

Posted: 07.19.19

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
July 22, 2019
Hills Memorial Library – 18 Library Street

6:30 pm Regular Meeting
followed by Non-public Session

AGENDA

- A. Call to Order:** Chairman Malcolm Price will call the meeting to order.
- Pledge of Allegiance
- B. Public Input** 7:05-7:15
- C. Presentations to the Board**
1. Therapy Dogs – Regina Beals 7:15-7:30
 2. Strategic Plan (LR): Attachment # 1 7:30-7:55
- D. Requests of the Board**
1. Facility Use Request: Old Home Days (KB): Attachment # 2 7:55-8:00
- E. Old Business** 8:00-8:15
1. Policies (2nd readings, KB): Attachments # 3
 - a. DGA Authorized Signatures
 - b. DGD School District Credit Cards
 - c. DH Bonded Employees
 - d. DI Fiscal Accounting and Reporting
 - e. DIA Fund Balances
- F. New Business**
1. Extracurricular Nominations (LR): Attachments # 4, 5, 6 8:15-8:20
 2. Contracted Services Agreements (RB): Attachments # 7, 8, 9, 10 8:20-8:30
 3. Community Engagement Coordinator (LR): Attachment # 11 8:30-8:45
 4. Policies (1st readings, KB): Attachment # 12 8:45-8:55
 - a) DBJ Transfer of Appropriations
 - b) DFA Investment
 - c) DIE Audits
 - d) DIH Fraud Prevention and Fiscal Management

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- e) DJC Petty Cash Accounts
- f) DKA Payroll Procedures
- g) DKC Expense Reimbursements
- h) DM Cash in School Buildings
- i) DN Equipment and Supplies Sales

G. Recommended Action

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action: Review and approve.
 - a) 06.17.19 Draft Minutes (LR): Attachment # 13 8:55-9:00

H. Legislative Updates (LR) 9:00

I. Committee Reports 9:00-9:10

- 1. Hudson Board of Selectmen (GG)
- 2. Cable Utility Committee (GG)

J. Correspondence 9:10
Nashua Soup Kitchen Letters of Thanks (KB): Attachments # 14, 15

K. Board Member Comments

L. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	08.05.19	6:30 pm	Hills Memorial Library	Regular Meeting
Policy Committee	TBA	TBA	SAU Building	Regular Meeting
School Board	08.19.19	6:30 pm	Hills Memorial Library	Regular Meeting

M. Non-Public Session

- 1. Attendance Request (LR): Non-public Attachment # 16
- 2. Staff Matter (LR): Non-public Attachment # 17
- 3. Staff Nominations (Information Only, LR): Non-public Attachments # 18 thru 23

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.*

N. Adjourn

Hudson School District

Strategic Plan 2019-2024



Hudson School District

Strategic Plan (2020-2025)

The story behind our New Vision and Strategic Plan

In March 2019, members of the SAU 81 Administrative Leadership Team met to begin to develop a set of questions on how to redesign educational experiences to best prepare our students to meaningfully compete and contribute in the 21st century. These questions centered on the use of technology, the role of the teacher and the student play in the educational process and ways to deploy a variety of tools to build a strong learning community that addressed the social and emotional learning of a diverse population. The administrative team agreed that a focus on creating a vibrant learning system supported by an encouraging learning environment built upon a strong, connected school, home and community would help prepare our students with the skills and knowledge to meaningfully compete and contribute in the 21st century.

A Strategic Planning Steering Committee was formed and immediately set out to identify strengths and opportunities within the current School District that complimented the work done by the Leadership Team. This Committee was made up of members of the school and the community and brought energy, passion and multiple perspectives on a variety of issues.

The Committee created a plan to get input from the Hudson Community at large. A set of Community Listening Sessions were held at the Community Center, Senior Center and Nottingham West Elementary School to solicit thoughts and ideas on what knowledge, skills and abilities students should have in the future and how the school district can best serve those students now and in the future. Over 1,000 responses from the community members, parents, staff and students were received on a variety of questions. Work done previously by the School District on creating a "Portrait of a Graduate" was used to help refine some of this work. The committee then used the information gathered from stakeholders to craft a new Mission and Vision Statement for the Hudson School District along with a set of Core Beliefs. This new Vision needs a set of goals and actions that would begin to transform the school district in the direction of this Vision. This Strategic Plan is the accumulation of the Committee's efforts to bring about improvement to education in Hudson.

The District thanks to the following individuals for serving on this important committee:

Kevin Walsh, Community member

Brian Taylor, Community member

John Stevens, Community member

Lindsay Benson, Community member

Kim Lawrence, Community member

John Beike, Town Representative

Makella Houdagba, Student representative

Diana LaMothe, Hudson School Board Member

Gary Gasdia, Hudson School Board Member

Dr. Lauren Marsden, Teacher at Alvirne

Holly Peregoy, Special Educator at Hudson Memorial

Sarah Gilliam, Teacher at Alvirne

Amy Blackwell, Interventionist at Nottingham West Elementary School

Keith Bowen, Principal of Hudson Memorial School

Steven Beals, Principal of Alvirne High School

Gloria Hussey, Assistant Principal Nottingham West Elementary School

Karen Burnell, Business Administrator

Rachel Borge, Student Services Director

Kyle Hancock, Director of Technology

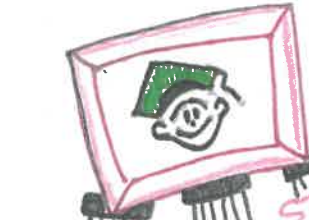
Joyce Coll, Human Resource Director

Lawrence Russell, Superintendent

Mary Wilson, Assistant Superintendent

OUR JOURNEY TO CREATE THE FUTURE OF EDUCATION IN HUDSON

PORTRAIT OF A GRADUATE



STRONG LEARNING ENVIRONMENT

VIBRANT LEARNING SYSTEM

STRONG CONNECTION: SCHOOL FAMILY & COMMUNITY



HUDSON

1ST CHOICE FOR EDUCATION OF STUDENTS AND FAMILIES IN NH

FACILITATE & EDUCATE TO ELEVATE

CORE BELIEFS

ACADEMIC PREPARATION AT BIRTH



WE VALUE EDUCATION



OUR MISSION

COMMUNITY LISTENING SESSIONS



SAFE & SECURE SCHOOLS

STRENGTHS

OPPORTUNITIES

ASPIRATIONS

STRATEGIC PLANNING COMMITTEE 22 strong

- * SUPPORTIVE LEARNING ENVIRONMENT
- * TECHNOLOGY INSERTION
- * HIGH ACADEMIC EXPECTATIONS
- * RELEVANT AND CHALLENGING CURRICULUM

Message from the Superintendent

“If you fail to plan, you are planning to fail.” – Benjamin Franklin

The students of the Hudson School District deserve an outstanding education as much as any other student in country. The need to unify our efforts to meet this goal will be satisfied through the development and implementation of this Strategic Plan. A staple of any successful organization, strategic planning is the planning processes that recognizes the core values, beliefs, deficits and strengths developed with a comprehensive group of stakeholders. To that end, the strategic planning processes for Hudson Schools was composed of team members which included parents, community members, a town employee, school board members, teachers, building principals and district administrators. This created a collective vision for the school district, as opposed to just that of school personnel, SAU level administrators or the single voice of the superintendent.

It is important to note that this plan will be continually updated (every six months from the approval of the plan by the school board) to reflect the changing needs of the students in the district and the data collected that determines if the students are demonstrating growth academically and socially. The framework for the strategic plan is based on the work resulting in *Portrait of a Graduate*, which contains the indicators for a student that assures they have experienced a program that focuses on citizenship, curiosity, responsibility and his or her social/emotional wellness.

It is not within the scope of the strategic plan to address every lesson taught, every effort to eliminate inequity or any of the myriad of intangibles that encase the experiences of students from Pre-K to 12. While the plan will focus on three major pillars, 1) A Strong Learning Environment, 2) Strong Connections: School, Family and Community, and 3) a Vibrant Learning System, we, as a learning community, will still promote a joy for learning, positive problem solving, a healthy lifestyle and the development of the whole child. Having a strategic plan in place helps us to keep focused on our purpose and to be able to expand our horizons. The Strategic Plan was not developed solely by the school district and cannot be implemented solely by the school district. Please take time to read the plan and know what part you play in the successful delivery of the plan. This can be the only assurance that we meet our goal of making the Hudson School District the first choice of families for the education of students in New Hampshire.

Lawrence W. Russell, Jr.

Strategic Plan Core Documents

The Hudson School District Strategic Plan incorporates the following core documents:

- **The Mission** which is a description of what a school district does and “why” it exists.
- **The Vision** is a statement of what the school district wants to become and gives shape and direction to its future. It should resonate with all members of the community and help them feel proud, excited, and part of something much bigger than themselves.
- **The Core Beliefs** represent the school district’s highest priorities and deeply held driving forces. The core shared beliefs lay the groundwork for the mission.
- **Pillars** are the targeted areas of focus within the Plan that will warrant the commitment of time and resources to enhance the performance of the school district.
- **Goals and Strategies** are the key activities and measures that indicate the strategic priorities over the next several years.

Mission, Vision and Core Beliefs

Our Mission

Through innovative learning practices, the Hudson School District empowers educators to inspire our learners to achieve personal academic excellence in a safe and dynamic environment and become valued, engaged and active contributors to their community.

Our Vision

Hudson: the first choice of families for the education of students in New Hampshire.

“Facilitate and Educate to Elevate”

Core Beliefs:

The Hudson School Community values and is committed to:

Strong and Respectful Relationships

- Building strong, appropriate relationships
- Respecting individuals
- Valuing the cultures and experiences shared within the Hudson community
- Building on the strengths within the educational environment.

Curiosity for Learning and Commitment to Excellence

- Fostering a curiosity for life-long learning that inspires commitment to personal excellence
- Continuously driving improvement to achieve greater depths of academic knowledge.

Honest and Open Communication

- Strengthening cohesiveness through honest and open communication
- Increasing collaboration that supports systemic connections.

Engaging Environment

- Creating dynamic educational environments
- Engaging all learners in authentic, relevant learning.

2019-2024 STRATEGIC PLAN PILLARS, STRATEGIC GOALS & STRATEGIES

STRONG LEARNING ENVIRONMENT

Goal 1: The HSD will ensure safe and secure schools that support welcoming learning environments fostering continuous learning for students, staff and the community.

- Ensure that schools meet or exceed all the safety recommendations of Homeland Security.
- Create an ongoing and embedded site budget for school safety recommendations.
- Utilize technology in schools in a manner that supports safe application of usage and appropriate cyber citizenry.

Work Plans:

2019-2020

Goal 1

- By September 1, 2019 develop ongoing inspection checklist/system of all safety equipment at each building
- Annually, all new employees trained in ALICE protocol
- By the end of September, follow up with all students and parents who have not signed the acceptable use policy.
- Annually, update district EOP to ensure that all processes, protocols, and procedures are up to date and current with recommendations made through Incident Command System, Homeland Security, NH Department of Education, NH Fire Marshall's office, District Emergency Management Committee, and the School's Safety team.
- Annually, create and update an ongoing site budget that adheres to safety recommendations made by the Office of Homeland Security, the NH Fire Marshall's Office, the Hudson Fire Department, the District Safety team, the School Safety team, and the Joint-Loss Management team.
- Annually, continue to review and support the implementation of the District Wide technology plan with an update to the board on the first meeting in April.
- By June of 2020, replace all classroom door systems to ensure that all classrooms open into the classroom to comply with recommendations made through the Homeland Security report from the Fall of 2017.
- By June of 2020, evaluate and review the vape detector systems in place for effectiveness and make recommendations for future use of vape detectors at Hudson Memorial School.
- By June of 2020, review and edit the district's technology curriculum plan to ensure that digital citizenship is embedded across each content area.

2020 - 2021

- Annually review and budget for the district's capital improvement plan for safety.
- By December of 2020, review the need for additional surveillance cameras in critical areas.

Goal 2: Enhance and sustain an all-inclusive school environment that supports social/emotional wellness, cultural diversity, and individualized needs.

- Embed Social Emotional Learning throughout the curriculum in all grade levels.
- Provide professional development.
- Host relevant event(s) in each school.
- Engage the school community in activities that destigmatize mental illness
- Ensure that each student has a trusted relationship with an adult, in addition to their School Counselor.

Work Plans:

2019-2020

Goal 2

- Annually, evaluate and address the needs to continually work towards creating and sustaining an environment that is all-inclusive and destigmatizes emotional wellness, mental health, cultural diversity, and individual needs.
- Annually, seek out and provide professional development on Social and Emotional Wellness.
- Research available programming that helps to destigmatize mental health issues for all age children.
- Annually, seek out and provide professional development that promotes cultural diversity.
- Annually, seek out and conduct Social Emotional Wellness events for the Hudson Community.
- By October 1, 2019 develop a plan for providing community events at each school that welcomes the public with food and child care.
- Continue partnership with the YMCA to support SEL in the classroom
- By September 30, 2019, review suggested SEL strategies (i.e. self-regulation)
- October 1 – May 31st, 2020 pilot strategies to analyze effectiveness and determine delivery model.
- June 30, 2020 develop a plan to scale up for all school implementation on SEL strategies on the first day of school 2020-2021.
- By November 1, 2019, develop new parent involvement programming (that highlights student work *see Goal 1 in Vibrant Learning System) so that the event can take place by June 2020.
- Plan and hold a Family STEM event

- Continue to foster trusted relationships for all students with classroom teachers through the use of:
 - By the first week of school, teachers will have a specific plan for getting to know students in the classroom
 - By the end of September, all families will have received a personalized positive contact with the school.
- Continue to forge strong home-school connections by:
 - Timely contact with home via email/phone call
 - Elementary classroom websites to be updated at least each trimester, moving to monthly by June of 2020, including:
 - Current topics of study
 - Learning activities
 - Dates to Remember
 - Middle and High school classrooms will update content on Google Classroom weekly.
 - Middle and High school classroom teachers will update grades on PowerTeacher weekly.
- By September of 2019, implement Responsive Classroom practices at HMS and develop a school-wide plan scaling up its implementation at the tier one level.
- By December of 2019, review and revise the mission and vision statements of each school to align with the district's mission and vision.
- By June of 2020, continue to evaluate and implement a consistent school-wide responsive discipline system.
- By June of 2020, create, develop, and implement a parent, teacher, student group that will work together to evaluate, transform, and improve upon the culture of Hudson School District.

2020-2021

- By September of 2020, train and support a second cohort of teachers in Responsive Classroom at HMS.
- By September of 2020, evaluate and implement the necessary changes to the school-wide Merit System with input from all stakeholders.
- By June of 2021, continue to partner with the YMCA of Greater Nashua to maintain and further develop the YMCA Achievement Center at Hudson Memorial School
- By June of 2021, continue to support the Leadership in Prevention Student Group to continue to focus on providing school-wide programming that focuses on the Social and Emotional wellness of students, destigmatizing mental health, supports and promotes cultural diversity and the acceptance of individual needs and differences.
- By June of 2021, continue to utilize the parent, teacher, and student group to inform, build, and sustain a strong school culture at Hudson School District.

2021-2022

- By September of 2021, train and support a third cohort of teachers in Responsive Classroom at HMS.

- By June of 2022, continue to partner with the YMCA of Greater Nashua to maintain and further develop the YMCA Achievement Center at Hudson Memorial School.
- By June of 2022, continue to support the Leadership in Prevention Student Group to continue to focus on providing school-wide programming that focuses on the Social and Emotional wellness of students, destigmatizing mental health, supports and promotes cultural diversity and the acceptance of individual needs and differences.
- By June of 2022, continue to utilize the parent, teacher, and student group to inform, build, and sustain a strong school culture at Hudson School District.

Goal 3: Develop and maintain adaptable school environments that are inviting and designed to meet the learning needs of our current and future students, as well as being resources for the community.

- Maintain an efficient and well communicated fiscal management and budgeting process.
- Develop and implement a comprehensive capital improvement plan that realizes school renovation plans that gains community support for implementation to become the first choice for education in New Hampshire.
- Support and maintain the district technology plan.
- Prioritize repairs and maintenance of existing assets through a long-term facilities plan.

Work Plans:

2019-2020

Goal 3

- Annually, continue to budget for classroom furniture and equipment replacement plans designed to meet the needs of current and future student learning.
- By August 28th, 2019 post the Mission and Vision Statement in each of the schools in prominent places.
- During opening events, principals will promote the mission and vision statement to both staff and student body.
- By August 28th, 2019, post the Portrait of a Graduate statements prominently throughout the buildings.
- Upkeep & maintenance of landscaping and fields
- Professional development for teachers in the use of technology, especially follow-up training for things such as PowerSchool, TeachPoint, SmartBoard, Google Classroom, etc.

2020-2021

- Budget for all new staff to complete the online ALICE training component, as well as any other safety related training

- Budget for school and staff functions, family events, including staff development days, to encourage community involvement.
- Renovation plans for each of the buildings
- By September of 2020, complete the implementation of 1 to 1 computing program at Hudson Memorial School and begin the implementation at Alvirne.

STRONG CONNECTIONS: SCHOOL, FAMILY, COMMUNITY

Goal 1: The HSD will encourage and embrace diverse thought and will welcome the voices of all.

- Expand current school and community activities that promote diversity
- Recruit and retain staff of varying backgrounds

Work Plans:

2019-2020

Goal 1

- In August of each year, meet the superintendent at the Community Fair.
- By October 15, 2019 open forum with the superintendent
- By March 15, 2020 open forum with superintendent
- Continue professional development on tolerance and diversity

2020-2021

Goal 1

- In August of each year, meet the superintendent at the Community Fair.
- By October 15, 2020 open forum with the superintendent
- By March 15, 2021 open forum with superintendent

Goal 2: The HSD will support and promote the value of education, and passion for the learning process for college and career aspirations.

- Promote academic and career exploration opportunities
- Celebrate academic progress and achievements

Work Plans:

2019-2020

Goal 2

- Annually, continue to provide career exploration opportunities to students in the 6th and 7th grade.
- Annually, continue to collaborate the Alvirne High School CTE Center to host a Career Day for 8th Grade Students.
- By November 30, 2019, create a partnership with parents to support student learning in the home
 - By June 2020, 60% of students involved in the Student Support Team (or Intervention Design Team) process will have positive outcomes (identified through 504, IEP, discharged, and/or making progress) tracked by trimesters.
- By February 15, implement the partnership plan with parents to support student learning in the home
- By November 1, 2019, create Welcome Brochure for the Hudson School District
- By October 1, 2019, the expansion of Peer Mentoring Plan to support student academic growth and continue Cross Grade Pathways
- By June, 2020 student presentations of learning demonstrations throughout the all

grade levels

2020-2021

Goal 2

- In the beginning of the school year, continue to implement the partnership plan with parents to support student learning in the home
- Continue to expand Peer Mentoring Plan to support student academic growth and continue Cross Grade Pathways
- One or more student presentations of learning demonstrations throughout the all grade levels

Goal 3: The HSD will promote family and community engagement through a strong and shared vision of moving from good to great.

- Dedicate personnel to oversee communications, public relations, social media, branding (celebrate all the good happenings in Hudson)
- Maintain ongoing communication with the community
- Leverage technology and social media for communication to family and community

Work Plans:

2019-2020

Goal 3

- Annually, evaluate and revise all communications associated with the transition from 1st to 2nd grade, 5th to 6th grade and 8th to 9th grade.
- Annually, continue to provide parent information nights that promote student wellness, social and emotional needs of students, academic understanding and support, and technology.
- By September of 2019, develop and implement a communication plan to educate the parents and community on the Competency Process.
- During the 2019-2020 school year, evaluate, restructure, implement a secondary Parent Student Advisory Council structure that attracts, supports and enhances parent involvement across the grade levels.
- By December of 2019, develop and implement a plan for communicating monthly school updates and happenings to parents.
- By November 1, 2019, develop and implement a public relations process that promotes the academic successes and events.
- By March 15, 2020, the professional development committee (represented by all 5 schools) will provide a plan for professional development on effective communication skills.
- In July 2019, Begin the CTE addition and renovation.
- By September 15, 2019, develop a community plan to address Alvirne High School renovation needs
- By March 15, 2020 receive community support to realize the AHS renovation

2020-2021

- By July 1, 2020, begin the Alvirne addition and renovation

2021-2022

- By September 2021, complete the CTE renovation process
- By September 2022, Complete the Alvirne renovation process

Goal 4: The HSD will develop partnerships to harness the power of the Hudson community to spark students to accept and actively participate in their growing global future.

- Develop extended learning opportunities with the help of community mentors and job shadowing

Work Plans:

2019-2020

Goal 4

- By November 15, 2019, plan to participate in Hudson community organization meetings and encourage participation in schools.
- By March 15, 2020, plan community service learning activities/opportunities
- By June of 2020, develop new partnership with outside organizations that enhance academic, social, and emotional needs of the school community
- By June of 2020, develop and implement a plan for academic events that invite parents into the school to share in the students learning experience.

2020-2021

- By March 15, 2021, create a supervising teacher mentoring plan to attract student teachers.
- By June 30, 2021, SAU will acknowledge supervising teachers.

2021-2022

- By September 2021, develop relationships with higher education for student teachers

VIBRANT LEARNING SYSTEM

Goal 1: Students in the Hudson School District are actively engaged in personalized, challenging learning that prepares them for future opportunities.

- Student goal setting and accountability related to their learning
- Support environments that culminate in personalized demonstrations of learning.
- Promote developmental and academic preparation for learning beginning at birth.

Work Plans:

2019-2020

Goal 1

- Annually, review and revise all Common Assessments in all content areas.
- Annually, review and revise all common rubrics in all content areas.
- Annually, review and revise Hudson Memorial School's Academic Remediation Process.
- Annually, review and revise transition practices in grades 1 to 2, 5 to 6 and 8 to 9.
- Annually, continue to provide professional development opportunities and support for teachers in the implementation of Universal Design for Learning.
- By October 15, 2019, all teachers will review the Portrait of a Graduate document with students and explicitly teach how to set short-term and long-term priority goals for the week/month/year.
- By June 2020, Capstone projects piloted at Alvirne.
- By June 2020, every student will participate in an exhibition of learning.
- By February 1, 2020, every student participates in interest elective or CTE course at AHS
- 2019-2020 Pilot experiment with lunch advisory or higher-level discussions while eating lunch at AHS.
- Raise graduation rate by % through early interventions and community partnerships.
- Establish systems to support families in the preparation of their young children for academic, social and emotional readiness.
 - August 2019, offering birth to 5, *Age Level Targets* from ReadingFoundation.org to families attending the Community Fair.
 - i. Collect contact information for follow-up on parent trainings with qualified educator.
 - ii. By October 15, 2019 produce the calendar for the parent trainings.
- By June 2020, continue to enhance the kindergarten experience for every child and provide additional family involvement.
- By September 30, 2019, budget for full day kindergarten (FDK) Program (including technology coach)
- By December 2019, develop a plan for students to leverage technology to

communicate learning schoolwide.

- By January 2020, implement the plan for students to use technology to communicate learning schoolwide.
- By September of 2019, implement and support Responsive Classroom at HMS.
- By September of 2019, develop and implement a communication and learning opportunities plan for understanding competencies for parents and students.
- By March 1, 2020 develop a plan for summer enrichment/academy program K-8.
- Revise Strategies for Success model (6-12) as a tiered intervention program.
- By September 2019, AHS will implement special education delivery model (GOALS) focused on IEP goals and increased student independence and self-efficacy.
- By September 2019, AHS will implement heterogeneous American Humanities and US and NH Government programs.
- AHS will implement a plan based on data from the SAT/NH state assessment and the NH state science assessment in core academic and CTE courses to increase college and career readiness skills for all students % increase.
- September 2019, Pilot American Sign Language class through the World Language department at AHS.
- September 2019, partner with the Nashua Y to develop SEL curriculum through the Freshman Seminar program.
- By June 2020, develop a master schedule and implementation plan that creates expanded, dependable advisory and academic support time within the school day.

2020-2021

Goal 1

- Expand capstone in 2020-2021 to all seniors
- Capstone-like projects in all transition years (1-2, 5-6, 8-9 and 10th)
- By June 2021, each student will participate in two exhibitions of learning.
- By July 1, 2020 (if accepted) implement a plan to accommodate the increased enrollment associated with FDK
- Continue implementing the plan for students to showcase learning with technology schoolwide.
- By September of 2020, scale up Responsive Classroom practices in HMS through training a second cohort of teachers in June of 2020.
- By September of 2020, continue to re-evaluate and revise the communication and learning opportunities plan for understanding competencies for parents and students.
- Expand interdisciplinary instruction through the requirement of American Humanities for all grade 11 students.
- Implement a two-year American Sign Language program through the World Language department.
- AHS will implement Wellness requirement for all students beginning with the class of 2025.

2021-2022

Goal 1

- Increase Graduation requirement in 21-22 to 24 credits
- Continue implementing the plan for students to showcase learning with technology schoolwide
- By September of 2021, continue to scale up Responsive Classroom practices at HMS through training a third cohort of teachers in June of 2020.
- By September of 2021, continue to re-evaluate and revise the communication and learning opportunities plan for understanding competencies for parents and students.

Goal 2: Teachers will leverage the use of technology to expand the learning within and beyond the traditional classroom.

- Expand in-house professional development on technologies
- Dedicate personnel to increase capacity of teachers in technology

Work Plans:

2019-2020

Goal 2

- Annually, continue to provide professional development in Google Classroom and add-ons to continue to expand learning opportunities for students outside of the classroom.
- By September of 2019, implement phase 2 at HMS of the 1 to 1 computing program.
- Continue to support the district technology plan for educational purposes.
- Facilitate teacher and student collaboration with the Library/Media Specialist to expand the use of technology for learning.
- Expand in-house professional development on technology integration.

2020-2021

Goal 2

- By September 30, 2020, add one more technology integration coach.
- By August 2020, develop in-house professional development technology trainings.
- Continue to support the district technology plan for educational purposes.
- By September of 2020, implement the third and final phase of the 1 to 1 computing program.
- Implement one to one technology with the incoming Classes of 2024 and beyond.

2021-2022

Goal 2

- By September 30, 2021, add one more technology integration coach.

Goal 3: Teachers in the Hudson School District think deeply about, reflect on, and improve instruction that will facilitate personalized robust learning.

- Teachers will challenge each student to increase academic interest and achievement.
- Improve the Professional Learning Communities system
- Create a Coaching Model for instructional improvement

Work Plans:

2019-2020

Goal 3

- Instruction will include reference to “I can” statements or unit/lesson outcomes/objectives for relevance and connection.
- By September 15, 2019, each class will have a class compact defining class expectations with student input.
- By October 15, 2019, teachers will meet with each student on their goal setting.
- By October 15, 2019, each school will have representative attend district data team and be trained in new data tool.
- By December 15, 2019, each data team member will meet with each PLC to train on new data tool.
- At each staff meeting, 10 minutes dedicated to review progress on deliverables of monthly goals on the strategic plan.
- Schedule time for PLC (especially at the high school).
- Annually, continue to provide professional development in Google Classroom and add-ons to continue to expand learning opportunities for students outside of the classroom.
- By October 15, 2019 administrators will explain the purpose of PLCs and all staff members will be able to articulate the purpose.
 - PLC’s need to focus on improving instruction through data analysis and collaborate on interventions.
- By September of 2019, introduce, train, and support teachers understanding of the New Evaluation System.
- By October of 2019, introduce, train, and support teachers in the new Professional Development Management System.
- By December of 2019, create and implement Authentic and Common Summative Assessments that are vertically and horizontally aligned and offer student choice in all content areas.
- By December of 2020, create and implement Common Assessment rubrics that are vertically and horizontally aligned in all content areas.
- By June of 2020, continue to provide and expand professional development and support for the Instructional Rounds Process.
- By June of 2020, evaluate and revise student tier 2 math and literacy intervention opportunities to meet the diverse needs of all students.

- By June of 2020, continue to collaborate with the High School to align Academic Progress Reporting terminology and Competency practice 6-12.
- By June of 2020, seek out and provide professional development on creating and sustaining a learning environment that promotes intrinsic motivation from students for academic achievement.
- By June of 2020, create and develop a student-lead conference plan with input from all stakeholders for implementation during the 2020 – 2021 school year.
- By June of 2020, create a plan to train and support all teachers in the implementation of a Responsive Classroom Advisory model across all teams at HMS.
- By June of 2020, AHS will create dedicated, centrally located Teacher Collaboration Room to facilitate collaboration and professional development.
- By June 2020, AHS will increase differentiated instruction in mainstream classrooms through expanded co-teaching collaborations with special educators, Strategies for Success teachers, and the reading specialist.
- By June 2020, AHS will schedule PLC time for co-teaching groups.
- By June 2020, AHS will develop a master schedule and implementation plan that creates expanded, dependable professional collaboration time within the school day.
- By June 2020, AHS will develop additional opportunities for teacher leadership in curriculum, instruction, and assessment.

2020-2021

Goal 3

- By November of 2020, train and support the students, parents, and teachers on the process of Student-lead conferences.
- By December of 2020, implement a Student-lead conference system.
- By June of 2021, continue to provide professional development and support for the Instructional Rounds Process.
- By June of 2021, continue to collaborate with the High School to align Academic Progress Reporting terminology and Competency practice 6-12.
- By June of 2021, begin to collaborate with the Elementary Schools to align Academic Progress Reporting terminology and Competency practice K-12.
- By June of 2021, develop and implement a community-based authentic learning opportunity and capstone presentation for all 8th Grade Students.
- By June of 2021, continue to implement a consistent Responsive Classroom Advisory Model at HMS across all teams, as well as, train and support teachers.

2021-2022

Goal 3

- At each staff meeting, 10 minutes dedicated to review progress on deliverables of monthly goals on the strategic plan.
- PLC's need to focus on improving instruction through data analysis and collaborate on interventions.
- Continue to expand instructional rounds

- By November of 2021, continue to train and support the Student-lead Conference process.
- By June of 2022, continue to provide professional development and support for the Instructional Rounds Process.
- By June of 2022, continue to collaborate with the High School to align Academic Progress Reporting terminology and Competency practice 6-12.
- By June of 2022, continue to collaborate with the Elementary Schools to align Academic Progress Reporting terminology and Competency practice K-12.
- By June of 2022, continue to develop and implement a community-based authentic learning opportunity and capstone presentation for all 8th Grade Students.
- By June of 2022, continue to implement a consistent Responsive Classroom Advisory Model across all teams, as well as, train and support teachers.
- Develop a formal program for teacher leadership in curriculum, instruction, and assessment.

Goal 4: Teachers in the Hudson School District give effective and timely feedback to students to ensure mastery of competencies and 21st century skills.

- Create and ongoing professional development on effective feedback.
- Develop accountability system to monitor progress based upon the feedback.
- Explicitly teach and assess the skills necessary for success after graduation (Portrait of a Graduate).
- Increase the timeliness of formative assessments to support effective feedback and to inform the next level of instruction

Work Plans:

2019-2020

Goal 4

- Teachers conference with each student for 5-15 minutes (depending on student need) weekly.
- Embedded in the new capstone project
- Implement a competency-based report card at the high school.
- Implement a formative assessment, school-wide rubric for use in all classes.
- Develop a student reflection instrument for use in all classes.
- Increase the timeliness and variety of formative assessments to support effective feedback and to inform the next level of instruction (focus instructional time in department meetings each month on formative assessment)
- Provide professional development and collaboration opportunities for classroom teachers that support the development of executive functioning skills for all students.

2021-2022

- Develop and implement a master schedule that supports ongoing, consistent time for the examination and analysis for student work.

Goal 5: Administrators in the Hudson School District give effective and timely feedback and support to teachers to ensure quality and current research-based instruction.

- Have an effective evaluation system in place starting in 2019-2020.
- Create professional development for current research-based quality instructional models.
- Develop teacher accountability system to reflect upon the feedback.

Work Plans:

2019-2020

Goal 5

- Annually, administrators seek out and provide professional development opportunities to support the embedded practice of explicitly teaching social and emotional learning skills across the curriculum.
- Annually, administrators seek out and provide professional development on research-based quality instructional models.
- Evaluator training on August 22, 2019 and 3 additional trainer check-ins throughout the year.
- Implement new evaluation system based on formative feedback, goal-setting, and teacher reflection.
- Devote administrator PLC time and literature study to effective, calibrated teacher feedback and evaluation.



OUR PORTRAIT OF A GRADUATE

SAU 81 started the journey in 2017 asking focus groups the question:
“What skills do students need to be successful after graduation?”

By March of 2018, the focus group grew to the entire district with input from K-12 educators defining those skills. In 2019, the community stakeholders were asked the same essential question with the result going back to the educators. This Portrait of a Graduate has been the cornerstone of this Strategic Plan. The community of Hudson believes that our graduates should have the following skills:

Responsibility

I am a self-directed and responsible learner who is driven to achieve success for my education and future by:

- Using resources effectively to complete assigned tasks in a timely manner and according to classroom procedures.
- Taking ownership for my, and next steps for learning and challenge myself even when learning may be difficult.
- Reflecting on and adapting my approach to learning by identifying my strengths.
- Developing solutions to problems that I encounter and identifying misunderstandings.
- Accessing multiple appropriate resources to answer my questions
- Understanding that my educational responsibilities extend outside of school.

Communication

I use various media and tools (personally and digitally) to connect and engage effectively with others to share and develop ideas by:

- Reading and comprehending instructional level literary and informational text and expressing my understandings appropriately to a target audience.
- Writing coherent sentences and paragraphs consistent with instructional level expectations and expressing my understanding to a target audience.
- Communicate clearly and articulately respective of the audience and purpose.
- Respectfully listen to, with eye contact, and provide various points of view.
- Working with others to find solutions to problems.
- Identifying misunderstandings in order to clarify thinking or communication.
- Using technology appropriately.

Citizenship

I demonstrate the traits that ethical, responsible, contributing citizens exhibit in a healthy community environment by ...

- Conducting myself as a socially and civically responsible citizen in person and on-line.
- Adhering to rules and laws to ensure safety and security in the community in person and on-line.
- Using expected behavior in both familiar and unfamiliar settings.
-

OUR PORTRAIT OF A GRADUATE (continued)

- Presenting myself appropriately in appearance, attitude and conduct in person and electronically both at home and at school.
- Taking pride in work, school, and community.
- Respecting school's materials and property.
- Accepting consequences for my actions.
- Acknowledging that my individual actions can impact either positively and negatively to self and others.
- Increasing my exposure with others diversity of thought and being.
- Pursuing a healthy lifestyle that includes physical activity and healthy eating.

Curiosity

I solve problems through critical thinking, curiosity and perseverance by...

- Identifying to the root cause of an issue and developing an action plan.
- Setting goals to develop skills and knowledge needed to solve problems.
- Taking reasonable risks with my thinking and solutions.
- Asking open ended questions and exploring alternative solutions to problems.
- Demonstrating flexibility by evaluating and altering goals as needed
- Exploring, engaging and pursuing my interests and passions.
- Using a process to come up with ideas or provide justification that is backed up with evidence with reliable resources.

Social/Emotional

I understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions by...

- Being self-aware: Knowing my strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."
- Using self-management: Effectively manage stress, control impulses, and motivate myself to set and achieve goals.
- Being socially aware: Understand the perspectives of others and empathize with them, including those from diverse backgrounds and cultures.
- Using relationship skills: Communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed (self-advocacy).
- Using responsible decision-making: Make constructive choices about personal behavior and social interactions based on ethical standards, safety, and social norms.

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

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

SECTION I - APPLICANT INFORMATION

Name of Organization: Hudson Old Home Days
 Contact Person and Telephone #: Tim Malley 603-765-2086
 Street Address: PO Box 422
 City, State, Zip Code: Hudson N.H. 03051
 E-mail address: Hudson Old Home Days @ gmail.com
 Activity Description: Yearly Event with Carnival
 Number of Anticipated Participants: _____ Number of Supervisors Provided: _____
 Estimated Hours: _____ Time Thurs. 4-10 Fri. 4-11 - Sat 12-11 - Sun 12-5
 Activity Date(s): 8/8/19 - 8/11/19 S M T W R F S
 Facilities Requested: _____

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

<input type="checkbox"/> V114	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Tennis Court
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Track
<input type="checkbox"/> Field(s)	<input type="checkbox"/> Library	<input type="checkbox"/> Hills House
<input type="checkbox"/> Music Room	<input checked="" type="checkbox"/> Checkers	<input type="checkbox"/> Hills House field

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

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

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

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

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

<input type="checkbox"/> Library	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym

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

<input type="checkbox"/> Café/Gym	<input type="checkbox"/> Classroom	<input type="checkbox"/> Other
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Nottingham West School, 10 Pelham Road, Hudson, NH - Telephone: 595-1570

<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gym	<input type="checkbox"/> Other
<input type="checkbox"/> Classroom	<input type="checkbox"/> Library	<input type="checkbox"/> Field

Hills Memorial Library, 18 School Street, Hudson, NH

Conference room

Equipment requested: _____

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

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

Printed Name and Title: Tim Malley President HOHD Committee

Signature and Date: [Signature] 6/26/19

Old Home Days

HUDSON SCHOOL DISTRICT
IN HOUSE FACILITY USE/RENTAL APPLICATION

SECTION II - REQUIRED DOCUMENTATION/APPROVALS

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

Set up Requirement: _____

SECTION III - PROCESSING ACTIONS

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

School Administration Approval Signature _____ Date _____
Facility Office Approval: Diana Loder _____ Date 6/27/19

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

Hours of custodial time required: _____
Fee Total: _____

Business Administrator Approval: Kevin Burnell _____ Date 6/26/19

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

HUDSON SCHOOL DISTRICT
FINANCE POLICY LIST

NHSBA POLICY	PRIORITY CATEGOR Y	NHSBA PROPOSED POLICIES	ACTION	PAGE NUMBER	POLICY SOURCE
DA	R	Fiscal Management Plan	New to District		Adopted NHSBA version, as is
DAF	P	Administration of Federal Grant Funds	New to NHSBA		Adopted NHSBA version, position changes only
DB	R	Annual Budget	Revised		Updated existing District policy
DBC	R	Budget Preparation	Reference only in DB		Updated existing District policy
DBI	R	Budget Implementation	Reference only in DB		Updated existing District policy
DBJ	O	Transfer of Appropriation	Revised		Updated existing District policy
DC	O	Taxing and Borrowing Authority/Limitations	Not Applicable		
DD	O	Funding Proposals and Applications	Not Applicable		
DEA	O	Revenues from Local Tax Sources	Not Applicable		
DFA	P	Investment	Revised		Updated existing District policy
DG	O	Depository of Funds	Not Applicable		
DGA	R	Authorized Signatures	New to District	Page 1 of 7	Adopted NHSBA version, with modifications
DGD	O	School District Credit Cards	Revised	Page 2 of 7	Updated existing District policy
DH	R	Bonded Employees	New to District	Page 4 of 7	Adopted NHSBA version, as is
DI	R	Fiscal Accounting and Reporting	New to District	Page 5 of 7	Adopted NHSBA version, with modifications
DIA	R	Fund Balances	Revised	Page 6 of 7	Updated existing District policy
DID	R	Fixed Assets (Inventories)	New to District		Adopted NHSBA version, with modifications
DIE	R	Audits	Revised		Updated existing District policy
DIH	R	Fraud Prevention and Fiscal Management	Revised		Updated existing District policy
DJ	R	Purchasing	New to District		Adopted NHSBA version, with modifications
DJC	R	Petty Cash Accounts	Revised		Updated existing District policy
DJD	O	Cooperative Purchasing	Not Applicable		
DJE	R	Bidding Requirements	Revised		Updated existing District policy
DJF	O	Local Purchasing	Not Applicable		
DJG	O	Vendor Relations	Not Applicable		
DK	R	Payment Procedures	Reference only in DGA		
DKA	R	Payroll Procedures	New to District		Adopted NHSBA version, with modifications
DKC	O	Expense Reimbursements	Revised		Updated existing District policy
DM	R	Cash in School Buildings	New to District		Adopted NHSBA version, with modifications
DN	R	Equipment and Supplies Sales	New to District		Adopted NHSBA version, with modifications

POLICY CODE: DGA Authorized Signatures RELATED POLICY CODES: DK	FIRST ADOPTION: 05/XX/2019 LATEST REVISION: 06/XX/2019 Page 1 of 1
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AUTHORIZED SIGNATURES

Accounts payable Checks drawn on the general fund or any special fund (except for the activity fund) will require the signature of the School District Treasurer and will be released to the payee ~~, who is authorized to sign~~ only after approval of manifests by a majority of the Board. All manifest will be supported by original invoices.

A check may be released by the Business Administrator, with approval from the Superintendent and prior to Board approval, under extreme circumstances.

Checks drawn on an activity fund will require two signatures.

The checks used by the District will be pre-numbered.

Legal References:
 RSA 197:23-a Treasurer's Duties

First Adoption:
 Second Reading
 Initial Reading: 06/17/2019

POLICY CODE: DGD School District Credit Cards RELATED POLICY CODES: --	FIRST ADOPTION: 06/21/2010 LATEST REVISION: 06/XX/2019 Page 1 of 2
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CREDIT CARD POLICY

~~I. PURPOSE~~

~~To establish criteria for the use of credit cards issued on behalf of Hudson School District for the purpose of conducting School District business.~~

~~II. OVERVIEW~~

The use of credit cards has proven to be a cost-effective method of obtaining supply and service items for the School District. The use of credit cards also makes the District more accountable by providing detailed purchase histories and other important record keeping and time saving information. Some travel and training costs may also be handled best through the credit card process. All benefits of School District credit cards will belong to the School District.

Credit cards will be provided to the Superintendent, Assistant Superintendent, Business Administrator and any other employees deemed necessary by the Superintendent.

A. Use of the Credit Card

1. An employee will receive a unique card with "Hudson School District" and his/her name on it. The Cardholder has the ability to make transactions on behalf of others. However, the Cardholder is responsible for all use of his/her card.
2. The credit card is to be used to conduct School District business only. The use of a District credit card to acquire or purchase goods and services for other than official use of the District is fraudulent use and may subject the employee to disciplinary action up to and including dismissal as specified in the District's Personnel Policy and/or criminal prosecution. All purchases should adhere to the Purchasing Policy of the School District.
3. The Cardholder will retain vendor's receipts and/or records of telephone, Internet, and/or mail orders and file for future reconciliation of the credit card statement.

B. Unauthorized Credit Card Use

1. The credit card SHALL NOT BE USED for the following:
 - a. Personal purchases or identification
 - b. Cash Advances through bank tellers or automated teller machines.
 - c. Personal purchases or expenses with the intention of reimbursing the School District.

POLICY CODE: DGD School District Credit Cards RELATED POLICY CODES: --	FIRST ADOPTION: 06/21/2010 LATEST REVISION: 06/XX/2019 Page 2 of 2
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A Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Cardholder will also be subject to disciplinary action, which may include termination.

2. A Cardholder who makes unauthorized purchases with the credit card will receive a written warning on the first offense. A notation of ~~each~~ misuse will be made in the Cardholders personnel file. Any subsequent offense may subject the employee to disciplinary action up to and including dismissal as specified in the District's Personnel Policy and/or criminal prosecution. ~~The second offense will be followed by a written warning and card privileges will be suspended for 30 days. If a third offense should occur, the employee's card privileges will be revoked permanently. A notation of each misuse will be made in the Cardholders personnel file.~~

POLICY REVISION

Latest Revision:
Second Reading
First Reading 06/17/2019
 First Adoption: 06/21/2010
 Second Reading 02/21/2010
 Initial Reading: 07/06/2009

POLICY CODE: DH Bonded Employees RELATED POLICY CODES: --	FIRST ADOPTION: 06/XX/2019 LATEST REVISION: 06/XX/2019 Page 1 of 1
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BONDED EMPLOYEES

State law requires that the Treasurer and Assistant Treasurer be bonded. The District will arrange a Public Officials Bond to cover the Treasurer and each Assistant Treasurer, if any, in the amount of \$100,000. It is the practice that any employee who administers student activity money shall be bonded.

Any employee who administers funds for the District will be bonded appropriately. The District will arrange a Blanket Position Bond, including a Faithful Performance endorsement, in the amount of \$100,000 on all employees who administer funds for the District.

Legal References:
RSA 197:22 Treasurer's Bond

First Adoption:
Second Reading
Initial Reading: 06/17/2019

POLICY CODE: DI Fiscal Accounting and Reporting RELATED POLICY CODES: --	FIRST ADOPTION: 06/XX/2019 LATEST REVISION: 06/XX/2019 Page 1 of 1
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FISCAL ACCOUNTING AND REPORTING

The District's accounting system will be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The Board shall periodically receive financial reports and statements (~~typically presented in May~~) showing the financial condition of the School District. These statements/reports shall contain estimates to project cost for the full year including actual encumbered expenses. The School Board may ask for a statement or report at any time.

Legal References:
NH Code of Administrative Rules Section Ed. 302:02(e)(j), Substantive Duties of the Superintendent

First Adoption:
Second Reading
Initial Reading: 06/17/2019

POLICY CODE: DIA
FUND BALANCE

FIRST ADOPTION: 07/25/2011
LATEST REVISION: 06/XX/2019

RELATED POLICY CODES: --

Page 1 of 2

FUND BALANCE ~~S~~-POLICY

1. In accordance with the governmental accounting standard, GASB Statement No. 54, the School Board recognizes the following five categories of fund balance for financial reporting purposes:
 - a. Nonspendable Fund Balance – non-cash assets such as inventories or prepaid items.
 - b. Restricted Fund Balance – funds legally restricted for specific purposes, such as grant, food service and expendable trust funds.
 - c. Committed Fund Balance – amounts that can only be used for specific purposes pursuant to a formal vote of the School Board.
 - d. Assigned Fund Balance – amounts intended by the Board for specific purposes. The Board can choose to delegate this authority to the Superintendent or Business Administrator, depending on the situation. Items that would fall under this type of fund balance could be encumbrances.
 - e. Unassigned Fund Balance – residual spendable fund balance after subtracting all of the above amounts.
2. Committed Fund Balance. The School Board, as the government’s highest level of decision-making authority, may commit fund balance by a formal vote prior to the government’s fiscal year-end for that fiscal year. Future modification or rescission of committed funds must likewise be accomplished by a formal vote of the School Board prior to fiscal year-end.
3. Assigned Fund Balance. The School Board expressly delegates to the Superintendent, through the Business Administrator, the authority under this policy to assign funds for particular purposes.
4. Spending Prioritizations:
 - a. When an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid from restricted funds.
 - b. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
 - 1) Committed, 2) Assigned, and 3) Unassigned.
5. Deficit Fund Balance. At year end if any of the special revenue funds (i.e. food service, vocational education funds, etc.) has a deficit unassigned fund balance then the Superintendent is authorized to transfer funds from the general fund to cover the deficit, providing the general fund has money to do so.

**POLICY CODE: DIA
FUND BALANCE**

FIRST ADOPTION: 07/25/2011
LATEST REVISION: 06/XX/2019

RELATED POLICY CODES: --

Page 2 of 2

6. The School Board will return to the Town any unassigned general fund balance at year-end to offset the next fiscal year's tax rate unless the school district legislative body authorizes the school district to retain year-end unassigned general funds in accordance with RSA 198:4-b.
- ~~6. The School Board will turn back any unassigned general fund balance at year end to offset the next fiscal year's tax rate for the Town.~~
7. Annual Review. Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process.

Legal References:

RSA32 Municipal Budget Law
RSA 33 Municipal Finance Act
RSA 35 Capital Reserve Funds
RSA 198:4-b Contingency Fund
Governmental Standards Board Statement 54 (GASB 54)

Latest Revision:

Second Reading
First Reading 06/17/2019
First Adoption: 07/25/2011
Second Reading 07/24/2011
Initial Reading: 07/11/2011

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

Lawrence W. Russell, Jr.
Superintendent of Schools
(603) 886-1235
lrussell@sau81.org

Mary Wilson
Assistant Superintendent
(603) 886.1235
mwilson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

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

MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Fall Athletic Nominations
DATE: July 15, 2019

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

Hudson Memorial:

Volleyball	John Fichera	\$1,200
Boys Soccer	Kyle Precourt	\$1,600
Girls Soccer	Frank Girginis	\$1,600

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MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Fall Sports Nominations
DATE: July 16, 2019

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

Alvirne High School:

Girls JV Soccer	Jaimee Cava	\$2,450
Varsity Golf	Sy Tebbetts	\$3,150
Junior Varsity Golf	Frank DiFonzo	\$2,205
Fall JV Cheerleading	Colleen Gillis	\$2,030

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Business Administrator
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MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Winter Sports Nominations
DATE: July 16, 2019

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

Alvirne High School:

Head Ice Hockey Coach	Dave Thibeault	\$3,850
Assistant Ice Hockey Coach	Anthony Sabetti	\$2,700

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Hudson, NH 03051-4240
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Superintendent of Schools
(603) 886-1235
lrussell@sau81.org

Mary Wilson
Assistant Superintendent
(603) 883-7765 x1302
mwilson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

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Business Administrator
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July 22, 2019

Michael Patnaude
Youth Educational and Employment Services, Inc (YEES)
196 Main Street, Suite 250
Nashua, NH 03060

Dear Mr. Patnaude:

This contract is an Agreement between Youth Educational and Employment Services, LLC and the Hudson School District to provide services for at-risk students during the 2019-2020 school year. This agreement is for one staff member to support up to 3 students.

YEES will provide at-risk services beginning for a per student per day cost of \$37. Total amount not to exceed \$40,515.

The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of a YEES staff member completing daily check-ins with students and their parents/guardians, assistance getting students to/from school; an adult who processes daily events with students (counseling), transportation to/from school and other community activities as agreed upon by the Director of Special Services and YEES. YEES staff members complete and submit daily logs of activity to the District on a monthly basis.

The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an

authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph. The Service Provider shall have a background investigation including a criminal history records check paid for by the Service Provider.

The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

The Service Provider shall not assign or any way transfer all or any portion of his/her rights, nor delegate any of his/her duties under this Agreement without the prior written consent of the Hudson School District.

Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Michael Patnaude

Date

Signature – Rachel Borge

Date

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

Lawrence W. Russell, Jr.
Superintendent of Schools
(603) 886-1235
lrussell@sau81.org

Mary Wilson
Assistant Superintendent
(603) 886-1269
mwilson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

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

July 22, 2019

The Carroll Center for the Blind
Nancy Sharon
770 Centre Street
Newton, MA 02458

Dear Nancy:

This contract is an agreement between The Carroll Center for the Blind and the Hudson School District to provide contracted orientation and mobility services for the 2019-2020 school year.

Orientation and mobility services will be provided not to exceed \$15,336 (3 hours per week). The hourly rate for services is \$142.00. The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation, student assessments and progress monitoring, planning, and other duties requested by the school or district-wide administration. The contracted provider will not be paid for any work conducted at home. The Hudson School District will not provide mileage reimbursement or pay for travel time.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph.

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Signature – Nancy Sharon

Date

Signature –Rachel Borge

Date

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SAU # 81
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Lawrence W. Russell, Jr.
Superintendent of Schools
(603) 886-1235
lrussell@sau81.org

Mary Wilson
Assistant Superintendent
(603) 883-7765 x1302
mwilson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

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

July 22, 2019

Laurie Gulla
Amy Stafford
OT WORKS 4 KIDZ, LLC
27 Roulston Road, Suite 1
Windham, NH 03087

Dear Ms. Gulla and Ms. Stafford:

This contract is an Agreement between OT WORKS 4 KIDZ, LLC and the Hudson School District to provide contracted speech therapy and occupational therapy services for 2019-2020 school year thru April 14, 2019.

Speech Therapy and Occupational Therapy Services will be provided not to exceed \$8,350. The hourly rate for speech services is \$140 (1 hours/week * 30 weeks) and the hourly rate for occupational therapy is \$125 (1 hour/week * 30 weeks). The hourly rate for SLP/OT consultation is \$50 (1 hour/month * 8 months). The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

The Service Provider agrees not to divulge, reveal or report or use, for any purpose, any confidential information which the Service Provider has obtained or which was disclosed to the Service Provider by the customer. The obligation to protect the confidentiality of the Hudson School District will survive the termination of this Agreement.

The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

The Hudson School District may terminate this Agreement at any time without cause and the Hudson School District's sole liability shall be for the costs of services performed up to the date of termination of the Agreement.

The Service Provider shall maintain employment records as required by state and federal regulations on all individuals assigned to the District. The Service Provider shall be permitted to employ individuals under a conditional offer of employment. The Service Provider shall promptly submit the names of all individuals who shall be assigned by it to the District, with all properly completed paperwork, a notarized criminal history records release form authorizing the District to request a criminal history records check, a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the District, and payment for the cost of a criminal history records check for each of its listed employees. The District shall be responsible for completing the criminal records history check, and shall inform the Service Provider of any individual who does not meet the District's criteria for working in its schools due to an adverse criminal background. The decision of the District shall be final on the matter of suitability for assignment by the Service Provider to the District. All new employees of the Service Provider who are assigned during the term of this Service Provider to work in the District shall be required to pass the criminal records history check in accord with this paragraph. The Service Provider shall, at his/her sole expense, he/she will defend, indemnify and save the SAU and its school districts, their boards, officers, agents and employees harmless from any and all claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees growing out of the negligent, willful, intentional or reckless acts or omissions of the Service Provider in conjunction with their duties under this Agreement. Notwithstanding the foregoing, in no event shall the Service Provider be obligated to defend, indemnify the SAU and its school districts, their boards, officers, agents and employees for any claims, demands, damages, losses, costs and expenses of every kind and nature, including but not limited to reasonable attorneys' fees arising out of or resulting from willful or negligent actions of the SAU and its school districts, their boards, officers, agents and employees.

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Signature – OT WORKS 4 KIDZ

Date

Signature – Rachel Borge

Date

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

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(603) 886-1235
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Karen Burnell
Business Administrator
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kburnell@sau81.org

July 22, 2019

The Carroll Center for the Blind
Nancy Sharon
770 Centre Street
Newton, MA 02458

Dear Nancy:

This contract is an agreement between The Carroll Center for the Blind and the Hudson School District to provide vision services for the 2019-2020 school year.

Vision services will be provided not to exceed \$34,560 (6 hours per week). The hourly rate for services is \$160.00. The Hudson School District agrees to pay for services within thirty – forty-five days upon receipt of invoices and proper documentation of services provided. The service provider certifies that they are not currently suspended or debarred from receiving money from the US Federal Government.

Please note that this contract consists of service delivery to students, consultation with staff members, special education team participation, student assessments and progress monitoring, planning, and other duties requested by the school or district-wide administration. The contracted provider will not be paid for any work conducted at home. The Hudson School District will not provide mileage reimbursement or pay for travel time.

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The Service Provider is acting as an independent contractor and not as an employee of the Hudson School District in providing the services hereunder and is solely and exclusively responsible for his/her own federal and state income taxes, social security taxes, other employment taxes, unemployment insurance, workman's compensation insurance to the extent required by law and professional liability insurance. The Service Provider shall provide the Hudson School District with a certificate of professional insurance with a minimum of \$1,000,000 per occurrence and certificates for all other insurance required by law. The Service Provider shall not cancel the insurance without thirty (30) days written notice to the Hudson School District.

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Any amendments or modifications of this Agreement by either party will only be binding when evidence in writing signed by each party.

Signature – Nancy Sharon

Date

Signature –Rachel Borge

Date

HUDSON SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School/Community Relations Coordinator

POSTION STATUS: Hourly (PT for essential responsibilities, FT to include comprehensive responsibilities)

LOCATION: District Wide

REPORTING TO: Superintendent of Schools

OVERALL RESPONSIBILITIES:

This position is a planned and systematic management function designed to improve the programs and services of the school district by integrating the district with the community. It is responsible for the coordination of a comprehensive two-way communication process involving both internal and external publics, with the goal of stimulating a better understanding of the role, objectives, accomplishments and needs of the school district. A primary function of this position is to fulfill the district's responsibility to inform the public how schools are performing and how they are allocating their resources and to seek their insight on helping the school district deliver high quality and efficient programs.

QUALIFICATIONS:

- Bachelor's degree in an area relevant to coordinating and directing school/community relations and communication.
- Working knowledge of internal and external communication strategies
- Mastery of communication skills (verbal, written, and interpersonal)
- Proficiency with current technology for performance of duties; including graphics design and publication/print software
- Evidence of strong analytical and critical thinking and judgement skills
- Valid drivers license.

RESPONSIBILITIES:

(ESSENTIAL – can be accomplished on a part-time schedule)

- Act as advisor to the Superintendent on all matters relating to assigned areas of responsibility to providing information to meet district goals and objectives.
- Support and manage the distribution of school district's publications such as external and internal newsletters, brochures, bulletins
- Promote positive media relations and coverage
- Promote the districts strengths/achievements and its solutions to problems
- Vigorously publicize student, faculty and staff achievements
- Utilize technologies including websites, social media, video, etc...to expand the district brand and innovatively reach stakeholders
- Coordinate the promotion of school news, events and accomplishments through various media including local newspaper outlets, publications, websites, and social media
- Contribute to the promotion of various district and school programs and events to communicate district vision and culture with internal and external stakeholders.

(COMPREHENSIVE – effectively meet goals within strategic plan on a full-time schedule)

- Assist the Superintendent (and SB?) in assessing and interpreting public attitudes
- Carry out involvement and information activities which earn public understanding and support
- Facilitate communication about institutional advancement such as strategic planning, organizational change, budgeting and (bond/warrant?) campaigns
- Develop a comprehensive communications plan for the district
- Conduct formal and informal research to determine public opinion and attitude
- Conduct information campaigns for district and school board initiatives
- Represent the district in various community organizations
- Attend district board meetings, chamber/rotary and community organization meetings for the purpose of developing a district presence in the community and serving as a liaison between external stakeholders and the School District.

HUDSON SCHOOL DISTRICT JOB DESCRIPTION

EXPECTATIONS:

- Work well with others from diverse backgrounds
- Ability to maintain confidentiality as appropriate
- Ability to listen to others without interruption and maintain professional demeanor at all times
- Remain open to others' ideas and contributing to building a positive team spirit.
- Ability to present information to small and large groups
- Proficiency in the usage of internet software and various modes of social media
- Ability to travel to the school buildings within the district and various local organizations

***Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.

**HUDSON SCHOOL DISTRICT
FINANCE POLICY LIST**

NHSBA POLICY	PRIORITY CATEGORY	NHSBA PROPOSED POLICIES	ACTION	PAGE NUMBER	POLICY SOURCE
DA	R	Fiscal Management Plan	New to District		Adopted NHSBA version, as is
DAF	P	Administration of Federal Grant Funds	New to NHSBA		Adopted NHSBA version, position changes only
DB	R	Annual Budget	Revised		Updated existing District policy
DBC	R	Budget Preparation	Reference only in DB		Updated existing District policy
DBI	R	Budget Implementation	Reference only in DB		Updated existing District policy
DBJ	O	Transfer of Appropriation	Revised	1 of 19	Updated existing District policy
DC	O	Taxing and Borrowing Authority/Limitations	Not Applicable		
DD	O	Funding Proposals and Applications	Not Applicable		
DEA	O	Revenues from Local Tax Sources	Not Applicable		
DFA	P	Investment	Revised	3 of 19	Updated existing District policy
DG	O	Depository of Funds	Not Applicable		
DGA	R	Authorized Signatures	New to District		Adopted NHSBA version, with modifications
DGD	O	School District Credit Cards	Revised		Updated existing District policy
DH	R	Bonded Employees	New to District		Adopted NHSBA version, as is
DI	R	Fiscal Accounting and Reporting	New to District		Adopted NHSBA version, with modifications
DIA	R	Fund Balances	Revised		Updated existing District policy
DID	R	Fixed Assets (Inventories)	New to District		Adopted NHSBA version, with modifications
DIE	R	Audits	Revised	10 of 19	Updated existing District policy
DIH	R	Fraud Prevention and Fiscal Management	Revised	11 of 19	Updated existing District policy
DJ	R	Purchasing	New to District		Adopted NHSBA version, with modifications
DJC	R	Petty Cash Accounts	Revised	15 of 19	Updated existing District policy
DJD	O	Cooperative Purchasing	Not Applicable		
DJE	R	Bidding Requirements	Revised		Updated existing District policy
DJF	O	Local Purchasing	Not Applicable		
DJG	O	Vendor Relations	Not Applicable		
DK	R	Payment Procedures	Reference only in DGA		
DKA	R	Payroll Procedures	New to District	16 of 19	Adopted NHSBA version, with modifications
DKC	O	Expense Reimbursements	Revised	17 of 19	Updated existing District policy
DM	R	Cash in School Buildings	New to District	18 of 19	Adopted NHSBA version, with modifications
DN	R	Equipment and Supplies Sales	New to District	19 of 19	Adopted NHSBA version, with modifications

POLICY CODE: DBJ
Transfer of Appropriation

FIRST ADOPTION: 05/19/2014
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

Page 1 of 2

BUDGETARY TRANSFER POLICY TRANSFER OF APPROPRIATION

~~Pursuant to New Hampshire's Municipal Budget Law (Chapter 32) and RSA 32:10, Transfer of Appropriations, it is the policy of the Hudson School Board to allow and require b~~udgetary transfers between accounts are allowed and required when it is anticipated that expenditures will result in an account being overspent or when it is desired to transfer budgeted funds for any other purpose. All budget transfers shall be subject to the following.

1. The total amount of all appropriations including all transfers (the total amount to be spent) shall not exceed the total amount of all funds appropriated for all purposes at the meeting of the Hudson School District where the budget was adopted.
2. If, at any meeting of the Hudson School District, the meeting reduces any budgeted appropriation to zero, no amount shall be transferred to or expended for that purpose.
3. Any amount appropriated under a special warrant article at a meeting of the Hudson School District may be used only for the purpose(s) specified in that article and shall not be transferred.
4. Transfers shall be requested on forms developed and provided by the Superintendent of Schools as approved by the Hudson School Board. Such forms shall include the account from which funds are being transferred, the account to which the funds are being transferred, and the reason for the transfer.

5. Budget transfers made within the same object code (i.e. health insurance into health insurance) will **not** need School Board approval.

~~Those transfers will need approval from both the finance director and the Business Administrator.~~

a) For transfers less than \$500, the budget transfer must be approved at the discretion of the administrator responsible for the affected accounts and by the Finance Director.

b) For budget transfers \$500 and above, in addition to section 5a above, the transfer must also be approved by the Business Administrator.

~~5.6.~~ Budget transfers may be made only within the accounts overseen by the administrator wishing to make the budgetary transfer.

~~6.7.~~ Approval of such transfers shall be as follows with the exception of transfers made within the same object code

POLICY CODE: DBJ
Transfer of Appropriation

FIRST ADOPTION: 05/19/2014
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

Page 2 of 2

- a) For budget transfers ~~no greater~~ less than \$~~499~~500, the budget transfer must be approved at the discretion of the administrator responsible for the affected accounts and by the Finance Director.
- b) For budget transfers not less than \$500 and ~~not greater~~ less than \$~~1,499~~\$1,500, in addition to section 6a above, the transfer must also be approved by the Business Administrator.
- c) For budget transfers not less than \$1,500 and ~~not greater~~ less than \$5,000, in addition to sections 6a and 6b above, the transfer must be approved by the Superintendent of Schools.
- d) For budget transfers ~~greater than~~ \$5,000 and above, in addition to sections 6a, 6b and 6c above, the Hudson School Board must also approve the transfer.

~~7.8.~~ The Superintendent of Schools shall provide the Hudson School Board with quarterly transfer activity reports as part of the monthly financial reports provided to the School Board.

~~8.9.~~ No funds for which a budget transfer is anticipated shall be spent, encumbered, or otherwise obligated unless and until a budget transfer has been approved.

Legal References:

RSA 32:10

Transfer of Appropriations

RSA 282-A:71, III

Unemployment Compensation

Revision: 05/XX2019

First Adoption: 05/19/2014

Second Reading: Waived

Initial Reading: 05/19/2014

POLICY CODE: DFA - Investments	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 7

INVESTMENTS

I. PREFACE

The Hudson School Board's investment policy establishes a framework for the safe and prudent investment of public funds.

This policy provides guidance and direction the District to conduct the daily investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the treasurer of the Hudson, NH School District. These funds are accounted for in the School District's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Agency Funds
- Any new funds created by the School District, unless specifically exempted by the governing body, in accordance with the law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

III. OBJECTIVES

The investment policy objectives are stated below:

- To ensure the preservation of capital and the protection of investment principal;
- To maintain sufficient liquidity to meet operating requirements;
- To satisfy all legal requirements;
- To attain market-average rate of return on investments ~~taking into account~~ considering risk, legal constraints and cash flow considerations;
- To assure assets will only be invested in obligations of the United States Government, the public deposit investment pool established pursuant to Revised Statutes Annotated (RSA) 383:22, deposits or certificates of deposits in solvent banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State Treasurer (RSA 6.7) ~~(Appendix B).~~

IV. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

- Investment transactions will be conducted in accordance with chapter 197:23a of the ~~Revised Statutes Annotated (RSA)), (Appendix A).~~

POLICY CODE: DFA - Investments RELATED POLICY CODES: --	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019 Page 2 of 7
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- No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the School Board any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INTERNAL CONTROLS

The internal controls for the Hudson School District shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees of the School District.

A system of written internal controls, ~~with regard to~~ regarding investments, shall be established and maintained by the School Board, or its designee, and shall be reviewed annually by the School District's independent auditors.

VII. INVESTMENT INSTRUMENTS

The Hudson School District shall invest its funds in accordance with RSA 197:23a (~~Appendix A~~).

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, ~~taking into account~~ considering large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows.

VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

POLICY CODE: DFA - Investments	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 3 of 7

Before the School District invests any excess funds in investment instruments, ~~with the exception of~~except for United States Treasury securities maturing in less than one year, a competitive bid process shall be conducted by the Treasurer.

Bids shall be requested from qualified financial institutions for various options with regards to terms and instrument. The Treasurer will accept the bid(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

IX. QUALIFIED INSTITUTIONS

The Hudson School District will abide to RSA 197:23a and RSA 383:22-24 (~~Appendix C~~) as the source and foundation of its qualified institution criteria.

X. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 100% of the cash deposit in each case. Collateral shall be wired to the municipality’s joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

Safekeeping procedures shall be reviewed annually by the School District's independent auditors.

XI. ACCOUNTING

All cash bank balances will be reconciled monthly by the Treasurer and reported to the School District Accountant under the direction of the Finance Director ~~on a monthly basis~~monthly. General ledger entries will be posted to the general ledger system at said time ~~in order to~~to accurately reflect the School District’s cash position.

XII. PERFORMANCE EVALUATION

The School District shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the School District’s investment program as it relates to ~~the~~~~their~~their stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIII. OTHER

This policy shall be reviewed ~~at least annually~~periodically by the School Board, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

Legal References:

RSA 6:7	Bank Deposits
RSA 197:23-a	Treasurer’s Duties
RSA 383:22	Public Deposit Investment Fund

Revision:	05/XX2019
Revision:	08/21/2017

**POLICY CODE:
DFA - Investments**

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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Revision: 11/05/2012
First Adoption: 07/07/2008
Second Reading: 07/07/2008
Initial Reading: 06/16/2008

APPENDIX A

TITLE XV
EDUCATION
CHAPTER 197
SCHOOL MEETINGS AND OFFICERS
District Officers
Section 197:23-a

197:23-a Treasurer's Duties.—

~~—I. The treasurer shall have custody of all moneys belonging to the district and shall pay out the same only upon orders of the school board or upon orders of the 2 or more members of the school board empowered by the school board as a whole to authorize payments. The treasurer shall deposit the moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:~~

- ~~—(a) United States government obligations;~~
- ~~—(b) United States government agency obligations; or~~
- ~~—(c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.~~

~~—II. The amount of collected funds on deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus.~~

~~—III. The treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the district treasury, and of all notes given by the district, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the district, giving a particular account of all of the treasurer's financial transactions during the year. The treasurer shall furnish to the school board statements from the books, and submit the books and vouchers to them and to the auditors for examination, whenever so requested.~~

~~—IV. Whenever the treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the treasurer shall, with the approval of the school board, invest the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks incorporated under the laws of the state of New Hampshire or the federal government with a branch within the state and in obligations fully guaranteed as to principal and interest by the~~

POLICY CODE:
DFA - Investments

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

Page 5 of 7

~~United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations. Any person who directly or indirectly receives any such funds for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the district. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral. At least yearly, the school board shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes.~~

~~—V. As an alternative to the option of collateralization for excess funds provided in paragraph IV, the treasurer may also invest public funds in certificates of deposit which meet all of the following conditions:~~

~~—(a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state selected by the treasurer.~~

~~—(b) The selected bank arranges for the deposit of the funds in certificates of deposit in one or more federally insured financial institutions located in the United States, for the account of the treasurer.~~

~~—(c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.~~

~~—(d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.~~

~~—(e) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.~~

POLICY CODE:
DFA - Investments

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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APPENDIX B

TITLE I
THE STATE AND ITS GOVERNMENT
CHAPTER 6
STATE TREASURER AND STATE ACCOUNTS
State Treasurer

Section 6:7

6:7 Bank Deposits.—~~The treasurer may deposit any portion of public moneys, in the treasurer's possession, in federally insured banks chartered under the laws of New Hampshire or the federal government, with a branch within the state. At the discretion of the treasurer, balances may be collateralized if those balances are deemed to be significant in relation to the equity position of the federally insured bank. Other conditions being equal, those federally insured banks shall receive preference which allow interest on balances. As used in this section the term "public moneys" shall include the general funds of the state and any funds of which the state treasurer acts as custodian or agent.~~

PROPOSED REVISIONS

POLICY CODE: DFA - Investments	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 7 of 7

APPENDIX C

TITLE XXXV
BANKS AND BANKING; LOAN ASSOCIATIONS; CREDIT UNIONS
CHAPTER 383
BANK COMMISSIONER
Public Deposit Investment Pool
Section 383:22

~~383:22 Public Deposit Investment Pool.~~

~~—I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.~~

~~—II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.~~

~~—III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.~~

~~—IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected~~

POLICY CODE: DIE	FIRST ADOPTION: 05/02/2005
Audits	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

AUDITING AUDITS

The financial records and accounts of the District must be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements as set forth by Revised Statutes Annotated (RSA), Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).

Each year, the Superintendent shall place before the School Board the matter of retaining a certified public accountant to conduct required audits. The certified public accountant shall be selected by the School Board. The School Board, may at its discretion, extend a ~~long term~~ long-term contract for the annual audit.

Upon completion of the audit, the Superintendent shall promptly distribute copies to all Board members for examination, ~~and within thirty days shall present a review of the audit report to the Board.~~

The Superintendent and auditors shall be responsible for filing copies of the audited financial statements in conformance with RSA: 197:25.

Legal References:

RSA 197:25	Auditors
RSA 671:5	School District Elections: Auditors

Revision:	05/XX2019
First Adoption:	05/02/2005
Second Reading:	05/02/2005
Initial Reading:	04/08/2005

POLICY CODE: DIH
Fraud Prevention and Fiscal Management

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

Page 1 of 4

INTERNAL CONTROL
FRAUD PREVENTION AND FISCAL MANAGEMENT

The internal controls for the Hudson School District shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, and imprudent actions by employees of the School District.

Definitions: Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.
8. Destruction, removal, or inappropriate use of District records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving District monies or resources.

Guidelines:

Reporting: An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the Board

POLICY CODE: DIH
Fraud Prevention and Fiscal Management

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

Page 2 of 4

Chair. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation: The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the District auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the Board Chair is authorized to engage the District's local legal counsel or alternate legal counsel to initiate an investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, the Board shall determine the final disposition of the matter, including whether the matter will be referred to the appropriate law enforcement and/or regulatory agency for further investigation or action.

Confidentiality: The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right-to-know, until the results are made public.

Prevention: To prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

- Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
- Payments - Payments shall be made only by checks or electronic fund transfers. No cash transactions shall be permitted. Check signers shall be

POLICY CODE: DIH
Fraud Prevention and Fiscal Management

FIRST ADOPTION: 07/07/2008
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

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~~approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.~~

- Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
- Access to Checks - Physical and electronic access to School District checks and accounts shall be limited to those employees with designated business functions.
- Capital Assets - The business office shall maintain updated lists of district capital assets.
- Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

Components of Internal Controls:

The internal controls ~~process~~ of the Hudson School District ~~is~~ are made up of five components: control environment, risk assessments, control activities, information and communication, and monitoring. Each component is important, and all ~~have to~~ must function to make an effective control structure.

- The first control standard “control environment” requires that administration and employees establish and maintain an environment throughout the school district that sets a positive and supportive attitude toward internal control and conscientious management. Management needs to assure that it is well designed and operated, appropriately updated to meet changing conditions, and provides reasonable assurance that the objectives of the school district are being achieved.
- A pre-condition to “risk assessment” is the establishment of clear, consistent goals and objectives at both the administrative level and the department (school) level. The district will identify the risks that could impede the efficient and effective achievement of those objectives. Our internal control will provide for an assessment of the risks the school district faces from both internal and external sources.
- Control activities, the third component, is the structure, policies and procedures that the school district establishes so that identified risks do not prevent the school district from reaching its goals and objectives. They are essential for proper accountability for government resources and for achieving effective and efficient program results. They include a wide range or diverse activities, such as approvals, authorizations, verifications, reconciliation, performance reviews, security activities, and the production of records and documentation. Examples of control activities include physical control to secure and safeguard valuable assets, performance measures, proper segregation of duties, assuring that authorizations are received prior to an action occurring.

POLICY CODE: DIH Fraud Prevention and Fiscal Management RELATED POLICY CODES: --	FIRST ADOPTION: 07/07/2008 LATEST REVISION: 05/XX/2019 Page 4 of 4
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- The fourth component “information and communication” is to obtain reliable information to determine the risks of fraud and to communicate policies to those that need it. Communication helps enable staff to carry out their duties and responsibilities more effectively.
- Monitoring is the final internal control standard. This assesses the quality of performance over time, and ensure that the findings of audits and other reviews are promptly resolved. Ongoing monitoring should always occur during normal operations and include regular management and supervisory activities, comparisons, and reconciliations that other people take in performing their duties.

PROPOSED REVISION

Revision: 05/XX2019
 First Adoption: 07/07/2008
 Second Reading: 07/07/2008
 Initial Reading: 06/16/2008

POLICY CODE: DJC	FIRST ADOPTION: 09/13/2004
Petty Cash Accounts	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

PETTY CASH ACCOUNTS

Statement of Purpose

~~This policy is to establish guidelines for the use of petty cash accounts by the Superintendent of Schools and the building principals and/or their designee.~~

STATEMENT OF POLICY

~~Petty cash funds shall be established, when necessary, to purchase minor items and /or provide immediate payment for minor services. The Hudson School District Board authorizes the Superintendent of Schools and Principals to maintain petty cash accounts. Daily operation for the use of the accounts will be the obligation of the Assistant Superintendent of School Resources, under the supervision of the Superintendent of Schools, subject to the approval of the board.~~

~~The accounting for petty cash funds shall be done not less than once a quarter. All disbursements against these funds must be itemized and documented with receipts and will be charged to the applicable budget code. Upon deletion of a budgetary item, no expenditures against the item may be made from petty cash.~~

The administrator of the petty cash account at the schools will be the principal and the account administrator at the central office will be the Business Administrator. These account custodians will be responsible for ensuring that petty cash is not used as an alternative to the customary purchasing procedure, especially where consolidated procurement allows more economical purchasing.

~~Petty cash funds shall be established when necessary to purchase minor items and /or provide immediate payment for minor services. No single purchase/reimbursement shall exceed \$25.00.~~

Revision: 05/XX2019
 First Adoption: 09/13/2004
 Second Reading: 09/13/2004
 Initial Reading: 08/16/2004

POLICY CODE: DKA Payroll Procedures	FIRST ADOPTION: 05/XX/2019 LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitute or part-time personnel, and student workers will be paid through the business office ~~bi-weekly, at regular intervals not to exceed 1 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a(a).~~

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel. Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The School District pays salaries on a regular schedule throughout the school year. There shall be no salary advances ~~for any staff member.~~

Salary Deductions

~~There will be no advance salary for any staff member.~~

Salary deductions are allowed. They are subject to the limitation of the accounting equipment.

Authorized payroll deductions include:

1. Credit Union
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Legal References:

RSA 194-C:4 (II) (a)	Superintendent Services
RSA 275:43	Payment of Wages, Hourly School District Employees

First Adoption:	05/XX/2019
Second Reading	05/XX/2019
Initial Reading:	05/XX/2019

POLICY CODE: DKC	FIRST ADOPTION: 06/09/2004
Expense Reimbursements	LATEST REVISION: 05/XX/2019
RELATED POLICY CODES: --	Page 1 of 1

EXPENSE REIMBURSEMENTS
TRAVEL FOR DISTRICT EMPLOYEES

The advance approval of the Superintendent is required for any out-of-district travel by a district employee if any of the following conditions occur.

1. Employee shall miss a day's work.
2. Travel requires an overnight stay.
3. Anticipated reimbursement in excess of \$500.00 (reimbursement is inclusive of travel, room, board and meeting fees).

Any request for travel shall include all anticipated costs, reason for travel, benefit to the district.

In addition to approval by the Superintendent, advance approval by the School Board for out-of-district travel is required if any of the following conditions occur.

1. If air travel is required.
2. If travel is to a destination is in excess of 300 miles.
3. If travel is to a foreign country.

The superintendent shall develop procedures for employee travel reimbursement. ~~The procedures shall be reviewed annually with the Board. District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required.~~

When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the current Internal Revenue Service standard mileage reimbursement rate for business travel.

~~(rate currently approved by the Board.)~~

Revision: 05/XX2019
 First Adoption: 06/09/2004
 Second Reading: 06/09/2004
 Initial Reading: 05/17/2004

POLICY CODE: DM Cash in School Buildings RELATED POLICY CODES: --	FIRST ADOPTION: 05/XX/2019 LATEST REVISION: 05/XX/2019 Page 1 of 1
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CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and deposited daily by the responsible school employee.

All vending machines shall be emptied of cash daily. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight. This policy shall be well publicized to deter burglary attempts.

First Adoption: 05/XX/2019
Second Reading 05/XX/2019
Initial Reading: 05/XX/2019

POLICY CODE: DN
Equipment and Supplies Sales

FIRST ADOPTION: 05/XX/2019
LATEST REVISION: 05/XX/2019

RELATED POLICY CODES: --

Page 1 of 1

EQUIPMENT AND SUPPLIES SALES

No equipment or supplies shall be disposed of until permission has been received from the ~~School Board~~ Business Administrator (BA). The ~~BA Board~~ shall determine whether the material involved has salable value, and if such shall be the case, it shall authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the BA Board.

SCHOOL PROPERTIES DISPOSAL PROCEDURE

The Board authorizes disposition of obsolete items according to the following priority actions:

1. By selling to the highest bidder or whatever other business arrangement is in the best interest of the School District.
2. When practicable, the Board shall donate such items to charitable organizations and schools.
3. By giving such items to local citizens.
4. By removal to the town dump.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived there from will be returned to the general fund to defray costs of current expenses.

Disposed assets will be removed from the Fixed Asset Inventory list.

First Adoption: 05/XX/2019
Second Reading: 05/XX/2019
Initial Reading: 05/XX/2019

**Hudson School District
Hudson School Board Meeting
June 17, 2019
Draft Minutes**

Present:

Mr. Malcolm Price, Board Chair
Dr. Darcy Orellana, Vice-Chair
Mr. Gary Gasdia
Ms. Gretchen Whiting
Mr. Lawrence Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Karen Burnell, Business Administrator
Ms. Kara Roy, Board of Selectman Liaison

A. Call to Order

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

B. Recognition of Retirees

The Board recognized 13 Retirees and presented each with a granite statue and took photos.

Brief Recess 6:45-6:50 pm.

C. Public Hearing

Ms. Burnell opened public hearing to accept \$551,273 Federal Funds.

Dr. Orellana moved to accept \$551,273 in Federal Funds, second by Mr. Gasdia. Motion passes 4-0.

Ms. Burnell closed Public Hearing.

D. Public Input

Shawn Meuse 834 Fox Hollow Drive Hudson addressed the Board.

RE: Tennis Courts

Read a prepared statement.

Shawn is a tennis professional of over 35 years.

There are many safety concerns surround the tennis courts at AHS. Cracks in the pavement are a trip hazard for those playing a match, these cracks also affect the playability for competitive play. Courts should have a fair environment for all who play.

Showed clips from his computer showing hazards and previous discussion.

Something must be done, preferably this summer. Optimistic that the School Board will do something so all who play will be safe from hazards on the courts.

Thanks to Karen Bonney for your support. Courts should be fair and safe for all who play.

E. Presentations to the Board

None

F. Requests of the Board

Hudson Historical Society

Laurie Jasper and Len Lathrop addressed the Board.

Wishing to apply for a LCHIP Grant (Hills House), seeking permission from the School Board to move forward with this process.

This grant will allow the structure windows to be repaired to further preserve our historic structure.

Ms. Whiting moved to approve Hudson Historical Society to move forward with applying for this grant, second by Mr. Gasdia. Motion passes 4-0.

SkillsUSA National Leadership Conference Attendance Request

Don Jalbert would like to attend SkillsUSA National Leadership Conference in Kentucky June 24-28 to be funded by Perkins Grant.

Ms. Whiting moved to approve the trip request for Don Jalbert to attend SkillsUSA conference June 24-28 funded by Perkins Grant, second by Mr. Gasdia. Motion passes 4-0.

G. Old Business

Hills Memorial Library Memorandum of Understanding

Updated Memorandum of Understanding; reviewed by library trustees and district attorneys.

Discussed school districts responsibilities, would like to see first bullet moved up.

Ms. Whiting moved to accept the Memorandum of Understanding with one change - to move the first bullet up, second by Mr. Gasdia. Motion passes 4-0.

Use of End-of-year Fund Balance

Ms. Burnell addressed the Board. Approximately \$730,000 available.

Mary has polled the teachers and has purchased books that were requested under \$5000. There was one request over \$5000 which will be put in the upcoming budget. These funds cannot be spent on reoccurring items (teacher salary).

Board discussed all the items on this list including tennis court replacement (safety issue), gym floor replacement (end of life/safety issue), bleacher replacement, basket replacement, stadium field upgrade, furniture, outbuilding storage, CTE greenhouse, vaping detectors, multipurpose room floor and associated costs. Discussed if funds could be used for all-day kindergarten – it is now part of the strategic plan using option one. Discussed if the gym floor is redone, gym will remain in the current location will not be relocated as discussed in the AHS renovation; discussed the possibility of a second gym installed in another location of the school. Discussed if town would help finance the gym project as they use our gyms as well. Kara stated it would be a few years out due to our long-range budget system we have in place.

Mr. Gasdia moved to approve the gym floor, bleachers and baskets at a cost of \$309,661, second by Dr. Orellana. Motion passes 4-0.

Ms. Whiting moved to approve HSM vaping detectors at a cost of \$16,659, second by Mr. Gasdia. Motion passes 3-1. (Mr. Price voted no.)

Ms. Whiting moved to approve multi-purpose room floor at a cost of \$21,850, second by Mr. Gasdia. Motion fails 2-2. (Dr.. Orellana and Mr. Price voted no.)

Mr. Gasdia moved to approve the HMS furniture at a cost of \$25,000, second by Ms. Whiting. Upon more discussion motion and second were withdrawn.

Dr. Orellana moved to approve the new tennis court project at a cost of \$133,500, second by Ms. Whiting. Motion passes 4-0.

Ms. Whiting moved to approve stadium field upgrade at a cost of \$200,000, second by Dr. Orellana. Motion passes 3-1. (Mr. Price voted no.)

School Grading

Competency-based grading. HMS has held community meetings; there has been some pushback from families. Competency-based grading means better learning for all students. This is HMS' first year using this grading /remediation systems. For your information.

Policies (2nd readings)

Ms. Burnell addressed the Board.

DA Fiscal Management Plan
DB Annual Budget
DBC Budget Preparation
DBI Budget implementation
DID Fixed Assets (Inventories)
DJ Purchasing
DJE Bidding Requirements

Dr. Orellana moved to approve the policies as presented, second by Mr. Gasdia. Motion passes 4-0.

H. New Business

Teamsters Union Local 633 Intent to Negotiate
For your information.

Bid-award – RampS at Nottingham West and Hills Garrison
Ms. Burnell addressed the Board.
Using composite wood.

Dr. Orellana moved to award the bid to Solid Roots Construction at a cost of \$41,613, second by Mr. Gasdia. Motion passes 4-0.

Brief Recess 8:46-8:56 pm.

Extracurricular Nominations

Fall (some positions still not filled).

Mr. Gasdia moved to accept all of the Extracurricular nominations, attachments 10-14, as presented, second by Dr. Orellana. Motion passes 4-0.

Summer Hiring Procedures

Mr. Russell addressed the Board.

Would like permission from the Board to allow the superintendent to do hiring without having the Board review each candidate. All candidates will go to the Board at a later date. This will enable us to get the best candidates during the summer.

Dr. Orellana moved to grant the Superintendent permission to hire teachers in July and August without coming to the Board first, second by Mr. Gasdia. Motion passes 4-0.

Capital Improvement plan

Ms. Burnell addressed the Board.

Possible Capital Improvement projects.

Full-day kindergarten and AHS renovation

Mr. Gasdia motioned to move forward with full-day kindergarten and AHS renovation as possible CIP projects, second by Dr. Orellana. Motion passes 4-0.

Alvirne Trustees-Funded Proposals

Final Alvirne Trustee Budget \$47,000

Ms. Whiting moved to accept the Alvirne Trustee Budget second by Mr. Gasdia. Motion passes 4-0.

Board Retreat

Mr. Russell polled the Board to determine if there was an interest in a summer retreat.

All members are interested in a retreat.

Policies (1st reading)

Ms. Burnell addressed the Board. Finance policies. Please review and send me any questions.

DGA Authorized Signatures

DGD School District Credit Cards

DH Bonded Employees

DI Fiscal Accounting and Reporting

DIA Fund Balances

I. 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.

June 3, 2019 Draft Minutes

Mr. Gasdia moved to approve the June 3, 2019 draft minutes as presented, second by Dr. Orellana. Motion passes 4-0.

J. Legislative Updates

Weeks of May 20 and May 28

For your information.

One bill passed and could affect special education.

K Committee Reports

1. Strategic Planning Committee

Mr. Gasdia updated Board.

Committee work is complete; July 15 work plans will be complete and will then come to the Board.

Thanks for your support of the community we have made a lot of progress.

Success = branding publicity – what does this look like?

2. Hudson Board of Selectmen

Mr. Gasdia updated the Board.

Primary election – possibly hold elections in one of our schools but still unsure of the date.

CIP items (already discussed).

L Correspondence

Letter of Resignation

Dotty Murray – Board Recorder.

Thanks from the Board; jacket presentation.

May Discipline Report

May report, not April as stated on paperwork. For your information.

Technology Integration Specialist Report

For your information.

June Financial Report

Anticipated fund balance \$730,000

For your information.

FY21 Budget Calendar

For your information.

M Board Member Comments

Ms. Whiting – Meeting dates for July and Aug. are first and third week of the month, should we move or cancel any meetings?

Board will cancel the July 8th meeting but keep July 22. No action on Aug. meetings at this time.

Caitlin enjoyed her high fives at graduation; it was a privilege to be there, moving event.

Mr. Gasdia – Great to be on stage at graduation. Dan Pooler recently launched a weather balloon.

Students will participate in a field day this Saturday 2 pm to Sunday 2 pm. Extra student points if any school board member attends this event.

Dr. Orellana – A lot of learning going on in this district, enjoy being part of it.

Thanks Dotty, you will be missed.

Mr. Price – Honor to be at graduation, my second time.; there were 280 graduates.

Enjoy summer and family.

Kara Roy – Congrats graduates and retirees. Town collaboration – could we talk about this before budget season.

N. Non-Public Session

Ms. Whiting moved to enter into Non-Public Session at 9:30 pm under RSA 91-A:3II (B), second by Mr. Gasdia. Chair called for a roll call vote: Ms. Whiting-yes, Mr. Gasdia-yes, Dr. Orellana-yes, Mr. Price-yes. Motion passes 4-0.

Enter Non-Public at 9:30 pm.

The board discussed a staff matter.

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

Emily Chase	Grade 2 (1-year)	\$39,000
Kathleen Cochran	Grade 6 Science	\$40,000
Sarah Compagna	Math	\$56,000
Brianna Durand	Language Arts	\$44,000
Brittany Goyette	Grade 1	\$38,000
Lynn Morin	Special Education	\$38,000
Guilia Nihan	Mental Health Counselor	\$62,528
Elissa Plante	Grade 4	\$39,000
Hannah Staib	Language Arts	\$39,000
Katherine Staub	Speech-Language Path.	\$44,000
Amanda Brand	Special Education	\$47,750
Deborah Cole	Digital Media& Liter. Facil.	\$49,765
Sarah Gilliam	Assistant Principal	\$65,264
Jason Tesini	Associate Principal	\$88,709
Richard Paive	Careen Devel. Coord.	\$71,968

The board discussed a student and staff matter.

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

N. Adjourn

Meeting adjourned at 10:17 pm.

Respectfully submitted,

Dotty Murray (public)

Mary Wilson (non-public)



Nashua Soup Kitchen & Shelter, Inc.

July 3, 2019

Hudson School District
20 Library St
Hudson, NH 03051-4240

Dear Friends at Hudson School District:

“Well, it just helps us have a better community and helps people have better lives here. It's very important. Extra money helps the community get better, especially people who are struggling.” Ethan Long, fifth grader at Main Dunstable Elementary.

The other day, we received a gift from the students of Main Dunstable Elementary School. Each class had been saving coins as a fun, competitive way to give back to the community and at the end of the drive. The Nashua Soup Kitchen & Shelter was one of the beneficiaries. What struck me was not just the size of the gift from the children, though it was significant, but their understanding of the larger reason behind it. In just ten words, 5th grader Ethan Long, quoted in the article by Nashua Telegraph, captured the moment saying the gift “helps the community get better, especially people who are struggling.”

At the Nashua Soup Kitchen & Shelter, we focus on providing food and shelter to those who are struggling. It is your support which makes this help possible and this support helps not just one or two but makes our community better.

Thank you so much for your donations delivered by Suzette Jackson:

- June 12, 2019: 1 cs cukes, 2 red apples, 30 lb tomatoes, 1 cs oranges, 25 lb red potatoes, 25 lb & 12 lb red onions, 1 cs green peppers, 1 cs zucchini (18-24 lb), 3.4 cs baby carrots
- June 14, 2019: 1 cs tomatoes, 1 cs cucumbers, 1 cs romaine, 1 cs Granny Smith, 1 cs green leaf, 1 cs oranges, 5 cs chocolate milk, 60 juices, 2.5 lb salad, 5 lb grape tomatoes, 2.25 lb carrots, 5 lb oranges
- June 14, 2019: 1 cs goldfish crackers, 8 lb grape tomatoes, 8 lb carrots, 2 bunches celery

Together, we will help people “have better lives”.

In kind donations such as yours are needed to support our clients and are appreciated by us all. IRS regulations prohibit us from assigning value to in kind donations. Please retain any receipts or statements of value you may have to serve as documentation of your donation's value.

In peace,

Michael Reinke
Executive Director
(603) 889-7770 ext 111

IRS regulations require us to state NSKS did not provide any goods or services to you in consideration of your tax deductible contribution. NSK&S is a tax-exempt 501(c)(3) organization; Tax ID # 02-0359239.

*Check our website's wish list & Facebook page for upcoming events!
Backpacks for Back to School drop-off July 29 to August 9.*



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Thank you so much for your donations delivered by Carla Anger:

June 14: NWS surplus foods, 4 cs milk, produce, etc.
 HMS surplus food, produce, chips, watermelon, etc

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