

**Hudson School District
Hudson School Board Meeting
May 21, 2018
Approved Minutes**

Present:

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

A. Call to Order

Mr. Price Board Chair called the meeting to order and Ms. Borge led the audience in the Pledge of Allegiance at 6:30 pm.

B. Presentations to the Board

Student Presentation – FFA

“To practice brotherhood, honor agricultural opportunities and responsibilities, and develop those qualities of leadership which an FFA member should possess.”

9 FFA student members addressed the Board with a PowerPoint presentation.

Recap of the year.

There are 86 members in their chapter.

2017-Vet Science won first place.

2018-Vet Science won 1st, 2nd, 3rd and 4th place.

2017-Forestry won 1st place and 3rd at regionals.

2018-Forestry won 1st, 3rd, and 4th place.

2018-Floriculture won 1st, 2nd and 3rd.

The blue jacket means: leadership, personal growth, professional growth, community, charity, curiosity and commitment.

“Learn to do, doing to Learn, learning to live, living to serve”

They have won the Robert & Elizabeth Maclean Memorial Scholarship.

\$500 to be used in the best interest of the chapter.

Prepping for competition is done as a group after school; use all resources available to them.

One senior who is going into the Air Force with future goals of being a veterinarian.

Mr. Lavoie attended Farm Day and interviewed the group for HCTV.

Student Presentation – Eagle Scout Project, Connor Urbach

Connor addressed the Board.

Requesting permission to paint two Alvirne History classrooms (214, 216) over the summer.

Noticed that the paint was chipping and felt it was a distraction to learning.

Mrs. Langlais moved to approve Connor Urbach's Eagle Scout Project, painting two classrooms over the summer, second by Mr. Lavoie. Motion passes 5-0.

Mr. Lavoie offered equipment, paint will be donated, and painting supplies will be supplied by Scouts.

C. Public Input

Ms. Milbouer read the policy Public Input during School Board Meetings.

Need permission to go before the Board if what you want to speak about is not an agenda item.

Holly Wagner, 14 Tessier Street

Parent of an FFA Student

The group is going to Nationals in October; however, some students don't have the money to go. Will be doing some fundraising to help students in need. Cost for the trip is \$900 per student.

Have already talked to Steven Beals. Mrs. Langlais suggested putting a proposal together for the Trustees. They have funded other trips in the past. If the Trustees decline your request, please let the School Board know.

Diana Lamothe, 21 St. Laurent Drive

Asking if the Board has made any decisions about holding a public input session regarding Article II.

The Board told Diana to contact Gail Porter to get this item on an upcoming agenda. They are also planning a School Board Retreat soon, this is be one of the items on their agenda.

Peggy Huard, 13 David Drive

Concerns regarding School Board Transfers/ budget.

Not an agenda item, asked Peggy to step down.

Margaret McQueeney, 2 Manny Court

Would like to see School Board meetings posted on Town website.

Contact Susan Kaempf at Town Hall.

D. Requests of the Board

Facility Use Request, Hudson-Litchfield Rotary Road Race

Mrs. Langlais moved to approve the Field use request for Rotary Road Race, second by Ms. Milbouer. Motion passes 5-0.

E. Reports to the Board

1. Superintendent's Report

Mr. Larry Russell addressed the Board.

The superintendent read this prepared statement regarding Peggy Huard's public input at the last board meeting:

On May 7, 2018, Ms. Peggy Huard brought concerns to the School Board (Board) indicating that the Board may or may not be aware of the financial practices of the school district administration. Ms. Huard stated that the Board should be more involved with budget transfers and that a more prudent budget should be provided to the public and town Budget Committee. The Board and the District Administration (Administration) take these matters seriously and proceeded to review them.

Ms. Huard's first concern was that the Board only received 20 budget transfers, while 400 were processed during the year. That is true and it is completely compliant with our Budget Transfer Policy and any relevant RSA mandates. Budget transfers of \$5000.00 or more go to the Board and all others are authorized by district administration. In addition to the 20 budget transfers the Board approved, the other 380 budget transfers were shared with the Board on more than one occasion in the monthly financial reports and in the quarterly budget transfer reports. The Board sees every budget transfer, but is only obligated to vote on and approve budget transfers over \$5,000.00.

Ms. Huard's second concern was that there is money left over at the end of the year that the district uses for various expenditures. She wanted to be assured that the Board is aware of what these monies are spent on. Monies that are not spent in particular line items do go to a fund balance at the end of the year. The fund balance can either go back to the public or be spent as deemed necessary by the Board and district administration. Every proposed use of this money is shared with the Board by district administration and it is either approved or not by the Board. It must be noted that this money was appropriated a year and a half previous to this point in time. Many conditions and needs can change over this time and the district administration, under the guidance of the Board, is given the authority by the laws that govern school districts in New Hampshire and the Hudson School District policies to use this money as deemed necessary by the Board and district administration. A good example of that money's use was seen this year. Money appropriated for other line items was not used and the Board felt that building security and student safety was a priority after what happened in Parkland Florida in February 2018. The Board was told of the amount of money in the fund balance and directed district administration to use some of it for improving security and safety at all of the schools. A year and a half ago, the need to accelerate school safety and security improvements was not planned, however, the needs of the district changed and so did the priority of the Board.

Ms. Huard alleged that the Administration purposely created budget transfers under \$5,000.00 so the Board would not have to see them per the terms of the budget transfer policy. Each transfer under \$5,000.00 is created by project (example: flooring project at a school). The total projects exceeded \$5,000.00, but budget transfers are reported within projects, not as a sum of

all of the projects. Each budget transfer met the accepted criteria of Hudson School District policy and state law. In addition, it is important to emphasize that the Board sees each and every budget transfer in the monthly financial statements and in the quarterly budget transfer reports. A situation where budget transfers were purposely made to be under \$5,000.00 to avoid the scrutiny of the Board cannot happen because of these two reports.

Ms. Huard stated that money appropriated in one fiscal year was being spent on budget items in the budget for the following year. This is a legal and a fiscally responsible practice. If there is a fund balance at the end of year and a budget item for the next year can be satisfied with that money, it allows the district to make sure that that a particular budget item can be taken care of with money in hand. Further, Ms. Huard alleged that the district administration is overstating need and using the money for other reasons. This is false. The district administration must predict use of money one and a half years into the future, and uses past history and predicted needs to accomplish that. For example, if a certain amount of money is projected to be used on teacher at Nottingham West and the teacher transfers to Hills Garrison, a budget transfer must occur. Something of that nature would be impossible to predict ahead of time and this represent one of the many things that happen which cannot be predicted. That is why the law and our policies give us the leniency so these conditions can be accommodated given the operational needs of the school district.

Ms. Huard's final question was, "Were you (the Board) aware of all the money was left over at the end of the year and what they (district administration) are using it on"? The answer to the question is, "Yes". The Board is fully aware of the spending and money amounts, and the Board gives the district administration guidance on how to use the money.

There are some important over-arching tenants to considers in the funding of the district, and they are as follows:

The Hudson School District and the Board follow and adhere to the policies that govern financial matters within the district with integrity and fidelity;

These policies were vetted by the New Hampshire School Boards Association and found to be sound and compliant with the law;

All RSAs have been followed with integrity and fidelity. What we are allowed to do by law is all that we do;

The School Board is informed of all transfers, initiatives that need financial resources and any other matter that has to do with spending money in the district. The district administration does not make unilateral financial decisions.

In closing, the Administration will continue our practice of being compliant with all federal, state and local laws and policies. Together with the Board, the Administration is committed to ensuring that we continuously seek to be as effective and efficient in our financial practices and responsibilities. We consider this matter closed.

2. Assistant Superintendent's Report
Ms. Mary Wilson addressed the board.
Interviewing, end-of-year meetings.
3. Director of Special Services' Report
Ms. Rachel Borge addressed the Board.
Interviewing, SEPAC event Thursday at 6:00 pm at library, one-hour question/answer session then parents will take the floor to discuss future events.
Other school districts will be present to observe our program.
4. Business Administrator's Report
Ms. Karen Burnell addressed the Board.
Met with elementary principals regarding new before- and after-school program.
Registration is now up on our website for the fall. Currently interviewing our current staff. A letter has been sent out to families with details. Getting hiring done early.

F. Committee Reports

Cable Committee

Mr. Lavoie addressed the Board.

We have a new video screen and they are looking into purchasing HD cameras.

Budget Committee

Mr. Price and Ms. Orellana attend their recent seminar, very informative.

Budget will do a presentation on June 16.

Policy Committee met still working on policies.

G. Correspondence

At-Risk Coordinator Report

For your information.

Letter of Resignation

Hilary Sheppard

Would like to get out of her contract early (June 1 instead of June 30) as she has accepted a new position.

Ms. Orellana moved to accept the resignation of Hilary Sheppard, second by Mr. Lavoie for question.

We will need to hire a sub for the remainder of the school year.

Mr. Lavoie withdrew his second.

No second.

Motion fails.

Financial Report

\$511,977 general fund balance.

Shortfall in revenue – Medicaid and catastrophic aid.
Savings in Special Education, Utilities and Salaries.

Budget Transfer Report

Report dated July 2017 to May 2018.

Reviewed data.

For your information.

H. Recommended Action

1. Manifests – Recommended action:

2. Draft Minutes – Recommended action:

Make necessary corrections and approve: 5-7-18 Draft Minutes

Name change under Public Input to Diana Lamothe.

Mrs. Langlais moved to accept the Draft minutes of 5-7-18 as amended, second by Ms. Orellana. Motion passes 5-0.

Budget Transfer SB #9 (2nd Reading)

Round cafeteria tables \$11,464.25

To replace old previously repaired tables.

Tables are purchased yearly by all schools.

This is a purchase from within Alvirne's budget that allows the principal to purchase things that are needed within the school. Current tables are 7-10 years old.

Dillon likes the new round tables easier to communicate with others.

Mr. Price questioned if this was a necessary purchase; is it a need or a want?

Mrs. Langlais moved to approve Budget Transfer SB #8 as presented, second by Mr. Lavoie. Motion passes 4-1. (Mr. Price voted no.)

Budget Transfer SB #9 (2nd reading)

Network switch \$21,910.47 for Hudson Memorial School.

Mrs. Langlais moved to approve Budget Transfer SB #9 second by Ms. Milbouer. Motion passes 5-0.

Policy: Computer Security, Email, and Internet Communications (2nd reading)

Mrs. Langlais moved to approve Computer Security, Email and Internet Communications Policy as presented, second by Ms. Milbouer. Motion passes 5-0.

This will come back yearly.

Policy: School District Internet Access (2nd reading)

Mrs. Langlais moved to approve School District Internet Access Policy as presented, second by Ms. Orellana. Motion passes 5-0.

This was last updated in 2002.

Policy Advanced Coursework/Advanced Placement Courses and STEM Dual and Concurrent Enrollment Program (2nd reading)

Mrs. Langlais moved to approve Advanced Coursework/Advanced Placement Courses and STEM Dual and Concurrent Enrollment Program Policy as presented Second by Ms. Milbouer. Motion passes 5-0.

I. New Business

Vendor Contract Award Dr. H.O. Smith School Cafeteria Flooring Renovation

Karen addressed the Board.

Sent out 5, only received one bid back.

Will use H.O. building repair funds to cover the balance of the cost.

Mrs. Langlais moved to award the vendor contract to Northeast Flooring Solutions at a cost of 33,871.97, second by Mr. Lavoie with the balance coming from H.O. building repair fund. Motion passes 5-0.

Vendor Contract Award Library Street School Window Replacement

Karen addressed the Board.

One bid received.

Have used this vendor previously.

Mr. Lavoie moved to award the vendor contract to Portland Glass at a cost of \$49,950, second by Ms. Milbouer. Motion passes 4-1. (Ms. Orellana voted no, would like to see multiple bids.)

Vendor Contract Award Alvirne High School Bathroom Flooring Renovation

Karen addressed the Board.

Bathrooms at AHS are not in good condition.

Mr. Lavoie moved to award the vendor contract to Northeast Flooring Solutions, second by Mrs. Langlais.

Mr. Price voiced concerns over doing this prior to our renovation project. The Board decided to tour AHS and tabled this item.

Vendor Contract Award Hudson Memorial School Partial Roof Replacement

Received four bids.

Ms. Milbouer moved to award the vendor contract to Corolla for partial roof replacement at HMS at a cost of \$154,981, second by Ms. Orellana. Motion passes 5-0.

Extracurricular Nominations

Received in a timely manner.

Mrs. Langlais moved to approve the Extracurricular nominations as presented, second by Mr. Lavoie. Motion passes 4-0 with Ms. Milbouer abstaining.

Budget Transfer SB #12

Student Devices \$162,873

Students may have to pay a user fee/insurance fee for device; scholarships will be available to those who can't afford the fee.

Ms. Milbouer moved to approve Budget Transfer SB #12 as presented, second by Ms. Orellana. Motion passes 4-1. (Mr. Lavoie voted no due to lack of information.)

Process for Evaluations of Superintendent

Mrs. Langlais addressed the Board.

In the past the School Board used to hold a summer retreat to discuss various issues.

Would like to see this happen again; the process for evaluating the Superintendent would be one issue that would be discussed.

The retreat will be held on July 11, time and place to be determined.

Karen will ask HR for sample evaluations.

J. Board Member Comments

Dillon Pinard: Another school shooting last week in Santa Fe.

Prom went well, cafeteria was decorated for pictures due to inclement weather. One more meeting, will bring new Rep to the next meeting.

Ms. Orellana: Echo thoughts on Santa Fe, must be vigilant.
Seussical the Musical was amazing.

Mrs. Langlais: Echo thoughts on Santa Fe.

The musical was great, a lot of students were involved in this production, Unified helped with the concessions.

Mr. Lavoie: Prom was a good time, happy no one was hurt.

Sound quality check at next meeting.

Farm Day was fun, made over 400 pancakes with syrup.

Please secure your firearms, last week's shooting was the result of unsecured firearms.

Ms. Milbouer: FFA kids, great job. There is a fund for students that can't afford to attend competition. Eagle Scout project is great. School security will remain my number one priority; kids need to feel safe.

Mr. Price: Attended farm day, saw cows and chickens. Great day. Received an FFA tutorial from a student. We have great programs at AHS.

K. Non-Public Session

Mrs. Langlais moved to enter Non-Public Session at 8:40 pm under RSA 91-A:3II (B C), second by Mr. Lavoie. Chair called for a roll call vote: Ms. Milbouer-yes; Mrs. Langlais-yes; Mr. Lavoie-yes; Ms. Orellana-yes; Mr. Price-yes. Motion passes 5-0.

Enter Non-Public at 8:40 pm.

Mr. Lavoie moved to accept an employee's intent to retire and waive the deadline for separation pay, second by Ms. Milbouer. Motion passes 5-0.

Mr. Lavoie moved to exit non-public, second by Ms. Milbouer. Motion passes 5-0. The board exited non-public session at 9:00 pm.

L. Staff Nominations

Mr. Lavoie moved to approve the nine staff nominations, second by Mrs. Langlais. Motion passes 5-0.

M. Adjourn

Mr. Lavoie moved to adjourn, second by Ms. Milbouer. Motion passes 5-0.

Meeting adjourned at 9:02 pm.

Respectfully submitted,

Dotty Murray (public)
Mary Wilson (non-public)