

Posted: 01/30/2020

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT  
Hudson, New Hampshire  
February 3, 2020  
Hills Memorial Library – 18 Library Street

6:30 pm      Non-public Session  
7:30 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:** Non-public Attachments # 1, 2 6:30-7:30
- C. **Moment of Silence**  
In honor of Officer Katie Thyne and Captain Ryan Phaneuf
- D. **Public Input** 7:35-7:45
- E. **Presentations to the Board**  
1. African American History Month (Jeff Peterson, Rachel Scanzani, Mary Wilson) 7:45-8:10
- F. **Requests of the Board**  
1. Model UN New York Trip Request (LR, JG, tabled at last mtg.): Attachment # 3 8:10-8:20
- G. **Old Business**  
1. 2020-2021 School Calendar (2<sup>nd</sup> reading, LR): Attachment # 4 8:20-8:25
- H. **New Business**  
1. Public School Infrastructure Fund:  
Project Completion & Request for Payment (KB): Attachment # 5 8:25-8:30
- I. **Recommended Action**  
1. Manifests – Recommended action: Make necessary corrections and sign.
- J. **Reports to the Board** 8:30-8:45  
1. Superintendent Report  
2. Assistant Superintendent Report  
3. Business Administrator Report
- K. **Legislative Updates (LR)**  
1. 2019 Legislative Update: Attachment # 6 8:45-8:50

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**L. Committee Reports**

1. Strategic Plan Update (LR) 8:50-8:55

**M. Correspondence**

1. January Financial Report (KB): Attachment # 7 8:55-9:05  
2. Technology Integration Specialist Report (MW): Attachment # 8 9:05-9:10

**N. Board Member Comments**

9:10-9:20

**O. Upcoming Meetings**

Meeting	Date	Time	Location	Purpose
Policy Committee	02.04.20	6:30 pm	SAU Building	Regular Meeting
School Board	02.17.20	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	03.02.20	6:30 pm	Hills Memorial Library	Regular Meeting
Voting Day	03.10.20	all day	Hudson Community Center	Vote
School Board	03.16.20	6:30 pm	Hills Memorial Library	Reorganization followed by Regular Meeting

**P. Non-Public Session**

*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.*

**Q. Adjourn**



ALVIRNE HIGH SCHOOL  
HUDSON SCHOOL DISTRICT  
MEMORANDUM



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**TO:** LARRY RUSSELL, SUPERINTENDENT  
**FROM:** STEVE BEALS, PRINCIPAL  
**SUBJECT:** MODEL UN TRIP  
**DATE:** JANUARY 29, 2020  
**CC:** HUDSON SCHOOL BOARD

I am writing to request School Board overnight field trip permission for the Alvirne Model UN Club to participate in a conference in New York City, March 4-7, 2020. Our Club participates in several conferences, this however is their first overnight request. The group made up of mostly seniors has discussed this trip for the past two years which includes a visit to the United Nations Building.

In reviewing the field trip request, I believe the educational opportunity for this activity is very positive and connected to our Strategic Plan Vibrant Learning pillar. All transportation paperwork is completed to have students drive with the two advisors including parental permissions and correct insurance liabilities.

I recommend this trip request for our Model UN Club.

A handwritten signature in black ink, appearing to be 'S. Beals'.

## REQUEST FOR FIELD TRIP

This form is to be given to the Assistant Principal no less than ten days in advance of the trip.

DATE ~~3/11/20 - 3/12/20~~ 1/24/20

TEACHER: Mr. Rush + Sgt. Gibson

DATE OF TRIP: 3/4/20 - 3/7/20

DESTINATION: NASMUN - Hilton Hotel NYC

TIME OF DEPARTURE: 8:00 AM RETURN: 4:00 PM

NUMBER OF STUDENTS ATTENDING 8 REMAINING AT SCHOOL 0

CLASSES TO BE COVERED AND BY WHOM: TBA

**CHAPERONES** In order to ensure maximum coverage, there should be one chaperone for every twenty students. It is also to the advantage of all concerned to have chaperones of both genders on the trip.

- 1. Sgt. Gibson
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**TRANSPORTATION:** If buses are required, please fill out the attached District bus request form (See attached form for instructions.) You are responsible for raising the funds to cover transportation.

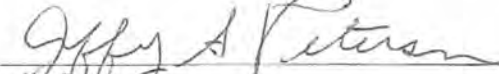
**COST PER STUDENT:** \$1330.00

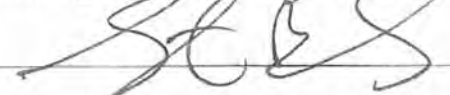
**\*\*Cost per student must include exact cost of admission plus transportation fee. Do not estimate! Refunds will not be given please be sure of the cost per student.**

**PARENTAL PERMISSION SLIP:**  
No student may attend an Alvirne field trip unless a parental permission slip has been filled out, signed and returned. This permission slip should include the following: date of trip, fees, destination, departure time, return time, list of any materials plus any other pertinent information.

- No field trips will be permitted during the last ten days of a semester.
- A list of students going on a field trip must be turned in to Ann Doane 5 school days prior to the trip. Ann Doane will inform the cafeteria of the number of students going on field trips that day.

**EDUCATIONAL PURPOSE:** On the back of this sheet, explain how this field trip fits into your curriculum (how students have prepared for it, what they will do on the trip and what follow-up activities are planned.)

**DEPARTMENT CHAIRPERSON'S APPROVAL:**   
After Dept. Chair approval, please bring this form to Leslie Reven.

**PRINCIPAL'S APPROVAL:** 

1. Seniors have been working their entire high school careers, whether through the MUN club or class to attend a National Model UN conference. Part of this conference will be held at the UN headquarters.

Mr. Rush  
NHSMUN Schedule and Committees

### **Alvirne Committees**

DISEC (Disarmament & Int'l Security) – 2 students

IBRD (International Bank for Reconstruction & Development) – 2 students

IOM (International Organization for Migration) – 2 students

UNICEF (UN Children's Fund) – 2 students

## **NHSMUN 2020 TENTATIVE SCHEDULE**

Both NHSMUN 2020 sessions will feature the same activities and programming. The conference officially begins in the afternoon of Day 1, and concludes in the afternoon of Day 4. Below is a tentative schedule. Specific times, as well as more detailed activities, will be provided as the conference dates get closer.

### **CONFERENCE DAY 1** (Friday, Feb. 28 or Wednesday, Mar. 4)

All Day: Conference Registration

Afternoon: Mission Briefings; Delegate Training Sessions

Early Evening: Opening Ceremonies

Evening: Committee Session 1

### **CONFERENCE DAY 2** (Saturday, Feb. 29 or Thursday, Mar. 5)

Morning: Speaker Series; Mission Briefings

Afternoon: Committee Session 2

Evening: Committee Session 3

### **CONFERENCE DAY 3** (Sunday, Mar. 1 or Friday, Mar. 6)

Morning: Committee Session 4

Afternoon: Committee Session 5

Evening: Delegate Social

### **CONFERENCE DAY 4** (Monday, Mar. 2 or Saturday, Mar. 7)

Morning: Plenary Session and Closing Ceremonies

The NHSMUN schedule offers activities all day and evening. Many of these activities are optional, and schools wishing to explore New York City's many cultural activities will have the opportunity to do so. Alternatively, many schools choose to arrive a couple of days early or to extend their trip by a couple of days after the conclusion of the conference. We encourage you to build the schedule that best suits your team, and hotel rooms are available to host you during these dates as well.

**Note** NHSMUN 2020 will offer an expanded set of optional **training and preparation sessions**, as well as practice simulations, the **day prior** to Day 1 of the conference (Feb. 27 and Mar. 3). The sessions are available for beginner, intermediate, and advanced students and are open to all interested schools. We will also run training sessions during the afternoon of Day 1 of the conference

(Feb. 28 and Mar. 4). There is not any fee for participation in these preparation sessions and training workshops.

If you are interested in a customized training session for your delegation the day prior to the start of the conference, please contact us no later than January 1, 2020 to arrange the scheduling and content to be covered. We enjoy the ability to interact with students in advance of the conference, as we have found that it makes them more comfortable in committee sessions and enriches their conference experience.

## **WHICH SESSION SHOULD I ATTEND?**

Inevitably, schools will have different preferences regarding which session to attend. Some schools tend to prefer a specific session because of scheduling or because they can miss fewer days of class; others prefer a session because airfare is cheaper over the given set of dates. Many schools prefer whichever session allows them to receive their top choice of country to represent. Regardless of your situation, we always do our best to accommodate your requests. Please specify your session preference when you complete your registration! Both of our conference sessions feature the same committees, programming, and activities.



Mr Rush/Sgt. Gibson  
MUN Proposed NYC Trip

**Dates-** 3/4/2020-3/7/2020

**Location-** Hilton Hotel- Midtown NYC, and United Nations Building

**Travel plans-** Depart Alvirne Wednesday morning on March 4th.

1. Mr. Rush and Sgt. Gibson drive students to New Haven, CT.
2. All students and staff take Metro North which goes from New Haven to Grand Central Station in Midtown.
3. Hilton Hotel is a ten minute walk from Grand Central station to the conference.

**Hotel plans-** NYC Hilton Hotel Midtown

**Food plans-** Food is provided by the conference

**Cost, Etc-** \$330.00 dollars per student. Although we are still fundraising, so that number may go down.

If you need more information, please let us know.

# HUDSON, NH SCHOOL DISTRICT 2020-2021 CALENDAR

20 – 21 New Teacher Orientation  
24 – 26 Teacher Workshop

27 First Day for Students

3 days

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

FEB 22 – 26 Winter Break

15 days

7 Labor Day (no school)

21 days

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26 Teacher Workshop (no school)

22 days

12 Columbus Day

21 days

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APR 26 – 30 Spring Break

17 days

3 Teacher Workshop (no school)  
11 Veterans Day (no school)  
25 – 27 Thanksgiving Break

16 days

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day (no school)

20 days

DEC 23 – JAN 1 Holiday Break

16 days

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 Last Day for Students (tentative)  
(early release for students)  
22 Teacher Workshop (am only)

**NOTE:** Last day includes 5 snow days.

15 days


DEC 23 – JAN 1 Holiday Break  
15 Early Release for Students  
15 Teacher Workshop PM  
18 Civil Rights Day (no school)

19 days

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NOTE:** Counts below include 5 snow days.

August thru January: 96 days  
February thru June: 89 days

 No school for students or staff

 No school for students

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

Complete, scan, and e-mail to: [Matthew.Welch@doe.nh.gov](mailto: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](mailto:Matthew.Welch@doe.nh.gov) or to the above mailing address (c/o Matthew Welch).

**SECTION A - APPLICANT/PROJECT INFORMATION:**

	SAU #:	81	
	School Name:	Alvirne High School	
	Project Title:	Classroom Door Replacement	
Line 1	Maximum Award Amount:	\$50,656	Found on the award letter or listed in the Project Status report online at: <a href="https://www.education.nh.gov/program/school_approval/infrastructure-fund.htm">https://www.education.nh.gov/program/school_approval/infrastructure-fund.htm</a>
Line 2	Award Rate:	80%	
Line 3	Total Project Cost:	\$63,320	<i>Total project cost may differ from the estimated cost cited in the application. Total project cost is the amount spent to complete the approved work identified in the application.</i>
Line 4	Total Request for Payment:	\$50,656	<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](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 \$ 50,656 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](mailto: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: Alvirne High School

SAU #: 81

Project Title: 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 \_\_\_\_\_

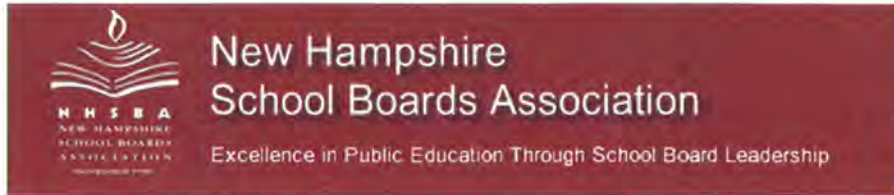
Diana LaMothe \_\_\_\_\_

Gretchen Whiting \_\_\_\_\_

NOTARIZE:  
State of New Hampshire  
County of Hillsborough

Signed and affirmed before me on \_\_\_\_\_, 2020 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: \_\_\_\_\_



**NHSBA Legislative Update**  
**January 24, 2020 (Vol. 3)**

Dear NHSBA Members -

It was another busy week at the NH Legislature, with NHSBA tracking over 20 bills. Specific bills highlighted many Right to Know law bills, two bills relative to Manifest Educational Hardship, and sub-committee work discussing allowing a private right of action against school districts in bullying cases.

**House Education Committee:**

**HB 1335**, an act relative to private rights of action regarding pupil safety. This bill was initially heard on January 15, 2020. A sub-committee was established and met this past Tuesday and Wednesday to continue discussions and discuss possible amendments. NHSBA had a lengthy discussion with the subcommittee and expressed our concerns with subjecting school districts to liability. The current language of the bill does establish a high legal standard and burden for plaintiffs to establish. But the bill also allows for attorney fees to be recovered if the plaintiff prevails.

NHSBA Position: Opposed.

**HB 1681**. This bill requires schools to make free or reduced cost lunch available to children who meet federal eligibility guidelines and increases reimbursement to schools offering lunch at no cost to eligible students.

NHSBA Position: Opposed. This bill would require school districts to make "breakfast and lunch available during school hours to every pupil under its jurisdiction." Though there may be some federal funding available under this program, and though some or many districts may already be doing this, NHSBA opposed HB 1681 because there is no concurrent or related state funding. The Fiscal Note to the bill states the NHDOE has not responded to Legislative requests for funding/cost estimates or cost impacts.

**HB 1682**. This bill requires every school in which a student with a life-threatening food allergy is enrolled to maintain a food allergy management and prevention plan.

NHSBA Position: Opposed. While HB 1682 is well-intentioned, it represents another administrative directive imposed on local school districts. Further, current disability law already allows for school districts to develop specific plans and accommodations for students with such allergies.

**HB 1686**. This bill adds medical services to the services eligible for the Medicaid to Schools program. This bill also requires the commissioner of the department of health and human services to submit an annual report regarding the Medicaid to Schools program.

NHSBA Position: Tracking.

**HB 1687**. This bill requires video surveillance cameras to be installed and operated on all school buses provided through services related to a student's IEP.

NHSBA Position: Tracking.

**HB 1691.** This bill changes the formula for an additional adequate education grant to a school district that operates a full day kindergarten program.

NHSBA Position: Signed in support. This bill is a legislative fix to kindergarten funding calculations. The bill only impacts a handful of communities.

**HB 1698.** This bill requires the Department of Education to review the consolidated state plan biennially to ensure that school districts establish unified co-curricular activities and makes an appropriation for the purposes of the bill. This bill appropriates \$50,000 of state general funds to the NHDOE "for distribution to school districts for the primary purpose of funding the initial expenses of establishing unified co-curricular activities."

NHSBA Position: Testified in support. NHSBA was pleased to serve on a legislative committee this past fall that discussed ways in which NH school districts can increase participation in unified co-curricular activities. While some districts already have robust programs, this bill seeks to expand opportunities for children across the state.

**HB 1282 and HB 1328.** Both these bills relate to Manifest Educational Hardship and student "best interest" matters under RSA 193:3. The bills are essentially similar. NHSBA took no position on HB 1282, but supported HB 1328, as it was written primarily by NHSBA. Both bills seek to clarify the process parents must follow when requesting a "best interest" change of school or change of assignment, and then allow for an appeal to the local school board requesting a change of assignment based on the "manifest educational interest" standard. Importantly, both bills provide a clear definition of "manifest educational hardship" in hopes of providing greater clarity to parents, administrators and school boards.

**HB 1501.** This bill establishes a commission to study financial literacy in New Hampshire and to make recommendations for a multi-generational approach to financial education.

NHSBA Position: Signed in support.

#### **House Judiciary**

**HB 1169.** This bill eliminates the requirement that when a member of a public body is participating in a meeting by electronic or other means of communication, all votes must be by roll call vote.

NHSBA Position: Testified in opposition. NHSBA believes the law requiring a roll call vote when one board members participates electronically is prudent and reasonable. The law is clear on this requirement and NHSBA has advised and provided training on this requirement. NHSBA believes this change is unnecessary.

**HB 1170.** This bill inserts a definition of "reasonably described" for purposes of retrieval of public records under the Right to Know law. The bill seeks to define "reasonably described" as "a document is identified with necessary specificity to allow a public employee to retrieve it without making an extensive search and, at a minimum, by date or a range of dates not exceeding 30 days, by type, which means by letter, minutes, or a report, and by title or subject matter."

NHSBA Position: Signed in opposition. NHSBA believes this definition is vague, such that it would only create more confusion for school districts when complying with Right to Know law document requests.

**HB 1202.** This bill seeks to amend RSA 91-A:3, II(c) - the "reputation" provision of the non-public session statute, such that in order to properly enter non-public session under this paragraph, the school board would have to: (1) notify in writing the person whom the school board was discussing; (2) allow that person to be present at the non-public session; (3) allow that person to be represented by legal counsel at the non-public session; and (4) allow that person to audio or video record the non-public session.

**NHSBA Position:** Testified in opposition. This bill is flawed in numerous ways. It would not allow district administration to provide reports in non-public session about student or staff disciplinary matters without notifying the student or staff member first. Further, it would also serve as a chilling effect on potential whistleblowers coming to the board with their concerns.

**HB 1307.** This bill allows public bodies or agencies to charge personnel costs for retrieval of records for certain requesters.

**NHSBA Position:** Signed in opposition. While NHSBA is sympathetic to districts that commit significant resources and time relative to Right to Know law requests, the provisions in this bill are vague and not workable at this time.

**HB 1325.** This bill requires that for meetings in nonpublic session where the minutes or decisions were determined to not be subject to public disclosure, a list shall be kept which shall include certain information. The list shall be made available for public disclosure.

**NHSBA Position:** Testified in opposition. While NHSBA believes it is prudent for school boards to keep track of and keep in an orderly manner all sealed non-public session minutes, this bill is insufficiently worded. NHSBA informed the committee that rather than incorporate this language into the Right to Know law, it would be an easier fix to require public minutes to include a statement indicating the public body sealed non-public minutes at sometime during the meeting.

**HB 1559.** This bill declares that sealed minutes in nonpublic sessions under the Right to Know law would only be sealed for one year and would require annual re-voting to keep them sealed.

**NHSBA Position:** Signed in opposition. This is another bill that NHSBA believes has some merit, but that the proposed language was still insufficient. It is NHSBA's understanding that some school boards, on the advice of legal counsel, engage in a regular review of sealed non-public session minutes, to make a determination of whether or not those minutes should remain sealed. Though NHSBA does not have a specific recommendation, this is a reasonable practice. On the other hand, the Right to Know law does not require this type of review, and as a result, some boards keep nonpublic session minutes sealed indefinitely.

NHSBA's objection is that the bill requires boards to review such minutes within one year of them being sued. NHSBA believes a review of all sealed minutes once per calendar year would be a better process.

**HB 1689.** This bill requires that minutes of meetings in nonpublic session shall be verbatim.

**NHSBA Position:** Signed in opposition.

### **Senate Education**

**SB 583.** This bill adds climate and environmental science to the criteria for an adequate education and would add "climate and environmental science" to curriculum requirements for climate and environmental sciences.

**NHSBA Position:** Tracking only.

**SB 584.** This bill requires the Department of Education to collaborate with the Brain Injury Association of New Hampshire to develop a return to learning policy and plan for students with concussions and brain injuries. Under the bill, the school board of each school district shall adopt a concussion and traumatic brain injury return to learning model school education program.

**NHSBA Position:** Tracking only at this point. Due to scheduling conflicts, NHSBA was not able to attend the hearing on this bill.



**SB 624.** This bill permits a school to establish an armed school marshal program. This bill also requires the police standards and training council to develop a curriculum for training school marshals.

NHSBA Position: Tracking only.

**SB 625.** This is the same bill as HB 1691, mentioned above. This bill changes the formula for an additional adequate education grant to a school district that operates a full day kindergarten program.

NHSBA Position: Signed in support. This bill is a legislative fix to kindergarten funding calculations. The bill only impacts a handful of communities.

**SB 684.** An act relative to Medicaid to Schools. This bill: (1) Authorizes the Department of Education to adopt rules relative to federal funding available to schools under New Hampshire's Medicaid program; and (2) Permits professionals certified by the Department of Education who are providing medical services in public schools to be licensed by medical and health care boards.

NHSBA Position: Tracking at this time.

#### **Senate Judiciary**

**SB 573.** This bill requires the chief of police of a municipality to report all criminal threats to school safety in such municipality to the director of the division of state police. SB 573 was first heard by Senate Judiciary on January 21, 2020. The Committee voted Ought to Pass on January 23<sup>rd</sup>.

NHSBA Position: Tracking.

#### **House Labor, Industrial and Rehabilitative Services Committee**

**HB 1181.** This bill allows the public employees labor relations board to award "pain and suffering damages" to a complainant.

NHSBA Position: Testified in opposition. Current law allows the PELRB to award remedies based on violations of a collective bargaining agreement and unfair labor practices. These current remedies relate to the collective bargaining agreement - cease and desist orders; reinstatement of employees; administrative costs; and so forth. "Pain and suffering" damages are reserved for tort cases, not violations of collective bargaining agreements.

#### **Schedule for This Week:**

Please [click here](#) to see a PDF of bills NHSBA will be tracking this coming week.

*Barrett M. Christina, Esq.*  
*NHSBA Executive Director*  
[bchristina@nhsba.org](mailto:bchristina@nhsba.org)  
*(603) 228-2061*

**SCHOOL ADMINISTRATIVE UNIT NUMBER EIGHTY-ONE**  
Hudson, New Hampshire

**FINANCE OFFICE MEMORANDUM**

To: Karen Burnell, Business Administrator

From: Cindy McNickle, Finance Director

Date: January 27, 2020

Re: January Financial Statement

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As of January 24, 2020, the General Fund is projected to have a Fund Balance of \$545,778 for fiscal year 2020.

Revenue is expected to be \$137,320 higher than planned due to an increase in special education aid.

Expenditures, including prior year encumbrances, are expected to be \$408,458 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.

Compared to the prior report, the fund balance has increased \$69,084 primarily due to the increase in revenue. In addition, salaries and benefits increased primarily due to interim coverage for employee leaves of absence.

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 \$4,5767,112 are for architect fees, environmental study fees and construction costs.

**HUDSON SCHOOL DISTRICT  
FY2020  
UNAUDITED FUND BALANCE**

**GENERAL FUND**

as of: 1/24/2020

<u>REVENUE</u>	DRA APPROVED REVENUE	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
10 1121 CURRENT TAX APPROPRIATION	42,181,814	24,760,772	17,421,042	42,181,814	-
10 1320 TUITION FROM OTHER LEA'S	70,000	-	70,000	70,000	-
10 1340 PRE-SCHOOL TUITION	85,000	45,705	39,295	85,000	-
10 1510 INTEREST ON INVESTMENTS	60,000	16,828	25,172	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	2,179	7,821	10,000	-
10 1901 ERATE	25,000	25,364	14,463	39,827	14,827
10 1903 IMPACT FEES	250,000	-	250,000	250,000	-
11 1910 RENTALS	30,000	5,762	24,238	30,000	-
10 1921 ROTC PROGRAM CONTRIBUTIONS	65,000	39,194	25,806	65,000	-
10 3210 SCHOOL BUILDING AID	278,632	164,060	114,572	278,632	-
10 3241 SPECIAL EDUCATION AID	370,057	480,566	0	480,566	110,509
10 3242 VOCATIONAL TUITION AID	145,000	22,992	152,008	175,000	30,000
10 3800 EDUCATION GRANT	7,584,627	5,311,742	2,272,869	7,584,611	(16)
10 4580 MEDICAID	75,000	470	74,530	75,000	-
10 5220 INDIRECT COSTS	50,000	7,532	42,468	50,000	-
<b>TOTAL GENERAL FUND REVENUE</b>	<b>51,299,930</b>	<b>30,891,457</b>	<b>20,545,794</b>	<b>51,437,250</b>	<b>137,320</b>
10 5202 UNRESERVED FUND BALANCE	927,425				
	<b>52,227,355</b>				

**HUDSON SCHOOL DISTRICT  
FY2020  
UNAUDITED FUND BALANCE**

GENERAL FUND					
					as of: 1/24/2020
<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
<b>TOTAL GENERAL FUND REVENUE</b> (From Page 1)	51,299,930	30,891,457	20,545,794	51,437,250	137,320
<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
<b>FY19 PRIOR YEAR ENCUMBRANCES</b>					
Prior Year Encumbrances (FY19)	940,169				
Prior Year Encumbrances Paid to Date		367,542			
Anticipated Prior Year Encumbrance Payments			571,842		
<b>EXCESS/SHORTFALL</b>					784
<b>FY20 APPROPRIATION BUDGET</b>					
Expenditures	52,227,355				
Current Year Encumbrances		24,913,281			
Anticipated Expenditures			23,167,605		
<b>TOTAL ANTICIPATED EXPENDITURES</b>				51,819,682	
<b>EXCESS/SHORTFALL</b>					
					407,673
<b><u>ANTICIPATED FUND BALANCE</u></b>					545,778

**HUDSON SCHOOL DISTRICT  
FY2020  
UNAUDITED FUND BALANCE**

**CONSTRUCTION FUND (INCEPTION TO DATE)**

as of: 1/24/2020

<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 1510 INTEREST INCOME	-	-	50,000	50,000	50,000
30 5110 SALE OF BONDS AND NOTES	8,262,500	8,262,500	-	8,262,500	-
<b>TOTAL CONSTRUCTION FUND REVENUE</b>	<b>25,262,500</b>	<b>8,262,500</b>	<b>14,500,000</b>	<b>22,762,500</b>	<b>(2,500,000)</b>

<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
<b>PROJECT APPROPRIATION BUDGET</b>	<b>25,262,500</b>				
FY2019 ACTUAL EXPENDITURES		1,336,212			
FY2020 ACTUAL EXPENDITURES		3,230,900			
FY2020 ENCUMBRANCES			13,780		
REMAINING ANTICIPATED EXPENDITURES			20,681,608		
<b>TOTAL ANTICIPATED EXPENDITURES</b>				<b>25,262,500</b>	
<b>EXPENDITURE (EXCESS)/SHORTFALL</b>					<b>-</b>

<b><u>ANTICIPATED FUND BALANCE</u></b>	<b>(2,500,000)</b>
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**HUDSON SCHOOL DISTRICT  
FY2020 FINANCIAL STATEMENT  
FUNCTION SUMMARY REPORT**

**GENERAL FUND**

1/24/2020

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>TRANSFERS / ADJUSTMENTS</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBERED</b>	<b>ANTICIPATED EXPENDITURE</b>	<b>AVAILABLE BUDGET</b>
1100	Regular Programs	19,843,295	(252,168)	19,591,127	8,558,591	9,801,134	981,329	250,074
1200	Special Education	7,924,012	(32,650)	7,891,362	3,331,088	3,929,440	605,158	25,676
1300	Vocational	1,863,034	31,465	1,894,499	759,605	943,290	119,238	72,367
1400	Student Activities	732,909	(21,965)	710,944	359,088	69,752	282,677	(572)
2100	Student Services	4,787,309	134,415	4,921,724	2,024,020	2,472,435	330,337	94,932
2200	Student Support (Instruction)	1,790,625	(5,531)	1,785,093	942,974	505,646	338,205	(1,732)
2300	Student Support (Administration)	845,413	49,733	895,146	515,340	330,308	78,307	(28,808)
2400	School Administration	3,245,094	11,806	3,256,900	1,740,873	1,381,615	107,345	27,067
2500	School Resources	1,035,575	10,057	1,045,632	572,777	388,846	58,519	25,489
2600	Operations/Maint. Of Plant	5,511,319	58,169	5,569,488	3,040,138	2,012,216	495,019	22,115
2700	Student Transportation	2,329,645	-	2,329,645	1,067,907	1,289,106	36,658	(64,026)
2800	Information Mgt Services	315,265	16,669	331,935	182,391	43,818	113,510	(7,785)
4000	Facilities	270,000	-	270,000	246,740	-	23,260	-
5100/5200	Principal/Interest/Fund Transfers	1,733,859	-	1,733,859	1,571,750	-	169,233	(7,124)
<b>TOTAL</b>		<b>52,227,355</b>	<b>(0)</b>	<b>52,227,355</b>	<b>24,913,281</b>	<b>23,167,605</b>	<b>3,738,795</b>	<b>407,673</b>

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

**GENERAL FUND**

as of: 1/24/2020

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>TRANSFERS / ADJUSTMENTS</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBERED</b>	<b>ANTICIPATED EXPENDITURE</b>	<b>AVAILABLE BUDGET</b>
100	Salaries	26,249,884	(18,982)	26,230,902	12,002,164	12,788,290	1,381,239	59,209
200	Benefits	13,987,321	(10,000)	13,977,321	6,264,330	6,777,017	463,222	472,752
300-500	Purchased Services	7,160,937	(87)	7,160,851	3,338,900	2,902,768	1,010,148	(90,965)
600	Supplies	2,457,092	7,650	2,464,742	1,327,776	684,712	474,228	(21,974)
700	Property	549,101	31,170	580,271	354,352	13,104	216,925	(4,110)
800	Other	90,361	(9,752)	80,609	54,009	1,715	25,000	(115)
900	Principal/Interest/Fund Transfers	1,732,659	-	1,732,659	1,571,750	-	168,033	(7,124)
<b>TOTAL</b>		<b>52,227,355</b>	<b>0</b>	<b>52,227,355</b>	<b>24,913,281</b>	<b>23,167,605</b>	<b>3,738,795</b>	<b>407,673</b>

**HUDSON SCHOOL DISTRICT  
FY 19 BUDGET TRANSFER REPORT**

as of: 1/24/2020

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
110 SALARIES	17,826,295	-	(195,750)		
111 DEPARTMENT HEAD SALARIES	1,671,206	4,165	-		
112 SALARIES	1,466,186	98,577	-		
113 TUTORS SALARIES	105,820	12,270	-		
114 SALARIES	2,475,566	-	(2,296)		
115 SPED MONITORS	2,200	-	-		
116 BEHAVIOR SPECIALISTS	218,313	-	(16,000)		
117 CLERICAL SALARIES	1,304,489	62,949	-		
118 MANAGERS SALARIES	293,748	-	-		
120 SUBSTITUTE SALARIES	269,500	-	-		
121 LONG TERM SUBSTITUTE SALARIE	140,000	7,100	-		
122 GROUNDSKEEPER SALARIES	121,499	-	-		
123 ELECTRICIAN SALARIES	68,640	-	-		
124 HVAC SALARIES	68,640	-	-		
125 MAINTENANCE SALARIES	117,272	10,004	-		
126 MAINTENANCE OVERTIME	5,000	-	-		
128 ELECTRICAN O/T	1,000	-	-		
129 HVAC OVERTIME	10,400	-	-		
130 OVERTIME	84,110	-	-		
<b>TOTAL SALARY TRANSFERS</b>	<b>26,249,884</b>	<b>195,065</b>	<b>(214,047)</b>	<b>(18,982)</b>	<b>-0.07%</b>



**HUDSON SCHOOL DISTRICT  
FY 19 BUDGET TRANSFER REPORT**

as of: 1/24/2020

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
211 HEALTH INSURANCE	7,327,848	-	-		
212 DENTAL INSURANCE	523,528	-	-		
213 LIFE INSURANCE	15,190	-	-		
214 DISABILITY INSURANCE	18,733	-	-		
220 SOCIAL SECURITY	1,939,834	-	-		
231 NON-TEACHER RETIREMENT	539,154	-	-		
232 TEACHER RETIREMENT	3,262,823	-	-		
250 UNEMPLOYMENT	41,000	-	-		
260 WORKERS COMPENSATION	186,395	-	(10,000)		
270 LEADERSHIP COURSE REIMB	29,816	-	-		
271 BARGAINING COURSE REIMB	90,000	-	-		
272 COURSE REIMBURSEMENT/SECRE	7,500	-	-		
275 COURSE REIMBURSE/TECHNOLOG	-	-	-		
279 NEW HIRE PHYSICALS	2,500	-	-		
280 VOLUNTEER FINGERPRINTING	3,000	-	-		
<b>TOTAL BENEFIT TRANSFERS</b>	<b>13,987,321</b>	<b>-</b>	<b>(10,000)</b>	<b>(10,000)</b>	<b>-0.07%</b>
319 CONTRACTED SERV/TECH SUPPOI	53,681	-	(50)		
320 WORKSHOPS	174,375	-	(17,117)		
321 CONTRACTED SERVICES	444,377	-	-		
322 PROGRAM IMPROVEMENT	4,000	-	-		
323 SAFETY TRAINING	4,000	-	-		
330 PROFESSIONAL SERVICES	395,890	-	(3,662)		
331 SERVICES	86,860	-	-		
332 SERVICES	38,825	-	-		
333 CONSULTANT - TUTORS	-	6,000	-		

**HUDSON SCHOOL DISTRICT  
FY 19 BUDGET TRANSFER REPORT**

as of: 1/24/2020

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
335 LEGAL SERVICES	20,000	-	-		
391 GAME OFFICIALS	70,957	-	-		
430 REPAIRS	913,816	26,200	-		
431 PAINTING	22,200	-	-		
432 BOILER REPAIR & MAINT	50,360	-	-		
433 CONTRACTOR REPAIR & MAINT	144,579	-	(13,000)		
434 COMPUTER MAINTENANCE	46,774	-	-		
440 RENTAL/LEASING OF INST EQUIP	208,070	-	-		
450 SITE DEVELOPMENT	270,000	-	-		
519 TRANSPORTATION	2,516,466	1,500	-		
521 INSURANCE/PROPERTY	110,411	-	-		
531 TELEPHONE	30,644	41	-		
532 DATA COMMUNICATIONS	29,256	-	-		
534 POSTAGE/GENERAL EXPENSES	31,037	-	-		
540 ADVERTISING	10,142	-	-		
550 PRINTING & BINDING	3,600	-	-		
561 TUITION	90,858	-	-		
569 TUITION	1,237,434	-	-		
580 TRAVEL	21,100	-	-		
581 MILEAGE	3,200	-	-		
<b>TOTAL PURCHASED SERVICES TRANSFERS</b>	<b>7,032,912</b>	<b>33,742</b>	<b>(33,829)</b>	<b>(87)</b>	<b>0.00%</b>

**HUDSON SCHOOL DISTRICT  
FY 19 BUDGET TRANSFER REPORT**

as of: 1/24/2020

<b>GENERAL FUND</b>	<b>ORIGINAL BUDGET</b>	<b>TRANSFERS IN</b>	<b>TRANSFERS OUT</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
411 UTILITIES-WATER	45,740	-	-		
412 UTILITIES-SEWER	15,205	-	-		
421 UTILITIES-DISPOSAL	67,080	-	-		
621 UTILITIES-NATURAL GAS	393,250	-	-		
622 UTILITIES-ELECTRIC	548,100	-	-		
624 UTILITIES-OIL	-	-	-		
626 FUEL	17,500	-	(5,000)		
<b>TOTAL PURCHASED SERVICES TRANSFERS</b>	<b>1,086,875</b>	<b>-</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>-0.46%</b>
610 SUPPLIES	841,529	-	(20,949)		
611 CUSTODIAL UNIFORMS	10,000	-	-		
612 SAFETY LENSES/SHOES	3,000	-	-		
613 CHEMICALS	52,900	-	-		
614 CO-CURRICULAR CLUB SUPPLIES	8,950	-	-		
615 REPORT CARDS/RECORDS	5,133	-	-		
619 PROGRAMS	4,400	-	-		
630 FOOD	10,000	-	-		
635 PUBLICATIONS/CONFERENCES	40,854	-	-		
640 TEXTBOOK REPLACEMENT	118,933	4,691	-		
641 NEW PROGRAMS/TEXTBOOKS	51,748	4,595	-		
642 TEXTBOOK ADOPTION	2,000	-	-		
645 TESTING MATERIALS	50,082	-	-		
648 MAPS, CHARTS, GLOBES	250	-	-		
649 CD'S & RECORDS	509	-	-		
650 SOFTWARE	297,955	24,314	-		
<b>TOTAL SUPPLIES TRANSFERS</b>	<b>1,498,242</b>	<b>33,599</b>	<b>(20,949)</b>	<b>12,650</b>	<b>0.84%</b>

**HUDSON SCHOOL DISTRICT  
FY 19 BUDGET TRANSFER REPORT**

as of: 1/24/2020

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
732 VEHICLE-NEW	35,000	-	-		
733 FURNITURE-ADDITIONAL	11,780	-	-		
734 EQUIPMENT-ADDITIONAL	32,951	16,045	-		
737 FURNITURE-REPLACEMENT	63,707	7,244	-		
738 EQUIPMENT-REPLACEMENT	65,962	3,237	-		
744 TECHNOLOGY EQUIP ADDL	210,200	-	-		
748 TECH EQUIP REPLACEMENT	129,500	4,644	-		
<b>TOTAL PROPERTY TRANSFERS</b>	<b>549,101</b>	<b>31,170</b>	<b>-</b>	<b>31,170</b>	<b>5.68%</b>
810 PROFESSIONAL MEMBERSHIP	70,761	248	-		
830 PRINCIPAL PAYMENTS	1,280,833	-	-		
890 MISCELLANEOUS	19,600	-	(10,000)		
910 INTEREST PAYMENTS	351,826	-	-		
930 FUND TRANSFERS	100,000	-	-		
<b>TOTAL PROPERTY TRANSFERS</b>	<b>1,823,020</b>	<b>248</b>	<b>(10,000)</b>	<b>(9,752)</b>	<b>-0.53%</b>
<b>TOTAL GENERAL FUND</b>	<b>52,227,355</b>	<b>293,824</b>	<b>(293,824)</b>	<b>-</b>	<b>0.00%</b>

# Technology Integration Status Report

December 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 send emails regularly to communicate with staff/teachers regarding any updates or information for topics such as, websites, appropriate apps or educational sites for teachers to use with students and information regarding using google classroom.
- I met with Jennifer S. our district consultant for assistive technology. We will meet on January 15, 2020 to work with students using laptops and read write.
- Kyle informed me that teachers can use Teacher Tube as a resource as long as they don't make an account since they don't collect data.
- I sent email to teachers advising them that if they want to use Teacher Tube and have an account the district has to go through the vetting process. However, if they use it as a resource without an account it's available without being vetted.

## ELC – H.O. Smith

- I followed up with Mary-Ellen and Denise to work on enhancing the school website we will schedule time to work on updating school news and information.
- I met with Kathy W. to follow up with how our lessons went with the students.
- I discussed with Kathy W. regarding setting up and learning how to use google classroom.
- I assisted teachers in the computer lab when needed. Some students needed help logging in.
- I also helped the substitutes when they had issues with computers or questions regarding online sites students were using.
- The printer wasn't working properly in the library, so we were able to fix it.
- Robin had some questions regarding updating her website and we will meet in January to work on any issues/concerns she has. I also gave her a set of step by step instructions on how to enhance her website.

## Hills-Garrison

- I worked with Jane on the Curriculum for Digital Citizenship during library time.
- Jane had the fifth-grade class go into the library and we worked on creating online safety collages.
- I met with a few classes for a second time to discuss technology and safety guidelines.
- I followed up with Pegeen regarding an app she would like to use and implement into a student's curriculum. I advised her I looked over the site and found that other teachers at this school also like using this site as a resource.
- I sent a follow up email regarding books to Mary W. and informed Pegeen I sent the follow up email.
- I met with Lu Hurley to set up and begin the process for me to attend all third-grade classes to assist with their upcoming research project.
- I worked with Janice on the school website with uploading photos properly.
- Janice also had asked if she can upload more than 8 photos to show as the slide show. She would like to add more to a photo album if possible. I have reached out to Lori M. to see if this is possible to add a photo album link to the school's main website like the teachers have available.

## Nottingham West

- I met with Eric's C. class to discuss Digital Citizenship curriculum.
- I met with Kristi several times regarding Digital Citizenship curriculum and some videos that she will be using to demonstrate positive online etiquette. She will be using BrainPOP.
- Kristi and I met to discuss several resources that can be used while she teaches during her internet safety week.
- I assisted some students with logging in and using online sites in the computer lab.
- I assisted teachers with questions they had with using google classroom.
- Some teachers reached out and would like me to show their students how to search the internet properly when looking for resources for research projects.

## HMS

- I stopped by to visit Amanda Brand to follow-up from our previous meeting. I wanted to see how read write was going for her students.
- I met with Rebecca to follow-up from our PLC meeting the previous week.
- I met with Jennifer and another teacher at HMS regarding using a couple of students to try some of the assistive technology device or extensions available to see what is working and what is not working for the students.
- I met with Dan Pooler regarding the process to display information on the Schools TV in the front lobby.
- Dan and I were able to meet with Kevin to find out what the new software was like and what needed to be done for staff who will be trained to update information.