

Posted: 12.06.2019

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
December 12, 2019
Hills Memorial Library – 18 Library Street

6:00 pm Non-public Session
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. **Non-Public Session** 6:00-6:30
1. Safety Matters
- C. **Public Input** 6:30-6:40
- D. **Presentations to the Board** 6:40-6:55
1. Voter Turnout (DL)
- E. **Requests of the Board** 6:55-7:00
1. Facility Use Request, Hudson Historical Society Dinner & Auction (KB): Attachment # 1
2. Fairview Healthcare Donation Acceptance (MW): Attachment # 2
- F. **Old Business**
1. Discipline Data (SB & KB): Attachment # 3 7:00-7:15
2. Policies (2nd readings, MW): Attachment # 4 7:15-7:25
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
h) CCA Administrative Succession Plan
i) CCB Line and Staff Relations
j) CFA Individual School Administrative Personnel
- G. **New Business**
1. Policies (1st readings, MW): Attachment # 5 7:25-7:30
a) BIE Board Member Indemnification
b) CFB Building Principals
c) CHB Board Review of Regulations

Posted: 12.06.2019

At: All Hudson schools, SAU building, district website

- d) CHCA Approval of Handbooks and Directives
- e) CHD Administration in Policy Absence
- f) CLA Handling of Non-SAU Matters
- 2. Extracurricular Nominations (LR): Attachment # 6, 7 7:30-7:35

H. Recommended Action

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action: Review and approve. (LR) 7:35-7:45
 - a) 11.04.19 Draft Minutes - Amended (LR): Attachment # 8
 - b) 11.18.19 Draft Minutes (LR): Attachment # 9

I. District Administration Reports

J. Legislative Updates (LR)

- 1. 2019 Legislative Summary 7:45-7:50

K. Committee Reports

- 1. Strategic Plan Update (LR) 7:50-8:00

L. Correspondence

- 1. Rubik's Cube Winners (MW): Attachment # 10 8:00-8:05

M. Board Member Comments

8:05-8:15

N. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	12/16/19	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	01/06/20	6:30 pm	Hills Memorial Library	Regular Meeting

O. Non-Public Session

- 1. Grievance

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

These conditions are:

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

P. Adjourn

2020

**HUDSON SCHOOL DISTRICT
IN HOUSE FACILITY USE/RENTAL APPLICATION**

DIRECTIONS: The information requested is necessary for managing facility usage and to assure that your needs are met. Complete Section I and II and submit the form to the school administrative office at least 14 days prior to the proposed activity. A Certificate of Liability must accompany this form proving coverage for general liability and property damage insurance totaling \$1,000,000/\$2,000,000 aggregate with the Hudson School District listed as additional insured. The certificate holder should list the Hudson School District, 20 Library Street, Hudson, NH. THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.

SECTION I - APPLICANT INFORMATION

Name of Organization: Hudson Historical Society
 Contact Person and Telephone #: Kathy Carpenter or Joyce Hurd
 Street Address: (603) 442-3780 (603) 881-1213
 City, State, Zip Code: _____
 E-mail address: KCarpentier@hudsonnh.gov
 Activity Description: Hudson Historical Society Dinner and Auction
 Number of Anticipated Participants: _____ Number of Supervisors Provided: _____
 Estimated Hours: _____ Time _____
 Activity Date(s): June 12-15 (Actual Date Sun 6/14) S M T W R (F) S Fri tent setup
 Facilities Requested: Sat set up
Sun event
Mon tent down

Alvirne High School, 200 Derry Road, Hudson, NH - Telephone: 886-1260
 _____ V114 _____ Cafeteria _____ Tennis Court
 _____ Classroom _____ Gym _____ Track
 _____ Field(s) _____ Library Hills House
 _____ Music Room _____ Checkers Hills House field

Hudson Memorial School, 1 Memorial Drive, Hudson, NH - Telephone: 886-1240
 _____ Cafeteria _____ Gym _____ Multipurpose Rm
 _____ Classroom _____ Library _____
 _____ Field(s) _____ Other _____

Hills Garrison School, 190 Derry Road, Hudson, NH - Telephone: 881-3930
 _____ Cafeteria _____ Gym _____ Other
 _____ Classroom _____ Library _____ Field(s) _____

Dr. H. O. Smith School, 35 School Street, Hudson, NH - Telephone: 886-1248
 _____ Library _____ Cafeteria _____
 _____ Classroom _____ Gym _____

Library Street School, 22 Library Street, Hudson, NH - Telephone: 886-1268
 _____ Caf/Gym _____ Classroom _____ Other _____

Nottingham West School, 10 Palham Road, Hudson, NH - Telephone: 895-1570
 _____ Cafeteria _____ Gym _____ Other
 _____ Classroom _____ Library _____ Field _____

Hills Memorial Library, 18 School Street, Hudson, NH
 _____ Conference room _____

Equipment requested: _____
 I certify that I have read and understand the regulations governing the use of the Hudson School District facilities, and my organization does not engage in any activity prohibited by School District Policy. I agree to accept personal responsibility for ensuring the compliance with these regulations during use of school facilities under this request. I affirm that all statements made by me on this form are true, complete and accurate to the best of my knowledge and belief.

FACILITIES RENTERS USING ANY HUDSON SCHOOL DISTRICT BUILDING, PLEASE BE AWARE OF THE FOLLOWING RULES: NO USE OF TOBACCO PRODUCTS, NO ALCOHOLIC BEVERAGES ON SCHOOL PREMISES, AT ANY TIME, IN/OUT OF THE BUILDING. FOOD/DRINK ALLOWED IN CAFÉ ONLY.

Printed Name and Title: Kathy Carpenter 11/9/19
 Signature and Date: K Carpenter 6/27/19

HUDSON SCHOOL DISTRICT IN HOUSE FACILITY USE/RENTAL APPLICATION

SECTION II - REQUIRED DOCUMENTATION/APPROVALS

This form will not be processed until all documentation has been submitted. If the proposed activity will fill the requested facility to more than half of capacity, the police and fire departments must be notified. This is the sole responsibility of the renter.

Set up Requirement: _____

SECTION III - PROCESSING ACTIONS

After this request has been received/approved at the building level it must be sent to the Central Office for processing:

School Administration Approval Signature Karen Bonney Date 11/19/19
 Facility Office Approval: Diana Hoder Date 11/19/19

All necessary documentation has been received and checked:	_____	Yes	_____	No
Facility is available on this date:	_____	Yes	_____	No
Equipment is available on this date:	_____	Yes	_____	No
Extra Personnel Coverage required for this time/dates:	_____	Yes	_____	No

Hours of custodial time required: _____
 Fee Total: _____

Business Administrator Approval: K Bunnell Date 11/19/19

After the request has been processed by the Central Office, the original request should be filed in the Finance Office, Facilities office, and copies routed to the participating schools.

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

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Superintendent of Schools
(603) 886-1235
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Mary Wilson
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Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

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

TO: Hudson School Board
FROM: Kerry Durso, Outreach Coordinator
RE: Donation Acceptance
DATE: November 21, 2019

Fairview Healthcare of Hudson has once again donated the proceeds from their annual craft fair to the Hudson School District At-Risk Fund. This year's donation is in the amount of \$2,325.50.

I am requesting that the board accept this generous donation.


Thank you.

MERRIMAC MEDICAL INVESTORS LLC
RESIDENT ACTIVITY FUND-LAUREL PLACE
203 LOWELL RD.
HUDSON, NH 03051-4909

11/21/2019
DATE

1141
54-153/114
201

PAY TO THE ORDER OF Hudson School District \$ 2,325.50
Two thousand three hundred twenty five & 50/100 DOLLARS

 **Citizens Bank**
New Hampshire

FOR "Children @ Risk" Sylvie Cottroni MP

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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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Karen Burnell
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kburnell@sau81.org

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.

HUDSON SCHOOL DISTRICT

HSB 2nd readings 12/02/2019

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

HSB 1st readings 12/02/2019

Code/Title	Category	Detail	# of ¶	Page
BIE School Board Member Indemnification	R	new, NHSBA verbatim	2	1
CFB Building Principal(s)	R	new, NHSBA w/addition of highlighted text		
CHB Board Review of Regulations	R	new, NHSBA w/addition of highlighted text	1	3
CHCA Approval of Handbooks and Directives	R	new, NHSBA verbatim	2	4
CHD Administration in Policy Absence	R	new, NHSBA verbatim	2	5
CLA Handling of Non-SAU Matters	O	new, NHSBA w/addition of highlighted text	1	6

R: recommended

O: optional

P: priority, required by law

HUDSON SCHOOL DISTRICT

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

Category R

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Legal References:

- RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives*
- RSA 31:105, Powers and Duties of Towns: Indemnification for Damages*
- RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act*
- RSA 31:107, Powers and Duties of Towns: Purchase of Insurance*

HUDSON SCHOOL DISTRICT

POLICY CODE: CFB Building Principal(s) Evaluation	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 2

Category R

The Superintendent shall conduct an ongoing process of evaluating the principal(s) on his/her skills, abilities, and competence. Annually, the Superintendent or his/her designee will formally evaluate the principal(s).

The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, **ensuring implementation of the mission and vision of the district**, clarify the building principal's role, ascertain areas in need of improvement, and identify the immediate priorities.

The formal evaluation will include written criteria related to the job duties. The principal may make comments responding to the formal evaluation.

This policy supports and does not preclude the ongoing informal evaluation of the principal's skills, abilities and competence, **which may include staff input**.

Legal References

Littkey v. Winchester School District, 219 NH 626 (1987)

NH Code of Administrative Rules Section 302, Duties of Superintendents

NH Code of Administrative Rules Section 304, Duties of School Principals

HUDSON SCHOOL DISTRICT

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

Category R

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, therefore they may be revised when it appears they are not consistent with Board policy. Superintendent may request prior Board approval **when necessary**.

HUDSON SCHOOL DISTRICT

POLICY CODE: CHCA Approval of Handbooks and Directives	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

The principal(s) and other administrators are responsible for the development of employee and student handbooks.

The contents of all handbooks must conform with District-wide policies and regulations.

HUDSON SCHOOL DISTRICT

POLICY CODE: CHD Administration in Policy Absence	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: BFE	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

In the absence of established Board policy or Board direction, the Superintendent shall assume responsibility making necessary decisions. In such instances, Principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In the situations which arise within the Schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act but his/her decisions shall be subject to review and ratification by action of the Board at a regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

HUDSON SCHOOL DISTRICT

POLICY CODE: CLA Handling of Non-SAU Matters	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category O

After receiving reports from such outside agents **including but not limited to** the auditor, fire department, health department, the Superintendent shall inform the Board **by the next Board meeting** of action s/he has taken pursuant to recommendations made in such reports.

HUDSON SCHOOL DISTRICT
SAU # 81
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MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Winter Athletics Nomination
DATE: November 22, 2019

The following nomination has been submitted for the 2019-2020 school year:

Alvirne High School:

Assistant Indoor Track Coach	Russell Farrar	\$2,450
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MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Extracurricular Nominations
DATE: December 5, 2019

The following nomination has been submitted for Winter of the 2019-2020 school year:

Hudson Memorial:

Wrestling	Shawn Lussier	\$950.00
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Hudson School Board
November 4, 2019

Hills Memorial Library
Public Session 6:30

Hudson School District
Hudson School Board Meeting
Draft Minutes (amended)

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.

It feels like we are taking away the benefit of learning quickly which is important. We've been doing this for ten years, using HSD data, what benefit have we seen? Where is the data that shows, better test scores or higher graduation rates? There is no data that has been researched that this doesn't help. Graduation rate initially went down because you can no longer just pass with a 59.5. The standards are higher. There have been improved test scores. When being focused on student growth, the higher test scores come. Test scores are stagnant, below the state average since competencies have been in place. Formative assessment is checking for student understanding as they are learning the material. Teachers that are giving a common assessment collaborate over the grading of the same assessment. When looking at the report card, a single grade at the end of the quarter or two quarters, that grade should tell me what the child has earned the class. The competencies make up that single grade. If a student doesn't graduate because they failed a competency, they should have an "F" in the class. The student receives an "FC" and then they have the chance to recover that competency to pass it and then the original grade is reinstated. What is the cost for failing a competency? Summer school is an option. They can go to Academic Support, they can stay afterschool and they don't really want to do the extra work to fix it, but some students are thankful for the extra time to remediate. The State requires us to have a competency plan. The High School believes in competency teaching, they have invested a lot of time and effort into it. There is not much homework handed out and when there is homework, it isn't graded, and half the students aren't doing it anyway because it isn't graded. Is being competent enough? The high school and middle school teachers do hand out homework and it is required and graded. Homework is graded and included in their achievement grade. Every school submits their own competency plan. There is room for the students to rise up or not. Can students achieve 110% or is 100% the top? Getting 110% would be considered "exceeding expectations?" Do we have consistency so the students feel comfortable achieving that progress? Yes, with consistent feedback given to the students. Dr. Orellana: on behalf of the board, we appreciate you coming. We hear you and we hope you hear our frustrations as a board and as parents. We understand that it's been a lot on the faculty and principals. We are looking for reasonable consistent aspirational for student learning system.

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 Vieira, 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 offered a similar but separate 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 4-0.

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 made 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 to 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 Board
November 18, 2019

Hills Memorial Library
Public Session 6:30

Hudson School District
Hudson School Board Meeting
Draft Minutes

Present:

Mr. Malcolm Price, Board Chairman
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
Mr. Jack Gasdia, Student Representative

A. **Call to Order:** Chairman Price called the meeting to order. Mr. Gasdia led the Pledge of Allegiance.

B. **Public Input:** There is no public input.

C. **Presentations to the Board:**

1. Hudson Youth Baseball: Hudson Youth Baseball President Jeremy Drown presented on how to make significant improvements and additions to the existing baseball field at Dr. H. O. Smith School. This field is currently used for the younger division on weeknights and weekends and has needed very little upkeep. Now that the baseball field at Alvirne High School is being used for the new tennis courts, this organization needs to find a new field to play in that is adequate for the higher levels (older division). He summarized the upgrades/improvements needed as detailed in attachment # 1. They are asking the school district to help complete some of the tasks needed to make the field safe, such as taking down some trees, moving some concrete blocks and removing the brush piles. All the improvements outlined in the attachment would be completed over 3-4 years/seasons. Some of the improvements would be completed by the HSD facilities department. Each spring Mr. Drown would present to the HSB the next level of improvements and he would come with numbers/estimates, if necessary. The Principal of the ELC, of which Dr. H.O. Smith is part, had concerns that if full-day kindergarten is in place next school year, there would be more students out at recess at one time. She would like to see where the fence will be and where the lines are going to be put down so if she needs to purchase more playground equipment down the road, she will know how much space she has and where to put those items. Mr. Drown will be in contact with our facilities director to schedule the fall items that need to be completed this fall, including tree removal. Mr. Drown also presented the board with a memorandum of understanding between the Hudson School Board and Hudson Youth Baseball. Ms. Burnell took notes regarding changing the wording in the memorandum to be consistent and state 'School Board' throughout the document.

Ms. LaMothe made a motion to move forward with the amendments proposed, second by Mr. Gasdia. Motion passes 5-0.

2. Communication Plan: Terry Wolf, Community Engagement Coordinator for the Hudson School District, presented a communication plan she developed. She is appreciative that the HSD saw a need for her position. Communication has been a long time coming for all school districts. Social media and some students having cell phones at a younger age can cause things to spread very quickly. She's been with the district for almost 2 months and spent time doing research before applying. She said that being in the school buildings was amazing, a different environment than what she is seeing outside. She saw teachers engaged with students even in the hallways and there was student work displayed everywhere. We need to put out there the great things that are going on in the schools. People are so focused on what they are doing that they don't think about promoting the good things going on in the classroom. The climate survey conveyed that the teachers want more communication within the buildings; they want to know what is going on. Aligning this with the Strategic Plan she broke it down in stages. Stage 1 is working internally – communication with staff, families, and the community. Stage 2 is engaging families with their schools, improving relationships and learning. Stage 3 is where we have deeper relationships with the staff, the families and the community. Even a robust model of engagement with the community and develop stronger relationships with businesses and elected officials. She went through her plan, the content, the channels we'll take and urgent and emergency communication, as detailed in attachment # 2. Terry's next steps will be to continue meeting with anyone who wants to speak with her, define and update communication channels, develop a social media calendar, complete website review, and implement simple changes quickly. The school board was excited about the communication plan Terry presented this evening.

A five-minute recess was taken at 7:40 pm. The meeting resumed at 7:47 pm.

D. Requests of the Board: There were no request of the board this evening.

E. Old Business:

1. Policies (2nd readings): Ms. Wilson presented the following policies to the board as detailed in attachment # 3. This is the second reading of these policies.
 - 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

Policy BDB: When we list secretary, we only have descriptions for the chair, so do we want to list descriptions for vice-chair and secretary as well or strike it? It can say "may include a secretary."

Ms. LaMothe made a motion to accept the policies in attachment # 3 as amended, second by Mr. Gasdia. Motion passes 5-0.

F. New Business:

1. Policies (1st readings): Ms. Wilson presented the following policies as detailed in attachment # 4. This is the first reading of these policies. For the board to read and review at this time.
 - 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
 - h) CCA Administrative Succession Plan
 - i) CCB Line and Staff Relations
 - j) CFA Individual School Administrative Personnel

Policy CA: In the first paragraph it refers to a creation of operation of an environment that promotes effective student learning as defined in our mission statement. Can that be extended to the Strategic Plan? The Strategic Plan is a 5-year plan, so the policy would have to be adjusted to refer to that. The policy should be in 'broad' language. 3(e) – implementing procedures to ensure the differing needs and talents of students are fully considered. Should we add "and staff?" This is about learning procedures. Letter (b) actually addresses staff.

2. Extracurricular Nominations: Mr. Russell presented the following extracurricular nominations for Alvirne High School's winter sports:

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
Asst 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
Asst. Varsity Swim Coach	Ashley Ducharme	\$2,450

Since some of these try-outs start today, shouldn't we have had these nominations back in October? Mr. Russell agreed to that.

Ms. LaMothe made a motion to accept the winter athletic nominations as listed above, second by Mr. Gasdia. Motion passes 5-0.

3. Public School Infrastructure Fund:
 - a. Project completion and requests for payment:
Ms. Burnell presented attachments # 6 and 7. They do not require a school board vote. These are just informational pages only. These are the beginning pages of receiving our money back, now that the project is complete.

G. Recommended Action:

1. Manifests – Recommended action: Make necessary corrections and sign.
2. Minutes – Recommended action: Review and approve.
 - a) 11.04.19 Draft Minutes: Ms. Whiting wanted to make known under section D, there was a lot of discussions/questions proposed by the school board and that was not included. There was deep conversation around the topic and the questions from the board are not included in the minutes. Revisit the tape and summarize that part. Section E, under requests of the board, where it states, second to last sentence in the first paragraph, the board would like to see the girls' soccer team invited, the board would like to see that the girls' soccer team is *offered* a similar travel opportunity, as opposed to the same trip. Section F – motion passes 5-0; only 4 school board members were present. The minutes are detailed in attachment # 8.

They have tabled approving these minutes until they can be amended and will revisit them next school board meeting.

District Administration Reports

- I. **Legislative Updates:** Mr. Russell presented the Legislative update.
 1. 2019 Legislative Summary:
 2. Mr. Russell spoke with the school board about Ms. Lavoie's presentation at the last school board meeting and one concern Ms. Lavoie had was behavior and discipline. Those are two separate things. The discipline is a reaction to the behavior that can happen at a school. We have Project Aware, a grant that will provide project managers, resources, building teams for professional development. Ms. Lavoie would like a committee to talk about discipline. Teachers need to be a part of that, to talk about their concerns and help come up with some solutions. There is a professional development concern with the PD committee and one concern was asking teachers for input and we are asking for teacher input. There are some things we must do, and the PD time has been reduced. The teachers concern about not being asked at all – Mr. Russell thinks that not asking for teacher input is a building issue. There are a select few teachers that always contribute and Mr. Russell would like to see a more diverse group contributing. Grading is a concern and can be confused with competencies, which are two different issues. This is our third year with PowerSchool and there have been software changes as well. They are trying to address the concerns of the teachers. There is also a concern with not holding students accountable. This has been going on for years and it will take time to get this on track. Students in the past had been

retained and when tracked, those students did not finish high school, so the thinking was maybe to not retain students. A plan was put into place last year. If students are not held accountable, they may not work as hard as they can. There is no easy answer to this.

Dr. Orellana read from the teachers' contract and asked for an explanation regarding what a study committee is? Is this a way to engage teachers? Yes. The contract allows for this engagement and she hopes that the teachers and administration would work together to leverage this, to tackle some of these things that the teachers feel they don't have a voice in. There is an opportunity here to bring this talent to the table to study and do meaningful work together.

J. Committee Reports

1. Strategic Plan Update: Mr. Russell presented the latest timeline dates. There are two items; strong connection with family and community; we are doing that especially with the zero to five group, by working with the parents. By June of 2020, 60% of students to have strong positive outcome, by using the data from our student support teams (SST). By Dec 1, a vibrant learning system developed a plan for students to leverage technology, communicate, learning schoolwide and that plan will be in place by that time.
2. How do we know if we are being successful? We are still collecting metrics. Things like the survey we do and student achievement. The committee meets again on January 9th. A lot is ongoing, and we are still collecting the data. It will take some time, but there is some traction. Is the Strategic Plan being promoted in the schools daily? Not just in staff meetings. Teachers will be evaluated on if they are contributing to the district goals. Everyone has to be on board in order for this to work. Jack Gasdia hasn't heard much about it now that we are 3 months into the school year. It was spoken about at the beginning of the school year, but not so much now on a day-to-day basis.
3. Ms. LaMothe went to the board of selectman meeting on November 12th. She presented that we are moving forward with full-day kindergarten. She thanked everyone who came to the Alvirne and CTE tours. Ms. LaMothe attended a lot of budget committee meetings. There are 2 more budget committee meetings this week. On December 19th, there will be the default budget meeting, collective bargaining and wrap-up. The public is always welcome to come and add their input.
4. Mr. Gasdia and Ms. LaMothe attended the building committee meeting for CTE. We are at an important spot right now, as we didn't get the full funding. As we move forward, there may need to be a stoppage in the work. There will be a follow-up meeting on December 4th.

K. Correspondence

1. Discipline Report: Mr. Russell presented the discipline report to the board as detailed in attachment # 10. There is a sharp increase in the discipline numbers; is there a pattern and can we address it? Mr. Beals and Mr. Bowen can be invited to the next meeting and speak to the numbers better. The first month of school can be known as a honeymoon period and that has ended. Social media can play a role in these discipline issues. Vaping was spoken about and with the vaping detectors in the middle school, are they not a deterrent? They have been recalibrated in the past 3 weeks, as they were picking up humidity in the past. The detectors have been more reliable over the past 3 weeks.

Are we doing something wrong that these same students are continuously getting in trouble? We need to work on the behavior in all the schools. Are parents being called and told that their student has an out-of-school suspension and/or an in-school suspension? Yes, the parents are called and some even come in to speak about the behavior. If we are being reactionary, we need to flip that and go into prevention. Are our policies aligned with the times? We change more policies than stay static and that is to address these things.

2. Financial Report: Ms. Burnell presented the first financial statement of the year. We are anticipating a fund balance of approximately \$476,000. Most of the funds available fall under salaries and benefits. We plan on spending 100% of the supply balance. This is detailed in attachment # 11.
3. Outreach Coordinator Report: Attachment # 12, for information only.
4. Technology Integration Specialist Report: Attachment # 13, for information only.
5. Building Committee Minutes (KB): Attachment # 14, for information only.

L. Board Member Comments:

Jack Gasdia: This past Saturday at Alvirne, the Model United Nations club, hosted its first ever regional conference. There were 5 schools including Alvirne, Merrimack HS, Windham HS, High Mowing HS, and Londonderry HS in attendance. This upcoming weekend Friday and Saturday, Class Act is putting on 'Rumors' the play at 7 pm. Happy Thanksgiving.

Ms. Whiting: Asked as a parent to attend CTE forum to understand what is working well, what is not working. Things that can happen and not happen. She found it very useful and came away with a lot and provided a lot as a parent. CTE wing is not just going through a physical renovation, but through an internal one as well. What are they trying to build upon and improve upon from an educational perspective. Today's AHS situation was handled very well. Both daughters felt very comfortable and safe.

Ms. LaMothe: Her daughter felt very safe today as well. Alvirne held their National Honor Society Induction Ceremony on Friday. They inducted 31 new students. She was very impressed. Lead speaker, Jack Gasdia, did a phenomenal job. The pillars of the society are character, service, leadership, and scholarship. These are the characters being developed in these students. She complimented Mr. Beals on how he spoke about each student, it was personalized and meaningful. Planning board public outreach opportunities; Wednesday the 20th from 7-9pm at HMS and Saturday, the 23rd at Hills Garrison.

Mr. Gasdia: The response today was much better. Mr. Beals is the model of what we want. He knows each and every student. Thank you for all the donations during the telethon. Raised over \$8,500 and a truckload of food.

Ms. Roy: Thanks to this board for their generosity with the food pantry. Mr. Gasdia's involvement with the Boy Scouts. Just a correction, she believes it was \$8,900 in donations and they are still counting. There is another visioning session, it's important for the citizens to get involved. It's a small group setting, relaxed. Nov. 20th 7-9 pm at HMS and Saturday, November 23rd from 10-noon. Happy Thanksgiving.

Dr. Orellana: Thank you Mr. Russell for keeping us informed. Happy Thanksgiving.

Mr. Price: Congratulate the Alvirne Broncos for another good season. Keep moving forward. The holidays are upon us, remember the less fortunate. Have a wonderful week. Have a wonderful holiday. Enjoy yourselves. Be safe.

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

Ms. LaMothe made a motion to enter non-public session according to RSA 91-A:3 at 8:45 pm, second by Ms. Whiting. Mr. Price, aye, Dr. Orellana, aye, Ms. LaMothe, aye, Mr. Gasdia, aye, Ms. Whiting, aye. Motion passes 5-0. Non-public session entered at 8:45 pm.

The board discussed student matters; no action taken.

The board discussed personnel matters; no action taken.

Dr. Orellana moved to accept two intent to retire letters, second by Ms. Whiting; Motion passes 5-0.

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

Meeting adjourned at 9:35 pm.

Respectfully Submitted,

Susan Piper (public)

Mary Wilson (non-public)

5th Annual Rubik's Cube Competition Winners

On November 14th, Mrs. Peterson's 5th grade Mathematics Enrichment students at Nottingham West and Hills Garrison encouraged all 5th graders who could solve a 3x3 Rubik's Cube to participate in the 5th Annual Rubik's Cube Competition. Congratulations to this year's winners, pictured below.



Emma Coutu, Nottingham West



Lief Erickson, Hills Garrison