

Posted: 10/17/2019

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT
Hudson, New Hampshire
October 21, 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. Achievement Data by School (MW, ML, SB, LC, KB, SB): Attachment # 1 6:40-7:40
 2. FY21 Budget – SAU, Revenue, Warrant Articles, Default, Wrap-up (KB): Attachment # 2 7:40-8:25
- D. Requests of the Board**
- E. Old Business** 8:25-8:35
1. Policies (2nd readings, MW): Attachment # 3
 - a) BCA Board Member Ethics
 - b) BCB Board Member Conflict of Interest
 - c) BDA Board Organizational Meeting
 - 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
- F. New Business** 8:35-8:45
1. Policies (1st readings, MW): Attachment # 4
 - a) BEC Non-public Sessions
 - b) BEDA Public Notification of School Board Meetings
 - c) BEDB Agenda Preparation and Dissemination
 - d) BEDC Quorum
 - e) BEDD Rules of Order
 - f) BEDG Minutes

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- g) BEDH Public Comment and Participation at Board Meetings
 - h) BFE Administration in Policy Absence
 - i) BG Board Policy Process
 - j) BGA Policy Development System
 - k) JH Attendance, Tardiness, and Truancy
2. Extracurricular Nominations: Attachment # 5 8:45-8:50

G. Recommended Action

- 1. Manifests – Recommended action: Make necessary corrections and sign.
- 2. Minutes – Recommended action: Review and approve. (LR) 8:50-9:05
 - a) 09.18.19 Amended Draft Minutes: Attachment # 6
 - b) 09.23.19 Amended Draft Minutes: Attachment # 7
 - c) 10.07.19 Draft Minutes: Attachment # 8
 - d) 10.10.19 Draft Minutes: Attachment # 9
 - e) 10.15.19 Draft Minutes: Attachment # 10

H. District Administration Reports

I. Legislative Updates (LR)

- 1. 2019 Legislative Summary

J. Committee Reports

- 1. Strategic Plan Update (LR) 9:05-9:10

K. Correspondence

- 1. Letter of Resignation: Attachment # 11 9:10-9:15
- 2. Community Outreach Coordinator Report (MW): Attachment # 12 9:15-9:20
- 3. Technology Integration Specialist Report (MW): Attachment # 13 9:20-9:25
- 4. Discipline Report (LR): Attachment # 14 9:25-9:40

L. Board Member Comments

9:40-9:50

M. Upcoming Meetings

Meeting	Date	Time	Location	Purpose
Policy Committee	10.22.19	11:00 am	SAU Building	Regular Meeting
School Board	11.04.19	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	11.18.19	6:30 pm	Hills Memorial Library	Regular Meeting

N. Non-Public Session

RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session.

These conditions are:

- (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*

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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.*

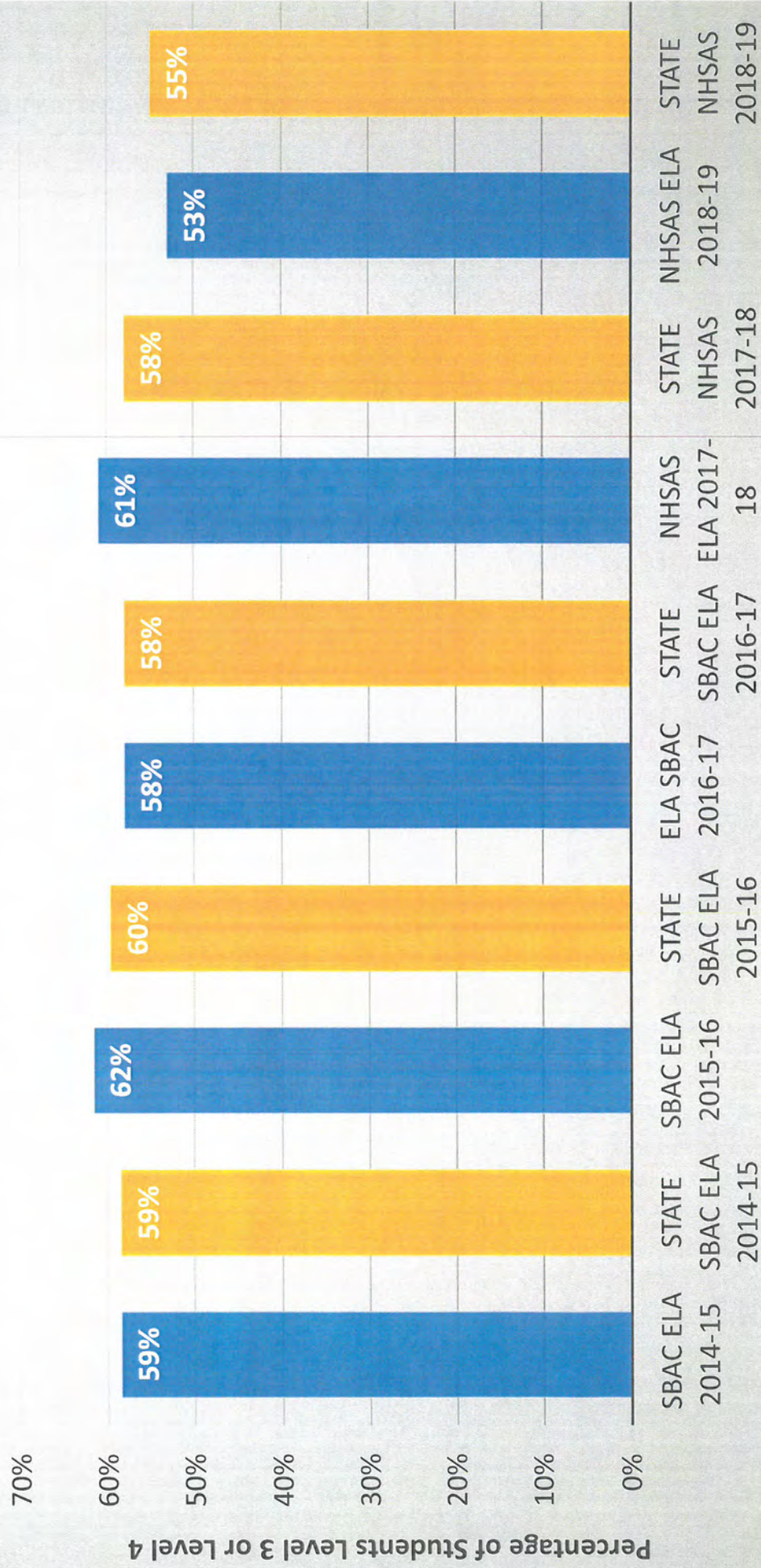
O. Adjourn



Hudson Student Achievement Data

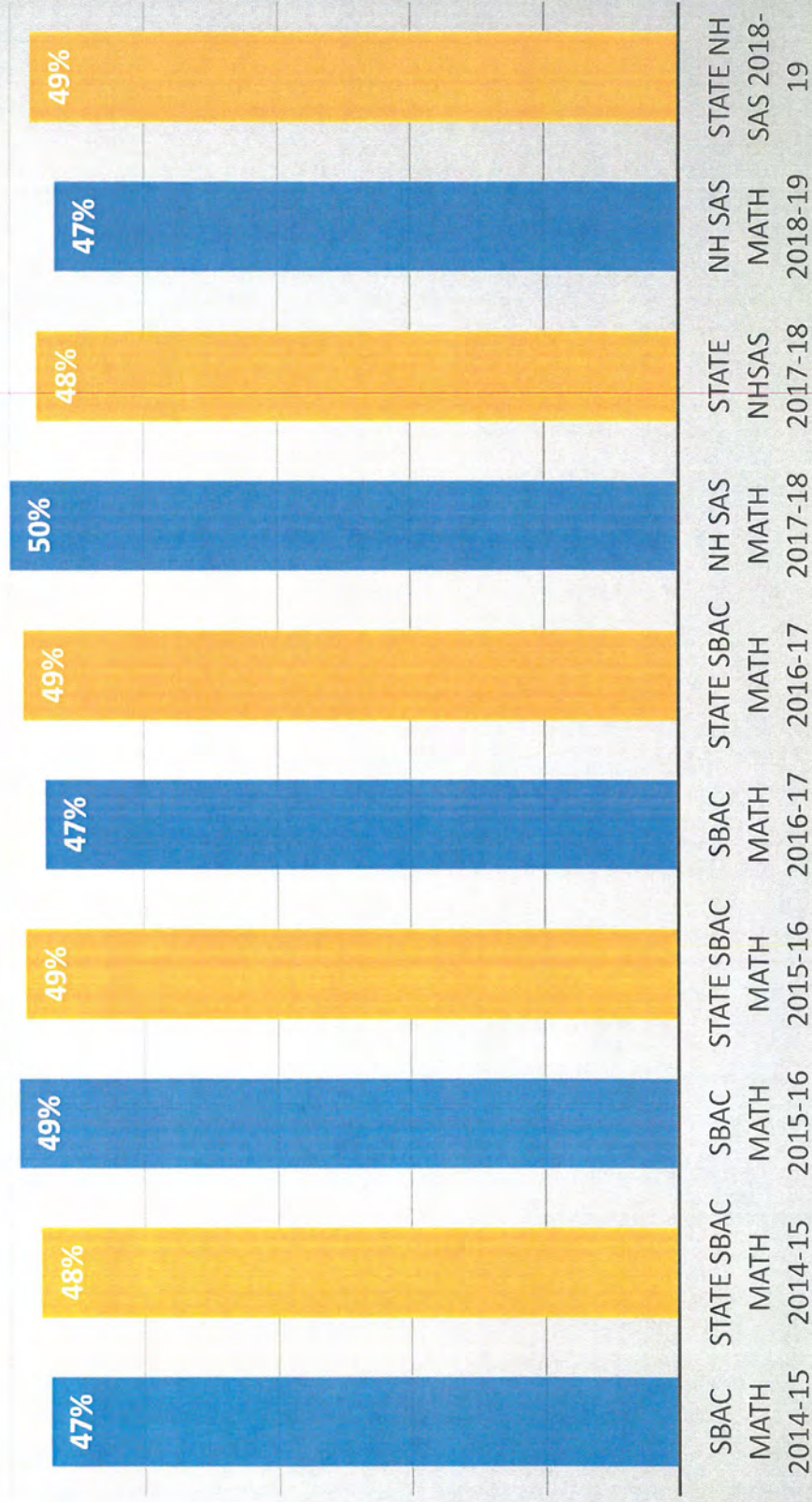
2018-2019 School Year

Hudson ELA 2014-2018 Grades 3-8 Compared to State



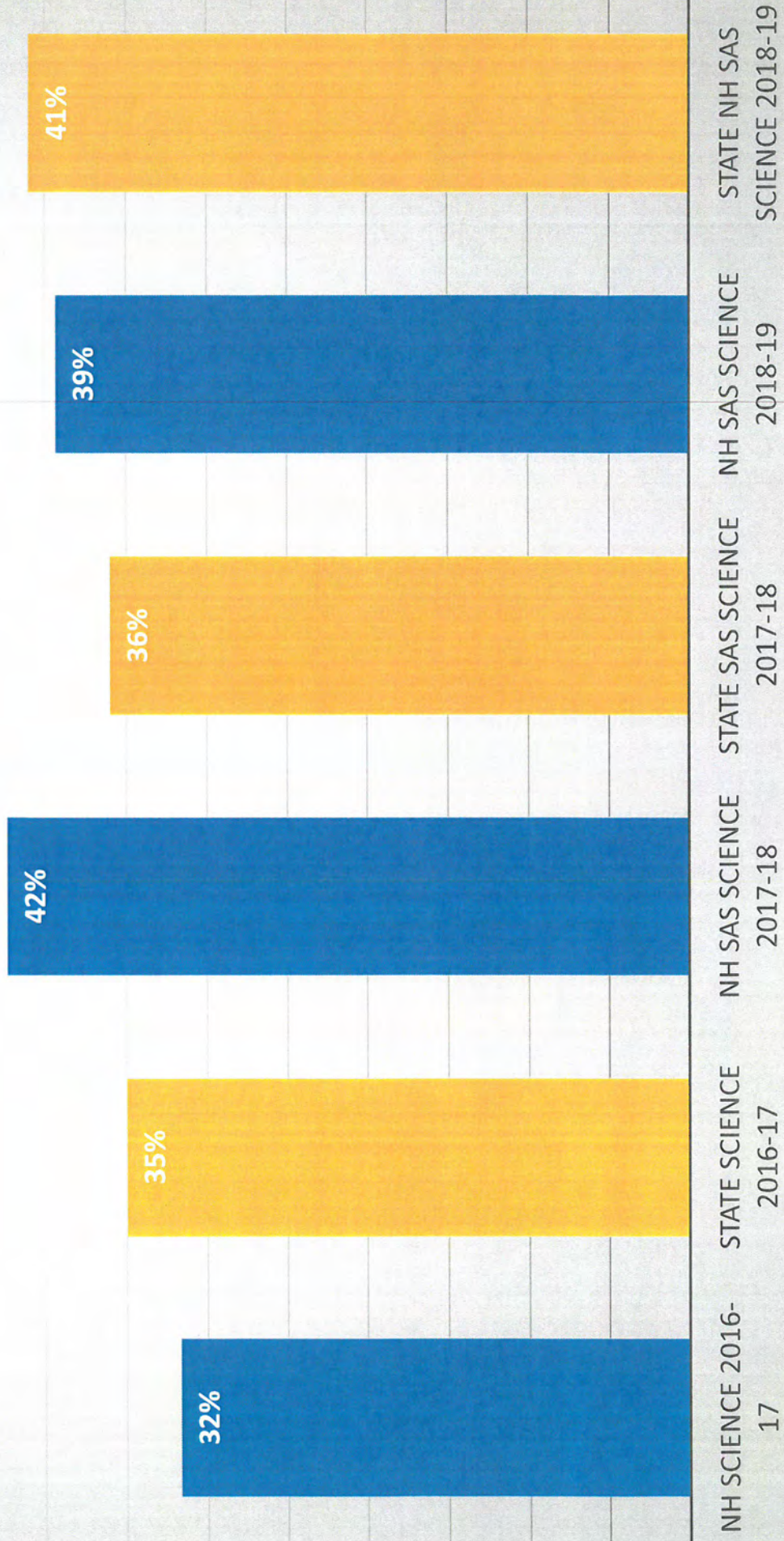
Hudson Math 2014-2019 Grades 3-8 Compared to State

Percentage of Students at Level 3 or Level 4



Hudson Science 2016-2019 Compared to State

Percent of Students at Levels 3 or Level 4 Proficiency

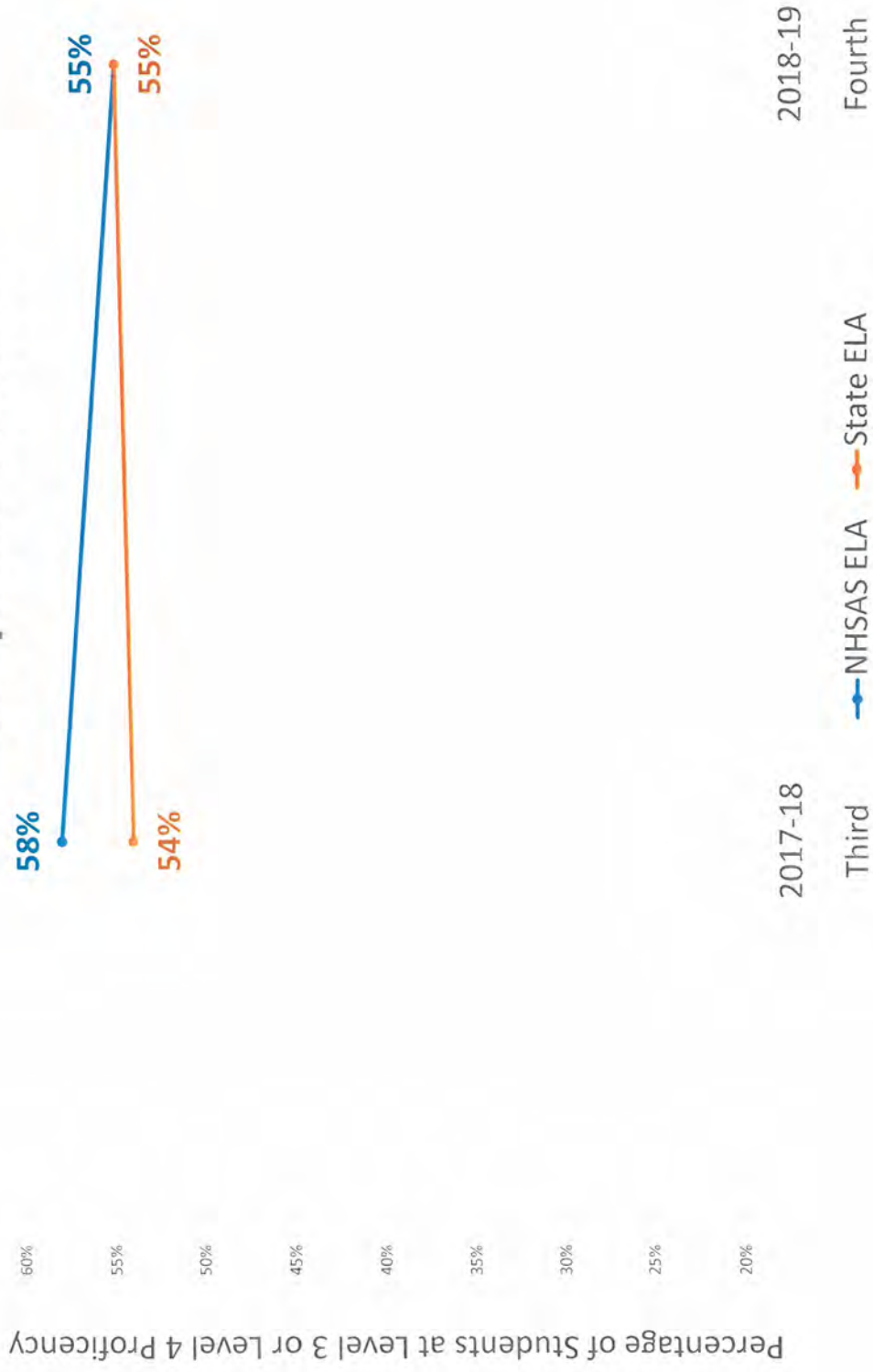




Hudson's Academic District Goal

- To meet or exceed state average for ELA, Math, and Science

Hudson ELA Cohort Data 3rd to 4th Current 5th Grade Compared to State



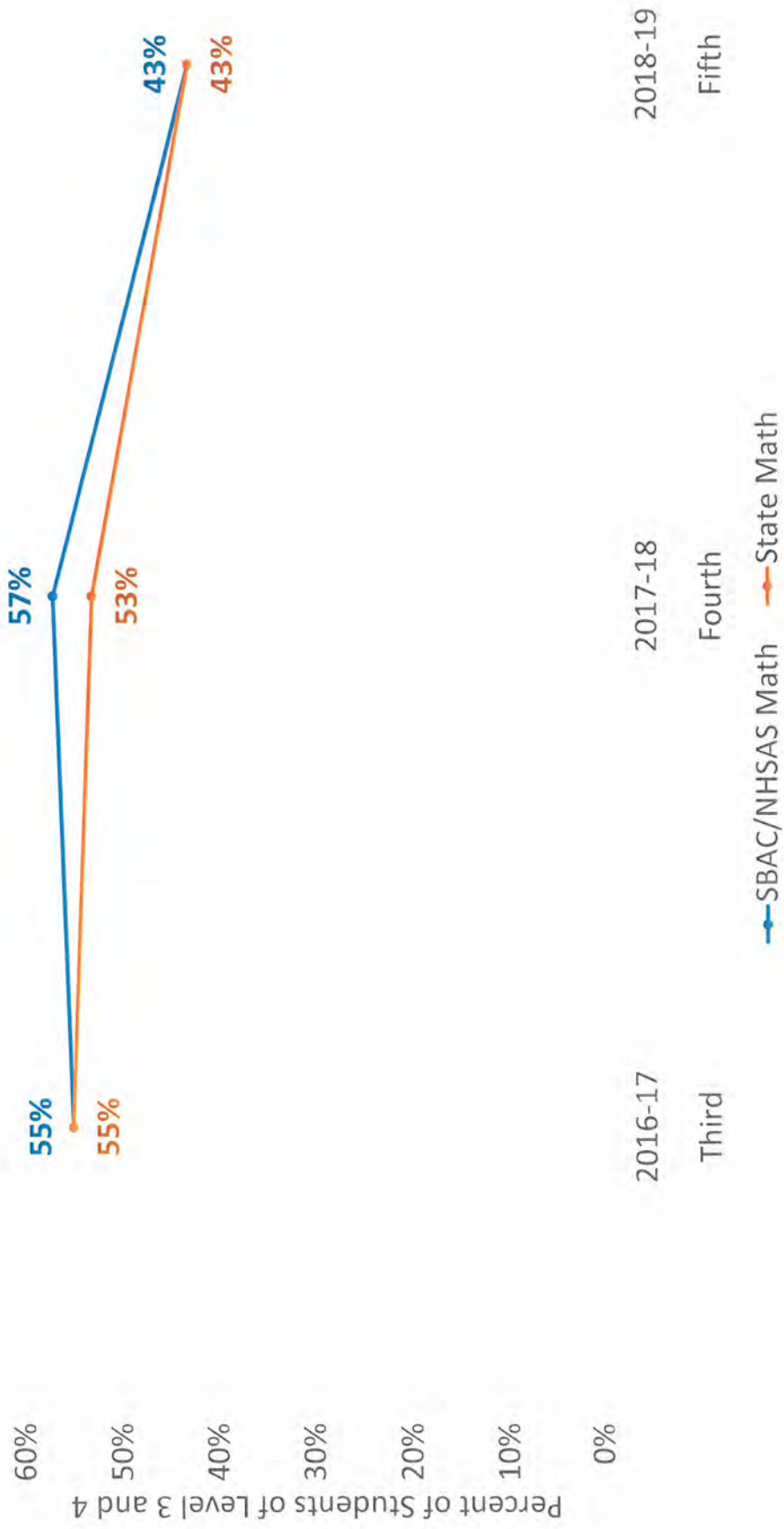
Hudson Math Cohort 3rd to 4th Current 5th Compared to State



Hudson ELA Cohort 3rd to 5th Current 6th Grade Compared to State



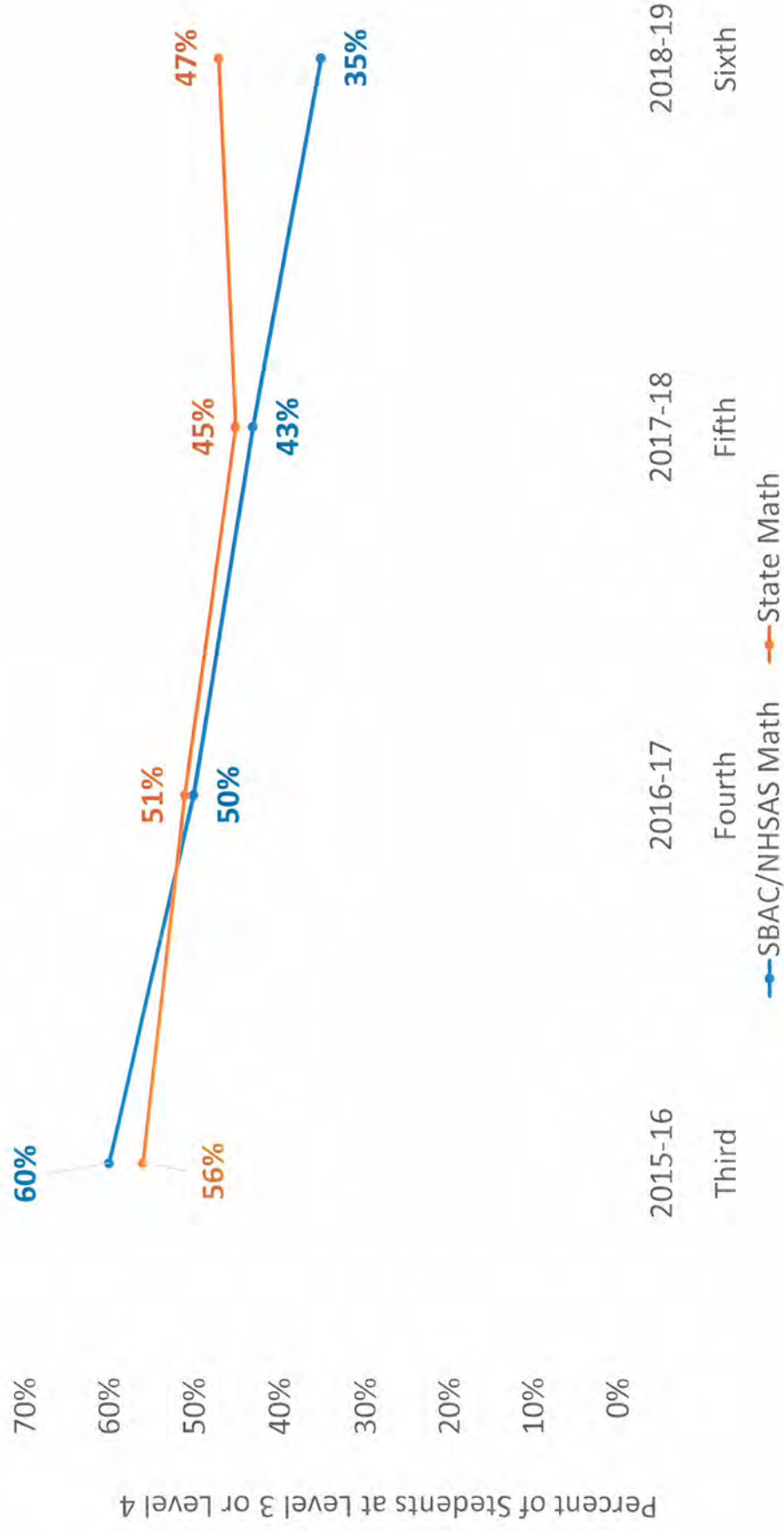
Hudson Math Cohort 3rd to 5th Current 6th Grade Compared to State



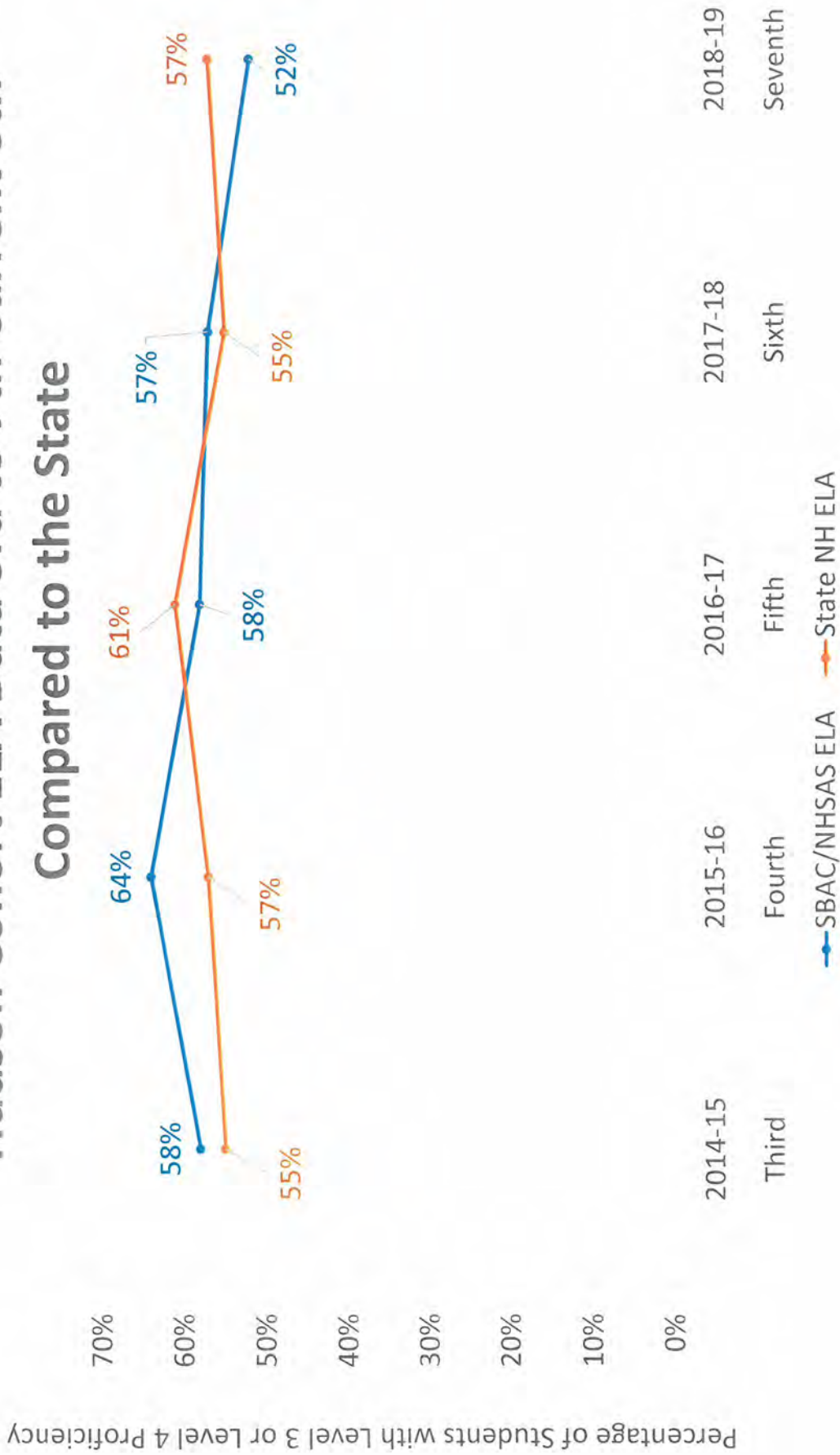
Hudson ELA Cohort 3rd to 6th Current 7th Compared to State



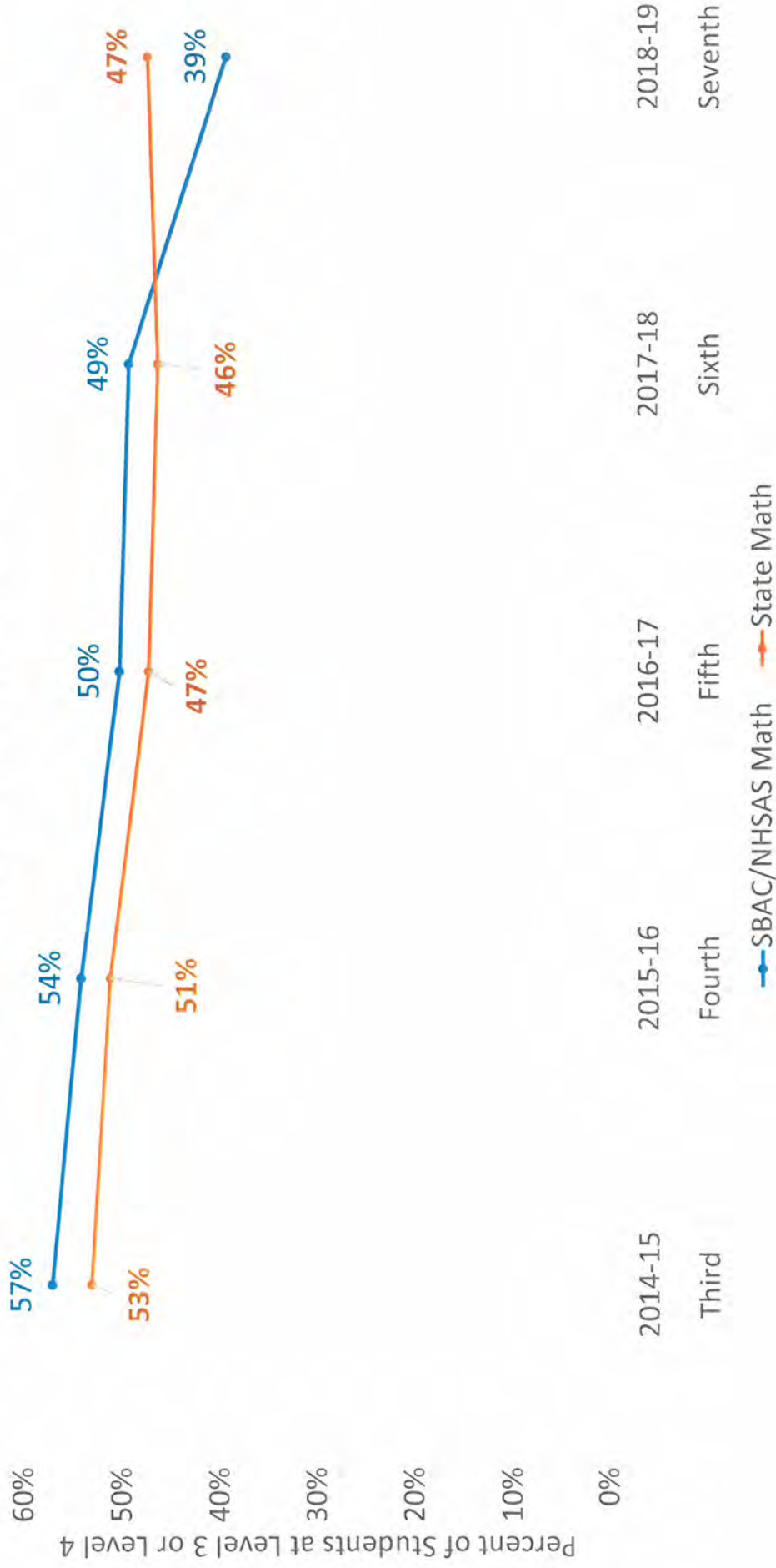
Hudson Math Cohort 3rd to 6th Current 7th Compared to State



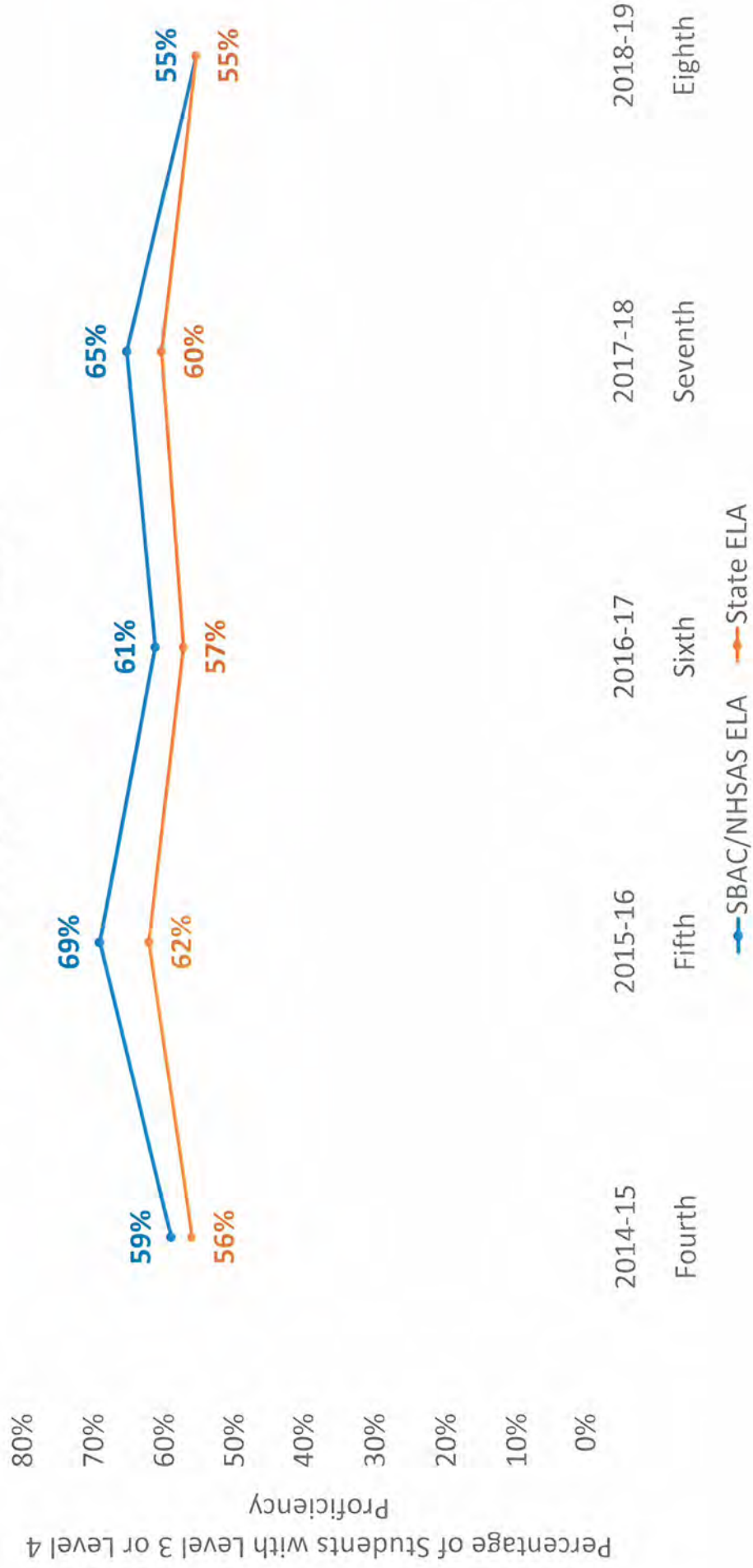
Hudson Cohort ELA Data 3rd to 7th Current 8th Compared to the State



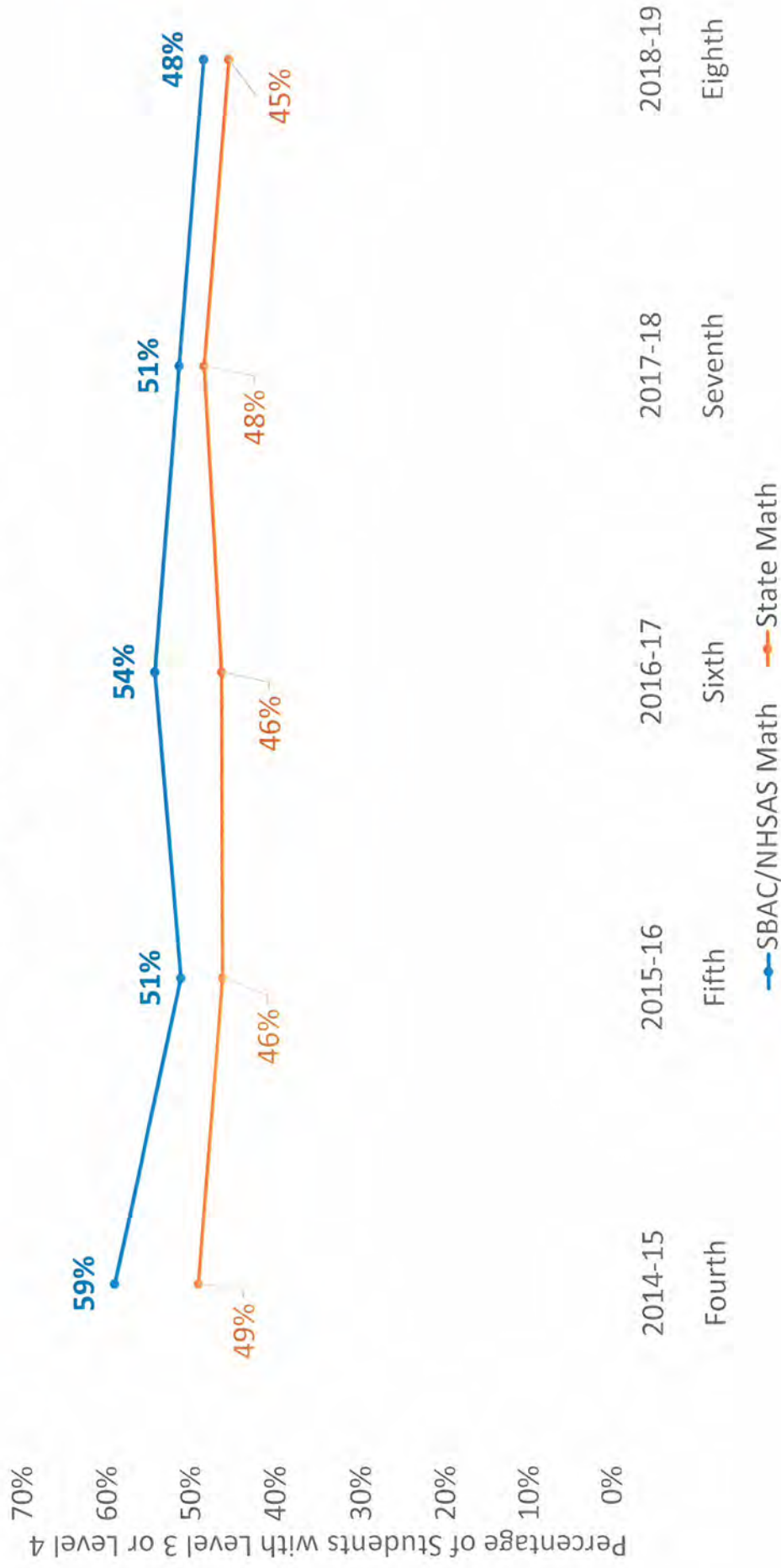
Hudson Cohort Math Data 3rd to 7th Current 8th Compared to State



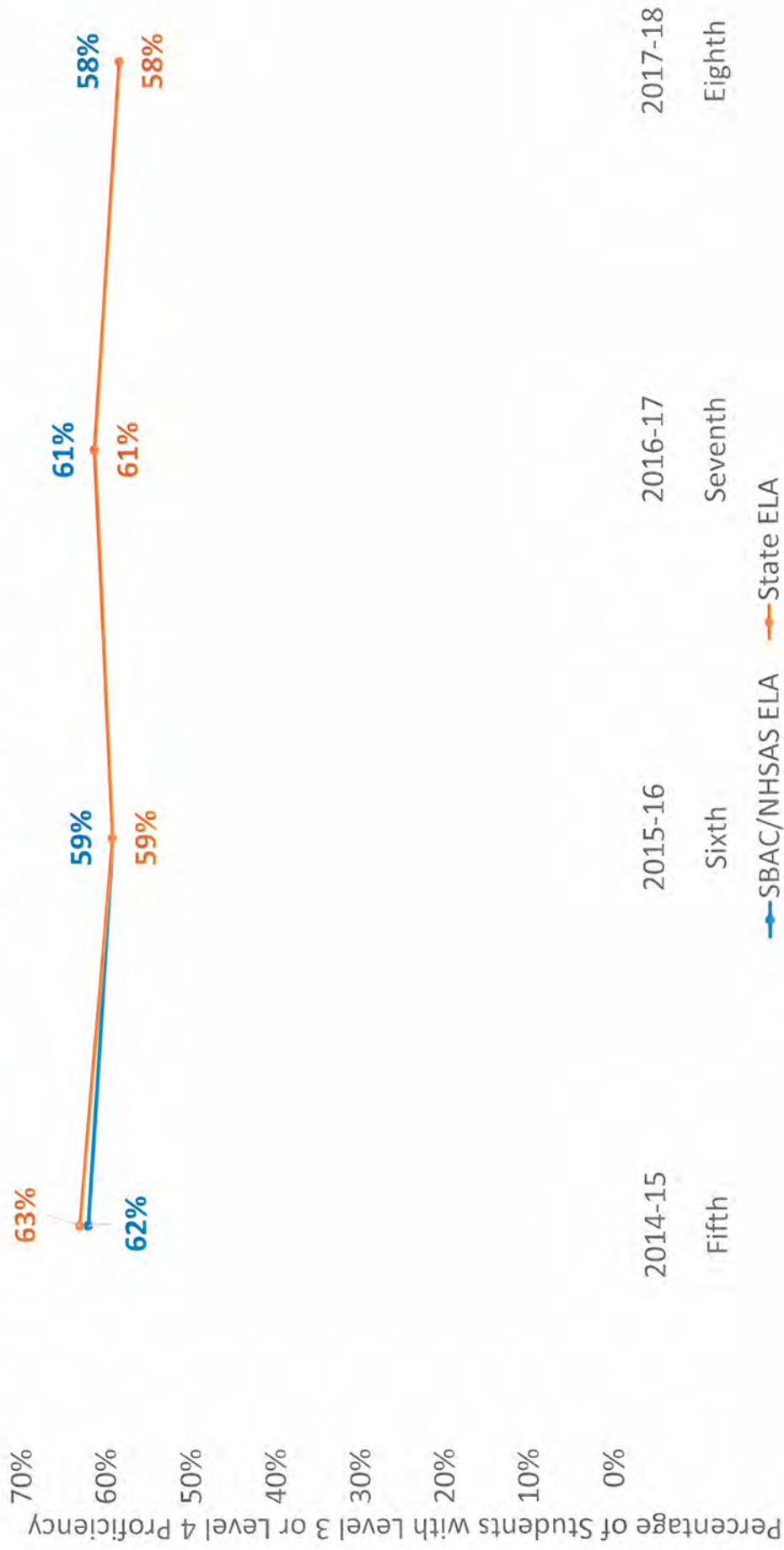
Hudson ELA Cohort Data 4th to 8th Current 9th Grade Compared to State



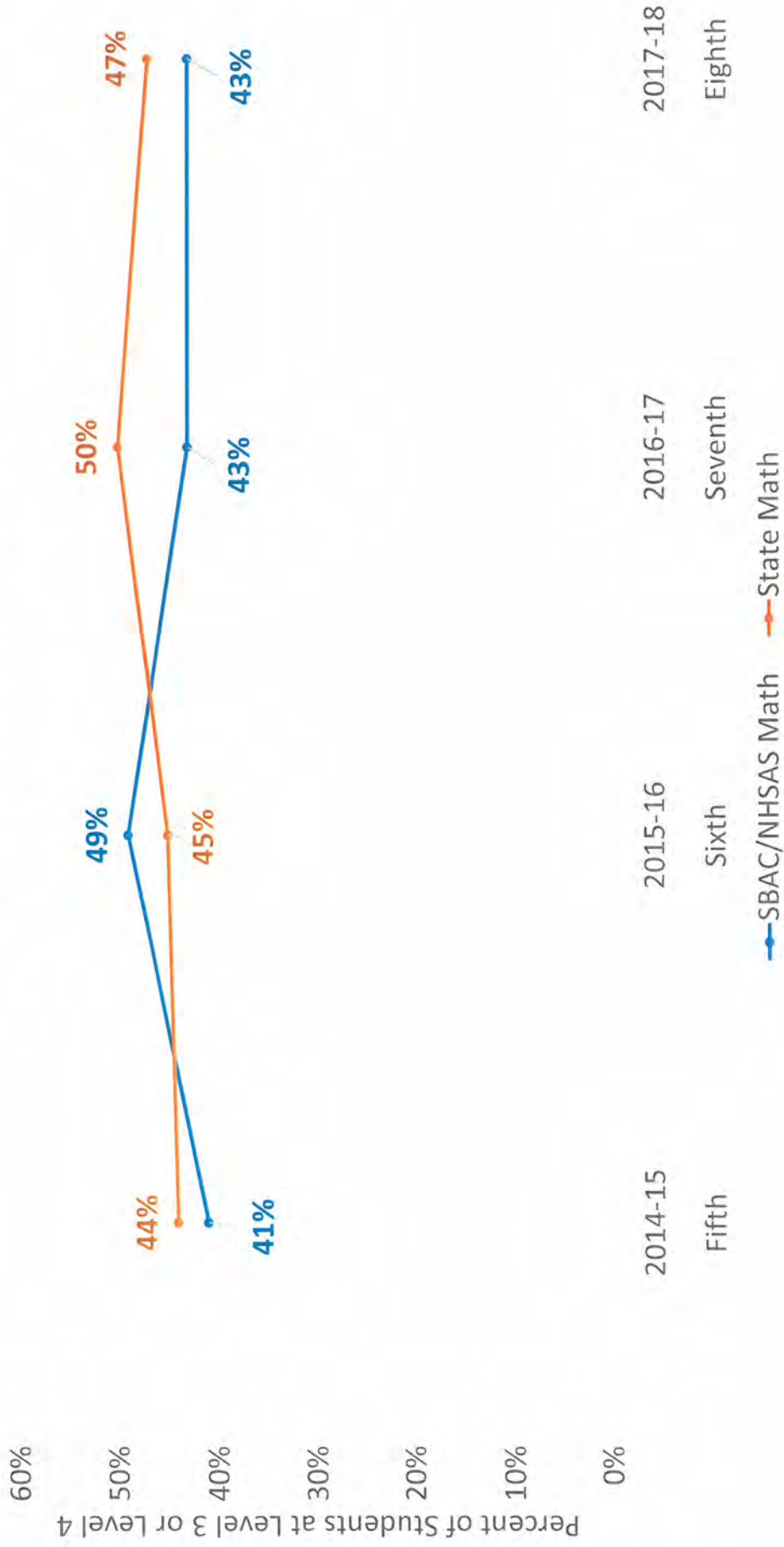
Hudson Math Cohort Data 4th to 8th Current 9th Compared to State



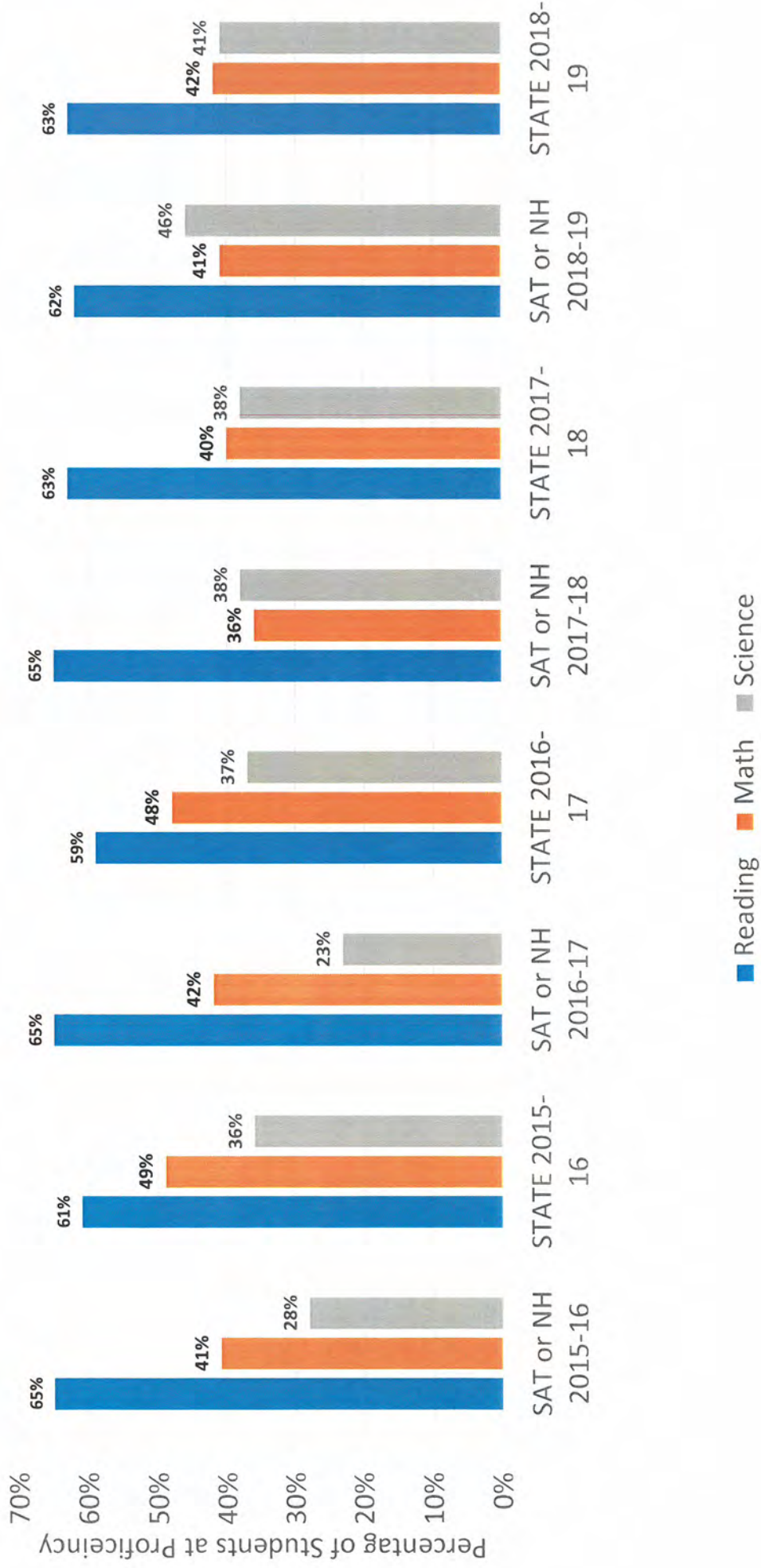
Hudson ELA Cohort Data 5th to 8th Current 10th Grade Compared to State



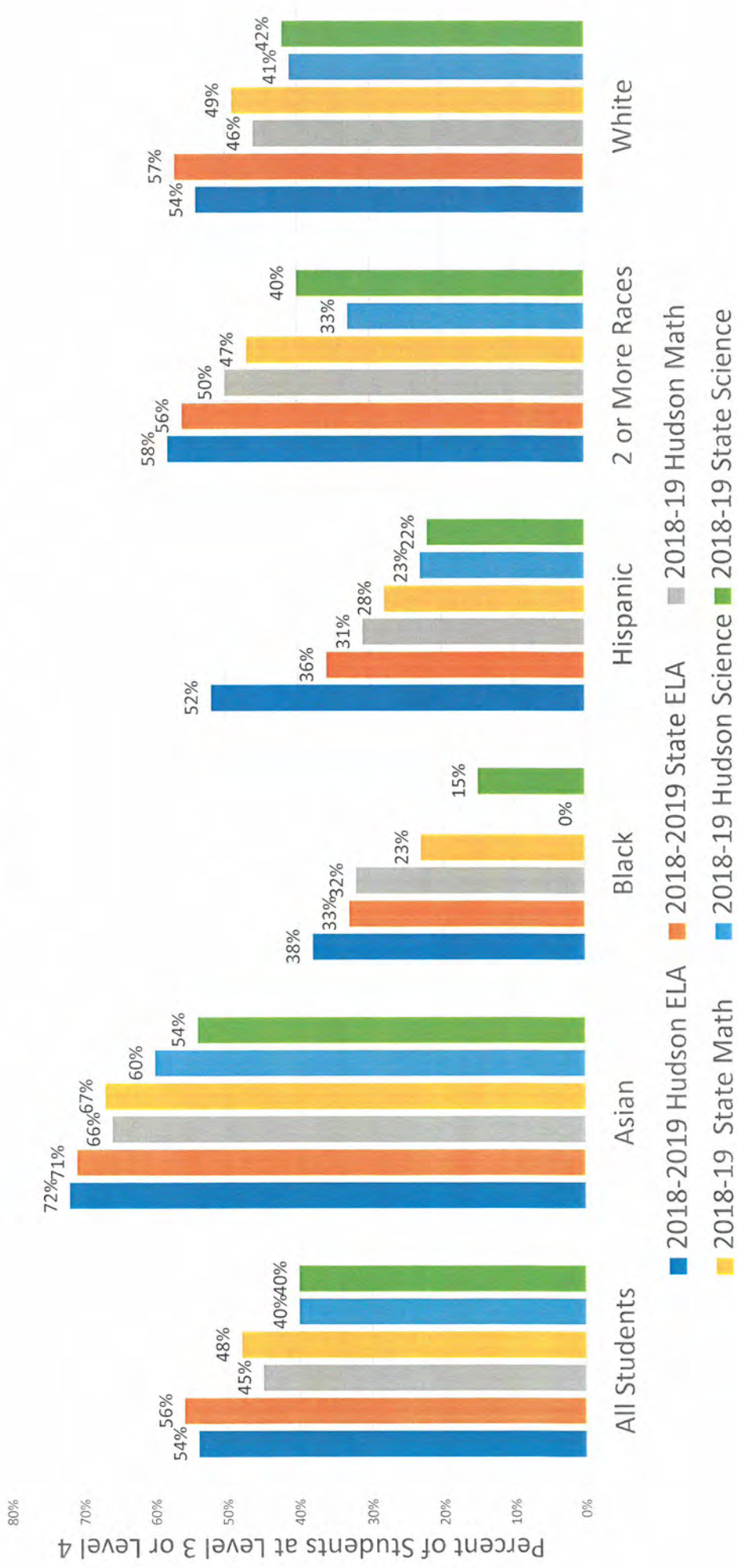
Hudson Math Cohort Data 5th to 8th Current 10th Compared to State



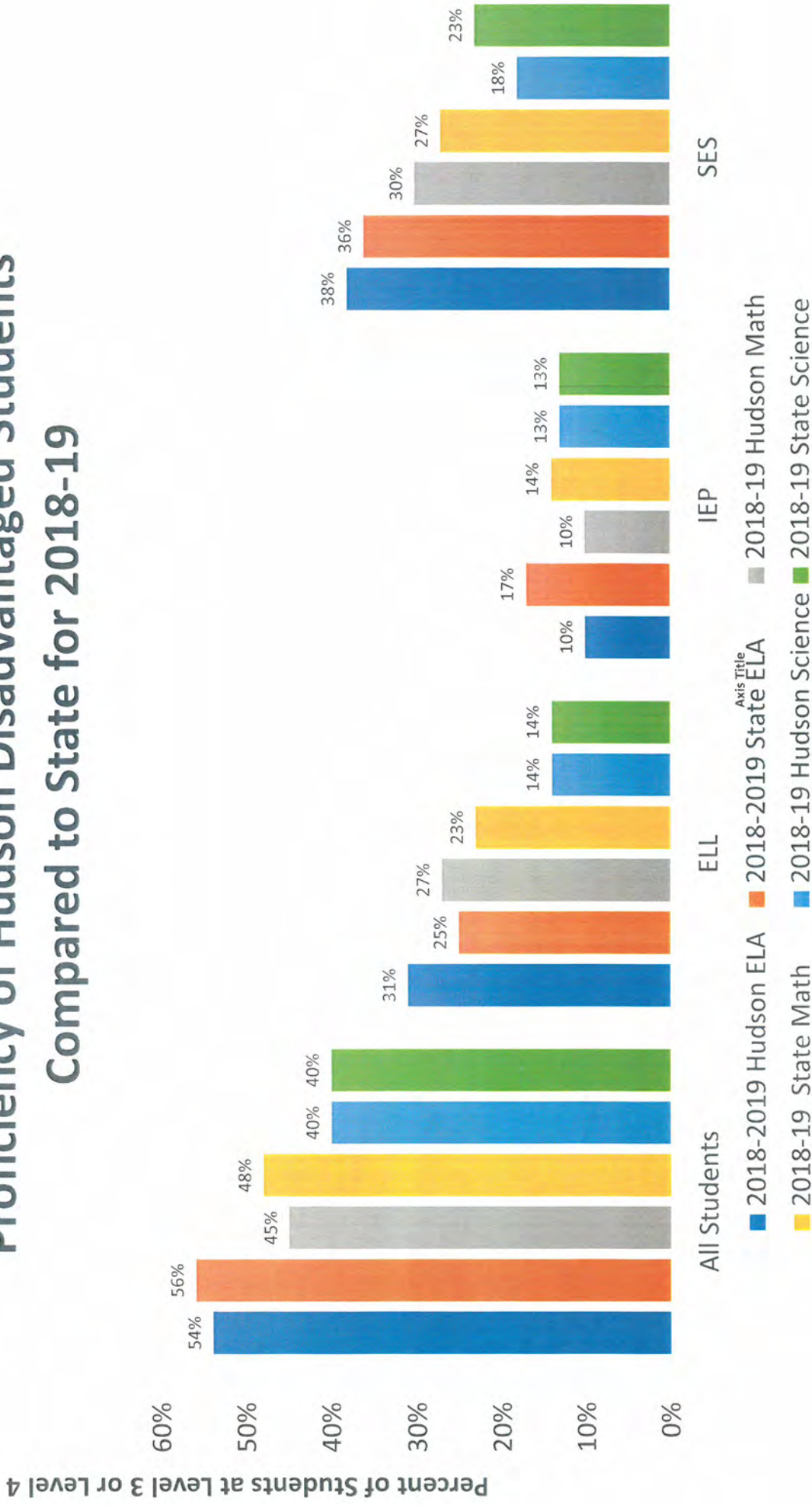
11th Grade 2015-2019 Hudson Compared to State



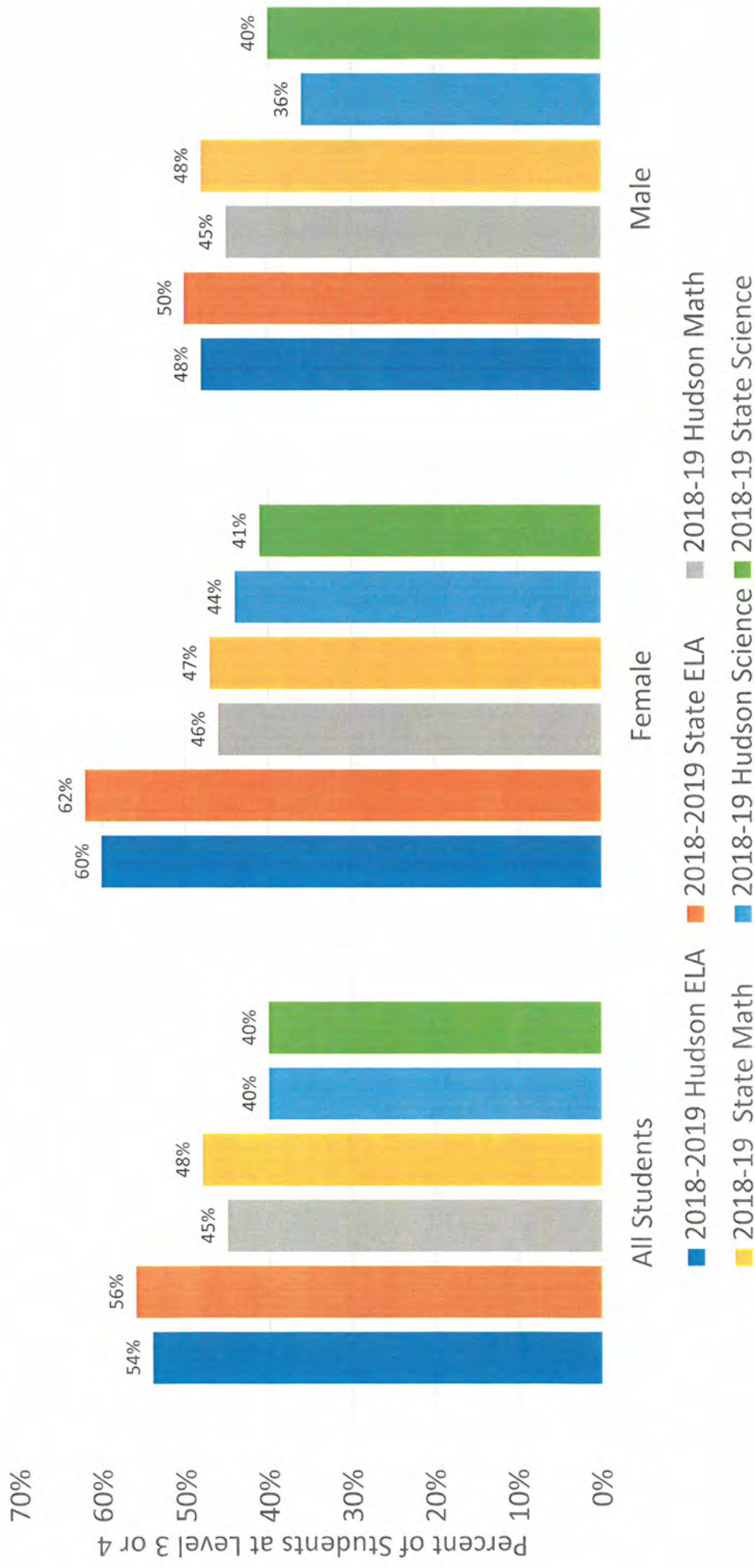
Proficiency of Ethnicity of Hudson Compared to State for 2018-19



Proficiency of Hudson Disadvantaged Students Compared to State for 2018-19



Proficiency of Hudson by Gender Compared to State for 2018-19



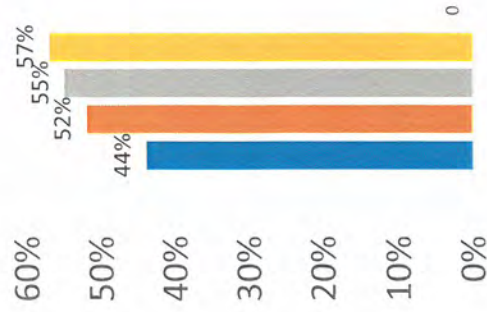


Nottingham West Elementary School

2018-19 NHSAS Data and
Building-wide Academic Goals

NHSAS Data 2018-19

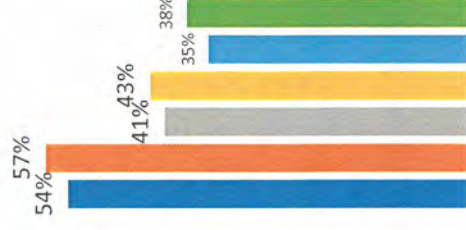
Nottingham West Elementary School



Grade 3



Grade 4



Grade 5

	NHSAS Data, 2018-19					
	ELA		Math		Science	
	NWES	STATE	NWES	STATE	NWES	STATE
Grade 3	44%	52%	55%	57%	N/A	N/A
Grade 4	56%	55%	53%	52%	N/A	N/A
Grade 5	54%	57%	41%	43%	35%	38%

Academic Goal Setting

- **Fountas and Pinnell** – 90% of all students will show a year’s growth by June (as determined by the F&P instructional level expectations).
- **STAR** – 95% of all students will reach a **Student Growth Percentile (SGP) of 50 or better by June**. (The SGP score compares a student’s growth from one period to another with that of his or her academic peers nationwide—defined as students in the same grade with a similar scaled score history. SGPs range from 1–99 and interpretation is similar to percentile rank (PR) scores: lower numbers indicate lower relative growth and higher numbers indicate higher relative growth. For example, an SGP of 75 means the student’s growth exceeds the growth of 75 percent of students with a similar score history. An SGP of 50 can be thought of as typical growth for a particular student, given his/her grade and prior score history.)
- **New Hampshire Student Assessment System (NHSAS)**
 - **Each grade-level cohort group will be at or above the state’s proficiency percentiles in ELA and Math.**
 - **Grade 3:** since this will be our 3rd graders first year taking the NHSAS, we are looking to score no less than the 52% proficiency mark in ELA and 57% in Math, as determined by the 2018-19 data.
 - **Grade 4:** this cohort group had 44% of students score proficient in ELA while the state was at the proficiency level of 52%. We are looking at this cohort group to improve to have 52% of students score in the proficient range. In Math, this cohort had 55% of students proficient while the state was at 57%. Our goal is to increase the number of proficient students to match or exceed the 57% proficiency mark.
 - **Grade 5:** this cohort of students scored above the state in both ELA and Math. We are looking to maintain those proficiency levels and move to increase them by 5%, ELA to 61% (56% in 18-19) and Math to 58% (53% in 18-19).

Early Learning Center

Student Achievement Goals and Data

School Goals:

Grade 1:

- By the end of Grade 1, 90% of all students will be reading at or above grade level or have demonstrated a minimum of 1 year's growth as measured by their Fountas and Pinnell Reading levels (was 88% in 18-19)
- By the end of Grade 1, 50 % of all students will be reading at level 2.0 or above as measured through the STAR reading assessment (was 43 in 18-19)
- By the end of Grade 1, 90 % of all students will be at a level 2.0 or above as measured through the STAR math assessment (was 80% in 18-19)

Kindergarten:

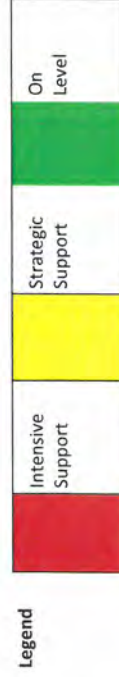
- By the end of Kindergarten, 87% of students will be able to give the correct sound of 26 letters
- By the end of Kindergarten, 87% of students will achieve a score of 30 or above on the Colorado Kindergarten Math Assessment

Preschool

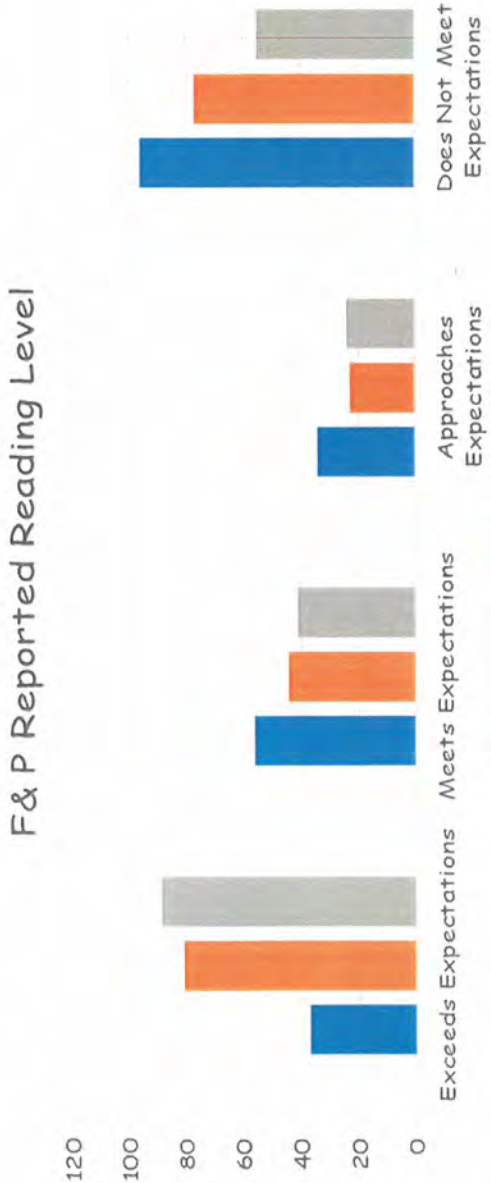
- The pre-K students will attain a score of 60% or higher within the five phonological awareness concepts on the PAST by June 2020.
- By the end of the school year, 80% of the Pre-K 4 year olds will be able to count to 10

DIBELS Data For Kindergarten and Grade 1

Grade	Beginning	Middle	End
K	<p>n=135</p> <p>75 (56%) 19 (14%) 41 (30%)</p>	<p>n=133</p> <p>20 (67%) 24 (15%) 89 (18%)</p>	<p>n=134</p> <p>91 (68%) 11 (8%) 32 (24%)</p>
1st	<p>n=222</p> <p>144 (65%) 35 (16%) 43 (19%)</p>	<p>n=221</p> <p>93 (42%) 46 (21%) 82 (37%)</p>	<p>n=222</p> <p>78 (35%) 72 (32%) 72 (32%)</p>
All	<p>n=357</p> <p>219 (61%) 54 (15%) 84 (24%)</p>	<p>n=354</p> <p>182 (51%) 66 (19%) 106 (30%)</p>	<p>n=356</p> <p>169 (47%) 83 (23%) 104 (29%)</p>



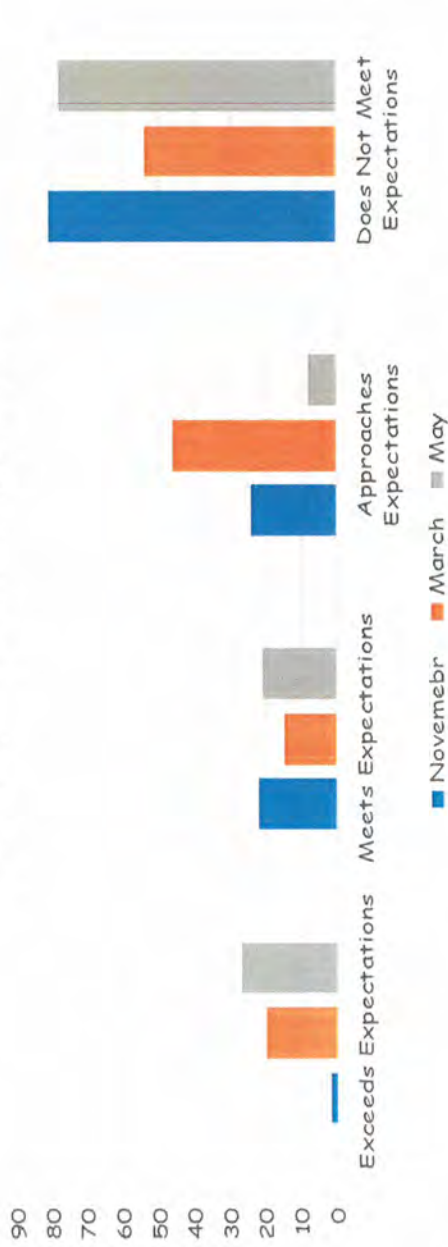
Fountas and Pinnell Reading Information- Gr. 1



Month	Exceeds Expectations	Meets Expectations	Approaching Expectations	Does Not meet Expectations
September	37	56	34	96
March	81	44	23	77
May	89	41	24	55

Fountas and Pinnell Reading Information - K

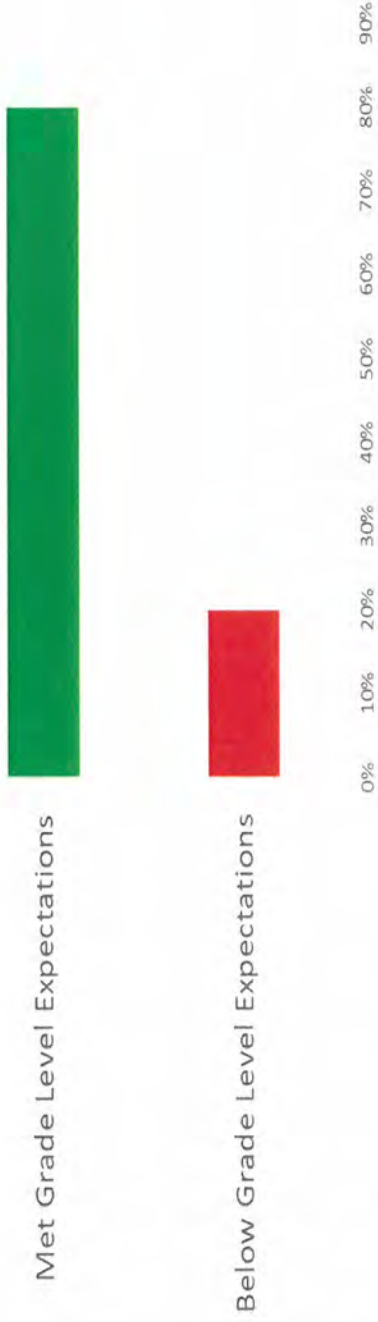
F & P Reported Reading Level



Month	Exceeds Expectations	Meets Expectations	Approaching Expectations	Does Not meet Expectations
November	2	22	24	81
March	20	15	46	54
May	27	21	8	78

STAR Math Grade 1

Grade 1 End of Year STAR Math



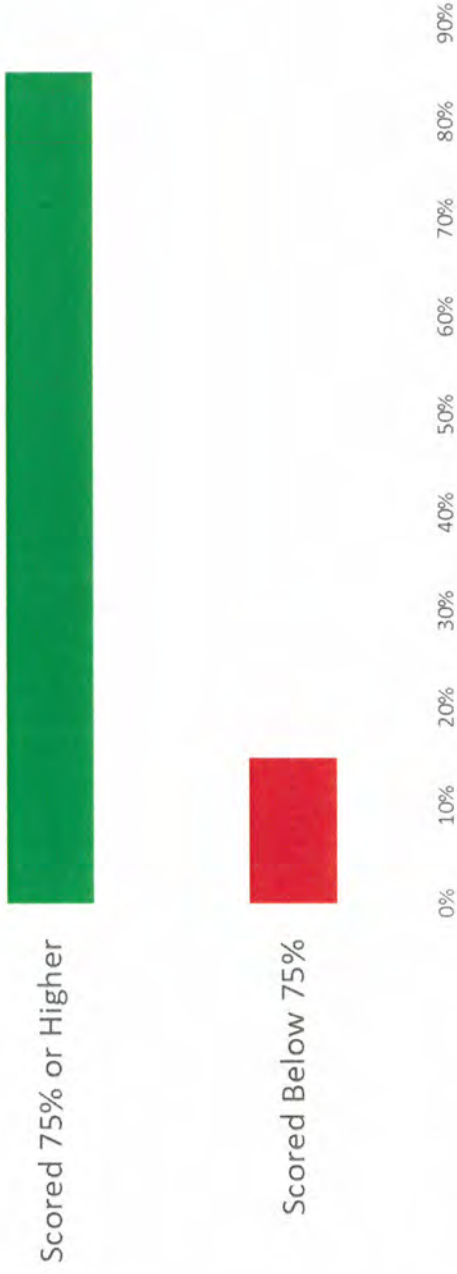
Based on 222 Children

80 % met grade level expectations

20 % did not meet grade level expectations

EnVisions Math Grade 1

Grade 1 End of Year EnVisions Math Test



Based on 222 Children

85 % Scored 75% or higher

15 % Scored below 75%

Hills Garrison School NH SAS Data 2018-19

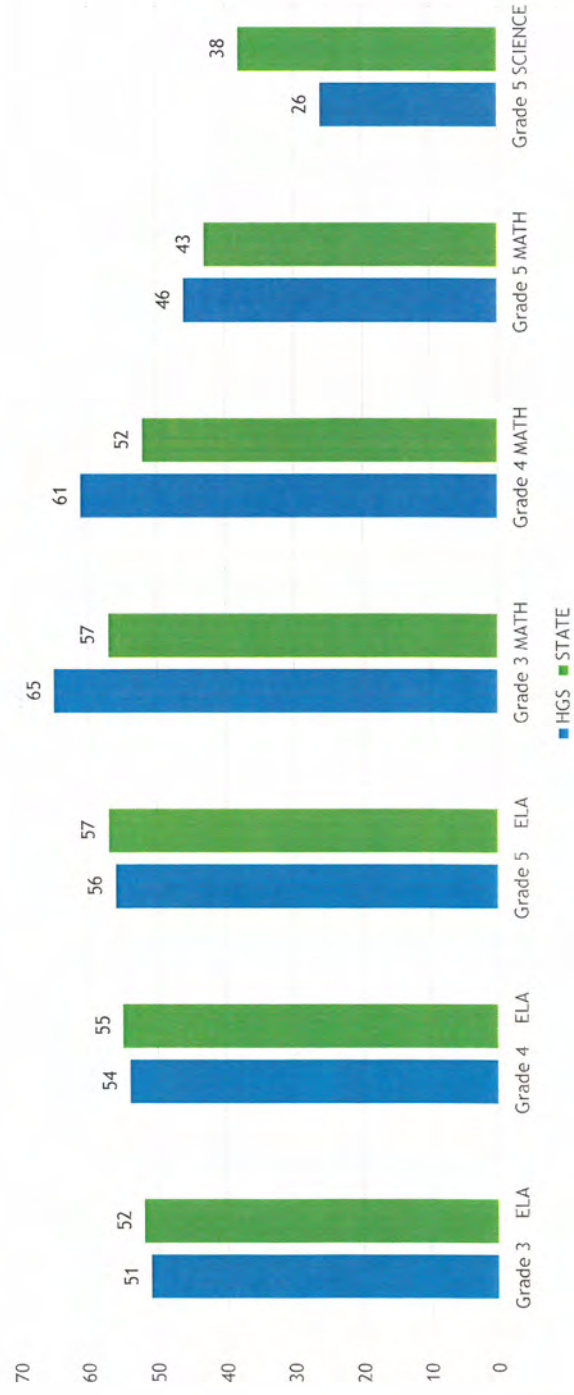
Snapshot of academic achievement on NH SAS 2018-19

School Goals

How will we get there?

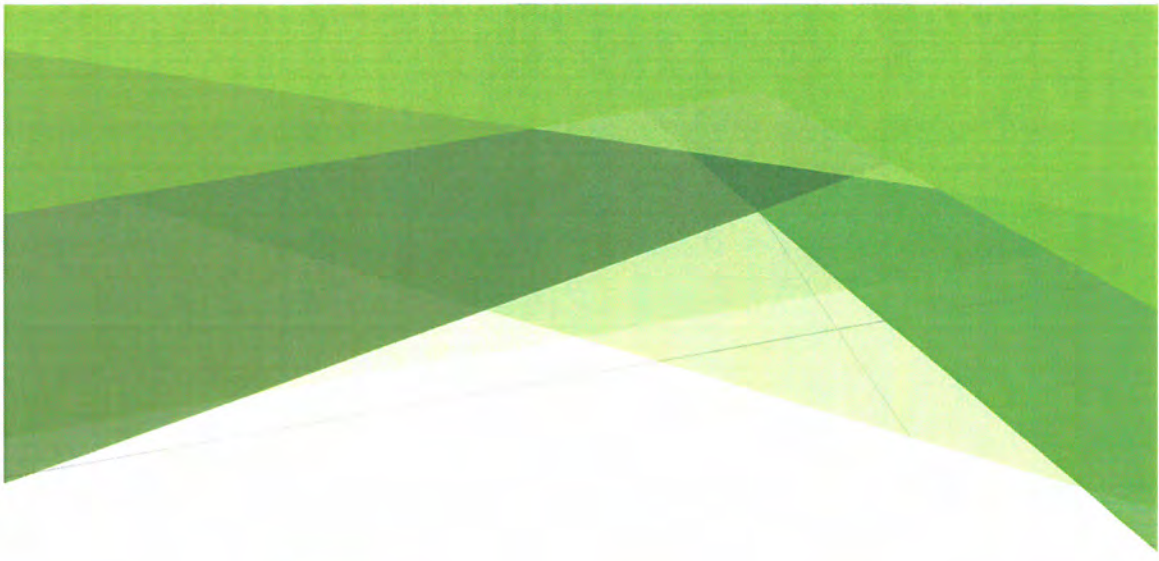
2018-2019 NH SAS Data Hills Garrison School

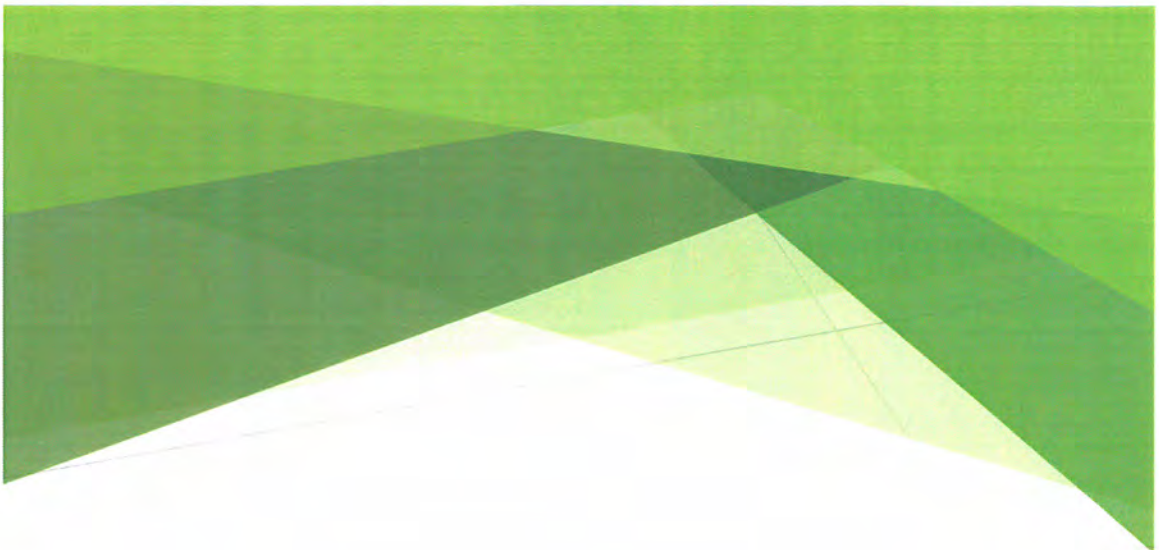
2018-2019 SAS DATA

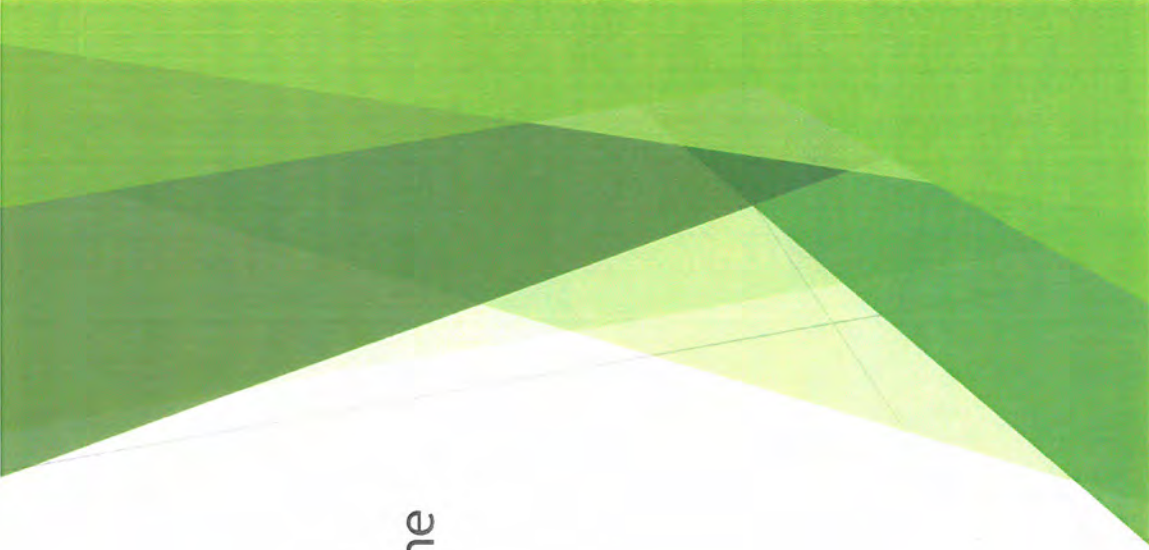


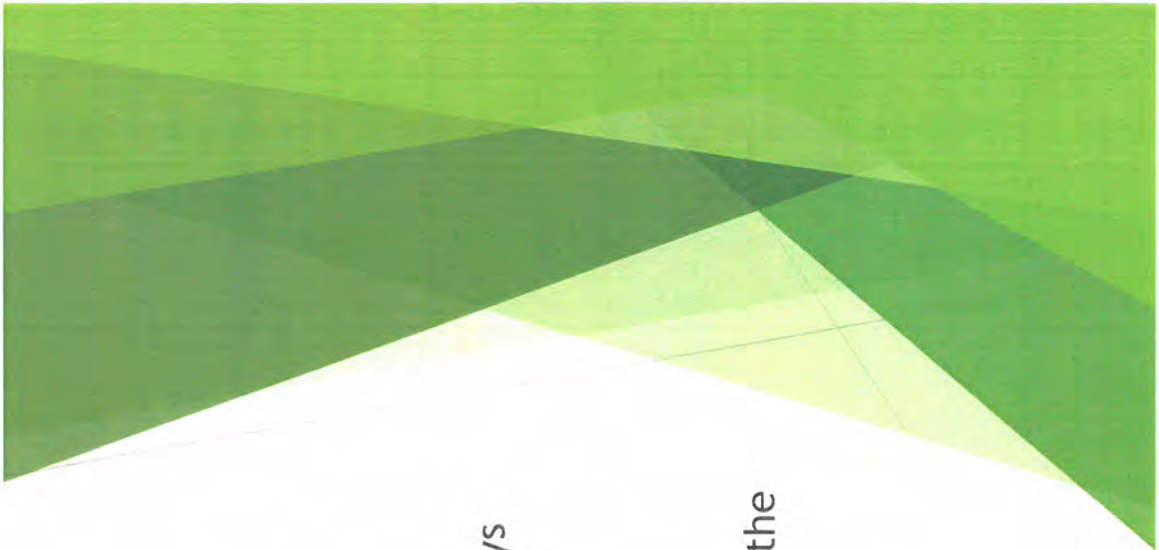
School and State Data / 2020 Goal

Grade level	HGS % proficient	STATE % proficient	2020 Target Goal
Grade 3 ELA	51%	52%	54%
Grade 4 ELA	54%	55%	57%
Grade 5 ELA	56%	57%	59%
Grade 3 MATH	65%	57%	65%
Grade 4 MATH	61%	52%	61%
Grade 5 MATH	46%	43%	50%
Grade 5 SCIENCE	26%	38%	38%




- 
- ▶ SEL: Social Emotional Learning
 - ▶ To incorporate evidence based social emotional learning programs and activities into classrooms and across the school community to improve academic and social emotional success.
 - ▶ Achievement coach program (YMCA)
 - ▶ Responsive Classroom
 - ▶ School-wide initiatives
 - ▶ Family & community partnerships
 - ▶ Transitions and routines
 - ▶ Offer Book Study /Eric Mann

- 
- ▲ MATH:
 - ▲ To increase student proficiency in math, as measured by NHSAS, by meeting or exceeding the state average and increasing last year's proficiency rate by 3%
 - ▲ RTI (WIN block)
 - ▲ Classroom interventions
 - ▲ Use of data to inform instruction
 - ▲ INTEL math cohort
 - ▲ Instructional rounds focus on math

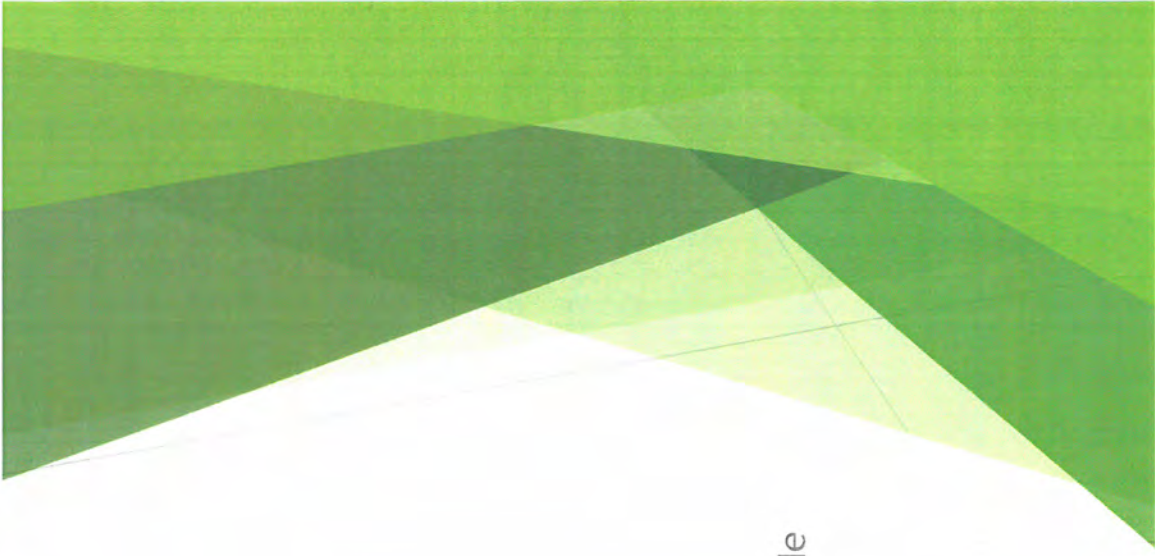
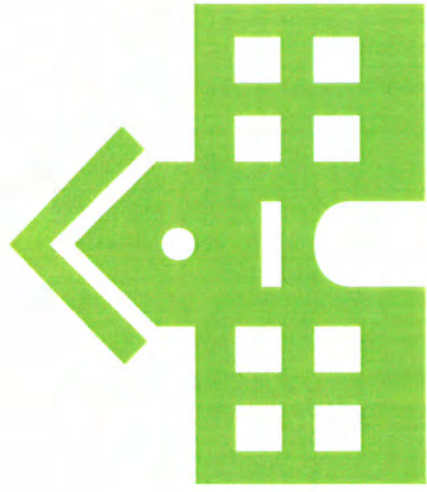


▲ LITERACY

- ▲ To increase student proficiency in ELA as measured by NHSAS, by meeting or exceeding the state average and increasing last year's proficiency rate by 3%
 - ▲ Implementing *Patterns of Power* and *Conventions of Craft* as resources in teaching writing
 - ▲ Providing students daily opportunities for writing in a variety of ways (lit. journals, narratives, nonfiction pieces, etc.)
 - ▲ Focus on DOK when questioning students about their reading
 - ▲ Collegial review of student work
 - ▲ Using F%P levels, 90% of students will make one year's growth over the school year
 - ▲ Increase rate of proficiency by 5% on the spring STAR using the September STAR as a starting point
- 

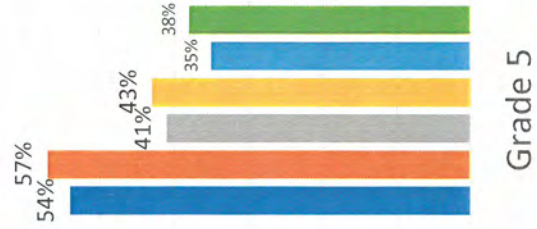
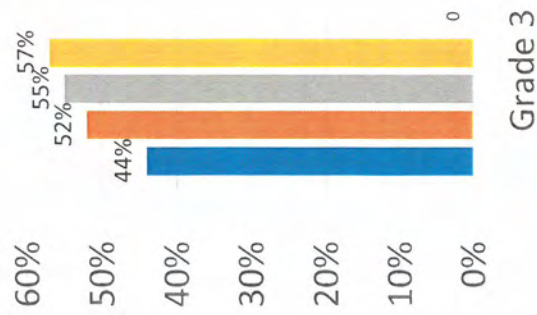
Nottingham West Elementary School

2018-19 NHSAS Data and Building-wide
Academic Goals



NHSAS Data 2018-19

Nottingham West Elementary School



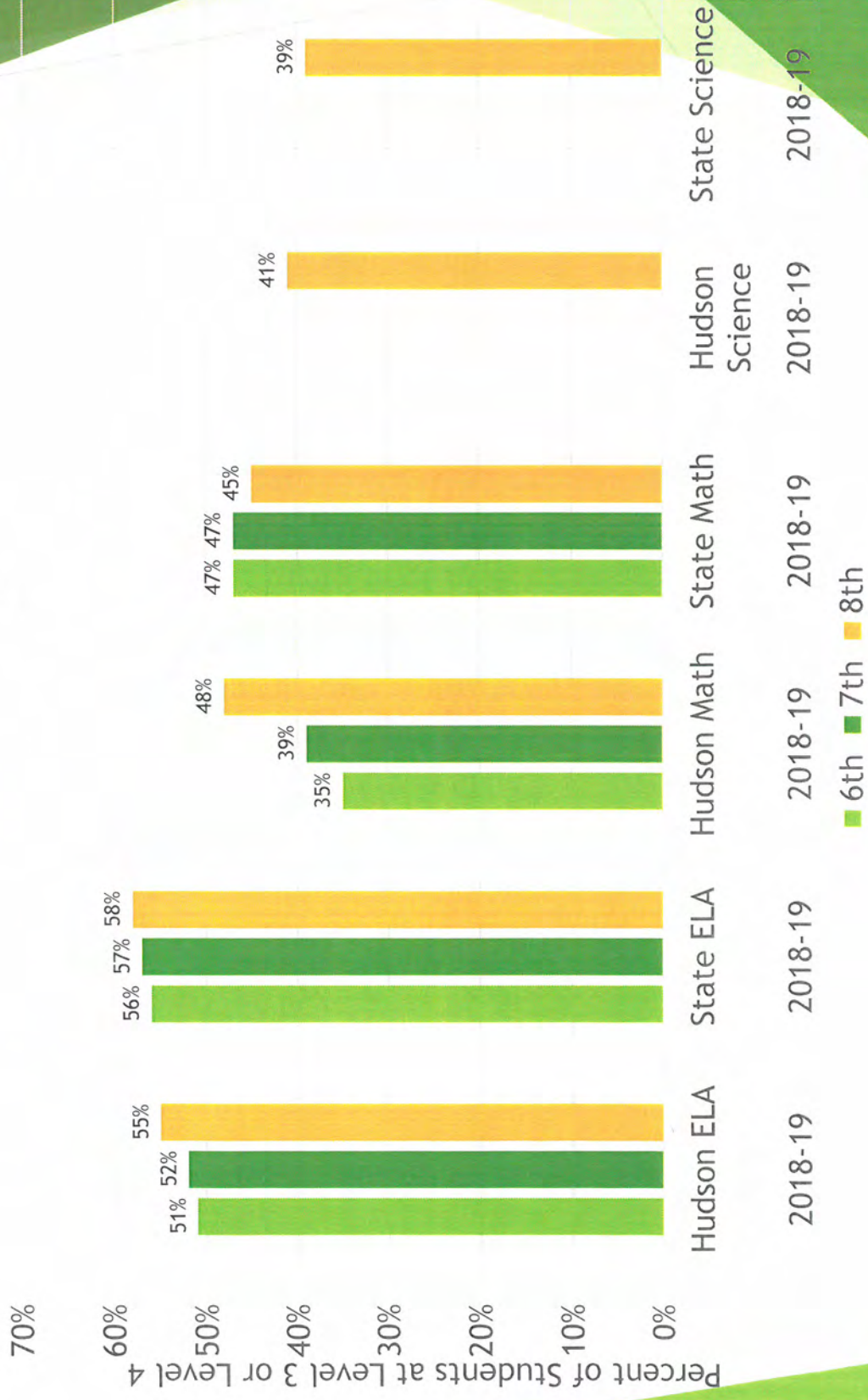
NHSAS Data, 2018-19

	Grade 3		Grade 4		Grade 5	
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ELA	44%	52%	56%	55%	54%	57%
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Hudson Memorial Compared to State

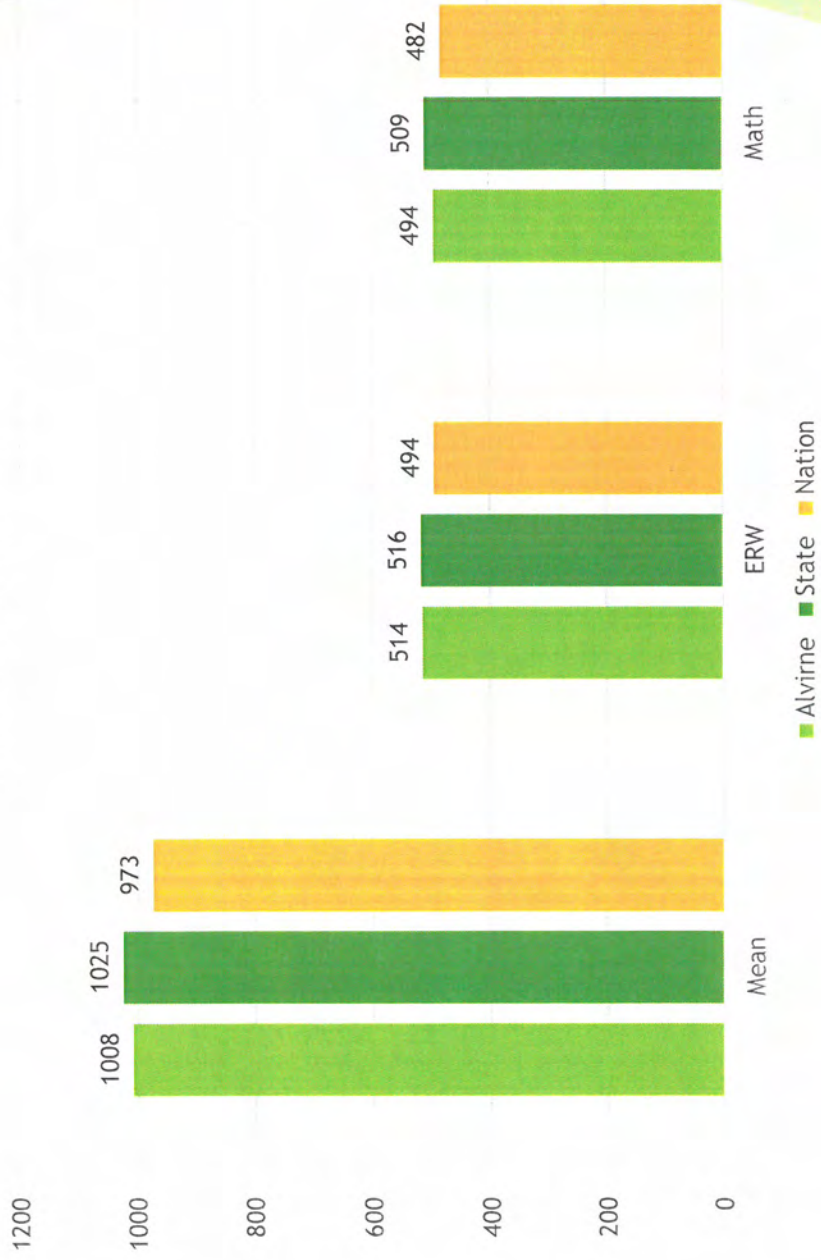


Hudson Memorial School

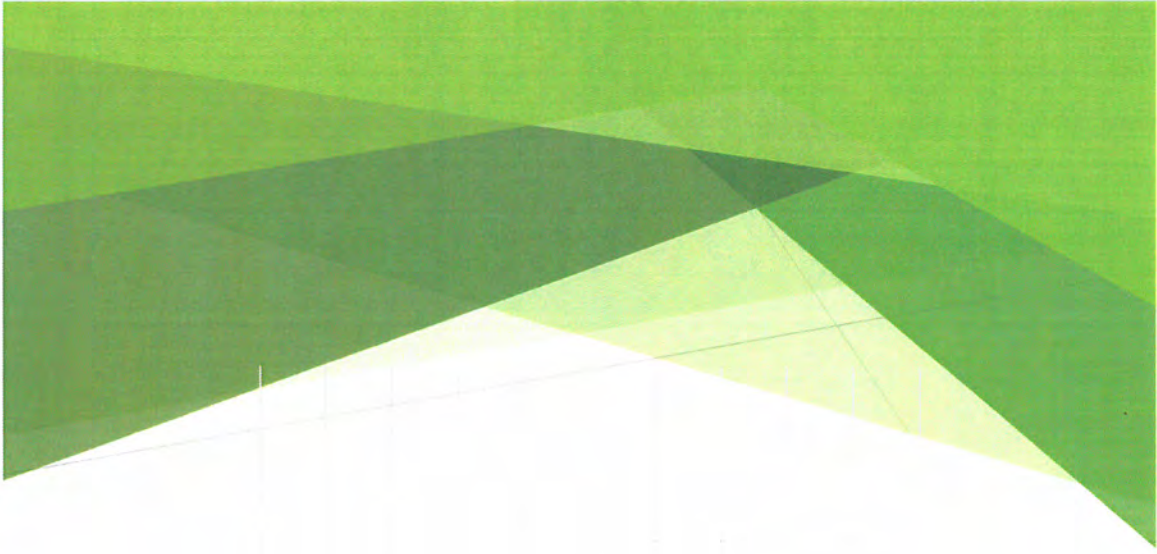
Goal

- ▶ By June of 2020, Hudson Memorial School will improve our overall proficiency by 5% on the 6th, 7th, and 8th grade NHSAS English Language Arts Assessment in all cohorts.
- ▶ By June of 2020, Hudson Memorial School will improve our overall proficiency by 5% on the 6th, 7th, and 8th grade NHSAS Mathematics Assessment in all cohorts.

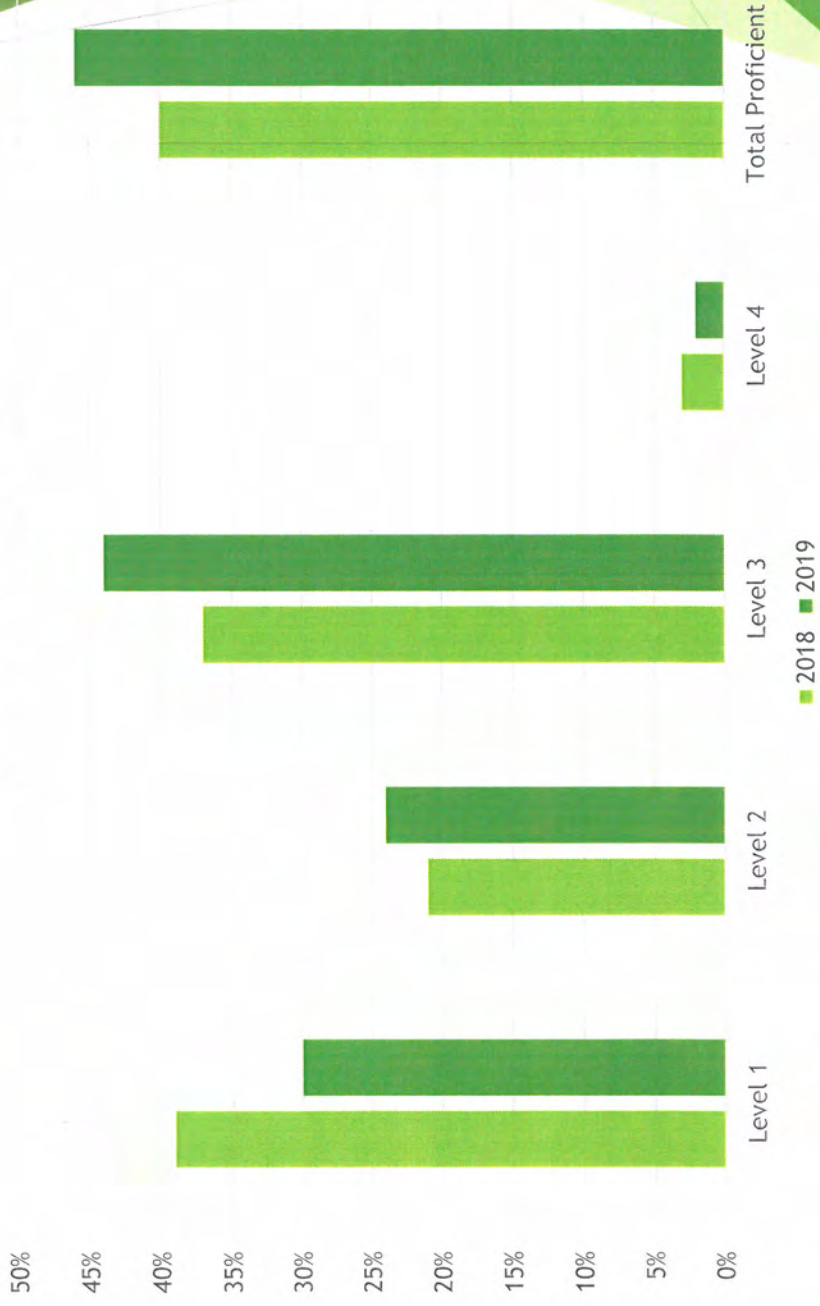
SAT/NH State Assessment 2019



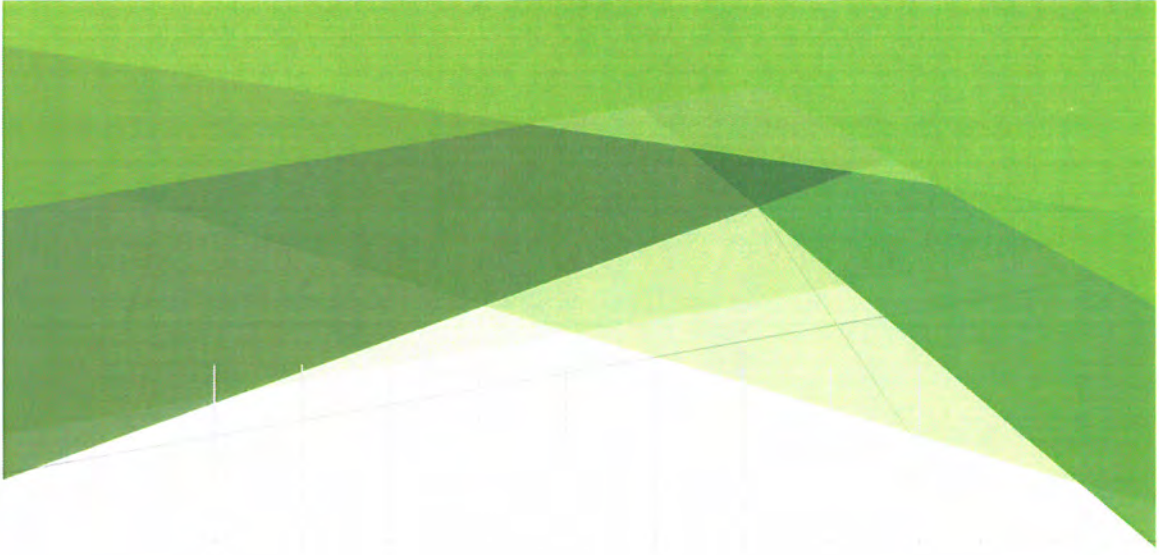
School Day SAT Comparison Overall Mean 2018-2019



Alvirne Science Data

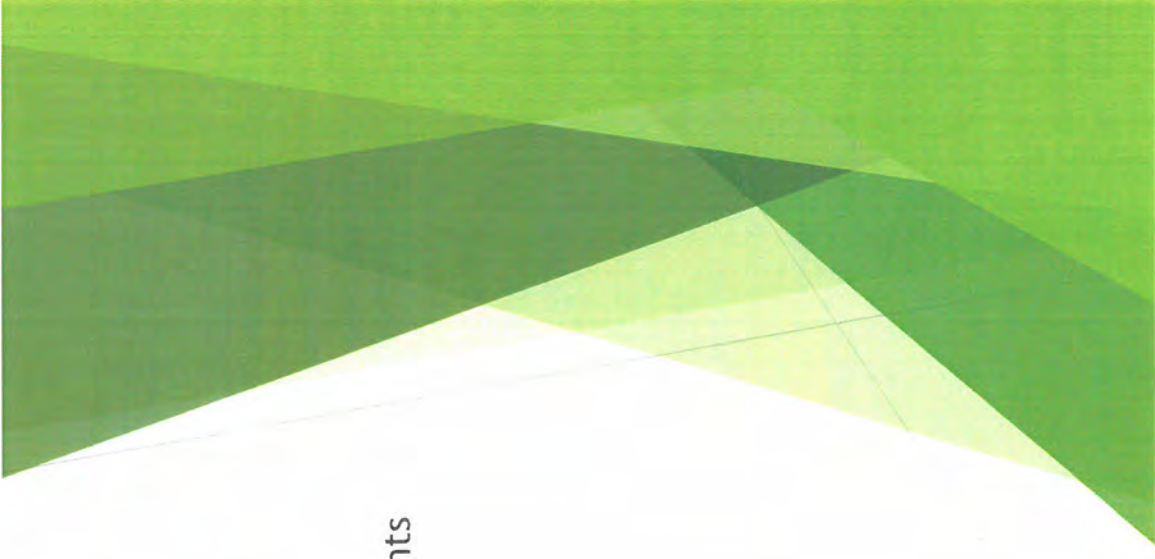


Alvirne Graduation Rate Comparison



Alvirne Achievement Goals

- ▶ Achieve at or above the state level for the SAT and Science State Assessments
- ▶ Achieve 90% or better graduation rate
- ▶ Achieve continuous growth in achievement levels for all cohorts



SAMPLE WARRANT ARTICLES FOR DISCUSSION

**PROPOSED WARRANT ARTICLES
2020-2021**

**Warrant Article 1
Alvirne High School Renovation**

Shall the Hudson School District raise and appropriate the sum of \$17,550,000 for the design, construction, and equipping of additions and renovations to Alvirne High School; and further authorize the School Board to issue not more than \$17,550,000 in bonds or notes for the balance of the project costs in accordance with the Municipal Finance Act, (RSA Chapter 33) [no more than this bond may be issued for the project without further authorization of the voters of the Hudson School District] and authorize the School Board to issue, negotiate, sell, and deliver such bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and further raise and appropriate the additional sum of \$445,453 for the first year payment on the bond and authorize the School Board to take any other action necessary to carry out this vote or pass any other vote relative thereto?

(3/5 ballot vote required)
Estimated tax rate impact: \$.14

Recommended by the Hudson School Board _____

**Warrant Article 2
Operating Budget**

Shall the Hudson School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session for the purposes set forth therein, totaling \$_____? Should this article be defeated, the operating budget will be \$_____ which is the same as last year with certain adjustments required by previous action of the Hudson School District or by law; or the governing body may hold one special meeting under RSA 40:13X and XVI to take up a revised operating budget only.

Estimated tax rate: \$_____
Default tax rate: \$_____

Recommended by the Hudson School Board _____

**Warrant Article 3
Collective Bargaining Agreement between the Hudson School Board and the Teamsters**

Shall the Hudson School District vote to approve the cost items in the collective bargaining agreement between the Teamsters Local No. 633 and the Hudson School Board which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

- 2020-21 \$
- 2021-22 \$
- 2022-23 \$

SAMPLE WARRANT ARTICLES FOR DISCUSSION

and to further raise and appropriate \$_____ for the upcoming fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement that would be paid under current staffing levels.

Estimated tax impact: \$_____

Recommended by the Hudson School Board _____

Warrant Article 4

Collective Bargaining Agreement between the Hudson School Board and the Leadership Team

Shall the Hudson School District vote to approve the cost items included in the collective bargaining agreement between the AFSCME Local 1906, School Administrators, and the Hudson School Board which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

2020-21	\$
2021-22	\$
2022-23	\$

and to further raise and appropriate \$_____ for the upcoming fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement that would be paid under current staffing levels.

Estimated tax impact: \$_____

Recommended by the Hudson School Board _____

Warrant Article 5

Fund Balance Retention

To see if the school district will vote to authorize, indefinitely until rescinded, to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment, in accordance with RSA 198:4- b, II. Such fund balance retained may only be used to reduce the tax rate or for emergencies to be approved by the Department of Education under RSA 32:11.

Warrant Article 6

Partial Roof Replacement at Hudson Memorial School

Shall the Hudson School District vote to raise and appropriate a sum of \$300,000 to replace a section of the roof at Hudson Memorial School?

Estimated tax rate impact: \$_____

Recommended by the Hudson School Board _____

TITLE XV EDUCATION

CHAPTER 198 SCHOOL MONEY

District Taxes

Section 198:4-b

198:4-b Contingency Fund. –

- I. A school district annually by an article separate from the budget and all other articles in the warrant, or the governing body of a city upon recommendation of the school board, when the operation of the schools is by a department of the city, may establish a contingency fund to meet the cost of unanticipated expenses that may arise during the year. A detailed report of all expenditures from the contingency fund shall be made annually by the school board and published with their report.
- II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and overexpenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.
- III. The legislative body of the city of Manchester, upon recommendation of the school committee, may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds.

Source. 1965, 123:4. 1998, 389:12, eff. Oct. 1, 1998. 2012, 221:1, eff. Aug. 12, 2012. 2014, 190:6, eff. Sept. 9, 2014.

TITLE XV EDUCATION

CHAPTER 198 SCHOOL MONEY

District Taxes

Section 198:5

198:5 Assessment. – The selectmen of the town, in their next annual assessment, shall assess upon the taxable property of the district a sum sufficient to meet the obligations above enumerated, with such alterations thereof as may be voted by the district, and shall pay the same over to the district treasurer as the school board shall require for the maintenance of schools.

Source. RS 72:2. CS 76:2. GS 77:2. GL 85:2. PS 88:2. 1909, 52:1. 1915, 68:1. 1919, 106:21. 1921, 85, VI:4. PL 121:5. 1927, 20:1. RL 140:5.

NH Department of Revenue Administration
Municipal & Property Division
P.O. Box 487
Concord, NH 03302-0487
(603) 230-5090

Emergency Expenditure and Overexpenditure
RSA 32:11
Procedures & Forms
Towns and Village Districts

32:11 Emergency Expenditures and Overexpenditures. – When an unusual circumstance arises during the year which makes it necessary to expend money in excess of an appropriation which may result in an overexpenditure of the total amount appropriated for all purposes at the meeting or when no appropriation has been made, the selectmen or village district commissioners, upon application to the commissioner of revenue administration or the school board upon application to the commissioner of education, may be given authority to make such expenditure, provided that:

I. Such application shall be made prior to the making of such expenditure. No such authority shall be granted until a majority of the budget committee, if any, has approved the application in writing. If there is no budget committee, the governing body shall hold a public hearing on the request, with notice as provided in RSA 91-A:2.

II. The commissioner of revenue administration or the commissioner of education may accept and approve an application after expenditure if caused by a sudden or unexpected emergency, in which case paragraph I shall not apply.

III. Neither the commissioner of revenue administration nor the commissioner of education shall approve such expenditure unless the governing body designates the source of revenue to be used. Neither commissioner shall have the authority to increase the town or district's tax rate in order to fund such expenditure.

This packet contains: Instructions and separate forms for town and village districts showing RSA 32:11 Emergency Expenditure Revenue Source. Complete the applicable form and submit with your request and any other required documentation. If you need assistance, please call your auditor at 230-5090.

NOTE: Disaster Funds – *If you are waiting for federal funds as a result of a major disaster, you may hold a special meeting pursuant to **RSA 31:5-a** to appropriate the local matching share.*

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	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

POLICY CODE: BCA Board Member Ethics	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

POLICY CODE: BCB Board Member Conflict of Interest	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

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

Category 0

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

POLICY CODE: BDD Board-Superintendent Relationship	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

POLICY CODE: BDG School Attorney	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

POLICY CODE: BEA Regular Board Meetings	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

POLICY CODE: BEAA School Board Meeting Preparation	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

**POLICY CODE: BEAB School Board
Member use of Electronic Communication
Devices During School Board Meetings**

FIRST ADOPTION: [Policy Adopted Date]

LATEST REVISION: [Latest Revision]

Page 1 of 1

RELATED POLICIES: [Related Policy Codes]

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 communicate 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

POLICY CODE: BEB Emergency Board Meetings	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

POLICY CODE: GCCBC Family and Medical Leave Act	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [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

Section B for Review

Code/Title	Category	Detail	# of ¶	Page
BEC Non-public Sessions	R	replacing outdated policy NHSBA verbatim		1
BEDA Public Notification of School Board Meetings	R	new, NHSBA verbatim	2	2
BEDB Agenda Preparation and Dissemination	R	new, NHSBA verbatim		3
BEDC Quorum	R	new, NHSBA verbatim		5
BEDD Rules of Order	O	new, NHSBA verbatim plus attachment (rules)		6
BEDG Minutes	R	new, NHSBA verbatim		8
BEDH Public Comment and Participation at Board Meetings	R	replacing outdated policy NHSBA verbatim		10
BFE Administration in Policy Absence	R	new, NHSBA verbatim	2	12
BG Board Policy Process	R	new, NHSBA verbatim		13
BGA Policy Development System	R	new, NHSBA verbatim		14

R: recommended

O: optional

P: priority, required by law

HUDSON SCHOOL DISTRICT

POLICY CODE: BEC Non-public Sessions	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category: Recommended

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

Board members should refrain from publicly discussing matters that were discussed in a non-public session.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent's employment.

Legal References:

RSA 91-A:3, Non-Public Sessions

RSA 91-A:4, Minutes and Records Available for Public Inspection

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

HUDSON SCHOOL DISTRICT

POLICY CODE: BEDA Public Notification of School Board Meetings	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

All School Board Meetings are open to the public. The Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings and, when possible, by the newspapers and the local radio station, the date, time, and place of all regular and special meetings and the major topics to be discussed.

The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the Chair or presiding Officer of the board, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

Legal Reference:

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

HUDSON SCHOOL DISTRICT

POLICY CODE: BEDB Agenda Preparation and Dissemination	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 2

Category: Recommended
See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board.

Items to be placed on the agenda should be received by the Superintendent at least seven days, **when practicable**, prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chair.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least **four days, when practicable**, prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX.

Revised: September 2017

Revised: May 2007

Revised: July 1998, November 1999, February 2004

HUDSON SCHOOL DISTRICT

POLICY CODE: BEDC Quorum	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R

A simple majority of the Board shall constitute a quorum for the transaction of business.

Participating Electronically from a remote location

When it is not reasonably practical for a member to attend in person, the member may attend via telephone, skype, or other electronic means. RSA 91-A:2, III. The following is required:

1. The reason it is not reasonably practical for the member to attend in person must be included in the minutes of the meeting.
2. The member participating electronically must identify anyone present at the location the member is participating from.
3. All votes taken during the meeting must be by roll call vote.
4. The public attending the meeting and all members must be able to simultaneously hear or see communication between the member participating remotely and those participating in person. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern the meeting discussion contemporaneously at the meeting location specified in the meeting notice.
5. Except for an emergency meeting, if a member is allowed to participate electronically from a remote location, there must be a quorum of the school board physically present at the location specified in the meeting notice. Except in an emergency, the members participating electronically from a remote location will not count towards satisfying the quorum requirement.
6. When, in an emergency, the quorum requirement is satisfied in part by one or more members participating electronically from a remote location, the facts requiring immediate action before a physical quorum can be gathered shall be included in the minutes of the meeting.

Legal References:

RSA 91-A2, Meetings Open to the Public

HUDSON SCHOOL DISTRICT

POLICY CODE: BEDD Rules of Order	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision]

Page 1 of 2

Category: Optional

General rules of parliamentary procedure are used for every Board meeting. The Chair shall adopt simplified rules of order, following the basic structure of Robert's Rules of Order. BEDD-R - Rules of Order, provides a simplified set of rules. The order of business shall be reflected on the agenda.

(BEDD-R) Rules of Order

1. The chair will use the following general rules of order. The intent of these rules of order is to keep the meeting efficient, understandable, and free of procedural quagmires. The chair will not follow the formal Robert's Rules of Order.
2. By majority vote, the school board can overrule any decision that the chair makes, including any rule that the chair establishes. A board member can raise such a request by a "Point of Order."
3. The Moderator will take the agenda in the order that it was presented, unless the school board, by majority vote, chooses to take agenda items in a different order.
4. Everyone who speaks must do so in a manner in which he or she can be heard.
5. No one may speak unless he or she has been recognized by the chair. A board member may interrupt only to state a "Point of Order." The chair will then recognize the member for the limited purpose of stating the point of order.
6. Individuals speaking during a public comments portion of a meeting are asked to state their name and address. All public comments should be directed to the chair.
7. The chair will allow only one motion and only one proposed amendment to the main motion on the floor at a time. Exceptions may be made for the limited purpose of resolving a "Point of Order."
8. The chair will not accept negative motions, which are motions that require a "no" vote to cast a vote in the affirmative such as: "I move that we not adopt the budget."
9. All speakers must be courteous and must speak to the issues, not the individuals raising them. All comments and questions will be directed only to the chair. The chair will decide whether to recognize another board member or staff member to respond. The chair will not allow personal attacks or inappropriate language.
10. If any person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, in any other way disturbs the meeting, or willfully violates any rule of order, and after notice from the chair to cease, persists in such behavior, the chair may have a police officer remove such person from the meeting.
11. Each board member may only speak once until every board member has had an opportunity to speak once.
12. Recorded roll call votes will be taken when required by law, upon the request of two or more board members, and when called for by the chair.

HUDSON SCHOOL DISTRICT

POLICY CODE: BEDG Minutes	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision]
Page 1 of 2	

Category: Recommended

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating;
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting);
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2,II-a,

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

HUDSON SCHOOL DISTRICT

POLICY CODE: BEDH Public Comment and Participation at Board Meetings	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 2

Category: Recommended

Related Policies: BEDB, KE & KEB

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, assure that the Board may conduct its business and meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Rules of Order

1. The Board will provide a maximum of fifteen minutes to hear public comments at the beginning of each regular Board meeting. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment period for specific agenda items with a time limit for public comment specified on the pertinent agenda.
2. Individual speakers will be allotted three minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, the Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. In order to comply with the minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.
5. Members of the public shall limit comments only to those items appearing on the current agenda. The Board will not entertain comments on items that do not appear on the agenda. The only exception shall be comments which address matters discussed by the Board at its last public meeting which were not on that meeting's agenda but were discussed by the Board under "New Business". Requests to address the Board on specific matters (i.e., a request to have a matter placed on an agenda) should be presented to the Superintendent no less than fourteen days prior to the next Board meeting, and must set forth the specifics of the subject to be address. The determination whether to place the

matter on the agenda will be made consistent with Board Policy [BEDB].

6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.

7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, in most instances, any board response will be deferred pending consideration by the full Board.

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal References:

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

RSA 91-A:3, Non-Public Sessions

U.S. Const., 1st Amendment

HUDSON SCHOOL DISTRICT

POLICY CODE: BFE Administration in Policy Absence	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 1

Category R
Also CHD

In the absence of established Board policy or Board direction, the Superintendent shall assume responsibility for whatever decision or action is taken. In such instances, principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In the situations which arise within the schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act but his/her decisions shall be subject to review and ratification by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

HUDSON SCHOOL DISTRICT

POLICY CODE: BG Board Policy Process	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision]

Page 1 of 1

Category R

The Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to School District personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

HUDSON SCHOOL DISTRICT

POLICY CODE: BGA Policy Development System	FIRST ADOPTION: [Policy Adopted Date]
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 2

Category R

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. For purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. Manuals will be accessible to each Board member, school, and central office.
- I. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The Board's policy manual will be updated due to actions taken as a result of this review and evaluation.
- J. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action

accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

NEW

HUDSON SCHOOL DISTRICT
SAU # 81
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Lawrence W. Russell, Jr.
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Director of Special Services
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Karen Burnell
Business Administrator
(603) 886-1258
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MEMORANDUM

TO: Hudson School Board
FROM: Stephanie Colton, Benefits Coordinator
SUBJECT: Extracurricular Nominations
DATE: October 4, 2019

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

Hudson Memorial:

Boys Basketball	Neil Schmidt	\$2,400
Cheerleading	Liz McGivern	\$2,200

Hudson School Board
September 18, 2019

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

Hudson School District
Hudson School Board Meeting
Draft Minutes – **Amended**

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 also 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 stated that she was incredibly disappointed that the data points weren't looked at about site improvements prior to this. Ms. Whiting was disappointed that Harvey didn't see it with the CTE plans and previous plans with the building of Hills Garrison and the Rodgers Library.

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, second by Dr. Orellana. Motion passes 4-0.

Meeting adjourned at 7:30 pm.

Respectfully submitted,
Susan Piper

Hudson School District
Hudson School Board Meeting
Draft Minutes - **Amended**

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. Mr. Gasdia suggested why can't we take 'x' number of students and use the money we have already budgeted for this. He opposes using professional development money to be transferred for add-on. It doesn't feel right. Dr. Orellana thinks to purchase this in September is a good thing. It's a technology purchase supporting professional development and early intervention.

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 Paepflow \$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 (1st 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 21st 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.

Dr. Orellana: No comments

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

Mr. Price: Commends 3rd 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)

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
Ms. Karen Burnell, Business Administrator
Mr. Jack Gasdia, Student Representative

- A. **Call to Order:** Chairman Malcolm Price called the meeting to order. Mr. Gasdia led the Pledge of Allegiance.
- B. **Public Input:** No public input.
- C. **Presentations to the Board**
1. Planning Board Master Plan Public Outreach – Brian Groth, Town Planner: He thanked Chairman Price for allowing him to come in tonight and speak. He passed out a document from the NH Office of Strategic Initiatives, which used to be Energy and Planning. What is a master plan? A document that contains the whole scope of municipal services and needs, from transportation to land use, population and demographic statistics and natural resources. The town has contracted with NRPC (National Region Planning Commission) to assist with the update. They will be updating stats, data collection. It will tell the story of where Hudson is now, where it has been, and where is it headed? What does Hudson want? Where do we want Hudson to be in 10-20 years? There will be public outreach events. The meetings are designed to listen to public input. Two unique sessions this fall, a Wednesday night and Saturday day. 1st session – What is master planning? Nottingham West cafeteria and the library at HMS. 2nd session – HMS library and Hills Garrison cafeteria. There will be a 3rd session in the spring. Ask the community, did we get it right? What do we need to tweak? The Master Plan is available on the town's website.
 2. FY21 Budget Overview: Ms. Burnell presented an overview of the fiscal year budget for 2021. This a joint effort from the principals and department heads, then moving forward to administration and the superintendent. Currently the budget is up 2.95%; that includes the cost of full-day kindergarten. Excluding full-day kindergarten, it would be up 1.15%. Salaries and benefits increased by 3.6%, all other costs decreased by 0.6%. There are two collective bargaining agreements that are currently in negotiations; administrators and custodians. Anticipated healthcare and dental insurance increase by 5%, life insurance and long-term disability stay the same. NH Retirement has no change this year in the rates. Enrollment has decreased since 2016. Salaries are up 2.17% in the general fund; 2.2% is the additional costs of kindergarten and without kindergarten it's increased by only .6%. Salaries and benefits with kindergarten is an increase of 6.1% and an increase of 3.3% without kindergarten. All of these projections are based on existing staff. The property object code is going up because of the in 1:1 computers for 6th, 7th, and 9th grade. Bond issues have decreased.

D. Requests of the Board

1. Eureka Math Institute Attendance Request: Ms. Wilson is requesting approval for Leonie Freemantle to attend a workshop in Boston on October 30th – 31st. Ms. Freemantle will have the opportunity to network and collaborate with her peers. This workshop is designed to support new and ongoing implementation; sessions will be led by facilitators who have expertise in curriculum through their local implementation. The cost of this workshop would be \$1,019.23 and the funds would come out of the professional development budget line.

Ms. Whiting made a motion to accept Ms. Freemantle to attend the Eureka Math conference only, excluding the hotel, second by Ms. Lamothe. Motion passes 5-0.

2. Leadership Conferences Request, CTSOs: Mr. Russell presented various CTE leadership conferences that require overnight stays. Each conference presented would be covered by the Perkins Grant. Some of these are anticipated that we'll have a first-place winner and they will be able to attend.

Dr. Orellana made a motion to accept the request for CTE Leadership conferences, the overnight stays and travel for the students and/or staff, second by Mr. Gasdia. Motion passes 5-0.

3. FETC Conference Attendance Request: Mr. Russell is requesting the School Board's approval for Kyle Hancock to attend the 2020 Future of Educational Technology Conference from January 14th – 17th, 2020 in Miami, FL. This year Kyle has specific interest in learning from other districts who have implemented 1:1 computing projects as well as how other districts are using positions like the Community Engagement Coordinator and social media platforms to better engage the community. The cost of this workshop is \$2,590.00.

Ms. LaMothe made a motion to approve Kyle Hancock attending the 2020 FETC conference in Miami, FL, second by Ms. Whiting. Motion passes 5-0.

4. Facility Use Request, Haunted Hayride: Ms. Burnell is presenting the request of Class Act to use the Hills House Field for the Haunted Hay Ride on October 17, 18 and 19th from 4:00-10:00 pm. This has been done in past years and they will make sure the field is clean when they are done with the event.

Ms. LaMothe made a motion to approve the use of the Hills House field for the Haunted Hay ride, second by Ms. Whiting. Motion passes 5-0.

E. Old Business

1. Policies: Ms. Wilson presented the 2nd reading for the following policies. There is one with a bit of a change from our original policy, which is, BB School Board Legal Status. We adopted the New Hampshire School Boards Association's policy, which has since updated their policy. These are taken straight from NHSBA.
 - 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

Mr. Gasdia made a motion to accept policies BAAA-BBBF as a second reading, as they stand, second by Ms. LaMothe. Motion passes 5-0.

F. New Business

1. Policies: Ms. Wilson presented the following policies to the board. This is the 1st reading. Please review and let us know if you have any questions or comments.
 - a) BCA Board Member Ethics
 - b) BCB Board Member Conflict of Interest
 - c) BDA Board Organizational Meeting
 - 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-This was changed by the HR director and it was reviewed by the policy committee.
2. Contracted Services Agreement: Mr. Russell presented an agreement between Southeastern Regional Education Service Center (SERESC) and the HSD to provide Evaluation and Consultation services for the 2019-2020 school year. Their services include, 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. These services provided are not to exceed \$6,500.00.

Ms. Whiting made a motion to table the contracted services between the HSD and SERESC, until Thursday's meeting after Mr. Russell has the questions answered regarding the wording on the document.

G. Recommended Action

1. Manifests – Recommended action: Make necessary corrections and sign.
2. Minutes – Recommended action: Review and approve.
 - a) 09.18.19 Draft Minutes: In the notes regarding the discussions around the tennis courts; the discussions or their opinions were not included in the minutes, on how they got to where they were; Ms. Whiting stated that she was disappointed in how they were receiving the information and that Harvey should have had all the property plans prior. Also, the numbers and the financial information coming from the transfers were the overages/balances that were not used by the bids, and Ms. Whiting used the example of what if a pipe bursts this winter; do we still have the funds to fix it? She thought it was important to make note of these points from that meeting. Mr. Russell stated that the meeting was recorded, and we can go back and look at that

and revise the minutes. Dr. Orellana was also disappointed about how they learned about the large gap of dollars from the original bid and we had to go look for more money. We were not given the best estimate.

- b) 09.23.19 Draft Minutes: In 'New Business', the transfer in regards in the PowerSchool performance matters and analytics. There was a large discussion on the data warehouse and the licensing and how it all works. There was no mention of if we can separate the number of the licenses to reduce that cost. This is professional development, where as technology is providing the training.

H. District Administration Reports

1. Project Aware: Ms. Wilson reported that we did get the grant. It was originally reported to us that we weren't going to get funded then Mr. Russell received an email from the Bureau of Student Services saying that they are going to fund us. There will be a team going to Concord with Ms. Wilson to find out what the deliverables will be. We will represent the South-Central part of the state. Raymond will be representing the Southwest part of the state. Hillsborough-Deering will be representing the Southeast part of the state. This will happen in three parts; to build a multi-tier framework, establish local student wellness teams, and collect important data to address the needs of students for their social emotional health. After the meeting, Ms. Wilson will report back to the board.
2. There was a request from a private citizen asking when the Community Engagement Coordinator position was approved. It was approved during the July 26th public meeting. It's in the minutes and available online.

I. Legislative Updates

1. 2019 Legislative Summary: Mr. Russell presented the annual legislative summary. We will have to comply by the end of the year. The House Bills that went through. Mr. Russell asks the school board to review them and ask questions.
2. SB137-School Nurse Certification: All the current nurses are grandfathered into that but in the future school nurses will have to have a higher degree.
3. Menstrual hygiene products caused a plumbing problem at the high school. Other school districts had the same issue.

J. Committee Reports

1. Strategic Plan Update: Mr. Russell presented the update and we have met all the requirements in the past 2 weeks. The vast majority are from Sept. 30th and Oct. 1st. The teacher's evaluation plan has been gone over with the staff and will be reinforced again on Oct. 11th. There is continuing education to the parents, students regarding the competency process/grading. Literature has been sent out and we will continue going over it with the staff, students and parents. Ms. Wilson spoke with the HS and MS about taking students and explaining the competency based reports. There is confusion among the students as they are receiving different messages from different teachers and this is something that is going to be addressed. Upcoming items – we are on track to complete all items except one. Vibrant Learning System: Each school will have a representative attend district data team training because this was just approved at a recent meeting.
2. Dr. Orellana went to the Alvirne Trustees' meeting. They discussed fundraising and how they can help fundraise for AHS renovation and for the CTE side. Naming rights, how does the board feel about that? Are we open to them using naming rights to help generate funds? For a gift of this much, you can name this classroom...a way to bring money to the project. A list of naming rights should be presented to the board and there should be a lot of feedback. Check with the school associations so we aren't breaking

any laws. First find out if we can legally do this. Ask to which extent can a board member participate?
Ms. LaMothe would be happy to assist with that.

3. Ms. LaMothe attended last week's budget committee meeting. Ms. Burnell presented the financial report for 2019. There were questions regarding the budgeting process and the use of unexpended balances at the end of FY19. There were questions regarding transfers at the beginning of this fiscal year. There was a comment about teachers' salaries coming in under budget, which is due to turnover. Budget transfers over \$5,000 are approved by the school board. There was discussion about the large transfer at the beginning of this school year to complete the tennis courts. There was a public meeting about that, and we did receive public input in support of that decision. The town had a similar issue with the public restrooms at Benson Park. Glad that we have a Community Engagement Coordinator now. We are all very interested in hearing from the residents of Hudson and we welcome the public's input. Ms. LaMothe asks the board if she can attend the Board of Selectmen's meeting Tuesday evening. She is prepared to answer their questions. If you would like to attend, you can. You are not there to be grilled, you are there to assist. Dr. Orellana asked Ms. Roy of the selectmen's office, what is the role of the select people in commenting on the work of the school board? Ms. Roy wasn't sure she could answer that question. There is no 'supervision', or any say, like any other budget, they recommend or not recommend. Mr. Price asked if anyone from the Selectman's office had reviewed the paperwork at the SAU.

K. Correspondence

1. Updated Budget Calendar: Ms. Burnell presented the updated budget calendar for FY 2020/2021. Informational only.
2. Building Committee Minutes: Mr. Gasdia and the building committee met again last week. A lot of progress has been made; concrete has been poured, ahead of schedule. The parking lot might be ready by Thanksgiving and that will help with the traffic flow. No classes have been disrupted by the construction. Ms. Burnell presented the building committee minutes to the board.

L. Board Member Comments

Jack Gasdia: This weekend the AHS marching band will be performing at the Salem Band Show at Pinkerton Academy. It's the marching bands biggest event of the year. Middle school extracurricular activities have started including intramural sports and a corn hole tournament. Great to see students getting involved in afterschool activities and doing different things.

Ms. Whiting: Very excited to see so much participation last Friday at AHS, "going pink." She has personal reasons for going pink. Excited to see, especially the boys and their enthusiasm. The girls' soccer game is playing tomorrow night and will be going pink as well.

Ms. LaMothe: Very pleased with the open house at the Chamber of Commerce. Brenda Collins does a great job, lots of food, lots of people. There was a nice turnout. Brenda mentioned to Ms. LaMothe if there is any way she can help with the school district to let her know.

Mr. Gasdia: Spent the morning at NWES with Ms. Vesey's 5th grade class showing and talking to them about stock trading. They are playing the stock market game and they are on a 3-year winning streak. The teachers were raving about the mobile computer carts, which brings the computers right into the classroom. There is 1 cart for every 2 classrooms. Integrating technology into the classroom as opposed to having to leave the classroom to access technology. It was great to see and teachers absolutely love it.

Ms. Roy: Enjoyed the TV show. Mr. Gasdia and herself had a joint show, working together for Hudson. She hopes it continues and looks forward to getting the date for October. Hope other board members can participate.

Dr. Orellana: Intrigued by the Master Plan and process and the collaboration are becoming the fabric on how we interact with each other and how we think. That's a paradigm shift. Students engaged in this work, all the

different collective bargaining agreements, work groups, boards and planning boards, that's exciting. She looks forward to all that.

Mr. Price: No comments.

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

Ms. LaMothe made the motion to enter non-public session under RSA 91-A:3 II (a, c). Second by Mr. Gasdia. Roll call vote: Ms. LaMothe, aye; Mr. Gasdia, aye; Ms. Whiting, aye; Ms. LaMothe, aye, Dr. Orellana, aye.

Mr. Price, aye. Motion passes 6-0.

The board entered non-public session at 8:15 pm.

The board discussed a personnel matter; no action taken.

Dr. Orellana moved to release Jessica Brown from her contract pending hiring a suitable replacement, second by Ms. Whiting. Motion passes 5-0.

Dr. Orellana moved to accept Jan Walsh's intent to retire and waive the September 15th deadline, second by Ms. Whiting. Motion passes 5-0.

Mr. Gasdia moved to exit non-public, second by Ms. LaMothe. Motion passes 5-0.

O. Adjourn

Mr. Gasdia moved to adjourn, second by Ms. LaMothe. Motion passes 5-0.

Meeting adjourned at 8:44 pm.

Respectfully submitted,

Susan Piper (public)

Mary Wilson (non-public)

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. Gretchen Whiting
Mr. Larry Russell, Superintendent
Ms. Mary Wilson, Assistant Superintendent
Ms. Rachel Borge, Director of Special Services
Ms. Karen Burnell, Business Administrator
Mr. Jack Gasdia, Student Representative

- A. Call to Order:** Chairman Malcolm Price called the meeting to order. Ms. Whiting led the Pledge of Allegiance.
- B. Public Input:** No public input.
- C. Old Business:**
- a. Contracted Services Agreement: Rachel Borge addressed the changes to the contract the board wanted made. Pronouns, name spelled out – SERESC (Southeastern Regional Education Service Center), and the language in one of the paragraphs were changed.

Mr. Gasdia made the motion to accept the contract as amended, second by Ms. Whiting. Motion passes 4-0.

- D. FY 21 Budget Presentations:**
- a. Technology – Kyle Hancock presented the Technology budget for FY21. Up 14% or \$178,000-student laptops and devices to middle school and next year to high school students. Expanding the 1 to 1 program next year to all 6th thru 9th graders. Increased web filtering as a related cost. Expanded the summer intern position to 2 days a week all school year. Kindergarten technology includes smartboards, student pods and furniture. New data security and privacy legislation costs. Ongoing projects consist of classroom desktops, projectors, smartboards and computer labs. Continue to repair, replace and support existing infrastructure. Decrease in printing budget by 29%, completed the elementary pods and will discontinue the laptop carts at the HS. Wish list: another technology person.
- b. Facilities – John Pratte presented the Facilities budget for FY21. Facilities currently employ 36 full-time positions; custodial staff consists of 25 full-time and 6 part-time custodians. .9% reduction compared to FY20 because of Alvirne’s roof replacement that was a warrant article. Additions are replacement windows at HMS, grounds field groomer equipment, exterior painting at AHS and H.O. Smith and air conditioning replacement at HGS and H.O. Smith. Ongoing projects are; 3rd phase window replacement at LSS, continue floor replacement at AHS and HMS (10 classroom floors

left), and bathroom renovations at AHS-(approx. 4). Can live without the new windows at HMS for another year that would save almost \$50,000. Wish list: nothing at this time.

- c. Special Services – Rachel Borge presented the Special Services budget for FY21. Projection of what we might need for IEPs that have yet to be developed. 1% increase over the previous budget. Increase number of students requiring out-of-district programs. Staff members increase in salaries and health care. Overall budget has a 5.7% increase that does not include salaries and benefits. Positions that went unfilled and will continue to budget for those positions. \$11,939.00 decrease from the IDEA grant. Increase in consultant tutors and have added it as a new line item. Legal services have increased, that reflects the changing needs of our district. Charter schools have decreased, again the changing needs of the district. Tuition most significant increase, that reflects additional students as well as the 5% increase. Equipment line has decreased. Extended School Year is also decreased. Contracted services have decreased. Increase in special transportation as we need all 5 busses this year. All of the Special Services budget is necessary.
- d. Elementary – Mary-Ellen Labrie, Scott Baker and Lois Connors presented the combined elementary budget for FY21. The proposed budget includes engaging classroom environments and provides support for all development needs. Overall budget is up 15.3%. In large, part due to full-day kindergarten and contractual obligations. They need a new math program, which would include online access resources. Currently have 4 full-day kindergarten classrooms; they are budgeting for up to 9 classrooms based on an enrollment of 200. Additional 12 staff members would be needed. Classroom furniture increase – budgeted for 6 classes, in the event of higher enrollment. Miscellaneous supplies are lower because of fewer students. There would be a transportation savings because they would be eliminating the midday kindergarten bus. Enrollment has declined this school year at Hills Garrison and Nottingham West. Large expense is salaries, benefits, and supplies. Supplies are up. LSS needs to start replacing and adding on to the current supplies they have. Additional furniture requests are for standing desks, easels and carpets. Ms. Labrie would really like round lunch tables but could live without them. Wish list: HGS would like an enrichment teacher and a science program/resources for teachers. NWES would like an enrichment teacher, a computer teacher, mobile computer labs for 2nd and 3rd grade.
- E. Budget consists of current staff.
- F. Next meeting is Oct. 15th, 6:30 pm.

Ms. Whiting made a motion to adjourn, second by Mr. Gasdia. Ms. Whiting, aye, Mr. Gasdia, aye, Dr. Orellana, aye, Mr. Price, aye. Motion passes 4-0. Meeting adjourned at 8:45 pm.

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. Gretchen Whiting
Ms. Diana LaMothe
Mr. Larry Russell, Superintendent
Ms. Karen Burnell, Business Administrator

- A. **Call to Order:** Chairman Malcolm Price called the meeting to order. Mr. Russell led the Pledge of Allegiance.
- B. **Public Input:** No public input.
- C. **FY 21 Budget Presentations:**
- a. Hudson Memorial School: Keith Bowen presented the FY21 budget. Overall budget is down 1.13% which is based on less students for next school year. Current enrollment is 776, next year's enrollment is 720. Consolidated the individual department supplies with the school-wide supply budgets. 1:1 computing – less paper. 4 people retired last year, hired younger teachers. New for 2020/2021: Cafeteria table replacement plan, new science/lab tables and stools, walkie-talkie replacement plan, had a new booster/repeater installed for better communication throughout the building, wellness classes are new, increased use of consumables and new activities. A ropes elements course is being proposed (1st year, start-up costs), additional ALEKS licenses (math), digital hearing machine for the nurse, and 504 services for an incoming 6th grader. Removed from the budget: CNC machine (1-time purchase), PLTW training (no longer necessary), report card envelopes (no longer printing them) and the repeater (1-time purchase). Adjustments made from last year are software programs moved from new programs to software line, consolidated supply accounts, and per pupil reduction of 776-720. Salaries and benefits make up 94% of our budget. Textbooks are digital and up-to-date. Anything missing? Do we have everything we need for a rigorous curriculum? Yes. What can you live without? Nothing. Wish list? More professional development time/days.
 - b. There was discussion about the 1:1 laptop computers the 7th and 8th graders currently use at Hudson Memorial School.

A 5-minute break was taken at 7:35 pm. Meeting resumed at 7:40 pm.
 - c. Alvirne High School: Steve Beals presented the FY21 budget. The HS budget is a collaborative effort among administration, department heads, and coordinators. Routinely compare prices and consider overall budget costs. Overall budget down 1.6%. Enrollment is in line with current enrollment. 16th largest high school with 1,115

students. CTE enrollment is up with 83 students. The Alvirne renovation is on a separate warrant article. Salaries and benefits make up 87% of the budget. Instructional equipment is up but money was transferred out last year for classroom furniture. Music equipment leasing ended. New programs/textbooks increase is offset by the reduction of book replacement from Social Studies. Textbook replacement is listed in the budget. Increase in software that was once at the district level and is now in the school budget. Developed prudent elements even with declining enrollment. Decrease in salaries and benefits. Do you have what you need for staffing? Alvirne repurposed some positions and didn't fill a science or a math position. Two years ago, AHS reduced an English teacher. Inequity in co-curricular activities, they are self-funded. Would like lacrosse, dive team, gymnastics to be funded through the budget.

d. Mr. Russell is looking for direction from the board. Increasing or keeping things status quo instead of reducing staff.

D. Next meeting is Oct. 21st, 6:30 pm where they will discuss budget wrap-up. Bring questions.

Mr. Gasdia made a motion to adjourn, second by Dr. Orellana. Ms. Whiting, aye, Mr. Gasdia, aye, Ms. LaMothe, aye, Dr. Orellana, aye, Mr. Price, aye. Motion passes 5-0.

Meeting adjourned at 8:45 pm.

Respectfully submitted,
Susan Piper

Jodi C. Hallas
Associate Principal

Jason C. Testni
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) 816-3513

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

15 October 2019

Lawrence Russell
Superintendent of Schools
20 Library Street
Hudson, NH 03051
603-883-7765

Dear Superintendent Russell & School Board Members,

Working for the Hudson school district has been a truly rewarding experience for me both professionally and personally. It has been a tremendous experience for me to grow in my profession serving both the students of Alvirne High School and the Hudson community.

I have recently accepted an offer from The University of New Hampshire Cooperative Extension to fill the position of Hillsborough County Forest Resource Extension Field Specialist. It is in large part because of my experiences here at Alvirne teaching Forestry and Wildlife Management and other natural resources programs that I was able to be selected for this position above other candidates, and I am grateful for that. I am looking forward to this new career endeavor and take pride in the fact that I will still be connected to the Hudson community through both the FFA and the Program Advisory Committee moving forward in this new position. It is not without much consideration and discussion with my family that I have decided to accept this new position and submit this letter of resignation.

I understand that leaving during the school year will create complications that I would not wish to impose on other staff and the students if it were avoidable. While the Extension has asked for me to give them a start date, I have asked them to be considerate and flexible in their desire to fill the position so that the transition can be as smooth as possible for all that it will impact.

Sincerely,


Michael Gagnon

Late August/September 2019 Outreach Activities

- Coordinated Community Fair (there was a huge turnout for both vendors and families)
- Took part in numerous SST meetings in order to identify students/families in need of resources
- Prepared court reports
- Attended court hearings for court involved youth
- Referrals to various agencies in the community to provide supportive services to families
- Provided access to clothing and food items for families
- Continued meetings with parents to identify resources when needed
- Provided referrals and educational resources around MH resources
- Monitored "Connects the Dots" email on 2 occasions (one week each time)
- General referrals
- Attended PD opportunities
- Assisted in identifying students who are good candidates for the IMPAACT program
- Attended IMPAACT Program advisory meeting
- Worked with staff to identify various needs within the schools
- Met with and provided support to families in the community
- Attendance Interventions
- Provided referrals for MH counseling and supports

Ongoing work to connect families to appropriate resources in the community and identifying resources that will benefit the students and families of the Hudson School District.

Kerry Durso

Outreach Coordinator

Technology Integration Status Report

September 2019

District-wide

- I worked with teachers throughout the district and went into classrooms discussing Digital Citizenship.
- Worked with individual teachers setting up their individual webpages on the district website.
- Worked with teachers on how to use their Smart Board.
- I spoke with teachers having me assist their students when they have projects or assignments using the computers.
- Sent out my monthly newsletter for the teachers to use a resource using technology in the classroom.
- I filled out a request to see if Teachertube could be available for teachers to use as a resource to show educational videos.

ELC – H.O Smith

- I met with Krystal regarding getting her name on the webpage.
- I met with Yvonne to help her with her webpage one of her subpages was showing and she wanted to archive it.
- I had Krystal's name added to the ELC webpage, so she can update her classroom information.
- Met with Christine from YMCA to collaborate times for me to work with Kindergarten classes learning how to use the laptops properly.
- I met with Teresa's am and pm classes to talk about digital citizenship showed students a short video from common sense.
- I visited Sarah Greene's class and discussed what digital citizenship is.
- I visited several classrooms for 1st grade discussion on digital citizenship.
- I met with Lauren our new counselor to assist with login issues for her webpage on our district site.
- Met with Kathy W. the librarian to setup a week to come in and co-teach digital citizenship information to all the first graders.

Hills-Garrison

- I went into several different classrooms and worked with students and discussed what Digital Citizenship is? For grades 2-5
- We discussed, what a digital footprint is? And compared being a responsible real-world citizen to being a responsible digital citizen.
- Assisting teachers with students logging into computers for STAR testing.
- Showed new teachers how to setup their school webpages.
- I met with Pegeen to show her how to sign in properly to her webpage and how to add information and how to archive subpages.
- I met with Tara to show her how to share her professional goals with her supervisor and to update her PD so her supervisor could view the information.
- I co-taught Digital safety online and citizenship with grades 2-5 at the end of September – first week of October.
- I spoke with Diana G. regarding weekly visits to her class to support using technology with her lessons.

Nottingham West

- Assisting Kara with her webpage updates.
- I visited Kim Leary's class and discussed Digital Citizenship with her students.
- Met with Kristi to discuss when to collaborate teaching Digital Citizenship.
- I visited Kara N. room and discussed digital citizenship with her students
- I visited Sylvia S. room and discussed digital citizenship with her students.
- Julia Thomas invited me to her room, and I discussed digital citizenship with her students.
- I visited Katherine D. room and discussed with her students what digital citizenship is.
- I visited Kallie O. 2nd grade classroom discussing the importance of digital citizenship.
- I spoke with Raelyn about setting up weekly classroom visit to assist with technology and lessons.

HMS

- I substituted for the Computer Classes at HMS for the first few weeks of school.
- Created lessons for 6th, 7th and 8th students.
- Worked with Focus groups
- Addressed issues 7th grade is having with using read & write some students are unable to access PDFs. Teachers needed to put a ticket in help desk to resolve student login errors.

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To: Hudson School Board
 From: Lawrence W. Russell
 Date: October 17, 2019
 RE: September Discipline Data

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

School	In-School Suspension	Out-of-School Suspension	Reported Incidents of Bullying	Incidents of Bullying Being "Found"
ELC	0	0	0	0
Nottingham West	1	1	0	0
Hills Garrison	0	0	0	0
Hudson Memorial	13	12	4	4
Alvirne	32	24	11	0

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

HMS ISS detail: 10x1; 1x3

HMS OSS detail: 7x1; 1x2; 1x3

3 students served both an ISS and OSS.

AHS ISS detail: 24x1; 4x2

ASH OSS detail: 20x1; 2x2

5 students served both an ISS and OSS.