



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire
Hills Memorial Library 18 Library Street

6:30 pm Regular Meeting
followed by non-public session

School Board Agenda – November 20, 2023

Estimated
time

6:30pm

A. Call to Order

Pledge of Allegiance

B. Public Hearing

Pursuant to RSA 198:20-b, and in accordance with Article 4 of the March 6, 1992, Town Meeting and Board [Policy KCD](#), the Hudson School Board shall hold a public hearing to receive a donation of property

[Cheer Mats Donation Memo](#)

[HMS Cheer Memo](#)

[HMS Donation Information](#)

C. Donation of Property (Decision)

The School Board will vote on acceptance of the donation

6:31pm

D. Public Input

Hudson residents are welcome and encouraged to share feedback with the board on agenda items

7:01pm

E. Presentations to the Board

1. FFA Nationals and Travel Request (Information and Decision)

FFA Advisors Jen Beaudry and Corie Bliss and FFA student members will share highlights of the recent FFA Nationals and make a request to attend their Winter Leadership Camp in Alton, NH, on January 12-14.

[FFA Winter Leadership Request](#)

2. Alvirne High School Assessment Report (Discussion)

Joyce Wise, Dean of Academics and Principal Steve Beals will present high school assessment information.

[Alvirne High School Assessment Presentation](#)

7:40pm

F. New Business

1. NASP Conference Request (Decision)

Superintendent Moulis will present a conference request for Hills Garrison School Psychologist Kacey Broadhurst to attend the National Association of School Psychologist’s Annual Convention February 14-17, 2024

[NASP Conference Memo](#)

2. ASCD Conference (Decision)

Superintendent Moulis will present a conference request to attend the Annual ASCD Conference March 22-25, 2024.

[ASCD Conference Memo](#)

3. Bid Award - Baseball Dugout Repairs (Decision)

Superintendent Moulis will share bid award information for the Alvirne baseball dugout repairs.

[AHS JV Dugout Memo](#)

4. Transfer Request – Special Education (Decision)

Special Services Director Rachel Borge will present a transfer request.

[Transfer Request Form](#)

8:10pm

G. Old Business

1. Warrant Articles (Information)

Business Administrator Jen Burk will share the updated warrant articles.

[Warrant Articles](#)

8:20pm

H. Policies – First Reading

BEC Non-Public Sessions	Current Policy New NHSBA proposed
DBI Budget Implementation	Withdraw DBI
DFGA Crowd Funding	Current Policy with Revisions
KBA Right to Know	Withdraw KBA
KCD Public Gifts and Donations	Current Policy with Revisions

8:30pm **I. Policies - Second Reading (Decision)**

JEB Age of Entrance	Policy with tracked revisions
JKAA Use of Restraints and Seclusion	Current policy New NHSBA policy
GBCD Background Investigation and Criminal History Records Check	District policy with suggested revisions
JCA Change of Class or School or Assignment Best Interests and Manifest Hardship	District policy with suggested revisions
ACN Nursing Mothers Accommodations	New NHSBA policy
JLCD Administering Medication to Students	Current policy NHSBA proposed policy
EFAA Meal Charging	Current policy with tracked changes

8:40pm **J. Recommended Action**

1. Manifests – Recommended action: Confirm required signatures received
2. Minutes – [October 30 - Draft minutes](#)
Minutes – [November 6 – Draft minutes](#)

8:45pm **K. Reports to the Board (Information)**

District administrators will share updates for the board and public

1. Superintendent Report

8:50pm **L. Committee Reports**

Board members will share committee updates

8:55pm **M. Correspondence (Information)**

- [Discipline Report](#)
- [Finance Report](#)
- [Superintendent Goals](#)

9:00pm **N. Board of Selectmen – Liaison Comments**

9:03pm **O. Student Representative Comments**

9:05pm **P. Board Member Comments**

9:10pm

Q. 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)

- a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*
- (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 by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.*
- (f) [Repealed.]*
- (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.*
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.*
- (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.*
- (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.*
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.*
- (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*
- (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.*

9:30pm

R. Adjourn

Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	December 4	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	December 20	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	January 8	6:30 pm	Hills Memorial Library	Regular Meeting

HUDSON SCHOOL DISTRICT

POLICY CODE: KCD Public Gifts/Donations	FIRST ADOPTION: 11/02/2021
RELATED POLICIES:	LATEST REVISION:

Category: Optional

Gifts from organizations, community groups and/or outside individuals, which will benefit the Hudson School District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the Hudson School District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Hudson School District or Board reserves the right to refuse any gift that does not contribute to the achievement of the Hudson School District's goals, or in which the ownership of the gift would tend to deplete the resources of the Hudson School District. In determining whether a gift will be accepted, consideration shall be given to the Hudson School District policies, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation (KCD-R) that accompanies this policy.

The Superintendent may accept gifts in the amount of \$1000 or less. Gifts in excess of \$1000 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session. If there are more than two weeks between the donation notification and the next board meeting, acceptance is at the discretion of the Superintendent. Item will be on the agenda of the next board meeting.

Any gift accepted shall become the property of the Hudson School District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the Hudson School District. The Hudson School District may be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the Hudson School District. The Board will make every effort to honor the intent of the donor in its use of the gift but reserves the right to utilize any gift it accepts in the best interest of the educational program of the Hudson School District. In no case shall acceptance of a gift be considered to be an endorsement by the Board or the Hudson School District of a commercial product, business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to

update the Hudson School District's inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by Hudson School District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation. Receipt of voluntary contributions being made by Hudson School District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the Hudson School District.

Active solicitation of gifts to be received by the Hudson School District, including by any school, classroom, or program in the Hudson School District, must be approved in advance by the Superintendent where the value of the gift sought is less than \$1000 and by the Board where the value of the gift sought is \$1000 or greater.

Regulation KCD-R Public Donations to Schools, Acceptance of Gifts

HUDSON SCHOOL DISTRICT

SAU # 81

20 Library Street Hudson, NH 03051-4240

(603) 883-7765 fax (603) 886-1236

Daniel Moulis, Ed. D

Superintendent of Schools

(603) 886-1235

dmoulis@sau81.org

Kimberly Organek

Assistant Superintendent

(603) 886-1235

korganek@sau81.org

Rachel Borge

Director of Special Services

(603) 886-1253

rborge@sau81.org

Jennifer Burk

Business Administrator

(603) 886-1258

jburk@sau81.org

To:	Hudson School Board
From:	Jennifer Burk, Business Administrator
Date:	November 13, 2023
Re:	RSA 198:20-b Hearing for Unanticipated Revenue Cheer Mats Donation

RSA 198:20-b provides that "... any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year."

The School District adopted the provision of this law at the annual district meeting on March 6, 1992. The reason for this is that, while every attempt is made in developing budgets to estimate the amount of grants and private donations, much of what will be available and received is unknown at that time. This process allows the School District to take advantage of grant and private donation opportunities that occur during the year which were not or could not have been anticipated in advance.

RSA 198:20-b goes on to provide that "for unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken..." In addition, district policy KCD on Public Gifts/Donations, requires that the Board hold a public hearing regarding action to be taken with gifts valued at \$5,000 or more. A gift in this policy shall be defined as money, real or personal property, and personal services provided without consideration.

Please see the additional memo from Principal Keith Bowen on the donation of approximately \$12,400 worth of cheers mats (with freight costs).

The process for the hearing is as follows:

1. School Board Chair opens the Hearing.
2. Chair provides an explanation of the purpose of the hearing and reviews the breakdown of the donation source.
3. Chair accepts comments/questions/discussion from School Board members.
4. Chair accepts comments/questions/discussion from the public.
5. Chairman closes the Hearing, returns to the regular school board meeting.
6. Motion is made by a Board member to receive the donated equipment. **(Suggested motion: I move to accept the donation of the cheer mats from the Friends of Hudson Spirit and the Hudson Litchfield Youth Football and Cheers organizations.)**
7. Vote on the motion.

Memo

To: The Hudson School Board

Dr. Daniel Moulis, Superintendent
Hudson School District

From: Keith D. Bowen, Principal
Hudson Memorial School

Date: 31 October 2023

Re: Cheer Mats Purchased by FOHS and HLYFC to be stored at HMS

To the Hudson School Board and Dr. Moulis,

The purpose of this memo is to receive school board approval to accept and house the new cheer mats purchased by the Friends of Hudson Spirit (FOHS) and the Hudson Litchfield Youth Football at Hudson Memorial School (HLYFC). Each of these organizations has worked together to fund the purchase of the new cheerleading mats to replace the mats currently being housed at Hudson Memorial School. The old mats we currently store at Hudson Memorial School were purchased by the HLYFC organization more than 12 years ago and need replacement. The total cost of the cheer mats purchased is \$12,390.32.

The old mats are utilized by the Hudson Memorial School Spirit team and the Alvirne High School Spirit teams. FOHS and HLYFC would like to continue to keep the new cheer mats stored at Hudson Memorial School. This will continue to benefit AHS and HMS cheerleaders who will continue to use the new mats upon arrival.

Thank you for your time and consideration.

Respectfully submitted,



Keith D. Bowen
Principal
Hudson Memorial School



1701 Pharr St.
Fort Worth, TX 76102
ezflexmats.com

Toll Free 877-939-3539
Fax 817-623-9652

Sales Order

Date	Order #
9/27/23	82717

Bill To:
Hudson School District School
Accounts Payable
20 Library St.
Hudson, NH 03051

Ship To:
Hudson Memorial School
Attn: Athletics/Cheer
1 Memorial Drive
Hudson, NH 03051

Customer P.O.#	Salesperson	Department	Ship Method	Terms
ACH	Anderson, Ben	Cheerleading	TS3 Logistics	Pre-Paid

Item Code	Product Name	Description/Mfg.	Qty	Open	Price	Ext. Price
205R BL	6' x 42' x 2"	Carpet Roll Blue EZ Flex	9	9	1,087.00	9,783.00
502 BL	4"x43.5'	Hook - 4" Blue	8	8	0.00	0.00

NOTES

Liz McGivern: 603-289-7323
Keith Bowen: 603-886-1240
friendsofHUDSONspirit@gmail.com

Subtotal	9,783.00
Tax	0.00
Freight	2,607.32
Total	12,390.32



**PALMER CTE CENTER
HUDSON SCHOOL DISTRICT
MEMORANDUM**

TO: HUDSON SCHOOL BOARD

FROM: JEN BEAUDRY, CORIEBLISS, FFA ADVISORS
ERIC FRAUWIRTH, CTE DIRECTOR

SUBJECT: FFA WINTER LEADERSHIP CONFERENCE

DATE: 11/14/23

CC: JENNIFER BURK

We are requesting permission for our FFA students to attend the FFA Winter Leadership Camp January 12-14, 2024.

NH FFA Winter Leadership Camp is 3-day, overnight camp at Camp Brookwood's in Alton, NH. At this event, FFA members have the opportunity to participate in a variety of workshops and activities to acquire career and leadership skills. These activities are led by the NH State FFA officer team and are aimed at teaching students how to be more effective members in their chapter, school and community. Students will also have the opportunity to meet and interact with a National FFA Officer who will be attending this year. At the end, students are able to take the skills they've learned during camp and apply them within our Alvirne FFA Chapter and their personal lives.

The cost per student is approximately \$70 and will be paid through fundraising and student/family contribution.

Thank you for your consideration.

Assessment Presentation

Alvirne High School



November 20, 2023

Presentation

- Attendance
- iReady
- State Assessment
- SAT
- Advanced Placement
- Graduation rate

Attendance – K-12

				Hybrid 6-12 - Sept-March	Remote - March 2020+		
School	Grade	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Library Street School	K	91.81%	91.43%	94.00%	94.50%	94.84%	95.67%
Dr. H.O.Smith School	1	93.82%	91.91%	95.68%	96.53%	96.09%	96.22%
Hills Garrison School	2	93.82%	92.14%	93.23%	97.46%	90.81%	96.39%
Hills Garrison School	3	94.43%	93.02%	93.98%	96.97%	92.24%	95.92%
Hills Garrison School	4	93.52%	93.17%	92.20%	96.23%	94.98%	95.72%
Hills Garrison School	5	93.82%	91.85%	91.68%	97.30%	95.47%	96.02%
Nottingham West	2	93.93%	92.25%	93.37%	96.26%	95.86%	95.80%
Nottingham West	3	93.98%	92.83%	93.28%	96.45%	95.37%	95.51%
Nottingham West	4	94.50%	92.77%	93.22%	96.52%	95.14%	95.93%
Nottingham West	5	95.52%	92.94%	93.37%	96.26%	95.61%	95.14%
Hudson Memorial School	6	94.10%	89.77%	91.02%	96.49%	95.03%	95.93%
Hudson Memorial School	7	92.94%	88.73%	89.18%	96.01%	94.84%	95.43%
Hudson Memorial School	8	92.88%	89.04%	88.88%	96.25%	94.76%	93.59%
Alvirne High School	9	91.58%	90.48%	94.43%	95.60%	94.01%	94.55%
Alvirne High School	10	91.04%	89.27%	92.76%	95.36%	92.60%	93.38%
Alvirne High School	11	89.84%	87.25%	92.76%	95.03%	92.74%	92.88%
Alvirne High School	12	88.12%	88.58%	92.21%	93.76%	91.32%	92.03%

2019-2020 – 100% remote March – June 2020

2020-2021 – Hybrid learning grade 6-12

2021-2022 – COVID 10-day quarantine requirements/cases

Attendance – 9-12

				Hybrid 6-12 - Sept-March	Remote - March 2020+		
School	Grade	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Alvirne High School	9	91.58%	90.48%	94.43%	95.60%	94.01%	94.55%
Alvirne High School	10	91.04%	89.27%	92.76%	95.36%	92.60%	93.38%
Alvirne High School	11	89.84%	87.25%	92.76%	95.03%	92.74%	92.88%
Alvirne High School	12	88.12%	88.58%	92.21%	93.76%	91.32%	92.03%

2019-2020 – 100% remote March – June 2020

2020-2021 – Hybrid learning grade 6-12

2021-2022 – COVID 10-day quarantine requirements/cases

State Assessment

- SAT – grade 11 only
- SAS Science – grade 11 only
- Data available for 2019, 2021, 2022
- No SAS Science or SAT state data in 2020 due to COVID

iReady: Internal Assessment

- **Implemented in 2021-2022**
- **Online program to measure reading & math growth**
- **Adaptive**
- **Diagnostic available for grades 9 and 10**
- **Tracks progress throughout the year**
 - Helps determine a student's individual needs
 - Informs broader curriculum and instruction

iReady Three-Year Benchmark Data (Math)

Test	2021-2022	2022-2023	2023-2024
Math Diagnostic #1	228 (51%)	169 (42%)	205 (47%)
Math Diagnostic #2	200 (55%)	212 (47%)	n/a

iReady Participation Rate (Math)

Test	2021-2022	2022-2023	2023-2024
Math Diagnostic #1	443 (87%)	406 (81%)	436 (90%)
Math Diagnostic #2	363 (71%)	453 (90%)	n/a

iReady Three-Year Benchmark Data (ELA)

Test	2021-2022	2022-2023	2023-2024
Reading Diagnostic #1	271 (58%)	216 (51%)	255 (57%)
Reading Diagnostic #2	263 (60%)	283 (59%)	n/a

iReady Participation Rate (ELA)

Test	2021-2022	2022-2023	2023-2024
Reading Diagnostic #1	466 (90%)	421 (84%)	449 (92%)
Reading Diagnostic #2	485 (94%)	476 (95%)	n/a

SAT – NH State Assessment

- **Grade 11**
- **ELA & Math**

SAT Four-year Benchmark Comparison

Test	2019	2020 (Remote)	2021 (Hybrid)	2022
ELA	514 (62%)	510 (59%)	507 (59%)	510 (60%)
Math	494 (41%)	492 (34%)	492 (39%)	483 (27%)

Participation Rate Four-year Comparison

	2019	2020 (Remote)	2021 (Hybrid)	2022
# Test Takers	274	214	225	227
Participation Rate	95%	83%	83%	86%

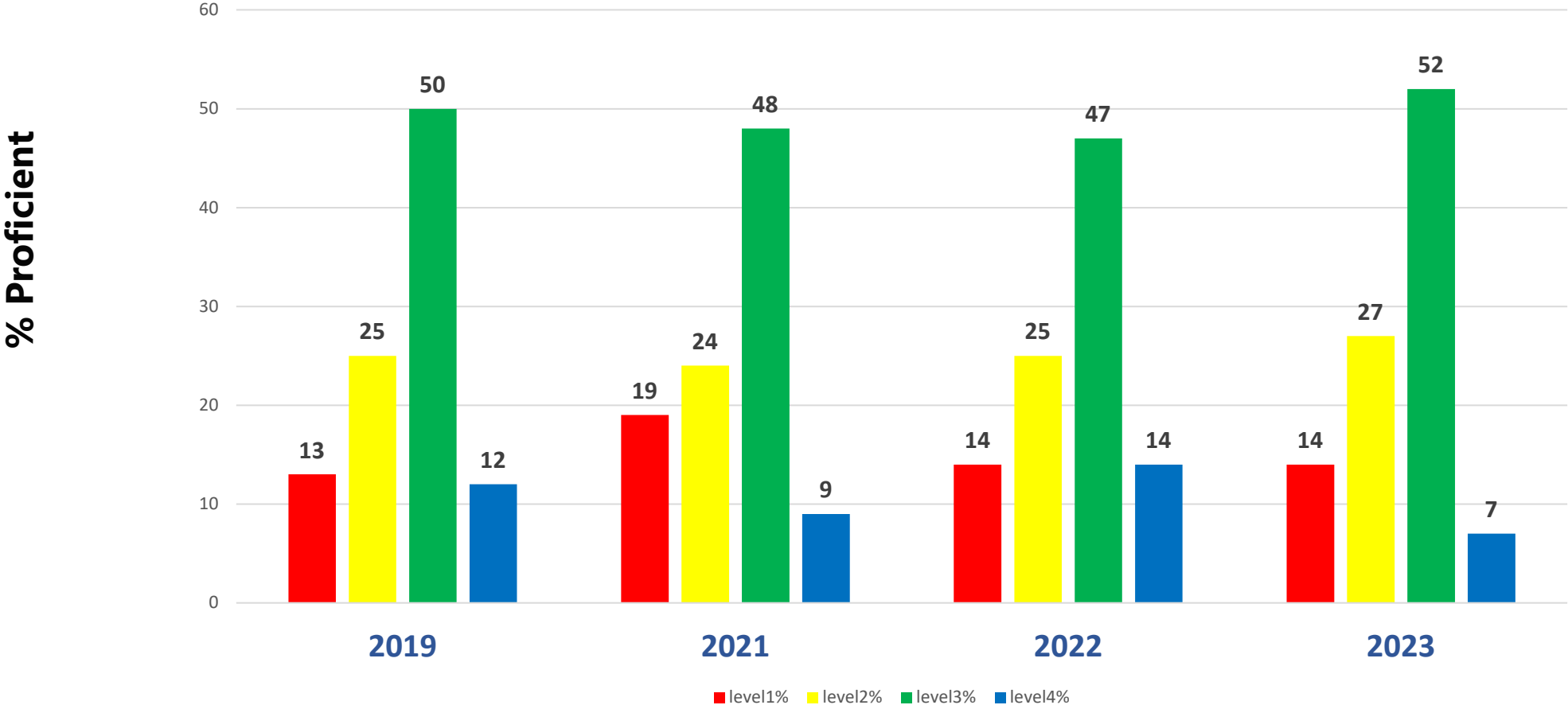
NH Statewide Assessment - Categories

Level 1	Beginning
Level 2	Approaching
Level 3	Proficient
Level 4	Advanced

NH Statewide Assessment

Year	Level 3 & 4	Participate%
2019	62	95
2021	58	86
2022	61	90
2023	60	91

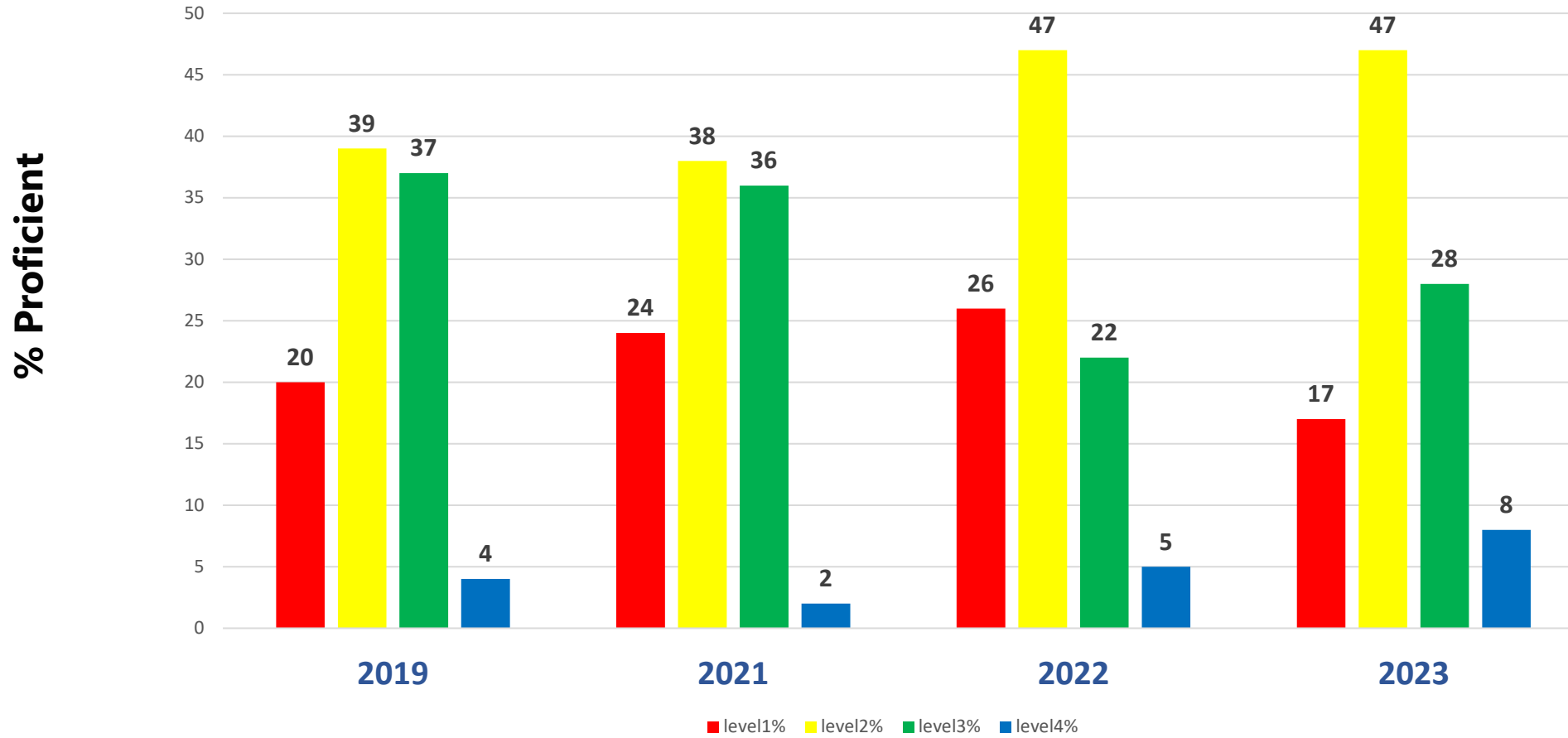
Alvirne High School Reading - Grade 11



NH Statewide Assessment

Year	Level 3 & 4	Participate%
2019	41	95
2021	38	86
2022	27	90
2023	36	91

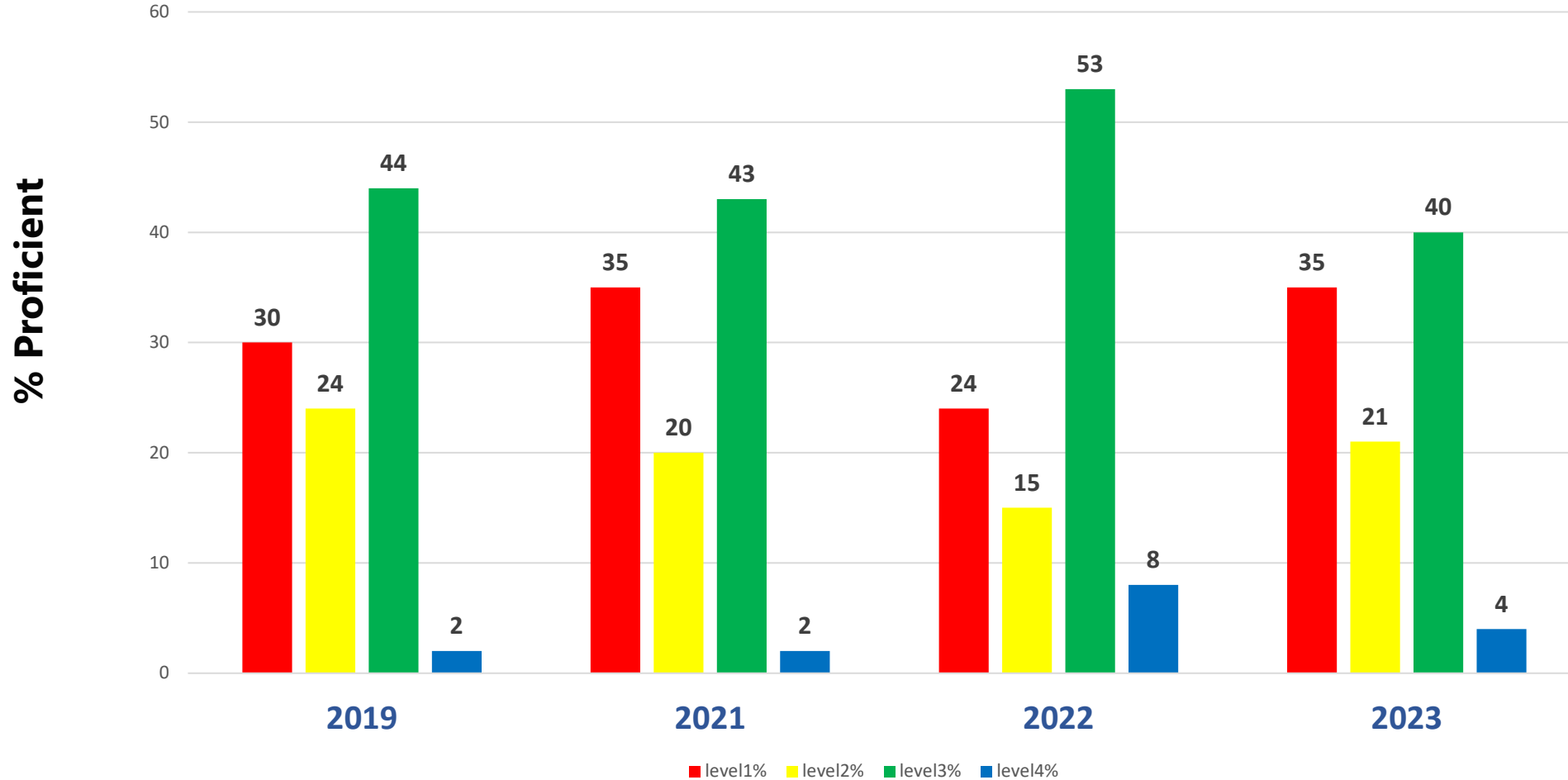
Alvirne High School Math - Grade 11



NH Statewide Assessment

Year	Level 3 & 4	Participate%
2019	46	94
2021	45	73
2022	60	64
2023	44	84

Alvirne High School Science - Grade 11



Advanced Placement (AP)

AP Data 2022-2023 – Pass Rate

Subject	AHS
Calculus AB/BC	72%
Computer Science A	100%
Computer Science Principles	50%
English Language & Comp	72%
English Lit & Comp	93%
Environmental Sci. (VLACS)	100%
Geography	0%
Macroeconomics (VLACS)	100%
Physics 1	13%
Physics C: Mechanics (VLACS)	0%
Psychology	52%
Statistics	24%
US Government	78%
US History	42%
TOTAL (183 Exams)	56%

AP Participation – Comparative Data

Year	2023	2022	2021	2020	2019	2018
# of Exams	183	133	122	163	260	254
Pass rate (Score 3+)	56%	73%	68%	65%	59%	61%

Graduation & Post Secondary

Completers and HiSET Statistics

<https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/dropouts-and-completers>

Grad Year	Hudson Completers	State Completers	Hudson HiSET	State HiSET
2022	84.73%	87.68%	2.4%	.56%
2021	95.67%	94.76%	2.10%	.59%
2020	98.21%	96.28%	1.44%	.37%
2019	93.20%	95.97%	2.36%	.48%
2018	96.03%	95.85%	1.09%	.44%
2017	96.58%	95.58%	1.83%	.60%
2016	94.08%	95.61%	1.30%	.52%

Hudson and State Graduation Rates

<https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/dropouts-and-completers>

Graduation Year	Hudson 4-year	State Rate	AHS Dropouts	NH Dropouts	HiSET	Graduates	4 Yr. Cohort
2022	84.73%	96.4%	3.8%	3.4%	6.1%	222	262
2021	83.27%	87.23%	2.28%	3.05%	7.20%	229	263
2020	84.49%	88.14%	1.65%	2.46%	5.20%	256	303
2019	87.70%	88.42%	2.91%	2.73%	6.10%	271	309
2018	88.59%	88.81%	3.02%	2.85%	4.02%	264	298
2017	89.12%	88.98%	2.35%	2.74%	5.00%	303	340
2016	88.66%	88.23%	3.78%	3.39%	3.77%	305	344

Post-Secondary

Class of	Class Size	4 Yr. College	2 Yr. College	Military	Training School	Work
2022	214	47%	13%	3%	4%	33%
2021	229	52%	21%	6%	3%	18%
2020	256	55%	18%	5%	4%	18%
2019	271	55%	18%	4%	5%	18%
2018	264	54%	18%	5%	3%	20%

HILLS GARRISON SCHOOL

190 Derry Road
Hudson, New Hampshire 03051
Tel: (603) 881-3930
Fax: (603) 881-3933

Jennifer Perkins
School Counselor

Theodora Tufts
Principal

Mark Dangora
Assistant Principal

Sherri Lavoie
Special Education Coordinator

“Let us move forward together.”

November 8, 2023

To the Hudson School Board

In accordance with Policy Code: DKC Expense Reimbursements, I am seeking approval from the Hudson School Board to attend the National Association of School Psychology’s (NASP) Annual Convention, February 14-17, 2024, in New Orleans, LA. I have had the privilege of attending NASP for many years, including the years I have been employed through the Hudson School District (i.e., 2023- Denver Colorado, 2022- Boston, MA, 2021- Virtual, 2020- Baltimore, MD, and 2019- New York City, NY.). Recently, it has come to my attention that approval from the School Board is also required, although I am not seeking travel or lodging reimbursement. Given the limited number of days, it is not expected that conference attendance will limit my ability to meet job responsibilities in the district.

As a School Psychologist, NASP’s annual convention provides an abundance of professional development opportunities through educational sessions, workshops, and networking. Additionally, NASP provides opportunities to learn about the latest and most effective products, services, training, and best practices to enhance my skills. In addition to the many educational sessions available throughout the convention, I am registered to attend the following training courses.

1. Diving Deep: Advanced Practice in School Neuropsychology
2. Best Practices in School-Based Autism Assessment and Identification
3. Current Issues in Special Education Law Affecting the Practice of School Psychology

In closing, I am requesting the Hudson School Board’s approval to attend an out of district professional development opportunity through NASP in New Orleans, LA, February 14-17, 2024. I understand that I am responsible for all travel and lodging expenses associated with this request. Thank you for your time and consideration of this request.

Respectfully,

Dr. Kacey Broadhurst, PsyD
School Psychologist
Hills Garrison School

HUDSON SCHOOL DISTRICT

SAU # 81

20 Library Street Hudson, NH 03051-4240

(603) 883-7765 fax (603) 886-1236

Daniel Moulis, Ed. D

Superintendent of Schools

(603) 886-1235

dmoulis@sau81.org

Kimberly Organek

Assistant Superintendent

(603) 886-1235

korganek@sau81.org

Rachel Borge

Director of Special Services

(603) 886-1253

rborge@sau81.org

Jennifer Burk

Business Administrator

(603) 886-1258

jbuk@sau81.org

November 20, 2023

Dear Hudson School Board,

ASCD's Annual Conference has long been recognized as one of the most important, influential, and inspiring educator conferences around. ASCD's 2024 Annual Conference takes place March 22-25, 2024, in Washington, D.C., as the perfect opportunity to focus on my professional growth. The following provides the cost of this conference.

- *Registration Fee: \$525.00*
- *Hotel Registration: \$284.00 per night-\$1,420.00*
- *Airfare: \$347.00 (approximate)*
- *Total cost: \$2,292.00 (anticipated total cost)*

I plan to make new connections to help expand my perspective and bring fresh thinking to help shape what is next for teaching and learning. This is an opportunity for me to gain powerful new instructional, curriculum, and leadership approaches that I can bring back to the Hudson School District to help our team solve our most pressing challenges.

You can be confident that the knowledge I gain and the innovative ideas and insights that inspire me will, in turn, benefit our entire school district. Here are specific areas in the program that are of interest to me: nurturing the social and emotional well-being for students; building cultural competence, and knowledge to create equitable and inclusive learning environments; and expanding my networks to help me address the tough issues that school districts are facing.

I am confident attending ASCD's Annual Conference will be an impactful opportunity for our school district and my career. I welcome any questions you have about this conference.

Daniel Moulis, Ed. D
Superintendent

HUDSON SCHOOL DISTRICT

SAU # 81

20 Library Street Hudson, NH 03051-4240

(603) 883-7765 fax (603) 886-1236

Daniel Moulis, Ed. D

Superintendent of Schools

(603) 886-1235

dmoulis@sau81.org

Kimberly Organek

Assistant Superintendent

(603) 886-1235

korganek@sau81.org

Rachel Borge

Director of Special Services

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rborge@sau81.org

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Business Administrator

(603) 886-1258

jbuk@sau81.org

To: Hudson School Board

From: John Pratte, Facilities Director
Jennifer Burk, Business Administrator

Re: AHS JV Dugout Replacement

Date: November 14, 2023

Three vendors were contacted to submit a bid for the AHS JV Dugout Replacement RFP. Two vendors submitted a bid in response to the district's advertised RFP.

Vendor	Base Bid
Solid Roots Construction, LLC	\$27,916.28
Triple Construction, LLC	\$30,613

This bid includes the installation of two fully furnished dugout structures to be bracketed to the ground with concrete filled sonotubes. After meeting with John Pratte, Facilities Director, we recommend the School Board award this bid to Solid Roots Construction, LLC in the amount of \$27,916.28. This project is the result of windstorm damage over last winter and has been processed as an insurance claim.

Recommended Action:

The Hudson School Board awards a contract to Solid Roots Construction, LLC. for the AHS JV dugout replacement in the amount of \$27,916.28 per the bid specifications in accordance with policy DJE.

Thank you in advance for support of the above motion.

School Board Reading _____ (Date)	Under \$5,000	# _____
	Over \$5,000	SB# _____

**HUDSON SCHOOL DISTRICT
BUDGET TRANSFER FORM**

This form should be used any time that you are making a request for purchase that will cause a budget line to be over expended. For such a purchase to be approved, you must show the purpose of purchase, the amount you expect to spend, and in what other sections of your budget you propose to find the funds to pay for the purchase. No purchase that requires a budget transfer will be made without approval from the Business Office.

School: District Wide Date: 11/15/2023

Purpose: To transfer funds from Special Services Preschool Salaries account to the Special Services Contracted Services Account in order to account for contracted services that have been needed to meet unmet vacancy related needs

Org/Object	Description	Current Available	Amount Reduced	New Balance
10002140 110	Psych Salaries	94,338.73	50,000.00	44338.73
10141200 114	Sped Preschool Salaries	56,954.77	50,130.00	6824.77
				0
				0
				0
				0
				0
				0
		Total Reduced	100,130.00	51,423.50

USES OF FUNDS

Org/Object	Description	Current Available	Amount Added	New Balance
10001200 321	Sped Contracted Services	-50,130.00	100,130.00	50,000.00
		Total Added	100,130.00	50,000.00

Approved:

Principal/Supervisor Finance Director Business Administrator

Purchases over \$1,500: _____ Purchases over \$5,000: _____
Superintendent of Schools Hudson School Board

WARRANT ARTICLES

HUDSON SCHOOL DISTRICT State of New Hampshire

To the inhabitants of the School District of Hudson, New Hampshire qualified to vote in district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE SESSION)

You are hereby notified to meet in the Hudson Community Center in said district on the 10th day of February 2024 at 9:00 am for the first session of the annual school district meeting, for explanation, discussion, and debate of the Warrant Articles **1 through 8**. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (OFFICIAL BALLOT VOTING)

You are hereby notified to meet again at the Hudson Community Center or the Alvirne High School Cafeteria in said district on Tuesday, March 12, 2024 between the hours of 7:00 am and 8:00 pm for the second session of the annual school district meeting to vote by official ballot upon the following subjects:

ELECTION OF OFFICERS (Separate Ballot Vote)

- To choose one (1) members of the School Board for the ensuing three (3) years

WARRANT ARTICLES 2024-2025

Warrant Article 1 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 \$**68,363,461**? Should this article be defeated, the operating budget will be \$**67,596,534** 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 40:13-X and XVI to take up a revised operating budget only.

Estimated tax rate impact: \$.XX

Default tax rate impact: \$.XX

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

Warrant Article 2 Collective Bargaining Agreement between the Hudson School Board and PSRPs

Shall the Hudson School District vote to approve the cost items in the collective bargaining agreement between the PSRP AFT Local #6245, AFT-NH, AFL-CIO (Hudson School District full- and part-time cafeteria

WARRANT ARTICLES

personnel, part-time para-educators and part-time licensed practical nurses) 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:

2024-25	\$XXX
2025-26	\$XXX

and to further raise and appropriate \$XXX 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 at current staffing levels.

Estimated tax rate impact: \$XX

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

Warrant Article 3

Collective Bargaining Agreement between the Hudson School Board and AFSCME

Shall the Hudson School District vote to approve the cost items in the collective bargaining agreement between the AFSCME Local 1906 (Hudson School District building administration, department heads, psychologists and school counselors) 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:

2024-25	\$XXX
2025-26	\$XXX

and to further raise and appropriate \$XXX 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 at current staffing levels.

Estimated tax rate impact: \$XX

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

Warrant Article 4

Roof Replacement at Dr. H.O. Smith Elementary School

Shall the Hudson School District vote to raise and appropriate a sum of \$250,000 to replace a section of the roof at the Dr. H.O. Smith Elementary School, and authorize the withdrawal of \$250,000 from the Schools Renovations capital reserve fund created for that purpose?

Estimated tax rate impact: \$.00

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

WARRANT ARTICLES

Warrant Article 5 Science Labs at Hudson Memorial School

Shall the Hudson School District vote to raise and appropriate a sum of up to \$200,000 to upgrade two Science Classrooms/Labs at Hudson Memorial School? This sum is to come from the June 30 fund balance available for transfer on July 1 with no amount to be raised by additional taxation. This is a special warrant article.

Estimated tax rate impact: \$.00

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

Warrant Article 6 Renovate the Checkers Kitchen at Alvirne

Shall the Hudson School District vote to raise and appropriate a sum of up to \$250,000 to renovate the former Checkers kitchen at Alvirne for the school's food service program? This sum is to come from the June 30 fund balance available for transfer on July 1 with no amount to be raised by additional taxation. This is a special warrant article.

Estimated tax rate impact: \$.00

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

Warrant Article 7 Replace the Hallway Flooring at Hudson Memorial School

Shall the Hudson School District vote to raise and appropriate a sum of up to \$94,000 to replace the hallway flooring in the Hudson Memorial School? This sum is to come from the June 30 fund balance available for transfer on July 1 with no amount to be raised by additional taxation. This is a special warrant article.

Estimated tax rate impact: \$.00

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

Warrant Article 8 Establish a Capital Reserve Account for the Alvirne Farm

Shall the Hudson School District vote to establish an Alvirne Farm Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of repairing and maintaining the farm, furthermore to raise and appropriate the sum of \$150,000 from the June 30 year end undesignated fund balance available for transfer on July 1 to be placed in this fund, and to name the Hudson School Board as agents to expend from the fund?

Estimated tax rate impact: \$.00

Recommended/Not by the Hudson School Board X-X
Recommended/Not by the Budget Committee X-X

WARRANT ARTICLES

GIVEN UNDER OUR HANDS AT SAID HUDSON THIS _____ DAY OF JANUARY _____.

True Copy of Warrant – Attest:

Hudson School Board

DRAFT

HUDSON SCHOOL DISTRICT

POLICY CODE: BEC Non-public Sessions	FIRST ADOPTION: 11/04/2019
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

BEC Non-Public Sessions

Updated: NHSBA version replaces current policy for First Reading November 20, 2023

Related Policies: BEDG

Category: Recommended

The School Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Non-public sessions may only occur after a duly noticed public meeting has been called to order and before that meeting is adjourned. Once the public meeting has been convened, the School Board may enter non-public session at any time during such meeting if a majority of the board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

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 School Board shall record minutes of all non-public sessions, and such minutes shall be made available and or “sealed” in accordance RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in School Board policy BEDG Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the board.

The School Board shall require the presence of the superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the superintendent’s employment.

Each year the superintendent is directed to obtain and provide to each board member copies of any NHSBA Non-Public Session Checklist and update the same during the year as made available by NHSBA.

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

N.H. Dept. of Education Administrative Rule – Ed 303.01(j); Substantive Duties of School Boards

Adopted: November 4, 2019

First Reading: November 20, 2023

POLICY CODE: DBI
BUDGET IMPLEMENTATION

RELATED POLICY CODES: DB

Page 1 of 1

DBI – BUDGET IMPLEMENTATION

Policy is contained within the [DB – ANNUAL BUDGET](#) policy.

WITHDRAWN

HUDSON SCHOOL DISTRICT POLICY

DFGA Crowdfunding

Updated: Current policy with revisions for First Reading – November 20, 2023

Category: Recommended

Related Policies: EHAB, GBEB, JJE, JLCF, JRA, and KCD

A. Purpose and General Policy Statement

The purpose of this policy is to establish and regulate parameters for use of crowdfunding or other forms of online fundraising and solicitations for classroom, school, or district programs. This policy does not apply to any independent outside organizations, including a parent-teacher organization or other 501c3 groups not under the governance of the Hudson School District.

The School Board recognizes that crowdfunding campaigns and other forms of online fundraising have become an increasingly popular method by which educators and school-sponsored activity groups or organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for district programs and classrooms. The Board further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the district can subject both the district and its employees to significant potential legal liability.

For purposes of this policy, “crowdfunding” is the practice of using online sites (such as donorschoose.org, classful.com, etc.) to solicit donations, whether monetary or in-kind, on behalf of the School District, including any class or extra/co-curricular program. A crowdfunding campaign is considered “to be on behalf of the School District” if it uses imagery, logos or language that would lead a reasonable person to believe that (1) the School District or any school within the district, or program/activity of a school within the district, is associated with the campaign or (2) the campaign has the purpose or effect of providing resources or a benefit to the District.

B. Unapproved Crowdfunding Prohibited

Crowdfunding on behalf of the district is prohibited unless undertaken by a district employee or school-sponsored organization with prior written approval under this policy. No public action towards initiating a crowdfunding campaign on behalf of the district may be taken until the campaign is approved in writing pursuant to this policy.

No employee or student will be compelled to initiate or participate in a crowdfunding campaign on behalf of the district. Students are permitted to participate in publicizing an employee’s approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the district. Employees or students who participate in crowdfunding on behalf of the district are acting in their capacity as employees or students and are subject to all rules governing employee and student conduct.

Except in furtherance of an approved campaign, employees are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee of or stating an

association with the District; using a District email address, school name, logo, or mascot; or linking to or referencing any school website, social media site, platform, or account associated with the District.

Approved crowdfunding campaigns will operate in compliance with all laws and other Board policies and regulations.

C. Crowdfunding Request and Approval Procedures

1. Crowdfunding Requests

Any request for approval of a crowdfunding campaign shall be in writing and shall include the following information:

- a. The employee's name, job title, school, and email address
- b. The approved crowdfunding website to be used
- c. The nature and quantity or amount of donations being requested
- d. The classroom, program, or activity to be benefitted and the educational purpose to be served
- e. The exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included
- f. The start and end dates of the crowdfunding campaign
- g. A statement of recognition by the requester that any proceeds of the campaign are school property

The Superintendent may create and make available a form, which may be online, to be used for such requests.

2. Approved Crowdfunding Sites

The superintendent or designee shall create a list of approved crowdfunding sites. All approved crowdfunding sites must:

- Be operated by an entity with no known significant history of fraud, unlawful activity, financial mismanagement, or other misconduct
- Have a policy requiring all donations on behalf of the district to go directly to the district. The superintendent/designee shall encourage the use of sites focused on K-12 education

If no site meets these requirements or the superintendent or designee does not approve any sites, no crowdfunding requests will be approved.

3. Approval Process

Notwithstanding anything to the contrary in board policy KCD, Gifts and Bequests, the terms of this section control the approval of proposed online crowdfunding campaigns.

~~a. Review by the Building Principal~~

~~To be eligible for approval under this policy, employees must submit in writing a fully-completed approval request form to the building Principal. Notwithstanding any contrary~~

~~provision in Board policy KCD, the building Principal has authority to approve proposed campaigns seeking a dollar value up to the amount of \$500. Regardless of the amount sought to be donated, the Building Principal has authority to deny a proposed campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the building Principal, the proposed campaign would produce unacceptable inequity in the educational environment.~~

~~If a proposed campaign seeks a dollar value in excess of \$500, and the building Principal believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the building Principal shall refer the proposed campaign to the Superintendent or designee.~~

b. Review by the Superintendent

The superintendent or designee shall review referred approval request forms and seek additional information about proposed campaigns as appropriate. The superintendent or designee has authority to approve proposed campaigns seeking a dollar value up to **\$5,000**. Regardless of the amount sought to be donated, the superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the superintendent or designee, the proposed campaign would produce unacceptable inequity in the educational environment.

Consistent with Board policy KCD, if a proposed campaign seeks a dollar value in excess of **the donation limits and process outlined in policy KCD**, and the superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the superintendent or designee shall refer the proposed campaign to the School Board.

c. Review by the Board

Subject to the requirements of School Board policy KCD, only the board may approve a campaign that seeks a dollar value in excess of **\$the limits outlined policy KCD**, although pursuant to RSA 198:20-b, unanticipated funds of \$20,000 or more also require a public hearing before acceptance.

After considering the superintendent's or designee's recommendation, the School Board will decide whether to approve or deny the proposed campaign.

4. Criteria of Approval of Crowdfunding Requests

Crowdfunding requests will not be approved unless the proposed campaign:

- a. Meets all requirements of applicable board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations
- b. Uses a crowdfunding site that has been approved by the superintendent pursuant to Section C.2, above
- c. Is consistent with the district's approved curriculum
- d. Does not create significant disparities or inequities among similarly situated students

- e. Does not solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose
- f. Seeks donations that are compatible with the District's Data and Privacy Governance Plan, as confirmed by the District's Director of Technology or designee
- g. Has a specific, pre-determined beginning and ending date
- h. Does not disparage the district or any of its buildings, programs, representatives, employees, or students
- i. Does not include pictures or the identifying or confidential information of any district student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form
- j. Furthers the educational mission of the school and is not used for the unrelated personal gain of any individual
- k. Does not result in donations being delivered directly to the requester
- l. Is not contingent on the district matching funds or making any expenditure
- m. Does not request food or beverage items inconsistent with the District Wellness Policy JLCF
- n. Does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program

Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The School Board reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time.

D. Receipt and Allocation of Donations

All monetary donations will be made payable to and deposited into an account designated by the SAU business office. All in-kind donations must be inventoried in accordance with School Board policy and district procedures.

All donations, regardless of their form, obtained through crowdfunding on behalf of the district are school property. As a general matter, the employee who completed an approved crowdfunding campaign should be given preference in the use of the donations obtained.

Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The School Board reserves the right to transfer donations to a different use at the board's sole discretion.

E. Record Keeping

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the superintendent or building principal detailing how the donations were used and how students benefited. Such records will be forwarded to the district's business office.

Legal References

RSA 198:20-b – Appropriation for Unanticipated Funds Made Available During Year

District Policy History

First Reading: September 26, 2022

Second Reading: October 3, 2022

Adopted: October 3, 2022

First Reading: November 20, 2023

PROPOSED

HUDSON SCHOOL DISTRICT

POLICY NUMBER: KBA	APPROVED: 10.16.17 First Reading: 10.02.17 Second Reading: 10.16.17
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Right-to-Know Request for Information

The Hudson School Board recognizes that parent, other citizens, and school and community groups are concerned about the quality of public education. They may question the effectiveness of school programs and activities, and may become actively involved in the planning for educational improvements.

Since community involvement in the educational process requires knowledge of that process, it shall be the policy of the Hudson School Board to comply with all requirements of the Right-to-Know law, RSA 91-A:1.

Any citizen may, with proper care, during office hours, and subject to RSA 91-A regulations as the Superintendent may prescribe, have access to and inspect the public records in the possession of the Hudson School District.

To that end, information such as Hudson School Board meeting minutes, master contracts, district meeting documents and administrator reports are available on the district website. Other information may be readily available in electronic format and citizens wishing specific information should call the SAU office to make their request.

If the information desired is not obtained via the above procedures, citizens have the right to make a formal Request for Information under the Right-to-Know law. The district shall employ a procedure for a formal request, which can found in Request for Information Procedures.

Statutory Reference:

RSA 91-A, Access to Government Records

HUDSON SCHOOL DISTRICT POLICY

KCD Public Gifts/Donations

Updated: Current policy with revisions for First Reading – November 20, 2023

Category: Recommended

Related policies: DFGA, JJE

Gifts from organizations, community groups and/or outside individuals, which will benefit the Hudson School District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the Hudson School District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Hudson School District or Board reserves the right to refuse any gift that does not contribute to the achievement of the Hudson School District's goals, or in which the ownership of the gift would tend to deplete the resources of the Hudson School District. In determining whether a gift will be accepted, consideration shall be given to the Hudson School District policies, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation (KCD-R) that accompanies this policy.

The Superintendent may accept gifts subject to the terms of this policy in the amount of \$5,000 or less. The Superintendent will advise the Board in advance of acceptance if possible, or if after acceptance, at the next regularly scheduled Board meeting. Gifts in excess of \$5,000 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, gifts in the amount of \$20,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$20,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session. If there are more than two weeks between the donation notification and the next board meeting, acceptance is at the discretion of the Superintendent. Item will be on the agenda of the next board meeting.

Any gift accepted shall become the property of the Hudson School District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the Hudson School District. The Hudson School District may be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the Hudson School District. The Board will make every effort to honor the intent of the donor in its use of the gift but reserves the right to utilize any gift it accepts in the best interest of the educational program of the Hudson School District. In no case shall acceptance of a gift be considered to be an endorsement by the Board or the Hudson School District of a commercial product, business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update the Hudson School District's inventory and to notify the donor of acceptance or rejection of a gift. Voluntary contributions by Hudson School District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation.

Receipt of voluntary contributions being made by Hudson School District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the Hudson School District.

Active solicitation of gifts to be received by the Hudson School District, including by any school, classroom, or co-curricular program in the Hudson School District through online crowdfunding or donor websites must be approved in accordance with policy DFGA Crowdfunding.

Legal References

RSA 189:70 Educational Institution Policies on Social Media

RSA 198:20-b Appropriation for Unanticipated Funds Made Available During the Year

District History

Adopted: November 2, 2021

First Reading: November 20, 2023

Second Reading:

Updated:

HUDSON SCHOOL DISTRICT POLICY

JEB Age of Entrance

Updated: Current policy with revisions – for Second Reading – November 20, 2023

Category: Required

Annual Review

The policy of the Hudson School Board is to admit students to first grade whose sixth birthday occurs on or before September 30, in accordance with RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil:

A parent/guardian of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child's resident district. Such a child shall attend full time when such school is in session.

A. Statement of Policy

A pupil may enter kindergarten if the chronological age will be five on or before September 30 of the year of entering school.

A pupil shall be required to enter grade one if the chronological age will be six on or before September 30 of the year of entering school. See RSA 193:1.

A birth certificate must be presented upon registration as proof of the date of birth.

B. Incoming Students Transferring from Another District

Incoming transfer students in grades 2-8, inclusive, will be placed in accordance with the data forwarded by the sending District. Such placement is tentative and subject to reassignment by the Superintendent of Schools or his/her designee.

Incoming transfer students in grade 1 will be admitted to grade 1 if their chronological age will be six before December 31 of the year of entering school or if previously enrolled in grade 1 in another community and attending local schools only on a temporary basis (10 months or less). Such placement is tentative and subject to reassignment by the Superintendent.

C. Requesting a Waiver

Parents/guardians may request a waiver for delayed entry or early admittance.

Waiver Timeline

1. March 1 - A parent or guardian submits the waiver request form by March 1, prior to the school year in question.
All students applying for a waiver will need to take the appropriate grade-level screener in the spring.
2. May 1 – Screener results with recommendation from the screening team will be delivered to the Superintendent.
3. May 15 – Superintendent or designee will inform parents/guardians in writing of the decision relative to the request.

4. If the parent/guardian is not satisfied with the decision of the Superintendent, the parent/guardian may appeal to the School Board. A letter requesting appeal must be received by June 1.
5. June 30 - The School Board shall make every reasonable effort to schedule a hearing no later than June 30 in order to receive oral testimony from the parent/ guardian.
The School Board shall issue its written decision within 15 days of hearing evidence.
6. If the parent/ guardian is not satisfied with the decision of the School Board, he or she will have the right to appeal to the New Hampshire State Board of Education pursuant to RSA 193:3.

D. Information Considered

A waiver of the school entrance age policy will be granted in those cases judged to be appropriate in all assessed areas. All reviews relative to waiver requests are confidential.

A parent/guardian who wishes to request a waiver should be aware that considerations may include, but are not limited to, the following information:

1. The school entrance age policy, as stated in Section A above
2. Any hardship other than space or staffing which may result to the School District if the child is granted a waiver to the school entrance age policy
3. Enrollment, class sizes and space
4. Information regarding the child's intellectual abilities
5. Information regarding the child's social and emotional development
6. Information regarding the child's physical abilities
7. Written recommendation(s) of a kindergarten teacher(s), preschool teacher(s), daycare provider(s), or other individuals with specific knowledge of the child's intellectual, social, and physical abilities
8. Information regarding the academic and/or social success of children who are admitted to school at a young age
9. Evidence of whether the child will be harmed if he or she is not granted a waiver, and evidence of what kind of harm may result
10. Any behavioral or developmental issues which the child may face as a result of early admittance to school, and the resources available to help prevent and/or address such issues if they arise
11. Options, other than early admission to school, which are available to the child
12. Issues relating to the credibility of the evidence presented

Legal References

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

Approved: April 17, 2017

Reviewed: July 20, 2020

Updated: January 30, 2023

First Reading: February 20, 2023

Second Reading: March 13, 2023

Updated: March 13, 2023
First Reading: November 6, 2023
Second Reading: November 20, 2023

Proposed

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 1 of 9	First Reading: 4/6/2015 Second Reading: waived

Restraint, Seclusion, and Intentional Physical Contact Policy

It is the policy of the Hudson School District that restraint of a child/student shall only be used in a school to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others. It shall be used only by trained personnel using extreme caution when all other interventions have failed or have been deemed inappropriate. Restraint shall never be used explicitly or implicitly as punishment for the behavior of a child. (RSA 126-U:5). Seclusion also may not be used as a form of punishment or discipline.

Definition of Child (RSA 126-U:1, I):

“Child” means a person who has not reached the age of 18 years and who is not under adult criminal prosecution or sentence of actual incarceration resulting therefrom, either due to having reached the age of 17 years or due to the completion of proceedings for transfer to the adult criminal justice system under RSA 169-B:24, RSA 169-B:25, or RSA 169-B:26. “Child” also includes a person in actual attendance at a school who is less than 22 years of age and who has not received a high school diploma.

Definition of Restraint (RSA 126-U:1, IV):

“Restraint” means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

“Medication restraint” occurs when a child is given medication involuntarily for the purpose of immediate control of the child’s behavior.

“Mechanical restraint” occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 2 of 9	First Reading: 4/6/2015 Second Reading: waived

“Physical restraint” occurs when a manual method is used to restrict a child’s freedom of movement or normal access to his or her body.

Restraint shall not include:

- Brief touching or holding to calm, comfort, encourage, or guide a child, as long as limitation of freedom of movement of the child does not occur.
- The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, as long as the child is in an upright position and moving toward in a safe location.
- Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations or tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force when he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the movement of the torso, head, arms, or legs of any child.

Definition of Seclusion (RSA 126-U:1, V-a):

“Seclusion” means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 3 of 9	First Reading: 4/6/2015 Second Reading: waived

between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Definition of Serious Injury (RSA 126-U:1, VI)

“Serious injury” means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second- or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

Written Policies Required (RSA 126-U:2):

The School Board adopts this policy as the policy applicable to all schools within the Hudson School District, and each building principal or his/her designee is instructed to provide the policy to the parent/guardian of all students in the building. The Superintendent, or his/her designee, is authorized to develop written procedures and forms regarding the implementation of this policy. The procedures and forms shall be consistent with this policy and all applicable laws and regulations. Parents or guardians should notify their child’s school principal if a court has appointed a guardian ad litem to represent their child’s interests.

Limitation of the Use of Restraint to Emergencies Only (RSA 126-U:5):

- I. Physical restraint shall only be used to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others. The determination of whether the use of restraint is justified under this section may be made with consideration of all relevant circumstances, whether continued acts of violence by a child to inflict damage to property will create a substantial risk of serious bodily harm to the child or others. Restraint shall be used only by trained personnel using extreme caution when all other interventions have failed or have been deemed inappropriate.
- II. Restraint shall never be used explicitly or implicitly as a punishment for the behavior of a child.

Authorization and Monitoring of Extended Restraint (RSA 126-U:11)

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 4 of 9	First Reading: 4/6/2015 Second Reading: waived

Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm.

Children in restraint shall be the subject of continuous direct observation by personnel trained in the safe use of restraint.

No period of restraint of a child may exceed 15 minutes without the approval of the building principal or his/her designee.

No period of restraint of a child may exceed 30 minutes unless a face-to-face assessment of the mental, emotional, and physical well-being of the child is conducted by the building principal or his/her designee, who has been trained to conduct such assessments. The assessment shall also include a determination of whether the restraint is being conducted safely and for a purpose authorized by RSA 126-U and this policy. Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by the school as part of the written notification required in RSA 126-U:7, II.

Limitation on the Use of Seclusion (RSA 126-U:5-a):

- I. Seclusion may not be used as a form of punishment or discipline. It may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only be continue until that danger has dissipated.
- II. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
- III. Seclusion shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

Conditions of Seclusion (RSA 126-U:5-b):

- I. Seclusion may only be imposed in rooms which:

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 5 of 9	First Reading: 4/6/2015 Second Reading: waived

- a. Are the size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
 - b. Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
 - c. Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
 - d. Are free of any object that poses a danger to the children being placed in the rooms.
 - e. Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an “emergency” includes, but is not limited to:
 - i. The need to provide direct and immediate medical attention to a child;
 - ii. Fire;
 - iii. The need to remove a child to a safe location during a building lockdown;
or
 - iv. Other critical situations that may require immediate removal of a child from seclusion to a safe location.
 - f. Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.
- II. Each use of seclusion shall be directly and continuously visually and auditorily monitored by a person trained in the safe use of seclusion.

Notice and Record-Keeping Requirements (RSA126-U:7):

- I. Unless prohibited by court order, school staff shall make reasonable efforts to verbally notify the child’s parent or guardian and guardian ad litem whenever seclusion or restraint has been used on the child. Such notification shall be made as soon as practicable and in no event later than the time of the return of the child to the parent or guardian or the end of the business day, whichever is earlier. Notification shall be made in a manner calculated to give the parent or guardian actual notice of the incident at the earliest practicable time.

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 6 of 9	First Reading: 4/6/2015 Second Reading: waived

- II. A school employee who uses seclusion or restraint, or if the facility employee or school employee is unavailable, a supervisor of such employee, shall, within 5 business days of the occurrence, submit a written notification containing the following information to the building principal or his/her designee.
 - a. The date, time, and duration of the seclusion or restraint.
 - b. A description of the actions of the child before, during, and after the occurrence.
 - c. A description of any other relevant events preceding the use of seclusion or restraint, including the justification for initiating the use of restraint.
 - d. The names of the persons involved in the occurrence.
 - e. A description of the actions of the facility of school employees involved before, during, and after the occurrence.
 - f. A description of any interventions used prior to the use of seclusion or restraint.
 - g. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary.
 - h. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of seclusion or restraint.
 - i. A description of any property damage associated with the occurrence.
 - j. A description of actions taken to address the emotional needs of the child during and following the incident.
 - k. A description of future actions to be taken to control the child's problem behaviors.
 - l. The name and position of the employee completing the notification.
 - m. The anticipated date of the final report.

- III. Unless prohibited by court order, the building principal or his/her designee shall, within 2 business days of receipt of the notification required in paragraph II, send or transmit by first class mail or electronic transmission to the child's parent or guardian and the guardian ad litem the information contained in the notification. Each notification prepared under this section shall be retained by the school or facility for review in accordance with adopted under RSA 541-A by the state board of education and the department of health and human services.

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 7 of 9	First Reading: 4/6/2015 Second Reading: waived

- IV. Whenever a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a representative from the school shall make reasonable efforts to promptly notify the child's parent or guardian. Such notifications shall be made no later than the time of the return of the child to the parent or guardian or the end of the business day, whichever is earlier. Notification shall be made in a manner calculated to give the parent or guardian actual notice of the incident at the earliest practicable time.
- V. In any case requiring notification under paragraph IV, the school shall, within 5 business days of the occurrence, prepare a written description of the incident. Such description shall include at least the following information:
- The date and time of the incident.
 - A brief description of the actions of the child before, during, and after the occurrence.
 - The names of the persons involved in the occurrence.
 - A brief description of the actions of the school employees involved before, during, and after the occurrence.
 - A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the incident.
- VI. The notification and record-keeping requirements of paragraphs IV and V of this section shall not apply in the following circumstances:
- When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location. However, if the child is actively combative, assaultive, or self-injurious while being escorted, the requirements of paragraphs IV and V shall apply.
 - When actions are taken such as separating children from each other, inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention. However, blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirements.

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 8 of 9	First Reading: 4/6/2015 Second Reading: waived

- d. When an incident is subject to the requirements of paragraphs I-III of this section.

Injury or Death During Incidents of Restraint of Seclusion (RSA 126-U:10):

- I. In cases involving serious injury or death to a child subject to restraint or seclusion in a school, the school shall, in addition to the provisions of RSA 126-U:7, notify the commissioner of the department of education, the attorney general, and the state's federally-designated protection and advocacy agency for individuals with disabilities. Such notice shall include the written notification required in RSA 126-U:7, II.

Restriction of the Use of Mechanical Restraint During the Transport of Children (RSA 126-U:12)

Schools shall not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a child is transported to a location outside a school, the principal or his/her designee shall ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the child in a manner which:

- Prevents physical and psychological trauma;
- Respects the privacy of the child; and
- Represents the least restrictive means necessary for the safety of the child.

Whenever a child is transported using mechanical restraints, the principal or his/her designee shall document in writing the reasons for the use of mechanical restraints. Such documentation shall be treated as a notification of restraint under RSA 126-U:7 and this policy.

School Review Following the Use of Restraint of Seclusion (RSA 126-U:14):

Upon information that restraint or seclusion has been used for the first time during the school year on a child with a disability as defined in RSA 186-C:2, I or a child who is receiving services under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 701, and its implementing regulations, the school shall review the individual educational program and/or Section 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint

HUDSON SCHOOL DISTRICT

POLICY NUMBER: JKAA Use of Child Restraint and Seclusion	ADOPTED: 4/6/2015
Page 9 of 9	First Reading: 4/6/2015 Second Reading: waived

or seclusion. A parent or guardian of a child with a disability may request such a review at any time following an instance of restraint or seclusion and such request shall be granted if there have been multiple instances of restraint or seclusion since the last review.

Legal References:

RSA 126-UChild Restraint Practices

Ed 1113.04-1113.05, Behavioral Interventions and Emergency Intervention Procedures

CURRENT

HUDSON SCHOOL DISTRICT POLICY

JKAA Use of Restraints and Seclusion

Updated: Replaces current policy for School Board Second Reading – November 20, 2023

Related Policies: EBB, EHB, GBEAB, JLF, JRA

Category: Priority

A. Policy Statement

This policy is designed to help ensure the safety and dignity of all students by limiting and regulating the use of restraint and seclusion only as crisis or emergency responses. Restraint and seclusion of students is prohibited in the district except as described below.

B. Definitions

For the purposes of this policy,

1. "Restraint" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.
 - a. "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
 - b. "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.
 - c. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.
 - d. "Prone restraint" is a prohibited physical restraint technique which occurs when a child is intentionally placed face-down on the floor or another surface, and the child's physical movement is limited to keep the child in a prone position. For the purpose of this definition, physical restraint that involves the temporary controlling of an individual in a prone position while transitioning to an alternative, safer form of restraint is not considered to be a prohibited form of physical restraint.
 - e. Exceptions to definition of restraint. The term "restraint" DOES NOT, however, include:
 - i. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur
 - ii. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location
 - iii. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when

necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm

- iv. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle
 - v. The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child
2. "Dangerous Restraint Technique" are prohibited forms of restraint and/or behavior techniques that include:
- a. Prone restraint, or any other physical restraint or containment technique that:
 - i. Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing
 - ii. Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back, or abdomen of a child
 - iii. Obstructs the circulation of blood
 - iv. Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything, including soft objects such as pillows, blankets, or washcloths or
 - v. Endangers a child's life or significantly exacerbates a child's medical condition
 - b. The intentional infliction of pain, including the use of pain inducement to obtain compliance.
 - c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near a child for the purpose of controlling or modifying the behavior of or punishing the child.
 - d. Any technique that unnecessarily subjects the child to ridicule, humiliation, or emotional trauma.
 - e. Other forms of physical and medical restraint shall be administered in such a way so as to prevent or minimize physical harm. During the administration of restraint, the physical status of the child, including skin temperature, color, and respiration, shall be continuously monitored. The child shall be released from restraint immediately if they demonstrate signs of one or more of the following: difficulty breathing; choking; vomiting; bleeding; fainting; unconsciousness; discoloration; swelling at points of restraint; cold extremities, or similar manifestations.
3. "Seclusion" means the involuntary confinement of a child alone in any room or area from which the child is unable to exit, either due to physical manipulation by a person, a lock, or

other mechanical device or barrier, or from which the child reasonably believes they are not free to leave; or, the involuntary confinement of a child to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.

The term “seclusion” DOES NOT, however, include: the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave; circumstances in which there is no physical barrier, and the child is physically able to leave; or involuntary confinement of a child to a room or area with an adult who is actively engaging in a therapeutic intervention. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

C. Training Required

Under RSA 126-U:5, II, the restraint may only be used/implemented by trained school staff, while 126-U:5-a, II applies the same limitation to the use of seclusion. The superintendent shall ensure that:

1. each school building has staff who have been appropriately trained in the proper and safe implementation of seclusion or restraint techniques;
2. each school building has staff who have been appropriately trained and are authorized to assess the mental, emotional, and physical well-being of a student relative to a period of restraint that exceeds 30 minutes in conditions described in ____, below; and
3. [[i] Delete endnote] all employees, designated volunteers and other persons who are required to have criminal history background checks under School Board policy GBCD receive general training in the requirements and prohibitions of this policy, as well as basic de-escalation procedures. *Personnel who have only received such general training are not authorized to use restraint or seclusion upon any student.*

D. Procedures for Managing the Behavior of Students

General procedures for managing student behavior are found in School Board policies, district [and each school's] Code(s) of Conduct, and student handbooks. Behavior of individual students may be addressed in applicable individualized educational plans, 504 plans, behavior intervention plans, or other such individualized documents. The superintendent is authorized to establish additional procedures for managing student behavior and to implement this Policy as needed. Such procedures shall be consistent with all board policies and all applicable laws or regulations. The superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

E. Provisions Governing the Circumstances in Which – and Conditions by Which Forms of Restraint May and May Not Be Used

1. Authorized Use of Restraint

a. General

- i. Restraint may only be used by trained personnel using extreme caution when *all other interventions have failed or have been deemed inappropriate.*

- ii. The determination of whether the use of restraint is justified in a specific instance must be made with consideration of all relevant circumstances, including whether continued acts of violence by a child to inflict damage to property will create a substantial risk of serious bodily harm to the child or others.
 - iii. Restraint may only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.
 - iv. Restraint shall never be used either explicitly or implicitly as punishment for the behavior of a child.
 - v. Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.
 - vi. Restraint will be *discontinued immediately* if a child demonstrates signs of one or more of the following: difficulty breathing; choking; vomiting; bleeding; fainting; unconsciousness; discoloration; swelling at points of restraint; cold extremities, or similar manifestations.
- b. Restraint Periods Exceeding 15 Minutes

Pursuant to RSA 126-U:11, no period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the superintendent or principal to provide such approval.

However, no period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by an employee trained and authorized to make such assessments.

Such assessments shall be repeated at least every 30 minutes during the period of restraint. Each such assessment shall be documented in writing and such records shall be retained by as part of the Written Notification required in Section G.1.c, below.

2. Prohibition of Certain Forms of Restraint

The use of any dangerous restraint technique as defined in Section A, above, is prohibited. Additionally, medical and mechanical restraints are prohibited except that limited mechanical restraint may be used in transportation as described in and subject to the conditions set forth in paragraph 3, of this Section.

3. Limited Use of Mechanical Restraints During Transportation

Pursuant to RSA 126-U:6, the use of Mechanical Restraints is generally prohibited. However, RSA 126-U:12 allows the use of mechanical restraint during transportation when case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

- a. Prevents physical and psychological trauma;
- b. Respects the privacy of the child; and
- c. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the superintendent or

designee will document in writing the reasons for the use of the mechanical restraints as described in Section G.3 below.

4. Reporting and Notification

Any occurrence or incident or occurrence in which restraint is used shall be followed by reports and notification as described in Section G, below.

F. Use of Seclusion

1. Circumstances in Which - and Conditions by Which - Seclusion May and May Not Be Used

- a. Seclusion may only be used by personnel trained in the proper use of seclusion as provided in Section C, above.
- b. Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others and may only continue until that danger has dissipated.
- c. Seclusion shall only be used after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
- d. Seclusion will not be used explicitly or implicitly as a form of punishment or discipline for the behavior of a student.
- e. Seclusion shall not be used in a manner that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

2. Conditions of Seclusion

When seclusion is permitted under this policy,

- a. It may only be imposed in rooms which:
 - i. Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
 - ii. Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
 - iii. Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
 - iv. Are free of any object that poses a danger to the children being placed in the rooms.
 - v. Have doors which are either not equipped with locks or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:
 - A. The need to provide direct and immediate medical attention to a child;
 - B. Fire;
 - C. The need to remove a child to a safe location during a building lockdown; or

D. Other critical situations that may require immediate removal of a child from seclusion to a safe location.

b. Each use of seclusion shall be directly and continuously visually and auditorily monitored by a person trained in the safe use of seclusion (e.g., in person, window with accommodation for sound, video with audio feed).

3. Required Use of Co-Regulators

When seclusion is used, the principal, or when he or she is not immediately available, her/his designee or the then supervising employee, shall designate a co-regulator to monitor the child and develop a plan to help the child manage their state of regulation and their return to a less restrictive setting. The co-regulator shall check the child at regular intervals not to exceed 30 minutes between any one interval. The co-regulator shall be selected and designated in the following order of preference:

- a. A trusted adult selected by the child.
- b. A clinician or counselor trained in trauma informed practices.
- c. A staff member known to have a positive relationship with the child.
- d. A staff member who was **NOT** involved in the incident that led to seclusion.

4. Reporting and notification

Any occurrence or incident in which seclusion is used shall be documented and followed with reports and notification as described in Section G, below. Multiple incidents of seclusion/restraint may be present within a single occurrence and should be individually described within the reports and notifications.

G. Reporting, Notification and Record Keeping Requirements

1. Restraint and Seclusion

Whenever restraint or seclusion has been used on a child, the following shall apply:

- a. Immediate verbal report to principal, designee or then current supervising employee: Immediately after the occurrence of seclusion or restraint and any threat to safety is no longer imminent, the employee who uses seclusion or restraint shall provide verbal notice to the principal, principal's designee or other supervising employee on duty.
- b. Initial notification to parent/guardian: Upon receipt of a report of the use of seclusion or restraint, and unless prohibited by court order, the principal, principal's designee or other supervising employee who received the immediate verbal report described in paragraph G.1.a, s/he shall make reasonable efforts to contact the child's parent or guardian as soon as is practicable, but in *no later than the time of the return of the child to the parent/guardian or the end of the business day, whichever is earlier*. The form of notice shall be in the manner calculated to give the parent/guardian actual notice of the incident at the earliest possible time.
- c. Written Notification to superintendent: Within five business days of the use of seclusion or restraint, the employee who used seclusion or restraint on a child, will, with the assistance of the principal or other employee who received the immediate verbal report

(or if the employee is not available, the principal or other recipient of the immediate report) will submit written notification on the form provided by the New Hampshire Departments of Education and Health and Human Services (the "DOE/DHHS form") to the Superintendent. In the absence of the availability of the DOE/DHHS form, the submission shall nonetheless be in writing and include all of the information required under RSA 126-U:7, II. The DOE/DHHS form or other writing used will be referred to as the Written Notification.

If the use of restraint on a child exceeded 30 minutes, the Written Notification shall also include information pertaining to the assessments described in Section E.1.b, above.

- d. **Written Information to Parent/Guardian:** Unless prohibited by court order, within 2 business days of receipt of the Written Notification, the Superintendent/designee shall send by USPS first class mail, or transmit by electronic means, to the child's parent/guardian all of the information included in the Written Notification or the Written Notification itself.
 - e. **Final Investigation and Report:** The superintendent or superintendent's designee shall review and investigate each incident of seclusion or restraint for a determination as to whether the use complied with this policy, RSA 126-U and Ed 1201-1203. After the completion of a reasonable review/investigation, the superintendent or her/his designee, shall follow the Written Notification with a Final Report of the incident. The Final Report should include findings and conclusions, the documentary and other physical evidence (or summary of oral evidence), and a description of actions taken in response to those findings and conclusions.
2. **Additional Reporting Required for Injury or Death of a Child Subject to Restraint or Seclusion**

In cases involving serious injury or death to a child subject to restraint or seclusion in a school, the principal/superintendent designee shall, in addition to the reports and notifications described above, and in accordance with the provisions of RSA 126-U:7, notify the Commissioner of the Department of Education, the New Hampshire Attorney General, general, and the New Hampshire Disability Rights Center using the contact information provided by the Department of Education. Such notice shall include the Official/Written Notification required in Section G.c, above.
 3. **Additional Documentation Regarding Use of Mechanical Restraint**

Whenever a child is transported using mechanical restraints, the person(s) completing the Official Report Form/written notification described in G.1.c, above, shall include the reasons for the use of mechanical restraints. Such documentation shall be treated and retained as a notification of restraint under RSA 126-U:7.
 4. **Documentation for Other Intentional Physical Contact Between Employee and Student**

The following shall apply whenever there is an instance where a school employee or designated volunteer has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior.

 - a. **Notice to parents:** the principal, designee or other supervising employee will make reasonable efforts to promptly notify the student's parent or guardian. Such *notification shall be made no later the time of the return of the child to the parent/guardian or the*

end of the business day, whichever is earlier. The form of notice shall be in the manner calculated to give the parent/guardian actual notice of the incident at the earliest possible time.

- b. Physical Contact Written Description: Unless the incident is subject to the notice and reporting requirements of Section G.1 above, the principal shall prepare a written description of the incident (“Physical Contact Written Description”) of the incident within five (5) business days of the occurrence/incident. The Physical Contact Written Description will include:
 - i. The date and time of the incident.
 - ii. A brief description of the actions of the child before, during, and after the occurrence.
 - iii. The names of the persons involved in the occurrence.
 - iv. A brief description of the actions of the facility or school employees involved before, during, and after the occurrence.
 - v. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the incident.

5. Circumstances when Reporting/Notification is not Required

The notification, reporting and record keeping requirements included in this Section G are not required in the following circumstances:

- a. When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location. If, however, the child is actively combative, assaultive, or causes self-injury while being escorted, then the notification requirements described above are applicable.
- b. When actions are taken such as separating children from each other, inducing a child to stand, or otherwise physically preparing a child to be escorted.
- c. When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child’s attention. However, blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the notification and reporting requirements described above.

6. Retention of Records

All reports, notifications and other records created pursuant to this Section, or Sections H, I or J, shall be retained [the term of the student’s enrollment plus three years, unless:

- a. the student is or was a student with an individualized educational program, in which case, the records shall be retained and destroyed in accordance with paragraph B.1 of School Board policy EHB; or
- b. a longer period is required pursuant to instruction by the Department of Education or the Department of Health and Human Services.

H. Mandatory Reporting of Violations by Others

Any school employee who has reason to believe that the action of another may constitute a violation of this policy, or the provisions of RSA 126-U, must report the suspected violation to the principal or superintendent in accordance with the reporting procedures of School Board policy GBEAB. The conduct giving rise to the suspected violation may well likely require reporting under School Board policies JLF – Reporting Child Abuse or Neglect.

I. Complaints of Violation of RSA 126-U

Any individual may file a complaint with the Superintendent's office alleging a violation of this policy or RSA 126-U. The complainant should be encouraged to file the complaint in writing with the information listed in paragraph 1 below, but if declined, the superintendent/designee should promptly prepare a written summary of the complaint with such information as could be obtained from the complainant. The complaint should be made as soon as possible after the incident. (Note that under Ed 1203.02, complaints to the New Hampshire Department of Education made more than twelve months after an incident will be dismissed by the Department.)

1. Complaint Contents

The written complaint or complaint summary should include:

- a. The complainant's name, unless the complaint refuses;
- b. The date or approximate date of the alleged incident;
- c. The location of the alleged incident;
- d. The name of the child or children subject to the alleged restraint or seclusion, if known;
- e. The name of the school personnel alleged to have restrained or secluded the child, if known;
- f. A description of the alleged restraint or seclusion; and
- g. The date of complaint.

2. Investigation and Resolution of Complaint

The complaint or grievance will be investigated by the superintendent, or another person designated by the superintendent. The complainant should be contacted no later than 5 business days (excluding school year vacations) following the date of the complaint.

In most cases, investigation of the complaint should be completed within 20 days following receipt of the complaint. If the superintendent is not personally conducting the investigation, however, the extension of time must first be approved by the superintendent. When extra time is required, the reasons for the extension should be included in the final investigative report.

A written investigative report of the findings and conclusions (whether the complaint is founded or unfounded) should be completed within five days of completion of the investigation. In addition to findings and conclusions, the investigative report must include the documentation of the evidence (or summary of oral evidence) relied upon.

The superintendent will contact the complainant within 5 days after the report is completed to discuss the completion of the investigation. The amount of information provided is dependent on the nature of the complainant and the legal privacy of the

concerned parties. If the complainant is the parent or guardian of the child concerned, the superintendent may allow the parent/guardian access to the written report in the same manner as any other student record.

The superintendent shall take such actions as are appropriate in light of the investigative report, including, without limitation, any mandatory or discretionary reports to outside agencies, employee discipline, ordering further investigation, training, etc.

Any further review of the original complaint or investigative report will be in accordance with other established processes, e.g., grievance processes within applicable collective bargaining agreements, School Board policies relating to complaints such as found in KEB.

The written complaint/complaint summary, the investigative report, evidence and other documents concerning the complaint shall be retained in accordance with Ed 1202.02(e).

J. Review of IEP or 504 Plan Following the Use of Restraint or Seclusion

Pursuant to RSA 126-U:14, upon information that restraint or seclusion has been used for the first time upon a child with a disability as defined in RSA 186-C:2, I or a child who is receiving services under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 701, and its implementing regulations, the school shall review the individual educational program and/or Section 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.

If there have been multiple instances of restraint or seclusion of a child with a disability since the last IEP/504 plan review, an additional review shall occur at the request of the parent or guardian of the child.

K. Prohibition Against Retaliation or Harassment

No person shall subject any individual to harassment or retaliation for filing, in good faith, a report under this policy, RSA 126-U, or Department of Education Rules Ed 1200. Dissemination of Policy. A copy of this policy shall be provided to the parent, guardian, or legal representative of each full or part-time student upon enrollment, and annually thereafter printed in each student handbook. Additionally, the policy will be included on each school's website and/or the online School Board Policy Manual available to the general public.

L. Dissemination of Policy

A copy of this policy shall be provided to the parent, guardian, or legal representative of each full or part-time student upon enrollment, and annually thereafter printed in each student handbook. Additionally, the policy will be included on each school's website and/or the online School Board Policy Manual available to the general public.

Legal References

RSA 126-U Limiting the Use of Child Restraint Practices

RSA 186-C Special Education

NH Code of Admin Rules Chapter 1200 Restraint and Seclusion for Children

Section 504, 29 U.S.C 701, et. Seq Section 504 of the Rehabilitation Act of 1973

First Reading: April 6, 2015
Second Reading: Waived
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First Reading: November 6, 2023
Second Reading: November 20, 2023
Update:

PROPOSED

HUDSON SCHOOL DISTRICT POLICY

GBCD Background Investigation and Criminal Records

Updated: Current policy with NHSBA revisions for School Board Second Reading – November 20, 2023

Related Policies: EEAE, EEAEA, EHB, GADA, GBCE, GDF, IJOC, JLIF

Category: Priority/Required by law

To help assure the safety of the district's students, it is the policy of the Hudson School Board that before any person is employed by the school district, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conducts proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions

As used in this policy:

1. **Applicant** shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term "Covered Person" as defined below, who is selected by the district for further consideration for such position.
2. **Background investigation** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible for employment or service in the district.
3. **Conditional offer of employment** means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. **Contractor** means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - a. cafeteria workers
 - b. school bus drivers
 - c. custodial personnel
 - d. any other direct service or services to students of the district or charter school
5. **Covered Person** shall mean every employee, stipended position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the district, or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of "Designated Volunteer" below are considered "Covered Employees." See Board policy IJOC for additional provisions relating to all volunteers. All Covered Persons are required to undergo training as provided in Board policy GBCE.

6. **Criminal History Records Check or CHRC** means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.

7. **Designated Volunteer** is any volunteer who:
 The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a “Designated Volunteer,” subject to any additional rules or procedures established by the Superintendent.
 - Comes in direct contact with students on a predictable basis (e.g., library volunteer, [overnight] field trip chaperone
 - Meets regularly with students (e.g., community mentor, volunteer assistant coach);
 - Meets with students on a one-on-one basis [without the presence of a teacher or other such professional staff member] OR
 - Any other volunteer so designated by the School Board or Superintendent

8. **Educator Candidate** means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the district for a different purpose (e.g., Methods, etc.).

9. **Section V Offense(s)** are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current of offenses may be accessed at: [Link: Section V Offenses - RSA 189:13-a, V](#)

 “Non-Section V Offenses” are all other crimes offenses, whether felonies or misdemeanors.

10. **Designee** shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

B. Background Investigation and Restrictions on Hiring or Appointing Individuals with Revoked or Suspended Credentials

1. **General Requirements**

The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy, including but not limited to reviewing the most recent NHED List of Revoked & Suspended Credentials. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than designee but the Background Investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the district, student teacher, or a Designated Volunteer to work or serve within the district. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. **The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived.** All decisions

regarding employment and the pre-employment process shall conform to the District's Anti-Discrimination and Equal Opportunity policy, AC.

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that he/she will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C, below.

General record (e.g., checklist and or source documentation) of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the District's Record Retention Schedule EHB-R.

2. Prohibition against hiring/appointment of individuals with revoked or suspended credentials
The district will not hire any individual whose education license, certification or other credential ("credential") issued by the Department of Education is currently revoked or suspended, unless: (1) the individual's prospective employment would begin after the reinstatement of that individual's credential; or, (2) the individual retains an active endorsement in one or more areas in which the individual remains eligible for employment, even though the endorsement in another area is under revocation or suspension.

No person whose credential issued by the Department of Education has been revoked or is under current suspension, may be appointed as, or serve as, a volunteer for any district service or activity, designated or otherwise.

In the instance of a person with no current endorsement, the suspension or revocation would preclude hiring or appointing that person to any position within the district. This means, for example, that a former science teacher whose credentials are revoked may not be appointed as a volunteer soccer coach.

Notwithstanding the prohibitions and limitations imposed by this paragraph, educators whose credentials have been revoked or are currently suspended, retain all the rights afforded members of the public to enter onto school grounds and attend school events in accordance with applicable laws and School Board policies. Similarly, such individuals who are parents or guardians of district students shall maintain all the rights afforded all parents and guardians under law and School Board policies – but may not serve in volunteer positions.

C. False Information

The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

D. Criminal History Records Check

1. General

As part of the district's Background Investigation, each Applicant must submit to a Criminal History Records Check ("CHRC") through the State of New Hampshire in full compliance with RSA 189:13-a. No Covered Person/Applicant shall be employed, extended a Conditional Offer of Employment, or begin service in the district, until the Superintendent, or his/her designee, has initiated a CHRC.

The Applicant shall provide the district with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken by a qualified law enforcement agency according to RSA 189:13-a, II.

Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the CHRC will result in immediate disqualification of the Applicant/Covered Person and will not be considered for the position.

2. Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors [and Substitutes]

a. Educator Candidate

Educator Candidates who are placed in the district as a student teacher shall undergo a CHRC prior to beginning in the district. For Educator Candidates in the District under a status other than student teacher (e.g., observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.

b. Bus Drivers and Bus Monitors

Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education ("NHED"). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.

3. Results of Criminal History Records Check

The results of the CHRC shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.

4. Pending Charges or Convictions for Section V Offenses

If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.

5. Non-Section V Offenses and/or Past Charges of Section V Offenses

If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the

priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge, information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought).

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board. Pursuant to regulations of the United States Dept. of Justice, and RSA 189:13-a, the Superintendent may NOT share with the Board information directly gleaned from the CHRC regarding specific criminal charges, arrests, convictions etc., but may share the fact that s/he is nominating a person whose background investigation revealed information requiring the Superintendent to apply the criteria established by the Board in the preceding paragraph.

6. Fees for Criminal History Records Check

Any applicant for whom the Board requires a CHRC check, or, in the instance of third-party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.

7. Additional Criminal Records Checks

To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the district.

E. Conditional Offer of Employment

Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background Investigation and CHRC, and a determination that there are no disqualifying pending charges or convictions.

Any Applicant who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the district is entirely conditioned upon the results of a CHRC and Background Investigation being satisfactory to the district.

F. Final Offer of Employment

No Applicant shall be extended a final offer of employment or be allowed to serve/provide services in the district if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An Applicant may only be extended a final offer of employment or final approval to work/serve within the district's schools upon the satisfactory completion and results of CHRC and Background Investigation,

G. Administrative Protocols/Procedures

The Superintendent is authorized to establish written protocols for background investigations, and

such protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional specific disqualifying misdemeanor or felony convictions or charges (e.g., prostitution, theft, etc.) in addition to the Section V Offenses.

H. Contractor and Vendor Provisions

The Superintendent shall take such steps as are necessary to assure third-party agreements which involve covered personnel to include a provision for such personnel to complete CHRCs and Background Investigations as required under this policy, as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII and policy GBCE.

I. Training of Superintendent/Designee

The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

J. Reports of Criminal Offenses Post-Hire or Commencement of Service

When the District receives a notification of a Covered Person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate discharge. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the district. If the Covered Person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall report to the New Hampshire Department of Education pursuant to section 510.05 of the Code and Board policy GBEAB – Mandatory Code of Conduct Reporting.

Legal References

- RSA 189:13-a, School Employee and Designated School Volunteer Criminal History Records Check
- RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check
- Code of Conduct for New Hampshire Educators

- Adopted: April 6, 2020
- First Reading: November 7, 2022
- Second Reading: November 21, 2022
- Updated: November 21, 2022
- First Reading: November 6, 2023
- Second Reading: November 20, 2023

HUDSON SCHOOL DISTRICT POLICY

JCA Change of School or Assignment

Updated: Current policy with NHSBA revisions for Second Reading – November 20, 2023

Related Policies: JEB, JFAA, JFAB and JG

Category: Priority/Required by Law

The superintendent is charged with assigning students of the district to schools and classes consistent with School Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The School Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

A. Best Interest Re-Assignment - Determination by Superintendent

Consistent with RSA 193:3, I, and subject to the provisions below, the superintendent is authorized to reassign a student residing in the district to another class within the school, to another public school or approved private school in another district.

Authorization granted to the superintendent to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the superintendent's discretion to make other in-district assignments consistent with applicable School Board policies and administrative rules.

1. Procedure

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the superintendent at the email address provided on the district's website.
- b. Upon such request, the superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another class/grade within the same school, another school, public school, public academy, or approved private school in another district.
- d. At the reassignment meeting, the parent/guardian may present documents, witnesses,

or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.

- e. The superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest

- a. Within five school days of the reassignment meeting, the superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the superintendent *finds it is in the best of the interest* of the student to change the student's school or assignment, the superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school
 - ii. The student's transfer to another public school or public academy within the district of residence or
 - iii. The student's transfer to a public school, public academy, or approved private school in another district
- c. If the superintendent *does not find that it is in the best interest* of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination

a. Assignment to Another School District or Public Academy

If a student is to be reassigned to another school district or approved school as a result of a best interest determination, the superintendent shall work with the superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board *shall* approve the tuition payment consistent with the board's ordinary manifest approval procedures.

b. Assignment to an Approved Private School

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The superintendent shall consult with counsel regarding tuition obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the school district and shall be at the sole Discretion of the School Board with due consideration given to the fiscal impact of such approval of the district, and shall not be granted if, in the opinion of the School Board, there are other viable public school options for reassignment.

The superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled School Board meeting.

4. Transportation

Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian.

5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I

It is the general policy of the School Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this district under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under board policy JFAB or as computed under the formula set out in RSA 193:4. The superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

6. Other In-District Assignments

Nothing in this policy is intended to limit authority otherwise extended to the superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the district.

7. Review/Appeal of Decision

The decision of the superintendent shall be final and any appeal shall be limited to the process set forth in Section B, below.

8. Annual Review of Decision

A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion waive the review when he/she deems such to be appropriate.

B. Manifest Educational Hardship - Determination by School Board and Appeal to State Board

If, after following the procedure outlined in Section A of this policy, the superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined

As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.

2. Procedure for Determination of Manifest Educational Hardship

- a. Within thirty (30) days after receipt of the superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2a&c, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
- b. The superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the superintendent. The School Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).
- c. Prior to or at such hearing, the parent/guardian shall provide to the superintendent a specific request in writing that the student attend another school, attend a public school, public academy, or approved private school in another school district. The superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
- d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The superintendent will assure the means for the School Board to establish an adequate record of the hearing.
- e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.
- f. The School Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).

3. Finding of Manifest Educational Hardship

If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student to a public school, public academy, or approved private school in another district.

4. Finding that Manifest Educational Hardship Was Not Established - Appeal to the New Hampshire State Board of Education

If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local board decision to the New Hampshire State Board of

Education ("SBOE"), within thirty (30) days of receipt of the board's written decision in accordance with NH Dept. of Ed. Rule Ed 2001(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.

5. **Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship**
If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the district is assigned to attend school in another district, or a student from another district is assigned to a school in this district, the district in which the student resides shall pay tuition to the district to which the child is reassigned.

Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. **Transportation**
Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall be the responsibility of the district unless otherwise ordered by the SBOE.
7. **Annual Review of Manifest Hardship Determination**
A reassignment on the basis of manifest educational hardship shall be limited to no longer than the end of the ensuing school year and shall be subject to review by the School Board prior to any subsequent school year to determine that the manifest educational hardship still exists, with the understanding that the board may, at its discretion, waive the review when it deems such to be appropriate.

C. Admission Requirements

Students reassigned under this policy shall meet the admission requirements of the school to which the student is to be reassigned.

D. Statutory Reassignment Limit

The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the district to which the pupil was assigned.

F. Notice to the Department of Education

The superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

G. Special Education Placements

A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Legal References

Ed RSA 193:3, III, Change of School Assignment
RSA 193:14-a, Change of School Assignment; Duties of State Board of Education
N.H. Dept. of Education Administrative Rule Ed. 320 [Pending revision]

District Policy History

Adopted: July 20, 2020
First Reading: November 21, 2022
Second Reading: December 5, 2022
Approved: December 5, 2022
First Reading: November 6, 2023
Second Reading: November 20, 2023

PROPOSED

HUDSON SCHOOL DISTRICT POLICY

ACN Nursing Mothers Accommodations

Reviewed: New policy for School Board Second Reading – November 20, 2023

Related Policies: AC, ACAC, GBEB, IHBCA, JIC

Category: Priority

A. Statement of Purpose

The district provides a supportive environment as to time and place for students and employees (collectively “nursing mothers). Subject to the terms and exceptions set forth in this policy, the district will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

B. Accommodation Notice and Plans

A nursing or expectant mother should contact the building principal, school nurse or employee’s supervisor at least two weeks before the need for nursing accommodations arises. The district will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) create undue hardship to the operations of the school/workplace, the district will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments or schedules. When acceptable accommodations are unattainable, the building principal, school nurse or other administrator working with the nursing mother should consult with the Superintendent.

A nursing accommodation plan should be revisited upon the nursing mother’s request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

C. Reasonable Time to Express Milk during the School Day

Absent undue hardship or other accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities (“nursing period”) during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the purpose of nursing or to address other needs relating to nursing. An employee or student can use the usual break and meal periods if she chooses. A nursing mother who is an hourly employee will not be paid during nursing periods unless either (a) the nursing period falls during a regular paid break (e.g., a paid lunch), or (b) she is not completely relieved of duties during the nursing break.

D. Suitable Private Areas for Nursing

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day.

The nursing area:

1. May be temporary or permanent
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mother's work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a sink with running water if feasible, or be in proximity to one;
6. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
7. Shall be cleaned regularly by district staff assigned to that duty

E. Nursing Mother Responsibilities

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

F. Prohibited conduct

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

G. Dissemination of policy

This policy shall be printed or summarized in applicable employee and student handbook. For employees, if the handbook is not provided at the time of hire, then the district will provide a copy of this policy at the time of hire.

Legal References

20 U.S.C. 1681, et seq Title IX of the Education Amendments of 1972

42 U.S.C. 2000gg Pregnant Workers fairness Act (PWFA)

42 U.S.C. 218d Pump for Nursing Mothers Act (PUMP Act)

First Reading: November 6, 2023

Second Reading: November 20, 2023

Adopted:

PROPOSED

HUDSON SCHOOL DISTRICT

JLCD Administering Medication to Students

Reviewed: January 25, 2020

Page 1 of 4

ADMINISTERING MEDICATIONS TO STUDENTS

Whenever a student has health needs that require taking medication during the school day, the school nurse shall be responsible for following established procedures to protect and control medications administered in schools. The school nurse is defined as a registered professional nurse currently licensed in New Hampshire per New Hampshire law RSA200:29. This duty may also be undertaken by a LPN under the direction of the school nurse.

Prescribed medication should not be taken during school hours, if it is possible to achieve the medical regimen at home.

RSA 200:42-RSA 200-47 allows students to carry and self-administer prescription epinephrine auto-injectors and inhalers provided that all conditions in the statute have been satisfied. Over the counter medicines/non-prescription medication shall only be administered by the school nurse with the written request and permission of the parent and/or guardian.

Procedures as quoted in ED 311.02 of the New Hampshire Code of Administrative Rules – Education:

A. Written Authorizations:

In order for prescription medications to be given at the school, the following shall occur:

- 1) The school nurse shall ensure that a written statement from the licensed prescriber containing the following be on file in the student's health record:
 - a. The student's name and date of birth;
 - b. The name and signature of the licensed prescriber and business and contact numbers;
 - c. The name, route and dosage of medication;
 - d. The frequency and time of medication administration or assistance;
 - e. The date of the order;
 - f. A diagnosis and any other medical conditions requiring medications, if not a violation of confidentiality or if not contrary to the request of the parent, guardian to keep confidential;
- 2) The school nurse shall ensure that there is written authorization by the parent and/or guardian which contains:
 - a. The parent and/or guardian's printed name and signature and a home, work and emergency phone number;

HUDSON SCHOOL DISTRICT

JLCD Administering Medication to Students

Reviewed: January 25, 2020

Page 2 of 4

- b. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication be documented; any allergies to medications;
- c. Approval to have the school nurse administer the medication and/or the principal or his designee assist the student with taking the medication; and
- d. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

B. Delivery of Medication to School:

A parent, guardian or a parent/guardian-designated-responsible-adult shall deliver all prescription medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

- 1) The prescription medication shall be in a pharmacy or manufacturer labeled container;
- 2) The school nurse receiving the prescription medication shall document the quantity of the prescription medication delivered; and
- 3) The prescription medication may be delivered by other person(s), provided, that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.
- 4) All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such a manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.

C. Recording Provisions:

- 1) Each school will document the following information regarding medication taken by each student:
 - a) Date and time of administration;
 - b) Name of medication prescribed;
 - c) Name of licensed prescriber;
 - d) Signature or initial of adult present;
 - e) Other comments.
- 2) Each school shall keep up-to-date, archived electronic records documenting the medication taken by the student and will show: the date, time of administration, the kind and quantity of medicinal preparation, the name of the prescribing physician, and the signature or initial of adult present.

HUDSON SCHOOL DISTRICT

- 3) If the student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
- 4) Such a record shall be available with parent consent to representatives from the State Division of Public Health and/or State Department of Education.
- 5) Each record should be kept in a designated place for a period of time consistent with the New Hampshire Department of Education's records retention schedule.

D. Student Health Records:

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record and kept for a period of time as determined by the New Hampshire Department of Education's Records Retention Schedule. Health records concerning students who receive special education services should be retained as long as the student is in a special education program and there is district liability for the education of the student.

The state forbids any child for any reason to take medication without written permission of the child's Parent or legal Guardian. Permission slips are available in the Nurse's office.

E. Medication during School Day:

- 1) Any pupil, who is required to take during the school day a medication prescribed by a licensed physician, advanced registered nurse practitioner, or licensed physician's assistant, shall have a school nurse either assist the student to take the medication or administer the medication.
- 2) If the school nurse is not available the building principal or designee is permitted to assist students in taking medications by:
 - a. Making such medications available to the student as needed,
 - b. Observing the student as he/she takes or does not take his/her medication,
 - c. Recording whether the student did or did not take his/her medication.
- 3) Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse shall contact the parent/guardian and the family physician and discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school.
- 4) All prescribed injectable medication shall be administered by a registered nurse or others who are qualified under the Chapter 326-B, Nurse Practice Act.
- 5) All prescription medication to be administered by the school nurse shall be kept in a securely-locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Prescription medications requiring refrigeration shall

HUDSON SCHOOL DISTRICT

JLCD Administering Medication to Students

Reviewed: January 25, 2020

Page 4 of 4

be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees.

- 6) No more than a 30-school day supply of the prescription for a student shall be stored at the school.
- 7) Non-prescription medication shall be given only with the written request and permission of the parent and/or guardian and if this is accordance with school policy.

Regulatory Reference

RSA 326-B: Nurse Practice Act

RSA 200:42-45: Pupil Use of Epinephrine Auto-Injectors

RSA 200: 46: Use of Asthma Medications by Pupils

First Reading: 4/6/2015

Second Reading: 4/20/2015

Adopted: 4/20/2015

Reviewed: 01/25/2020

HUDSON SCHOOL DISTRICT POLICY

JLCD Administering Medications to Students

Updated: NHBSA policy replaces current policy - for School Board Second Reading November 20, 2023

Related Policies: EHB, JLC, and JLCE

Category: Priority/Required by Law

A. General Provisions for Administration of Medication

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will only be administered in school only after receiving and filing in the student's health record the following:
 - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in district procedures JLCD-R).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in district procedures JLCD-R).
2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law and is consistent with the provisions of School Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the principal.

D. Other Uses/Administration Prohibited

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-

possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under board policy EHB Data/Records Retention.

H. Implementation: Procedures and Protocols

The superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

Legal References

RSA 200:40-b, Glucagon Injections

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students - Immunity

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

RSA 326-B, Nurse Practices Act

N.H. Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day

N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

First Reading: November 6, 2023

Second Reading: November 20, 2023

Updated:

HUDSON SCHOOL DISTRICT POLICY

EFAA School Meal Charging Policy

Updated: Current policy with tracked revisions for School Board Second Reading – November 20, 2023

Category: Required

Purpose

The purpose of this policy is to establish consistent meal account management in Hudson School District cafeterias per USDA regulations. Charging meals is not encouraged and doing so places a financial strain on the self-funded Food Service Department and the District. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the students.

Scope of Responsibility

- Parent/Guardian: Responsible for providing breakfast, snack and lunch, either by sending these meals in with the student or providing funds for student to purchase such meals. Parents are encouraged to pay monthly and in advance. Parents in financial need are encouraged to apply for free or reduced meal benefits.
- Food Service Department: Responsible for providing meals and maintaining computerized records. Parents will be notified by email of any outstanding debt. The Finance Office will receive a monthly delinquent debt report.
- School District: Responsible for supporting the Food Service Department in the collection of funds.

Policy - Reduced and Full-Paying Students

A student with reduced or full-pay lunch status will be allowed to charge a predetermined amount set by the Superintendent of Schools. Parents are responsible for any debt their child accrues. Notification will be emailed home at least monthly. Once the account maximum has been reached, the parent/guardian must provide payment or a meal from home. If the student has cash in hand, he/she may purchase the regular meal. A la carte items are not part of the USDA National School Lunch Program and must be paid for with cash in hand or with existing funds in a student's account. Charging of a la carte items is not allowed.

Charging will not be allowed from June 1 to the end of the school year. Debts not paid prior to the end of the school year will be referred to the Superintendent of Schools for appropriate action.

Such action may include:

- Prohibiting students from participating in future fee-based activities or trips until balance is paid in full
- Prohibiting seniors from participating in senior activities and graduation exercises
- Assigning debt to a collection agency or taking other legal actions as deemed appropriate

Refunds

Remaining funds in a student's account at the end of the year will roll over into the new school year or be transferred to a sibling. Parents may also choose to donate the unused funds to accounts in need.

Refunds may be requested in writing to:

Hudson School Food Service

20 Library Street, Hudson, NH 03051 within 60 days of withdrawal or graduation.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity..

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: <mailto:program.intake@usda.gov>

This institution is an equal opportunity provider.

First Reading: November 6, 2017

Second Reading: November 20, 2017

Adopted: November 20, 2017

First Reading: November 6, 2023

Second Reading: November 20, 2023



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire
Hills Memorial Library 18 Library Street

6:30 pm Budget Meeting
Non-Public Session

School Board Meeting Minutes – October 30, 2023-Draft

In Attendance

Board Members

Gretchen Whiting, Chair
Maureen Dionne, Vice Chair
Ethan Beals
Mike Campbell
Gary Gasdia

SAU Staff

Dan Moulis, Superintendent of Schools
Kimberly Organek, Assistant Superintendent
Of Curriculum & Instruction
Rachel Borge, Director Special Services
Jen Burk, Business Administrator

A. Call to Order [0:00:20]

Chair Gretchen Whiting called the meeting to order at 6:30 pm. Gary Gasdia led the Pledge of Allegiance.

B. Public Input [0:00:45]

There was no public input.
An agenda revision was made to postpone the item regarding assessment data.

C. New Business [0:01:13]

1. Facilities Update (Discussion)

John Pratte reviewed staffing in the Facilities department:

- Custodial staff = 26 full-time employees and 5 part-time employees
- Maintenance staff = 7 full-time employees including HVAC Tech, Master electrician, plumber, general maintenance, head groundskeeper, groundskeeper level 2, groundskeeper level 1, and part-time year-round

groundskeeper. The total number of staff is 38 full-time equivalents. On average, there is one full-time and one part-time seasonal custodians (\$21,200).

A groundskeeper level 1 position is posted to help year-round; the person will also help maintenance personnel when needed and will substitute for employee absences.

D. Old Business [0:07:57]

1. FY25 Budget Follow-up/Final Action (Decision)

The board reviewed the FY25 budget for finalization.

Ms. Borge provided information requested at the last budget meeting:

- The number and percentage of students in the district receiving special education services
- State data in 2022 is 16.4% (K-12); Hudson kindergarten numbers are high
- Breakdown of student disability by category
- Categories of disability eligibility
- Student population per category: Hudson's population of students identified with an autism spectrum disorder is increasing
- Students identified with developmental delay (youngest learners up through age 9)
- The number of students identified with emotional disturbance is declining (being proactive with social/emotional needs has helped).
- Students identified with intellectual disability
- Students with other health impairments are leveling out.
- Specific learning disabilities are generally the greatest population of students with IEPs.
- Speech and language impairment and needs (mostly in younger grades) are increasing.
- The number of hours and students requiring speech/language or occupational therapy are starting to increase a little.
- The ABA (Applied Behavior Analysis) caseload has increased from last year.
- State assessment – math (grade 4 not meeting target; grade 8 met/exceeded; 0% proficiency performance at high school) and reading (grade 4 at 8.7% proficiency: a bit better at grade 8; and increased prior performance at the high school level)
- The budget is largely driven by the transportation and out of district line items.
- 26 students are in out-of-district programs; the needs for whom are profound.
- Staff is necessary to appropriately handle student need (\$1.3 million in new staff).
- Drivers of the per pupil cost include out-of-district placement.

It was noted that the HMH Math software company has not replied yet with a 3-year plan quote vs. buying up front. Ms. Organek will share information on intervention vs. core materials.

There was a \$1.25 million budget reduction to the proposed budget, and administration offered further reduction areas amounting to \$147,463.

Recommended positions to reduce to \$1 through attrition include: English and a wellness teacher at Alvirne; vacant groundskeeping position; 2 SEL interventionists; computer science teacher reduction (remain p/t); 2 proposed f/t administrative assistant positions (keep one p/t); Alvirne math tutors (have 2 not 3); natural resources teacher (keep as p/t); communication director (restructure); new finance bookkeeper (reduce to p/t); vacant full-time para positions (that were proposed to go from p/t to f/t) – reduce 3 back to p/t – so 15 instead of 18 f/t paras). Other proposals included: HMS hallway floor replacement (option to do a warrant article); and to buy Math in Focus supplies for 1 more year where the ESSER grant expires in September 2024 (cost savings of \$42,000) but the licensing fee would go beyond the grant scope. It was noted that reductions made tonight (to \$1) are not cutting positions.

Gary Gasdia made a motion to move the Math in Focus supply line for \$42,069 from the budget to be funded through ESSER (consumables only). Maureen Dionne seconded the motion. Motion passed 5-0.

Gary Gasdia made a motion to move the HMS hallway floor replacement for \$94,000 from the budget to create a warrant article using end of year fund balance. Mike Campbell seconded the motion. Motion passed 5-0.

Gary Gasdia made a motion to remove \$86,763 moving the Alvirne English teacher position to \$1 based on retirement and District recommendation. Maureen Dionne seconded the motion. Motion passed 5-0.

Maureen Dionne made a motion to change the Wellness Teacher line item to \$1 due to attrition/retirement. Mike Campbell seconded the motion. Motion passed 5-0.

There was discussion about the need for help in the Human Resources Department. The natural resources teacher currently teaches 2/5 of a teaching position; there was a question if the position could be bumped up as a compromise; scheduling and needs will need to be reviewed.

Maureen Dionne made a motion to keep the natural resources teacher position part-time instead of making it full-time. Mike Campbell seconded the motion. Motion passed 5-0.

There was discussion about changing paraprofessional positions ahead of negotiations. There is concern about reducing f/t paraprofessionals from 18 to 15, although understanding that it is a placeholder.

Gary Gasdia made a motion to reduce 3 full-time paraprofessional vacancies back to part-time for a reduction of \$151,044. Maureen Dionne seconded the motion. Motion passed 5-0.

Ethan Beals made a motion to reduce 18 part-time paraprofessionals to \$1 (\$314,910). Mike Campbell seconded the motion. Motion passed 5-0.

Thus far, the reductions made by the board tonight equal \$878,832.

Ethan Beals made a motion to reduce the administrative assistant back to part-time (\$46,034). Mike Campbell seconded the motion. Motion passed 5-0.

Maureen Dionne made a motion to reduce the line item on the current Communications Director role (\$36,354) to a part time Community Engagement Coordinator. Gary Gasdia seconded the motion. After discussion, Maureen Dionne rescinded her motion.

There was discussion about SEL interventionists, instructional coaches and support for staff on alternative certification plans. There was discussion about reducing the Communications Director position back to a that of a Coordinator.

Maureen Dionne made a motion to remove the part-time culinary assistant (\$12,816). Mike Campbell seconded the motion. Motion passed 5-0.

The reduction value of the Athletic Director administrative assistant position going back to part-time is \$54,640.

Maureen Dionne made a motion to remove the classroom management software for \$20,000 in the technology budget. Gretchen Whiting seconded the motion. Motion passed 3-2.

There was discussion about teacher use and the nature of the management software as a pilot program.

Gary Gasdia made a motion to remove the choral risers from the budget for \$15,163. Maureen Dionne seconded the motion. Motion passed 4-1.

The risers were discussed as being an investment and there was a suggestion about reviewing this at the end of the year.

Gary Gasdia made a motion to remove the Yamaha student oboe cost for \$2,014. Gretchen Whiting seconded the motion. Motion passed 4-1.

There was discussion about bringing services such as landscaping in-house. If the position is kept, \$21,200 will be cut out of seasonal grounds. There is concern about the overall need for maintenance staff.

Gary Gasdia made a motion to cut the vacant groundskeeper position (\$84,330). Mike Campbell seconded the motion. There was a suggestion about reducing the line item to \$1.

Gary Gasdia amended his motion to reduce the vacant groundskeeper position to \$1 (\$84,329). Mike Campbell seconded the motion. After discussion, Gary Gasdia rescinded the motion.

Ethan Beals made a motion to cut \$21,200 out of the seasonal grounds line. Gary Gasdia seconded the motion. Motion passed 5-0.

\$996,059 has been reduced from the FY25 budget at this point of the meeting.

Gary Gasdia made a motion to reduce the new finance bookkeeper to part-time from full-time (\$37,143). Ethan Beals seconded the motion. Motion passed 5-0.

Gary Gasdia made a motion to reduce the requested new recruiter position from full-time to part-time (\$72,987). Ethan Beals seconded the motion. Motion passed 5-0.

Ethan Beals made a motion to reduce the full-time computer science position to part-time (\$83,605). Gary Gasdia seconded the motion. Motion passed 5-0.

Maureen Dionne made a motion to add \$3,125 for 5 additional walkie talkies for Library Street. Mike Campbell seconded the motion. Motion passed 5-0.

\$1,186,669 is has been reduced from the budget at this point of the meeting.

Ethan Beals made a motion to remove the cost of the HGS library shelves for \$2,676. Gary Gasdia seconded the motion. Motion passed 4-1.

Ethan Beals made a motion to reduce Hudson Memorial Library furniture replacement for \$1,000. Gary Gasdia seconded the motion. Motion passed 4-1.

Ethan Beals made a motion to reduce the full-time SEL Interventionist request to a part-time SEL interventionist (savings of \$89,365). This removes two f/t positions from ESSER and two p/t positions from ESSER to the budget. Gretchen Whiting seconded the motion. Motion failed 2-3.

\$1,190,343 in cuts have been made so far. There was discussion about the heavy workload of the athletic department administrative assistant.

Ethan Beals made a motion to reduce the athletic department administrative assistant back to part-time for a savings of \$54,640. Gary Gasdia seconded the motion. Motion passed 4-1.

Supporting the food pantry and other causes that support students was discussed. Ms. Burk explained that the board cannot donate to an outside entity from an expense line in the school district.

Maureen Dionne made a motion to reduce School Board supplies from \$11,130 to \$8,000. Mike Campbell seconded the motion. Motion passed 5-0.

\$1,248,115 has thus far been cut from the FY25 budget.

There was discussion about district locks and doors, safety, certified maintenance staff for that issue as well as training for that staff. If staff got locksmith training, hours will be tracked for stipends.

Ethan Beals made a motion to add \$5,000 for a locksmith stipend pool line to recognize the priority of building security. Maureen Dionne seconded the motion. Motion passed 5-0.

Ethan Beals made a motion to reduce the \$50,000 (non-affiliated support staff of about 90 people) first-year merit increase pool to \$30,000. Maureen Dionne seconded the motion. Motion passed 5-0.

There was discussion about the district website increase to add a communication method: \$7,000 for the website itself, and \$5,000 for the messaging/communication part, which is still being investigated. The website will integrate with PowerSchool.

There was discussion about microscopes which are old, but some are still usable.

Ethan Beals made a motion to add \$2,000 to the middle school microscope replacement line item. Gretchen Whiting seconded the motion. Motion passed 5-0.

There was discussion about the beneficial communication position which will be restructured from director to coordinator. The position will help publicize what is going on in school and will focus on district messaging and supporting schools. Schools communicate via social media, emails, and their own websites. A year-round Junior Network Administrator position will be posted soon. There was discussion about the vacant instructional coach positions as well; metrics on this was requested.

Gary Gasdia made a motion to reduce the Communications Director position by \$36,354 to a Communications Coordinator. Ethan Beals seconded the motion. Motion passed 5-0.

Gary Gasdia made a motion to reduce one of the instructional coach positions from \$124,712 to \$1 (savings of \$124,711). Ethan Beals seconded the motion. Motion passed 5-0.

Ethan Beals made a motion to reduce one of the math tutors to \$1 (savings of \$35,702). Mike Campbell seconded the motion. Motion passed 4-1.

There was discussion about reducing a math teacher position due to decreasing enrollment. There is a clear benefit to keeping class sizes at optimum levels to help with student achievement. There was discussion about the 4 school counselors and director positions, the benefits, and workloads. There was also discussion on the preschool teaching positions, inclusivity, rules around class sizes, and more. There was a request for the current caseloads of the 4 school counselors and director. The projected student enrollment next year is 996.

So far \$1,458,682 was cut from the FY25 budget (\$68,446,185 with the reductions). There was a request for a breakdown of the 2023 actuals on the CTE lines. There will be another meeting on November 6.

E. Non-Public Session per RSA 91-A:3 II a [4:11:21]

At 10:40 pm, Ethan Beals made a motion to enter into a non-public session per RSA 91-A:3 II a. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Resignation Received

F. Leave Non-Public Session and Adjourn

At 11:09pm, Ethan Beals made a motion to return to leave non-public session and adjourn. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Submitted by

Susan DeFelice

Non-Public submitted by Dan Moulis and Kim Organek



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire
Hills Memorial Library 18 Library Street

6:30 pm Budget Meeting
Non-Public Session

Hudson School Board Meeting Minutes – November 6, 2023

In Attendance

Board Members

Gretchen Whiting, Chair
Maureen Dionne, Vice Chair
Ethan Beals
Mike Campbell
Gary Gasdia

SAU Staff

Dan Moulis, Superintendent of Schools
Kimberly Organek, Assistant Superintendent
Of Curriculum & Instruction
Rachel Borge, Director Special Services
Jen Burk, Business Administrator

A. Call to Order [0:00:18]

Chair Gretchen Whiting called the meeting to order at 6:30 pm.
The Pledge of Allegiance was recited.

B. Public Input [0:00:38]

A member of the public shared an experience she had regarding the culinary arts department catering for her daughter's baby shower. She was very impressed, and she commended the program.

C. Good News Update (Information) [0:04:09]

Ms. Organek shared the following:

- October 16: Early Learning Center at Dr. H.O. Smith – The first-grade community unit was a successful learning experience.
- Dr. H.O. Smith and Library Street held the Annual Halloween Parade.
- Hills Garrison School celebrated a successful Pumpkinfest.

- Nottingham West third graders took a trip to the Seacoast Science Center.
- Hudson Memorial held a dance; and a blood drive will take place on November 15
- Alvirne fundraiser Walk for Whiskers took place and \$16,534 was raised to benefit the Humane Society of Greater Nashua.
- Alvirne FFA went to Nationals – they were congratulated on an excellent showing.

D. Presentations to the Board [0:05:53]

1. The American Association of School Librarians National Conference (Update)

Hudson Memorial School Librarian Beth Sloat and Hills Garrison Elementary School Librarian Amy Chartrain gave an update on their recent AASL National Conference. Highlights included: 2,000 librarians from around the country participated; ChatGBT/AI workshop; Echoes on Reflections workshop; networking; session with novelist Alan Gratz; sessions on coding and vertically aligned curriculum; ASL; using Canva to create booklists and post; copyright information; and social/emotional learning using picture books for the elementary age groups.

2. Assessment Reports (Discussion)

Ms. Organeck and Principals Scott Baker (Nottingham West) and Theo Tufts (Hills Garrison) reviewed assessment data.

Highlights included:

iReady (K-10) diagnostic from the beginning to the end of last school year:

Reading: 18% (from 28%) at risk for tier 3;

24% (from 38%) for tier 2;

58% (from 35%) for tier 1

Math: 20% (from 31%) at risk for tier 3;

30% (from 47%) for tier 2;

50% (from 23%) for tier 1.

Nottingham West Elementary School NH Statewide Assessment Data (SAS):

- Assessment taken between March and May 2023
- Data for 2019-2023; no data for 2020 due to Covid
- Reading and math: grades 3-5
- Science: grade 5
- Steady growth in reading (a focus on writing has been helpful).
- Not as steady growth in math (this was seen nationally). Math word problems are a weakness. The Math Curriculum Committee is meeting. Interventions in math are important.
- There was a discussion about diagnostics and cohort data.

iReady testing (different from SAS) was done the second week of school (based on end of year standards); it will be taken next in January of 2024. Growth will be reviewed. Teachers had iReady training including individualized performance pathways. Professional development and model lessons are helpful supports for teachers.

Hills Garrison Elementary School NH Statewide Assessment Data (SAS):

- Assessment taken between March and May 2023
- Data for 2019-2023; no data for 2020 due to Covid
- Reading and math: grades 3-5
- Science: grade 5
- Reading: slow progression
- Math: decrease in achievement last year
- Taking the SAS test later in the year might help with improvement.
- Special needs students took the same SAS test; the tiers and ranges are universal and representative of all learners and overall achievement.
- Progress was made in science (do more hands-on activities in science will help with improvement)

iREADY: improvement in diagnostic 1 and 3 (stronger in reading than in math). Incorporating geometry throughout the school year could help. There was discussion about retention to help struggling students. It was noticed that the timing of the different assessments is challenging for students and staff.

E. Old Business [1:12:05]

1. FY25 Budget Wrap-up (Decision)

The Board reviewed the FY25 budget for finalization.

School counseling: current caseload (by alphabet: ranged from 211 to 241; Mr. Hughen had 66) and recommended caseload (202 to 271; Mr. Hughen had 46). If the retirement position is not replaced, the caseload will need to be split over 4 counselors, increasing the caseloads by 50-54; Mr. Hughen would carry 99. Across the state, average caseloads are around 150-200. If counselor allotment is maintained, caseloads will range between 185-230 in 2024-25; if the anticipated retiree is not replaced, the caseloads will range between 238-305 with Mr. Hughen carrying 90 students. It is unusual for students to be assigned to a district-wide Director of School Counseling, because of their other responsibilities.

There was discussion about the pathways program; a pathways coordinator resigned last week. The vacancy has been posted and locations are being reviewed for the program. Keeping a semblance of that class will help with transitional success of the program where there are about 10 students. A suggestion is to reduce the coordinator position. There was discussion including the workload, courses to be

taught, the level of outreach, that it is a small, contained program, there is limited space, and the dollar value (equivalent to a teacher with a Master's degree and experience), etc. A few students benefit from the program who might otherwise need out-of-district placements.

Ethan Beals made a motion to reduce the Pathway Coordinator position line by \$102,724 leaving \$1. Gary Gasdia seconded the motion. Motion passed 3-2.

A teacher had created a video in support of the classroom management software that the School Board had seen last week. The feedback was helpful.

Maureen Dionne made a motion to add the classroom management software back into the budget for \$20,000. Mike Campbell seconded the motion. Motion passed 4-1.

School Board budget reductions now total \$1,446,114. The budget will move to the Budget Committee as presented.

F. New Business [2:07:20]

The December 18, 2023 School Board meeting is rescheduled to December 20 due to a scheduling conflict with the winter concert.

1. Travel Request (Decision)

Athletic Director Karen Bonney requested to attend the National Athletic Directors Conference in Orlando, FL in December. A board follow-up was requested.

Ethan Beals made a motion to approve the travel request for Karen Bonney to attend the National Athletic Directors Conference as presented. Maureen Dionne seconded the motion. Motion passed 5-0.

2. Nominations (Decision)

Nominations included: Kathleen Murphy as the Hudson Memorial School Girls Basketball Coach (\$2,400) and various winter sport nominations.

Ethan Beals made a motion to approve the nominations as presented. Mike Campbell seconded the motion. Motion passed 5-0.

3. American Legion Post 48 Donation to the Food Service Program (Decision)

Food Service Director Karen Atherton presented a memo regarding a donation from the American Legion Post 48 in the amount of \$1,651 that will be used first towards paying off debt of students who had incurred a balance at the start of the school year and who had submitted free/reduced lunch applications, and then based on need.

Ethan Beals made a motion to accept with appreciation the donation of \$1,651 from American Legion Post 48 as presented. Maureen Dionne seconded the motion. Motion passed 5-0.

G. Policies – First Reading [2:13:26]

- JEB Age of Entrance
Policy with tracked revisions: changes related to the waiver process
- JKAA Use of Restraints and Seclusion
Current policy to be replaced by new NHSBA policy - legislative changes
- GBCD Background Investigation and Criminal History Records Check
District policy with suggested revisions including: differences with designated volunteers and bus drivers, monitors and substitutes
- JCA Change of Class or School or Assignment Best Interests and Manifest Hardship District policy with suggested revisions including: update with RSA 193:3, changes in definition of manifest hardship, and process revisions
- ACN Nursing Mothers Accommodations
New NHSBA policy
- JLCD Administering Medication to Students
Current policy to be replaced by new NHSBA proposed policy
- EFAA Meal Charging
Current policy with tracked changes

H. Recommended Action [2:21:00]

1. **Manifests**
2. **Minutes** - October 23, 2023
3. **Minutes** - October 25, 2023

Maureen Dionne made a motion to approve the minutes of October 23 and 25, 2023 as written. Gary Gasdia seconded the motion. Motion passed 5-0.

I. Reports to the Board (Information) [2:21:40]

1. Superintendent Report

There was review of the four Superintendent goals:

1. Increase academic performance based upon summative assessments by 10-15%
2. Provide a new direction and vision for the district

3. Create systems to continue to improve district communication with families, community, teachers and staff, and students
4. Continue attendance and participation at professional conferences, workshops, seminars, and meetings with colleagues

Realistic goals regarding growth/success were discussed as well as community engagement (evidence of accomplishment, consistency and access of information.)

Recent events include:

- AHS welding students learned about steel fabrication career opportunities
- Students attended the FFA Nationals
- Meeting with ELC to discuss dyslexia testing requirements
- Hiring includes: Project Lead the Way teacher and a math tutor at Hudson Memorial; and a science teacher at AHS. Posted jobs include a Community Engagement Coordinator, a Pathways Coordinator, etc.
- AHS hosted the Leadership NH Conference.
- Visit to Hudson Food Pantry (partnership/outreach)
- Hills Garrison Pumpkinfest
- Alvirne Football Team competed against Nashua North
- Cross Country Meet of Champions took place.
- Student School Board Member workshop on December 2 (Ms. Tilley to attend)

2. Assistant Superintendent Report

Highlights included: Ms. Organek substituted at HMS last week (subs needed); professional day tomorrow; and professional development also in January (due to election date)

3. Director of Special Services Report

Ms. Borge attended a session with the DOE (preschool assessment tool discussion, changes to the bureau, etc.). She learned about episodes of treatment. She attended a parent information session on special education in Windham.

4. Business Administrator Report

Ms. Burke mentioned that the budget will be wrapped up and presented to the Budget Committee. Positions are still vacant in the district.

J. Committee Reports [2:54:46]

Ms. Whiting noted that there was a Budget Committee meeting on Wednesday where she provided information on School Board support for the forestry program. The committee asked for information on the HO Smith playground and mentioned that it did go to the voters twice.

K. Correspondence (Information) [2:56:12]

Ms. Borge reviewed Special Services informational reports including comparisons with other districts. Having this information as backup for the Budget Committee will help. The Special Services Department was thanked for their work and it was suggested that this be part of the budget cycle moving forward.

There was a review of the District Action Plan. Curriculum Instruction is put first and there are two benchmark assessments vs. three to align with the Superintendent's goal of having a mid-year check with the School Board. Expanding on student internships/dual enrollments is included for career opportunities. Evaluation of progress includes AP results, and student selection to colleges and career opportunities. Under assessment, an increased lab piece is added to the science portion. Under communication, an annual survey for feedback and a communication committee are added.

L. Board Member Comments [3:03:34]

Mr. Campbell went to the Halloween Parade at Hills Garrison, and he mentioned it was well attended. He thanked the food pantry and the Cub Scouts for Scouting for Food. He commended Hills Garrison for Walk Club activities and support.

Mr. Gasdia thanked everyone for their work on the FY25 budget. He recognized there were tough conversations and decisions that took place.

Mr. Beals agreed and thanked everyone for helping with the budget process, knowing the needs and trying to work as a team towards the same goals.

Ms. Dionne noted that the Recreational Soccer Team wrapped up on Saturday and she commended the work done by the Recreation Department. She congratulated those students involved as well.

Ms. Whiting said that the Budget Committee season will begin tomorrow with the town budget, and then the school portion in December. There is public input before each meeting.

M. Non-Public Session per RSA 91-A:3 II a, c and I [3:09:26]

At 9:40 pm, Ethan Beals made a motion to enter into a non-public session per RSA 91-A:3 II a, c, and I. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Legal update

Personnel update

Student matters discussed

Review of Memorandum of Understanding-Paraprofessionals

N. Exit Non-Public and Adjourn

At 10:15 Ethan Beals made a motion to exit non- public and adjourn the meeting. The motion was seconded by Mike Campbell. Motion passed 5-0. Roll call vote.

Submitted by
Susan DeFelice
Non-Public by Dan Moulis and Kim Organek

DRAFT

Discipline Report – November 20, 2023

October 2023

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	179	0	0	0	0	0	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	198	0	0	0	0	0	0	1	1	0	0	0	
Hills Garrison	372	0	0	0	1	1	0	2	2	0	0	0	
Nottingham West	554	13	11	2	5	5	0	0	0	0	0	0	
Hudson Memorial	696	14	14	0	13	8	5	11	3	8	5	1	
Alvirne High School	1017	85	76	9	9	9	0	15	15	0	2	In progress	1 was unsubstantiated, other is still in progress

October 2022

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	170	0	0	0	0	0	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	215	0	0	0	0	0	0	0	0	0	0	0	
Hills Garrison	382	0	0	0	1	1	0	0	0	0	0	0	
Nottingham West	548	n/a	n/a/	n/a	0	0	0	1	1	0	0	0	n/a =Info in SWIS but discontinued using
Hudson Memorial	695	11	9	2	15	7	8	6	0	6	5	1	
Alvirne High School	1036	46	26	20	11	10	1	9	9	0	n/a	n/a	

Detentions # = total number of detentions 1x= single incidents 2x+= number of students receiving detention more than once in the month

ISS/OSS Total= total number of incidents in category 1 day = number of students receiving ISS/OSS for one day 2 days+= number of students receiving ISS/OSS for multiple days

The Hudson School District has *Student Behavior Standards for PreK-12*, which are included in the student handbook at each school. Detailed expectations and the response to disruptive behaviors, by grade span, are included.

Detention – a student is given detention for purposeful or repeated behaviors that interrupt the school day such as skipping class, repeated tardies, disruptions to the learning environment. Teachers and administrators can assign detention, which is used to rectify the behavior.

In-School Suspension (ISS) – a student is given in-school suspension for significant violations of accepted behavioral standards and require the intervention of a building administrator. Behaviors include significant noncompliance, cheating/plagiarism and bullying. A principal can assign ISS for *one to 10 days.

Out-of-School Suspension (OSS) – a student is given out-of-school suspension for significant violations of safety for students, teachers, staff and other members of the school community. OSS is avoided at the elementary level. Behaviors include bullying, aggressive physical conduct, threats of violence and possession or use of drugs. A principal can assign OSS for one to 10 days and it can be extended by the superintendent for an additional 10 days.

Bullying – a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- (a) physically harms a student or damages the student's property;
- (b) causes emotional distress to a student;
- (c) interferes with a student's educational opportunities;
- (d) creates a hostile educational environment; or
- (e) substantially disrupts the orderly operation of the school

“Bullying” includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs

FY2024 FINANCIAL STATEMENT

as of: **10/31/2023**

<u>REVENUE</u>	REVENUE 2024	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
10 1121 CURRENT TAX APPROP w/ SWEPT	52,070,765	20,853,330	31,217,435	52,070,765	-
10 1320 TUITION FROM OTHER LEA'S	240,000	-	240,000	240,000	-
10 1340 PRE-SCHOOL TUITION	80,000	19,680	60,320	80,000	-
10 1510 INTEREST ON INVESTMENTS	15,000	-	15,000	15,000	-
10 1710 ATHLETIC FEES	9,000	-	9,000	9,000	-
10 1730 1:1 COMPUTER INSURANCE	25,000	26,520	-	26,520	1,520
10 1900 OTHER LOCAL REVENUE	20,000	(57)	20,057	20,000	-
10 1901 ERATE	18,000	294	17,706	18,000	-
10 1910 RENTALS	15,000	2,019	12,981	15,000	-
10 1921 ROTC PROGRAM CONTRIBUTIONS	96,097	9,309	86,788	96,097	-
10 3190 OTHER STATE AID	-	27,642	-	27,642	27,642
10 3241 SPECIAL EDUCATION AID	394,267	-	394,267	394,267	-
10 3242 VOCATIONAL TUITION AID	650,000	-	650,000	650,000	-
10 3800 EDUCATION GRANT	8,178,027	3,271,210	4,906,817	8,178,027	-
10 4580 MEDICAID	42,000	-	42,000	42,000	-
10 5220 INDIRECT COSTS	55,000	23,192	31,808	55,000	-
TOTAL GENERAL FUND REVENUE	61,908,156	24,233,140	37,704,179	61,937,318	29,162

<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
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TOTAL GENERAL FUND REVENUE (From Page 1)	61,908,156	24,233,140	37,704,179	61,937,318	29,162
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<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
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FY23 PRIOR YEAR ENCUMBRANCES

Prior Year Encumbrances (FY23)	1,261,042				
Prior Year Encumbrances Paid to Date		362,898			
Anticipated Prior Year Encumbrance Payments			97,774		
EXCESS/SHORTFALL					800,370

FY24 GENERAL FUND APPROPRIATION BUDGET

Expenditures	61,875,947	14,895,044			
Current Year Encumbrances			28,176,589		
Anticipated Expenditures			17,861,612		
End of Year Funds - Approved not encumbered					
TOTAL ANTICIPATED EXPENDITURES				60,933,245	

EXCESS/SHORTFALL					942,702
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TOTAL EXPENDITURES					1,743,072
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<u>ANTICIPATED FUND BALANCE w/ ANTICIPATED EXPENDITURES</u>					<u>1,772,234</u>
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**FY2024 FINANCIAL STATEMENT
FUNCTION SUMMARY REPORT**

GENERAL FUND

10/31/2023

FUNCTION	DESCRIPTION	BUDGET	TRANSFERS / ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	ANTICIPATED EXPENDITURE	AVAILABLE BUDGET
1100	Regular Programs	23,969,868	41,415	24,011,283	4,261,414	10,783,538	8,080,096	886,235
1200	Special Education	9,417,623	680,728	10,098,351	2,012,348	5,053,244	2,821,206	211,552
1300	Vocational	2,507,607	25	2,507,632	471,814	1,008,287	591,675	435,857
1400	Student Activities	822,288	32,953	855,240	174,501	85,958	419,107	175,674
2100	Student Services	5,612,961	16,766	5,629,727	911,103	2,392,209	1,889,581	436,834
2200	Student Support (Instruction)	2,383,458	4,465	2,387,922	867,312	543,836	872,992	103,782
2300	Student Support (Administration)	1,147,632	4,847	1,152,479	471,691	734,700	105,062	(158,974)
2400	School Administration	3,661,606	3,259	3,664,865	1,113,691	2,019,834	502,506	28,834
2500	School Resources	1,180,255	1,867	1,182,121	395,147	676,515	100,374	10,085
2600	Operations/Maint. Of Plant	6,155,068	249,680	6,404,748	2,176,589	2,977,682	1,179,473	71,003
2700	Student Transportation	2,844,363	119,572	2,963,935	896,634	1,908,527	276,913	(118,139)
2800	Information Mgt Services	657,303	25,465	682,768	398,440	61,236	251,355	(28,264)
4000	Facilities	780,005	80,000	860,005	982,402	28,797	161,414	(312,608)
5100/5200	Principal/Interest/Fund Transfers	735,912	-	735,912	124,856	-	609,856	1,200
TOTAL		61,875,947	1,261,042	63,136,989	15,257,942	28,274,363	17,861,612	1,743,072

**FY2024 FINANCIAL STATEMENT
OBJECT SUMMARY REPORT**

GENERAL FUND

as of: **10/31/2023**

FUNCTION	DESCRIPTION	BUDGET	TRANSFERS / ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	ANTICIPATED EXPENDITURE	AVAILABLE BUDGET
100	Salaries	30,546,892	2,699	30,549,591	6,008,842	20,283,436	3,198,565	1,058,749
200	Benefits	17,734,353	(775)	17,733,578	3,472,499	1,919,948	11,101,396	1,239,735
300-500	Purchased Services	8,954,887	1,150,777	10,105,663	3,921,115	4,864,760	1,919,514	(599,726)
600	Supplies	3,050,672	50,294	3,100,966	1,182,575	1,162,007	715,774	40,610
700	Property	753,924	58,009	811,933	510,104	39,616	263,467	(1,254)
800	Other	485,507	39	485,546	37,951	4,596	438,040	4,959
900	Principal/Interest/Fund Transfers	349,712	-	349,712	124,856	-	224,856	-
TOTAL		61,875,947	1,261,042	63,136,989	15,257,942	28,274,363	17,861,612	1,743,072

Superintendent Goals

2023-2024

Goal 1: Increase academic performance based upon summative assessments by 10%-15%.

Evidence of Accomplishment:

- Increase graduation rates from 83.7% to 86.7% (23/24) and 90% (24/25)
- Improve math performance by 5%-10% (23/24) and 10%-15% (24/25) based upon state assessments, district assessments, and Advanced Placement test results
- Improve reading and writing performance by 5%-10% (23/24) based upon state assessments, district assessments, and Advance Placement results
- Improve science performance by 5% (23/24) and 10% (24/24) as evidenced by state assessments, course enrollments, Advanced Placement results, and STEM opportunities
- Continue assessment reports (both fall, mid-year, and spring reports) to the School Board to demonstrate academic progress and goals for improvement
- Review and improve multi-tiered systems of support for reading and mathematics
 - Add specific interventions to improve reading comprehension, and vocabulary acquisition
 - Add and improve mathematics computation, problem solving, and math application
- Review and improve multi-tiered systems of support to social and emotional wellness for students

Goal 2: Provide a new direction and vision for the district.

Evidence of Accomplishment:

- Budget process will provide a detailed vision for school and district needs focused on students' academic growth, social and emotional learning, curriculum improvement, and school facilities improvements
- Reinstitute the Strategic Planning Committee with new membership

- Monthly meetings grounded in research articles and exemplary school districts strategic plans
- Review foundational documents-Portrait of the Graduate and current Strategic Plan
- In collaboration with the committee and School Board members gain feedback on new vision, new mission, and priorities for the district
- Listening sessions to gain public feedback from the community, families, staff, and students
- Actionable goals for the committee's work
- Institute ELC School Committee
 - Comprise a committee to review current district elementary school model
 - Review district facilities report and recommendations
 - Committee will research elementary school models
 - Listening sessions for families, community, and staff to get feedback and perspectives
- Reinstigate Evaluation Committee
 - Review current teacher evaluation process
 - Research evaluation processes in surrounding districts
 - Make recommendations for improvement of the evaluation process

Goal 3: Create systems to continue to improve district communication with families, community, teachers and staff, and students.

Evidence of Accomplishment:

- Review district website and make recommendations for improvement
 - Foundational information will be updated to ensure accuracy i.e., staff directories, school calendars, school events, etc.
- Increased transparency with school district committees, with agendas, meetings and notes available for the public
- Consistent updates to school and district calendars
- Continue to share good news through social media
- Adopt Instagram at each school
- Adopt Smore for improved principal and district newsletters
 - This will include consistency information and timely messages

- Communication will be accessible to the public
- Quarterly updates to the public at School Board meetings and district message to increase communication with the public.

Goal 4: Continue attendance and participation at professional conferences, workshops, seminars, and meetings with colleagues.

Evidence of Accomplishment:

- Participate in South Central meetings with superintendents
- Attend a national conference focused on curriculum, instruction, academic improvement, and leadership growth
- Attend a variety of conferences including leadership, legal and law, curriculum and instructional practices, and diversity, equity, and inclusion
- Professional readings including leadership practices, curriculum, and instructional practices that include fostering leadership growth and being a lifelong learner for myself and the administrative team.

DRAFT