0.***

Mr. Lavoie motioned to exit non-public, second by Ms. Milbouer. Motion passes 5-0. The board exited non-public at 6:50 pm.

B Call to Order

Mr. Price, Board Chair, called the meeting to order and Mr. Lavoie led the audience in the Pledge of Allegiance at 6:55 pm.

C Public Input

There was no Public Input.

D. Election/Voting Date

Paul Inderbitzen, Town and School District Moderator, addressed the board.

Good turnout on Election Day despite the snowy weather.

2/3 of voting was done by noon time.

Discussed moving voting/elections to April or May.

There is a new bill which would require town to ask the State permission to postpone elections. Would like to keep local control.

If voting/election day was moved, it would affect budgetary items, and create a tighter timeframe for purchasing and schedules.

Would need a warrant article to change this. Both the School Board and Board of Selectman must agree on this change.

E. Presentations to the Board

There were no Presentations to the Board.

F. Requests of the Board

Facility Use Request, Hudson Historical Society Fundraiser Dinner
For your information. Yearly event.

Unified Celebration Week

Ms. Borge addressed the Board.

Week of April 16, Unified Week.

Daily activities.

***Mrs. Langlais moved to Proclaim the week of April 16th Unified Week, second by Ms. Milbouer.
Motion passes 5-0.***

Mr. Price proclaimed the week of April 16th Unified Week.

Unified Students will be making a presentation at our next Board meeting.

G. Reports to the Board

1. Superintendent's Report

Mr. Larry Russell addressed the Board.

For School Board consideration.

Currently the School Board interviews candidates for Assistant Principals and above but would like the Board to consider changing this to only interviewing for Superintendent. Board Members were split on this subject and would like more information on this item.

***Mr. Lavoie moved to table this item until the May 7th meeting, second by Mrs. Langlais.
Motion passes 3-2. (Ms. Milbouer and Ms. Orellana voted no.)
Motion passes 3-2.***

2. Assistant Superintendent's Report

Ms. Mary Wilson addressed the board.

Grades 2 to 5 midyear progress - all up.

This is good news.

H. Committee Reports

Trustees

The Trustees have approved our list; they are not interested in security items.

Thanks for your support.

Communication Committee

Ms. Milbouer addressed the Board.

This committee will begin meeting again. Dates to be announced.

I. Correspondence

Letter of Resignation

Damon Klempner- Art at AHS

For your information

FFA Spring Updates & Results

For your information.

Mr. Russell listed all the winners.

Congratulations.

A-Plus Administrator Award, Keith Bowen

Mr. Bowen was awarded Middle School Principal of the Year at a ceremony held in Rhode Island.

Congratulations; well-earned.

J. Recommended Action

1. Manifests – Recommended action:

Manifests are available to be signed. Make necessary corrections

2. Draft Minutes – Recommended action:

Make necessary corrections and approve

April 2, 2018 Draft Minutes

Change: discussion was held with Budget Committee Chair.

Mrs. Langlais moved to approve the draft minutes of April 2, 2018 with noted change, second by Mr. Lavoie. Motion passes 5-0.

K. Old Business

There was no Old Business.

L. New Business

FY19 Vendor Contract Award – Art Supplies

Mrs. Langlais moved to award the Art Supplies contract to WB Mason at an anticipated expenditure of \$11,500 and School Specialty at an anticipated expenditure of \$10,300, second by Ms. Milbouer. Motion passes 4-1. (Mr. Price voted no; would like to see last year's costs.)

FY19 Vendor Contract Award – School Supplies

WB Mason \$22.70

No vote

Would like to see last year's costs for attachments 8 and 9.

FY19 Vendor Contract Award: Before- and After-School Program

Karen Burnell addressed the Board.

Five vendors submitted bids.

Rent will remain the same at \$15 per day per location.

Recommend Champions Before- and After-School; they have 500 before and after school centers nation wide and have six content areas including: character development, creative expression, executive

function, literacy, inquiry-based learning, and community service. They hire local employees and support our special needs students as stated in our contract.

Ms. Milbouer moved to approve Champions Before- and After-School as presented, second by Ms. Orellana. Motion passes 5-0.

Contracted Services Agreement

Ms. Borge addressed the Board.

This is a contract for Speech/Language Services (unexpected medical leave); for the remainder of the 2017-2018 school year at \$69/hour.

Mrs. Langlais moved to approved Ardor Health Solutions for Speech and Language contracted services agreement as presented, second by Ms. Milbouer. Motion passes 5-0.

Establish Policy Committee Meeting Schedule

First and third Monday's will be regular School Board meetings.

Daytime meeting will be held on the third Tuesday at 2:45 pm.

Second Monday at 6:00 pm.

M. Board Member Comments

Dillan Pinard: Congrats to All-State Students.

Guest Speaker today on Mental Health Awareness.

Unified Week is this week.

Ms. Orellana: No Comments.

Mr. Lavoie: Dropped off our French Exchange student today. Hope our students get the opportunity to go there someday. Great experience.

Mrs. Langlais: No comments.

Ms. Milbouer: No comments.

Mr. Price: No comments.

End of Regular meeting 7:50 pm.

Brief Recess 7:50-8:00 pm.

N. Board Workshop

Security Assessment Reports

Ms. Milbouer moved to set a time limit of 9:00 pm, second by Mrs. Langlais. Motion passes 5-0.

John Pratte addressed the Board.

Overview of security grant.

Homeland Security did a security evaluation at each building.

Summary report enclosed with recommendations, evaluate needs, upgrades.

The district will pay 20% of security costs.

Suggested items:

Panic button direct to 911

Glass shield (film) so glass won't shatter (not bullet proof)

Cement bollards (posts) that will prevent vehicles from driving into buildings
District-wide
Will cost approximately \$200,000-300,000.

Board questions if we have money for this.
Could use end-of-year money; other items could be budgeted items.
Will need a Public Hearing to accept the grant money. Probably in May.

1:1 Initiative

For grades 6-12, each student will have a small laptop computer. Will be added to next year's budget.
Grades 2 and 3 devices in budget. One computer cart to be shared with two classes.
1:1 Start with Grade 7 September to June. Each student device will have a \$20 insurance charge. If not paid, the device will not be allowed to go home.
These devices will enhance student academics.

School Board asks Dan Pooler if staff is ready/Grade 7 ready?
Yes, some teachers are already using technology with their students and most textbooks have online access.

What if family can't afford WIFI

The district can purchase "jet Packs" that can be signed out and brought home for WIFI access.
A recent survey showed only one family didn't have WIFI.
Equitable access – could waive fee for students that receive free or reduced lunch.
Currently our Special Education students are reluctant to use devices but using the 1:1 model, it would remove barriers.

Total cost for grades 2, 3 and 7 is approximately \$108,000.

Alternate Education

Planning next year.
Alternate Education Committee – 27 people on the committee will be meeting first week of May.

Full-day Kindergarten

Receive \$1300 for half-day or \$3600 for full-day.
Full-day is not State mandated.
Most of NH has full-day kindergarten already. This would help with declining enrollment.
Approximate cost for full-day kindergarten, \$750,000.

Have created a Full-Day Kindergarten Committee with over 20 people. First meeting was held on April 30.
Full-day will not be mandatory; parent can still request half-day kindergarten.
Will need to work on classroom space and more staff.

Mary-Ellen Labrie stated full-day kindergarten allows students critical play time which enhances communication, following rules, imagination, enhances thought process, and helps students be successful.

Alvirne

Mr. Beals addressed the Board.

Looking for Board member suggestions on the Alvirne renovation.

Price options for future expansion (gym, auditorium).

Security – entrances, offices, parking

SRO located in lobby

If we wait too long, we will lose the benefits of the CTE renovation.

Mr. Beals: Would like to discuss options/costs with architect and School Board.

Commissioner gave a verbal commitment today. Should discuss solar power before building design.

Mr. Price urged residents to contact the School Board with their feelings and opinions on this.

Mr. Russell: Items discussed tonight are not necessarily for next year. Can do security measures at all schools except Alvirne.

1:1 devices need direction – Kyle Hancock stated he would need to purchase 700 devices but would like the board to vote tonight to get it started.

The board did not feel ready to vote on this.

O. Adjourn

Mr. Lavoie moved to adjourn, second by Ms. Milbouer. Motion passes 5-0. Meeting adjourned at 9:05 pm.

Respectfully submitted,

Dotty Murray (public)

Mary Wilson (non-public)

April 24, 2018
Hills Memorial Library

Hudson School Board
Public Session 3:00 pm

**HUDSON SCHOOL DISTRICT
Hudson School Board Meeting
April 24, 2018
Draft Minutes**

Present

Mr. Malcolm Price, Chair
Ms. Stacy Milbouer, Vice Chair
Mrs. Patty Langlais
Mr. Lawrence Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Rachel Borge, Director of Special Services
Ms. Karen Burnell, Business Administrator

Mr. John Pratte, Facilities Director
Mr. Kyle Hancock, District Technology Director

A. Call to Order: Mr. Price Board Chairman, called the meeting to order and Mr. Russell led the audience in the Pledge of Allegiance at 3:00 pm.

B. Safety & Technology

There was discussion about why there was money in the budget that was not spent and would result in end-of-year funds. We cannot anticipate which students moving in to the district will require special education.

Ms. Milbouer asked about cost per unit. Kyle Hancock, District Technology Director, replied it is approximately \$250 with an additional switching unit.

Grade 3 – computers in each class
Grade 4 – one cart for two classrooms
Grade 7 – 1:1

Mr. Hancock explained that grade 7 is a 1:1 pilot that is ready and we're looking to have successful implementation. Plan for grade 7; then go up with them.

Mrs. Langlais suggested putting 1:1 at high school into Trustees' budget.

Mr. Price asked about the life of computers and upgrade with infrastructure. Mr. Hancock explained the plans moving forward.

Discussed professional development on computer use in curriculum.

SMART Boards in classrooms that wanted them.

Need to make sure the why of 1:1 is explained to the voters.

The board unanimously recommended the proposed action for safety and technology.

Discussed the amount for being shovel-ready for the CTEC renovations versus the amount the costs will increase if we wait.

Mr. Russell to send letter to Steve Malizia, Town Administrator, regarding parking lot sand issue.

M. Adjourn:

Ms. Milbouer moved to adjourn, second by Mrs. Langlais. Motion passes 3-0.

Meeting adjourned at 3:45 pm.

Respectfully submitted,

Mary Wilson

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MEMORANDUM

TO: Hudson School Board

FROM: Karen Burnell, Business Administrator

DATE: April 10, 2018

RE: Awarding of FY2019 Vendor Contracts - School Supplies **REVISED**

For the fiscal year 2019, we reviewed quotes and pricing from several vendors for school supplies. I am requesting that the Board approve the following motion so that staff may begin entering requisitions for school supplies to be purchased after July 1, 2018. This action is in compliance with policy 6.1(w) Bidding and Purchasing which was revised on July 7, 2008.

Recommended Action:

1. *The Hudson School Board awards WB Mason a contract to provide school supplies for the fiscal year 2019 in accordance with policy 6.1(w). The anticipated expenditure amount with W.B. Mason is \$ 22,700.*

In FY18 the bid was awarded to one vendor, W. B. Mason in the amount of \$ 58,000 and year to date we have spent approximately \$ 49,000. Other vendors used did not meet the \$ 10,000 threshold.

Thank you in advance for support of the above motion.

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MEMORANDUM

TO: Hudson School Board

FROM: Karen Burnell, Business Administrator

DATE: May 7, 2018

RE: Awarding of FY2019 Vendor Contracts - *Art Supplies* **REVISED**

For the fiscal year 2019, we reviewed quotes and pricing from several vendors for art supplies. I am requesting that the Board approve the following motion so that staff may begin entering requisitions for art supplies to be purchased after July 1, 2018. This action is in compliance with policy 6.1(w) Bidding and Purchasing which was revised on July 7, 2008.

Recommended Action:

1. *The Hudson School Board awards W.B. Mason a contract to provide art supplies for the fiscal year 2019 in accordance with policy 6.1(w). The anticipated expenditure amount with W. B. Mason is \$ 11,500.*
2. *The Hudson School Board awards School Specialty a contract to provide art supplies for the fiscal year 2019 in accordance with policy 6.1(w). The anticipated expenditure amount with School Specialty is \$ 10,300.*

In FY18 the bid was awarded to one vendor, W. B. Mason in the amount of \$ 13,000 and year to date we have spent approximately \$ 10,100. Other vendors used did not meet the \$ 10,000 threshold.

Thank you in advance for support of the above motion.

*MEMORANDUM OF UNDERSTANDING
BETWEEN
HUDSON SCHOOL BOARD
AND
HUDSON – LITCHFIELD YOUTH FOOTBALL & CHEER, INC.
SCHOOL YEAR 2018 - 2019*

PURPOSE

This document is designed to establish the relationship between the Hudson School Board and Hudson –Litchfield Youth Football & Cheer, Inc. (hereinafter referred to as “HLYFC”) as it relates to the use of the football field and lower soccer field located at Hudson Memorial School for the School Year 2018 – 2019. This relationship is intended to be of mutual benefit and enhancement of the athletic and recreational opportunities for the residents of Hudson and the students of Hudson Memorial School. This agreement does not constitute a transfer of ownership or management of the field except as detailed below. Nothing in this agreement changes existing policies. Procedures for shared use of the fields will be consistent with existing practices except where specifically noted below.

This document is not a contract. It does not create any enforceable rights for HLYFC, any individual or entity. This Memorandum of Understanding shall remain in effect until terminated by either party by written notice provided to the other at least ninety (90) days prior to the beginning of the next HLYFC season. The Hudson School Board may revise or terminate this Memorandum of Understanding at any time and further assumes the right to terminate the privileges granted to HLYFC for failure to comply with the guidelines, policies and procedures established in this Memorandum of Understanding.

GENERAL:

1. The District reserves the right of first use of the field during school hours and for special events. HLYFC shall be given at least two (2) weeks’ notice of any special event falling outside normal school hours or school days. HLYFC shall have the second priority of field use after the District during the HLYFC season.
2. This memorandum of understanding is to be renewed ANNUALLY. Presentation to the first school board meeting in April required with a plan of record, including dates and maintenance schedule.
3. Meeting with Hudson School District facility department as well as Hudson Memorial School representatives prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.
4. No permanent improvements to the field may be made other than those listed below without prior approval by the Hudson School Board.

5. It is expressly understood by HLYFC that the Hudson School District has no financial obligation to HLYFC and makes no commitments as to funding or financial support.

HLYFC SHALL BE RESPONSIBLE FOR:

1. It is the policy of the Hudson School District that the provisions of RSA 193-D: 2, the so called "Safe School Zone Act", be carried out in all respects. This includes maintaining a safe and drug-free environment. No person shall at any time use drugs, alcohol or tobacco products inside any facility or anywhere on school grounds, including inside any vehicle parked on school grounds.
2. Any and all items belonging to HLYFC must be stored out-of-sight and area must be left clean after each event. Fertilizer or other hazardous materials cannot be stored on school premises.
3. Providing lighting required for HLYFC evening operations. Lighting storage will be a designated area agreed to by both parties.
4. Coordination of over-seeding damaged and heavily used areas of field lawns after or before HLYFC season. The Hudson School District will agree to pay half the cost of repairs only after reviewing work proposals provided by HLYFC. The Hudson School District will not be responsible for payment if work is performed before district approval. Securing any permits for field improvements or construction of improvements/facilities, if approved by the Hudson School Board, will be the responsibility of HLYFC.
5. Rental, placement and maintenance of portable toilets in the general field surrounding area. The toilets must be emptied on a regular basis, according to company standards. The toilets shall be removed within one week after the final game of HLYFC. HLYFC is responsible for repairing and cleanup and/or any damage to the toilet. Keys to the portable toilets will be given to Hudson Memorial School staff so that toilets can remain available for use during other functions.
6. Maintenance and fertilization of the field during the HLYFC season.
7. Removal of any graffiti on HLYFC equipment or temporary storage units.
8. Maintenance of HLYFC storage sheds, equipment trailers, or portable canteens. Portable equipment and trailers shall be removed within one week after the final game of HLYFC.
9. Minor maintenance of the irrigation system previously installed by HLYFC. Major maintenance issues will be reviewed by both parties to determine a plan of action for repairs. Coordination of winterization and start-up of the irrigation system is also the responsibility of HLYFC.
10. Enforcing traffic/parking policies required by Hudson Memorial School and for proper fire lane clearances required by the Hudson Fire Department.
11. Removal of trash to prevent overflow of receptacle(s).

12. Submittal of proof of general liability insurance with a minimum coverage of \$1,000,000 per occurrence naming the Hudson School District and the Hudson School Board as additional insureds.
13. Ensure that member teams use proper, safe playing equipment.

HUDSON SCHOOL DISTRICT SHALL BE RESPONSIBLE FOR:

1. Supplying trash receptacle(s).
2. Approval of all major event and activity scheduling for the field consistent with current procedures.
3. Meeting with HLYFC representatives prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.
4. Mowing lawns, football field, and lower soccer field located on the grounds at Hudson Memorial School.

For the Hudson School Board:

For HLYFC:

Date: _____

Date: _____

MORIN'S

More than Great Landscapes!

May 4, 2018

To whom it may concern,

I understand you are looking for with time tables for when lawn care applications are done to turf area at the Hudson-Litchfield Youth Football Fields located on Memorial School grounds.

The following is a rough outline to when application could be applied. There are 5 application to the base of the program and are as follows.

Early Spring : 4/15 – 6/15

Late Spring : 6/1 – 7/15

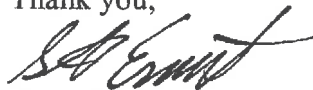
Summer : 7/1 – 8/15

Early Fall : 8/15 – 9/30

Late Fall : 9/30 – 11/15

Please find attached the letter sent to all lawn care customers stating the products possibly used with a date range in which best results are seen.

Thank you,



Steve Emmett

Dear Lawn Care Client,

In accordance with New Hampshire state laws, we are required to provide you with the following list of materials and methods of application that we may utilize as part of our Lawn Care Program.

	LAWN FERTILIZERS	TIME PERIOD	METHOD OF APPLICATION
	General Fertilizers (As Listed)	April 1–Dec 15	Granular applied with a rotary spreader
	WEED GRASS CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Tupersan	April 1–August 15	Granular applied with a rotary spreader
-OR-	Barricade	April 1–May 15 and Nov 1–Dec 15	Granular applied with a rotary spreader
-OR-	Stonewall	April 1–May 15 and Nov 1–Dec 15	Granular applied with a rotary spreader
-OR-	Dimension	Apr 1–May 10	Granular applied with a rotary spreader
-OR-	Dimension	Apr 1–May 10	Liquid applied with a sprayer
-OR-	Drive	April 1–Sept 15	Liquid applied with a sprayer
-OR-	Tenacity	April 1–Oct 15	Liquid applied with a sprayer
	SUBSURFACE INSECT CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Allectus	June 1–Aug 30	Liquid applied with sprayer
-OR-	Allectus	June 1–Aug 30	Granular applied with a rotary spreader
-OR-	Merit 75WP	June 15–Aug 30	Liquid applied with sprayer
-OR-	Merit 75WP	June 15–Aug 30	Granular applied with a rotary spreader
-OR-	Acelepryn	June 15–Aug 30	Liquid applied with a sprayer
-OR-	Dylox	May 15–Nov 15	Liquid applied with a sprayer
-OR-	Arena	June 1–July 30	Granular applied with rotary spreader
	SURFACE INSECT CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Talstar	June 1–Sept 30	Granular applied with a rotary spreader
-OR-	Talstar	June 1–Sept 30	Liquid applied with sprayer
-OR-	Cross Check	June 1–Sept 30	Liquid applied with sprayer
-OR-	Cross Check	June 1–Sept 30	Granular applied with a rotary spreader
	BROADLEAF WEED CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Trimec Classic or Super Trimec	May 1–Oct 15	Liquid applied with sprayer
-OR-	Momentum	May 1–Oct 15	Liquid applied with sprayer
-OR-	Eliminate	May 1–Oct 15	Liquid applied with sprayer
-OR-	Three Way	May 1–Oct 15	Liquid applied with sprayer
-OR-	Tower	May 1–July 1	Liquid applied with sprayer
	NUTSEDGE GRASS CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Tower	May 1–July 1	Liquid applied with sprayer
-OR-	Sedge Hammer	June 15–Oct 15	Liquid applied with sprayer
-OR-	Dismiss	June 15–Oct 15	Liquid applied with sprayer
	FUNGUS CONTROL	TIME PERIOD	METHOD OF APPLICATION
	Twosome	May 15–Oct 15	Liquid applied with sprayer
-OR-	Eagle	May 30–Sept 30	Liquid applied with sprayer

Note: All materials are registered by the Environmental Protection Agency and the State of New Hampshire.

Please be advised that residents have a right to request and receive advance notification of the date when each "Control" Application will be made. Clients who request a pre-notification call will be called a day or two prior to the application of a Control Product.

If we do not speak to someone, we will leave a voicemail message indicating that we will be performing the application within a specified timeframe. Unless instructed otherwise, we will perform the application as scheduled (weather permitting) in order to work efficiently in geographic areas.

Please Note: Pre-notification is provided ONLY for application of Control Products. No notice will be provided for applications of straight fertilizer or lime, or for lawn aeration.

HUDSON SCHOOL DISTRICT

<p>POLICY NUMBER: EHAA</p> <p>Page #1 of 2 Pages</p>	<p>ADOPTED:</p> <p>First Reading: 05.07.18 Second Reading:</p>
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Computer Security, Email, and Internet Communications

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including email and internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software, and email system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and email system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The email system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the email system for any purpose, even if coded or password-protected.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using email may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or email system for improper purposes shall be subject to discipline up to and including discharge.

POLICY NUMBER: EHAA

Page #2 of 2 Pages

ADOPTED:

First Reading: 05.07.18

Second Reading:

11. The District has the authority to terminate or limit access to any program at any time.
12. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.
13. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law.

NHSBA Note, September 2015: Changes include new Paragraph 13 and addition of RSA 189:68-a to Legal References. Changes are in response to new legislation, which creates RSA 189:68-a and establishes requirements relative to student online personal information.

NHSBA Note, September 2008: NHSBA previously categorized this policy as Mandatory/Required by Law, Category P. Upon further research, it is not required by law. NHSBA still recommends you keep this policy in place.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

Revised: September 2015

Reviewed: April 2004

Revised: July 1998, November 1999, September 2008

HUDSON SCHOOL DISTRICT

POLICY NUMBER: GBEP Page #1 of 1 Pages	ADOPTED: First Reading: 05.07.18 Second Reading:
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School District Internet Access

Category: Priority/Required by Law

The School Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all staff and students to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff and students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to student's education. Staff and students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff and student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the individual's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff and students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements for Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

HUDSON SCHOOL DISTRICT

<p>POLICY NUMBER: IHCD</p> <p>Page #1 of 1 Pages</p>	<p>ADOPTED:</p> <p>First Reading: 05.07.18 Second Reading:</p>
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**ADVANCED COURSEWORK/ADVANCED PLACEMENT COURSES
AND
STEM DUAL AND CONCURRENT ENROLLMENT PROGRAM**

It is the belief of the Board that any student who is capable of, and wishes to do, college-level work while in high school should be permitted to do so and shall be given assistance in enrolling in advanced courses.

Any grade 11 or grade 12 student whose admission to a college-level course is recommended by his counselor may enroll in a course at an approved college for college credit, at no cost to the District. If the student wishes to receive high school credit for the course, he may request permission from his Principal, through the counselor, to apply the course toward high school graduation requirements.

STEM Dual and Concurrent Enrollment Program

High School and Career Technical Education Center qualified students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in STEM (science technology, engineering, and mathematics) and STEM-related courses designated by the Community College System of New Hampshire (CCSNH).

The Superintendent shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which, among other things, will:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Require annual notification to High School students and their parents of Dual and Concurrent Enrollment opportunities.

Legal References:

RSA 188-E:25 through RSA 188-E:28

Ed 306.141(a)(6), Advanced Coursework

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TO: Hudson School Board

FR: Karen Burnell, Business Administrator

CC: Carla Anger, Food Service Director

RE: School Lunch Program Price Increase

DATE: May 7, 2018

Currently the cost of a school lunch is \$2.35 for elementary students, \$2.45 for middle school students and \$2.95 for high school students. The regulation from the Department of Agriculture, Food and Nutrition Services, requires any school district which receives federal reimbursements to charge an average of at least \$3.29 per paid meal served (equivalent to the federal reimbursement for each free lunch meal served). To meet the new standard, after meeting with the Food Service Director, the cost for paid meals will increase in September 2018 for elementary, middle and high school students. **Using the USDA formula, the cost of the elementary school lunches will rise from \$2.35 to \$2.50, middle school lunches will rise from \$2.45 to \$2.60 and the high school lunches will rise from \$2.95 to \$3.00.**

The intent of this regulation is to ensure sufficient funds are provided to run highly nutritious programs. Unlike many Food Service Programs in New Hampshire, Hudson's program is totally self-funded. While increasing the cost of lunches for a program which shows a positive fund balance each year seems unwarranted, the district is placed in a position where it has no option. If the district does not meet the price standard set by the USDA, it will face loss of federal reimbursements of approximately \$469,000.

I have attached a copy of the USDA Equity Lunch Pricing Fact Sheet, the Weighted Average Price Calculator and the surrounding district FY18 lunch prices for your review.



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: March 2, 2011

SUBJECT: Equity in School Lunch Pricing Fact Sheet

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum provides information relating to section 205 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296). This provision requires school food authorities (SFAs) participating in the National School Lunch Program to ensure that schools are providing the same level of support for lunches served to students who are not eligible for free or reduced price lunches (i.e., paid lunches) as they are for lunches served to students eligible for free lunches. This provision is effective July 1, 2011.

An implementation memorandum will not be issued for this provision; the Food and Nutrition Service (FNS) expects to publish an interim rule by the provision's effective date. The public will have an opportunity to comment on the rule, and we anticipate issuing further guidance in conjunction with publication of the rule. The attached Equity in School Lunch Pricing Fact Sheet is meant to provide information to States and SFAs as they await the publication of the rule. We request that State agencies (SAs) provide the fact sheet to all SFAs as soon as possible.

SAs should direct any questions concerning this information to the appropriate FNS Regional Office. Regional Offices with questions should contact the Child Nutrition Division.

Original Signed

Cynthia Long
Director
Child Nutrition Division

Attachment



1. What is the “Equity in School Lunch Pricing” Provision?

- Effective July 1, 2011, section 205 of the Healthy, Hunger-Free Kids Act of 2010 requires school food authorities (SFAs) participating in the National School Lunch Program to provide the same level of support for lunches served to students who are not eligible for free or reduced price lunches (i.e., paid lunches) as they are for lunches served to students eligible for free lunches. The Act directs SFAs to:
 1. Compare the average price charged for lunches served to students not eligible for free or reduced price lunches (i.e., students receiving “paid lunches”) to the difference between the higher Federal reimbursement provided for free lunches and the lower Federal reimbursement provided for paid lunches.
 2. If the average paid lunch price is *less than* the difference, an SFA must either gradually adjust average prices or provide non-Federal funding to cover the difference.

2. Why is this provision important?

- Historically, there have been three main sources of funds provided to nonprofit school food service accounts: Federal reimbursements, paid meal revenues, and State and local funding. The Federal reimbursement for paid meals was designed to be minimal in relation to these other sources and has always been substantially less than the reimbursement for free and reduced price meals.
- Research indicates that average prices charged for paid lunches in some SFAs are less than the cost of producing those lunches.
- Pricing paid lunches below the cost of production effectively increases Federal subsidies for higher income children because Federal funds intended for free and reduced price lunches are being used to help fill in the gap between what a paid lunch costs and what the school receives for it. Children across all income levels are negatively affected by limiting the funds available to provide nutritious meals.
- This provision will help ensure that schools have funding available to support serving nutritious meals to all students.



3. Which SFAs will be affected by this provision?

- Not all SFAs will be required to adjust prices or find alternative sources of funding for paid lunches. Applying this provision using current Federal reimbursement rates, SFAs in the continental U.S. now charging, on average, \$2.46 or more for a paid lunch would not be required to adjust prices in school year 2011-12.
- An SFA in the continental U.S. currently charging, on average, less than \$2.46 for a paid lunch may be required to either gradually increase prices or provide additional non-Federal support for its lunches. To determine how much, these SFAs must calculate an adjusted average paid lunch price.
 - For school year 2011-2012, the adjusted average price is the average price charged in school year 2010-2011 increased by a factor equal to two percentage points above the inflation rate and may be rounded down to the nearest 5 cents. For school year 2011-2012, the inflation factor is 1.14 percent. Combined with the required annual 2 percentage point increase, the total adjustment required is 3.14 percent.
 - This year's relatively low food price inflation, combined with the ability to round down, means that for this coming school year, SFAs in the continental U.S. with lunch prices below \$2.46 in School Year 2010-11 would have to increase lunch prices by only five cents or not at all.
- In general, when the adjusted average price is more than the current price, an SFA would have to either increase its average paid lunch price to the adjusted average price or provide additional non-Federal support for its paid lunches. The law caps the required increase in the average paid lunch price at 10 cents in any year. Therefore, an SFA with a significant gap between its price and the required level will have several years to make adjustments to its prices and/or provide other funding to the SFA account in order to meet this requirement.



4. Will SFAs have control over establishing paid lunch prices?

- SFAs maintain significant local control in establishing the prices for paid lunches. SFAs may maintain low paid lunch prices if they ensure that sufficient funding from non-Federal sources is added to the school food service account to cover the required revenue. SFAs also may vary paid lunch prices by school (for example, charging lower prices in schools located in lower-income areas or charging different prices in elementary and secondary schools), as long as the average revenue requirement is met across the SFA.

5. Will families with incomes slightly above the threshold for free and reduced price meals be disproportionately impacted by this provision?

- This provision does not require that additional revenue be secured through paid lunch price increases. Revenue can be generated from any non-Federal source.
- By limiting the maximum required annual average price increase to 10 cents, the Act allows for a gradual increase in paid lunch prices, thereby minimizing the impact on families with incomes just above the level eligible for reduced price meals.
- SFAs can also choose to vary the price of paid lunches by school as long as the average paid lunch price across the district meets the requirement. Therefore, SFAs could choose to keep lunch prices lower in schools with higher concentrations of low-income students.
- USDA's analysis suggests that the effect on participation of a 5 or 10 cent increase in the price of a paid lunch is very small – less than a 5 percent difference even after many years of implementation. However, USDA will carefully monitor the implementation of this provision and any impact on participation.

SY 2018-19 Price Adjustment Calculator

[Go to Instructions](#)

SY 2018-19 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.70	\$ 2.70
Note: Above prices are based on adjusting SY 2017-18 price requirement by the 2% rate increase plus the Consumer Price Index (2.31%)	

SY 2017-18 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2017 .				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2017-18 Weighted Average Price
1.	8,771	\$ 2.35	\$ 20,611.85	
2.	6,746	\$ 2.45	\$ 16,527.70	
3.	8,240	\$ 2.95	\$ 24,308.00	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	23,757		\$ 61,447.55	\$ 2.59
Note: SY 2017-18 Weighted Average Price equal to or above the target price of \$2.92 are compliant for SY 2017-18. \$2.92 is the difference between the Free and Paid reimbursement rates for SY 2017-18.				

Total Price Increase for SY 2018-19
\$ 0.11

Required price increase for SY 2018-19 (with 10 cent cap)
\$ 2.69

Remaining increase carried forward to SY 2019-20
\$ 0.01

Remaining credit carried forward to SY 2019-20
\$ -

[Go to SY2018-19 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	8,771	\$ 2.50	\$ 21,927.50	
2.	6,746	\$ 2.60	\$ 17,539.60	
3.	8,240	\$ 3.00	\$ 24,720.00	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	23,757		\$ 64,187.10	\$ 2.70

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. April 2018

State of New Hampshire

Department of Education - Nutrition Programs and Services

2018 NSLP Public School Meal Charges

SAU ID	Org Name	Site Name	Pd Breakfast Charge	Pd Lunch Charge
10	Derry Cooperative SAU Office	Derry Village School	\$1.50	\$2.70
10	Derry Cooperative SAU Office	East Derry Memorial Elementary	\$1.50	\$2.70
10	Derry Cooperative SAU Office	Ernest P. Barka Elementary	\$1.50	\$2.70
10	Derry Cooperative SAU Office	Gilbert H. Hood Middle School	\$1.50	\$2.90
10	Derry Cooperative SAU Office	Grinnell School	\$1.50	\$2.70
10	Derry Cooperative SAU Office	South Range Elementary School	\$1.50	\$2.70
10	Derry Cooperative SAU Office	West Running Brook Middle	\$1.50	\$2.90
12	Londonderry SAU Office	Londonderry Middle School	\$1.75	\$2.25
12	Londonderry SAU Office	Londonderry Senior High School	\$0.00	\$0.00
12	Londonderry SAU Office	Matthew Thornton Elementary	\$1.75	\$2.00
12	Londonderry SAU Office	North Londonderry Elementary	\$1.75	\$2.00
12	Londonderry SAU Office	South Londonderry Elementary	\$1.75	\$2.00
19	Goffstown SAU Office	Bartlett Elementary School	\$1.00	\$2.55
19	Goffstown SAU Office	Goffstown High School	\$1.50	\$3.05
19	Goffstown SAU Office	Maple Avenue School	\$1.00	\$2.55
19	Goffstown SAU Office	Mountain View Middle School	\$1.00	\$2.80
19	Goffstown SAU Office	New Boston Central School	\$0.00	\$2.85
25	Bedford SAU Office	Bedford High School	\$1.25	\$3.25
25	Bedford SAU Office	McKelvie Intermediate School	\$0.00	\$2.65
25	Bedford SAU Office	Memorial School	\$0.00	\$2.65
25	Bedford SAU Office	Peter Woodbury School	\$0.00	\$2.65
25	Bedford SAU Office	Riddle Brook School	\$0.00	\$2.65
25	Bedford SAU Office	Ross A. Lurgio Middle School	\$1.25	\$3.25
26	Merrimack SAU Office	James Mastricola Elementary	\$0.00	\$2.50
26	Merrimack SAU Office	James Mastricola Upper Elem	\$0.00	\$2.75
26	Merrimack SAU Office	Merrimack High School	\$1.25	\$3.00
26	Merrimack SAU Office	Merrimack Middle School	\$0.00	\$2.75
26	Merrimack SAU Office	Reeds Ferry School	\$0.00	\$2.50
26	Merrimack SAU Office	Thorntons Ferry School	\$0.00	\$2.50
27	Litchfield SAU Office	Campbell High School	\$1.50	\$2.50
27	Litchfield SAU Office	Griffin Memorial School	\$0.00	\$2.25
27	Litchfield SAU Office	Litchfield Middle School	\$0.00	\$2.50
28	Pelham SAU Office	Pelham Elementary School	\$1.20	\$2.50
28	Pelham SAU Office	Pelham High School	\$1.40	\$2.85
28	Pelham SAU Office	Pelham Memorial School	\$1.40	\$2.60
39	Amherst SAU Office	Amherst Middle School	\$1.50	\$3.00
39	Amherst SAU Office	Clark-Wilkins School	\$1.50	\$2.75
39	Amherst SAU Office	Mont Vernon Village School	\$1.50	\$2.75
39	Amherst SAU Office	Souhegan Coop High School	\$1.65	\$3.25
40	Milford SAU Office	Heron Pond Elementary School	\$1.25	\$2.30
40	Milford SAU Office	Jacques Memorial Elementary	\$1.25	\$2.30

State of New Hampshire

Department of Education - Nutrition Programs and Services

2018 NSLP Public School Meal Charges

SAU ID	Org Name	Site Name	Pd Breakfast Charge	Pd Lunch Charge
40	Milford SAU Office	Milford High School	\$1.75	\$3.05
40	Milford SAU Office	Milford Middle School	\$1.50	\$2.80
41	Hollis-Brookline SAU Office	Captain Samuel Douglass A	\$1.50	\$2.78
41	Hollis-Brookline SAU Office	Hollis Primary School	\$1.50	\$2.78
41	Hollis-Brookline SAU Office	Hollis Upper Elementary School	\$1.50	\$2.78
41	Hollis-Brookline SAU Office	Hollis-Brookline High School	\$1.50	\$2.86
41	Hollis-Brookline SAU Office	Hollis-Brookline Middle School	\$1.50	\$2.82
41	Hollis-Brookline SAU Office	Richard Maghakian Memorial	\$1.50	\$2.78
42	Nashua SAU Office	Amherst Street School	\$1.25	\$2.55
42	Nashua SAU Office	Bicentennial Elementary School	\$1.25	\$2.55
42	Nashua SAU Office	Birch Hill Elementary School	\$1.25	\$2.55
42	Nashua SAU Office	Broad Street Elementary School	\$1.25	\$2.55
42	Nashua SAU Office	Charlotte Ave Elementary School	\$1.25	\$2.55
42	Nashua SAU Office	CLEARWAY ALTERNATIVE SCHO	\$0.00	\$3.00
42	Nashua SAU Office	Dr. Norman W. Crisp School	\$1.25	\$2.55
42	Nashua SAU Office	Elm Street Middle School	\$1.50	\$2.75
42	Nashua SAU Office	Fairgrounds Elementary School	\$1.25	\$2.55
42	Nashua SAU Office	Fairgrounds Middle School	\$1.50	\$2.75
42	Nashua SAU Office	Ledge Street School	\$1.25	\$2.55
42	Nashua SAU Office	Main Dunstable School	\$1.25	\$2.55
42	Nashua SAU Office	Mt. Pleasant School	\$1.25	\$2.55
42	Nashua SAU Office	Nashua High School North	\$1.75	\$3.00
42	Nashua SAU Office	Nashua High School South	\$1.75	\$3.00
42	Nashua SAU Office	New Searles School	\$1.25	\$2.55
42	Nashua SAU Office	Pennichuck Middle School	\$1.50	\$2.75
42	Nashua SAU Office	Sunset Heights School	\$1.25	\$2.55
66	Hopkinton SAU Office	Harold Martin School	\$1.25	\$2.75
66	Hopkinton SAU Office	Hopkinton High School	\$1.50	\$3.25
66	Hopkinton SAU Office	Hopkinton Middle School	\$1.50	\$3.25
66	Hopkinton SAU Office	Maple Street Elementary School	\$1.25	\$2.75
81	Hudson SAU Office	Alvirne High School	\$1.75	\$2.95
81	Hudson SAU Office	Dr. H. O. Smith Elementary School	\$1.25	\$2.35
81	Hudson SAU Office	Hills Garrison Elementary School	\$1.25	\$2.35
81	Hudson SAU Office	Hudson Memorial School	\$1.25	\$2.45
81	Hudson SAU Office	Nottingham West Elementary	\$1.25	\$2.35
95	Windham SAU Office	Golden Brook Elementary School	\$1.45	\$2.45
95	Windham SAU Office	Windham Center School	\$1.45	\$2.45
95	Windham SAU Office	Windham High School	\$1.70	\$2.95
95	Windham SAU Office	Windham Middle School	\$1.45	\$2.55

HUDSON SCHOOL DISTRICT

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Rachel Borge
Director of Special Services
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Karen Burnell
Business Administrator
 (603) 886-1258
kburnell@sau81.org

To: Hudson School Board
 From: Karen Burnell, Business Administrator
 Copy: Lawrence Russell, Superintendent, Steve Beals, AHS Principal, Karen Worthen, CTE Director
 Ref: CTE Funding
 Date: 5/7/18

Our recent meeting with the Commissioner of Education went well as we discussed the CTE renovation plans and the budget timeline for the State of New Hampshire. I have attached the draft MOU to be signed by the commissioner for your review.

A decision needs to be made by the school board as to whether we want to be "shovel ready" for the state approval in July of 2019. To be shovel ready the school board needs authorize me to borrow approximately 1.5 million dollars prior to approval of the state budget in June of 2019 for design and engineering work. The state has a history of funding all CTE Renovation Projects. If for some reason the state did not approve funding for Hudson, we would have 1.5 million dollars in debt, but would have completed design and engineering documents once the state funds the project.

If we begin now:

Positives:

- CTE security Improvements come sooner (entrance, special education and sprinkler work)
- CTE curriculum and instructional improvements come sooner (new restaurant, new welding and fabrication program, enhanced renovation areas and equipment)
- Likely lower interest rates*
- Save on construction escalation costs**

Negatives:

- Possibility of \$1.5M debt if state funding is not approved, but would own the engineered plans pending state money availability

*Interest rates will increase in cost by approximately \$337,386

- TD Rate Estimate (15-year term)
 - July 1, 2018 3.35%
 - July 1, 2019 3.85%

**Construction beginning and completion would be extended by one year (break ground in July 2020)

- Escalation costs at 6% is approximately \$1,227,960 (Cost index attached)



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

MEMORANDUM OF AGREEMENT

In accordance with RSA 188-E and the NH Code of Administrative Rules, the Bureau of Career Development, Department of Education, has received and reviewed the Wilbur H. Palmer Career & Technical Education Center, Hudson application/plan for the renovation of its career and technical education facility.

In accordance with the New Hampshire Code of Administrative Rules Ed 1303.03 Application Approval, “(b) The department shall approve and recommend the project and the final plan for legislative action as a qualified project pursuant to the capital budget timeline identified in RSA 188-E:10, I(c) and capital budget procedure identified in RSA 9:3-a when the plan, as set forth in the application, appears to be both educationally and fiscally acceptable, as required by Ed 1303.02.”

A “qualified project” [per RSA 188-E:10, I(f)] means the project: (1) Demonstrates need connected to the labor market; (2) Accepts students from sending schools; (3) Demonstrates adequate numbers of students through enrollment figures based on 3-year averages; (4) Demonstrates alignment with program competencies and academic competencies required by the department of education; (5) Allows for matriculation into a postsecondary venue; (6) Meets all industry and building standards; (7) Meets the procedural requirements for requests under this section and any other requirements in rules of the department of education; (8) Is a regional career and technical education center within a public school, or a public academy as defined in RSA 194:23, II, in the state of New Hampshire; and (9) Has the capacity to provide academic courses for students from the sending districts who are approved for full-time attendance at the center.

The Department of Education is responsible for submitting the funding request to the Legislature through the Capital Budget. As a result of the review of the application, the Department will include \$17,000,000 for the renovation of the facilities and equipment at Wilbur H. Palmer Career & Technical Education Center, Hudson. This figure represents the portion of the improvement project that may be state funded and does not include the required local district commitment of \$8,262,500.

The Bureau of Career Development looks forward to working with the Wilbur H. Palmer Career & Technical Education Center as the project progresses. Should the Capital Budget Committee or the Legislature have questions or concerns around this renovation project, the Bureau will be in contact with Karen Worthen.

Should the Center have any questions, they should contact Eric Feldborg at (603) 271-3867.

Commissioner of Education

Date

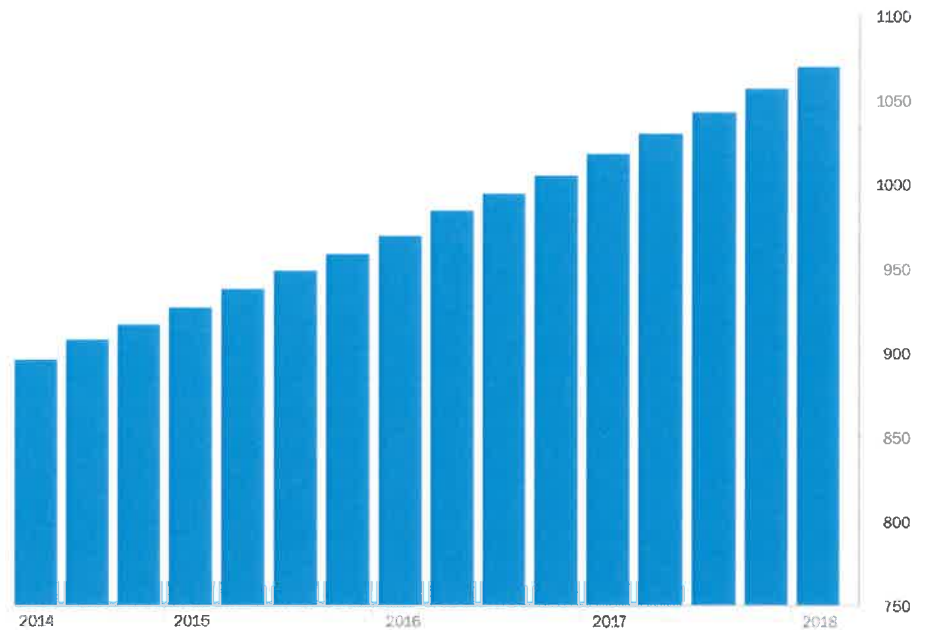
Superintendent of Schools

Date

cc: Eric Feldborg, Administrator, Bureau of Career Development
Karen Worthen, Career and Technical Education Center Director

“In a construction market that continues to show high levels of activity, the first quarter saw modest growth in raw material prices. Additionally, we are seeing a surge in steel driven by rising demand and limited offshore supply.”

Attilio Rivetti
Vice President



John R. Oishei Children's Hospital
Buffalo, New York

Quarter	Index	Δ%
1st Quarter 2018	1071	1.23
4th Quarter 2017	1058	1.34
3rd Quarter 2017	1044	1.26
2nd Quarter 2017	1031	1.18

Year	Average Index	Δ%
2017	1038	5.0
2016	989	4.7
2015	943	4.5
2014	902	4.4
2013	864	4.1
2012	830	2.1
2011	812	1.6
2010	799	-4.0
2009	832	-8.4
2008	908	6.3
2007	854	7.7
2006	793	10.6
2005	717	9.5

The Turner Building Cost Index is determined by the following factors considered on a nationwide basis: labor rates and productivity, material prices and the competitive condition of the marketplace.

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Karen Burnell
Business Administrator
(603) 886-1258
kburnell@sau81.org

TO: Hudson School Board
FROM: Karen Burnell, Business Administrator
COPY: Steve Beals, Karen Worthen
RE: CTE Center Building Committee
DATE: May 7, 2018

As we begin the Career and Technical Education Center renovation process, it is necessary to form a building committee. This committee will be comprised of school district and community volunteers who will work with our building partners of Lavallee-Brensinger and Harvey Construction, following the project through its completion. The committee is organized by two district leadership members, the Business Administrator and the future CTE Director. Principal Beals will play a major role in the committee. The CTE Center is represented by their Director as well as a member of the teaching staff. The Hudson School Board is represented through their Facilities Liaison.

Additionally, the following community members each bring their own special talents to the group.

Len Lathrop has significant past involvement in the renovation committee, is a Renovations for Generations campaign member, and Editor in Chief of Area News Group.

Kevin Rauseo is an advisory member of our CTE Accounting and Academy of Finance programs, parent of an Alvirne student and CTE graduate, and works as a local attorney.

Dave Ross is Project Manager for Hutter Construction and the parent of an Alvirne CTE graduate.

I have attached the recommended building committee for your review.

**WILBUR H. PALMER CAREER & TECHNICAL EDUCATION CENTER
BUILDING COMMITTEE**

May 2018

Members

**Karen Burnell, Co-Chair
Hudson School District Business Administrator**

**TBA, Co-Chair
Career & Technical Education Director**

**Steve Beals
Alvirne High School Principal**

**Lee Lavoie
Hudson School District Board Member**

**Patricia Dilorenzo
Career & Technical Education Teacher**

**Kevin Rauseo
Community Member**

**Dave Ross
Community Member**

**Len Lathrop
Community Member**

Ex Officio Members

**Larry Russell, Superintendent of Schools
Erin Cannamucio, Finance Director
John Pratte, Facilities Director**

Building Partners

**Lance Whitehead
Lavallee Brensinger Architects**

**Carl Dubois
Harvey Construction Corporation**

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kburnell@sau81.org

May 21, 2018

Megan Hudzikiewicz
 2 Love Joy Lane
 Merrimack, NH 03054

Dear Megan:

This contract is an Agreement between Megan Hudzikiewicz, Certified Occupational Therapy Assistant, and the Hudson School District to provide contracted occupational therapy services under the supervision of an Occupational Therapist during the 2018-2019 school year.

Occupational Therapy Services will be provided not to exceed \$32,917.50. The hourly rate for services is \$31.50 (27.5 hours/week; 38 weeks). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation (if requested by the occupational therapist), and other job responsibilities requested by the occupational therapist pertinent to the job. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Megan Hudzikiewicz

Date

Signature – Rachel Borge

Date

HUDSON SCHOOL DISTRICT

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Karen Burnell
Business Administrator
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kburnell@sau81.org

May 21, 2018

Michelle Fitzgerald
MF Physical Therapy Services, LLC
P.O. Box 416
Windham, NH 03087

Dear Michelle:

This contract is an Agreement between MF Physical Therapy, LLC, (Michelle Fitzgerald, PT) and the Hudson School District to provide contracted physical therapy services district-wide for the 2018-2019 school year.

Physical Therapy Services will be provided not to exceed \$74,160. The hourly rate for services is \$70.00 (approximately 26 hours/week for 38 weeks plus \$200 per evaluation for 25 evaluations). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation, IEP development and progress report writing, administration of evaluations and report writing, and budget development and purchasing when requested. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Michelle Fitzgerald

Date

Signature – Rachel Borge

Date

HUDSON SCHOOL DISTRICT

SAU # 81
20 Library Street
Hudson, NH 03051-4240
phone (603) 883-7765 fax (603) 886-1236

Lawrence W. Russell, Jr.
Superintendent of Schools
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Mary Wilson
Assistant Superintendent
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Rachel Borge
Director of Special Services
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rborge@sau81.org

Karen Burnell
Business Administrator
(603) 886-1258
kburnell@sau81.org

May 21, 2018

Beverly Morshed
P.O. Box 296
Amherst, NH 03031

Dear Beverly:

This contract is an Agreement between Beverly Morshed and the Hudson School District to provide speech/language services by a speech/language pathologist during the 2018-2019 school year.

Speech/Language Services will be provided not to exceed \$25,920. The hourly rate for services is \$60. Speech services will be provided 6 hours per day, 2 days per week, September, 2018, thru June, 2019 (approximately 36 weeks). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoice and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation (if requested by the speech pathologist), and other job responsibilities requested by the speech pathologist pertinent to the job. The Hudson School District will not provide mileage reimbursement or pay for travel time to/from the district.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Beverly Morshed

Date

Signature – Rachel Borge

Date

HUDSON SCHOOL DISTRICT

SAU # 81
20 Library Street
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kburnell@sau81.org

May 21, 2018

Hear SNH
Dianna Lindholm
42 Pleasant Drive
Londonderry, NH 03053

Dear Ms. Lindholm:

This contract is an Agreement between Hear SNH and the Hudson School District to provide contracted Teacher of the Deaf services district-wide for the 2018-2019 school year.

Services provided by a certified Teacher of the Deaf will be provided up to 47 hours per school year, not to exceed \$6,000 (including mileage). The hourly rate for services is \$100 plus mileage reimbursement at the current IRS federal rate. Travel time hourly rate is \$20. The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall have a background investigation including a criminal history records check paid for by the Service Provider.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Dianna Lindholm

Date

Signature – Rachel Borge

Date

HUDSON SCHOOL DISTRICT
SAU # 81
20 Library Street
Hudson, NH 03051-4240
phone (603) 883-7765 fax (603) 886-1236

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Director of Special Services
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rborge@sau81.org

Karen Burnell
Business Administrator
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kburnell@sau81.org

May 21, 2018

Cheryl Truesdell
3 Watts Circle
Hudson, NH 03051

Dear Cheryl:

This contract is an Agreement between Cheryl Truesdell and the Hudson School District to provide contracted physical therapy assistant services for the 2018-2019 school year.

Physical Therapy Services will be provided not to exceed \$32,917.50. The hourly rate for services is \$31.50 (27.5 hours/week; 38 weeks). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation (if requested by the physical therapist), and other job responsibilities requested by the physical therapist pertinent to the job. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Cheryl Truesdell

Date

Signature – Rachel Borge

Date

HUDSON SCHOOL DISTRICT
SAU # 81
20 Library Street
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May 21, 2018

Hear to Learn, LLC
Attn: Rachel Finan
P.O. Box 8796
Penacook, NH 03303

Dear Ms. Finan:

This contract is an Agreement between Hear SNH and the Hudson School District to provide contracted Educational Audiologist services district-wide for the 2018-2019 school year.

Services provided by a certified Educational Audiologist will be provided up to 37 hours per school year, not to exceed \$6,000 (including mileage). The hourly rate for services is \$130 plus mileage reimbursement at the current IRS federal rate. The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

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The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Rachel Finan

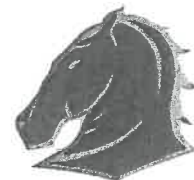
Date

Signature – Rachel Borge

Date



**ALVIRNE HIGH SCHOOL
MEMORANDUM**



TO: KAREN BURNELL, BUSINESS ADMINISTRATOR
FROM: STEVE BEALS, PRINCIPAL
SUBJECT: BUDGET TRANSFER SB#8
DATE: MAY 1, 2018

I am requesting the following budget transfer to be able to purchase seven cafeteria tables. In previous years, the food service budget purchased such cafeteria expenses.

As we reduced lunch period from four to three and replace our old rectangular tables, we have found better success with smaller round tables. Our custodial staff also supports this purchase as the tables are easier to maneuver and safer to fold each day.

School Board - 1st Reading <u>05.07.18</u> (Date)	Under \$5,000	#
School Board - 2nd Reading _____ (Date)	Over \$5,000	SB# <u>8</u>

HUDSON SCHOOL DISTRICT BUDGET TRANSFER FORM

This form should be used any time that you are making a request for purchase that will cause a budget line to be over expended. For such a purchase to be approved, you must show the purpose of purchase, the amount you expect to spend, and in what other sections of your budget you propose to find the funds to pay for the purchase. No purchase that requires a budget transfer will be made without approval from the Business Office.

School: ALVIRNE HIGH SCHOOL **Date:** 5/1/2018

Purpose: Funds requested to purchase new round cafeteria tables. See attached memo for justification.

SOURCES OF FUNDS

Org/Object	Description	Current Available	Amount Reduced	New Balance
10351100-430	Repairs	2,853.44	1,637.75	1,215.69
10351100-610	Supplies	4,386.12	3,275.50	1,110.62
10351100-733	Furniture Additional	759.80	759.80	-
10352120-610	Counseling Supplies	1,466.99	1,400.00	66.99
10352120-737	Furniture Replacement	117.14	117.14	-
10352120-810	Membership	1,142.00	120.61	1,021.39
13502110-610	Art Supplies	712.43	500.00	212.43
13502110-641	Art Text	459.00	459.00	-
13506110-610	For. Language Supplies	563.13	500.00	63.13
13509110-610	Supplies	3,017.45	2,515.70	501.75
13515110-610	Social Studies Supplies	878.79	178.75	700.04
		Total Reduced	11,464.25	

USES OF FUNDS

Org/Object	Description	Current Available	Amount Added	New Balance
1035110-733	Furniture Additional	759.80	11,464.25	12,224.05
				-
		Total Added	11,464.25	

Approved: [Signature]

Principal/Supervisor

[Signature]
Finance Director

[Signature]
Business Administrator
For Purchases Over \$500

[Signature]
Superintendent of Schools
Purchases over \$1,500

Hudson School Board
Purchases over \$5,000

HUDSON SCHOOL DISTRICT

SAU # 81
20 Library Street
Hudson, NH 03051-4240
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rborge@sau81.org

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Business Administrator
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kburnell@sau81.org

TO: Hudson School Board

From: Kyle Hancock, Director of Information Technology

Date: May 2nd, 2018

Re: School Board Transfer – #9

School Board Transfer #9 is for the purchase of a network switch to replace existing limited switching infrastructure in the Memorial Middle School switch room. The current equipment is 100% full and offers no room the expansion necessary to support 1-1 student devices at HMS. Additionally, it does not offer us the ability to upgrade the core of our network to 10GB which we are working toward across the district or the ability to power additional access points, network cameras or VoIP phones. While the existing equipment is no longer useful in this specific switch room we will be reusing it around the district to help expand other school's network infrastructure.

Thank you,



Kyle Hancock

School Board - 1st Reading <u>05.07.18</u> (Date)	Under \$5,000	#
School Board - 2nd Reading _____ (Date)	Over \$5,000	SB# <u>9</u>

**HUDSON SCHOOL DISTRICT
BUDGET TRANSFER FORM**

This form should be used any time that you are making a request for purchase that will cause a budget line to be over expended. For such a purchase to be approved, you must show the purpose of purchase, the amount you expect to spend, and in what other sections of your budget you propose to find the funds to pay for the purchase. No purchase that requires a budget transfer will be made without approval from the Business Office.

School: HMS Date: 5/2/2018

Purpose: Network Switch

Org/Object	Description	Current Available	Amount Reduced	New Balance
10001200-330	Professional Development	67,228.00	21910.47	45317.53
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
		Total Reduced	21910.47	

USES OF FUNDS

Org/Object	Description	Current Available	Amount Added	New Balance
10242840-748	Tech Equipment Replacement	0.00	21910.47	21,910.47
				0.00
				0.00
				0.00
				0.00
				0.00
		Total Added	21910.47	

Approved: [Signature] Principal/Supervisor [Signature] Finance Director [Signature] Business Administrator

Purchases over \$1,500: [Signature] Superintendent of Schools Purchases over \$5,000: _____ Hudson School Board