

Posted: 08.01.19

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
August 5, 2019
Hills Memorial Library – 18 Library Street

6:30 pm Regular Meeting
followed by Non-public Session

AGENDA

- A. Call to Order:** Chairman Malcolm Price will call the meeting to order.
- Pledge of Allegiance
- B. Public Input** 6:30-6:40
- C. Presentations to the Board**
- D. Requests of the Board**
- E. Old Business** 6:40-6:55
1. Policies (2nd readings, KB): Attachments # 1
 - a) DBJ Transfer of Appropriations
 - b) DFA Investment
 - c) DIE Audits
 - d) DIH Fraud Prevention and Fiscal Management
 - e) DJC Petty Cash Accounts
 - f) DKA Payroll Procedures
 - g) DKC Expense Reimbursements
 - h) DM Cash in School Buildings
 - i) DN Equipment and Supplies Sales
- F. New Business**
1. Budget Transfer SB #1 (KB): Attachment # 2 6:55-6:58
 2. Letter of Resignation (LR): Attachment # 3 6:58-7:01
 3. Policy 7:01-7:15
 - a) EHAB Data Governance and Security (1st reading, KH): Attachment # 4
- G. Recommended Action**
1. Manifests – Recommended action: Make necessary corrections and sign.

Posted: 08.01.19

At: All Hudson schools, SAU building, district website

- 2. Minutes – Recommended action: Review and approve. 7:15-7:25
 - a) 07.22.19 Draft Minutes (LR): Attachment # 5
 - b) 07.26.19 Draft Minutes (LR): Attachment # 6

H. Legislative Updates (LR)

I. Committee Reports

- 1. Parking Lot Concept (DL) 7:25

J. Correspondence

K. Board Member Comments

L. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	08.19.19	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	TBA	TBA	SAU Building	Regular Meeting
School Board	09.09.19	6:30 pm	Hills Memorial Library	Regular Meeting

M. Non-Public Session

- 1. Intent to Retire Letter: Non-public Attachment # 7
- 2. Attendance Request (deferred from last meeting, LR): Non-public Attachment # 8
- 3. Attendance Request (LR): Non-public Attachment # 9
- 4. Nominations (for information only): Non-public Attachments # 10, 11

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

**HUDSON SCHOOL DISTRICT
FINANCE POLICY LIST**

NHSBA POLICY	PRIORITY CATEGOR Y	NHSBA PROPOSED POLICIES	ACTION	PAGE NUMBER	POLICY SOURCE
DA	R	Fiscal Management Plan	New to District		Adopted NHSBA version, as is
DAF	P	Administration of Federal Grant Funds	New to NHSBA		Adopted NHSBA version, position changes only
DB	R	Annual Budget	Revised		Updated existing District policy
DBC	R	Budget Preparation	Reference only in DB		Updated existing District policy
DBI	R	Budget Implementation	Reference only in DB		Updated existing District policy
DBJ	O	Transfer of Appropriation	Revised	1 of 19	Updated existing District policy
DC	O	Taxing and Borrowing Authority/Limitations	Not Applicable		
DD	O	Funding Proposals and Applications	Not Applicable		
DEA	O	Revenues from Local Tax Sources	Not Applicable		
DFA	P	Investment	Revised	3 of 19	Updated existing District policy
DG	O	Depository of Funds	Not Applicable		
DGA	R	Authorized Signatures	New to District		Adopted NHSBA version, with modifications
DGD	O	School District Credit Cards	Revised		Updated existing District policy
DH	R	Bonded Employees	New to District		Adopted NHSBA version, as is
DI	R	Fiscal Accounting and Reporting	New to District		Adopted NHSBA version, with modifications
DIA	R	Fund Balances	Revised		Updated existing District policy
DID	R	Fixed Assets (Inventories)	New to District		Adopted NHSBA version, with modifications
DIE	R	Audits	Revised	10 of 19	Updated existing District policy
DIH	R	Fraud Prevention and Fiscal Management	Revised	11 of 19	Updated existing District policy
DJ	R	Purchasing	New to District		Adopted NHSBA version, with modifications
DJC	R	Petty Cash Accounts	Revised	15 of 19	Updated existing District policy
DJD	O	Cooperative Purchasing	Not Applicable		
DJE	R	Bidding Requirements	Revised		Updated existing District policy
DJF	O	Local Purchasing	Not Applicable		
DJG	O	Vendor Relations	Not Applicable		
DK	R	Payment Procedures	Reference only in DGA		
DKA	R	Payroll Procedures	New to District	16 of 19	Adopted NHSBA version, with modifications
DKC	O	Expense Reimbursements	Revised	17 of 19	Updated existing District policy
DM	R	Cash in School Buildings	New to District	18 of 19	Adopted NHSBA version, with modifications
DN	R	Equipment and Supplies Sales	New to District	19 of 19	Adopted NHSBA version, with modifications

POLICY CODE: DBJ
Transfer of Appropriation

FIRST ADOPTION: 05/19/2014
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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BUDGETARY TRANSFER POLICY TRANSFER OF APPROPRIATION

~~Pursuant to New Hampshire's Municipal Budget Law (Chapter 32) and RSA 32:10, Transfer of Appropriations, it is the policy of the Hudson School Board to allow and require b~~ Budgetary transfers between accounts are allowed and required when it is anticipated that expenditures will result in an account being overspent or when it is desired to transfer budgeted funds for any other purpose. All budget transfers shall be subject to the following.

1. The total amount of all appropriations including all transfers (the total amount to be spent) shall not exceed the total amount of all funds appropriated for all purposes at the meeting of the Hudson School District where the budget was adopted.
2. If, at any meeting of the Hudson School District, the meeting reduces any budgeted appropriation to zero, no amount shall be transferred to or expended for that purpose.
3. Any amount appropriated under a special warrant article at a meeting of the Hudson School District may be used only for the purpose(s) specified in that article and shall not be transferred.
4. Transfers shall be requested on forms developed and provided by the Superintendent of Schools as approved by the Hudson School Board. Such forms shall include the account from which funds are being transferred, the account to which the funds are being transferred, and the reason for the transfer.
5. Budget transfers made within the same object code (i.e. health insurance into health insurance) will not need School Board approval.

~~Those transfers will need approval from both the finance director and the Business Administrator.~~

- a) For transfers less than \$500, the budget transfer must be approved at the discretion of the administrator responsible for the affected accounts and by the Finance Director.
- b) For budget transfers \$500 and above, in addition to section 5a above, the transfer must also be approved by the Business Administrator.

~~5-6.~~ Budget transfers may be made only within the accounts overseen by the administrator wishing to make the budgetary transfer.

~~6-7.~~ Approval of such transfers shall be as follows with the exception of transfers made within the same object code

POLICY CODE: DBJ
Transfer of Appropriation

FIRST ADOPTION: 05/19/2014
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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- a) For budget transfers ~~no greater~~ less than \$~~499~~500, the budget transfer must be approved at the discretion of the administrator responsible for the affected accounts and by the Finance Director.
- b) For budget transfers not less than \$500 and ~~not greater~~ less than \$~~1,499~~\$1,500, in addition to section 6a above, the transfer must also be approved by the Business Administrator.
- c) For budget transfers not less than \$1,500 and ~~not greater~~ less than \$5,000, in addition to sections 6a and 6b above, the transfer must be approved by the Superintendent of Schools.
- d) For budget transfers ~~greater than~~ \$5,000 ~~and above~~, in addition to sections 6a, 6b and 6c above, the Hudson School Board must also approve the transfer.

~~7-8.~~ The Superintendent of Schools shall provide the Hudson School Board with quarterly transfer activity reports as part of the monthly financial reports provided to the School Board.

~~8-9.~~ No funds for which a budget transfer is anticipated shall be spent, encumbered, or otherwise obligated unless and until a budget transfer has been approved.

Legal References:

[RSA 32:10](#) [Transfer of Appropriations](#)
[RSA 282-A:71, III](#) [Unemployment Compensation](#)

Revision: 05/XX2019
First Adoption: [05/19/2014](#)
Second Reading: [Waived](#)
Initial Reading: [05/19/2014](#)

POLICY CODE: DFA - Investments RELATED POLICY CODES: --	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019 Page 1 of 7
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INVESTMENTS

I. PREFACE

The Hudson School Board's investment policy establishes a framework for the safe and prudent investment of public funds.

This policy provides guidance and direction the District to conduct the daily investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the treasurer of the Hudson, NH School District. These funds are accounted for in the School District's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Agency Funds
- Any new funds created by the School District, unless specifically exempted by the governing body, in accordance with the law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

III. OBJECTIVES

The investment policy objectives are stated below:

- To ensure the preservation of capital and the protection of investment principal;
- To maintain sufficient liquidity to meet operating requirements;
- To satisfy all legal requirements;
- To attain market-average rate of return on investments ~~taking into account~~ considering risk, legal constraints and cash flow considerations;
- To assure assets will only be invested in obligations of the United States Government, the public deposit investment pool established pursuant to Revised Statutes Annotated (RSA) 383:22, deposits or certificates of deposits in solvent banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State Treasurer (RSA 6.7) ~~(Appendix B).~~

IV. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

- Investment transactions will be conducted in accordance with chapter 197:23a of the ~~Revised Statutes Annotated (RSA)~~, ~~(Appendix A).~~

POLICY CODE: DFA - Investments	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019
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- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the School Board any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INTERNAL CONTROLS

The internal controls for the Hudson School District shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees of the School District.

A system of written internal controls, ~~with regard to~~ regarding investments, shall be established and maintained by the School Board, or its designee, and shall be reviewed annually by the School District's independent auditors.

VII. INVESTMENT INSTRUMENTS

The Hudson School District shall invest its funds in accordance with RSA 197:23a (~~Appendix A~~).

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, ~~taking into account~~ considering large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows.

VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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Before the School District invests any excess funds in investment instruments, ~~with the exception of~~ except for United States Treasury securities maturing in less than one year, a competitive bid process shall be conducted by the Treasurer.

Bids shall be requested from qualified financial institutions for various options with regards to terms and instrument. The Treasurer will accept the bid(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

IX. QUALIFIED INSTITUTIONS

The Hudson School District will abide to RSA 197:23a and RSA 383:22-24 (~~Appendix C~~) as the source and foundation of its qualified institution criteria.

X. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 100% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

Safekeeping procedures shall be reviewed annually by the School District's independent auditors.

XI. ACCOUNTING

All cash bank balances will be reconciled monthly by the Treasurer and reported to the School District Accountant under the direction of the Finance Director ~~on a monthly basis~~ monthly. General ledger entries will be posted to the general ledger system at said time ~~in order to~~ to accurately reflect the School District's cash position.

XII. PERFORMANCE EVALUATION

The School District shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the School District's investment program as it relates to ~~the their~~ their stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIII. OTHER

This policy shall be reviewed ~~at least annually~~ periodically by the School Board, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

Legal References:

RSA 6:7	Bank Deposits
RSA 197:23-a	Treasurer's Duties
RSA 383:22	Public Deposit Investment Fund

Revision:	05/XX2019
Revision:	08/21/2017

POLICY CODE: DFA - Investments	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019
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Revision: 11/05/2012
 First Adoption: 07/07/2008
 Second Reading: 07/07/2008
 Initial Reading: 06/16/2008

APPENDIX A

TITLE XV
EDUCATION
CHAPTER 197
SCHOOL MEETINGS AND OFFICERS
District Officers
Section 197:23-a

197:23-a Treasurer's Duties.—

~~—I. The treasurer shall have custody of all moneys belonging to the district and shall pay out the same only upon orders of the school board or upon orders of the 2 or more members of the school board empowered by the school board as a whole to authorize payments. The treasurer shall deposit the moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:~~

- ~~—(a) United States government obligations;~~
- ~~—(b) United States government agency obligations; or~~
- ~~—(c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.~~

~~—II. The amount of collected funds on deposit in any one bank shall not at any time exceed the sum of its paid up capital and surplus.~~

~~—III. The treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the district treasury, and of all notes given by the district, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the district, giving a particular account of all of the treasurer's financial transactions during the year. The treasurer shall furnish to the school board statements from the books, and submit the books and vouchers to them and to the auditors for examination, whenever so requested.~~

~~—IV. Whenever the treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the treasurer shall, with the approval of the school board, invest the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks incorporated under the laws of the state of New Hampshire or the federal government with a branch within the state and in obligations fully guaranteed as to principal and interest by the~~

POLICY CODE:
DFA - Investments

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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~~United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations. Any person who directly or indirectly receives any such funds for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the district. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral. At least yearly, the school board shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes.~~

~~—V. As an alternative to the option of collateralization for excess funds provided in paragraph IV, the treasurer may also invest public funds in certificates of deposit which meet all of the following conditions:~~

~~—(a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state selected by the treasurer.~~

~~—(b) The selected bank arranges for the deposit of the funds in certificates of deposit in one or more federally insured financial institutions located in the United States, for the account of the treasurer.~~

~~—(c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.~~

~~—(d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.~~

~~—(e) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.~~

POLICY CODE:
DFA - Investments

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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APPENDIX B

TITLE I
THE STATE AND ITS GOVERNMENT
CHAPTER 6
STATE TREASURER AND STATE ACCOUNTS
State Treasurer

Section 6:7

~~6:7 Bank Deposits.— The treasurer may deposit any portion of public moneys, in the treasurer's possession, in federally insured banks chartered under the laws of New Hampshire or the federal government, with a branch within the state. At the discretion of the treasurer, balances may be collateralized if those balances are deemed to be significant in relation to the equity position of the federally insured bank. Other conditions being equal, those federally insured banks shall receive preference which allow interest on balances. As used in this section the term "public moneys" shall include the general funds of the state and any funds of which the state treasurer acts as custodian or agent.~~

POLICY CODE:
DFA - Investments

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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APPENDIX C

TITLE XXXV
BANKS AND BANKING; LOAN ASSOCIATIONS; CREDIT UNIONS
CHAPTER 383
BANK COMMISSIONER
Public Deposit Investment Pool
Section 383:22

383:22 Public Deposit Investment Pool.

~~—I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.~~

~~—II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.~~

~~—III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.~~

~~—IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected~~

POLICY CODE: DIE Audits RELATED POLICY CODES: -	FIRST ADOPTION: 05/02/2005 LATEST REVISION: 05/XX/2019 Page 1 of 1
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AUDITING AUDITS

The financial records and accounts of the District must be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements as set forth by Revised Statutes Annotated (RSA), Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).

Each year, the Superintendent shall place before the School Board the matter of retaining a certified public accountant to conduct required audits. The certified public accountant shall be selected by the School Board. The School Board, may at its discretion, extend a ~~long-term~~long-term contract for the annual audit.

Upon completion of the audit, the Superintendent shall promptly distribute copies to all Board members for examination, ~~and within thirty days shall present a review of the audit report to the Board.~~

The Superintendent and auditors shall be responsible for filing copies of the audited financial statements in conformance with RSA: 197:25.

Legal References:
 RSA 197:25 Auditors
 RSA 671:5 School District Elections: Auditors

Revision: 05/XX2019
 First Adoption: 05/02/2005
 Second Reading 05/02/2005
 Initial Reading: 04/08/2005

POLICY CODE: DIH Fraud Prevention and Fiscal Management RELATED POLICY CODES: --	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019 Page 1 of 4
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~~INTERNAL CONTROL~~
FRAUD PREVENTION AND FISCAL MANAGEMENT

The internal controls for the Hudson School District shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees of the School District.

Definitions: Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.
8. Destruction, removal, or inappropriate use of District records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving District monies or resources.

Guidelines:

Reporting: An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board

POLICY CODE: DIH
Fraud Prevention and Fiscal Management

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation: The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the District auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to engage the District's local legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, the Board shall determine the final disposition of the matter, including whether the matter will be referred to the appropriate law enforcement and/or regulatory agency for further investigation or action.

Confidentiality: The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right-to-know, until the results are made public.

Prevention: To prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

- Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
- Payments - Payments shall be made only by checks or electronic fund transfers. No cash transactions shall be permitted. Check signers shall be

POLICY CODE: DIH Fraud Prevention and Fiscal Management RELATED POLICY CODES: --	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019 Page 3 of 4
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approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.

- Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
- Access to Checks - Physical and electronic access to School District checks and accounts shall be limited to those employees with designated business functions.
- Capital Assets - The business office shall maintain updated lists of district capital assets.
- Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

Components of Internal Controls:

The internal controls ~~process~~ of the Hudson School District ~~is~~ ~~are~~ made up of five components: control environment, risk assessments, control activities, information and communication, and monitoring. Each component is important, and all ~~have to~~ must function to make an effective control structure.

- The first control standard “control environment” requires that administration and employees establish and maintain an environment throughout the school district that sets a positive and supportive attitude toward internal control and conscientious management. Management needs to assure that it is well designed and operated, appropriately updated to meet changing conditions, and provides reasonable assurance that the objectives of the school district are being achieved.
- A pre-condition to “risk assessment” is the establishment of clear, consistent goals and objectives at both the administrative level and the department (school) level. The district will identify the risks that could impede the efficient and effective achievement of those objectives. Our internal control will provide for an assessment of the risks the school district faces from both internal and external sources.
- Control activities, the third component, is the structure, policies and procedures that the school district establishes so that identified risks do not prevent the school district from reaching its goals and objectives. They are essential for proper accountability for government resources and for achieving effective and efficient program results. They include a wide range or diverse activities, such as approvals, authorizations, verifications, reconciliation, performance reviews, security activities, and the production of records and documentation. Examples of control activities include physical control to secure and safeguard valuable assets, performance measures, proper segregation of duties, assuring that authorizations are received prior to an action occurring.

POLICY CODE: DIH
Fraud Prevention and Fiscal Management

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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- The fourth component “information and communication” is to obtain reliable information to determine the risks of fraud and to communicate policies to those that need it. Communication helps enable staff to carry out their duties and responsibilities more effectively.
- Monitoring is the final internal control standard. This assesses the quality of performance over time, and ensure that the findings of audits and other reviews are promptly resolved. Ongoing monitoring should always occur during normal operations and include regular management and supervisory activities, comparisons, and reconciliations that other people take in performing their duties.

Revision: 05/XX2019
First Adoption: 07/07/2008
Second Reading: 07/07/2008
Initial Reading: 06/16/2008

POLICY CODE: DJC	FIRST ADOPTION: 09/13/2004
Petty Cash Accounts	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

PETTY CASH ACCOUNTS

Statement of Purpose

~~This policy is to establish guidelines for the use of petty cash accounts by the Superintendent of Schools and the building principals and/or their designee.~~

STATEMENT OF POLICY

~~Petty cash funds shall be established, when necessary, to purchase minor items and /or provide immediate payment for minor services. The Hudson School District Board authorizes the Superintendent of Schools and Principals to maintain petty cash accounts. Daily operation for the use of the accounts will be the obligation of the Assistant Superintendent of School Resources, under the supervision of the Superintendent of Schools, subject to the approval of the board.~~

~~The accounting for petty cash funds shall be done not less than once a quarter. All disbursements against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. Upon deletion of a budgetary item, no expenditures against the item may be made from petty cash.~~

The administrator of the petty cash account at the schools will be the principal and the account administrator at the central office will be the Business Administrator. These account custodians will be responsible for ensuring that petty cash is not used as an alternative to the customary purchasing procedure, especially where consolidated procurement allows more economical purchasing.

~~Petty cash funds shall be established when necessary to purchase minor items and /or provide immediate payment for minor services. No single purchase/reimbursement shall exceed \$25.00.~~

Revision: 05/XX2019
 First Adoption: 09/13/2004
 Second Reading: 09/13/2004
 Initial Reading: 08/16/2004

POLICY CODE: DKA	FIRST ADOPTION: 05/XX/2019
Payroll Procedures	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitute or part-time personnel, and student workers will be paid through the business office ~~bi-weekly, at regular intervals not to exceed 1 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a(a).~~

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel. Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances ~~for any staff member.-~~

Salary Deductions

~~There will be no advance salary for any staff member.~~

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Legal References:

RSA 194-C:4 (II) (a) Superintendent Services
 RSA 275:43 Payment of Wages, Hourly School District Employees

First Adoption: 05/XX/2019
 Second Reading 05/XX/2019
 Initial Reading: 05/XX/2019

POLICY CODE: DKC	FIRST ADOPTION: 06/09/2004
Expense Reimbursements	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

EXPENSE REIMBURSEMENTS
TRAVEL FOR DISTRICT EMPLOYEES

The advance approval of the Superintendent is required for any out-of-district travel by a district employee if any of the following conditions occur.

1. Employee shall miss a day's work.
2. Travel requires an overnight stay.
3. Anticipated reimbursement in excess of \$500.00 (reimbursement is inclusive of travel, room, board and meeting fees).

Any request for travel shall include all anticipated costs, reason for travel, benefit to the district.

In addition to approval by the Superintendent, advance approval by the School Board for out-of-district travel is required if any of the following conditions occur.

1. If air travel is required.
2. If travel is to a destination is in excess of 300 miles.
3. If travel is to a foreign country.

The superintendent shall develop procedures for employee travel reimbursement. ~~The procedures shall be reviewed annually with the Board. District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.~~

~~When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the current Internal Revenue Service standard mileage reimbursement rate for business travel.~~

~~(rate currently approved by the Board.)~~

Revision: 05/XX2019
First Adoption: 06/09/2004
Second Reading: 06/09/2004
Initial Reading: 05/17/2004

POLICY CODE: DM Cash in School Buildings RELATED POLICY CODES: --	FIRST ADOPTION: 05/XX/2019 LATEST REVISION: 05/XX/2019 Page 1 of 1
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CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and deposited daily by the responsible school employee.

All vending machines shall be emptied of cash daily. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight. This policy shall be well publicized to deter burglary attempts.

First Adoption: 05/XX/2019
Second Reading 05/XX/2019
Initial Reading: 05/XX/2019

POLICY CODE: DN	FIRST ADOPTION: 05/XX/2019
Equipment and Supplies Sales	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

EQUIPMENT AND SUPPLIES SALES

No equipment or supplies shall be disposed of until permission has been received from the ~~School Board~~**Business Administrator (BA)**. The ~~BA Board~~ shall determine whether the material involved has salable value, and if such shall be the case, it shall authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the ~~BA Board~~.

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board authorizes disposition of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town dump.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived there from will be returned to the general fund to defray costs of current expenses.

Disposed assets will be removed from the Fixed Asset Inventory list.

First Adoption: 05/XX/2019
 Second Reading 05/XX/2019
 Initial Reading: 05/XX/2019

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
(603) 886-1235
lrussell@sau81.org

Mary Wilson
Assistant Superintendent
(603) 886.1235
mwilson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

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

To: Hudson School Board

From: Rachel Borge, Director of Special Services

Date: July 23, 2019

Re: Transfer of Funds SB# 1 FY20

Comments:

The Special Services Department respectfully requests a budget transfer of \$9,000 from 10-00-1201/110 (Summer Salaries) to 10-00-1201/330 (Summer Contracted Services). This money will be used to provide contracted speech/language services and contracted OT/PT services for Extended School Year due to unfilled staff vacancies. This is necessary to maintain compliance with IEP services.

School Board - _____ (Date)	Under \$5,000	# _____
	Over \$5,000	SB# / _____

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: DISTRICT WIDE **Date:** 7/23/2019

Purpose: TRANSFER FUNDS FROM SPED SUMMER SCHOOL SALARIES TO SPED SUMMER SCHOOL CONTRACT SERVICES FOR OT/PT AND SPEECH CONTRACTED SERVICES

SOURCES OF FUNDS

Org/Object	Description	Current Available	Amount Reduced	New Balance
10-00-1201/110	SUMMER SCHOOL SALARIES	\$98,118.00	\$9,000.00	\$89,118.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
		Total Reduced	\$9,000.00	

USES OF FUNDS

Org/Object	Description	Current Available	Amount Added	New Balance
10-00-1201/330	SUMMER SCHOOL CONTRACT SVCS	\$0.00	\$9,000.00	\$9,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
		Total Added	\$9,000.00	

Approved: *[Signature]* Principal/Supervisor *[Signature]* Finance Director *[Signature]* Business Administrator
For Purchases Over \$500

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

July 25, 2019

To whomever it may concern,

The purpose of this letter is to inform members of administration and staff of Hudson Public Schools that I, Melissa Tse, am formally resigning from my position as English Teacher at Alvirne High School.

Please contact me for any further questions or clarification. It has been a pleasure working with you all.

Best,

-Melissa Tse

RECEIVED

JUL 25 2019

SUPERINTENDENT'S OFFICE

HUDSON SCHOOL DISTRICT

<p>POLICY CODE: EHAB Data Governance and Security</p> <p>Page 1 of 4</p>	<p>ADOPTED:</p>
---------------------------------------------------------------------------------------------	------------------------

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information – Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information – Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the (Director of Technology) (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"). Annually, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30.

The Data Governance Plan shall include:

(a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;

(b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;

(c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and district installed extensions used on District hardware, server(s) or through the District network(s);

(d) A response plan for any breach of information; and

(e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The Superintendent of Schools will be designated as the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it

appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security.

I. Data Retention and Deletion – See policy EHB.

J. Consequences.

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

*15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)*

*20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)*

*20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)*

*20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)*

*20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)*

*RSA 189:65 * Definitions*

*RSA 186:66 * Student Information Protection and Privacy*

*RSA 189:67 * Limits on Disclosure of Information*

*RSA 189:68 * Student Privacy*

*RSA 189:68-a * Student Online Personal Information*

*RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

Hudson School District
Hudson School Board Meeting

Present:

Mr. Malcolm Price, Board Chair
Dr. Darcy Orellana, Board Vice-Chair
Mr. Gary Gasdia
Ms. Diane LaMothe
Ms. Gretchen Whiting
Ms. Kara Roy
Mr. Lawrence Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Karen Burnell, Business Administrator
Mr. Jack Gasdia, Student Representative

- A. **Call to Order:** Chairman Malcolm Price called the meeting to order.
Gary Gasdia led the meeting in the Pledge of Allegiance.

- B. **Public Input:** No public input.

C. **Presentations to the Board:**

Strategic Plan: Mr. Russell presented a general overview of the Strategic Plan to the school board members and stated it will be posted online. Mr. Russell thanked everyone for all their hard work on the Strategic Plan. Noted contributors included 5 community members, John Viking from the Town, student representatives, 2 school board members, 4 teachers, 2 principals, HR personnel, assistant principals, and SAU staff. Mark Dolan facilitated the whole process. The team came up with a mission statement that they are proud of. The vision is long term; it's where we want to end up. We want to have a school system where people choose to move to the town of Hudson. Mr. Russell welcomes the feedback from the community. The Strategic Plan will always be a work in progress and will be reviewed every 6 months to see if we are attaining our goals.

D. **Requests of the Board:**

Facility Use Request: Old Home Days - Karen Burnell presented to the board the use of the Hills House grounds on August 8-11 for the yearly Hudson Old Home Days.

Ms. Lamothe moved to approve the facilities use request. Second by Ms. Whiting. Motion passed 5-0.

E. **Old Business**

1. Policies: Ms. Burnell presented the second reading of these policies. Mr. Gasdia asked if we need all these signatures? Can we put some language in here, maybe that a 'large' expense would need a signature? Can this be made easier? Ms. Burnell stated that the school board is the only spending authority for the school district.

a. DGA Authorized Signatures

- b. DGD School District Credit Cards
- c. DH Bonded Employees
- d. DI Fiscal Accounting and Reporting
- e. DIA Fund Balances

Dr. Orellana moved to adopt the policies above. Second by Ms. Whiting. Motion passed 5-0.

F. New Business

1. Extracurricular Nominations

Ms. Lamothe moved to approve the extracurricular nominations as presented. Second by Mr. Gasdia. Motion passed 5-0.

2. Contracted Services Agreements: Mr. Russell presented the contracted services agreements. These are services for students in their IEPs.

Mr. Patnaude - YEES Program - not to exceed \$40,515

Ms. Sharon - The Carroll Center for the Blind (orientation and mobility) - not to exceed \$15,336

Ms. Gulla & Ms. Stafford - OT Works 4 Kidz LLC - not to exceed \$8,350

Ms. Sharon - The Carroll Center for the Blind (vision services) - not to exceed \$34,560

Ms. Whiting moved to approve the contracted services agreements as presented. Second by Mr. Gasdia. Motion passed 5-0.

3. Community Engagement Coordinator: Mr. Russell presented this new position to the school board. He believes our communication to the town needs improvement. This position would help with this. This could be 1 full-time position, 1 part-time position or 2 part-time positions. He would like to see a professional in this position and this person would go out into the community to speak. Salary savings from veteran teachers having retired or left the district will fund this position. The job description is in draft form and can be improved upon. He asked the board to look over this job description; make corrections and we will review it again at the next school board meeting.

4. Policies (1st readings) Ms. Burnell presented the following policies to the board and asked the board to review them and email Karen with questions or concerns. These policies have been previewed by Dr. Orellana and Ms. Whiting.

- a) DBJ Transfer of Appropriations
- b) DFA Investment
- c) DIE Audits
- d) DIH Fraud Prevention and Fiscal Management
- e) DJC Petty Cash Accounts
- f) DKA Payroll Procedures
- g) DKC Expense Reimbursements
- h) DM Cash in School Buildings
- i) DN Equipment and Supplies Sales

G. Recommended Action

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action:

Review and approve.

a) 06.17.19 Draft Minutes

Mr. Gasdia moved to approve the June 17th minutes. Second by Dr. Orellana. Motion passes 4-0. Ms. LaMothe abstained.

H. Legislative Updates (LR) - Mr. Russell stated there was no Legislative Update. Mr. Lathrop invited Mr. Russell to speak at his radio show this Friday. The topic of discussion is Learn Everywhere Initiative by the Commissioner.

I. Committee Reports

1. Hudson Board of Selectmen - Mr. Gasdia attended the Board of Selectmen meeting. Made note that students who receive free or reduced lunch can access lunch during the summer. Selectmen Morin arranged that. Bring the selectmen and school board together to work together. Dr. Orellana will attend the next selectmen meeting (tomorrow). Mr. Price will attend the one after that.

2. Cable Utility Committee - Mr. Gasdia attended the monthly meeting. He had an idea of a monthly 'show' with the selectmen and speak about what has been accomplished and what is coming up. This would be put out there for the public to see. Gary welcomes feedback on this.

J. Correspondence

Nashua Soup Kitchen Letters of Thanks - Ms. Burnell presented the thank you letter to the school board. Our schools that had a surplus of food donated to the Soup Kitchen.

K. Board Member Comments

Jack Gasdia- Excited to see where the Strategic planning is going. Improving the education system in Hudson. Continue to enjoy your summer. He's excited to continuing to work with the school board.

Ms. Whiting- Stay hydrated during summer sports tryouts. Make sure schools are providing what is necessary during the hot days of practice.

Ms. Lamothe- We are headed in a great direction. See us moving in a positive direction.

Mr. Gasdia -Thank you to the educators, school counselors, and the admin staff-a lot of staff still in the buildings. We shouldn't forget that there are still educators working during the summer.

Dr. Orellana-Thanks everyone who did participate in the Strategic Planning Committee. Appreciates all the voices, perspectives, and different constituents who came together for this.

Mr. Price- We have got a lot more done in the area of communication. Excited about the upcoming year. We are a team. Do not leave your kids or your pets in the car; it's hot out there.

Ms. Lamothe moved to enter non-public session, second by Mr. Gasdia. Ms. Whiting, yes; Ms. LaMothe, yes; Mr. Gasdia, yes; Dr. Orellana, yes; Mr. Price, yes. Motion passes 5-0.

The board entered non-public session at 8:05 pm.

M. Non-Public Session

The board discussed an attendance request. Tabled until next meeting; need more information.

Dr. Orellana moved to accept the resignation of Kimberly Cayot and to release her from her contract, second by Ms. LaMothe. Motion passes 3-2. Dr. Orellana and Mr. Gasdia voted no.

Dr. Orellana moved to accept the resignation of Kim Galluzzo and to release her from her contract, second by Ms. LaMothe. Motion passes 3-2. Dr. Orellana and Mr. Gasdia voted no.

Ms. Whiting moved to accept the following staff nominations, second by Ms. LaMothe. Motion passes 5-0.

Miranda Arris, Grade 2 Teacher (one-year), \$37,000
Christina Boisvert, Special Education Teacher, \$57,750
Lauren Leaner, School Counselor, \$41,752
Helen Newhouse, Grades 7&8 Math Teacher, \$51,250
Michaela Shaw, Grade 3 Teacher, \$37,000
Alex Wetmore, Science Teacher, \$38,000

Mr. Gasdia moved to exit non-public and adjourn, second by Ms. LaMothe. Motion passes 5-0.

N. Adjourn

Meeting adjourned at 8:46 pm.

Submitted by:

Sue Piper (public)

Mary Wilson (non-public)

Hudson School Board Meeting
 Retreat
 July 26, 2019
 12:00 pm
 Draft Minutes

Present: Malcolm Price, Chair
 Darcy Orellana, Vice-chair
 Gretchen Whiting
 Diana LaMothe
 Gary Gasdia
 Lawrence Russell, Superintendent
 Mary Wilson, Assistant Superintendent
 Karen Burnell, Business Administrator
 Rachel Borge, Director of Special Services

Called to order by Malcolm Price on 12:18 pm.

Mr. Russell – Request from NY film maker, Matthew Devlin, to film at the HMS, facility use request for August 8th, caution on using Hudson's name in filming.

End-of-Year Allocations – Football Field and gym was done by June 30th. The end of year funds priority list needs to go to the first school board meeting in May.

School Board Training and Relationship – discussed relationship.

Kindergarten – put it in the general budget for next year with pre-school at Nottingham.

HS Renovation – burning question in town – Capital Improvement Plan with town yesterday – top issue is to add \$4.5 million to the police station. Is there an appetite for AHS renovation? Safety is first and a cost of each piece with the box of performing arts and practice court for estimated costs.

Community Engagement Coordinator – Degree or equivalent experience in business communications and/or marketing and social media content manager. Take out essential and comprehensive and part time. Ask for 3 examples of writing along with cover letter and resume. **Dr. Orellana moved to approve, second by Ms. LaMothe.** Ms. Whiting wants the job description emailed to board members first. Dr. Orellana wants the job posted for a three-week time-period. **Motion passes 5-0.**

Mr. Price exited at 2:30.

Strategic Plan – Board reworked the Mission statement, vision statement and added bullets to values. **Ms. Whiting moved to approve the mission and vision; Mr. Gasdia seconded. Motion passes 4-0.**

Student concern – counselor will talk to parent.

Superintendent's mid-contract review – discussed goals – unconscious bias training - broaden to other higher ed candidates such as Mass. universities to increase the diversity of the pool. Look at data maybe with an HR intern.

Ms. Whiting moved to adjourn, second by Mr. Gasdia. Motion passes 4-0.

Meeting adjourned at 5:08 pm.

Submitted by Mary Wilson