

Posted: 10/04/2019

At: All Hudson schools, SAU building, district website



**HUDSON SCHOOL DISTRICT**  
**Hudson, New Hampshire**  
**October 7, 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** 6:30-6:40
- C. Presentations to the Board**
1. Planning Board Master Plan Public Outreach – Brian Groth, Town Planner 6:40-6:50
  2. FY21 Budget Overview (KB): Attachment # 1 6:50-7:00
- D. Requests of the Board**
1. Eureka Math Institute Attendance Request (MW): Attachment # 2 7:00-7:05
  2. Leadership Conferences Request, CTSOs (LR): Attachment # 3 7:05-7:10
  3. FETC Conference Attendance Request (LR): Attachment # 4 7:10-7:15
  4. Facility Use Request, Haunted Hayride (KR): Attachment # 5 7:15-7:20
- E. Old Business** 7:20-7:30
1. Policies (2<sup>nd</sup> readings, MW): Attachment # 6
    - a) BAAA School Board Policies & Administrative Procedures
    - b) BB School Board Legal Status
    - c) BBA School Board Powers and Duties
    - d) BBAA School Board Member Authority
    - e) BBAB Roles and Duties of the Board Chairperson
    - f) BBB School Board Elections
    - g) BBBC Board Member or District Officer Resignation
    - h) BBBB Board Member Removal from Office
    - i) BBBE Unexpired Term Fulfillment
    - j) BBBF Student Members of the School Board
- F. New Business** 7:30-7:35
1. Policies (1<sup>st</sup> readings, MW): Attachment # 7
    - a) BCA Board Member Ethics
    - b) BCB Board Member Conflict of Interest
    - c) BDA Board Organizational Meeting

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- d) BDD Board-Superintendent Relationship
- e) BDG School Attorney
- f) BEA Regular Board Meetings
- g) BEAA School Board Meeting Preparation
- h) BEAB School Board Member Use of Electronic Communication Devices During School Board Meetings
- i) BEB Emergency Board Meetings
- j) GCCBC Family & Medical Leave Act

2. Contracted Services Agreement (RB): Attachment # 8 7:35-7:40

**G. Recommended Action**

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action: Review and approve. 7:40-7:50
  - a) 09.18.19 Draft Minutes (LR): Attachment # 9
  - b) 09.23.19 Draft Minutes (LR): Attachment # 10

**H. District Administration Reports**

- 1. Project Aware (MW) 7:50-8:00

**I. Legislative Updates (LR)**

- 1. 2019 Legislative Summary: Attachment # 11 8:00-8:05

**J. Committee Reports**

- 1. Strategic Plan Update (LR): Attachment # 12 8:05-8:15

**K. Correspondence**

- 1. Updated Budget Calendar (KB): Attachment # 13 8:15-8:20
- 2. Building Committee Minutes (KB): Attachment # 14 8:20-8:25

**L. Board Member Comments**

8:25-8:35

**M. Upcoming Meetings**

Meeting	Date	Time	Location	Purpose
Policy Committee	10.10.19	4:00 pm	SAU Building	Regular Meeting
School Board	10.21.19	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	11.04.19	6:30 pm	Hills Memorial Library	Regular Meeting

**N. Non-Public Session**

- 1. Personnel Matters (LR): Non-public Attachments # 15, 16

*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.*

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- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.*
- (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.*
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

**O. Adjourn**



# Hudson School District

FY 2021

**OVERVIEW**

October 7, 2019



# BUDGET OVERVIEW

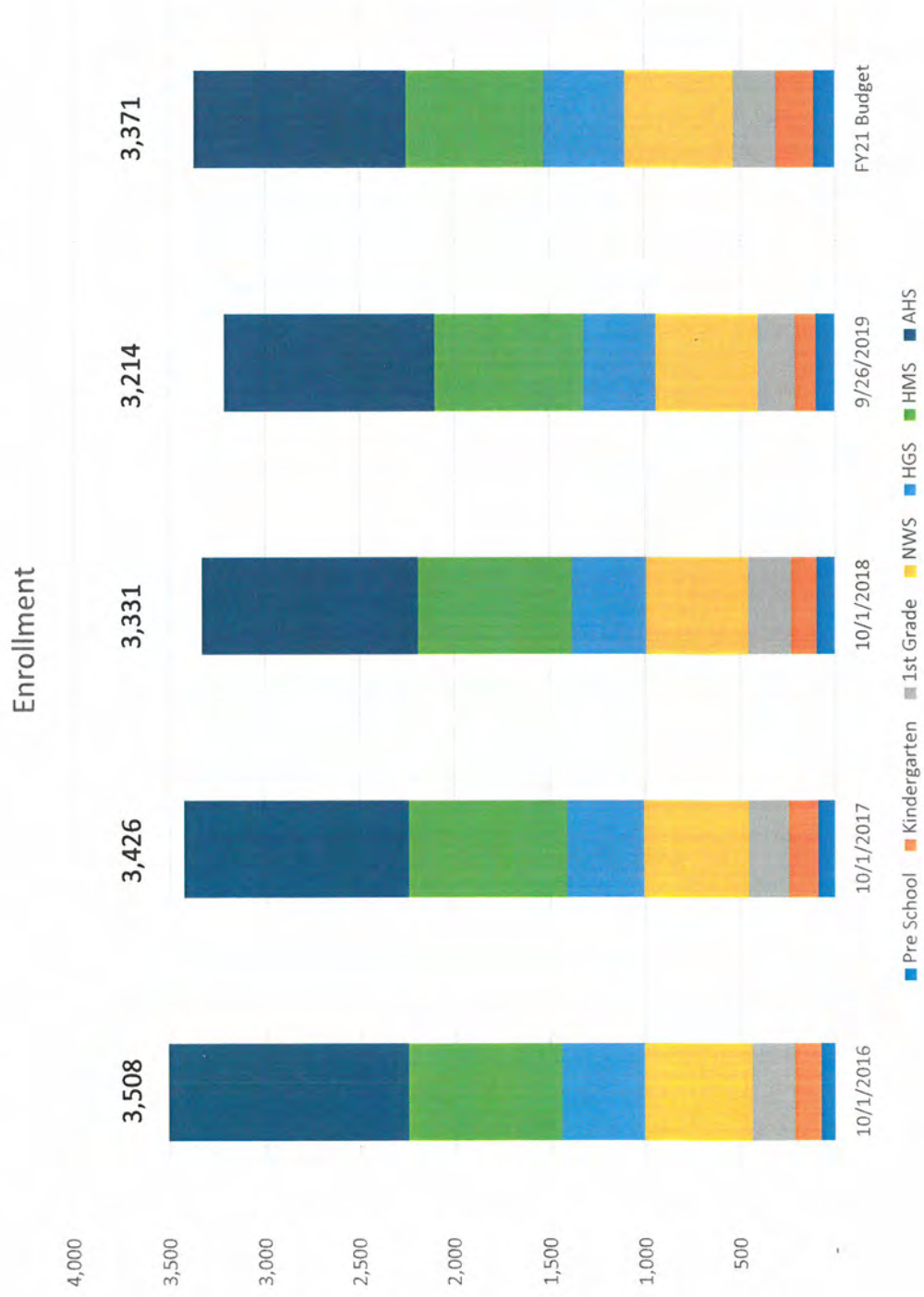
	EXPENDED FY18/19	REVISED BUDGET FY19/20	PROPOSED BUDGET FY20/21	CHANGE
Special Services	11,241,573	11,961,014	12,076,259	0.96%
Technology	1,253,642	1,260,316	1,439,056	14.18%
Facilities	5,776,634	5,839,488	5,789,121	-0.86%
DW-Other	6,863,462	7,824,110	7,855,404	0.40%
Elementary Schools	9,487,907	9,804,579	11,305,736	15.31%
Middles School	6,876,862	6,969,623	7,003,977	0.49%
High School	12,510,813	11,573,215	11,392,769	-1.56%
<b>Total District</b>	<b>54,010,893</b>	<b>55,232,345</b>	<b>56,862,321</b>	<b>2.95%</b>

- Including the cost of Full Day Kindergarten, the total budget is up 2.95%.
- Excluding the cost of Full Day Kindergarten (\$997,355), the budget is up 1.15%.
- Salaries and Benefits increased 3.6%, all other costs decreased 0.6%.
- Town appropriation is proposed to increase by \$1,148,062.
  - Based on the Town assessed value, 37 cents per \$1,000 of property value.
  - Home with an assessed value of \$300,000, would increase \$111 annually or \$9.25 per month in taxes.

# SALARIES & BENEFITS OVERVIEW

- Two Collective Bargaining Agreements are currently in negotiation. Any salary and benefit changes for these members will be included in separate warrant articles.
  - Teamsters Local No. 633 of New Hampshire, and
  - AFSCME Local No. 1906, Council 93
- New Hampshire School Health Care rate increases for the 2020-2021 Fiscal Year have not yet been received. The projected rate increases are as follows:
  - School Care Health Insurance 5%
  - School Care Dental Insurance 5%
  - Life Insurance 0%
  - Long Term Disability 0%
- New Hampshire Retirement Rates, effective from July 1, 2019 through June 30, 2021 Are:
  - **Teacher Classification 17.80%**  
Includes, Principals, Administrators, Nurses, Guidance Counselors and Librarians or jobs requiring professional preparation with at least 180 days/30 hours per week
  - **Employee Classification 11.17%**  
Includes Secretaries, Custodians, Food Service and SAU staff working 35 hours or more per week.

# FY21 STUDENT ENROLLMENT



# FY21 PROPOSED BUDGET – SAU81

OBJECT CODE	DESCRIPTION	EXPENDED 18/19	REVISED BUDGET 19/20	PROPOSED BUDGET 20/21	DOLLAR AMT CHANGE	% of Change
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100	Salaries	25,412,917	26,238,552	26,809,084	570,532	2.17%
200	Benefits	13,402,614	13,977,321	14,833,174	855,854	6.12%

- Salaries increased:
  - \$570,532 or 2.2%, including additional costs of Kindergarten
  - \$147,153 or 0.6%, excluding additional costs of Kindergarten
- Benefits increased:
  - \$855,854 or 6.1%, including additional costs of Kindergarten
  - \$461,057 or 3.3%, excluding additional costs of Kindergarten



# FY21 PROPOSED BUDGET – SAU81

OBJECT CODE	DESCRIPTION	EXPENDED 18/19	REVISED BUDGET 19/20	PROPOSED BUDGET 20/21	DOLLAR AMT CHANGE	% of Change
300-500	Purchased Services	6,850,572	7,171,930	7,227,933	56,003	0.78%
600	Supplies	2,332,968	2,464,932	2,475,679	10,748	0.44%
700	Property	664,044	561,541	721,524	159,983	28.49%
800	Other	72,184	80,420	93,268	12,848	15.98%
900	Bond Issue/Transfers	939,909	1,732,659	1,425,742	(306,917)	-17.71%
<b>Subtotal</b>	<b>General Fund</b>	<b>49,675,206</b>	<b>52,227,355</b>	<b>53,586,404</b>	<b>1,359,049</b>	<b>2.60%</b>

## 700 - Property:

- \$134,225 – 1:1 Laptop Computers (6<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> Grades)

## 900 – Bond Issue/Transfers

- (\$180,833) Lower principal payments- Actual CTE payments lower than expected
- (\$26,084) Lower interest expense
- (\$100,000) FY20 approved Capital Reserve Fund contribution

# FY21 PROPOSED BUDGET – SAU81

FUNCTION CODE	DESCRIPTION	EXPENDED 18/19	REVISED BUDGET 19/20	PROPOSED BUDGET 20/21	DOLLAR AMT CHANGE	% of Change
1100	Regular Programs	19,225,187	19,597,340	20,755,807	1,158,467	5.91%
1200	Special Education	7,430,699	7,891,508	7,980,477	88,969	1.13%
1300	Vocational	1,817,570	1,894,499	1,896,847	2,349	0.12%
1400	Student Activities	694,753	710,944	747,917	36,973	5.20%
2100	Student Services	4,622,786	4,922,101	4,906,090	(16,012)	-0.33%
2200	Support Services (Instructional)	1,578,036	1,780,450	1,951,597	171,147	9.61%
2300	Support Services (General Admin)	845,029	894,623	999,024	104,401	11.67%
2400	School Admin	3,162,641	3,256,900	3,264,907	8,007	0.25%
2500	Business	972,191	1,045,632	1,016,517	(29,115)	-2.78%
2600	Operation / Maint of Plant	5,535,205	5,569,488	5,639,121	69,633	1.25%
2700	Transportation	2,233,958	2,329,645	2,482,321	152,676	6.55%
2800	Information Mgt	459,762	330,365	368,837	38,472	11.65%
4000	Facilities	156,481	270,000	150,000	(120,000)	-44.44%
5100	Principal/Interest	840,909	1,633,859	1,426,942	(206,917)	-12.66%
5200	Fund Transfers	100,000	100,000	-	(100,000)	-100.00%
<b>Subtotal</b>	<b>General Fund</b>	<b>49,675,206</b>	<b>52,227,355</b>	<b>53,586,404</b>	<b>1,359,049</b>	<b>2.60%</b>

Fund:	GENERAL FUND	FEDERAL FUNDS	FOOD SERVICE	CTE	ALVRE TRUSTEES	TOTAL
Total Amount:	53,586,404	1,863,039	1,208,469	154,409	50,000	56,862,321

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

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**Karen Burnell**  
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October 2, 2019

I am requesting to send Leonie Freemantle, 8<sup>th</sup> grade math teacher at Hudson Memorial School, to Great Minds® *Eureka Math* Institute in Boston, MA October 30<sup>th</sup> – 31<sup>st</sup>. It will provide her with a comprehensive learning experience and an opportunity to network and collaborate with peers. Designed to support new and ongoing implementation, sessions are led by a team of educator-facilitators who have deep expertise in the curriculum through their local implementation.

Cost of Institute	\$ 600.00
Cost of hotel	\$ 286.23
Cost of Substitute	\$ 80.00
Mileage	<u>\$ 53.00</u>

Total \$1,019.23 In the professional development 10002213320 budget line.

Respectfully,



Mary E. Wilson  
Assistant Superintendent for Curriculum and Instruction



**BOSTON, MA**

## ***EUREKA MATH* INSTITUTE**

**OCTOBER 29–31, 2019**

Great Minds® *Eureka Math* Institutes provide educators with a comprehensive learning experience and an opportunity to network and collaborate with peers. Designed to support new and ongoing implementation, sessions are led by a team of educator-facilitators who have deep expertise in the curriculum through their local implementation.

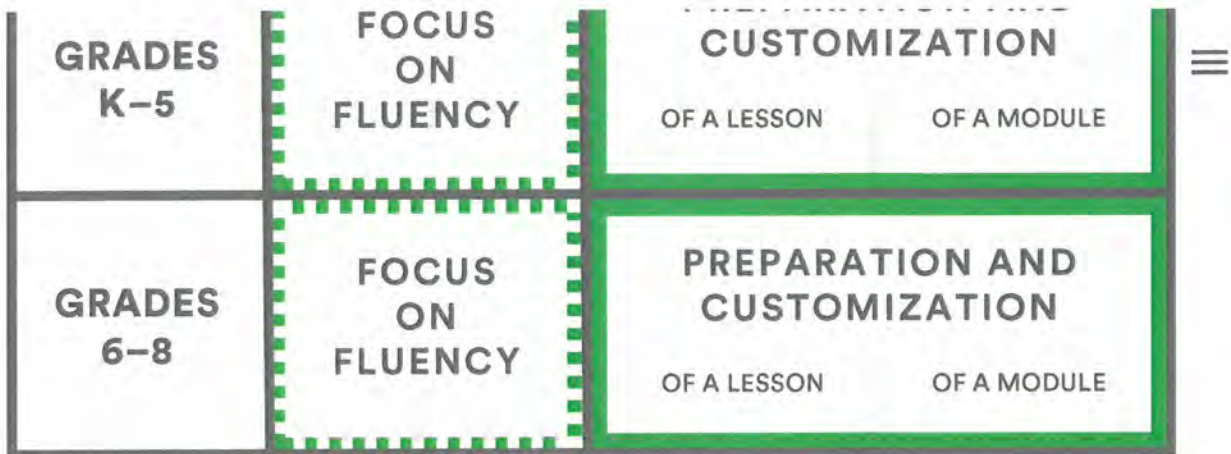
**REGISTER**

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### **SCHEDULE**

Participants enroll in a grade-band-specific, two-day track that best serves their learning goals. Each day, facilitators guide participants in a six-hour session, outlined below. Check-in each day begins at 8:00 a.m. each day. **All sessions begin at 8:30 a.m. and conclude at 3:30 p.m.**, with an hour break for lunch. (Lunch will be provided.)





## COST

**\$600 per person (two-day track)**

Focus on Fluency, a one-day session, can be added to any two-day registration. The cost to add this session is **\$300**.

*Note: Seats may be reserved using a credit card or a school- or district-issued purchase order, which must be submitted within 30 days of registration. For more information, please see our FAQs below. Interested in sending a team? Please **contact us** to discuss group pricing options.*

## REGISTER

## LOCATION

Aloft Boston Seaport  
401-403 D Street  
Boston, MA 02210

Participants are responsible for travel and lodging. For those traveling by plane, we recommend Boston Logan International Airport (BOS). If you plan to use other transportation, we encourage

you to check the [hotel's web page](#) to review all transportation options.



A limited number of hotel rooms at this location are available at a reduced rate. To reserve your room(s), please book online [here](#) or **book directly with the hotel** by calling **(877) 462-5638** and requesting the Great Minds Institute group rate. To qualify for this discounted rate, you must make your reservations by **October 7, 2019**.

We recommend booking travel and hotel rooms after your Institute registration has been completed.

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## INSTITUTE SESSION DETAILS

Click below to learn more about the professional development sessions offered. Links include agendas for each session.

### FOCUS ON FLUENCY

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PREPARATION AND CUSTOMIZATION OF A *EUREKA MATH* LESSON

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PREPARATION AND CUSTOMIZATION OF A *EUREKA MATH* MODULE

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## PROFESSIONAL DEVELOPMENT SEQUENCE

The *Eureka Math* team has crafted a multiyear PD sequence to support educators. We recommend that early implementers participate in foundational sessions—the essential coursework anyone implementing *Eureka Math*/EngageNY Math should experience.



## WHO SHOULD ATTEND

Institutes are designed for all educators, from those involved in daily classroom instruction to the teams and administrators supporting that instruction. The material in each session will benefit new, current, and seasoned implementers of *Eureka Math*. Attendees typically include the following:

- Classroom teachers
- Math leads and coaches
- Special educators and interventionists
- Curriculum directors
- School or district administrators

## WHAT TO BRING



All participants attending the **Preparation and Customization** sessions should bring the module in the table below that corresponds to the grade level they teach, ideally a print copy. If a print copy is not available, participants should bring a laptop with their module PDF already downloaded from our free [Basic Curriculum Files](#).

<b>Grade K, Module 5</b>	<b>Grade 1, Module 4</b>	<b>Grade 2, Module 4</b>
<b>Grade 3, Module 5</b>	<b>Grade 4, Module 5</b>	<b>Grade 5, Module 4</b>
<b>Grade 6, Module 4</b>	<b>Grade 7, Module 4</b>	<b>Grade 8, Module 4</b>

We also ask that all participants bring a device with Wi-Fi capability (laptop, smartphone, or tablet) for completing daily evaluation surveys.

## HOW TO REGISTER

We encourage you to register as soon as possible. Capacity is limited, and events have traditionally sold out. To register, please click the registration button below. The registration deadline for this event is **October 15, 2019**.

## REGISTER

## NEED HELP?

If you have any questions or want to speak with a member of our PD Services team, email us at [PD@greatminds.org](mailto:PD@greatminds.org). Check out our FAQs by clicking below.



Jodi C. Hallas  
Associate Principal

Jason C. Tesini  
Associate Principal

Sarah T. Gilliam  
Assistant Principal

Donald G. Jalbert  
Career & Technical  
Education Director

## **ALVIRNE HIGH SCHOOL**

**Home of the Broncos**

**200 Derry Road**

**Hudson, NH 03051**

**Steven J. Beals, Principal**

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

William R. Hughen  
District Director  
of School Counseling

Karen E. Bonney  
Director of Athletics

Susan E. Bureau  
Dean of Academics

Sherri L. Lavoie  
Assistant Principal for  
Special Services

October 1, 2019

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

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

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

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

FFA National Conference @ Indianapolis, IN

October 28 - November 3, 2019

12 students participating

*Justification:*

Students that won Gold or Silver Medals at the State Conference in the spring are qualified to participate at the National Conference. Approximate cost per person to participate \$800.00 Several revenue sources including student fundraising help will defray costs. Advisor expenses (3 attending - Gagnon, Beaudry & Hill) will be covered from the 2019-2020 Perkin's allocation (estimated \$2,400.00)

FFA State Convention @ Bretton Woods

April 9-11, 2020

±30 students anticipated to participate

*Justification:*

Students have the opportunity to attend the FFA State Convention. The CDEs and Leadership workshops serve as qualifying events for students to participate in Nationals. Approximate cost per person for students and Teachers is \$150.00 Registration and travel expenses for students will be defrayed by fundraising activities, students will pay the balance. Advisors' expenses (est. \$1,800.00) will be funded through the 19-20 Perkins Grant.

NE Ag Teachers Summer Conference @ UNH

June 22-25, 2020

(advisors ONLY)

*Justification:*

Agriculture Educators have the opportunity to attend the New England Agriculture Teachers Summer Conference. This conference offers a unique opportunity for educators in the field to attend workshops in the areas of animal science, horticulture, forestry, community stewardship, and leadership. These exciting workshops offer professional development that addresses the needs of a constantly changing agriculture and agri-science programs. Approximate cost per person is \$850.00. The advisors' expenses will be funded through the 2019-2020 Perkins Grant.

## **Educators Rising**

Advisor: Kara Saranich

Educators Rising State Conference @ Plymouth State University      April 9 - 10, 2020

1 student (State Officer) will require overnight accommodations

33 students will participate in the competitive events 04/10

### *Justification:*

Educators Rising State Conference is the qualifying event for students wishing to compete at the National Level in June. There truly is "something for everybody" and the Chapter Advisor is working hard to get all of her students excited about the State Conference. Registration fees are \$12.00 per person and the students will work to earn that money through various fundraisers. The State Officer and Advisor overnight expenses will come from the revolving account. Perkin's 2019-2020 funds will support the required bus transportation. (estimate: \$500.00)

Educators Rising National Conference @ Washington, D.C.      June 17 - 21, 2020

±5 students anticipated to participate

### *Justification:*

Educators Rising has emerged as yet another viable CTSO at the Palmer CTE Center. Advisor Kara Saranich attended the National Conference last year and has gone all-in including adopting the Educators Rising Curriculum. The National Conference is in Washington, D.C. this year. We are anticipating 5 student participants attending the conference along with Ms. Saranich. Estimated cost per person is \$1,000.00 some of which will be defrayed by fundraising activities. We are setting aside \$1,500.00 from the 2019-2020 Perkin's allocation to support the Advisors participation in this conference.

## **HOSA - Future Health Professionals of America**

Advisor: Jane Colavito

HOSA-NH State Conference @ Manchester, NH

March 12 - 13, 2020

±15 students anticipated to participate

### *Justification:*

Students must earn the right to compete at the National Conference in Houston in June. Approximate cost per person to participate in the State Conference is \$200.00 (includes one overnight in the hotel & meals). Students will participate in fundraising activities to help defray their costs. Advisor's expenses estimated at \$250.00 will be covered using Perkin's '19-20 funds. Bus transportation to and from Manchester will also be covered with Perkin's money (estimated @ \$600.00)

HOSA - FHP International Conference (Houston, TX)

June 22-26, 2020

± 8 students anticipated to participate

### *Justification:*

Students placing first or second at the state conference in their competitive event will have earned the right to represent the state of New Hampshire at the HOSA National Leadership Conference. Approximate cost per person will vary depending on the number of participants. The average of the last two years has been approximately \$900.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisor's expenses will be funded through the 2019-2020 Perkins Grant. We are setting aside \$1,500 to cover Advisor expenses.

### SkillsUSA

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

National Leadership Conference (Louisville, KY)

June 22-26, 2020

± 5 students anticipated to participate

*Justification:*

Students placing first at the state conference in their competitive event have earned the right to represent New Hampshire at the SkillsUSA National Leadership & Skills Conference. Matt Somers will be the Advisor participating. Approximate cost per person is \$900.00. Student fundraising and trustee funds will be used to defray the registration, travel and lodging expenses. The advisor's expenses will be funded through the 2018-2019 Perkins Grant. We are setting aside \$1,500.00 to cover the expenses of one Advisor TBD.

### DECA

Advisor: Sarah Compagna

DECA-NH State Conference @ Manchester

March 5 -6, 2020

±18 students anticipated to participate

*Justification:*

Students must earn the right to compete at the National Conference in Orlando in April. Approximate cost per person to participate in the State Conference is \$200.00 (includes one overnight in the hotel & meals). Students will participate in fundraising activities to help defray their costs. Advisor's expenses estimated at \$250.00 will be covered using Perkin's '19-20 funds. Bus transportation to and from Manchester will also be covered with Perkin's money (estimated @ \$600.00)

International DECA Conference (Orlando, FL)

April 27 -May 1, 2020

±7 students anticipated to participate

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*Justification:*

Students placing first or second at the state conference in their competitive event will have earned the right to represent the state of New Hampshire at the DECA National Leadership Conference. Approximate cost per person will vary depending on the number of participants. The average cost to the student the last two years has been approximately \$800.00. Student fundraising and trustee funds will be used to defray the travel and lodging expenses. The advisors' expenses will be funded through the 2019-2020 Perkins Grant. We are setting aside \$1,500.00 to cover the Advisors expenses.

Sincerely,



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

**HUDSON SCHOOL DISTRICT**

SAU # 81  
20 Library Street  
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phone (603) 883-7765 fax (603) 886-1236

**Lawrence W. Russell, Jr.**  
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[rborge@sau81.org](mailto:rborge@sau81.org)

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

**TO:** Hudson School Board  
**From:** Kyle Hancock, Director of Information Technology  
**Date:** September 16<sup>th</sup>, 2019  
**Re:** 2020 FETC Conference

I am requesting the School Board’s approval for my attendance at the 2020 Future of Educational Technology Conference (FETC) on January 14<sup>th</sup> – January 17<sup>th</sup>, 2020 in Miami FL. The Future of Education Technology Conference brings together the most dynamic and creative education professionals from around the world for an intensive, highly collaborative exploration of new technologies, best practices and pressing issues. Learning from and networking with these professionals benefits Hudson’s Schools, Teachers and Students. After attending last year, I was able to make new vendor connections and gain greater insight on how other districts are implementing technology integration. This year of specific interest will be learning from other districts who have implemented 1-1 computing projects and how we can better our 1-1 computing program as well as how other school districts are using positions like the Community Engagement Coordinator and social media platforms to better engage the community.

Estimated costs for attending this conference are as follows and within the technology budget:	
Conference:	\$830
Hotel (4 nights)	\$1260
Airfare	\$300
Food & incidentals	\$200
<b>Total:</b>	<b>\$2590</b>

Attending events like this conference is vital in keeping my skillset up to date and remaining apprised of the latest technologies, educational trends and the national direction of educational technology. In addition, it affords the opportunity to meet with vendors and school leaders from across the country.

Thank you,  
*Kyle Hancock*

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

**ATTACHMENT # 5**

DIRECTIONS: The information requested is necessary for managing facility usage and to assure that your needs are met. Complete Section I and II and submit the form to the school administrative office at least 14 days prior to the proposed activity. **A Certificate of Liability must accompany this form. The Certificate of Liability must state that the Hudson School District is named as additional insured. The certificate holder must list the Hudson School District, 20 Library Street, Hudson, NH 03051. THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE CERTIFICATE OF LIABILITY IS ATTACHED.**

**SECTION I - APPLICANT INFORMATION**

Name of Organization: Class Act  
 Contact Person and Telephone #: Lauren Denis & Jen LaFrance (603) 459-9234  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 E-mail address: Ldenis@sau81.org  
 Activity Description: Haunted Hayride  
 Number of Anticipated Participants: 150± Number of Supervisors Provided: 6  
 Estimated Hours: 5 Time 4-10  
 Activity Date(s): 10/17, 18, 19 S M T W R F S

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

\_\_\_\_\_ **Hudson Memorial School, 1 Memorial Drive, Hudson, NH - Telephone: 886-1240**  
 \_\_\_\_\_ Kitchen \_\_\_\_\_ Cafeteria \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Classroom \_\_\_\_\_ Gym \_\_\_\_\_ Multipurpose Rm \_\_\_\_\_  
 \_\_\_\_\_ Field(s) \_\_\_\_\_ Library \_\_\_\_\_ Café Kitchen \_\_\_\_\_

\_\_\_\_\_ **Hills Garrison School, 190 Derry Road, Hudson, NH - Telephone: 881-3930**  
 \_\_\_\_\_ Kitchen \_\_\_\_\_ Cafeteria \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Classroom \_\_\_\_\_ Gym \_\_\_\_\_ Café Kitchen \_\_\_\_\_  
 \_\_\_\_\_ Field(s) \_\_\_\_\_ Library \_\_\_\_\_

\_\_\_\_\_ **Dr. H. O. Smith School, 33 School Street, Hudson, NH - Telephone: 886-1248**  
 \_\_\_\_\_ Kitchen \_\_\_\_\_ Cafeteria \_\_\_\_\_ Library \_\_\_\_\_  
 \_\_\_\_\_ Classroom \_\_\_\_\_ Gym \_\_\_\_\_ Café Kitchen \_\_\_\_\_

\_\_\_\_\_ **Library Street School, 22 Library Street, Hudson, NH - Telephone: 886-1255**  
 \_\_\_\_\_ Kitchen \_\_\_\_\_ Café/Gym \_\_\_\_\_ Café Kitchen \_\_\_\_\_  
 \_\_\_\_\_ Classroom \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ **Nottingham West School, 10 Pelham Road, Hudson, NH - Telephone: 595-1570**  
 \_\_\_\_\_ Kitchen \_\_\_\_\_ Cafeteria \_\_\_\_\_ Other \_\_\_\_\_  
 \_\_\_\_\_ Classroom \_\_\_\_\_ Gym \_\_\_\_\_ Café Kitchen \_\_\_\_\_  
 \_\_\_\_\_ Field \_\_\_\_\_ Library \_\_\_\_\_

\_\_\_\_\_ **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.**

## 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:** We have done this fundraiser for years.  
We will make sure the field is clean when we are done.

### SECTION III - PROCESSING ACTIONS

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

**School Administration Approval Signature** Karen Bonney **Date** 9/27/19

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

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

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

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

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

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

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

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

## HUDSON SCHOOL DISTRICT

## Section B

Code/Title	Category	Detail	Page
BAAA School Board Policies & Administrative Procedures	R	new	1
BB School Board Legal Status	O	replacing outdated policy	3
BBA School Board Powers and Duties	R	new	4
BBAA School Board Member Authority	R	new	5
BBAB Roles and Duties of the Board Chairperson	O	new	6
BBB School Board Elections	O	new	7
BBBC Board Member or District Officer Resignation	O	new	8
BBBD Board Member Removal from Office	O	new	9
BBBE Unexpired Term Fulfillment	O	new	10
BBBF Student Members of the School Board	O	new	11

R: recommended

O: optional

P: priority, required by law

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BAAA School Board Policies & Administrative Duties	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 2

*Category R*

### GENERALLY

The policies of the Board are intended to establish the general and overall rules within which day-to-day operations of the School District are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the District community are expected to comply with both Board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the Administration to comply with policy shall not invalidate any lawful action taken.

### CONTENTS OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE

The policies of the Board shall be composed of (1) the policies contained in this Policy Manual; (2) the contents of administrative job descriptions adopted by the Board; (3) all formal Student Handbooks; and (4) all formal Employee Handbooks.

Administrative procedure is not part of Board policy and may be altered by the administration without Board action. Administrative procedure, however, may not conflict with Board policy.

### LIMITATIONS OF POLICY

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all Board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the Board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employee, taxpayers, or others within the School District beyond those that are established in law and are not intended to restrict or limit students,



employees, or other members of the School District community from pursuing any claims or defenses available under law.

### Exceptions

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

- a. Any person may request an exception to any Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify: (1) the name, address and telephone number of the person making the request; (2) the policy for which the exception is being requested; (3) the action that the requesting individual desires, and (4) the rationale supporting the need for an exception.
- b. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies.
- c. Following the Superintendent's investigation, the Superintendent may place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.
- d. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
- e. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BB School Board Legal Status</b> <b>RELATED POLICIES:</b> [Related Policy Codes]	<b>FIRST ADOPTION:</b> [Policy Adopted Date] <b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1
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*Category: Optional*

State law provides that public schools will be operated and maintained by local School Boards. As agents of the state, School Boards are required to implement state laws pertaining to public education and to carry out the rules of the State Board of Education.

The Board is an agent of the State and derives its authority from the New Hampshire Constitution, New Hampshire Statutes, and Rules of the State Board of Education.

Further, the School Board shall be responsible for establishing the structure, accountability, advocacy, and delivery of instruction in each school operated and governed in its district, consistent with applicable law.

**Legal References:**

*RSA 189:1-a, Duty to Provide Education*

*RSA 194:1-3, School Districts: General Powers and Duties*

*RSA 186:5, State Board of Education Powers*

*RSA 197:1, General Powers and Duties of School Districts*

*N.H. Code of Administrative Rules-Section Ed. 303, Duties of School Boards*

Revised: September 2011

Revised: July 1998, November 1999

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BBA School Board Powers and Duties	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

### *Category R*

This School Board shall exercise all the powers and duties prescribed to them by applicable state and federal laws, and rules of the New Hampshire State Board of Education.

### **Legal References:**

*RSA 189:1-a, Duty to Provide Education*

*RSA 195:5, Cooperative School Districts: School Board Powers and Duties*

*N.H. Code of Administrative Rules-Section Ed. 303.01, Duties of School Board*

*Appendix BBA-R*

Revised: May 2007

Revised: February 2006

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BBA School Board Member Authority</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Recommended*

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each agenda will provide an opportunity for Board members to comment on District activities and/or educational issues. These comments may become topics for future Board discussions.

Board members may occasionally serve on committees or organizations for the purpose of reciprocal communication and reporting back to the Board. Committee assignments will be made by the Chairperson with Board approval.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a Board meeting.

**Legal references:**

*RSA 91-A:2, Meetings Open to Public*

*RSA 91-A:2-a, Communication Outside Meetings*

*N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards*

*Appendix: BBA-R*

Revised: April 2011

Revised: July 1998, November 1999. February 2004

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BBAB Roles and Duties of the Board Chairperson	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Optional*

### Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

### Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

New Sample Policy: April 2011

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> <b>BBB School Board Elections</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Optional*

The School Board shall consist of an odd number of members elected by the qualified voters of the District at the annual District elections held in March.

The term of office of each member of the School Board shall be for a period of three (3) years.

The Board may choose to add one or more non-voting student member from a high school in the District to the Board, in accordance with the provisions of Policy BBBF.

### **Legal References:**

*RSA 189:1-c, School Board Student Member*  
*RSA 194:23-f, High School Student as a Board Member*  
*RSA 195:19-a, Composition of Cooperative School Boards*  
*RSA 195:19-b, Reapportionment*  
*RSA 671: 4, School District Elections: Board*  
*RSA 671:22, School District Election at Town Meeting*

Revised: September 2009

Revised: February 2004

Revised: July 1998, November 1999

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BBBC Board Member or District Officer Resignation</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

### *Category O*

Any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all Board members and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for a replacement. A letter of resignation should be sent to the chairman with a copy to the District clerk.

Vacancies shall be filled in accordance with RSA 197:26 and RSA 671:33.

### **Legal References:**

*RSA 197:26, School Meetings & Officers: Vacancies*  
*RSA 671:33, School District Elections: Vacancies*

Reviewed: February, 2004

Revised: November, 1999

Revised: July, 1998

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BBBD Board Member <b>Removal from Office</b> <b>RELATED POLICIES:</b> [Related Policy Codes]	<b>FIRST ADOPTION:</b> [Policy Adopted Date] <b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1
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### *Category O*

School Board members may only be removed from office as provided in RSA 32:12 and RSA 42:1-a. RSA 32:12 prohibits School Board members from violating the provisions of RSA 32 relating to the expenditures of school district money. RSA 42:1-a prohibits school board members from breaching confidentiality standards. Violations of either of these statutes may result in the board member being removed from office.

### **Legal Reference:**

*RSA 32:12, Municipal Budget Law: Penalty*

*RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal, Breach of Confidentiality*

Revised: May 2007

Revised: July 1998, February 2004



## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BBBE Unexpired Term Fulfillment	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Optional*

Vacancies on the school board will be filled in accordance with the provisions of RSA 197:26. Appointees will serve until the next School District annual meeting.

**Legal Reference:**

*RSA 197:26, School Meetings & Officers: Vacancies*

*RSA 671:33, School District Elections: Vacancies*

Revised: September 2012

Revised: July, 1998, November 1999, February 2004, August 2006

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BBBF Student Members of the School Board	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Optional*

The Board may choose to add one or more student members from the District high school. Student-members will serve one-year terms. Student-members will not have the right to vote. Student-members will be excluded from all non-public sessions the Board enters.

Student-members will be chosen by a vote of the high school student body, in accordance with the provisions of RSA 194:23-f.

Student-members are expected to:

- (1) Attend all school board meetings;
- (2) Represent all high school students within the District;
- (3) Present to the school board specific proposals and ideas from the high school student body;
- (4) Serve as a liaison between students, District staff, and the Board; and
- (5) Keep the student body informed of Board business and actions;
- (6) Comply with all Board policies relative to students and Board members, when applicable.

The Board reserves the right to discontinue the addition of student-members at any time.

**Legal References:**

*RSA 189:1-c, School Board Student Member*

*RSA 194:23-f, High School Student as a Board Member*

New Policy: September 2009

## HUDSON SCHOOL DISTRICT

## Section B for Review 10/07/2019

Code/Title	Category	Detail	Page
BCA Board Member Ethics	R	replacing outdated policy NHSBA verbatim	1
BCB Board Member Conflict of Interest	R	new, NHSBA verbatim	3
BDA Board Organizational Meeting	O	new, NHSBA verbatim	5
BDD Board-Superintendent Relationship	R	new, NHSBA verbatim	6
BDG School Attorney	O	new, NHSBA verbatim w/added highlighted text	7
BEA Regular Board Meetings	R	new, NHSBA verbatim w/added highlighted text	8
BEAA School Board Meeting Preparation	O	new, NHSBA verbatim w/added highlighted text	9
BEAB School Board Member use of Electronic Communication Devices During School Board Meetings	O	new, NHSBA verbatim	10
BEB Emergency Board Meetings	O	new, NHSBA verbatim	11
GCCBC Family & Medical Leave Act	R	replacing outdated policy NHSBA verbatim	12

R: recommended

O: optional

P: priority, required by law

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> <b>BCA Board Member Ethics</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 2

*Category: Recommended*  
*See also Appendix BCA-R*

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies and foster a relationship with the District administration toward the effective implementation of those

policies and management of the District operations, personnel and facilities.

12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.

13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.

14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

See also: Appendix BCA-R

**Legal References:**

*189:1-a "Duty to Provide Education"; and RSA 189:1 "Days of School"*

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BCB Board Member Conflict of Interest</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 2

### *Category R*

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, demonstrable, and which is or may be in conflict with the public interest.

A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board member is an employee. The policy is designed to prevent placing a Board member in a position where his or her interest in the public schools and his or her interest in his or her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. RSA 95:1 requires that "No person holding a public office, as such, in state or any political subdivision governmental service shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office." Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

### **Nepotism**

The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This paragraph shall also apply to any other person who shares the expenses of daily living with the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district.

However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. In the case where the relationship is with the Superintendent, the Superintendent shall disclose the relationship to the Board as early as possible in the recruitment/selection process for the open position or in the case of someone currently employed by the district, before recommending any job-related action pertaining to the individual. The Board shall determine whether, were the candidate selected,

the supervisor - subordinate relationship between the Superintendent and the prospective employee will be sufficiently indirect, to not disqualify the candidate. If not disqualified, and prior to candidates for the position being screened and a nominee being selected, or the Board approving any job-related action, the Superintendent and the Board shall agree on a mechanism to address the conflict of interest. Where practical, the Board may designate another district staff member to fulfill the role of the Superintendent for the selection of a nominee for the position or take appropriate alternative steps. The job applicant is expected to declare his/her relationship with the Board member or Superintendent as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

**Legal References:**

*Marsh v. Hanover, 113 NH 667 (1973) and*

*Atherton v. Concord, 109 NH 164 (1968)*

*RSA 95:1, Public Officials Barred from Certain Private Dealings*

Revised: May 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004, May 2006

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BDA Board Organizational Meeting	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

### *Category O*

The Board shall organize annually at its first meeting following the District elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the Superintendent, who shall preside during and until the election of a Chairperson.

The election of the Chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

### **Legal Reference:**

*RSA 91-A:2, Public Records and Meetings: Meetings Open to the Public)*

Reviewed: February 2004

Revised: July, 1998



## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BDD Board-Superintendent Relationship</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

### *Category R*

The Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues.

*Appendix : BDD-R*

Reviewed: February 2004

Revised: November, 1999

Revised: July, 1998

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BDG School Attorney</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

### *Category O*

The Board recognizes that the increasing complexity of School District operations frequently requires procurement of professional legal services. Consequently, it shall retain an attorney or law firm for that purpose.

A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur where it is consistent with approved District policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of formal Board direction.

Many types of instances of legal assistance to the District may be considered routine and not necessitating specific Board approval or prior vote. For example, the Superintendent may consult with the school attorney to interpret statutory requirements or regulations, prepare or review contracts and seek legal opinions regarding other District issues.

However, when the administration concludes that unusual types or amounts of professional legal service may be required, Board authorization for such service shall be promptly requested.

Reviewed: February 2004

Revised: July, 1998

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BEA Regular Board Meetings</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Recommended*

The Board shall meet at least once every two months unless otherwise determined by Board action. The Hudson School Board has determined Board meetings will be held the first and third Monday of each month.

Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website. Minutes of all meetings will be taken and provided in accordance with the provisions of RSA 91-A.

All meetings shall be open to the public. Agendas will be established per Board Policy BEDH. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

Additional meetings may be scheduled at the call of the Chair or Board designee. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2 and Board Policy BEB.

A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

The School Board recognizes that the consistent attendance of Board Members at Board Meetings is essential for the efficient, effective operation of the Board's duties as well as fulfilling our individual obligations as elected officials.

### Legal References:

*RSA 91-A, Access to Public Records and Meetings*

*N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards*

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BEAA School Board Meeting Preparation</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

### *Category O*

Before actions by the Board are requested or recommended, the Board Members shall be provided adequate data and backup information at least four days in advance, when practicable, to assist them in reaching sound and objective decisions consistent with established goals.

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BEAB School Board Member use of Electronic Communication Devices During School Board Meetings</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Optional*

School board members will refrain from using electronic communication devices during board meetings. Electronic communication devices means, but is not limited to, cell phones, cell phones, camera phones, pagers, beepers, and other similar electronic communication devices. Board members will not use these devices during meetings to communication with members of the public regarding official school board business, agenda items, or other board matters that are properly discussed publicly during board meetings.

This policy is not meant to prohibit Board members from using computers or similar devices during a meeting, provided such use is limited to purposes of the meeting only.

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BEB Emergency Board Meetings</b>	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: Optional*

Emergency meetings may be called by the Chair or by action of a majority of the Board. For the purposes of this policy, an emergency is defined as a situation where immediate undelayed action is deemed to be imperative by the Chair. In the event of an emergency meeting, the Board will post notice of time and place of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting.

**Legal Reference:**

*RSA 91-A:2, II, Meetings Open to the Public*

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> GCCBC Family and Medical Leave Act	<b>FIRST ADOPTION:</b> [Policy Adopted Date]
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 1

*Category: R*

The intent of this policy is to summarize the Family and Medical Leave Act of 1993 (FMLA), as amended from time to time, as it applies to eligible employees of the Hudson School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of the Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve months, and be employed at a work site where at least 50 employees are employed by the Hudson School District.

Consistent with the FMLA, the Hudson School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks (or up to 26 weeks to care for an eligible servicemember with a serious illness or injury) during a twelve (12) month period. The Hudson School District uses a "rolling" 12-month period calculated from the date the leave begins. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 (or 26) weeks which has not been used during the immediately preceding 12 months.

Qualifying reasons for leave for eligible employees includes leave for, the birth of a son or daughter, and to care for the newborn child the placement with the employee of a son or daughter for adoption or foster care; caring for the employee's spouse, son, daughter, or parent with a serious health condition; an employee's serious health condition that makes them unable to perform the functions of their job; qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on eligible active duty; and for care for an eligible servicemember with a serious injury or illness.

The Hudson School District requires an employee to use accrued sick time for the purposes of FMLA where applicable. An employee may elect to use accrued vacation or personal leave for purposes of FMLA. FMLA will run concurrently with the use of these paid leave benefits.

The employee shall notify the Hudson School District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin as required by FMLA. If such leave is not foreseeable, then the employee shall give such notice as is practical. The Hudson School District requires a certification from a health care provider when the medical leave is requested.

When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher to a different grade level, building, or other assignment, consistent with the employee's certification.

The Hudson School District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the FMLA, including information concerning the enforcement of the Act.

**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](mailto:lrussell@sau81.org)

**Mary Wilson**  
*Assistant Superintendent*  
(603) 886.1235  
[mwilson@sau81.org](mailto:mwilson@sau81.org)

**Rachel Borge**  
*Director of Special Services*  
(603) 886-1253  
[rborge@sau81.org](mailto:rborge@sau81.org)

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

**Date October 7, 2019**

**Service Provider Name SERESC**  
**Service Provider Address 165 South River Road, Unit F**  
**Bedford, NH 03110**

Dear **SERESC**:

This contract is an Agreement between **SERESC** and the Hudson School District to provide contracted **Evaluation and Consultation** services for the **2019-2020** school year.

**Evaluation and Consultation** services will be provided not to exceed 6,500. The hourly rate for services is \$93.00. 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 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



**Service Provider**

Page 2

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 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.

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Signature – **Service Provider**

Date

---

Signature – Rachel Borge

Date

Hudson School Board  
September 18, 2019

SAU Building-Randy Bell Conference Room  
Public Session 6:30pm

Hudson School District  
Hudson School Board Meeting

Present:

Mr. Malcolm Price, Board Chair  
Dr. Darcy Orellana, Board Vice Chair  
Ms. Diana LaMothe  
Ms. Gretchen Whiting  
Mr. Larry Russell, Superintendent  
Ms. Karen Burnell, Business Administrator  
Mr. John Pratte, Director of Facilities  
Mr. James Petropulos, Principal Engineer, Hayner/Swanson, Inc.

- A. Call to Order: Chairman Malcolm Price called the meeting to order. Ms. Whiting led the Pledge of Allegiance.
- B. Public Input: Shawn Meuse, 834 Fox Hollow Drive. Shawn provided an update with some good news regarding the tennis courts. He read an email he sent to most of the people in the conference room. The email was an update about USTA and how they would support the Rec department and their tennis programs. There would be no cost to the town. He asked the board to consider the extra funds for the new courts. He thanked Mr. Beals who has been outstanding and aggressive to resolve all these items. He also thanked Ms. Burnell and the board. Ms. Whiting asked what 'full' support means? Full support would be all the instruction and the equipment. They would just need to use the courts and work out the schedule with the athletic director. There could be cost to some of the residents depending on the program.
- C. New Business:
1. Tennis Courts: Mr. Russell presented a memo to the board asking for additional funds to complete the tennis courts. Mr. Petropulos is here to present the land survey for the tennis courts. He went over the site plans from back in July with the location of where the 6 tennis courts are being relocated to. They discovered there were two engineering challenges which acquired additional costs. He went on to speak about those two pieces. He estimated one of the challenges could cost an additional \$20,000 - \$25,000 (moving a drain pipe). The second challenge could be anywhere from \$40,000 - \$50,000 worth of work (tree clearing, excavation work, loaming and seeding afterwards). The board had many questions for Mr. Petropulos about the new catch basin; is there another place to put the tennis courts? Ms. Burnell stated that we would start our design and application process over again if we moved the tennis courts to a different location and that would generate additional costs to redesign and reapply. Mr. Beals believes there would be additional costs if we did move the tennis courts. There are wetlands at the rear of the fields, and we know we cannot build on wetlands. The board also had questions about a memo from Ms. Burnell and about acquiring estimates about site design and costs. The first estimate without doing any of the detail work that goes with it, came in at \$55,000. It's now coming in at \$173,000. The basins need to be redone and that was missing from the original site work. John Pratte spoke about not having a plan and a lot of the companies won't give you a price without a plan, but they gave a price without site plans. That's a big increase. Is Harvey trying to lower the costs? Ms. Burnell stated they would work directly with the individual company doing the work instead of going through Harvey and that could be a 10 or 11% savings.

Dr. Orellana asked where Alvirne's tennis team play this spring if the board doesn't approve the extra funds. All tennis matches would be played as away games, no practice courts so they would have to travel to practice. Utilize paying for transportation. Ms. Whiting asked if we approve this, will they be ready for spring sports? Mr. Beals responded 'yes'.

Dr. Orellana spoke about the proposed budget transfer form and how it concerns her. Ms. Burnell explained that these are funds remaining after projects have gone out to bid and came back at a cost lower than what was budgeted. Therefore, these funds are available for transfer. She also explained we are confident with taking these funds.

Dr. Orellana asked if it becomes the will of the board to approve this, is the final number on attachment 1? Ms. Burnell stated she has documents for each one of those numbers.

Mr. Price has concerns about using the end of the year money at the beginning of the school year and thinks it's going to cause an issue.

Ms. LaMothe asked if a bid comes in lower or over the budgeted amount, can Ms. Burnell present that to the board, so we can see it ahead of time? Ms. Burnell agreed to that.

Dr. Orellana asked if some of this can be done over time? Can any part be delayed? The purchase orders were cut at the end of last year, this if for the additional site work we are funding right now.

Mr. Price asked what if we were to cut some courts off? If we reduce to 5 courts, we would save approximately \$28,700; 4 courts \$57,000 savings. 6 tennis courts means all high school matches happen at the same time. Can you play high school tennis matches with 4 courts? Yes, takes longer, less participation.

***Ms. LaMothe made a motion to award the tennis court replacement at Alvirne High School according to attachment #1, as is, seconded by Ms. Whiting.***

Ms. Whiting thinks anything less than 5 is not recommended. The matches would go on forever.

Dr. Orellana asked what if we didn't approve this? There would be no tennis courts. We would have to renege on the contracts and the \$200,000 from last year would be surplus for this year.

***Motion passes 3-1. Mr. Price voted nay.***

***Ms. Whiting made a motion to adjourn the meeting at 7:30 pm, second by Dr. Orellana.***

Respectfully submitted,  
Susan Piper

Hudson School District  
Hudson School Board Meeting  
DRAFT Minutes

Present:

Mr. Malcolm Price, Board Chair  
Dr. Darcy Orellana, Board Vice-Chair  
Mr. Gary Gasdia  
Ms. Diana LaMothe  
Ms. Gretchen Whiting  
Ms. Kara Roy, Vice-Chairman, Board of Selectmen  
Mr. Larry Russell, Superintendent  
Ms. Mary Wilson, Assistant Superintendent  
Mr. Jack Gasdia, Student Representative

**A. Call to order:** Mr. Price called the meeting to order. Dr. Orellana led the Pledge of Allegiance.

**B. Public Input:** No public input.

**C. Presentations to the Board:** No presentations to the board.

**D. Requests of the Board:** No requests of the board.

**E. Old Business:**

1. Board-Preferred Alvirne Renovation Option: Jay Doherty, Lance Whitehead and Mr. Russell are here to update the school board on the revised C2 option. Jay spoke about the priorities of this project, which are the safe/ security of the building entrance, drop off sequence, enhanced function for the cafeteria, enhanced co-curricular space, community, athletic and recreation space improvements. Since the last time he was here, there has been a lot of positive feedback. The board had agreed to move forward with the C2 option. Since that meeting, they have met with key staff, assistant principals, administrative assistants, main office staff, music and theatre groups, and food service. Mr. Doherty presented the new diagram to the school board. He spoke about the new spaces, cafeteria, and kitchen renovations. Area 1 is the two new cafeteria spaces. Area 2 are spaces reserved for the CTE renovations. Area 3 is the new entry forum, very similar to the CTE and restaurant entrances, just a little larger. Area 4 is the parking lot renovations. Area 5 is new administration area, SRO office, principal's office, conference rooms, secure restrooms, and support space. We will renovate the stairs and add a new elevator. Both staircases will be removed, replaced, and the elevator will be larger. Area 6 will be turned back into storage spaces that will support the auditorium. Area 7 is the restrooms that would support the auditorium and the field. Concessions are also in area 7. Area 8 is the current music room, it will support the auditorium. Area 9 is the auditorium, 400 seats on the main floor of the auditorium, 130 seats in the center area which could be used for classes without having to use the entire auditorium, and the balcony has 200 seats. Total about 600 seats. Some key back-up spaces will be instrument lockers, small make-up rooms, practice rooms which can double as dressing rooms. The second level/floor would be renovated as well. The first-floor locker room would be moved upstairs. There is space for future additions if needed as well; currently it would be used as green space. If we would separate the auditorium from the rest of it, on a separate warrant article, how would that look? It can be separate, but if you took out the auditorium, you would have a very long corridor. You can phase it in, but the cost would be impacted. Lance handed out cost sheets to the school board members, and stated these costs are based on square footage. The total construction value is estimated to be 14.2 million, then you add in contingencies, engineering fees, permitting, furnishings, equipment, and

technology that brings the total cost to 17.5 million. They would work closely with the engineers to try to keep the cost down. This would go to vote in March 2020, then it would go out to bid in the fall of 2020.

Ms. LaMothe stated they did a fantastic job, took our comments into consideration. Mr. Russell would like the board to make a motion to move forward and commit to these plans. Mr. Price doesn't want to see 2 warrant articles. The whole thing or nothing.

***Ms. LaMothe made a motion to approve the Alvirne renovation plan as detailed in attachment 1 as is, seconded by Dr. Orellana. Motion passes 5-0.***

2. Policy IHBH Extended Learning Opportunities: Ms. Wilson presented this as the second reading, asked if there were any questions from the first reading. Dr. Orellana did ask about the wording of 'co-curricular programs and activities' in one of the paragraphs. It does have the meaning of what it says in the policy.

***Ms. Whiting made a motion to accept IHBH Extended Learning Opportunities as written in attachment 2, second by Ms. LaMothe. Motion passes 5-0.***

**F. New Business:**

1. Budget Transfer SB #20-03: Ms. Wilson presented a budget transfer from Professional Development to Software for PowerSchool Performance Matters Analytics, Implementation and Training. It's an add-on package to PowerSchool and will help teachers and administrators drill down into what's happening at the student or classroom level. This will be one data warehouse for the teachers to see, not multiple places to look at a student's progress. Mr. Gasdia doesn't feel comfortable taking away for Professional Development, since we increased PD budget last year. Mr. Russell believes this will improve instruction. Ms. LaMothe would like to know if we are confident that the teachers will use this? Mr. Russell states that the teachers will use it. Mr. Russell asked Ms. Wilson if the funds are transferred now, will you have enough funds to complete all PD for the rest of the school year? Ms. Wilson believes that with the funds transferred, this will serve all the students of HSD. It directly supports Professional Development to see students' success.

***Ms. Whiting made a motion to accept the transfer as detailed in attachment 3, seconded by Dr. Orellana. Motion passes 4-1. Mr. Gasdia opposed.***

2. Extracurricular Nominations: Mr. Russell presented the following year-round extracurricular nominations:

**Alvirne High School:**

Freshman Class Advisor: Brian Taylor \$950

Sophomore Class Advisor: Bryan Medeiros \$950

Yoga Club: Jessica Paeplov \$500

Student Celebration Club: Maria Oakley \$500 - recognize student achievement and good citizenship.

**Nottingham West Elementary:**

Chorus: Kirsten Mohring \$2,000

**Hills Garrison School:**

Chorus: Lisa Hansen \$2,000

Ski Club: Christine Kinglsey \$950

Battle of the Books: Mary Levesque \$500

Band: Kirsten Mohring \$2,000

**Ms. LaMothe made a motion to accept the extracurricular nominations, seconded by Mr. Gasdia. Motion passes 5-0.**

3. Donation Acceptance: Ms. Wilson presented a check in the amount of \$500 from a private citizen to be applied to any student lunch debt. Awesome gesture. Mary Jane, thank you so much.

**Dr. Orellana made a motion to accept the donation for student lunch debt, second by Ms. Whiting. Motion passes 5-0.**

4. Policies (1<sup>st</sup> reading): Ms. Wilson presented the policies listed below. She asked if it would be possible to bring 20 policies to the board at a time to get through them? Mr. Price inquired about having the policies emailed to the board members ahead of time so there is time to read them over and formulate questions? Yes, that can be done. The board would like to keep it at 10 policies to review during the budget season. We need to have 21<sup>st</sup> century policies. The ones marked NEW came right from the New Hampshire School Boards Association and required no changes at all.

- a) BAAA School Board Policies & Administrative Procedures
- b) BB School Board Legal Status
- c) BBA School Board Powers and Duties
- d) BBAA School Board Member Authority
- e) BBAB Roles and Duties of the Board Chairperson
- f) BBB School Board Elections
- g) BBBC Board Member or District Officer Resignation
- h) BBBB Board Member Removal from Office
- i) BBBE Unexpired Term Fulfillment
- j) BBBF Student Members of the School Board

**G. Recommended Action:**

1. Manifests - Recommended actions:
2. Minutes - Recommended action: Revised minutes as follows: Ms. LaMothe noted in the previous notes when speaking about Option C2, there is an open space in the minutes; it should say "Then add a new music room next to the auditorium, the current music room would become an extra space."

**Ms. Lamothe made a motion to approve the minutes as amended, second by Mr. Gasdia. Motion passes 5-0.**

**H. District Administration Reports:** There is a meeting Tuesday evening at the Hills Memorial Library about the incident last Friday at AHS to address any concerns. They will address any rumors that were out there, talk about what went right, what went wrong. Notices have been sent out on this meeting, so far 16 are signed up to attend, 20 more interested.

Community Engagement Coordinator started today. Very encouraged with her starting, she visited some schools today. Communication happens through social media and she is going to help monitor that. She will speak about the good things that are happening in our district. She will be engaging the community at our public events.

Right-to-Know received from the Town of Hudson today; the articles they want to look at are ready for them to review.

Mr. Gasdia thinks we would be remiss not to talk about the incident at Alvirne last Friday. He is glad to see there will be a meeting Tuesday evening regarding the incident at Alvirne last Friday. The students felt the message didn't match the training, which in turn, made some of the students nervous. Mr. Russell encourages all parents and students to attend the Tuesday evening meeting. Mr. Beals spoke to all the students today, reassuring the students that they are safe. Jack was glad Mr. Beals spoke about it today. Students were satisfied with the way he handled it today. Dr. Orellana thinks we should caution on making blanket statements without data. Keep it in context.

Ms. Wilson spoke about Instructional Rounds training that she attended today with approximately 25 educators from the district. Elizabeth City from Harvard was the presenter.

**I. Legislative Updates:**

**J. Committee Reports:**

1. Strategic Plan Update: Mr. Russell spoke about a colored grid that he handed out. This grid shows the timeline of who is working on what and when it should be completed and then checked off when it is complete. The Strategic Plan was spoken about at the principals' meeting and at the SAU meeting. The mission and vision statements are hanging in all the classrooms and it is being spoken about at staff meetings. Mr. Russell will be speaking about it again to the entire HSD staff during a teacher workshop day. Mr. Gasdia was impressed with the grid that was handed out.

Ms. LaMothe met with Kara Roy, Roger Coutu, Steve Malizia, and Karen Burnell last Friday and they discussed on how the district can share costs with the Town of Hudson and save the taxpayers money. They have found ways that they are currently sharing costs and will continue to look for more.

Ms. Whiting and the policy committee which we have spoken about tonight – we want to ensure that school principals and staff stay informed about the policies and in what the School Board is doing.

**K. Correspondence:** No correspondence.

**L. Board Member Comments:**

Jack Gasdia: Excited to see progress with the Strategic Plan. He has seen it in the classroom at the high school and he's seen it in the elementary schools and it's clear to see. Encourages all parents and students to attend tomorrow night's meeting.

Ms. Whiting: Article in the paper about a couple of students who went to Sullivan farm last week, learned how to grow a loofah and make it into sponges. May be late to the next board meeting, the girls' soccer team will be "going pink" for the game for Breast Cancer Awareness.

Ms. LaMothe: Last Friday, met with other people at the town hall, we need to coordinate, she sees it being done. If it's possible, next meeting, presenting the concept and dates of reaching out to the public for a master plan. Work together. Make Hudson a better town. Be kind to each other. Talk to each other. What transpired at the high school last Friday, she commends the district in how it was handled. Contact the superintendent as a first response, not put it out there on Facebook

Mr. Gasdia: Excited about the Community Engagement Coordinator. Excited to see more tweets, Facebook posts and updated websites about what is going on in the schools. He will be meeting with Selectman Roy next week to talk about the great work the school board has done and the great work the Selectmen have done and how we are working together. We are one Town. The meeting will be aired on HCTV.

Hudson School Board  
September 23, 2019

Hills Memorial Library  
Public Session 6:30pm

Dr. Orellana: No comments

Kara Roy: Very productive meeting and looks forward to joining Mr. Gasdia on TV on the 30<sup>th</sup>. Continue to forge ahead with our communications. We can only make it better if we keep going.

Mr. Price: Commends 3<sup>rd</sup> grade teacher, Taylor Forrence, that came up with an idea for her students; they have a booklet with chips and coins for good behavior and they don't want to lose them for acting up. It's working in her classroom.

***Ms. Whiting made the motion to enter non-public session, second by Ms. LaMothe. Roll call vote: Ms. Whiting, aye; Ms. LaMothe, aye; Mr. Gasdia, aye; Dr. Orellana, aye; Mr. Price, aye. Motion passes 5-0.***

Enter non-public session at 8:00 pm.

The board discussed a student tuition matter. ***Mr. Gasdia moved to allow student to continue in Hudson on a tuition basis beginning December 1 after their move, second by Ms. Whiting. Motion passes 5-0.***

***Mr. Gasdia moved to accept all retirement intentions, second by Ms. LaMothe. Motion passes 5-0.***

***Mr. Gasdia moved to adjourn, second by Dr. Orellana. Motion passes 5-0.***

The meeting adjourned at 8:29 pm.

Respectfully submitted,

Susan Piper (public)  
Mary Wilson (non-public)

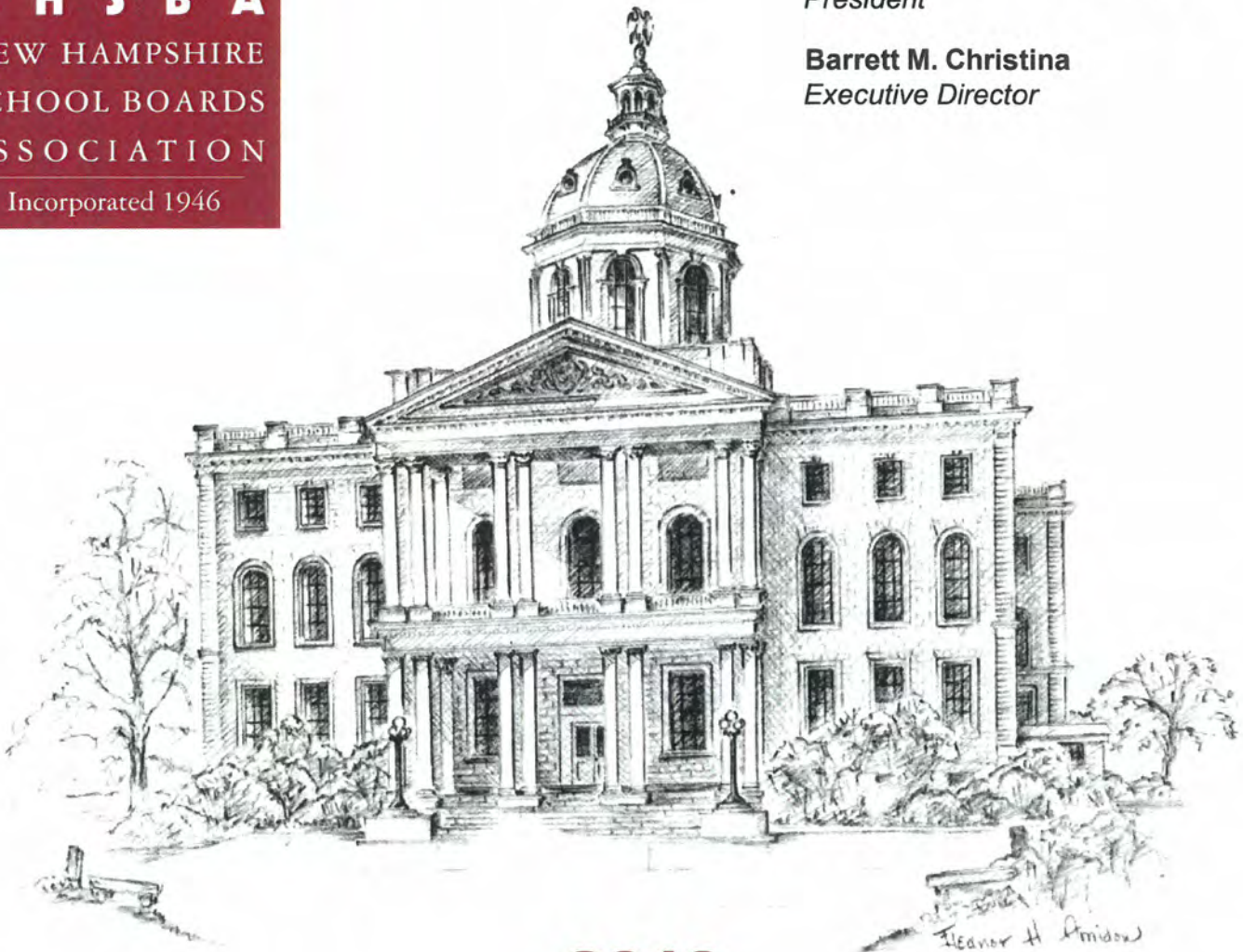


# New Hampshire School Boards Association



**Travis Thompson** President  
*President*

**Barrett M. Christina**  
*Executive Director*



**2019**

# LEGISLATIVE SUMMARY

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**2019 NHSBA Legislative Summary**  
A Resource Guide for School Districts and Local Boards of Education

**Part I - Bills That Have Become Law**

Bill Number	Analysis
<b>Academics &amp; Assessment</b>	
<b>SB 267</b> Student Assessment Data	<p><b>Summary</b>  SB 267 inserts a new section and amends RSA 193-C, Statewide Assessment Program for the purpose of enabling testing entities to maintain the results, scores, or other evaluative materials for the purpose of measuring individual student growth data. SB 267 permits a school or the Department to share a student’s name, unique pupil identifier, and birthdate to a testing entity for the sole purpose of identifying the test taker. This is student level information is used to match student results from year to year for calculating individual growth over time. The testing entity is required to destroy all student data after 8 years.</p> <p style="text-align: right;"><i>Effective date, October 12, 2019</i></p>
	<p><b>Legal/Practice Impact</b>  SB 267 returns the availability of individual student growth data from one instructional term to another for schools, educators, students and their families. This data and information will be more relevant and meaningful to all stakeholders in examining how individual students are progressing over time as measured by the statewide assessment program. Score reports will now contain <u>both</u> individual student proficiency/competency levels, as well as their growth from one point in time to another. The presence of both scores provides a more well-rounded and actionable picture of how a student is progressing. Districts should review their Data Governance Plans, Data Governance and Security Policies (NHSBA sample EHAB), as well as their internal student records procedures to assure that growth data is properly secured.</p>
	<p><b>Policy Impact</b>  While there is no direct impact upon existing NHSBA sample policies, districts should review their own Data Governance Plans, Data Governance and Security Policy, as well as other policies districts may have regarding student assessments (e.g., NHSBA sample ILBA). No new policies are anticipated in response to this bill.</p>

<p style="text-align: center;">SB 276-FN-A Career Readiness Credentials</p>	<p><b>Summary</b></p> <p>Of the 2019 legislative session, SB 276 is one of the most important bills that creates opportunities for students while in high school and beyond as they pursue post-secondary education opportunities. In review, SB 276 accomplishes four ends.</p> <ul style="list-style-type: none"> <li>▪ Defines terminology related to career and technical education fostering a shared vocabulary and understanding.</li> <li>▪ Creates ways for NH high school students to earn career ready credentials and be informed of many opportunities within a career pathway system.</li> <li>▪ Enhances the reporting system where the state collects and analyzes data on career and technical education outcomes.</li> <li>▪ Enables students in grade 10 to enroll in dual and concurrent enrollment courses.</li> </ul> <p style="text-align: right;"><i>Effective date, October 11, 2019</i></p>
	<p><b>Legal/Practice Impact</b></p> <p>As SB 276 is implemented, local school districts, specifically high schools will play a critical role. Beginning in September of 2020, and each year thereafter, school districts will be required for all incoming freshman to:</p> <ul style="list-style-type: none"> <li>▪ Assess student career interests;</li> <li>▪ Document school-based pathways to career readiness credentials;</li> <li>▪ Advise all entering high school students how to achieve a career ready credential upon graduation;</li> <li>▪ Record on student transcripts progress towards that credential;</li> <li>▪ Report on the annual basis to the Advisory Council on Career and Technical Education data elements enumerated within the law.</li> </ul> <p>Lastly, SB 276 expands the grade levels for enrollment in the dual and concurrent enrollment program. Previously, such coursework was available to students in grades 11-12. SB 276 drops this program down to grade 10, making courses available in grades 10-12.</p> <p>School districts will need to plan for implementation of the dual concurrent enrollment changes <u>now</u>, as access to this coursework should be available to 10<sup>th</sup> grade students, <i>effective October 12<sup>th</sup> of this year.</i></p> <p>As for the other provisions of this bill, districts and high schools should use this instructional year as a planning year to prepare for implementation during <i>September of 2020.</i></p>

	<p><b>Policy Impact</b>  NHSBA will include in the 2019 Fall Policy Update revisions to sample policy IHCD/LEB to reflect the expansion of the dual and concurrent enrollment provisions to sophomores, as well as IKF to include a provision regarding school-based career readiness credentials. NHSBA will also create a new recommended policy regarding the requirements relative to advising entering freshmen of the career readiness pathways, etc..</p>
<b>School Finance &amp; Funding</b>	
<b>HB 175</b> School Building Aid Grants	<p><b>Summary</b>  HB 175 amends RSA 198:15-c, School Building Aid: Plans, Specifications and Costs by:</p> <ul style="list-style-type: none"> <li>▪ Establishing a timeline for school districts to submit applications for school building aid grants;</li> <li>▪ Clarifying and enumerating specific information to be provided in building aid applications;</li> <li>▪ Requiring the NHDOE to develop a form upon which districts submit a letter of intent;</li> <li>▪ Detailing provisions for emergency projects on a case-by-case basis at any time during the school year;</li> <li>▪ Requiring school districts to engage the services of a project manager for construction or reconstruction on projects of 1 million or more if such district accepts school building aid;</li> <li>▪ Requiring the State Board of Education (SBE) to develop and adopt rules for the required services, responsibilities, and qualifications for the school district’s project manager.</li> </ul> <p style="text-align: right;"><i>Effective date, September 27, 2019</i></p> <p><b>Legal/Practice Impact</b>  The full impact of HB 175 is not yet known as the state of NH continues to go without a state approved budget for 2019 and 2020. The availability of school building aid will be contingent upon the passage of each biennium budget going forward unless there are additional changes to the law. Schools should remain abreast of the responsibilities of the department, specifically the forms they develop and the rules they adopt for project managers.</p> <p><b>Policy Impact</b>  Districts should review any policies or procedures they may have relating to building contracts and the maintenance of infrastructure. NHSBA will revise its sample policy FEH to include provisions regarding Project Managers for projects of \$1mm.</p>

	<p>Additionally, districts should monitor the state’s Department of Education website for updates and notifications pertaining to school building aid. Such information should be monitored under the Bureau of School Safety and Facility Management.</p> <p><a href="https://www.education.nh.gov/program/school_approval/index.htm">https://www.education.nh.gov/program/school_approval/index.htm</a></p>
<p><b>HB 713-FN-LOCAL</b> Student Transportation</p>	<p><b>Summary</b> HB 713 amends RSA 189:6, Transportation of Pupils, by extending the mandate to provide transportation from the previous grades 1-8 to kindergarten through grade 8 (for students living more than 2 miles from the school). The bill also clarifies that local school boards are legally authorized to also provide transportation for high school students, as well as k-8 students who live closer than 2 miles.</p> <p style="text-align: right;"><i>Effective date, July 1, 2020</i></p>
	<p><b>Legal/Practice Impact</b> Depending on enrollment numbers, current district practice concerning pupils where the law does not require transportation, and existing busing contracts, the impact will vary district by district. Districts have nearly a full year to plan and comply with this change in law as the effective date is not until 2020. It is recommended that districts begin the planning process now as there are implications to operating budgets, and contracts.</p>
	<p><b>Policy Impact for School Boards</b> School districts should review their transportation policies (NHSBA sample EEA) and corresponding procedures, to ensure locally developed policies account for the required transportation of kindergarten pupils.</p>
<p><b>SB 82-FN</b> School Food &amp; Nutrition Programs</p>	<p><b>Summary</b> SB 82 was a high-profile bill during the 2019 legislative session, which results in more state-aid going to school districts who provide breakfast meals to students that meet or exceed USDA child nutrition criteria. The law specifically allocates an additional 27 cent reimbursement for each meal served to students eligible for a reduced-price meal.</p> <p>The NHDOE is charged in this bill to: Request biennial appropriations ensuring students eligible for reduced-price meals are offered breakfast at no cost. They also have the authority to develop and prescribe necessary forms to see that this law is administered as intended.</p> <p style="text-align: right;"><i>Effective Date, July 1, 2019</i></p>

	<p><b>Legal/Practice Impact</b> Districts should monitor any TA that is issued by the NHDOE regarding meal reimbursement. Further, school boards should review with their administrative personnel current meal plans, and how the state-aid might apply to current or future programs.</p>
	<p><b>Policy Impact</b> The statutory changes do not directly implicate current NHSBA samples. However, as meal programs vary greatly district to district, each district should review its current policies and procedures relating to school nutrition to assure consistency with the new provisions (e.g., NHSBA’s samples include, EFA - Availability and Distribution of Healthy Foods, EFAA – Meal Charging, EFC - Free and Reduced-Price Lunch).</p>
<p><b>School District Governance</b></p>	
<p><b>HB 286-LOCAL</b> Right to Know Law</p>	<p><b>Summary</b> HB 286 provides a minor change to RSA 91-A:4, IV, by clarifying that neither “costs” (new) nor fees (existing) may be charged for the inspection or delivery of records that do not require copying.</p>
	<p><b>Legal/Practice Impact</b> While NHSBA does not believe that HB 286 changes current law, districts should ensure those in the SAU office who process Right to Know requests are aware the only cost or fee that can be charged relative to records requests are the “<u>actual cost of providing the copy</u>”. Districts should also review any forms they may use in requesting and processing RTK requests. <b>See summary of HB 396 for more substantial amendments to the same paragraph (IV) of RSA 91-A:4.</b></p>
	<p><b>Policy Impact</b> See Policy Impact summary for HB 396, below.</p>
<p><b>HB-FN-396-LOCAL</b> Delay or Denial of Records</p>	<p><b>Summary</b> HB 396 repeals and reenacts RSA 91-A:4, IV to address the delay or denial of records under the Right to Know law. In most respects, the re-enactment merely reformats the paragraph into sub-paragraphs. However, the amendment also includes a new provision (which many districts already followed as a best practice) – and now codified as 91-A:4, IV(c) that when denying a request for access to a record, in whole or in part, the district must provide a written statement of why the record is exempt, citing the specific exemption and provide a brief statement explaining how the exemptions applies to the withheld record.</p> <p style="text-align: right;"><i>Effective date, January 1, 2020</i></p>

	<p><b>Legal/Practice Impact</b> School districts should ensure those in the SAU office who process Right to Know requests are aware of this change. Additionally, districts will want to explore any policies, procedures or forms they have developed or use to process such requests. Forms should be updated to reflect the exemptions for denying access to records and processes for providing brief explanations.</p> <p><b>Policy Impact</b> See Legal/Practice Impact. Also, NHSBA will include in its 2019 Fall Policy Update a revision to sample policy EH (Public Use of School Records), and administrative procedure BEDG-R to reflect the new requirement.</p>
<p><b>HB 329</b> School Data Security Plans</p>	<p><b>Summary</b> HB 329 was legislation spearheaded by NHSBA seeking to ensure school district data and security plans are exempt records under the Right to Know law. HB 329 expands on HB 1612 from the 2018 legislative session which required each LEA to design a data and privacy security plan by June 30, 2019. The plan must include 5 components which are outlined within the original bill. HB 329 specifies that records pertaining to information technology systems, including cyber security plans, vulnerability testing, network diagrams, or other materials that would compromise public security and aid in a security breach are now exempt records under RSA 91-A:5. <i>Effective date, August 4, 2019</i></p> <p><b>Legal/Practice Impact</b> The new language provides an unambiguous exemption from the records disclosure provisions of 91-A with respect to information technology records and public security details that would aid an attempted breach.</p> <p><b>Policy Impact</b> While HB 329 does not <u>require</u> changes to any NHSBA sample policies, we will likely include in either the 2019 Fall Policy Update or 2020 Spring Policy Update a minor revision to sample EHAB (Data Governance and Security) to alert staff and the public of the non—public, non-disclosure provisions.</p>
<p><b>HB 425</b> Code of Conduct</p>	<p><b>Summary</b> HB 425 is what we refer to as a legislative clean-up bill. The goal of such legislation is to provide greater clarity in what has now become law. Like HB 329, HB 425 was spearheaded by NHSBA. HB 425 aims to clarify terminology relating to the State’s Code of Conduct for Educators and model Code of Ethics for local district adoption.</p>

	<p>Previously RSA 21-N:9 simply referred to a Code of Ethics for Professional Educators, when the work that was completed through state board of education rulemaking developed a Code of Conduct for implementation and enforcement by the state education agency (SEA). HB 425 brings into alignment what is in print in the law and what is in practice at the SEA.</p> <p style="text-align: right;"><i>Effective date, September 17, 2019</i></p> <p><b>Legal/Practice Impact</b> As a result of the rulemaking the NHDOE engaged in on the development of a Code of Conduct for educators, (effective December 2018) local districts should be engaging educators in dialogue and professional learning about this new code. Such engagement should include building awareness, deepening understanding of implications, and orientation to individual educator responsibilities within the broader profession.</p> <p><b>Policy Impact</b> In NHSBA’s Spring 2019 Policy Update the association revised two existing policies GBEA (Staff Ethics), and GBEB (Staff Conduct), and published a new sample <b>required policy</b> GBEAB (Mandatory Code of Conduct Reporting). No additional changes are required as a result of HB 425.</p>
<p><b>SB 104-LOCAL</b> Postponement of Elections</p>	<p><b>Summary</b> SB 104 was one of the most high-profile bills of the 2019 session. It represents a compromise that affirms and clarifies the moderator’s authority to postpone elections (town, city, village and school district), including the session at which town elections are held, for weather or other emergencies.</p> <p style="text-align: right;"><i>Effective date, July 10, 2019</i></p> <p><b>Legal/Practice Impact</b> The bill itself is somewhat complicated as it needed to dovetail the new standards with statutes for each of the myriad of local government types (cities, towns, single school districts, cooperative districts, traditional meeting, SB2, official ballot, etc.). In general, under the revisions, a single district moderator (in consultation with the board, road agent and other officials) may postpone the annual meeting, the election, the first and/or second session of an SB2 meeting, if (1) the National Weather Service issues a weather warning for a district <b>and</b> the moderator determines that the roads are hazardous, or (2) an accident, disaster or other emergency occurs which makes the meeting location unsafe. The statute prescribes the periods of postponement depending on the nature of the event (meeting, election, etc.) and other such things as notice to voters, absentee ballots for elections or official ballots, and notice to the Secretary of State for continued</p>



	<p>elections. For cooperative districts, the district moderator shall confer with the moderators for each of the constituent towns, but may only postpone if a majority of the towns agree.</p> <p>It is important for the district’s moderator to familiarize him/herself with the new requirements long before the annual meeting/election occurs. Given the implications and ramifications for an improperly postponed meeting/election, the board and moderator should consult with local counsel prior to any decision to postpone.</p> <p><b>Policy Impact for School Boards</b> NHSBA sees no policy impact at this time.</p>
<p><b>Personnel and Retirement</b></p>	
<p><b>HB 468-FN-LOCAL</b> Stipends &amp; the Retirement System</p>	<p><b>Summary</b> HB 468 as it relates to public school districts revises the definition of “earnable compensation” for the NH Retirement System (NHRS). Earnable compensation now includes annual cash payments in the form of an attendance stipend or bonus paid pursuant to a collective bargaining agreement, personnel policy, or other agreement applicable to all employees. <i>Effective date, September 10, 2019</i></p> <p><b>Legal/Practice Impact</b> This provision will only impact districts which pay attendance bonus/stipends to employees (either under collective bargaining agreements or individual contracts) who are participants in the NHRS.</p> <p><b>Policy Impact for School Boards</b> NHSBA sees no policy impact at this time.</p>
<p><b>SB 137</b> School Nurse Certification</p>	<p><b>Summary</b> SB 137 represents a compromise to school nurse certification requirements which have been a point of contention within the field over the course of the past 3 years. At its core, SB 137 raises the certification requirements for school nurse while creating a provision that grandfathers individuals already employed by districts in such role. Ultimately, SB 137 changes the certification requirements for a school nurse by requiring such individuals to possess a Bachelor of Science degree in nursing. Implementation of this bill varies by date of employment.</p> <ul style="list-style-type: none"> <li>▪ All school nurses appointed <u>after July 1, 2022</u> must meet the certification requirements of a school nurse – Bachelor of Science degree in nursing.</li> <li>▪ All school nurses hired after the effective date of subparagraph II (August 25, 2019) but before July 22, 2022 having an</li> </ul>

	<p>associate degree in nursing must be enrolled in a Bachelor of Science Nursing program and shall complete said program within 6 years of August 25, 2019.</p> <ul style="list-style-type: none"> <li>All school nurses hired on or before the effective date (August 25, 2019) and having applied for certification prior to the effective date shall not be subject to the new requirements.</li> </ul> <p><b>Legal/Practice Impact</b> School superintendents, principals and human resource directors must be aware of these new certification regulations, particularly if and when a district has appointed/appoints a school nurse after the August 25, 2019 date. Any school nurse after that date and before July 22, 2022 will require the employee to pursue additional education in a BS program in nursing. Individuals making hiring decisions should be aware of this requirement and inform any potential new hire if they do not possess the BS. Additionally, the employment of a school nurse without the BS may have implications to the district budget, professional development monies, and contractual obligations for the reimbursement of coursework.</p> <p><b>Policy Impact</b> Districts should review and revise their current health services policies (NHSBA sample JLC) and job descriptions to assure consistency with the new standards. NHSBA will update sample JLC with the 2019 Fall Policy Update.</p>
<p><b>School Wellness and Safety</b></p>	
<p style="text-align: center;"><b>HB 123</b> Emergency Response Plans for Schools</p>	<p><b>Summary</b> HB 123 revises the existing statute governing emergency response plans for schools, RSA 189:64, I. The new law now applies to public, chartered public, and non-public schools. While the applicability of this law has grown the most substantive changes reside in the nature of drills schools are now required to implement. The annual number of drills has not grown in volume, of the currently required number of fire evacuations. Of those fire evacuations, at least <u>4</u> must be <u>all-hazard</u> response drills and at least <u>one</u> shall test a school's response to an <u>armed assailant</u>. Districts have flexibility in how they implement the armed assailant drill, one of the options is a discussion-based drill. The types of all-hazard drills, the exercises, manner, and time are determined by the LEA in <u>collaboration</u> with local public safety officials. <i>Effective date, July 14, 2019</i></p> <p><b>Legal/Practice Impact</b> School districts should ensure they are in contact with local safety officials coordinating and scheduling all emergency response drills.</p>

	<p>Districtwide leadership teams should engage in discussions about how armed assailant drills are best facilitated within their communities and individual schools taking into account the age of children enrolled, history of school violence or traumatic events, and unique needs of students. Furthermore, districts should ensure all school plans are up to date and on file with the Department of Homeland Security and local emergency agencies.</p> <p><b>Policy Impact</b>  Districts should review any written policies or procedures they may have regarding scheduled fire drills and make such revisions as necessary to assure consistency with the new "all-hazard" drills. NHSBA will update sample policy EBCB (Fire Drills) with the 2019 Fall Policy Update.</p>
<p>HB 511-FN Vaping</p>	<p><b>Summary</b>  HB 511 adds vaping to the law regarding youth access to and use of tobacco products. In amending RSA 126-K:2, the legislature has expanded definitions concerning tobacco products. The definitions section of the law has added "device," and has expanded upon what is meant by an "E-cigarette," and "E-liquid", to among other things apply to "vaping" and also cartridges including marijuana. In addition to these definitions the term "smoking" has also been clarified. While HB 511 has broad based applications there are specific references to public educational facilities. The law addresses these facilities, which include schools by making clear that no person shall use any tobacco product, device, e-cigarette, or e-liquid in any public educational facility or on the grounds of such facility.</p> <p style="text-align: right;"><i>Effective date, July 1, 2019</i></p> <p><b>Legal/Practice Impact</b>  School districts should inform staff and students of these changes to the state's youth tobacco law. Parent/student handbooks should reflect these changes along with signage, and relevant local policies concerning tobacco usage on school grounds.</p> <p><b>Policy Impact</b>  Districts should review any written policies, administrative procedures, and handbooks they may have which include provisions regarding tobacco product prohibitions and revise them to reflect the new applications and definitions. NHSBA issues a revised sample ADC/GBED/JICG in Fall 2018 which incorporated future changes to the statutory definitions for prohibited tobacco/nicotine products. NHSBA will nonetheless issue with the Fall 2019 Policy Update a revised sample ADC/GBED/JICG to more specifically reference the new statutory definitions, applications, etc.</p>

<p style="text-align: center;"><b>HB 637-FN</b> Criminal History Records</p>	<p><b>Summary</b> Over the course of the 2019 session criminal history records and background checks were a repeating theme of conversation and sponsored legislation. At times, the sponsored bills conflicted in intent and anticipated outcomes. HB 637 brings forth two key elements local boards and district leadership should be aware of. First, the bill requires the division of state police to establish and maintain an electronic database containing public criminal history record information. Second, the database may be accessed by “any person, for a fee” obtaining a criminal history record on “another person”. HB 637 also removes the notarization requirement for requesting a criminal history records check for purposes of employment and occupational licensing.</p> <p style="text-align: right;"><i>Effective date, July 1, 2019</i></p> <p><b>Legal/Practice Impact</b> The reality of this bill is the general accessibility that is created in access to any individual’s state of NH criminal history record. HB 637 enables anyone to obtain a criminal history record on another person – staff to staff, supervisor to staff, community member to board, etc..... Districts will want to consider whether and how they inform staff of this law change and plan accordingly for greater access of records by employees and the broader community.</p> <p><b>Policy Impact</b> HB 637 does not directly impact any existing NHSBA sample policy. The background checks required for school districts under RSA 189:13-a (see NHSBA sample policy GBCD) are not affected by HB 637. Districts may consider different background check standards <u>in addition</u> to those articulated in GBCD or 189:13-a.</p>
<p style="text-align: center;"><b>SB 142-Local</b> Menstrual Hygiene Products</p>	<p><b>Summary</b> SB 142 has its roots in a student project completed by a student resident of Rochester, NH. The intent of the bill is to address “period poverty,” an issue affecting thousands of young girls and women. SB 142 requires local districts to make free of charge menstrual hygiene products in all gender neutral and girls’ restrooms in public middle and high schools in NH.</p> <p style="text-align: right;"><i>Effective date, July 17, 2019</i></p> <p><b>Legal/Practice Impact</b> School districts will want to plan for the expense of menstrual hygiene products in the development of their 2021 operating budgets and seek funding mechanisms to cover the costs for such items during the 2019-</p>

	<p>2020 school year. Planning for compliance with this bill should include school administration, school counselors, and school nurses.</p>
	<p><b>Policy Impact for School Boards</b>  NHSBA will include a sample recommended policy regarding SB 142 with the 2019 Fall Policy Update.</p>
<p><b>SB 263</b>  Anti-Discrimination  Protection for  Students</p>	<p><b>Summary</b>  SB 263 was one of the most widely debated bills during the 2019 legislative session engaging discussion across three legislative committees (both education committees and the house judiciary committee). SB 263 initiates the following provisions:</p> <ul style="list-style-type: none"> <li>▪ Creates an antidiscrimination law of any person in public schools.</li> <li>▪ Requires public school districts to develop a policy that guides the development and implementation of a coordinated plan to prevent, assess the presence of, intervene in, respond to incidents of discrimination on the basis of age, sex, gender, identity, sexual orientation, race, color, marital status, familial status, disability, religion, national origin, or other protected classes.</li> <li>▪ Creates a cause of action against a school or school district in superior court for legal or equitable relief, or with the NH Commission for Human rights.</li> <li>▪ Any aggrieved person or the attorney general may initiate civil action against a school or district.</li> </ul> <p style="text-align: right;"><i>Effective date, September 17, 2019</i></p> <p><b>Legal/Practice Impact</b>  While the future impact of SB 263 is uncertain, NHSBA believes this bill may greatly increase lawsuits against school districts. NHSBA has concerns that SB 263 does not define or adequately explain what constitutes “discrimination” in public schools. This is especially important when compared with other anti-discrimination provisions of RSA 354-A. Further, SB 263 states only that no person shall be “subjected to discrimination” in public schools without further defining, explaining or expounding on what the unlawful discriminatory practices are.</p> <p><b>Policy Impact</b>  NHSBA will publish a new sample policy to reflect the requirements of SB 263, with revisions or cross-references to existing samples relating to other federal or state discrimination laws and regulations. Because of the lack of standards in SB 263, the relationship/overlap of SB 263</p>

	with existing federal and state discrimination laws and with current NHSBA samples, the Association’s policy response for SB 263 will be released later this year. NHSBA will, however, issue a placeholder policy with the 2019 Fall Policy Update.
<b>SB 282-FN</b> Suicide Prevention	<b>Summary</b> SB 282 was another high-profile bill of the 2019 legislative session. During this session lawmakers demonstrated a genuine interest in student mental health issues and NH’s incidences of youth suicide. SB 282 initiates a new chapter of law in Suicide Prevention Education in Schools by amending RSA 193-I. The purpose of this chapter is to reduce the number of suicides in our school population by ensuring that suicide prevention education and training is available to school personnel and to students and their parents using age-appropriate and evidence-based materials. <p style="text-align: right;"><i>Effective date, July 1, 2020</i></p>
	<b>Legal/Practice Impact</b> <ul style="list-style-type: none"> <li>▪ Each district must develop a local policy that guides the development and implementation of a coordinated plan to <u>prevent</u>, <u>assess the risk of</u>, <u>intervene in</u>, and <u>respond to</u> suicide. The policy has additional elements for inclusion that are detailed within the text of the law.</li> <li>▪ By April 1, 2021, each school district will have engaged all faculty, staff, contracted and personnel in 2 hours of mandatory suicide awareness and prevention training. This training will occur annual thereafter.</li> <li>▪ All training and policies shall be evidence informed.</li> <li>▪ Nothing within this new chapter of law creates a private right of action against any SAU, school district, public academy, state, employee, contractor, or subcontractor.</li> </ul>
	<b>Policy Impact</b> NHSBA will develop a sample policy to comply with this legislation and to be released with the Fall 2019 Policy Update.
<b>Study Committees</b>	
<b>HB 131</b> Mental Health	<b>Summary</b> HB 131 was a widely discussed bill of the 2019 legislative session. Over the last few years the legislature has heard narratives from families, schools, and districts about the complex mental health issues students and staff struggle with on a regular basis. HB 131 is in response to these stories and needs. HB 131 establishes a legislative commission

	<p>of diverse stakeholders. The commission is charged with completing 12 different tasks. Tasks of note include:</p> <ul style="list-style-type: none"> <li>▪ An examination of mental health curriculum and social emotional learning programs.</li> <li>▪ A review of the state’s anti-bullying laws and possible modifications to RSA 193-F.</li> <li>▪ The development of school outreach programs that train staff and students on reducing the stigma of mental illness.</li> </ul> <p>NHSBA has a seat on this commission along with other professional associations and organizations impacting public education in the state. <i>Effective date, July 19, 2019 and November 30, 2020</i></p> <p><b>Legal/Practice Impact</b> While the impact of this law is not yet known as the commission needs to come together to complete their work, and file interim and full reports with the legislature by January 30, 2020, June 30, 2020, and November 30, 2020. It is logical to assume that the state may see changes to the existing anti-bully laws and curriculum for health education. In addition to curriculum and law changes schools may also see additional training requirements for staff and students similar to those outlined in the suicide prevention bill passed this session.</p>
<p><b>HB 139</b> Student Debt</p>	<p><b>Summary</b> Student debt along with the expense of a range of post-secondary education opportunities has been a topic of wide discussion nationally and within the state lines of NH. HB 139 establishes a commission to explore the possibility of a state guarantee of refinancing student loans and to explore the possibility of business tax credits for businesses that offer student loan forgiveness, among other incentives. <i>Effective date, June 8, 2019</i></p> <p><b>Legal/Practice Impact</b> The legal/practice impact will be better known at the completion of this study committee.</p>
<p><b>HB 171</b> Equal Access</p>	<p><b>Summary</b> HB 171 establishes a special education commission to study school districts’ efforts and ability to provide equal access and opportunity for students with disabilities to participate in cocurricular activities. The bill enumerates five sub-topics for the commission to explore and the commission is not limited to those five sub-topics. Those sub-topics range from program expansion, try-outs and selection for athletic teams, reasonable accommodations for all students to participate in unified sports, and a possible state-wide unified sports model adopted</p>

	<p>by the legislature. The commission's report is due to the legislature on November 1, 2019.</p> <p style="text-align: right;"><i>Effective date, June 5, 2019 and November 1, 2019</i></p> <p><b>Legal/Practice Impact</b> Depending on the outcomes of the study commission, HB 171 could lead to additional legislation that has implications for the development of unified sports programs within local districts and related budgetary expenses.</p>
<p style="text-align: center;"><b>HB 258</b> Educator Preparation</p>	<p><b>Summary</b> HB 258 has been a perennial bill proposed across multiple legislative sessions. In 2019 it was successful and received the support of both houses and was signed by the Governor. HB 258 creates a commission to study NH educator preparation programs that prepare teachers for careers in education within NH. The commission is charged with exploring specific features of educator preparation. Those features include but are not limited to recruitment and admission standards, education courses, requirements for student teaching (internships, externships, residencies), professional standards, salaries, certification and continuing education requirements, teacher absenteeism and retention. The commission shall file its report with the legislature by November 1, 2020.</p> <p style="text-align: right;"><i>Effective date, July 19, 2019 and November 1, 2020</i></p> <p><b>Legal/Practice Impact</b> NHSBA is unable to anticipate the implications at this time.</p>
<p style="text-align: center;"><b>HB 570</b> Career Pathways to Employment</p>	<p><b>Summary</b> A repeating topic of conversation in Concord is one that explores ways in which NH can best address the existing state workforce needs and demands. HB 570 explores a possible solution to this state challenge. HB 570 establishes a commission to study career pathways from full-time service year programs to post-secondary education and employment opportunities in support of the workforce needs that exist in the state. Such service programs attract out of state individuals to NH and return some residents to the state. The goal of this bill is to identify means by which the State can retain workers and address workforce needs. The commission is charged with submitting an interim report by November 1, 2019 and a final report including ideas for legislation by November 1, 2020.</p> <p style="text-align: right;"><i>Effective date, June 25, 2019 and November 1, 2020</i></p>



	<p><b>Legal/Practice Impact</b> There are no district or school level legal/practice impacts at this time.</p>
<p><b>SB 62</b> School Bus Drivers</p>	<p><b>Summary</b> HB 62 is an outcome from a 2018 commission to study certain aspects of the school bus driver shortage in NH. SB 62 transitions the work to solutions for addressing the shortage as well as an additional study area. Specifically, SB 62 accomplishes two items. First, it exempts certain seasonal workers (school bus drivers) who are temporarily laid off from the work requirement to search for work to qualify for unemployment compensation. Second, it requires a second and new study to explore criminal background checks for school bus drivers and recommend legislation to establish a statewide certification program for school bus drivers based upon the recommendations of the department of safety.</p> <p style="text-align: right;"><i>Effective date, July 12, 2019</i></p> <p><b>Legal/Practice Impact</b> NHSBA is unable to identify all the implications of SB 62 at this time. For districts which directly employ bus drivers, unemployment insurance premiums may be impacted in the future by increased claims relative to Summer “layoffs”. The remainder of the bill pertains to a study commission, whose recommendations would require additional legislation in any event.</p>
<p><b>SB 141</b> Violence in Schools</p>	<p><b>Summary</b> School safety and wellness were clear themes cutting across many bills during the 2019 session. SB 141 continues the commitment to this theme by establishing a study committee to explore violence in NH schools. This bill had its origins with the state’s teachers’ unions expressing care and concern for a growing awareness of educators injured while on duty by a student or students. Through the legislative process the focus of the bill broadened in an effort to capture all types of violence that occur in schools and the causes of such actions. The duties of the committee include:</p> <ul style="list-style-type: none"> <li>▪ Collect information on the extent of violence and problematic student behavior in schools.</li> <li>▪ Examine changes over time in the rate and types of violent and problematic student behavior.</li> <li>▪ Identify causes of student behavior.</li> <li>▪ Explore the adequacy of existing laws, regulations, policies, and practices in place to address violence and interventions.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Review the availability of effective interventions designed to prevent and respond to violence and improve overall school climate.</li> </ul> <p>Unlike other committees and commissions, the membership of this study committee is limited to members of the legislature, with this said, the committee is required to accept testimony from school personnel, advocacy organizations, along with experts from a diverse range of fields. The committee’s report is due November 1, 2019 with an expectation that recommendations will be offered for further legislation and improved reporting and data collection.</p> <p style="text-align: right;"><i>Effective date, July 29, 2019</i></p> <p><b>Legal/Practice Impact</b>  NHSBA believes further legislation or administrative rules will grow from SB 141. At the very least the legislature and department may be interested in examining when, how, and what they collect for information concerning student behavior and violence.</p>
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### Part II – Interim Study, Retain, and Rerefer

No bills from the 2019 legislative session were referred to Interim Study. This is not because the legislature did not wish for interim studies on specific topics. Rather, the legislature can only refer bills to interim study in the second year of a legislative term. 2019 was the first year of the term preventing the legislature from referring bills to interim study. Given this, we see a high number of bills that were retained (an action of the House) or rereferred (an action of the Senate).

Retaining and rereferring is quite different from interim study and can only be done during the first year of a legislative term. When a bill is retained or rereferred, it remains alive into the second year, and the committee makes a recommendation at the beginning of the second year, which is then acted upon by the full House or Senate. It is possible that a bill could be retained in the first year, then referred for interim study in the second year.

In the House, a total of 21 bills that NHSBA was monitoring were retained. The Association will continue to monitor the status of all 21, but bills more critical in nature include:

#### House Retained Bills of Notability

**HB 677**, Relative to the discipline of students, addressing the behavioral needs, and making an appropriation.

**HB 721**, Relative to special education in towns with no public schools.

**HB 723**, Relative to requiring a criminal history records check for applicants for teaching certification.

**HB 578**, Relative to services for the developmentally disabled.

**HB 414**, Relative to notifying parents of bullying incidents.

**HB 184**, Relative to the calculation of kindergarten students in the average daily membership and repealing prorated kindergarten funding based on keno revenues.

**HB 177**, Relative to the calculation of stabilization grants.

**HB 551**, Establishing a school funding commission and making an appropriation therefor.

**HB 709**, Relative to the formula for determining funding for an adequate education.

In the Senate, there were 9 bills rereferred that NHSBA was monitoring during the 2019 session. The Association will continue to monitor the status of all 9, but bills more critical in nature include:

#### **Senate Rereferred Bills of Note**

**SB 302**, Relative to the suspension and expulsion of pupils.

**SB 171**, Appropriating money to remove lead from drinking water pipes in schools.

**HB 252**, Relative to criminal records checks in the employee application process.

**HB 447**, Relative to school calendar days.

**SB 65**, Relative to the start of a school year.

#### **Part III – Vetoes**

2019 was the first year of a new legislative term that ushered in an executive branch and legislative branch dominated by different political parties. With this party split across the branches of state government, 2019 has seen an unprecedented number of vetoed bills executed by the governor's office. As of mid-August, more than 40 bills have been killed by the governor. Of those 40 bills, four are of great importance to school districts.

**SB 140**, relative to credit for alternative, extended learning, and work-based programs. SB 140 was introduced in an effort to address the proposed Learn Everywhere rules by the NHDOE, which were first published in December of 2018. SB 140 aimed to make clear that it is the local

school board that determines the credit leading to graduation for alternative learning programs, extended learning opportunities, and work-based learning experiences.

**SB 148**, relative to notification to public employees regarding their right to join or not join a union. SB 148 would have ushered forward a few changes concerning employment unions within NH's public schools. Those changes would have included:

- Requiring an employee organization to provide written notice to any person hired for employment with the state or any of its political subdivisions regarding the employee's right to decide whether to join or not to join a union and the estimated cost per pay period to the employee.
- Requiring a public employer to provide to an employee organization access to certain personal information of employees which the organization represents.
- Permitting the inclusion of certain emails and other communications between an employee organization and its members in the proceedings and records of the public employee labor relations board.

**SB 196**, relative to non-academic surveys administered by a public school to its students. SB 196 would have modified the requirement of "opt-in" for non-academic surveys to "opt-out."

**HB 564**, relative to the possession of firearms on school property. HB 564 was among the most widely discussed bills of the 2019 session and had relatability to other gun bills proposed during the same session. HB 564 sought to clarify and address the possession of firearms on school property and represented compromise on the widely debated issue among all stakeholders. HB 564 said, no person shall "knowingly" carry a firearm on school property. School property was identified in the bill as buildings, grounds, school buses, and vans. If an individual violated this provision they would be guilty of a class A misdemeanor. The bill also went on to exempt some persons and circumstances from the application of this law. Those included:

- Anyone picking up or dropping off a student so long as the firearm remained in the motor vehicle.
- Any person authorized by name and in writing by the school board or duly authorized designee to possess a firearm.
- Any law enforcement officer, when on duty or serving as a school resource officer, or member of the armed services of the US or National Guard when on duty.

NHSBA anticipates that all four bills will resurface in some fashion during the 2020 legislative session, which is the second year of the legislative term.

#### Part IV – Rarely Seen

Before completing our annual legislative summary, NHSBA continues to track **HB 226**, relative to the renomination of teachers. This bill has yet to be enrolled as it requires further revision by the Legislature. HB 226, if signed by the Governor, would modify RSA 189:14-a relative to the

criteria for a teacher to attain continuing contract status. The bill will be returned to the Legislature in September 2019 for further review/revision.

Vision: Hudson exemplifies excellence in education.

Mission: Innovative learning practices and empowered educators facilitate and inspire learners to achieve personal academic excellence in a safe and dynamic environment that elevates their engagement as valued active community members.

Tagline: "Facilitate and Educate to Elevate."

HUDSON SCHOOL DISTRICT STRATEGIC PLAN 2019-2020 Work Plan

Month	Pillar	Goal	Work Plan	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	
9/30/2019	Strong Learning Environment	1	Follow up with all students and parents who have not signed the acceptable use policy.	District	Part of the on-line registration package.		HMS	Jen	9/19/2019	NWS	Admin	9/17/2019	ELC	Leadership	9/13/2019	HILLS	Admin		AHS	Asst. Principals		
9/30/2019	Strong Learning Environment	2	Review suggested SEL strategies (ie: self-regulation)				HMS	Department Heads/Facilitators	9/9/2019	NWS	Admin	9/23/2019	ELC	Sandie/Mary-Ellen and Teachers	9/17/2019	HILLS	Admin		AHS	Admin/School Counselors/Dept. Chairs		
9/30/2019	Strong Learning Environment	2	Continue to foster trusted relationships for all students with classroom teachers through the following: Teachers will have a specific plan for getting to know students in the classroom. All families will have received a personalized positive contact with the school.				HMS	Teachers/Team Facilitators	9/1/2019	NWS	Admin and Teachers	9/30/2019	ELC	Sandie/Mary-Ellen and Teachers	9/30/2019	HILLS	Teachers		AHS	Teaching Faculty		
9/30/2019	Strong Learning Environment	2	Implement Responsive Classroom practices at all schools K-8 and develop a plan for scaling up implementation at the tier 1 level.	District	Hosted Middle School Responsive Classroom 6/24/19 - 6/28/19		HMS	Assistant Principals/Teachers/Team Facilitators	on going													
9/30/2019	Strong Connections: School, Family, Community	3	Develop and distribute a communication plan to educate the parents and community on the competency process.	District	Building Leadership/District Leadership (Mary, Keith, and Sue)	9/30/2019	HMS	Building Leadership/District Leadership	on going	NWS	Building Leadership/District Leadership	On going/report cards			Ongoing/Report Cards							
9/30/2019	Vibrant Learning System	3	Introduce, train, and support teachers understanding of the new evaluation system.				HMS	Admin/Department Heads	on going	NWS	Admin	9/12/2019	ELC	Admin/Department Heads	9/12/2019 and ongoing	HILLS	Admin					
10/1/2019	Strong Learning Environment	2	Develop a plan for providing community events at each school that welcome and provide the public with food and childcare.				HMS	Leadership		NWS	Leadership	9/23/2019	ELC	Leadership	10/2/2019	HILLS	Admin		AHS			
10/1/2019	Strong Connections: School, Family, Community	2	Expand the Peer Mentoring Program to support student academic growth and continue Cross Grade Pathways.				HMS	Counseling	on going	NWS	Teachers/School Counseling	9/30/2019	ELC/HMS	Sandie/Keith	Ongoing							

Month	Pillar	Goal	Work Plan	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	School	Assigned to	Date Completed	
10/15/2019	Vibrant Learning System	1	All teachers will review the Portrait of a Graduate document with students and explicitly teach how to set short term and long term goals for the week/month/year.				HMS	Facilitators/teachers	on going	NWS	Teachers	Ongoing	ELC	Teachers	Ongoing	HILLS	Teachers				AHS	Teaching Faculty
10/15/2019	Vibrant Learning System	3	Teachers will meet with each student to set individual goals.				HMS	Facilitators/teachers	on going	NWS	Teachers	9/30/2019	ELC	Teachers	Ongoing	HILLS	Teachers				AHS	Faculty
10/15/2019	Vibrant Learning System	3	Each school will have a representative attend district data team training on a new data tool.	District	Mary and Kyle to do transfer and review implementation date	May have to push out until December	HMS			NWS	Leadership	Moved back...	ELC	Sandie/Mary-Ellen		HILLS	Admin				AHS	Principal
10/15/2019	Vibrant Learning System	3	Administrators will explain the purpose of PLCs and all staff members will be able to articulate the purpose. - Ensure that PLCs focus on improving instruction through data analysis and collaborate on interventions.	District	Send teams to state training on Oct 10th and provide building PD on Oct 11th		HMS	Department Heads and Facilitators		NWS	Admin		ELC	Sandie/Mary-Ellen		HILLS	Admin					
												10/11/2019			10/11/19 and ongoing							

**HUDSON SCHOOL DISTRICT  
BUDGET CALENDAR (UPDATED)  
FY 2020/2021**

DATE	DAY	TYPE	TIME/LOCATION	ACTIVITY
10/7/2019	Monday	School Board	6:30PM - HML	School Board - Budget Overview
10/10/2019	Thursday	School Board	6:30PM - HML	Technology, Facilities, Special Services & Elementary
10/15/2019	Tuesday	School Board	6:30PM - HML	Middle School and High School
10/21/2019	Monday	School Board	6:30PM - HML	SAU, Revenue, WAs, Default Budget
11/8/2019	Friday	Budget Delivery		FY21 Budgets to Budget Committee
11/14/2019	Thursday	Budget Comm	7:00PM - BOS	Overview, Revenue, SAU, SPED, Facilities, IT
11/19/2019	Tuesday	Budget Comm	7:00PM - BCR	Middle School and High School
11/21/2019	Thursday	Budget Comm	7:00PM - BCR	Elementary School and wrap up
11/25/2019	Monday	Budget Comm	7:00PM - BCR	If Needed
12/19/2019	Thursday	Budget Comm	7:00PM - BCR	Default Budget, Collective Bargaining & Wrap-Up
1/7/2020	Tuesday	Budget Comm	7:00PM - BCR	If Needed
1/16/2020	Thursday	Public	7:00PM - HCC	Public Hearing
1/21/2020	Tuesday	Public	7:00PM - HCC	Public Hearing (If Needed)
1/22/2020	Wednesday	Budget Comm	7:00PM - BOS	Budget Committee - Sign Forms
2/1/2020	Saturday	Public	9:00AM - HCC	Deliberative Session
3/10/2020	Tuesday	Public	HCC	Voting Day

HML - Hills Memorial Library  
BOS - Board of Selectmen Meeting Room

BCR - Buxton Conference Room  
HCC - Hudson Community Center



**BUILDING COMMITTEE**  
**August 29, 2019**  
**CAREER CENTER**

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**7:30-8:33 a.m.**

**MINUTES**

In attendance: Steve Beals (Co-Chair), Karen Burnell (Co-Chair), Len Lathrop, Don Jalbert, Kara Saranich, Lee Lavoie, Larry Russell, Gary Gasdia, Kevin Rauseo, Ann Doane. Absent: Gary Webster, Dave Ross (did provide meeting feedback), and Diana Lamothe

**Building Partners:**

James Brennan, Andrew Martino, Carl Dubois, Senan Murdock, Dan Calley, Bill Conte-Harvey Construction, Jay Doherty-Lavallee Brensinger

Meeting called to order @ 7:30 a.m. by co-chair Steve Beals

- Review and Approve Minutes from August 15, 2019  
**Motion to approve the Minutes of August 15, 2019 by Kevin Rauseo, seconded by Lee Lavoie. Unanimously approved.**
- Site Plan Add Alternate – Presented by James Brennan from Harvey Construction  
There is a new quote for the water filtration system and parking at the rear of the CTE site. The parking lot exceeds 100 spaces, with a gain of at least 75 parking spots. The retention pond changed because more drainage was needed for the new parking area.
- **Motion to approve an additional alternate for the above site change of \$255,710 by Len Lathrop, seconded by Kevin Rauseo. Unanimously approved.**

**Bid Package #3B Concrete Flatwork**

Harvey recommended as the lowest bidder, Form-Up Foundations. This is a company that Harvey is familiar with and is currently working on site.

- **Motion to approve Form-Up Foundations as the sub-contractor for concrete flatwork by Kevin Rauseo, seconded by Don Jalbert. No Discussion. Unanimously approved. {\$127,535.00}**

**Bid Package #5B Miscellaneous Metal**

Harvey recommended as the lowest bidder, S.L. Chasse.

- **Motion to approve S.L. Chasse as the sub-contractor to provide miscellaneous metal by Lee Lavoie, seconded by Len Lathrop. No Discussion. Unanimously approved. {\$170,000.00}**

#### Bid Package #6A Millwork

Harvey recommended as the lowest bidder for millwork, A.P. Dailey.

- **Motion to approve A.P. Dailey as the sub-contractor to provide millwork by Don Jalbert, seconded by Kara Saranich. No Discussion. Unanimously approved. {\$534,650.00}**

#### Bid Package #07 Applied Fire Proofing

Harvey recommended as the lowest bidder for applied fire proofing, Island International. This is to meet code. It is for where the new building meets the old building.

- **Motion to approve Island International as the sub-contractor for the applied fire proofing by Lee Lavoie, seconded by Kevin Rauseo. No Discussion. Unanimously approved. {\$9,000.00}**

#### Bid Package #7B Roofing

Harvey recommended as the low bidder, DeSalvo Contracting to complete the roofing for the project. Steve reviewed a message from Dave Ross, who messaged him prior to the meeting about the roofing. Dave Ross recommended Academy Roofing. Academy Roofing is well known in the industry and the difference between the two is minimal. Discussion among the group stated that Academy has done a lot of work for Harvey and Hutter. Peter DeSalvo Contracting was the lower bid and is local. Harvey Construction was asked for input. Harvey stated that the roof will be starting in the cold weather and they want to be sure that when it warms up that the roof will still be water tight at all seams. Labor and material are under warranty but having to come back to fix the roof would not be good. They are not sure that DeSalvo is covered by insurance for all its subcontractors.

- **Motion to approve Academy Roofing as the sub-contractor to provide Academy Roofing by Don Jalbert, seconded by Lee Lavoie. 6 in favor, 3 opposed. Motion passed. {\$325,600.00}**

#### Bid Package #8 Overhead Doors

Harvey recommended as the lowest bidder for overhead doors, Bode.

- **Motion to approve Bode as the sub-contractor to provide overhead doors by Len Lathrop, seconded by Gary Gasdia. No Discussion. Unanimously approved. {\$49,540.00}**

#### Bid Package #8 Folding Fire Doors

Harvey recommended as the only bidder for folding fire doors, Won-Door. It is a specialty trade, there was only one bid because there are not many companies doing such work.

- **Motion to approve Won-Door as the sub-contractor to provide folding fire doors by Kevin Rauseo, seconded by Gary Gasdia. No Discussion. Unanimously approved. {\$24,754.00}**

Bid Package #8C Storefront/Curtain Wall/Glazing

Harvey recommended as the lowest bidder for storefront/curtain wall/glazing, Galaxy Glass not to exceed \$1,139,905. They will coordinate discussion about possible value engineering.

- **Motion to approve Galaxy Glass as the sub-contractor to provide storefront/curtain wall/glazing not to exceed \$1,139,905 by Kevin Rauseo, seconded by Don Jalbert. No Discussion. Unanimously approved.**

Bid Package #9 Resilient Athletic Flooring

Harvey recommended as the lowest bidder for resilient athletic flooring, American Sports Floors

- **Motion to approve American Sports Floors as the sub-contractor to provide resilient athletic flooring by Len Lathrop, seconded by Kara Saranich. No Discussion. Unanimously approved. {\$13,300.00}**

Bid Package #10 Signage

Harvey recommended Barlo Signs for Signage, though not the low bid they are local and have contributed to the school district. Barlo was \$841 more, but they had more signs in their bid.

- **Motion to approve Barlo Signs as the sub-contractor to provide signage by Gary Gasdia, seconded by Kevin Rauseo. No Discussion. 7 in favor, 1 opposed. Motion passed. {\$27,441.00}**

Bid Package #11 Food Service Equipment

Harvey recommended as the lowest bidder for Food Service Equipment, Caprara. They have been on the bidding list for Harvey in the past. Everyone is pricing the same equipment by model. Kevin Rauseo asked that Harvey Construction make sure that we would not have to pay Maine sales tax, since the company is in Maine.

- **Motion to approve Caprara as the sub-contractor to provide food service equipment by Len Lathrop, seconded by Lee Lavoie. Unanimously approved. {\$371,049.00}**
- **Motion to adjourn was made by Lee Lavoie and seconded by Kevin Rauseo. Unanimously approved.**

Next meeting is 10/3/19 @ 7:30 a.m.