

Posted: 11.14.19

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
November 18, 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**
1. Hudson Youth Baseball (KB): Attachment # 1 6:40-6:50
2. Communication Plan (TW): Attachment # 2 6:50-7:30
- D. **Requests of the Board**
- E. **Old Business** 7:30-7:40
1. Policies (2nd readings, MW): Attachment # 3
a) BDB Board Officers
b) BDE Committees and Delegates
c) BGB Policy Adoption
d) BGC Policy Review and Evaluation/Manual Accuracy Check
e) BGD Board Review of Administrative Regulations
f) BGE Policy Dissemination
g) BGF Suspension of Policies
h) BHC Board-Employee Communications
i) BHE School Board Use of Email
j) BIA New Board Member Orientation
- F. **New Business** 7:40-7:50
1. Policies (1st readings, MW): Attachment # 4
a) BIBA School Board Conferences, Conventions, and Workshops
b) BID Payment for Services Rendered by School District Officers
c) CA Administrative Goals
d) CB School Superintendent
e) CBB Appointment of Superintendent
f) CBG Superintendent's Development Opportunities
g) CBI Superintendent Evaluation

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- h) CCA Administrative Succession Plan
- i) CCB Line and Staff Relations
- j) CFA Individual School Administrative Personnel
- 2. Extracurricular Nominations (LR): Attachment # 5 7:50-7:55
- 3. Public School Infrastructure Fund: 7:55-8:05
Project Completion & Requests for Payment (KB): Attachments # 6, 7

G. Recommended Action

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action: Review and approve. (LR) 8:05-8:15
 - a) 11.04.19 Draft Minutes (LR): Attachment # 8

H. District Administration Reports

I. Legislative Updates (LR)

- 1. 2019 Legislative Summary

J. Committee Reports

- 1. Strategic Plan Update (LR): Attachment # 9 8:15-8:30

K. Correspondence

- 1. Discipline Report (LR): Attachment # 10 8:30-8:35
- 2. Financial Report (KB): Attachment # 11 8:35-8:40
- 3. Outreach Coordinator Report (MW): Attachment # 12 8:40-8:45
- 4. Technology Integration Specialist Report (MW): Attachment # 13 8:45-8:50
- 5. Building Committee Minutes (KB): Attachment # 14 8:50-8:55

L. Board Member Comments

8:55-9:05

M. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
Policy Committee	TBD	11:00 am	SAU Building	Regular Meeting
School Board	12.02.19	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	12.16.19	6:30 pm	Hills Memorial Library	Regular Meeting

N. Non-Public Session

- 1. Personnel Matters: Attachments # 15, 16

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.*

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- (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.*
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

O. Adjourn



November 1, 2019

Hudson School Board
Hudson School District, SAU 81
20 Library Street
Hudson, NH 03051

RE: Hamilton O. Smith School Baseball Field Improvement Project

Dear Board Members,

Please accept this letter as a formal request by HUDSON YOUTH BASEBALL (aka HYB), a 501(c) nonprofit organization currently serving the youth of Hudson, (NH) to make significant improvements and additions to the existing baseball field located at Dr. H. O. Smith School, 33 School St. in Hudson, NH.

As it currently stands, HYB holds practices and games for our younger Rookie division (typically 6-7 year olds) on weeknights and weekends at this field. Because we used HO Smith only for that age, the field required very little upkeep - typically only turning over the infield, cutting back the forest creep and raking out the weeds and leaves each spring. We used temporary bases on the field and a pitching machine in place of a mound.

However, with the loss of the baseball field next to Alvirne High School to make room for the new school tennis courts, we now must utilize another field for our higher levels (AA, AAA and Majors which ranges from ages 8-12). In its current state, the field at H.O. Smith is inadequate to host any practices and/or games for these levels. With your permission, we would like to bring the field up-to-par for that level of play. We believe in doing so that this benefits both HYB and the school district as the field's condition has been slowly deteriorating for some time. (For example, we found it necessary to replace the dugout benches this past spring as the old benches had almost completely rotted away and were deemed unsuitable for children to sit upon).

Below is a summary of the upgrades/improvements proposed over a likely period of 3-4 years (or seasons). The exact timetable of how each task is completed will be determined

annually and based upon the amount of resources available to HYB. However, we propose completing the majority of work on the H.O. Smith infield (Items 1, 2 & 3) by the end of 2019 so as to limit damage to the field and have it ready for play at the start of the spring 2020 season.

The following is a summary of each item/improvement - listed by priority for HYB:

1) Expand the radius of the infield to meet the required dimensions for Minors and Majors play by removing the existing sod/grass along the outer edge, spreading out the existing sandstone and laying down clay over the entire infield. This will require excavating parts of the infield at a depth of approx 3-4 inches.

2) Install a permanent home plate, pitcher's rubber and base anchors for Minors and Majors level of play (1 home plate and 8 total anchors).

3) Build a pitcher's mound (with clay) matching Cal Ripken's (a division of Babe Ruth Baseball) required height and radius specifications for Minors and Majors play.

4) Extend and raise the protective fencing that currently stretches from the home plate area to the front of each bench along the baseline. We propose to install new fencing and/or netting so that spectators in foul territory along each line are better protected from hard-hit balls that leave the field of play. If our resources allow and the weather cooperates, we aim to complete this portion of the project early in the spring of 2020.

5) Install an outfield fence. If the school district is decidedly against a permanent outfield fence, we are currently researching options to use a removable fence similar to what the Alvirne HS varsity softball team uses on their field. This would allow the Recreation Department to still use the outfield for soccer/lacrosse practices.

6) Build and place a small shed on the property to secure equipment used regularly for maintenance of the field and playing of practices/games. One option is to have Alvirne High School students build the shed for HYB.

7) Install a scoreboard w/ electrical power.

- 8) Purchase and place bleachers in foul territory along the 1st and 3rd baselines.
- 9) Extend the benches to accommodate larger teams and construct baseball dugouts each with a roof to provide covering for players/coaches.
- 10) Improvement of the existing walking path between H.O. Smith School to Lions Field by adding steps with handrails leading to the 1st base and 3rd base gate entries from H.O. Smith to Lions Field. That area already is heavy with foot traffic on Saturdays when there are multiple games on both fields. (Currently, families are using Lions Field for restrooms and concessions.) Construct and post signs along the H.O. Smith Field fence lines indicating the direction of the bathrooms and concession stand (these could be put up and taken down each season).
- 11) Install a self-supporting irrigation system with at a sufficient gallons-per-minute yield - current estimate we would require is at least 4 GPM.
- 12) Install lighting.

The following below is a short list of items we would kindly ask that the school district complete before the start of the 2020 spring season (early April) - all of which ensure the safety of our players and their families. Please note that these items are being requested not solely to complete the project - rather these specific safety concerns have been previously identified and would have been recommended by the HYB Board of Directors irregardless of any other projects ongoing:

- 1) The removal of several large trees and logs located just outside the fence perimeter that currently threaten the existing benches and playing areas of the field. (We point to the example of a few years ago when a large tree toppled over and destroyed the backstop fencing during a heavy windstorm). We can have an HYB representative on site to help identify which trees and logs need removal.
- 2) Removal of 2 large brush piles currently located in the outfield areas of H.O. Smith.
- 3) Removal of the concrete blocks/posts currently located in the spot where the old H.O. Smith playground existed. These objects already represent a hazard to

children playing in the field. With the potential increase in usage of H.O. Smith in the spring season, this risk of potential injury is further heightened.

- 4) Inspection and repair (if necessary) of the existing fence perimeter currently at H.O. Smith and to cut back the forest creep growing along the edges. This should be minimal as a quick visual inspection we completed recently indicates only a few areas in need of such repairs.

** Please note, HYB is fully insured and can produce a certificate of liability demonstrating coverage - as will any company HYB contracts with for the project.

Thank you for your time and attention and I hope you will consider our proposal favorably. Please let me know if you have any questions or concerns surrounding the project.

Sincerely,

Jeremy Drown
President
Hudson Youth Baseball
Cell: 603-490-1139
hybregistrar@gmail.com

MEMORANDUM OF UNDERSTANDING
BETWEEN
HUDSON SCHOOL BOARD
AND
HUDSON YOUTH BASEBALL

PURPOSE

This document is designed to establish the relationship between the Hudson School Board and Hudson Youth Baseball (hereinafter referred to as “HYB”) as it relates to the use of the baseball field located on the grounds of Dr. H.O. Smith School. 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 the 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 field 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 the Hudson Youth Baseball, 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 thirty (30) days prior to the beginning of the next HYB season. The Hudson School Board may revise or terminate this Memorandum of Understanding at any time and further resume the right to terminate the privileges granted to the HYB for failure to comply with the guidelines, policies and procedures established in this Memorandum of Understanding.

GENERAL:

1. The District reserves the right for first use of the field during school hours and for special events. HYB shall be given at least two (2) weeks’ notice of any special event falling outside normal school hours or school days. HYB shall have the second priority of field use after the District.
2. No permanent improvements to the field may be made other than those outlined in the letter dated November 1, 2019 (Attachment A) without prior approval by the District.
3. It is expressly understood by the HYB that the Hudson School Board has no financial obligation to the HYB and makes no commitments as to funding or financial support.
4. The HYB request in Attachment A for the District to assist in field improvements will be taken into consideration. If the funds are available and time allows the Hudson School District will respond to their request.

HUDSON YOUTH BASEBALL SHALL BE RESPONSIBLE FOR:

1. Expand the radius of the infield to meet the required dimensions for Minors and Majors play by removing the existing sod/grass along the outer edge, spreading out the existing sandstone and laying down clay over the entire infield.
2. Install a permanent home plate, pitcher's rubber and base anchors for Minors and Majors level of play.
3. Build a pitcher's mound (with clay) matching Cal Ripken's (a division of Babe Ruth Baseball) required height and radius specifications for Minors and Majors play.
4. Extend and raise the protective fencing that currently stretches from the home plate area to the front of each bench along the baseline.
5. Install an outfield fence. Any outfield fence shall be of a temporary nature and removed so as not to interfere with any school activity.
6. Build and place a small shed on the property to secure equipment used regularly for maintenance of the field and playing of practices/games.
7. Install a scoreboard w/ electrical power.
8. Purchase and place bleachers in foul territory along the 1st and 3rd baselines.
9. Extend the benches to accommodate larger teams and construct baseball dugouts each with a roof to provide covering for players/coaches.
10. Improvement of the existing walking path between H.O. Smith School to Lions Field by adding steps with handrails leading to the 1st base and 3rd base gate entries from H.O. Smith to Lions Field.
11. Install a self-supporting irrigation system with a sufficient gallons-per-minute yield - current estimate we would require is at least 4 GPM.
12. Install lighting.
13. Rental, placement and maintenance of a portable toilet in the general field surrounding area. The toilet shall be removed within one week after the final game of HYB. HYB is responsible for repairing and clean up of any damage to the toilet.
14. Maintenance of the field during the HYB season.
15. Removal of trash so as not to overflow receptacle(s).
16. Submittal of proof of general liability insurance with a minimum coverage of \$1,000,000 per occurrence and name the Hudson School District and the Hudson School Board as additional insureds.
17. Ensure that member teams use proper, safe playing equipment.

18. Securing any permits for field improvements or construction of improvements/facilities.

HUDSON SCHOOL DISTRICT SHALL BE RESPONSIBLE FOR:

1. Supplying trash barrel(s)
2. Approval of all major event and activity scheduling for the field consistent with current procedures.
3. Meeting with the HYB representatives prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.

For the Hudson School Board:

For Hudson Youth Baseball:

Date: _____

Date: _____

Hudson School District

Communications Plan

Preliminary Plan

November 14, 2019

Prepared by Terry Wolf
Community Engagement Coordinator

The school board and strategic planning committee recognize the importance of good communication in building positive relationships and improving academic outcomes.

The rollout of the communication plan will happen in three stages.

Stage 1: Improve communication with staff, students, families, and the community

Stage 2: Engage families with their schools, improve relationships and learning

Stage 3: Engage the community more deeply with schools, build the career and community connection

Goals

Goals of communication plan:

- Share information in a consistent and timely manner
- Follow principles of good communication - the right message, the right audience, with the correct tools
- Increase family engagement preschool-12
- Increase engagement with the community and develop stronger relationships with businesses and elected officials

Initial Findings

Initial findings based on six weeks of conversations and observations in each school building:

- Staff members are working hard and are focused on their work; people don't think to share information
- Families are facing serious issues which make it more challenging to be engaged with schools and learning
- Non-academic issues such as vaping, sexting, anxiety, bullying, and student cell phone use distract from student learning
- Staff, parents, and community members each have personal preferences on how and what kinds of information they want to receive from the district

Content

Content will include:

- School-specific programs and events within each building
- District-wide updates from the superintendent's office
- Decisions and initiatives approved by the school board
- Information about community partnerships
- Urgent and emergency communication as necessary

Channels

Information will be shared via the appropriate channel:

- Newsletter by email – sent on a regular basis
- Specialty programs
- Social media – Facebook, Instagram, Twitter, LinkedIn
- Press releases to traditional media
- Website
- Other

Urgent and Emergency Communication

Communication has changed significantly in just the last few years. With heightened concern about student safety, an incident that would have been viewed as a foolish mistake five years ago can lead to rumors that spread like wildfire. Schools must be aware of perceptions, even when they are not reality, and work to share factual information while maintaining student privacy.

- Create written protocols for what to share and when
- Be the primary source for information and provide official district communication channels
- Share the roles of different stakeholders – district leaders, employees, students, parents, and the broader community

Next Steps

The following steps are currently being worked on and will continue over the next few months.

- Meet with stakeholders – staff, parents, community members – to determine best way to share information by audience
- Define and update communication channels
 - Push communication versus static
 - Calendar of events – research a more user-friendly format to share information
- Develop a social media calendar
 - Define desired content
 - Post consistently
 - Guidelines for quality engagement
- Complete website review
- Implement simple changes quickly

Longer Term Plan

These steps will be formally implemented after completing the previous steps.

- Measure engagement
 - Review desired content
 - Post consistently
 - Guidelines for quality engagement
- Make recommendations for changes longer term, such as new tools
- Track changes in communication trends – i.e., a shift to mobile use
- Develop processes to simplify communicating by channel
- Create communication principles
- Research communication professional development for staff

Appendix - Social Media Inventory

Early Learning Center

(Library Street and Dr. H.O. Smith)
No social media presence

Hills Garrison

Facebook page – set up by unknown person, there is an option for us to take this over

Nottingham West

No social media presence

Hudson Memorial School

	handle	followers	posts
Facebook	-	-	-
Instagram	hmscolts	179	25
Twitter	hmscolts	360	-

Alvirne High School

	handle	followers	posts
Facebook	-	-	-
Instagram	Alvirneschoolcounseling	74	13
Twitter	AlvirneBroncos	1285	-
Twitter	AlvirneAthletic	1018	-
Facebook	AHSCTE	2595	

Hudson School District

	handle	followers	posts
Facebook	Hudsonnhschooldistrict	1,740	-
Instagram	-	-	-
Twitter	hudsonsuper	391	-

Hudson Parent-Teacher Groups

These pages are run by volunteers and are not affiliated with the school district.

	Facebook	
Early Learning Center	HudsonELCPTO	
Nottingham West Parents PTO	Private group	463
Hills Garrison	Private group	315
Hudson Memorial Parents	Hudsonmemorialschoolpto	712
Parents of Alvirne HS Students	Private group	575

Avirne High School Groups

These pages are run by volunteers and are not affiliated with the school district.

	Facebook	
Alvirne Friends of Music	ahsfriendsofmusic	1,251
Alvirne Friends of Lacrosse 2019/20	Public group	80
Alvirne Booster Club	@AlvirneBroncosBoosterClub	215
Friends of Alvirne Ice Hockey	Page - created in 2012	19

HUDSON SCHOOL DISTRICT

Section B 2nd readings 11/18/2019

Code/Title	Category	Detail	# of ¶	Page
BDB Board Officers	R	replacing outdated policy NHSBA verbatim		1
BDE Committees and Delegates	R	new, NHSBA w/tracked changes	1	2
BGB Policy Adoption	R	new, NHSBA verbatim		3
BGC Policy Review and Evaluation/Manual Accuracy Check	R	new, NHSBA verbatim		4
BGD Board Review of Administrative Regulations	R	new, NHSBA verbatim	1	5
BGE Policy Dissemination	R	new, NHSBA w/tracked changes	3	6
BGF Suspension of Policies	R	new, NHSBA verbatim	2	7
BHC Board-Employee Communications	O	new, NHSBA verbatim		8
BHE School Board Use of Email	R	new, NHSBA verbatim	2	9
BIA New Board Member Orientation	R	new, NHSBA w/tracked changes		10

R: recommended

O: optional

P: priority, required by law

HUDSON SCHOOL DISTRICT

POLICY CODE: BDB Board Officers	FIRST ADOPTION:
RELATED POLICIES: BBAB	LATEST REVISION: Page 1 of 1

Category: Recommended

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

HUDSON SCHOOL DISTRICT

POLICY CODE: BDE Committees and Delegates	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The Board may have ~~the following~~ standing committees as deemed necessary:

- ~~1. Building and Maintenance~~
- ~~2. Extracurricular~~
- ~~3. Policy~~
- ~~4. Finance/Audit~~
- ~~5. Transportation~~
- ~~6. Negotiations~~

~~Standing and special committees and delegations shall be appointed by the Chairperson of the Board and approved by vote of a majority of the Board.~~ Committees will meet as needed on problems pertaining to said committee and will make recommendations for action by the full Board.

HUDSON SCHOOL DISTRICT

POLICY CODE: BGB Policy Adoption	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

HUDSON SCHOOL DISTRICT

POLICY CODE: BGC Policy Review and Evaluation – Manual Accuracy Check	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulations manuals annually for purposes of administrative updating and Board review.

HUDSON SCHOOL DISTRICT

POLICY CODE: BGD Board Review of Administrative Regulations	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: CHB	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The Board reserves the right to review and rescind administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

HUDSON SCHOOL DISTRICT

POLICY CODE: BGE Policy Dissemination	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. ~~Manuals will be available for inspection at the Superintendent's office, and each Principal's office.~~

~~All policy manuals shall remain the property of the School Board and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the School District.~~

The Superintendent is responsible for ensuring an annual update of all manuals.

Legal References:

RSA 91-A:4, Minutes and Records Available for Public Inspection

HUDSON SCHOOL DISTRICT

POLICY CODE: BGF Suspension of Policies	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The policies of the Board are subject to suspension only upon a majority vote of the entire Board membership at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Those Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

HUDSON SCHOOL DISTRICT

POLICY CODE: BHC Board-Employee Communication	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

*Category O
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.

HUDSON SCHOOL DISTRICT

POLICY CODE: BHE School Board Use of Email	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The Board encourages its members to not communicate to each other via electronic communication (e-mail) regarding official school district business. The Board will not use e-mail as a substitute for deliberations at board meetings, for other communications, or for business properly confined to board meetings. Communications via e-mail of private or confidential school district matters is strictly prohibited.

If an e-mail is originated by a Board member, is communicated to a quorum of the Board, and discusses official school district business, the e-mail will be considered a public document for purposes of the Right to Know Law, RSA 91-A. As such, the contents of the email communication will be publicly disclosed and included in the minutes of the next regularly scheduled Board meeting.

Legal references:

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

RSA 189:29-a, Records Retention and Disposition

Miller v. Fremont School Board, Rockingham County Superior Court, No. 03-E-152 (2003)

HUDSON SCHOOL DISTRICT

POLICY CODE: BIA New Board Member Orientation	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

A new member is to be afforded the Board and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the Board's functions, policies, and procedures.

~~A special workshop will be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Board's method of operating, and to Districts policies and procedures.~~

The New Hampshire School Boards Association (NHSBA) offers an annual training for new board members with the primary purpose of orienting the new member to their roles, responsibilities, and to a school board's method of operating.

~~Each new member will be provided with those materials~~should familiarize themselves with the following:

- ~~1. The previous year's complete record of minutes.~~
 - ~~2. A copy of Revised Statutes Annotated Relating to Public Schools. (RSA)~~
 - ~~3. A copy of Becoming A Better Board Member.~~
 - ~~4. The School Board Policy Manual.~~
 - ~~5. The NH School Boards Association Orientation Packet.~~
 - ~~6. The current school budget.~~
 - ~~7. Negotiated Labor Agreements.~~
1. Minutes of previous school board meetings (available on district website)
 2. Hudson School Board Policies (available on district website)
 3. The district's current fiscal year's budget (available on district website)
 4. Contracted Bargaining Agreements (available on district website)
 5. Revised Statutes Annotated (RSAs) Relating to Public Schools (available by google search)

A copy of Becoming a Better Board Member will be ordered for each new board member.

New school board members will also be provided a tour of the schools upon request.

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HUDSON SCHOOL DISTRICT

HSB 1st readings 11/18/2019

Code/Title	Category	Detail	# of ¶	Page
BIBA School Board Conferences, Conventions, and Workshops	R	new, NHSBA verbatim		1
BID Payment for Services Rendered by School District Officers	O	new, NHSBA verbatim	2	2
CA Administration Goals	R	new, NHSBA verbatim w/addition of highlighted text		3
CB School Superintendent	R	new, NHSBA verbatim w/addition of highlighted text	2	4
CBB Appointment of Superintendent	O	new, NHSBA verbatim	1	5
CBG Superintendent's Development Opportunities	O	new, NHSBA verbatim w/addition of highlighted text	2	6
CBI Superintendent Evaluation	R	new, NHSBA verbatim w/addition of highlighted text		7
CCA Administrative Succession Plan	O	new, NHSBA verbatim w/addition of highlighted text		8
CCB Line and Staff Relations	R	new, NHSBA verbatim w/addition of highlighted text		10
CFA Individual School Administrative Personnel	R	new, NHSBA verbatim w/addition of highlighted text		11

R: recommended

O: optional

P: priority, required by law

HUDSON SCHOOL DISTRICT

POLICY CODE: BIBA School Board Conferences, Conventions, and Workshops	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The Board encourages the participation of all members at School Board conferences, workshops, and conventions. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures:

1. A calendar of School Board Association conferences, conventions, and workshops shall be maintained by the Board Secretary. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the School District. School board members are encouraged to attend workshops presented by the state and national school boards associations.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Board members for their travel expenses will comply with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

HUDSON SCHOOL DISTRICT

POLICY CODE: BID Payment for Services Rendered by School District Officers	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category O

Also BDC

- A. All School District officers will be reimbursed in accordance with fees as established by the District. Such fees will be provided for in the School District budget and will be plainly indicated in the annual report.

- B. Payment for services rendered in the fiscal year will be included on the payroll manifest immediately following the annual School District meeting. It is the assigned responsibility of the Superintendent of Schools to make certain that all statements are in the hands of the school office personnel to ensure payment on the aforementioned manifest.

Legal References:

RSA 194:10, School Districts: Salaries of District Board and Officers

RSA 194:11, School Districts: Payment

RSA 195:4, V, Cooperative School Districts: Powers

RSA 195:5 II, Cooperative School Districts: School District Powers and Duties

Kondrat v Freedom School Board, 650 A.2d 316 (1994)

HUDSON SCHOOL DISTRICT

POLICY CODE: CA Administration Goals	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: AD, CBI	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

Proper administration of the schools is vital to a successful educational program. The general purpose of the Administration is to coordinate and supervise, under the policies of the School Administrative Unit and each Board, the creation and operation of an environment that promotes effective student learning **as defined in our mission statement**. The Board will rely on the Superintendent to provide the professional administrative leadership necessary.

The Superintendent, each principal, and all other administrators will have the authority and responsibility necessary for his/her specific administrative assignment. Each administrator will be accountable for the effectiveness with which his/her administrative assignment is carried out. The Board will be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration are:

1. To manage the District's various departments, units, budgets and programs effectively **and efficiently**.
2. To provide professional advice and counsel to the Board and its advisory committees. Where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending appropriate action from among the alternatives.
3. To implement and manage functions that assure the best and most effective learning programs, through achieving such goals as: (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary in order to establish and provide learning programs that better meet learner needs; (c) coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials; (d) encouraging improvement ideas and decision-making among staff, students, parents, and others; and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

Legal References:

- N.H. Code of Administrative Rules Section Ed 302, Duties of School Superintendents*
- N.H. Code of Administrative Rules Section Ed 303, Duties of School Boards*
- N.H. Code of Administrative Rules Section Ed 304, Duties of School Principal*

HUDSON SCHOOL DISTRICT

POLICY CODE: CB School Superintendent	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES:	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, **and/or** SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.
5. **Enforce the implementation and adherence of the New Hampshire Code of Ethics for Educational Professionals.**

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

RSA 21-N:9, II (cc)

RSA 186:11, X (e)

HUDSON SCHOOL DISTRICT

POLICY CODE: CBB Appointment of Superintendent	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category O

The Superintendent shall be hired by the School Administrative Unit Board.

Legal Reference:

RSA 194-C:4, SAU: Superintendent Services
RSA 194-C:5, SAU: Organization and Duties

HUDSON SCHOOL DISTRICT

POLICY CODE: CBG Superintendent's Development Opportunities	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category O

The Board encourages the Superintendent to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to advantage in the School District.

For the benefit of the entire school system, the Board encourages the Superintendent to set aside time each year to attend seminars and conferences and visit other school systems in which promising ideas are emerging, as these activities are delineated in the Superintendents individual employment contract. **The Superintendent is encouraged to summarize the benefits, learnings, and implications to the district and/or Board.**

HUDSON SCHOOL DISTRICT

POLICY CODE: CBI Superintendent Evaluation and Goal Setting	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: BDD	LATEST REVISION: [Latest Revision] Page 1 of 1

Category: Recommended

See Also: CBI-F1 & CBI-F2

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Co-extensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent's annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Mission, Vision, and Core Values
2. Fiscal management
3. Curriculum, instruction, and assessment
4. Relationship with the school board
5. Administration of educational services
6. Administration of school facilities
7. Governance and wellness and safety of students
8. Hiring and supervision of school district staff
9. Overall leadership on educational issues
10. Meaningful engagement of families and community

The board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual Superintendent evaluation and goal setting will clarify the Superintendent's role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation

HUDSON SCHOOL DISTRICT

POLICY CODE: CCA Administrative Succession Plan	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 2

Category: Optional

Purpose

The Board is committed to maintaining a state of readiness for the eventuality of a planned or unplanned change of the District/SAU administrative leadership. The Board will establish and maintain a succession plan to ensure the orderly transition of leadership and the achievement of the District's mission and goals.

This Board will assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader who is a good fit for the District's culture as reflected by its mission, vision, goals, and objectives.

Upon announcement of resignation or absence of the Superintendent, the Board will put the Succession Plan into effect.

Short-Term/Emergency Change in Leadership:

The absence status will be communicated to all stakeholders within the District/SAU as well as to the public.

The Board may establish a "transition team" consisting of other current administrators and/or an acting superintendent.

To the extent possible, the Superintendent will review her/his roles and duties with Acting Superintendent. The Acting Superintendent shall consult with the Superintendent, if available, on major decisions and continue to implement the annual goals of the Superintendent and District.

If the short-term absence is determined to be long-term or permanent, then the Board will decide the process for appointing an Interim Superintendent.

Unplanned Permanent Leadership Change

Upon announcement of the resignation or vacancy of the Superintendent, the Board will put the Succession Plan into effect. Minimally, this plan will include:

- a. Communication Plan outlining the selection process:
 - announcement of the Superintendent's resignation or vacancy will be shared with both staff and community.
 - the official spokesperson representing the SAU in all media contacts and external inquiries will be the Board chairperson or designee, in conjunction with other district and SAU administrators.
- b. the process for identifying executive search consulting services. If the Board

determines it is necessary, it may choose to retain consultants and issue a request for proposal;

c. a timeline and schedule of recruitment selection activities including opportunities for input from key stakeholders **as determined by the Board**;

d. a transition time period between the outgoing Superintendent and the incoming Superintendent;

e. negotiation of the Superintendent's contract; and

f. appointment of the new Superintendent and assistance in the transition during his/her first year of employment.

Planned Permanent Leadership Change

Where the succession of the Superintendent can be planned, the Board will initiate an internal, assessment of the District's staff needs, desires and qualities of a new superintendent. Such assessment will begin as soon as possible upon the Board learning of the planned permanent leadership change.

Upon approval of a successor by the Board, the outgoing Superintendent shall develop and implement a transition plan to orientate the incoming Superintendent to all duties and responsibilities of the Superintendent and ensure continuity of all ongoing District strategies and goals.

Legal References:

RSA 194-C:5, Superintendent Services
Ed 302, Duties of School Superintendents
Ed 303, Duties of School Boards

HUDSON SCHOOL DISTRICT

POLICY CODE: CCB Line and Staff Relations	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

General Operations

The following principles shall govern the administrative operation of the District.

- 1) Each school will develop appropriate educational programs for the students attending that School, consistent with school Board policy, state law, and State Board regulations.
- 2) The Superintendent has specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from preschool through grade 12.
- 3) Responsibility flows simply and clearly from the teachers, principals and the Superintendent to the School Board.
- 4) Each member of the staff is informed to whom s/he is responsible.
- 5) Whenever feasible, each member of the staff shall be made responsible to only one immediate superior.
- 6) Each staff member shall be told to whom s/he can go for help in working out his/her own functions in the District.

Line of Responsibility

Each employee in the District shall be responsible to the Board through the Superintendent **through the line of command.**

All personnel shall refer matters requiring administrative action to the administrator immediately in charge.

HUDSON SCHOOL DISTRICT

POLICY CODE: CFA Individual School Administrative Personnel	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: GBA, AC	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

Principals

Appointment

The principals shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.

Candidates for position of principal will file a formal, written application with the Superintendent. All applications will be screened by the Superintendent and a number will be selected for interview by the Superintendent and the Board.

All applications will be available to the Board for their review **to support equitable hiring practices.**

It will be the policy of the Superintendent and Board to conduct a job search and to hire the best candidate for the role based on the needs of the district, job duties, and candidate qualifications. All such candidates must meet requirements as established by the Superintendent and Board.

Functions

All building principals shall be responsible for the school buildings and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.

The principal shall attend Board meetings when requested by the Superintendent or the Board.

The principal bears the responsibility of being apprised of Board meeting content and activities.

Legal Reference

N.H. Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals

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

MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Winter Athletics Nominations
DATE: November 13, 2019

The following nominations have been submitted for the 2019-2020 school year:

Alvirne High School:

Varsity Wrestling	Mike Gregory	\$4,700
JV Wrestling	Collin Currier	\$3,300
Boys Varsity Basketball	Marty Edwards	\$5,250
Boys JV Basketball	Chris Goldsack	\$3,675
Boys Freshman Basketball	Alex Wetmore	\$3,410
Girls Varsity Basketball	Chris Cheetham	\$5,250
Girls JV Basketball	David Bressler	\$3,675
Girls Varsity Indoor Track	Caroline Conrad	\$3,500
Assistant Girls Varsity Indoor Track	Colleen Currier	\$2,450
Boys Varsity Indoor Track	Tom Daigle	\$3,500
Winter Varsity Cheerleading	Shyla Francoeur	\$2,900
Winter JV Cheerleading	Colleen Gillis	\$2,030
Varsity Swim Coach	Brandan McLaughlin	\$3,500
Assistant Varsity Swim Coach	Ashley Ducharme	\$2,450

**PUBLIC SCHOOL INFRASTRUCTURE FUND
 PROJECT COMPLETION & REQUEST FOR PAYMENT**

Complete, scan, and e-mail to: Matthew.Welch@doe.nh.gov or mail to the above mailing address.

INSTRUCTIONS:

- 1) Complete the project.
- 2) Keep receipts and photos of the project neatly organized and clearly marked.
- 3) If the project is selected for audit, receipts and photos will need to be electronically submitted to the Department of Education within 10 business days of the audit request.
- 4) Section A includes *total project cost* which is the total cost to complete the approved work identified in the application for the referenced project. For Life-Safety projects, this only includes costs that would have been eligible for building aid.
- 5) Section B requires you to attach a notarized affidavit from the superintendent, business administrator, and all school board members. If you are a charter school, have the school director, the person in charge of finances, and all members of the board of trustees sign the application.
- 6) Section B requires e-rate state match recipients to attach the *Funding Commitment Decision Letter (FCDL)* from USAC and the *Form 471* if it was not included in your original application.
- 7) Section C is your request for payment. The award amount will be your total eligible costs times your award rate, up to but not exceeding your approved award amount found on your approval letter.
- 8) Payment from the Department will be made within 30 days from receipt of this completed form.
- 9) Submit this completed form to Matthew Welch at Matthew.Welch@doe.nh.gov or to the above mailing address (c/o Matthew Welch).

SECTION A - APPLICANT/PROJECT INFORMATION:

	SAU #:	81	
	School Name:	District wide (for all schools)	
	Project Title:	District-wide surveillance installation and access control upgrades	
Line 1	Maximum Award Amount:	\$544,173	Found on the award letter or listed in the Project Status report online at: https://www.education.nh.gov/program/school_approval/infrastructure-fund.htm
Line 2	Award Rate:	80%	
Line 3	Total Project Cost:	\$574,364	<i>Total project cost</i> may differ from the <i>estimated cost</i> cited in the application. <i>Total project cost</i> is the amount spent to complete the approved work identified in the application.
Line 4	Total Request for Payment:	\$435,338	<i>Line 2 times Line 3 or Line 1, whichever is less</i>

SECTION B – REQUIRED ATTACHMENTS

Attach notarized affidavit from the superintendent, business administrator, and all school board members. The affidavit should certify that the project is complete and that in accordance with the provisions of the Public School Infrastructure Fund, RSA 198:15-y, the total eligible costs listed on this form for the referenced project is accurate to the best of their knowledge.

A sample affidavit can be found online at: https://www.education.nh.gov/program/school_approval/infrastructure-fund.htm

- Notarized affidavit is attached.
- Funding *Commitment Decision Letter (FCDL)* from USAC is attached (for e-rate state match recipients only).
- Form 471 is attached, if not included in your original application (for e-rate state match recipients only).

SECTION C - REQUEST FOR PAYMENT:

Request for payment in the amount of \$ 435,338 to Hudson School District SAU81
Line 4 in section A school name

Date

Superintendent of Schools or Charter School Director
Lawrence Russell/Superintendent of
Schools

Title of Signer

DOE Use Only:

Invoice Number: _____
Vendor Code: _____
Remit Code: _____
Account Unit: <u>19640000-073-500583</u>
Amount: _____
Description: <u>PSI Fund</u>
<i>Due Upon Receipt</i>
Authorized Signature: _____ Date: _____
Name: <u>Frank Edelblut</u> Title: <u>Commissioner of Education</u>
Security projects only:
HSEM sign-off: _____ Date: _____
Name: _____ Title: _____

Submit completed form to Matthew Welch at Matthew.Welch@doe.nh.gov or to the address on the top of this form.

AFFIDAVIT

Signatures required: school administrator, the person in charge of finances and all school board members or board of trustees

School Name: District wide (for all schools)

SAU #: 81

Project Title: District-wide surveillance installation and access control upgrades

The above reference project was completed in accordance with the approved Public School Infrastructure application and the total costs listed in the Project Completion & Request for Payment Form is truthful and accurate to the best of our knowledge:

signature (school administrator) Lawrence Russell/Superintendent
print name/title

signature (person in charge of finances) Karen Burnell/Business Administrator
print name/title

Board members (attach additional signatures if necessary). All board members are required to sign:

Malcom Price _____

Darcy Orellana _____

Gary Gasdia _____

Diana LaMothe _____

Gretchen Whiting _____

NOTARIZE:
State of New Hampshire
County of Hillsborough

Signed and affirmed before me on _____, 2019 that the statement is truthful and accurate to the best of his or her knowledge and belief.

Signature of notary: _____
Name of notary: _____
My commission expires on: _____

**PUBLIC SCHOOL INFRASTRUCTURE FUND
 PROJECT COMPLETION & REQUEST FOR PAYMENT**

Complete, scan, and e-mail to: Matthew.Welch@doe.nh.gov or mail to the above mailing address.

INSTRUCTIONS:

- 1) Complete the project.
- 2) Keep receipts and photos of the project neatly organized and clearly marked.
- 3) If the project is selected for audit, receipts and photos will need to be electronically submitted to the Department of Education within 10 business days of the audit request.
- 4) Section A includes *total project cost* which is the total cost to complete the approved work identified in the application for the referenced project. For Life-Safety projects, this only includes costs that would have been eligible for building aid.
- 5) Section B requires you to attach a notarized affidavit from the superintendent, business administrator, and all school board members. If you are a charter school, have the school director, the person in charge of finances, and all members of the board of trustees sign the application.
- 6) Section B requires e-rate state match recipients to attach the *Funding Commitment Decision Letter (FCDL)* from USAC and the *Form 471* if it was not included in your original application.
- 7) Section C is your request for payment. The award amount will be your total eligible costs times your award rate, up to but not exceeding your approved award amount found on your approval letter.
- 8) Payment from the Department will be made within 30 days from receipt of this completed form.
- 9) Submit this completed form to Matthew Welch at Matthew.Welch@doe.nh.gov or to the above mailing address (c/o Matthew Welch).

SECTION A - APPLICANT/PROJECT INFORMATION:

	SAU #:	81	
	School Name:	ELC-Library Street School	
	Project Title:	LSS-Classroom Door Replacement	
Line 1	Maximum Award Amount:	\$23,057	Found on the award letter or listed in the Project Status report online at: https://www.education.nh.gov/program/school_approval/infrastructure-fund.htm
Line 2	Award Rate:	80%	
Line 3	Total Project Cost:	\$23,057	<i>Total project cost</i> may differ from the <i>estimated cost</i> cited in the application. <i>Total project cost</i> is the amount spent to complete the approved work identified in the application.
Line 4	Total Request for Payment:	\$18,446	<i>Line 2 times Line 3 or Line 1, whichever is less</i>

SECTION B – REQUIRED ATTACHMENTS

Attach notarized affidavit from the superintendent, business administrator, and all school board members. The affidavit should certify that the project is complete and that in accordance with the provisions of the Public School Infrastructure Fund, RSA 198:15-y, the total eligible costs listed on this form for the referenced project is accurate to the best of their knowledge.

A sample affidavit can be found online at: https://www.education.nh.gov/program/school_approval/infrastructure-fund.htm

Notarized affidavit is attached.

Funding *Commitment Decision Letter (FCDL)* from USAC is attached (for e-rate state match recipients only).

Form 471 is attached, if not included in your original application (for e-rate state match recipients only).

SECTION C - REQUEST FOR PAYMENT:

Request for payment in the amount of \$ 18,446 to Hudson School District SAU81
Line 4 in section A school name

Date

Superintendent of Schools or Charter School Director
Lawrence Russell/Superintendent of
Schools

Title of Signer

DOE Use Only:

Invoice Number: _____	
Vendor Code: _____	
Remit Code: _____	
Account Unit: <u>19640000-073-500583</u>	
Amount: _____	
Description: <u>PSI Fund</u>	
<i>Due Upon Receipt</i>	
Authorized Signature: _____	Date: _____
Name: <u>Frank Edelblut</u>	Title: <u>Commissioner of Education</u>
Security projects only:	
HSEM sign-off: _____	Date: _____
Name: _____	Title: _____

Submit completed form to Matthew Welch at Matthew.Welch@doe.nh.gov or to the address on the top of this form.

AFFIDAVIT

Signatures required: school administrator, the person in charge of finances and all school board members or board of trustees

School Name: ELC-Library Street School

SAU #: 81

Project Title: LSS-Classroom Door Replacement

The above reference project was completed in accordance with the approved Public School Infrastructure application and the total costs listed in the Project Completion & Request for Payment Form is truthful and accurate to the best of our knowledge:

signature (school administrator) Lawrence Russell/Superintendent
print name/title

signature (person in charge of finances) Karen Burnell/Business Administrator
print name/title

Board members (attach additional signatures if necessary). All board members are required to sign:

Malcom Price _____

Darcy Orellana _____

Gary Gasdia _____

Diana LaMothe _____

Gretchen Whiting _____

NOTARIZE:
State of New Hampshire
County of Hillsborough

Signed and affirmed before me on _____, 2019 that the statement is truthful and accurate to the best of his or her knowledge and belief.

Signature of notary: _____
Name of notary: _____
My commission expires on: _____

Hudson School District
Hudson School Board Meeting
Draft Minutes

Present:

Dr. Darcy Orellana, Board Vice-Chair
Mr. Gary Gasdia
Ms. Gretchen Whiting
Ms. Diana LaMothe
Ms. Kara Roy, Vice-Chairman, Board of Selectman
Mr. Larry Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Karen Burnell, Business Administrator
Ms. Rachel Borge, Director of Special Services
Mr. Jack Gasdia, Student Representative

- A. **Call to Order:** Vice-Chair Orellana called the meeting to order. Jack Gasdia led the Pledge of Allegiance. Chairman Price is not able to be here this evening, Vice-Chair Orellana will lead the meeting.
- B. **Non-public Session:** *Ms. LaMothe moved to enter non-public session under RSA 91-A:3 II (i), second by Mr. Gasdia. Roll call vote: Mr. Gasdia, aye; Ms. LaMothe, aye; Dr. Orellana, aye. Motion passes 3-0.* The board entered non-public session at 6:08 pm.

Ms. Whiting arrived at 6:13 pm.

Sarah Muncy, Chair of the Emergency Management Committee, discussed what has been done since 2017. No action taken.

Mr. Gasdia moved to exit non-public, second by Ms. LaMothe. Motion passes 4-0. The board exited non-public session at 6:44 pm.

- C. **Public Input:** There was no public input.
- D. **Presentations to the Board:**
- a. **Competencies:** Ms. Wilson explained what competencies are to the board. We are looking for student growth when we speak about competencies; real world examples. That is what Hudson is trying to get to, real world examples. We want students to be successful in life and that is what competencies are about. There is a difference between grading for competency and traditional grading. We attempted competency grading at the middle school and we did that a little too quickly. We have now rolled that back. Is this a pause and not a stop? Are we moving back to this next year? No. The middle school and high school are going to look similar. We are giving more information to the parents, with traditional grades and competency grades. We started this 10 years ago. The report cards coming out next week at the high school, will show clear grades, along with competency grades in each course. Mrs. Bureau from the high school explained what the report card will look like and how it should be clearer for students and parents. Students earn a traditional grade, but they must show that they

are competent in each class. There was discussion around competency grading and around the vocabulary in attachment # 1. Formative assessment is checking for student understanding as they are learning the material. Collaborative grading is usually between teachers who are giving that same assessment. Teaching teachers to be consistent and what will it take to get the students to the next level. Students who fail a competency receive an FC and go into competency recovery and once they pass that competency, the initial grade is reinstated. The students can attend summer school to fix the grade as well. At the middle school, it's called academic remediation. They have 4-6 weeks to go through their remediation plan. If they don't fix it, they have the option to come in during school vacation weeks to remediate the competencies at a cost. The State requires all high schools to be competency-based. Are the teachers ok with the competency teaching? Yes. The grading of them is where they struggle. The communication around grading is shared with families, students, and faculty.

E. Requests of the Board:

a. Student Travel Request – AHS Broncos Boys' Soccer, England & Ireland: Mr. Russell presented an international travel request for the summer of 2020 as detailed in attachment # 2. Marcos Vieiro, varsity soccer coach and Michael Green, owner of Proactive Travel spoke about the travel request for the team. This will help the soccer team move onto the next level and learn where soccer originated. The Alvirne High School boys' soccer team would be traveling to England and Ireland from July 27 to August 4, 2020. The team will compete in at least 4 games and 3 training sessions, as well as work on a community service project. Evan Beals spoke about how the trip would start the season 2 weeks earlier and give them time to bond with their team members. Matthew Fitzpatrick spoke about the educational aspect of the trip. Mason Brooks spoke about the cultural aspects of the trip. The team will be doing some fundraising to help defray the cost of the trip. It is open to junior varsity and varsity boys' soccer players. The board would like to see the girls' soccer team invited to attend this trip as well. The travel company is accredited and insured, and they do have a refund policy in place, if something were to happen and it was to be canceled or postponed.

Mr. Gasdia made a motion to approve the boys' soccer trip with the addition of offering it to the girls' soccer team as well, second by Ms. Whiting. Motion fails 2-2. Dr. Orellana and Ms. Whiting voted nay. (They would like more information. Gender equity, fundraising ideas, scholarship opportunities, etc.)

b. Student Travel Request – JROTC, Washington, DC: Lt. Col. Chris Cheetham, senior instructor for the JROTC program at AHS and senior Nicholas Spurrell presented the biannual Jr. ROTC trip to Washington DC. This trip allows the students and program leaders to put their school work into perspective. This is shown in detail in attachment # 3.

Ms. LaMothe made a motion to approve the trip, second by Mr. Gasdia. Motion passes 4-0.

c. Facility Use Request – British Cars of NH 24th Annual Show of Dreams: Ms. Burnell presented the in-house facility request for British Cars of NH to use the Hills House fields on Friday, July 24, 2020 and Saturday, July 25, 2020 for their annual car show, as detailed in attachment # 4.

Mr. Gasdia made a motion to accept the use of the Hills House fields for the Annual Show of Dreams, second by Ms. LaMothe. Motion passes 4-0.

F. Old Business:

1. Beth Lavoie, HFT President – Response to comments re: test scores & teachers. Mrs. Lavoie is here to respond to previous statements made at a prior public session board meeting, about why the test scores are low, and how statements were directed towards the teaching staff. She read a prepared statement to the board. Explaining test scores is a complicated task. Teachers are the largest group in the district and the least consulted. There was discussion around the climate survey that was just recently taken in the district as well. It was not the intention of the board to link student test scores to teacher pay. The board is appreciative of Mrs. Lavoie coming to speak this evening.

2. Policies: Ms. Wilson presented the second reading of the following policies, as detailed in attachment # 5 and asked if there were any questions.

- a) BEC Non-public Sessions
- b) BEDA Public Notification of School Board Meetings
- c) BEDB Agenda Preparation and Dissemination
- d) BEDC Quorum
- e) BEDD Rules of Order
- f) BEDG Minutes
- g) BEDH Public Comment and Participation at Board Meetings (This policy will go back to the Policy Committee for revisions.)
- h) BFE Administration in Policy Absence
- i) BG Board Policy Process
- j) BGA Policy Development System
- k) JH Attendance, Tardiness, and Truancy (This policy was not in the packet, but Ms. LaMothe found it online. This will be presented next time.) *Note: This policy should not have appeared on the list; it is still with Policy Committee.*

Ms. LaMothe asked about policy BEDH-what if an additional period of public input wasn't put on the agenda? Input is given at the beginning of the meeting; the board has a discussion and someone from the public really wants to comment on it. Can the board ask for future public input during a meeting, if there are more public that would like to speak after a certain subject was discussed? The board can ask if someone in the audience would like to come up to speak about it. Also, policy BG, 5th paragraph, welcome suggestions, if something comes to the board members attention, do they reach out to the superintendent? They can give public input, if it's on the agenda that evening. The public can reach out to the superintendent as well.

Ms. Whiting made a motion to accept the policies listed above in a-k, excluding policy BEDH and policy JH, second by Mr. Gasdia. Motion passes 5-0.

G. New Business:

1. Policies: Ms. Wilson presented the first reading of the following policies as detailed in attachment # 6. Read and review.
 - a) BDB Board Officers

- b) BDE Committees and Delegates
- c) BGB Policy Adoption
- d) BGC Policy Review and Evaluation/Manual Accuracy Check
- e) BGD Board Review of Administrative Regulations
- f) BGE Policy Dissemination
- g) BGF Suspension of Policies
- h) BHC Board-Employee Communications
- i) BHE School Board Use of Email
- j) BIA New Board Member Orientation

The board had questions about policy, BDE-All committees are crossed out, should it be changed to – Any committees we have? Committees are formed as they are needed. BDB-Board officers; chair and vice-chair competing for elected seat. Can people serve on more than one board at a time? There was discussion around this policy BIA-Can we add tours of the schools as needed or as requested to this policy?

- 2. Extracurricular Nomination: Mr. Russell presented the following extracurricular nomination for Hudson Memorial School:
 - a. Girls Basketball coach – John Fichera \$1,200

Mr. Gasdia mad a motion to accept John Fichera as the girls' basketball coach at HMS, second by Ms. Whiting. Motion passes 4-0.

- 3. Budget Transfer SB #20-24: Ms. Borge presented the budget transfer to purchase new hearing and vision equipment. The new machine will be used at all schools and it will take less time for the screening. Hudson Memorial School did budget for just the audio equipment for FY21; just over \$4,000 for the audio piece. Ms. Burnell can speak to the budget committee if you'd like to remove it from the approved budget. Ms. Burnell can remove it from the budget for FY21.

Ms. Whiting made a motion to approve the transfer to purchase the hearing and vision screener of \$11,840, while reducing the FY21 budget by approximately \$4,000, second by Mr. Gasdia. Motion passes 4-0.

H. Recommended Action:

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action: Mr. Russell asked to board to approve the following draft minutes:
 - a) 10.21.19 Draft Minutes: Attachment # 9- Page 4, Letter K - Ms. LaMothe had asked for clarification on policy BEDH not policy BEDD as stated in the minutes. ***Mr. Gasdia made a motion accept the minutes on 10.21.19 as amended, second by Ms. Lamothe. Motion passes 4-0.***
 - b) 10.28.19 Draft Minutes: Attachment # 10 – ***Ms. LaMothe made a motion to accept the minutes from 10.28.19, second by Mr. Gasdia. Motion passes 4-0.***

I. District Administration Reports: No reports this evening.

J. Legislative Updates:

- a. 2019 Legislative Summary-No additional information.

- K. Committee Reports:**
 - a. Strategic Plan Update: Due on Nov. 1st – develop and implement a public relations process. This will be presented to the board on November 18th by Terry Wolf. The next items have deadlines of November 30th or December 1st.

- L. Correspondence:** None at this time.

- M. Board Member Comments:**

Jack Gasdia: He attended last week’s master plan session. This past week Alvirne’s FFA went to the national competition in Indianapolis, IN. 2 - gold medals, 4 – silver medals, 5 – bronze medals, Vet Science received a gold medal for the team, forestry received a silver medal, horticulture received a bronze medal. CTE is being represented well on the national stage.

Ms. Whiting: This past weekend, Steve and Larry hosted a walk-thru to view the CTE wing and the future renovations. Selectmen and budget committee members were there. It was a very good walk-thru, well done.

Ms. LaMothe: Remind everyone that everyone is invited to attend the food pantry telethon on Sunday, Nov. 10th, 10-4. Board members and the SAU staff are invited to attend and speak if they want. It’s a great community event. Past results have been tremendous.

Mr. Gasdia: Food pantry telethon. Scouting for food on Saturday. Those following the district and the schools on Facebook, there is a lot of great information out there, please follow the schools. The more followers, the better.

Ms. Roy: The food pantry food drive. Chairman Dave Morin and Selectman Roger Coutu will be there and dressed as Santa and an elf. It will be held at the HCTV center. All food, cash, toys donations are accepted. There are two more sessions for the Town of Hudson Master Plan. They are on Nov. 20th, from 7:00-9:00 pm at HMS & Nov. 23rd from 10:00 am-noon at Hills Garrison. It is extremely important if you want input as to what your community looks like. They are well facilitated. Encourage everyone to attend.

Dr. Orellana: Always a privilege sitting in this chair for Chairman Price. Thanked the teachers for coming tonight and sharing their perspective, it’s always nice to hear from them. The students’ accomplishments that Jack presented and the music people, NH Jazz All-States, the sports and the dedicated soccer players that were there.

N. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	11.18.19	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	12.02.19	6:30 pm	Hills Memorial Library	Regular Meeting

O. **Non-Public Session**

Ms. Whiting made a motion to enter non-public session according to RSA 91-A:3 at 9:00 pm, second by Ms. LaMothe. Dr. Orellana, aye, Ms. LaMothe, aye, Mr. Gasdia, aye, Ms. Whiting, aye. Motion passes 4-0. The board entered non-public session at 9:00 pm.

Ms. Whiting moved to approve the staff nominations listed below, second by Mr. Gasdia. Motion passes 4-0.

Kelly Robinson	Grade 3 Teacher	\$37,000
Kristen Roche	Special Education Teacher	\$43,000
Judith Morales	Math Teacher	\$56,000

The board discussed what to share with the public from the Emergency Management Plan.
No vote taken.

P. **Adjourn**

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

The board adjourned at 9:20 pm.

Respectfully submitted,

Susan Piper (public)
Mary Wilson (non-public)

HUDSON SCHOOL DISTRICT
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To: Hudson School Board
 From: Lawrence W. Russell
 Date: November 18, 2019
 RE: October Discipline Data

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

School	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	0	1	0
Nottingham West	1	1	0	0
Hills Garrison	0	0	0	0
Hudson Memorial	64	20	3	1
Alvirne	26	43	1	0

Unless noted below, the number of suspension days is equal to the number of students suspended.

HMS ISS detail: 32x1; 9x2; 2x3; 2x4
 HMS OSS detail: 11x1; 1x2; 1x3; 1x4
 8 students served both an ISS and OSS.

AHS ISS detail: 22x1; 2x2
 ASH OSS detail: 20x1; 7x2; 3x3
 9 students served both an ISS and OSS.

See reverse for previous month.

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To: Hudson School Board
From: Lawrence W. Russell
Date: October 17, 2019
RE: September Discipline Data

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

School	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	0	0	0	0
Hudson Memorial	13	12	4	4
Alvirne	32	24	11	0

Unless noted below, the number of suspension days is equal to the number of students suspended.

HMS ISS detail: 10x1; 1x3
HMS OSS detail: 7x1; 1x2; 1x3
3 students served both an ISS and OSS.

AHS ISS detail: 24x1; 4x2
ASH OSS detail: 20x1; 2x2
5 students served both an ISS and OSS.

SCHOOL ADMINISTRATIVE UNIT NUMBER EIGHTY-ONE
Hudson, New Hampshire

FINANCE OFFICE MEMORANDUM

To: Karen Burnell, Business Administrator

From: Cindy McNickle, Finance Director

Date: November 13, 2019

Re: October Financial Statement

As of November 3, 2019 , the General Fund is projected to have a Fund Balance of \$476,694 for fiscal year 2019.

Revenue is expected to be \$12,000 higher than planned due to an anticipated increase in Vocational Aid Tuition partially offset by lower anticipated interest income.

Expenditures, including prior year encumbrances, are expected to be \$464,694 lower than planned primarily due to lower than anticipated salaries and health insurance costs partially offset by an increase in anticipated transportation costs, architect fees and repairs.

The CTE Renovation began in fiscal year 2019. Inception to date revenues for the CTE Renovation Construction Fund include proceeds from the NH Municipal Bond offering (\$8,262,500) received in fiscal year 2019 and anticipated state grant revenue of \$14,450,000. The anticipated grant revenue is lower than originally expected.

Inception to date expenditures of \$1,953,876 are for architect fees, environmental study fees and construction costs.

**HUDSON SCHOOL DISTRICT
FY2020
UNAUDITED FUND BALANCE**

GENERAL FUND

as of: 11/3/2019

<u>REVENUE</u>	DRA APPROVED REVENUE	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
10 1121 CURRENT TAX APPROPRIATION	42,181,814	17,730,470	24,451,344	42,181,814	-
10 1320 TUITION FROM OTHER LEA'S	70,000	-	70,000	70,000	-
10 1340 PRE-SCHOOL TUITION	85,000	27,810	57,190	85,000	-
10 1510 INTEREST ON INVESTMENTS	60,000	12,140	29,860	42,000	(18,000)
10 1710 ATHLETIC FEES	9,000	-	9,000	9,000	-
10 1730 1:1 COMPUTER INSURANCE	10,800	8,290	2,510	10,800	-
10 1900 OTHER LOCAL REVENUE	10,000	635	9,365	10,000	-
10 1901 ERATE	25,000	25,364	(364)	25,000	-
10 1903 IMPACT FEES	250,000	-	250,000	250,000	-
11 1910 RENTALS	30,000	-	30,000	30,000	-
10 1921 ROTC PROGRAM CONTRIBUTIONS	65,000	19,089	45,911	65,000	-
10 3210 SCHOOL BUILDING AID	278,632	164,060	114,572	278,632	-
10 3241 SPECIAL EDUCATION AID	370,057	-	370,057	370,057	-
10 3242 VOCATIONAL TUITION AID	145,000	-	175,000	175,000	30,000
10 3800 EDUCATION GRANT	7,584,611	3,036,359	4,548,252	7,584,611	-
10 4580 MEDICAID	75,000	29,155	45,845	75,000	-
10 5220 INDIRECT COSTS	50,000	7,532	42,468	50,000	-
TOTAL GENERAL FUND REVENUE	51,299,914	21,060,904	30,251,010	51,311,914	12,000
10 5202 UNRESERVED FUND BALANCE	927,425				
	52,227,339				

**HUDSON SCHOOL DISTRICT
FY2020
UNAUDITED FUND BALANCE**

GENERAL FUND

as of: 11/3/2019

<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
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TOTAL GENERAL FUND REVENUE (From Page 1)	51,299,914	21,060,904	30,251,010	51,311,914	12,000
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<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
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FY19 PRIOR YEAR ENCUMBRANCES

Prior Year Encumbrances (FY19) 940,169
 Prior Year Encumbrances Paid to Date 74,552
 Anticipated Prior Year Encumbrance Payments 865,594
EXCESS/SHORTFALL 23

FY20 APPROPRIATION BUDGET

Expenditures 52,227,355
 Current Year Encumbrances 13,166,069
 Anticipated Expenditures 33,233,325
 5,363,290

TOTAL ANTICIPATED EXPENDITURES

EXCESS/SHORTFALL 464,671

<u>ANTICIPATED FUND BALANCE</u>	476,694
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**HUDSON SCHOOL DISTRICT
FY2020
UNAUDITED FUND BALANCE**

CONSTRUCTION FUND (INCEPTION TO DATE)

as of: **11/3/2019**

<u>REVENUE</u>	REVENUE BUDGET	FY2019 ACTUAL REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
30 3243 VOCATIONAL AID	17,000,000		14,450,000	14,450,000	(2,550,000)
30 5110 SALE OF BONDS AND NOTES	8,262,500	8,262,500	-	8,262,500	-
TOTAL CONSTRUCTION FUND REVENUE	25,262,500	8,262,500	14,450,000	22,712,500	(2,550,000)

<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
PROJECT APPROPRIATION BUDGET	25,262,500				
FY2019 ACTUAL EXPENDITURES		1,336,212			
FY2020 ACTUAL EXPENDITURES		617,664	26,448		
FY2020 ENCUMBRANCES					
REMAINING ANTICIPATED EXPENDITURES			23,282,176		
TOTAL ANTICIPATED EXPENDITURES				25,262,500	
EXPENDITURE (EXCESS)/SHORTFALL					-

<u>ANTICIPATED FUND BALANCE</u>	(2,550,000)
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**HUDSON SCHOOL DISTRICT
FY2020 FINANCIAL STATEMENT
FUNCTION SUMMARY REPORT**

GENERAL FUND

11/3/2019

FUNCTION	DESCRIPTION	BUDGET	TRANSFERS / ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	ANTICIPATED EXPENDITURE	AVAILABLE BUDGET
1100	Regular Programs	19,843,295	(252,168)	19,591,127	4,120,290	13,938,014	1,189,292	343,531
1200	Special Education	7,924,012	(32,504)	7,891,508	1,649,657	5,444,137	760,763	36,951
1300	Vocational	1,863,034	31,465	1,894,499	371,575	1,296,115	170,448	56,360
1400	Student Activities	732,909	(21,965)	710,944	131,192	71,626	508,393	(267)
2100	Student Services	4,787,309	134,792	4,922,101	923,892	3,502,102	399,810	96,297
2200	Student Support (Instruction)	1,790,625	(5,531)	1,785,093	644,905	762,567	364,427	13,195
2300	Student Support (Administration)	845,413	49,210	894,623	298,307	514,344	83,251	(1,280)
2400	School Administration	3,245,094	11,806	3,256,900	1,012,686	2,015,782	189,834	38,597
2500	School Resources	1,035,575	10,057	1,045,632	364,024	588,036	62,472	31,100
2600	Operations/Maint. Of Plant	5,511,319	58,169	5,569,488	1,785,053	3,134,728	737,997	(88,290)
2700	Student Transportation	2,329,645	-	2,329,645	437,300	1,911,676	34,858	(54,189)
2800	Information Mgt Services	315,265	16,669	331,935	155,568	54,196	129,506	(7,335)
4000	Facilities	270,000	-	270,000	246,740	-	23,260	-
5100/5200	Principal/Interest/Fund Transfers	1,733,859	-	1,733,859	1,024,880	-	708,979	-
TOTAL		52,227,355	(0)	52,227,355	13,166,069	33,233,325	5,363,290	464,671

**HUDSON SCHOOL DISTRICT
FY2020 FINANCIAL STATEMENT
OBJECT SUMMARY REPORT**

GENERAL FUND

as of: 11/3/2019

FUNCTION	DESCRIPTION	BUDGET	TRANSFERS / ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	ANTICIPATED EXPENDITURE	AVAILABLE BUDGET
100	Salaries	26,249,884	(15,502)	26,234,382	5,939,428	18,312,982	1,850,446	131,525
200	Benefits	13,987,321	(10,000)	13,977,321	3,043,995	9,873,406	518,505	541,415
300-500	Purchased Services	7,160,937	15,094	7,176,031	1,924,072	3,970,965	1,466,512	(185,518)
600	Supplies	2,457,092	2,800	2,459,892	895,159	1,022,213	562,747	(20,227)
700	Property	549,101	17,209	566,310	292,870	49,507	226,073	(2,139)
800	Other	90,361	(9,601)	80,760	45,664	4,253	31,228	(385)
900	Principal/Interest/Fund Transfers	1,732,659	-	1,732,659	1,024,880	-	707,779	-
TOTAL		52,227,355	(0)	52,227,355	13,166,069	33,233,325	5,363,290	464,671

October 2019 Outreach Activities

- Took part in numerous SST meetings in order to identify students/families in need of resources
- Referrals to various agencies in the community to provide supportive services to families
- Provided access to clothing and food items to families/holiday help sign up's
- Continued meetings with parents to identify resources when needed
- Provided referrals and educational resources around MH resources
- Attended meeting for family referred through Hudson Connects
- General referrals
- Attended PD opportunities
- Continued work to identify students in need of alternative education opportunities
- Attended IMPAACT Program advisory meeting
- Worked with staff to identify various needs within the schools
- Met with and provided support to families in the community
- Attendance Interventions
- Provided referrals for MH counseling and supports
- Met with SAP counselor and Student/Family Interventionists to coordinate supports
- Vetted counseling resources to update resource list (ie; availability/wait lists etc.)
- Identified potential resources to provide MHIS
- Provided emergency food resources to several families in need

Ongoing work to identify necessary resources for the families in the Hudson School District. This includes outreach to MH providers, alternative education opportunities etc.

Technology Integration Status Report

October 2019

District-wide

- I met with my PLC group during our monthly meeting.
- I continue to send out a monthly Newsletter for Technology use in the classrooms.
- I met with Jennifer S. our assistive technology consultant and assisted her with our workday training for google extension for read & write.
- Sending out a Technology Newsletter that I create on a monthly basis to all the teachers.
- Supporting teachers using the instruction sheet to work on webpage editing independently.
- I regularly assist students with logging into the computers in the labs. I assist with online testing using STAR.
- Assisting teachers with basic technology questions regarding equipment such as, printer not working or logging into computers, mouse not working properly.
- Collaborating with teachers learning which apps they are using in the computer labs and in their classrooms as learning tools.
- I held a training session during our workday for teachers to learn more about adding and updating their webpages.

ELC – H.O. Smith

- Working with teachers on a regular basis with questions to using technology and webpage updates.
- Assisted teachers with updating their webpages to add new items.
- Teaching Kindergarten classes about digital citizenship and emphasizing on being safe online.
- Met with Kathy to plan for our week to co-teach digital citizenship to the first graders.
- Assisted Beverly S. with her Smartboard. It wasn't working properly. I was able to get it working for her.
- Assisted a few teachers with updating information on their webpages.
- Met with Kathy to discuss helping her use her google classroom and setting it up.
- Teachers spoke with me and will be scheduling times in November for me assist students logging in/out of Chrome books and access an online story book.

Hills-Garrison

- I have continued to teach lessons with students for 2nd, 3rd, 4th and 5th graders.
- Helped Teachers in the Computer Lab with students logging into computers, students using typing programs and assisted teachers with logging into Pearson to have students enter their test scores.
- Continue to work with teachers to add or enhance their websites as needed.
- Teaching lessons with teachers to have students gain more computer knowledge base learning.
- Shared lessons with teachers for their specific grade level.
- Collaborated with Jane the librarian teaching students about Digital Citizenship.
- Met with Jane a couple times to show examples of lessons we want to co-teach with 4th and 5th graders In November.

Nottingham West

- I taught lessons on Digital Footprints and had discussions about what Digital Citizenship is in several classes for second, third, fourth and fifth graders.
- Assisted teachers with updating their webpage for their class. Answering questions, they had regarding uploading and saving documents via email.
- Helping teachers while using Google Classroom. Assisting students with logging into Google Classroom. Showing students how to create folders and submit work.
- Worked with teachers in the Computer Lab assisting with student logging in.
- Showed students the proper way to log in the computer and how to navigate properly once they were logged in.
- Working with teachers and their students to build on their computer skills.
- Demonstrated with 2nd grade classes how to use Typing programs to build typing skills in Ms. Neadeau's and Ms. Quiron's classes.
- Spoke Mrs. Fredette helping students going to their google drive to retrieve documents. I will be going to her class to assist students mastering this task.
- I met with Kristi the librarian to discuss some 2.0 web apps that could be used in her lessons or teachers may use in their classroom to deliver lessons or presentations.

HMS

- Met with Amanda Brand to show her how to utilize the google extensions that are available for students to use.
- Kami and Read Write Extensions help students enhance their learning.
- I shared handouts with Amanda to assist in her learning the extensions to better suit her student's needs.
- I assisted a substitute with running educational videos for classes she was covering in Computer Class.
- I worked with Amanda Brand with assigning students' assignment and creating folders to share work with their teachers.
- Amanda and I worked with her students showing them how to use the read write extension with their classwork.
- We also showed one of her students how to access the google assignment via google classroom and how to run the read write extension.

BUILDING COMMITTEE
October 3, 2019
CAREER CENTER

7:35-8:12 a.m.

MINUTES

In attendance: Steve Beals (Co-Chair), Karen Burnell (Co-Chair), Len Lathrop, Don Jalbert, Kara Saranich, Lee Lavoie, Larry Russell, Gary Gasdia, Dave Ross, John Pratte, Ann Doane. Absent: Gary Webster, Kevin Rauseo, and Diana Lamothe

Building Partners:

James Brennan, Andrew Martino, Senan Murdock, Dan Calley, Bill Conte-Harvey Construction, Jay Doherty-Lavallee Brensinger

Meeting called to order @ 7:35 a.m. by co-chair Steve Beals

- Review and Approve Minutes from August 29, 2019
Motion to approve the Minutes of August 29, 2019 by Karen Burnell, seconded by Kara Saranich. Unanimously approved.
- Construction Overview – Steve Beals and Bill Conte

Bill Conte gave an overview of where we are now; drainage is done, old tennis court light poles are down, foundation walls are 95% complete and they are prepping the interior footings. The end of next week the greenhouse will be done. November 1st structural steel will arrive. The first half of phase 2 will be demoed by next week.

Steve followed up with issues that happened in the last week. Sewer pipes were crushed causing bathrooms to be closed. A dump truck accident caused a power outage at Hills Garrison and live wires in the Alvirne parking lot. Harvey Construction as well as Eversource responded and repaired quickly.

- Site Plan -Tennis Court Information – Steve Beals

The school board approved adjustments for the tennis courts. Next week there will be work on the drainage. The tennis court work will be managed by the school district. It is not connected to the CTE project.

Bid Package #7A Waterproofing and Caulking

Harvey recommended as the lowest bidder for waterproofing and caulking, Streamline WP.

- **Motion to approve Streamline WP as the sub-contractor to provide waterproofing and caulking by Dave Ross, seconded by Don Jalbert. No Discussion. Unanimously approved. {\$148,161}**

Bid Package # 8C **Fiberglass Windows**

Harvey recommended as the lowest bidder for fiberglass windows, Belletetes/Pelcon

- **Motion to approve Belletetes as the provider for the fiberglass windows installed by Pelcon by Lee Lavoie, seconded by Dave Ross. No Discussion. Unanimously approved. {\$163,444}**

Bid Package #9D **Painting**

Harvey recommended as the lowest bidder, Kaloutas Painting.

This includes the shop area floors. It is a high end slip resistant paint and will give a fresh clean look to the area.

- **Motion to approve Kaloutas Painting as the sub-contractor for painting by Kara Saranich, seconded by Len Lathrop.**
Discussion: The question was asked if the slip resistant paint would wear down with cleaning. Steve stated that it would wear down, but the shop floors are repainted yearly. **Unanimously approved. {\$208,125}**

Bid Package #8C **Epoxy Flooring**

Harvey recommended as the lowest bidder for epoxy flooring, Kaloutas Painting.

This is for the kitchen and veterinary science kennel areas. It is more durable and meant for wet areas.

- **Motion to approve Kaloutas Painting as the sub-contractor to provide epoxy flooring by Dave Ross, seconded by Lee Lavoie. No Discussion. Unanimously approved. {\$54,313}**

Bid Package # **Parking Lot Site Lighting**

Harvey recommended as the only bidder, Longchamps for the parking lot site lighting.

Steve explained that this includes the demo, design, install and wiring. It involves the take down of 4 light poles, install of 4 new light poles and 8 lamps with LED lights on at dusk off at dawn, with motion sensors where the lights get brighter with motion. This allows us to be a good neighbor as well as providing brighter lights for those leaving the building when it is dark.

- **Motion to approve Longchamps as the sub-contractor to provide parking lot site lighting by Len Lathrop, seconded by Don Jalbert. No Discussion. Unanimously approved. {\$38,888}**

Bid Package #9B Flooring

Harvey recommended as the lowest bidder, Gorman Thomas/Capital Tile.

Gorman Thomas does flooring and Capital Tile does tile.

Dave Ross asked if R Fraser Company had been considered since they were a local company. It was decided to table the flooring until the next meeting to follow up with the local company that Harvey will do.

- Guaranteed Maximum Price Budget Review will be finalized at the next meeting. From today's meeting, we are up \$13,221 for bids, which is a total overage for all bids approved of \$275,132. This overage includes the \$293,888 for the parking lot and lighting in that area.

Other:

- Bids still left to review and approve: flooring, acoustical ceilings, rough carpentry, accessories including lockers, whiteboards, bathroom fixtures, etc.
- The state passed the budget so we will receive \$14.5 million from the state. \$2.5 million will hopefully be approved in the 2021 state budget. There was discussion of the trustees loaning money for this, however it is not part of their duty. Karen Burnell reminded us that with the possible changing of reps in the next 2 years, that \$2.5 million in the next state budget is not a guarantee.
- **Motion to adjourn was made by Lee Lavoie and seconded by Dave Ross. Unanimously approved.**

Next meeting is 11/7/19 @ 7:30 a.m.