

Posted: 03.14.19

At: All Hudson schools, SAU building, district website



**HUDSON SCHOOL DISTRICT**  
**Hudson, New Hampshire**  
**March 18, 2019**  
**Hills Memorial Library – 18 Library Street**

**6:30 pm      Public Session**  
**followed by    Non-public Session**

**AGENDA**

- A. Call to Order:** Mr. Lawrence Russell, Superintendent of Schools, will call the meeting to order.
1. Pledge of Allegiance
- B. Board Reorganization**
1. Oath of Office for Newly Elected Board Members, Moderator Paul Inderbitzen Administrating
  2. Election of Board Chair, Superintendent Presiding
  3. Election of Board Vice-Chair, Board Chair Presiding
  4. 2019-2020 Meeting Schedule (LR): Attachment #1
  5. Committee Assignments (LR): Attachments #2, 3
- C. Public Input**
- D. Presentations to the Board**
- E. Requests of the Board**
1. Facility Use Request – BSA Camporee & Chuck Wagon Derby (KB): Attachment #4
  2. Request to Attend Conferences – CTSOs (LR): Attachment #5
- F. Old Business**
1. Policy JBAA Sexual Harassment – Students (2<sup>nd</sup> reading, RB): Attachment #6
  2. Policy GBAA Sexual Harassment – Employees/School Officials (2<sup>nd</sup> reading, RB): Attachment #7
  3. Hudson Library Board of Trustees Memorandum of Understanding (KB): Attachment #8
- G. New Business**
1. Bid Award – District-wide Classroom Door Replacement (KB): Attachment #9
- H. Recommended Action**
1. Manifests – Recommended action: Make necessary corrections and sign.
  2. Minutes – Recommended action: Review and approve.
    - a) 03.04.19 Draft Minutes (LR): Attachment #10
- I. Reports to the Board**
1. Superintendent's Report

**Posted:** 03.14.19

**At:** All Hudson schools, SAU building, district website

2. Director of Special Services' Report
3. Business Administrator's Report

**J. Legislative Updates**

**K. Committee Reports**

**L. Correspondence**

1. 2019 Election Results (LR): Attachment #11
2. Financial Statement (KB): Attachment #12
3. Technology Integration Specialist Report (LR): Attachment #13
4. Discipline Data (LR): Attachment #14
5. CTEC Building Committee Meeting Minutes (KB): Attachment #15

**M. Board Member Comments**

**N. Upcoming Meetings**

| Meeting          | Date     | Time    | Location               | Purpose         |
|------------------|----------|---------|------------------------|-----------------|
| School Board     | 04.01.19 | 6:30 pm | Hills Memorial Library | Regular Meeting |
| Policy Committee | TBD      | TBD     | SAU Building           | Regular Meeting |
| School Board     | 04.15.19 | 6:30 pm | Hills Memorial Library | Regular Meeting |

**O. Non-Public Session**

1. Staff Nominations: Non-public Attachments #16, 17

*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.*

**P. Adjourn**

## HUDSON SCHOOL BOARD

### Meeting Schedule

April 2019 - March 2020

Meetings are held at Hills Memorial Library, 18 Library Street, 6:30 pm.

#### 2019

Monday 04.01.19

Monday 04.15.19

*NOTE: Spring Recess  
04.22.19-04.26.19*

Monday 05.06.19

Monday 05.20.19

*NOTE: Memorial Day (observed)  
05.27.19*

Monday 06.03.19

Monday 06.17.19

*NOTE: Independence Day 07.04.19*

Monday 07.08.19

Monday 07.22.19

Monday 08.05.19

Monday 08.19.19

*NOTE: Labor Day 09.02.19*

Monday 09.09.19

Monday 09.23.19

Monday 10.07.19

*NOTE: Columbus Day (observed) 10.14.19*

Monday 10.21.19

Monday 11.04.19

*NOTE: Veterans Day 11.11.19*

Monday 11.18.19

*NOTE: Thanksgiving Recess 11.27.19-11.29.19*

#### 2019 (continued)

Monday 12.02.19

Monday 12.16.19

*NOTE: Holiday Recess  
12.23.19-01.01.20*

#### 2020

*NOTE: New Years 01.01.20*

Monday 01.06.20

Monday 01.27.20

*NOTE: MLK, Jr. Day 01.20.20*

Monday 02.03.20

Monday 02.17.20

*NOTE: Presidents Day 02.17.20*

*NOTE: Winter Recess  
02.24.20-02.28.20*

Monday 03.02.20

*NOTE: HUDSON VOTES 03.10.20*

Monday 03.16.20

**2019-2020 Hudson School Board Assignments**

**Teamsters Contract Negotiations**

1) \_\_\_\_\_

2) \_\_\_\_\_

**AFSCME Contract Negotiations**

1) \_\_\_\_\_

2) \_\_\_\_\_

**Strategic Planning Committee**

1) \_\_\_\_\_

**CTEC Building Committee**

*Meets 1<sup>st</sup> Thursday at 7:15 am at Checkers.*

1) \_\_\_\_\_

2) \_\_\_\_\_

**HSB Policy Committee**

*Meets twice a month, schedule TBD.*

1) \_\_\_\_\_ (Chair)

2) \_\_\_\_\_

**Hudson Capital Improvements Plan Committee (CIC)**

*For CIC info and meeting schedule, see attachment #3.*

1) \_\_\_\_\_ (Member)

2) \_\_\_\_\_ (Alternate)

**Hudson Municipal Budget Committee Liaison**

*Meets first Wednesday of the month, 7:00 pm, Town Hall.*

1) \_\_\_\_\_

2) \_\_\_\_\_ (Alternate)

**Alvirne Trustees**

*Typically, a six-meeting per year commitment. Meets quarterly at AHS at 3:00 pm plus two other meetings during the year.*

1) \_\_\_\_\_ (Liaison)

2) \_\_\_\_\_ (Alternate)

**Board of Selectmen**

*Meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, 7:00 pm, Town Hall.*

1) \_\_\_\_\_ (Liaison)

2) \_\_\_\_\_ (Alternate)

**Cable Utility Committee**

*Meets on as-needed basis, second Monday of month, 7:00 pm, HCTV Access Center conference room, 19 Kimball Hill Road, lower level.*

1) \_\_\_\_\_ (Member)

2) \_\_\_\_\_ (Alternate)



# TOWN OF HUDSON

## Land Use Division



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12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-594-1142

### Memorandum

To: Malcom Price, Chair of the School Board  
From: Brian Groth, Town Planner  
Date: February 25, 2019

**RE: Representative for Capital Improvements Program FY2020**

In accordance with RSA 674: 5-8 (attached below), and as requested by the Board of Selectmen, the Planning Board has commenced its efforts to complete the Town of Hudson Capital Improvements Program (CIP) for Fiscal Year 2020. That is, in accordance with said RSA's:

- 1) Please accept this correspondence as a request for a School Board member to serve on the CIC, as cited in RSA 674:5, which, in part, states: the CIC "... shall include at least one member of the planning board **and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body....**"
- 2) In accordance with RSA 674:7, all municipal departments, boards, commissions, municipal-oriented public groups and the School District, will be requested, in writing, to submit their respective CIP projects to the CIC by March 29, 2019.
- 3) The tentative CIC schedule for completing the FY2020 CIP is on the following page.

# TOWN OF HUDSON

## FY2020 CAPITAL IMPROVEMENTS COMMITTEE (CIC) SCHEDULE

| <u>DATE</u>                  | <u>EVENT</u>   |
|------------------------------|--|
| Friday, March 29, 2019       | FY2020 Capital Improvement Program (CIP) submittals due.   |
| <u>Monday April 8, 2019</u>  | CIC Organizational Session, Land Use, Library, Recreation Department                               |
| <u>Monday April 22, 2019</u> | School, Police Department, and Fire Department   |
| <u>Monday May 6, 2019</u>    | Public Works, Conservation Commission, Board of Selectmen Public Proposals, Benson's Committee.    |
| <u>Monday May 20, 2019</u>   | CIC Assigns Priorities and Ranks Projects & Develops Annualized Capital Project Schedule and Cost. |
| Wednesday, June 12, 2019     | Publish draft CIP for Departmental and Public comment.   |
| Wednesday, June 26, 2019     | Public Hearing and Planning Board votes on the CIP.  |
| Tuesday, July 9, 2019        | Distribute final CIP to Board of Selectmen, Budget Committee, CIC and Planning Board.              |

Meetings begin at 7:00 PM and are held in the Buxton Meeting Room. Underlined dates are when the CIC meets with Town departments.

Please refer to New Hampshire RSA's 674:5 - 8 and the Capital Improvements Program Process Description for additional information on the statutory provisions regarding the preparation and distribution of the CIP, and the CIP's relation to municipal infrastructure planning through the annual community budget process. If you have any questions or concerns regarding the contents of the above information, please feel free to contact me.

## **Capital Improvements Program**

### **Section 674:5**

**674:5 Authorization.** – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

**Source.** 1983, 447:1. 2002, 90:1, eff. July 2, 2002.

### **Section 674:6**

**674:6 Purpose and Description.** – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

**Source.** 1983, 447:1, eff. Jan. 1, 1984.

### **Section 674:7**

#### **674:6 Preparation.**

I. In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

II. Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal



department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

**Source.** 1983, 447:1. 1995, 43:1. 2002, 90:2, eff. July 2, 2002.

#### **Section 674:8**

**674:8 Consideration by Mayor and Budget Committee.** – Whenever the planning board or the capital improvement program committee has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor or selectmen and the budget committee, if one exists, for consideration as part of the annual budget.

**Source.** 1983, 447:1. 2002, 90:3, eff. July 2, 2002.

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

**ATTACHMENT # 4**

**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. The Certificate of Liability must state that the Hudson School District is named as additional insured. The certificate holder must list the Hudson School District, 20 Library Street, Hudson, NH 03051. THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.**

**SECTION I - APPLICANT INFORMATION**

**Name of Organization:** Scouts BSA

**Contact Person and Telephone #:** Ben Dibble 603-305-7492

**Street Address:** 7 Stevens Dr

**City, State, Zip Code:** Hudson, NH 03051

**E-mail address:** bldibble@aol.com

**Activity Description:** Scout camporee & Chuck Wagon Derby

**Number of Anticipated Participants:** 500      **Number of Supervisors Provided:** 200

**Estimated Hours:** 40      **Time** 3pm Friday to 10am Sunday

**Activity Date(s):** May 3, 4, 5      S M T W R F S      F, S, S.

**Facilities Requested:**

Alvirne High School, 200 Derry Road, Hudson, NH - Telephone: 886-1260

|                                     |                                    |   |                                       |
|-------------------------------------|------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Kitchen    | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Checkers                     | <input type="checkbox"/> Café Kitchen |
| <input type="checkbox"/> Classroom  | <input type="checkbox"/> Gym       | <input type="checkbox"/> Track                        | <b>ALVIRNE FOREST</b>                 |
| <input type="checkbox"/> Field(s)   | <input type="checkbox"/> Library   | <input type="checkbox"/> Tennis Court                 |                                       |
| <input type="checkbox"/> Music Room | <input type="checkbox"/> V114      | <input checked="" type="checkbox"/> Hills House field |                                       |

Hudson Memorial School, 1 Memorial Drive, Hudson, NH - Telephone: 886-1240

|                                    |                                    |  |
|------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gym       | <input type="checkbox"/> Multipurpose Rm |
| <input type="checkbox"/> Field(s)  | <input type="checkbox"/> Library   | <input type="checkbox"/> Café Kitchen    |

Hills Garrison School, 190 Derry Road, Hudson, NH - Telephone: 881-3930

|                                    |                                    |                                       |
|------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gym       | <input type="checkbox"/> Café Kitchen |
| <input type="checkbox"/> Field(s)  | <input type="checkbox"/> Library   |                                       |

Dr. H. O. Smith School, 33 School Street, Hudson, NH - Telephone: 886-1248

|                                    |                                    |                                       |
|------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Library      |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gym       | <input type="checkbox"/> Café Kitchen |

Library Street School, 22 Library Street, Hudson, NH - Telephone: 886-1255

|                                    |                                   |                                       |
|------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Café/Gym | <input type="checkbox"/> Café Kitchen |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Other    |                                       |

Nottingham West School, 10 Pelham Road, Hudson, NH - Telephone: 595-1570

|                                    |                                    |                                       |
|------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Kitchen   | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Gym       | <input type="checkbox"/> Café Kitchen |
| <input type="checkbox"/> Field     | <input type="checkbox"/> Library   |                                       |

Hills Memorial Library, 18 School Street, Hudson, NH

Conference room

**Equipment requested:** None

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:** Ben Dibble, Boy Scouts

**Signature and Date:** [Signature]

**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:** None

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**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** 3/7/19

**Facility Office Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Food Service Director:** \_\_\_\_\_ **Date** \_\_\_\_\_

|  |       |     |       |    |
|--|-------|-----|-------|----|
| 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/date:      | _____ | Yes | _____ | No |

Hours of custodial time required: \_\_\_\_\_

Fee Total: \_\_\_\_\_

**Business Administrator Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

After the request has been processed by the Central Office, the original request should be filed in the Finance Office and copies routed as follows:

- \_\_\_\_\_ Designated School
- \_\_\_\_\_ Director of Food Service (only if kitchen facilities are included in facility use/rental application)

Gabriel A. Falzarano  
Associate Principal

Jodi C. Hallas  
Associate Principal

Christopher P. Blair  
Associate Principal

Donald G. Jalbert  
Career & Technical  
Education Director

## ALVIRNE HIGH SCHOOL

Home of the Broncos

200 Derry Road  
Hudson, NH 03051

Steven J. Beals, Principal

Phone: (603) 886-1260 Fax: (603) 595-1525

William R. Huguen  
District Director  
of School Counseling

Karen E. Bonney  
Director of Athletics

Susan E. Bureau  
Dean of Academics

Sherri L. Lavoie  
Assistant Principal for  
Special Services

March 12, 2019

Lawrence Russell  
Superintendent, SAU #81  
20 Library Street  
Hudson, NH 03051

Career & Technical Student Organizations (CTSOs) from the Wilbur H. Palmer Career and Technical Education Center have an opportunity each year to participate in various leadership conferences at the state and national levels. Several of these require overnight stays. I submit the following for your information with the request that the activities be approved by the Hudson School Board.

### FFA - Formerly known as the Future Farmers of America

Advisors: Michael Gagnon, Jenny Beaudry, Elizabeth Craig and Susan Hill

|                                  |                     |                          |
|----------------------------------|---------------------|--------------------------|
| Deerfield Fair                   | September 28, 2018  | 75 students participated |
| Fall Interscholastics @ UNH      | October 12, 2018    | 50 students participated |
| The Big E @ Springfield, MA      | October 18-19, 2018 | 30 students participated |
| FFA Nationals @ Indianapolis, IN | October 23-27, 2018 | 12 students participated |

*Justification:*

Students placing first in their events @ states have the opportunity to compete nationally at the FFA National Convention. Teams included; Forestry and Veterinary science. The cost per person is approximately \$900.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

|   |                  |                          |
|---|------------------|--------------------------|
| Fall Leadership @ Camp Brookwoods (Alton, NH) | November 8, 2018 | 18 students participated |
|---|------------------|--------------------------|

*Justification:*

Students have the opportunity to attend the Leadership Camp in fall 2018. While at the camp students participate in various leadership workshops and activities. Approximate cost per person for students is \$60.00. Approximate cost for teachers is \$130.00. Registration and travel expenses for students will be defrayed by fundraising activities, students will pay the balance. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

|                                     |                     |                          |
|-------------------------------------|---------------------|--------------------------|
| Winter Leadership @ Camp Brookwoods | January 15-16, 2019 | 12 students participated |
|-------------------------------------|---------------------|--------------------------|

*Justification:*

Students have the opportunity to attend the Leadership Camp in winter 2019. While at the camp students participate in various leadership workshops and activities. Approximate cost per person for students is \$60.00. Approximate cost for teachers is \$130.00. Registration and travel expenses for students will be defrayed by fundraising activities, students will pay the balance. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

|                                      |                   |                          |
|--------------------------------------|-------------------|--------------------------|
| Farm & Forest Expo @ Manchester      | February 7, 2019  | 15 students participated |
| Spring Interscholastics @ UNH        | March 14, 2019    | 60 students anticipated  |
| FFA State Convention @ Bretton Woods | April 12-13, 2019 | 30 students anticipated  |

*Justification:*

Students have the opportunity to attend the FFA State Convention. This spring event hosts many Career Development Events (CDEs) and leadership workshops. These serve as qualifying events for the National Competitions. Approximate cost per person for students and teachers is \$150.00. Registration and travel expenses for students will be defrayed by fundraising activities, students will pay the balance. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

|                                  |                  |                 |
|----------------------------------|------------------|-----------------|
| NE Ag Teachers Summer Conference | June 23-26, 2019 | (advisors ONLY) |
|----------------------------------|------------------|-----------------|

*Justification:*

Agriculture Educators have the opportunity to attend the New England Agriculture Teachers Summer Conference. This conference offers a unique opportunity for educators in the field to attend workshops in the areas of animal science, horticulture, forestry, community stewardship, and leadership. These exciting workshops offer professional development that addresses the needs of a constantly changing agriculture and agri-science programs. Approximate cost per person is \$850.00. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

**HOSA - Future Health Professionals of America**

Advisor: Jane Colavito

|  |                   |                        |
|--|-------------------|------------------------|
| HOSA State Leadership Conference @ Dartmouth | March 21-22, 2019 | 9 students anticipated |
|--|-------------------|------------------------|

*Justification:*

Health Occupations students have the opportunity to attend the HOSA State Conference. Students will participate in leadership workshops and competitive events to qualify for a chance to represent the state of New Hampshire at the HOSA National Conference. Approximate cost per person is \$200.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisor's expenses will be funded through the 2018-2019 Perkins Grant.

|   |                  |     |
|---|------------------|-----|
| HOSA - FHP International Conference (Orlando, FL) | June 18-23, 2019 | TBD |
|---|------------------|-----|

*Justification:*

Students placing first or second at the state conference in their competitive event will have earned the right to represent the state of New Hampshire at the HOSA National Leadership Conference. Approximate cost per person will vary depending on the number of participants. The average of the last two years has been approximately \$900.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisor's expenses will be funded through the 2018-2019 Perkins Grant.

## **Educators Rising** (first year)

Advisor: Kara Saranich

TeacherFest (Fall Leadership) @ Plymouth State      October 19, 2018      40 students participated

*Justification:*

Students in the Careers in Education program participate in leadership activities with their peers from across the state. Approximate cost per person is \$10.00. Being that this is a new program for WH Palmer CTE Center students our biggest take-away is simply getting to know the program and the people involved..

NH Educators Rising State Championships @ SNHU      March 15, 2019      8 students anticipated

*Justification:*

CIE students will have the opportunity to attend the Educators Rising State Conference. Students will participate in leadership workshops and competitive events. We do not plan to participate in competitive events at the National level this year. Advisor Kara Saranich will attend the conference in Dallas to learn more about what to expect at that venue in coming years. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

Teachapalooza (Spring Leadership) @ Plymouth      April 12, 2019      30 students anticipated

*Justification:*

Students in the Careers in Education program participate in leadership activities with their peers from across the state. Approximate cost per person is \$10.00. Being that this is a new program for WH Palmer CTE Center students our biggest take-away is simply getting to know the program and the people involved.

Educators Rising National Conference @ Dallas, TX      June 22-26, 2019      (Kara attending – see above)

## **SkillsUSA**

Advisors: Ernie Brown, Dave Bressler, Dave Anger, Matt Sommers

State Championships (various locations)      March 18-22, 2019      40 students anticipated

*Justification:*

Students in the broad range of Career & Technical Education programs may participate in leadership activities and competitions within the SkillsUSA environment. Events are held at various locations across the state. Approximate cost per person is \$50.00. Student fundraising and trustee funds will be used to defray the cost of registration and travel. Students that win their state-level contest are eligible to travel to Louisville for the NLSC in June.

National Leadership Conference (Louisville, KY)      June 24-29, 2019      TBD

*Justification:*

Students placing first at the state conference in their competitive event will have earned the right to represent the state of New Hampshire at the SkillsUSA National Leadership and Skills Championship. Approximate cost per person is \$900.00. Student fundraising and trustee funds will be used to defray the registration, travel and lodging expenses. The advisor's expenses will be funded through the 2018-2019 Perkins Grant.

**DECA**

Advisor: Sarah Compagna

DECA day at the Celtics December 10, 2018 15 students participated  
NH Career Development Conference @ Manchester February 13-15, 2019 18 students participated

*Justification:*

Marketing, finance, and business students will have the opportunity to attend the DECA State Conference. Students will participate in leadership workshops and competitive events to qualify for a chance to represent the state of New Hampshire at the DECA National Conference. Approximate cost per person is \$250.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

International DECA Conference (Orland, FL) April 26 -May 1, 2019 7 students anticipated

*Justification:*

Students placing first or second at the state conference in their competitive event will have earned the right to represent the state of New Hampshire at the DECA National Leadership Conference. Approximate cost per person will vary depending on the number of participants. The average cost to the student the last two years has been approximately \$800.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisors' expenses will be funded through the 2018-2019 Perkins Grant.

DECA Night @ the FisherCats (Manchester) May 3, 2019 TBD

I trust that this information is comprehensive enough for your purposes? It will be my intention to prepare this document for the '19-'20 school year in the fall. Advisors are aware that they must submit all required paperwork for individual activities as they are undertaken. Please Let me know if there are additional requirements.

Sincerely,



Donald G. Jalbert, Director  
Wilbur H. Palmer CTE Center

## HUDSON SCHOOL DISTRICT

|  |   |
|--|---|
| <b>POLICY: JBAA Sexual Harassment/Students</b> | <b>APPROVED:</b><br><br>First Reading: 02.18.19<br>Second Reading: 03.18.19 |
|--|---|

**JBAA - Sexual Harassment - Students****POLICY AND PROCEDURE GUIDELINES****I. PURPOSE**

The Hudson School District is committed to creating and maintaining an educational environment where all individuals are treated with respect and dignity.

The purpose of this policy is to maintain a learning environment for students within the Hudson School District that is free from sexual harassment, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited. It is a violation of this policy for any student to harass another person through conduct or communication of a sexual nature as defined by this policy.

The Hudson School District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another individual.

**II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to: did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the individual subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other individual.

Examples of sexual harassment may include, but not be limited to:

- physical touching or graffiti of a sexual nature



- displaying or distributing of sexually explicit drawings
- pictures and written materials
- sexual gestures or obscene jokes
- touching oneself sexually or talking about one's sexuality in front of others
- spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

### **III. REPORTING PROCEDURES**

1. The Superintendent or his/her designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any student who believes he or she has been the victim of sexual harassment should report the alleged act(s) immediately to any District employee or the building Principal. If a student initially reports the alleged act to a District employee, that employee shall immediately notify the building Principal, who shall then immediately notify the Superintendent.
3. The Hudson School Board encourages all students and staff members to use the Report Form available from the Principal or Superintendent.
4. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
5. The Board designates the Superintendent as the Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.
6. Submission of a complaint or report of sexual harassment will not affect the student's standing in school, grades, work assignments, eligibility for extra-curricular activities or any other aspect of the student's educational program.
7. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

### **IV. INVESTIGATION AND RECOMMENDATION**

The Superintendent, as the Human Rights Officer, will authorize an investigation upon receipt of a report or complaint of alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the Superintendent.

If District officials conduct the investigation, the following considerations should be taken into account: surrounding circumstances, nature of the sexual advance, relationship between parties and the context in which

the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual (s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

In addition, the Hudson School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Superintendent determines that a third-party designee should conduct the investigation, the Hudson School District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either the District official or a third-party, the Superintendent will be provided with a written factual report and recommended action.

#### **V. SCHOOL DISTRICT ACTION**

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent or Principal may discipline the offending individual. Discipline will be issued in accordance with other applicable Hudson School Board policies. Due to FERPA and other privacy-related laws, the victim will not be informed of what discipline was imposed.

If the complaint is against a school employee and found to be sexual harassment, disciplinary action shall comply with all applicable school district policy and laws.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by this policy but is nonetheless inappropriate or in violation of other related Hudson School Board policies, will be addressed on a case-by-case basis by the Superintendent or Principal, who may still impose discipline or order the offending individual to engage in some remedial action.

#### **VI. REPRISAL**

The Hudson School District will discipline any individual who retaliates against any other individual who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, threats, reprisal or harassment.

#### **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any student to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### **VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the Hudson School District shall comply with all pertinent laws.

Nothing in this policy will prohibit the Hudson School District from taking immediate action to protect victims of alleged sexual abuse.

## **IX. AGE APPROPRIATE SEXUAL HARASSMENT POLICY**

Per the requirements of Ed 303.01 (j), the Hudson School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle school and high school aged students.

The Superintendent and building Principals(s) are charged with establishing policies, rules, protocols and other necessary age appropriate information or materials for the District's elementary schools.

## **X. BY-PASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office of civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

### **Legal Reference:**

*NH Code of Administrative Rules, Section Ed.303.01 (j), Substantive Duties of School Boards; Sexual Harassment Policy*

*NH Code of Administrative Rules, Section 306.04 (a) (8), Student Harassment*

*NH Code of Administrative Rules, Section 306.04 (a) (9), Sexual Harassment*

*RSA 354-A: 7, Unlawful Discriminatory Practices*

*Appendix: GBAA-R, BBA-R*

Revised: April 2011

Revised: November 1999, December 2004, February 2008

## HUDSON SCHOOL DISTRICT

|   |   |
|---|---|
| <b>POLICY: GBAA Sexual Harassment/Employees</b> | <b>APPROVED:</b><br><br>First Reading: 02.18.19<br>Second Reading: 03.18.19 |
|---|---|

**Sexual Harassment – Employees/School Officials****POLICY AND PROCEDURE GUIDELINES****I. PURPOSE**

The Hudson School District is committed to creating and maintaining a working environment where all individuals are treated with respect and dignity.

The purpose of this policy is to maintain a learning environment within the Hudson School District that is free from sexual harassment, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited. It is a violation of this policy for any employee to harass another person through conduct or communication of a sexual nature as defined by this policy.

For the purposes of this policy, the term “employee” shall include, but not be limited to all Hudson School District staff, teachers, non-certified personnel, administrators, volunteers, coaches and or other such personnel whose employment or position is directed by the Hudson School District.

The Hudson School District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another individual.

**II. SEXUAL HARASSMENT DEFINED**

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and/or conduct of a sexual nature when:
2. Submitting to the unwelcome conduct is made a term or condition of an individual’s employment, either explicitly or implicitly.
3. Submitting to or rejecting the unwelcome conduct is used as the basis for decision affecting a person’s employment; or
4. The unwelcome conduct has the purpose or effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive working environment.
5. Sexual violence.

Sexual harassment may include, but is not limited to:

- Verbal harassment and/or abuse of a sexual nature
- Subtle pressure for sexual activity
- Inappropriate patting, pinching or other touching
- Intentional brushing against an employee’s body

- Demanding sexual favors accompanied by implied or overt threats
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment
- Any sexually motivated unwelcome touching
- Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose

The forgoing list is to provide some examples and is therefore not meant to be all inclusive. Inappropriate conduct not listed above could be subject to investigation and disciplinary action under this policy.

### **III. REPORTING PROCEDURES**

The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, The Superintendent may develop and implement additional administrative regulations in furtherance of this policy.

Any employee who believes he or she has been the victim of sexual harassment should report the alleged act to the building Principal. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation to the Superintendent. The board encourages the reporting employee to use the Report Form available from the Principal.

The Principal at each school building is the person responsible for receiving the oral or written report of sexual harassment. Upon receipt of the report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

The Board designates the Superintendent as the Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.

The use of formal reporting forms provided by the Hudson School District is voluntary. The Hudson School District will respect the confidentiality of the complainant and the person against whom the complaint is filed as much as possible, consistent with the Hudson School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when such conduct has occurred.

### **IV. INVESTIGATION AND RECOMMENDATION**

The Superintendent will authorize an investigation upon receipt of a report or complaint of alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the Superintendent.

The following considerations should be taken into account by the investigator: surrounding circumstances, nature of the sexual advance, relationship between parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual (s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by

the investigator. Employees who are members of a collective bargaining unit may have union representation during an interview. Students who are interviewed, may have a parent or other representative present.

In addition, the Hudson School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Superintendent determines that a third-party designee should conduct the investigation, the Hudson School District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either the Hudson School District or a third-party, the Superintendent will be provided with a written factual report and recommended action.

#### **V. SCHOOL DISTRICT ACTION**

If the investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending individual. Such discipline may include, but is not limited to, a warning, training, temporary suspension or dismissal. Any discipline will be in accordance with all laws, school district policies, and collective bargaining agreements, if applicable.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by this policy but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending individual to engage in some remedial action.

#### **VI. APPEAL OF INVESTIGATOR'S RECOMMENDATION**

Either the complainant or the accused may appeal the investigator's recommendation and subsequent District action, if any, to the School Board.

After a hearing, the School Board will vote to either accept or deny the investigator's recommendation and resulting discipline.

Either party may then appeal the Board's decision in accordance with applicable law.

#### **VII. REPRISAL**

The Hudson School District will discipline any individual who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### **IX. SEXUAL HARASSMENT AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the Hudson School District shall comply with all applicable laws.

Nothing in this policy will prohibit the Hudson School District from taking immediate action to protect victims of alleged sexual abuse.

## **X. BY-PASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office of civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

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*NH Code of Administrative Rules, Section 306.04 (a) (9), Sexual Harassment*

*RSA 354-A: 7, Unlawful Discriminatory Practices*

*Appendix: GBAA-R, BBA-R*

Revised: April 2011

Revised: November 1999, December 2004, February 2008

**HUDSON SCHOOL DISTRICT**

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

**Lawrence W. Russell, Jr.**  
*Superintendent of Schools*  
 (603) 886-1235  
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**Mary Wilson**  
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 (603) 886.1235  
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**Rachel Borge**  
*Director of Special Services*  
 (603) 886-1253  
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**Karen Burnell**  
*Business Administrator*  
 (603) 886-1258  
[kburnell@sau81.org](mailto:kburnell@sau81.org)

## **Memorandum of Understanding January 19, 2019 – December 31, 2023**

The Hudson School Board and the Hudson Library Board of Trustees (BOT) are collaborating to engage in a joint venture for the use of the Hills Memorial Library. The partners listed have agreed to enter into an agreement in which Hudson School District and the Library Board of Trustees will be equal partners in this understanding. Further, the partners desire to enter a Memorandum of Understanding setting forth the services and conditions to be provided by the district.

### **I) Partner Agencies**

The Hudson School District is a public-school system serving 3,700 students. The district has a five-member School Board who is responsible for the overall operation of the district. The district is responsible for the ongoing professional development of faculty and staff in the district, ensuring that certification requirements as outlined by the New Hampshire Department of Education are met on a yearly basis.

The Hudson Library Board of Trustees are an elected policy making unit, vested with the entire custody and management of the George H. and Ella M. Rodger's Memorial Library as well as the Hills Memorial Library. They determine the budget for the library and expend all funds provided for the operation and maintenance of the library buildings.

### **II) Development of Application**

With the construction and subsequent opening of the Rodger's Memorial Library, the Hills Memorial Library is currently vacant except for small event venues on the lower floor of the facility. The main portion of the Hills Memorial Library is an open space that is suitable for the requested needs of the Hudson School District. The Hudson School District makes the following proposal for the use of the Hills Memorial Library main floor space:

- Hudson School Board and Library Trustee Meeting Room
- Hudson School District Professional Development Center
- Library Program Meeting Room
- Town of Hudson Meeting Room
- Other organization meetings as approved
- Public Display Arena



### III) Extent of Agreement

The Hills Memorial Library will stay under the control and ownership of the Library Board of Trustees.

The length of this agreement will be for five years with the option for renew for five additional years. Both the district and the BOT have agreed that an opt-out provision is available for either party if the facility no longer suits the intended purposes. If either party opts out prior to the (5) year period, a reimbursement of materials and upgrades will be made to the district on a pro-rated basis.

At the end of (5) years, both parties may consider extending the duration of the contract. To continue in force, it must be approved by a majority of both the BOT and the District Representatives.

Designees of the Library Board of Trustees in conjunction with a member of the School Board and a member from Central Office will serve on a management sub-committee to discuss and resolve any outstanding issues. The sub-committee will meet at least quarterly and more frequently as needed to deal with issues related to this collaboration and report jointly on the agreement on a regular basis.

### IV) Roles and Responsibilities

It is agreed by and between the partners as follows:

#### Library Board of Trustees:

- Maintenance of the building as a historical site and preservation of the interior and exterior historical elements will be the responsibility of the Trustees.
- Maintenance of property and liability insurance, interior and exterior of the building and the grounds will be the responsibility of the Trustees.
- The BOT will be responsible for the continuance of contracts that are necessary for the ongoing maintenance of the Hills Memorial Library and its mechanical systems.
- The Library Board of Trustees will provide keys to the District office for access to the Hills Memorial Library.
- The Library Board of Trustees will maintain exclusive use of the lower level of the Hills Memorial Library unless/until use of this space is renegotiated.
- Fees collected for the use of the facility will be held in a building maintenance fund.

#### Hudson School District:

- The Hudson School District will be responsible for securing a fiber line that will connect to the Hills Memorial Library.
- The Hudson School District will be responsible for replacing the carpeting and restoring the first-floor bathroom in the main room of the Hills Memorial Library.
- The Hudson School District will be responsible for upgrading some of the electrical needs of the first floor of the Hills Memorial Library.
- The Hudson School Board will supply the furniture and technology for the Hudson School Board meeting area as well as the professional development center.
- The Hudson School Board will use district personnel and resources for cleaning of the first-floor area and bathroom after all district events. Scheduling of activities at the Hills Memorial Library will be managed by the Hudson School District on a master calendar accessible to the BOT. District and Trustee needs will supersede other uses of the facility.

- Any town organization will have the right to use the facility, when not in conflict with District or Trustee needs. Said organizations will be responsible for scheduling with the District, arranging cleaning of the facility either by contract with the district or individually, having the appropriate insurance rider and have paid a user fee for the facility. Use of the building will be governed by policies developed jointly by the Trustees and the District.
- The building will be accessible by HCTV for installation and maintenance of their filming and televising equipment; under the supervision of the District or the Trustees when they are in the building.
- The facility may be used to display art or other items of interest as directed by the Library Trustees if the materials do not interfere with the meeting space, unless pre-arranged by the Trustees and the School Board.
- Reparation for any damage to the building or contents of the building will be the responsibility of the party using the facility.
- A key to the facility will be kept at the SAU Office and with the Trustees for access to the facility. The District will restrict access to the Hills Memorial Library to those individuals or organizations who have not been pre-approved.
- Fees collected for the use of the library will be held in a building maintenance fund.

V) Timeline

The roles and responsibilities described above are contingent on approval of each board and would take effect upon the date signed by each Chairman.

VI) Commitment to Partnership

The partners agree to collaborate and provide a joint space that is mutually beneficial to the district, the Library Board of Trustees, and the community. It is through this partnership that the facility will be maintained and used for educational purposes.

VII) Either or both partners to this agreement may opt-out of the agreement with one-year notice if conditions change materially related to finances, space needs, management issues or the best interests of the BOT or SAU deem necessary. Equitable financial adjustments will be determined in the event of termination of this agreement.

We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By  \_\_\_\_\_  
Chairman of the Hudson School Board

Date \_\_\_\_\_

By \_\_\_\_\_  
Chairman of the Library Trustees

Date \_\_\_\_\_

## Hudson Town Departments: Main Contact Information

|                  |                                   |  |
|------------------|-----------------------------------|--|
| SAU Office       | Mary Wilson<br>Kathy Vaillancourt | <a href="mailto:mwilson@sau81.org">mwilson@sau81.org</a><br><a href="mailto:kvaillancourt@sau81.org">kvaillancourt@sau81.org</a> |
| School Board     | Malcomb Price                     | <a href="mailto:mprice@sau81.org">mprice@sau81.org</a>   |
| Fire Department  | Robert Buxton                     | <a href="mailto:rbuxton@hudsonnh.gov">rbuxton@hudsonnh.gov</a>   |
| HCTV             | Jim McIntosh                      | <a href="mailto:jmcintosh@hudsonnh.gov">jmcintosh@hudsonnh.gov</a>   |
| Town of Hudson   | Kathy Carpentier                  | <a href="mailto:kcarpentier@hudsonnh.gov">kcarpentier@hudsonnh.gov</a>   |
| Budget Committee | Ted Trost                         | <a href="mailto:ted+budget@trost.ca">ted+budget@trost.ca</a>   |
| Hudson Library   | Linda Pilla                       | <a href="mailto:lindapilla@rodgerslibrary.org">lindapilla@rodgerslibrary.org</a>   |

**HUDSON SCHOOL DISTRICT**  
 SAU # 81  
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 phone (603) 883-7765 fax (603) 886-1236

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**Karen Burnell**  
*Business Administrator*  
 (603) 886-1258  
[kburnell@sau81.org](mailto:kburnell@sau81.org)

To: Hudson School Board

From: Karen Burnell, Business Administrator

Re: District Wide Classroom Door Replacement

Date: March 13, 2019

As previously noted in a memo to the School Board four vendors submitted a bid in response to the district's advertised RFP for the District Wide Classroom Door Replacement. Two vendors that were present at the project site walk through did not submit bids. One vendor, Target New England, submitted a bid without attending the site walk through.

| <u>Vendor</u>                 | <u>Amount</u> |
|-------------------------------|---------------|
| Lang Door and Hardware, LLC   | \$223,613     |
| Target New England            | \$228,808     |
| Solid Roots Construction, LLC | \$249,000     |
| Paxor Construction, LLC       | \$286,694     |

This bid includes removal, disposal, and installation of classroom entrance doors (130 openings) at AHS, HGS, HMS, LSS, & HOS. At the February 18<sup>th</sup> School Board meeting I had asked that the bid to be awarded to Lang Door and Hardware. Since that meeting Lang Door and Hardware has declined the acceptance of the awarded bid. Therefore, after meeting with John Pratte, Facilities Director, I recommend the School Board award this bid to Solid Roots Construction, LLC in the amount of \$249,000. I would not recommend awarding the bid to the next lowest bidder, Target New England, as they did not attend the site walk through.

**Recommended Action:**

*The Hudson School Board awards a contract to Solid Roots Construction, LLC for the DW Classroom Door Replacement per the bid specifications in the amount of \$249,000 in accordance with policy 6.1 (w).*

Thank you in advance for support of the above motion.

**Hudson School District  
Hudson School Board Meeting  
March 4, 2019  
Draft Minutes**

**Present:**

Mr. Malcolm Price, Board Chair  
Mr. Lee Lavoie, Vice Chair  
Mrs. Patty Langlais  
Mr. Michael Blau  
Mr. Lawrence Russell, Superintendent  
Ms. Mary Wilson, Assistant Superintendent  
Ms. Rachel Borge, Director of Special Services  
Ms. Caitlin Lynch, AHS Student Representative

**A. Call to Order**

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

Ms. Burnell is just returning from vacation, not present tonight.

**B. Public Input**

Dave Morin – Board of Selectmen  
29 Library Street

Here representing the Board of Selectmen.

Board of Selectmen would like to form a committee targeting the current opioid problem, how it affects the children and grandparents.

Opioids are a significant problem, currently Manchester and Nashua have Safe Station programs, which have been used by some citizens of Hudson.

Grandparents are taking on a significant role with their grandchildren helping out with money, food, transportation, etc.

This committee would include representatives from the Police and Fire Departments, Board of Selectman, SRO, and other professionals. Would like the School Board to be included on this committee.

The Board of Selectman will also meet with Nashua Fire regarding Safe Station Program.

Mrs. Langlais would like to participate on this committee and has offered free childcare to those in need.

Mr. Russell thanked Mr. Morin; the school district and the School Board would like to be involved with this committee.

Mr. Lavoie would like to be involved with this committee.

The Board of Selectmen will hold an organization meeting soon. More information to follow.

Barry Otto

13 Hurley St.

Read a prepared statement.

“Pick it up. Join the clean team.” / “Show them Easy Manners” (STEM).

In 2016, Barry began picking up litter at various athletic (14 sights and 25 fields) throughout Hudson. While doing this he also began collecting assorted balls, bats, and gloves that had also been discarded just outside the fenced fields.

(To date, he has collected 2116 balls - 18 full bins and 6 large ball bags).

Some balls are not useable, but the majority are in good condition.

Would like to donate his collection.

Mary will contact our Athletic Director who will contact Mr. Otto.

**C. Presentations to the Board**

None.

**D. Requests of the Board**

None.

**E. Old Business**

Policy JBAA Sexual Harassment – Student

Policy GBAA Sexual Harassment – Employees/School Officials

***Both of these Policies have been deferred.***

**F. New Business**

Hudson Library Board of Trustees

Memorandum of Understanding

This memorandum will be updated and will come back to the Board.

Extracurricular Nominations

Alvirne High School

All openings are posted internally initially, then outside the district.

***Mrs. Langlais moved to accept the Extracurricular Nominations as presented, second by Mr. Blau.***

***Motion passes 4-0.***

**G. Recommended Action**

1. Manifests – Recommended action:

Manifests are available to be signed. Make necessary corrections

2. Draft Minutes – Recommended action:

Make necessary corrections and approve

February 18, 2019

***Mrs. Langlais moved to approve the draft minutes of February 18, 2019 as presented, second by Mr. Lavoie. Motion passes 4-0.***

**H. Reports to the Board**

1. Superintendent's Report

Mr. Larry Russell addressed the Board.

Legislative Bills – 4 upcoming bills that will affect Hudson if passed (as expected); some affecting funding.

Tonight is Mrs. Langlais, Mr. Lavoie and Mr. Blau's last School Board Meeting.  
Presented each with a jacket. Thanked each for their service.

2. Assistant Superintendent's Report

Ms. Mary Wilson addressed the board.

Portrait of a Graduate work – crafting competencies.

Regarding comments (Test Scores) made at Deliberative and Candidate night – the stated information was incorrect.

3. Director of Special Services' Report

Ms. Rachel Borge addressed the Board

SEPAC event is scheduled for March 28

Recycled Percussion was recently at HMS – great event.

4. Business Administrator's Report

Not present.

No Report

I. Committee Reports

None.

J. Correspondence

None.

K. Board Member Comments

Caitlin Lynch - No comments

Mr. Blau - Honored and appreciate the opportunity to be on the Board.

Mrs. Langlais - wrote a farewell letter to all. Enjoyed serving, Thanks.

Mr. Lavoie – Caitlin, wish you the best. Thanks all for the advice and the friendship, it's been a pleasure.

Patty - Thanks for all you have done in your ten years, presented flowers and a small gift to Mrs. Langlais.

Mr. Price – Thanks Michael. Patty and Lee, you have kept me from saying things I shouldn't say on TV.

Thanks for the inspiration, you two have taught me a lot and will be missed.

Please vote March 12<sup>th</sup>.

L. Adjourn

***Mr. Lavoie moved to adjourn second by Mrs. Langlais. Motion passes 4-0.***

Meeting adjourned at 7:15 pm.

Respectfully submitted,  
Dotty Murray

HUDSON SCHOOL DISTRICT BALLOT  
MARCH 12, 2019

|                           |             |
|---------------------------|-------------|
| <b>Total Ballots Cast</b> | <b>4537</b> |
|---------------------------|-------------|

| <b>School Board<br/>(3 Yr. Term)</b> | <b>Votes</b> |
|--------------------------------------|--------------|
| Gary Gasdia *                        | 2511         |
| Hasan Goode                          | 1001         |
| Diana LaMothe *                      | 2714         |
| Write-ins                            | 31           |

| <b>School Board<br/>(1 Yr. Term)</b> | <b>Votes</b> |
|--------------------------------------|--------------|
| Roger Coutu                          | 1374         |
| Gretchen Whiting *                   | 2239         |
| Write-ins                            | 15           |

\* elected

| ARTICLE | DESCRIPTION   | AMOUNT        | YES  | NO   | DECISION                  |
|---------|---|---------------|------|------|---------------------------|
| 1       | Alvirne High School Renovation Bond<br>(3/5 vote required)        | \$ 23,989,957 | 2616 | 1868 | FAILED<br>(2690 required) |
| 2       | Operating Budget  | \$54,765,345  | 2655 | 1778 | PASSED                    |
| 3       | Partial Roof Replacement at Alvirne HS                            | \$270,000     | 3634 | 805  | PASSED                    |
| 4       | Increasing Funds in the Capital Reserve<br>School Renovation Fund | \$100,000     | 3281 | 1104 | PASSED                    |
| 5       | Full Day Kindergarten (by Petition)                               | \$960,000     | 2076 | 2360 | FAILED                    |
| 6       | Change Voting Day (by Petition)<br>(Contingent on Town Passage)   | \$0           | 2100 | 2196 | FAILED                    |
|         |   |               |      |      |                           |
|         |   |               |      |      |                           |

Declared by the School District Moderator: Paul E. Inderbitzen 3/12/2019  
Paul E. Inderbitzen



HUDSON SCHOOL DISTRICT – SAU #81  
20 Library Street  
Hudson, NH 03051-4240

## FINANCE OFFICE MEMORANDUM

To: Karen Burnell, Business Administrator  
From: Cindy McNickle, Finance Director  
Date: 3/11/2019  
RE: Year to Date Financial Statement

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As of March 5, 2019, the General Fund is projected to have a Fund Balance of \$412,071 for fiscal year 2019.

Medicaid revenue is lower than planned but overall revenue is expected to be \$100,649 higher than planned primarily due to an increase in:

- Special Education Aid;
- Pre-school Tuition;
- Benefit refunds; and
- Interest Income.

Expenditures, including prior year encumbrances, are expected to be \$311,422 lower than planned primarily due to lower than anticipated medical and dental care costs.

Compared to the prior report, the fund balance has decreased \$12,288.

- Revenues are lower (\$14K) than previously expected primarily due to lower Medicaid claims offset partially by higher benefit refunds.
- Expenditures are higher (\$2K) than previously anticipated.

New this month is the Financial Report for the CTE Renovation Construction Fund. Year to date revenues include the proceeds from the Bond Anticipation Note (\$1,500,000) and the proceeds from the NH Municipal Bond offering (\$8,262,500). Upon receipt of the bond proceeds, the Bond Anticipation Note was repaid in full in February 2019.

Year to date expenditures of \$699,318 are for architect fees and environmental study fees.

**HUDSON SCHOOL DISTRICT  
FY2019  
UNAUDITED FUND BALANCE**

**GENERAL FUND**

as of: **3/5/2019**

| <u>REVENUE</u>                     | REVENUE<br>BUDGET | ACTUAL YTD<br>REVENUE | ANTICIPATED<br>REVENUE | TOTAL<br>ANTICIPATED<br>REVENUE | EXCESS/<br>(SHORTFALL) |
|------------------------------------|-------------------|-----------------------|------------------------|---------------------------------|------------------------|
| 10 1121 CURRENT TAX APPROPRIATION  | 41,374,156        | 27,537,551            | 13,836,605             | 41,374,156                      | -                      |
| 10 1320 TUITION FROM OTHER LEA'S   | 70,000            | (9,664)               | 80,000                 | 70,336                          | 336                    |
| 10 1340 PRE-SCHOOL TUITION         | 85,000            | 57,135                | 37,200                 | 94,335                          | 9,335                  |
| 10 1510 INTEREST ON INVESTMENTS    | 20,000            | 25,099                | 11,200                 | 36,299                          | 16,299                 |
| 10 1710 ATHLETIC FEES              | 9,000             | 5,053                 | 4,000                  | 9,053                           | 53                     |
| 10 1730 1:1 COMPUTER INSURANCE     | -                 | 4,430                 | -                      | 4,430                           | 4,430                  |
| 10 1900 OTHER LOCAL REVENUE        | 10,000            | 45,292                | 1,200                  | 46,492                          | 36,492                 |
| 10 1901 ERATE                      | 25,000            | 5,443                 | 19,557                 | 25,000                          | -                      |
| 10 1903 IMPACT FEES                | 250,000           | -                     | 250,000                | 250,000                         | -                      |
| 11 1910 RENTALS                    | 30,000            | 8,587                 | 21,414                 | 30,000                          | -                      |
| 10 1921 ROTC PROGRAM CONTRIBUTIONS | 65,000            | 32,437                | 32,533                 | 64,971                          | (29)                   |
| 10 3210 SCHOOL BUILDING AID        | 278,632           | 139,316               | 139,316                | 278,632                         | -                      |
| 10 3241 SPECIAL EDUCATION AID      | 368,729           | 460,567               | -                      | 460,567                         | 91,838                 |
| 10 3242 VOCATIONAL TUITION AID     | 145,000           | (42,111)              | 169,007                | 126,896                         | (18,104)               |
| 10 3800 EDUCATION GRANT            | 7,572,068         | 5,282,188             | 2,289,880              | 7,572,068                       | -                      |
| 10 4580 MEDICAID                   | 300,000           | 94,779                | 155,221                | 250,000                         | (50,000)               |
| 10 5220 INDIRECT COSTS             | 35,000            | 33,569                | 11,431                 | 45,000                          | 10,000                 |
| <b>TOTAL GENERAL FUND REVENUE</b>  | <b>50,637,586</b> | <b>33,679,670</b>     | <b>17,058,565</b>      | <b>50,738,235</b>               | <b>100,649</b>         |
| 10 5202 UNRESERVED FUND BALANCE    | 358,542           |                       |                        |                                 |                        |
|                                    | <b>50,996,128</b> |                       |                        |                                 |                        |

**HUDSON SCHOOL DISTRICT  
FY2019  
UNAUDITED FUND BALANCE**

**GENERAL FUND**

as of: 3/5/2019

| <u>REVENUE</u>                                  | REVENUE BUDGET | ACTUAL YTD REVENUE | ANTICIPATED REVENUE | TOTAL ANTICIPATED REVENUE | EXCESS/<br>(SHORTFALL) |
|---|----------------|--------------------|---------------------|---------------------------|------------------------|
| <b>TOTAL GENERAL FUND REVENUE</b>               | 50,637,586     | 33,679,670         | 17,058,565          | 50,738,235                | 100,649                |
| (From Page 1)                                   |                |                    |                     |                           |                        |
| <u>EXPENDITURES</u>                             |                |                    |                     |                           |                        |
| <b>FY18 PRIOR YEAR ENCUMBRANCES</b>             |                |                    |                     |                           |                        |
| Prior Year Encumbrances (FY18)                  | 360,940        |                    |                     |                           |                        |
| Prior Year Encumbrances Paid to Date            |                | 401,457            |                     |                           |                        |
| Anticipated Revenue - State Infrastructure Fund |                |                    | (53,588)            |                           |                        |
| Anticipated Prior Year Encumbrance Payments     |                |                    | -                   |                           |                        |
| <b>EXCESS/SHORTFALL</b>                         |                |                    |                     |                           | <b>13,071</b>          |
| <b>FY19 APPROPRIATION BUDGET</b>                |                |                    |                     |                           |                        |
| Expenditures                                    | 50,996,128     |                    |                     |                           |                        |
| Current Year Encumbrances                       |                | 29,629,489         |                     |                           |                        |
| Anticipated Revenue - State Infrastructure Fund |                |                    | 17,784,641          |                           |                        |
| Anticipated Expenditures                        |                |                    | (341,669)           |                           |                        |
| <b>TOTAL ANTICIPATED EXPENDITURES</b>           |                |                    |                     | <b>50,697,777</b>         |                        |
| <b>EXCESS/SHORTFALL</b>                         |                |                    |                     |                           | <b>298,351</b>         |
| <u>ANTICIPATED FUND BALANCE</u>                 |                |                    |                     |                           | <b>412,071</b>         |

HUDSON SCHOOL DISTRICT  
 FY2019  
 UNAUDITED FUND BALANCE  
 CONSTRUCTION FUND

as of: 3/5/2019

| <u>REVENUE</u>                         | REVENUE BUDGET    | ACTUAL YTD REVENUE | ANTICIPATED REVENUE | TOTAL ANTICIPATED REVENUE | EXCESS/ (SHORTFALL) |
|--|-------------------|--------------------|---------------------|---------------------------|---------------------|
| 30 3243 VOCATIONAL AID                 | 17,000,000        |                    | 17,000,000          | 17,000,000                | -                   |
| 30 5110 SALE OF BONDS AND NOTES        | 8,262,500         | 8,262,500          | -                   | 8,262,500                 | -                   |
| 30 5110 BOND ANTICIPATION NOTE         |                   | 1,500,000          | -                   | 1,500,000                 | 1,500,000           |
| <b>TOTAL CONSTRUCTION FUND REVENUE</b> | <b>25,262,500</b> | <b>9,762,500</b>   | <b>17,000,000</b>   | <b>26,762,500</b>         | <b>1,500,000</b>    |

| <u>EXPENDITURES</u>                   | APPROPRIATION BUDGET | ACTUAL YTD EXPENDITURES | ANTICIPATED EXPENDITURES | TOTAL ANTICIPATED EXPENDITURES | (EXCESS)/ SHORTFALL |
|---------------------------------------|----------------------|-------------------------|--------------------------|--------------------------------|---------------------|
| <b>FY19 APPROPRIATION BUDGET</b>      | <b>25,262,500</b>    |                         |                          |                                |                     |
| EXPENDITURES                          |                      | 699,318                 |                          |                                |                     |
| BOND ANTICIPATION NOTE REPAYMENT      |                      | 1,500,000               |                          |                                |                     |
| CURRENT YEAR ENCUMBRANCES             |                      |                         | -                        |                                |                     |
| ANTICIPATED EXPENDITURES              |                      |                         | 24,563,182               |                                |                     |
| <b>TOTAL ANTICIPATED EXPENDITURES</b> |                      |                         |                          | <b>26,762,500</b>              | <b>(1,500,000)</b>  |
| EXPENDITURE (EXCESS)/SHORTFALL        |                      |                         |                          |                                |                     |

|  |          |
|--|----------|
| <b><u>ANTICIPATED FUND BALANCE</u></b> | <b>-</b> |
|--|----------|

**HUDSON SCHOOL DISTRICT  
FY2019 FINANCIAL STATEMENT  
FUNCTION SUMMARY REPORT  
GENERAL FUND**

as of: 3/5/2019

| FUNCTION     | DESCRIPTION                       | BUDGET            | REVISED BUDGET    | YTD EXPENDED      | ENCUMBERED        | ANTICIPATED EXPENDITURE | AVAILABLE BUDGET |
|--------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|------------------|
| 1100         | Regular Programs                  | 19,668,157        | 19,460,341        | 10,653,692        | 7,770,855         | 953,047                 | 82,747           |
| 1200         | Special Education                 | 8,122,085         | 8,072,713         | 4,118,831         | 3,190,015         | 703,173                 | 60,694           |
| 1300         | Vocational                        | 1,946,059         | 1,977,649         | 1,076,780         | 735,526           | 110,418                 | 54,925           |
| 1400         | Student Activities                | 717,841           | 717,841           | 452,579           | 40,441            | 224,882                 | (61)             |
| 2100         | Student Services                  | 4,780,328         | 4,820,898         | 2,554,308         | 1,868,376         | 337,018                 | 61,196           |
| 2200         | Student Support (Instruction)     | 1,543,672         | 1,658,104         | 1,013,489         | 380,167           | 262,987                 | 1,461            |
| 2300         | Student Support (Administration)  | 825,382           | 844,859           | 569,358           | 209,805           | 56,771                  | 8,924            |
| 2400         | School Administration             | 3,201,013         | 3,222,926         | 2,102,030         | 1,002,476         | 58,445                  | 59,975           |
| 2500         | School Resources                  | 1,001,798         | 1,026,443         | 681,705           | 246,955           | 88,722                  | 9,060            |
| 2600         | Operations/Maint. Of Plant        | 5,334,860         | 5,342,063         | 3,832,395         | 1,353,589         | 487,812                 | (331,733)        |
| 2700         | Student Transportation            | 2,217,797         | 2,217,797         | 1,278,063         | 967,164           | 23,076                  | (50,506)         |
| 2800         | Information Mgt Services          | 345,011           | 342,370           | 215,005           | 19,273            | 108,091                 | -                |
| 4000         | Facilities                        | 25,447,500        | 185,000           | 156,481           | -                 | 28,519                  | -                |
| 5100/5200    | Principal/Interest/Fund Transfers | 1,107,125         | 1,107,125         | 924,772           | -                 | 182,353                 | -                |
| <b>TOTAL</b> |                                   | <b>76,258,628</b> | <b>50,996,128</b> | <b>29,629,489</b> | <b>17,784,641</b> | <b>3,625,316</b>        | <b>(43,318)</b>  |

**HUDSON SCHOOL DISTRICT  
 FY2019 FINANCIAL STATEMENT  
 FUNCTION SUMMARY REPORT  
 GENERAL FUND**

as of: 3/5/2019

| FUNCTION     | DESCRIPTION                       | BUDGET            | REVISED BUDGET    | YTD EXPENDED      | ENCUMBERED        | ANTICIPATED EXPENDITURE | AVAILABLE BUDGET |
|--------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|------------------|
| 100          | Salaries                          | 25,923,933        | 25,790,709        | 14,880,520        | 9,684,604         | 1,114,058               | 111,527          |
| 200          | Benefits                          | 14,013,711        | 13,897,549        | 7,683,551         | 5,445,306         | 530,127                 | 238,564          |
| 300-500      | Purchased Services                | 32,336,420        | 7,271,220         | 4,285,301         | 2,197,780         | 1,174,381               | (386,243)        |
| 600          | Supplies                          | 2,335,292         | 2,326,435         | 1,493,951         | 450,649           | 389,002                 | (7,168)          |
| 700          | Property                          | 469,562           | 530,401           | 306,082           | 5,883             | 218,432                 | 3                |
| 800          | Other                             | 73,336            | 73,440            | 55,312            | 419               | 17,712                  | (2)              |
| 900          | Principal/Interest/Fund Transfers | 1,106,375         | 1,106,375         | 924,772           | -                 | 181,603                 | -                |
| <b>TOTAL</b> |                                   | <b>76,258,628</b> | <b>50,996,128</b> | <b>29,629,489</b> | <b>17,784,641</b> | <b>3,625,316</b>        | <b>(43,318)</b>  |

## **Technology Integration Status Report**

**February 2019**

### District-wide

- Met with Librarians PLC group at Hudson Memorial for this month's meeting.
- Assisting teachers with lessons in the Computer labs at H.G., H.O and NWES.
- Collaborating with Jennifer Stylianos through emails and on the phone to focus on Google Documents. With extensions now working the students can utilize these extensions while in Google Classroom.
- I am modeling lessons for the third-grade teachers at H.G. for to help achieve goals for state standards for research techniques.
- I began this month working with the 3<sup>rd</sup> graders at H. G. to work on a research project and teaching them proper techniques when using keywords and key phrases during the research process online.
- I have been working with the YMCA consultants Christine and Clark to ensure they have materials and extra resources that are useful and available when using the laptops with students.
- I continue to work with teachers across the district at the elementary level to update information on teacher websites.
- I continue to work with students in the lab teaching the importance of digital citizenship and continuing to share with teachers and staff resources to incorporate digital citizenship into daily instruction.
- I provide information per grade level on helpful resources to use towards class projects and/or preparing for state standards per grade level.

### ELC – H.O. Smith

- Working with Teachers to update information on their website.
- I Continue to support teachers with classroom questions regarding Technology.
- Assisting the teachers in the Lab with students working in programs for typing. Getting students more familiar with the keyboard and building their typing skills.
- Working with the first-grade classes focusing on building their typing skills using district approved typing programs. Students are learning the proper use of the keyboard and learning how to position their hands and use their fingers while working on accuracy when typing.
- I assisted Lisa at ELC with finishing updating the Special Services website using forms for parents to fill out and submit.

### Hills-Garrison

- Modeling lessons for the third-grade team to demonstrate proper usage of the internet.
- Continue to work with teachers individually as needed to add or enhance their websites monthly.

- Demonstrating lessons with teachers to have students gain more computer knowledge base learning.
- Assisting students at the third-grade level with keywords and key phrases when searching topics.
- Shared lessons with teachers for their specific grade level and topics appropriate with the current lesson being taught.
- Focused on follow-up lessons to assist students with searching techniques for research papers.
- Met with a couple of the third-grade teachers to discuss me helping with students learning how to search a topic such as, an animal for a project.
- I will be meeting weekly through February to model lessons with third grade teachers.
- Clark has had successful lessons using laptops with the 3<sup>rd</sup> and 4<sup>th</sup> graders. I followed up through email and he will get back to me to let me know how the use of laptops work with the other grades.
- I reach out to him weekly to offer my support with collecting ideas and assignments for him to implement in his sessions with students.
- Lu Hurley is having me work with her third-grade class learning proper search techniques and how to use Microsoft tools. I will continue to meet with her class weekly in February.
- Diana Giuffrida is having me work with her third- graders learning proper techniques while using Word Documents. Students are learning to edit their text.
- I am also working with Ashley Klingseisen class on Digital Citizenship and using proper research techniques for their 3<sup>rd</sup> grade project.
- I am introducing the use of the extension read write to some of Diana Giuffrida's students who struggle with reading.

## Nottingham West

- I am modeling lessons using word and going over the importance of Digital Citizenship for second grade teachers in Ms. Martins class.
- Students are learning how to use the tools in a Word document in the second grade for Raelynn's class.
- Gathered lessons for teachers to use for Computer Class to model lessons for teachers.
- Revisited Ms. Searles Allen's room to see how students are progressing with using the laptops integrated into their lessons.
- Met with Jennifer S. we went over handouts to assist teachers using google docs and the extensions available for assistive technology in the classroom. We discussed meeting at HMS the following week for the day to work with teachers. We made plans to meet in March to team teach the class and teachers in each grade on how to use the read write, Kami and PDF extensions properly.
- Jennifer and I met here and continue to collaborate not only in person but, on the phone and through email to ensure students and teachers become familiar and knowledgeable when using these technology tools.

## Memorial Middle School

- Met with Jennifer Stylianos and various teachers for a day at HMS. We discussed and demonstrated different teachers and how to use the extensions properly through google classroom.



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

**Lawrence W. Russell, Jr.**  
*Superintendent of Schools*  
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**Karen Burnell**  
*Business Administrator*  
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To: Hudson School Board  
 From: Lawrence W. Russell  
 Date: March 18, 2019  
 RE: February Discipline Data

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

| School          | In-School Suspension | Out-of-School Suspension | Reported Incidents of Bullying | Incidents of Bullying Being "Found" |
|-----------------|----------------------|--------------------------|--------------------------------|-------------------------------------|
| ELC             | 0                    | 1                        | 0                              | 0                                   |
| Nottingham West | 5                    | 3                        | 0                              | 0                                   |
| Hills Garrison  | 3                    | 0                        | 2                              | 1                                   |
| Hudson Memorial | 66                   | 13                       | 5                              | 3                                   |
| Alvirne         | 34                   | 17                       | 2                              | 1                                   |

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

HMS ISS detail: 42x1; 6x2; 4x3  
 HMS OSS detail: 11x1; 1x2  
 11 students served both an ISS and OSS.

AHS ISS detail: 28x1; 3x2  
 AHS OSS detail: 11x1; 3x2;  
 5 students served both an ISS and OSS.

NWES ISS detail: 3x1; 1x2

See reverse for previous month.

**HUDSON SCHOOL DISTRICT**  
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To: Hudson School Board  
 From: Lawrence W. Russell  
 Date: February 13, 2019  
 RE: January Discipline Data

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

| School          | In-School Suspension | Out-of-School Suspension | Reported Incidents of Bullying | Incidents of Bullying Being "Found" |
|-----------------|----------------------|--------------------------|--------------------------------|-------------------------------------|
| ELC             | 1                    | 0                        | 0                              | 0                                   |
| Nottingham West | 5                    | 0                        | 2                              | 0                                   |
| Hills Garrison  | 2                    | 1                        | 1                              | TBD                                 |
| Hudson Memorial | 41                   | 7                        | 6                              | 6                                   |
| Alvirne         | 37                   | 12                       | 0                              | 0                                   |

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

HMS ISS detail: 23x1; 4x2; 3x2; 1x4  
 HMS OSS detail: 5x1; 1x2  
 3 students served both an ISS and OSS.

AHS ISS detail: 33x1; 2x2  
 AHS OSS detail: 12x1  
 2 students served both an ISS and OSS.

NWES ISS detail: 4x1; 1x1.

**BUILDING COMMITTEE  
March 7, 2019  
CHECKERS RESTAURANT**

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**7:30-8:45am  
Breakfast at 7:15am**

**AGENDA**

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- Review and Approve Minutes from January 3, 2019: Steve
- Environmental Survey Results: Harvey
- Geotechnical Survey Results: Harvey
- Interior Design Presentation: LBPA (Vote)
- Update Preschool Plan: Steve
- Update Budget Report: Harvey
- Other

**Next Meeting: April 4, 2019**

**BUILDING COMMITTEE**  
**January 3, 2019**  
**CHECKERS RESTAURANT**

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**7:30-8:55 am**  
**MINUTES**

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In attendance: Steve Beals (Co-Chair), Don Jalbert, Lee Lavoie, Karen Burnell (Co-Chair), Len Lathrop, Dave Ross, Kara Saranich, Kevin Rauseo, John Pratte and Judy King.

Presenters: Carl DuBois and James Brennan, Harvey Construction  
Lance Whitehead, Eric LeBlanc, Jay Doherty, Lavallee Brensinger

- Review and Approve Minutes from November 1, 2018  
Edit: Change Carol to Carl in the first sentence under Geo-Technical RFP Award.

Motion to approve the minutes of November 1, 2018 with minor edit by Len Lathrop, seconded by Dave Ross. All in favor, unanimously approved. Minutes will be added to the school board packet.

- Update Environmental and Geotechnical Work

Steve reported that samplings from demo areas were taken on December 26 and 27. Results will be available next week. Lead paint found in greenhouse. Samples between exterior Ag building and CTE building did not include concerns with materials (membrane, vapor barrier) between the two.

Geotechnical work- Monday, January 7-series of stakes have been placed for two test pits and ten borings. Heavy Duty Mechanics, Building Trades and Welding students will be observing the process as their schedules allow.

- Update Exterior Materials and Entry Areas

Jay took us through the drawings and explained updates to the entrances/canopy areas/outdoor space. Entrances are both facing Derry Road. Maintaining continuity with the main building's gable structure. Lee raised a concern about vehicle access through the entry doors. Jay will add granite posts or some type of blocking.

Eric went through a 3D version of the exterior including tree-like steel columns and glass on all sides of the main entrances.

Input/comments included reviewing height of canopy, looking at brick on backside vs. another material; maintenance of glass; climate control of glass; use glass coating (minimize reflection); concerns about mowing grass in outdoor area; ease of cleaning a metal roof vs. other materials; drainage on canopies; and sign design.

- Update on interior finishes/materials  
James and Carl presented updates. Handout distributed-- Additions and Renovations: Schematic Design Estimate Review.  
Karen Burnell, Steve, Don, Larry met with Harvey to review. Other schools who underwent renovations were also discussed.  
Square footage was reduced by 7500 and the plan was simplified. Hallways and room sizes cut back. Careers in Education will no longer have the pre-school component. The CTE state competencies are for K-12. Students are doing clinical hours at all district schools including the ELC.  
Maintain high end finishing and no wax floors.
- A motion to approve the updated floor plan as presented by Dave Ross. Seconded by Len Lathrop. Unanimously approved.

Don and CTE staff will continue to work with LaVallee on minor interior changes.

- Budget Review-Lance presented budget. Handout distributed--Palmer CTE Only Project: Conceptual Opinion of Probable Cost  
A motion to approve the budget by Karen Burnell, seconded by Kevin Rauseo. Unanimously approved.

Next meeting: Thursday, March 7<sup>th</sup> from 7:30 AM-8:45 AM