

Posted: Thursday, January 4, 2024

At: All Hudson schools, SAU building, district website



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 January 8, 2024

6:30pm A. Call to Order

Pledge of Allegiance

6:31pm B. Public Input

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

7:01pm C. Presentations to the Board

1. JROTC Program

Colonel Cole will share some updates on the JROTC aviation efforts, and positive feedback regarding the program's benefits to our students. The School Board will assist in presenting awards to several cadets, and photos will be taken.

[AFJROTC Program Update](#)

2. AHS Palmer CTE Ambassadors

Rich Paiva and several AHS Palmer CTE Ambassadors will present information on the roles and responsibilities of these positions.

[Ambassadors Presentation](#)

7:25pm **D. Policies – Second Reading**

BEDG Meeting Minutes	Current Policy New NHSBA proposed
BEDH Public Comment and Participation at Board Meetings	Current Policy NHSBA version proposed
DK Payment Procedures	NHSBA version with tracked changes
EBBC Emergency Care and First Aid *This policy is a duplicate of updated and current JLCE, therefore it is suggested by NHSBA that this version is withdrawn.	EBBC for withdrawal
EBBD Indoor Air Quality and Water Quality	EBBD Current policy with tracked changes RSA 485:17-a Lead in Drinking Water in Schools and Licensed Childcare Facilities
EHAB Data Governance and Security	Current policy with tracked changes
KF Use of School Buildings and Facilities	Current policy with tracked changes

7:45pm **E. New Business**

1. School Calendar (Decision)

Superintendent Moulis will present a draft of the 2024-2025 school calendar for consideration.

[2024-2025 School Calendar-Draft](#)

2. Audit Services RFP Results (Decision)

Business Administrator Jen Burk will present the results of the RFP on audit services, with a recommendation on awarding audit services.

[FY 24 Audit Services Bid Memo](#)

3. Payment Procedures (Decision)

In the event the Board approves Policy DK, Payment Procedures, the designation of signers and backups will be considered.

Posted: Thursday, January 4, 2024

At: All Hudson schools, SAU building, district website

8:00pm **F. Old Business**

1. FY 25 Budget Update/Final Vote on Warrants (Decision)

Business Administrator Jen Burk will present the FY25 School District Warrant Articles for a final vote before the Public Hearing on January 11, 2024.

[FY2025 Warrant Articles](#)

8:15pm **G. Recommended Action**

1. Manifests – Recommended action: Confirm required signatures received
2. Minutes – [December 20, 2023 – Draft minutes](#)

8:20pm **H. Reports to the Board (Information)**

District administrators will share updates for the board and public

1. Superintendent Report
2. Assistant Superintendent Report
3. Director of Special Services Report
4. Business Administrator Report

8:30pm **I. Committee Reports**

Board members will share committee updates

8:35pm **J. Board of Selectmen – Liaison Comments**

8:37pm **K. Student Representative Comments**

8:40pm **L. Board Member Comments**

8:50pm **M. Non-Public Session**

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

- a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him 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.*
- (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.*

9:20pm **N. Adjourn**

Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	January 22	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	February 5	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	February 10	9:00 am	Community Center	Deliberative



Air Force JROTC

Program Update (Jan 2024)

Chris Cole, Col, USAF (Ret)
Senior Aerospace Science Instructor
AFJROTC Detachment NH-20031



Air Force JROTC Program



What is JROTC? Funded by Congress, AFJROTC is a citizenship program that helps students develop critical soft-skills they can use in any walk of life after high-school

Who is JROTC? A group of 75 cadets from Hudson NH and surrounding towns

What do I learn? Leadership Education, Aerospace Science, and Health & Wellness

Who are my teachers? Col Chris Cole and Lt Col Christian Cheetham, both retired from the Air Force with 60+ years of combined leadership and management experience

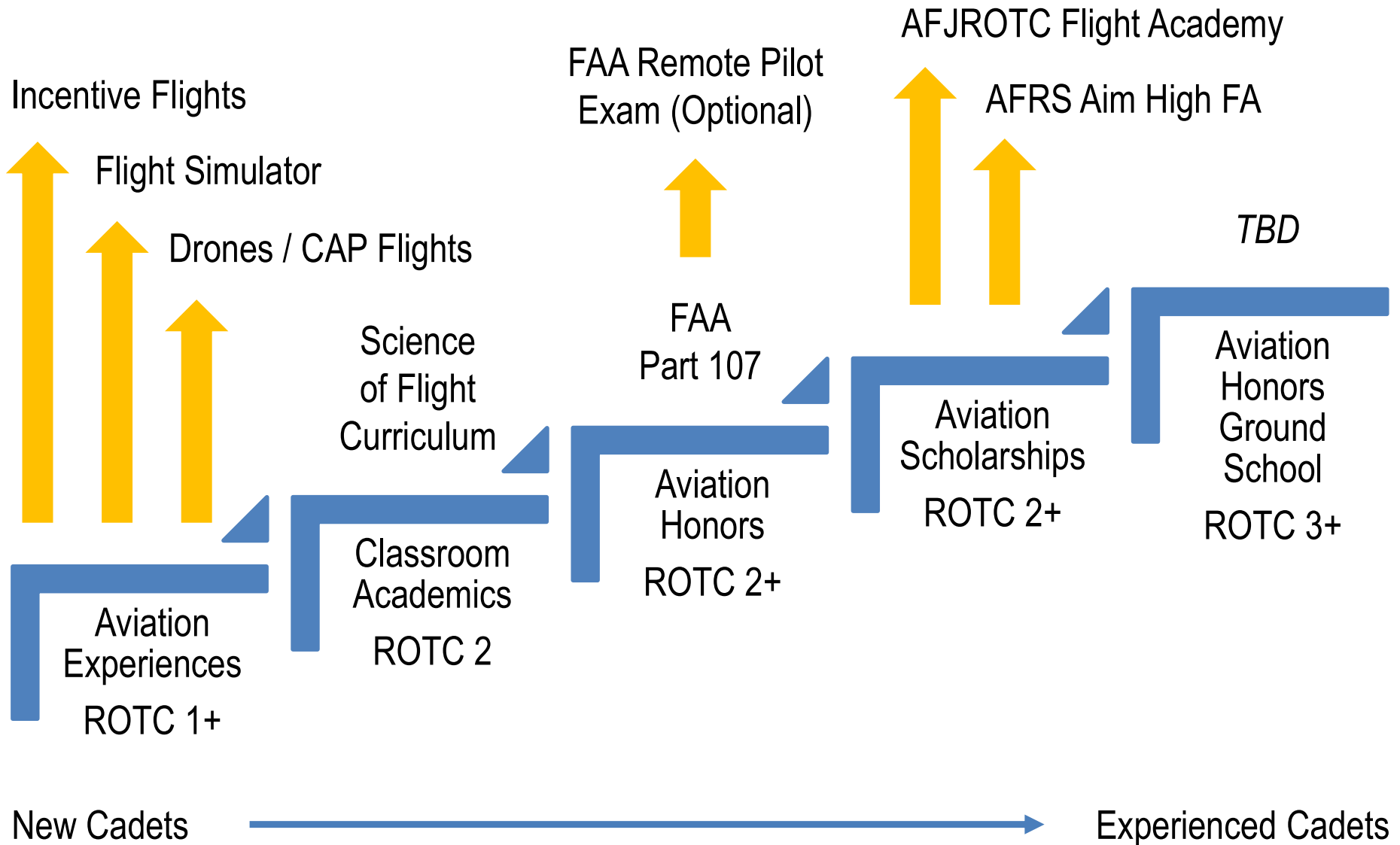
When do classes meet? Hudson students usually participate for 4 years, while “area” students complete the program in 2 years

Why should I join? Students enrolled in JROTC can:

- Compete for scholarships
- Benefit from a combination of academics and practical leadership experience
- Participate in a variety of co-curricular and community service events
- Be part of something bigger than themselves



Aviation Elements





Semester in Review



UH-60 Incentive Flight – October



KC-46 Incentive Flight – October



CAP "O" Flights – December



Scholarship Selections – Flight Academy / Aim High

Wilbur H. Palmer CTE Center

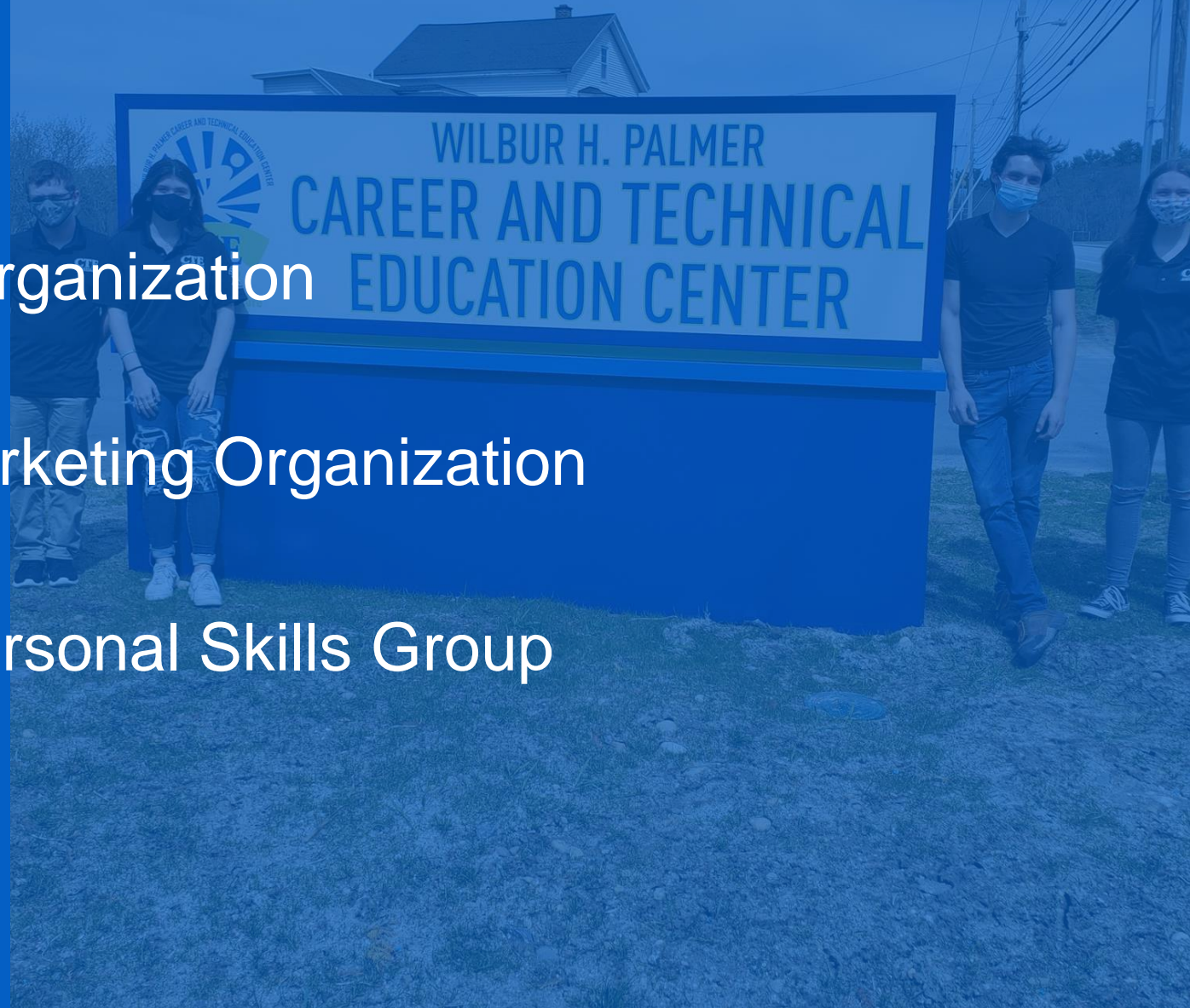
Career & Technical Education

Palmer CTE
Ambassadors



What Are CTE Ambassadors?

- Student Leadership Organization
- Public Relations & Marketing Organization
- Professional & Interpersonal Skills Group
- Promotional Video



How Are Ambassadors Selected?



What Do Ambassadors Do? Who Do They Serve?



EXPLORING YOUR FUTURE



CAREER DAYS



EVENTS



PEER EDUCATION







Accomplishments & Achievements

2022 – 2023

- **Palmer Open House**
 - **422 Visitors**
- **HMS Biology Dissections**
 - **5 Classes**
- **HMS 8th Grade Career Day**
 - **219 Students/32 Presentations**
- **HMS 6th Grade Virtual Q&A**
 - **3 sessions**
- **“Explore Your Future” HMS 7th Grade**
 - **6 events**
- **National ACTE Conference**
 - **Virtually presented to 70 Educators**
- **Souhegan College & Career Expo**
 - **320 Student Attendees**
- **School Counselor Luncheon & Tours**
 - **19 Counselors & Administrators**
- **Litchfield SD & NH Dept. of Education**
 - **6th, 7th, 8th Grade Career Day**
- **Tours & Presentations**
 - **Londonderry, Pelham, Souhegan, Campbell**
 - **Tours & Presentations**
 - **Produced 4 Videos for students**
 - **HMS 7th Grade Tours**
 - **Nottingham West 5th Grade Tour**
 - **Hills Garrison 5th Grade Tour**

Tours to over 900 Hudson & area school students, families, & community members!

What Skills Do Ambassadors Learn?



LEADERSHIP & PEER MESSAGING



COMMUNICATION & PRESENTATION SKILLS



HUDSON SCHOOL DISTRICT

POLICY CODE: BEDG Minutes	FIRST ADOPTION: 11/04/2019
RELATED POLICIES: [Related Policy Codes]	LATEST REVISION: [Latest Revision] Page 1 of 2

Category: Recommended

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

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

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

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

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

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

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

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

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

Legal References:

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

RSA 91-A:2,II-a,

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

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

HUDSON SCHOOL DISTRICT POLICY

BEDG Meeting Minutes

Updated: NHSBA version with revisions for Second Reading January 8, 2024

Category: Recommended

Related Policies: BEC, EH

A. Minutes Required

Under RSA 91-A, the School Board, and each of the School Board's committees ~~(irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee)~~ is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "board" shall mean and include the district School Board, and each such board committee. ~~The board will appoint a ["minute taker"/"recording clerk"^{3-[delete fn.]}] to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the board, shall appoint a person to take the minutes.~~

~~In addition to "minutes" as described below, a more comprehensive "record" and/or "decision" may be required in the event of a "hearing" regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the board and or superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.~~

-

B. Required Content of Minutes

At a minimum, all minutes, including minutes of non-public sessions, must include:

- A. The names of members participating;
- B. Persons appearing before or addressing the board ~~School Board~~ (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
- C. A brief description of each subject matter discussed;
- D. Identification of each member who made a first or second of any motion;
- E. A record of all final decisions;
- F. When a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- G. In the event that a board member believes that any discussion in a meeting including a non-public session violates RSA 91-A, objects to the subject matter discussed by the board, if the board continues the discussion despite above the member's objection, and upon the request of the objecting member, then—and irrespective of whether the objection/discussion occurred in public or non-public session—the public minutes shall include also reflect (i) the objecting member's name, (ii) a statement that the member objected to the discussion, and (iii) if the discussion is in non-public, a reference a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and non-public discussion." (See RSA 91-A:2, II a.).

C. Approval of Minutes and Access to Minutes

Copies of the draft minutes of a meeting will be sent to the members of the board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present. Drafts of non-public minutes will be provided to the board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to the board at the meeting at which they are to be approved. Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the board. "Draft minutes" refers to minutes that have not been formally approved by the board. "Sealed minutes" refers to minutes from a non-public session and which the board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C5, below.

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

H. Location and Retention of Minutes

In accordance with board policy EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.

I. Access to Approved & Unsealed Minutes

Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and board policy EH. Requests for access to minutes shall be processed in accordance with district administrative procedures (**) EH R.

All Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's district's web site, or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

Access to Draft Minutes and Minute Preparation Materials

"Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the board must be available within 72 hours (3 calendar days) of the meeting. Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

J. Approval of All Minutes Other Than Sealed

Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members**. Changes made by the board to draft minutes shall be recorded either by (i) retaining the draft with the final

approved minutes, (ii) including notations (e.g., “redline” edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the board approved.

~~K. Approval of Sealed Non-Public Minutes of Non-Public Sessions~~

~~Unless previously sealed by the board, draft minutes for all non-public sessions will be made available for public inspection within seventy two (72) hours after the non-public session.~~

~~Drafts of non-public minutes will be provided to the board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to board at the meeting, if any, at which they are to be approved. If copies of draft, sealed minutes are provided to board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D, below.~~

~~-~~

~~Special Provisions for Minutes Relating to Non-Public Sessions~~

~~For any public meeting that includes a non-public session (see School Board policy BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1–7, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are “sealed” (see discussion in Paragraph D.2, below).~~

~~Information Regarding Non-Public Session Included in Public Minutes~~

~~The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll-call record of how each board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.~~

~~Sealing Non-Public Minutes~~

~~As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):~~

~~Would affect adversely the reputation of a person other than a board member;~~

~~Would render ineffective the action/proposed action taken in non-public session; or~~

~~Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism)~~

~~A motion to seal, if any, should be the first item of public business after the board exits the non-public session, and must state one of the three grounds above allowing sealing.~~

~~If the minutes are not prepared/approved during the non-public sessions itself, the board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.~~

~~When making or voting upon a motion to seal, the movant/board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the board might be remain~~

~~sealed permanently, while minutes sealed because disclosure would “render the action ineffective” should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available “as soon as practicable after the transaction has closed or the board has decided not to proceed with the transaction.”~~

~~Minutes of the Non-Public Session Itself~~

~~In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include “all actions” and decisions (i.e., votes, including negative votes) taken by the board, with a record of how each member voted. If the board does not “seal” the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.~~

D. Sealed Minutes List

~~For non-public sessions beginning January 1, 2022, in order to comply with RSA 91-A:3, III, the Superintendent superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the “Sealed Minutes List”) shall include: [NOTE: items marked with an * are specifically required under RSA 91-A:3, III. The remaining items on the list are recommended to help assure compliance.]~~

- ~~a. the name of the public body (e.g., School Board, Policy Committee, etc.); *~~
- ~~b. the date, and time of the non-public meeting; * time * and location of the public meeting (from meeting notice);~~
- ~~c. the start and end times * of the non-public session;~~
- ~~d. the specific exemption in RSA 91-A:3, II for grounds upon which the non-public session; occurred (e.g., RSA 91-A:3, II (b) and (c), etc.); *~~
- ~~e. the specific grounds upon which the minutes were sealed (e.g., “disclosure would render the action ineffective” or “disclosure would likely adversely affect the reputation of a non-board member,” etc.);~~
- ~~f.e. the date the vote to seal the minutes occurred; and *~~
- ~~g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, ^{4 [delete fn.]} when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and~~
- ~~f. the date, if any, of a subsequent decision to unseal the minutes. *~~

The sealed minutes list shall be updated each time the public body seals non-public minutes, and the updated list shall be made available for public disclosure as soon as practicable ~~for public disclosure~~.

E. Reviewing and Unsealing Previously Sealed Minutes

Sealed minutes related to discussions in non-public session under RSA 91-A:3, II(d) shall be made available to the public as soon as practicable after the transaction has closed or the board has decided not to proceed with the transaction. Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed

~~4. Sealed~~ minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2033.

~~TWO OPTIONS—RSA 91-A:3, IV provides two options for boards to consider, one with adopted procedures (91-A:3, IV(a)), and one without (91-A:3, IV(b)). Procedures (i.e., Option 1) are necessary if the board wishes to delegate initial review. Such procedures would also help ensure that the statute is followed not only for minutes currently sealed, but for going forward as well. Option 1 below establishes sample procedures. The procedures can be modified as deemed appropriate by the board. Option 2 below simply and generally restates the new statute's requirements/directives.~~

~~**OPTION 1—procedures.**~~

The board establishes the following procedures pursuant to RSA 91-A:3, IV(a) for reviewing sealed minutes: ^{5{delete fn.}}

~~a. Record of Minutes Sealed Prior to October 3, 2023~~

~~The board directs the superintendent for her/his designee to compile a log of non-public minutes that have been sealed prior to October 3, 2023 ("Record of Minutes Sealed Before 10/3/2023" or "Record") using information from the exterior of the envelopes or other available external notations for the sealed minutes. The preparation of the Record will include minutes that are also included on the Sealed Minutes List kept according to paragraph D, above.~~

~~The preparation of the Record shall not include reviewing the sealed minutes themselves. The Record should include as much of the same information for all previously sealed minutes as is required on the Sealed Minutes List (see paragraph D.4, above). The Record of Minutes Sealed Before 10/3/2023 shall be completed no later than [May 1, 2024 _____].~~

~~Upon completion of the log of previously sealed minutes, the Board will establish a schedule for completing a review of all of the previously sealed minutes no later than June 1, 2033.~~

~~b. Initial Review of Previously and Newly Sealed Minutes~~

~~[The board will [OR] The Policy {or other ____} Committee will [OR] the Superintendent will [OR] The Chair will designate one ___ board member[s] at the first regular board meeting following the organizational meeting to] (the "Reviewing Designee") review all sealed non-public minutes according to the schedule established in the Record of Minutes Sealed Before 10/3/23, and for those minutes that are sealed after 10/3/23 according to the review date appearing on the Sealed Minutes List maintained according to paragraph D.~~

~~If the Reviewing Designee is a committee of more than one, then the initial review of sealed minutes shall be conducted in non-public session pursuant to RSA 91-A:3, II (m), but only in a duly notice meeting in full compliance with RSA 91-A:2.~~

~~In the initial review, the Reviewing Designee will inspect the sealed minutes to determine whether, in the Reviewing Designee's opinion, the reasons (see D.2.A.i-iii, above) that~~

justified keeping the minutes from the public (i.e. sealing) under 91-A:3, III still apply.

~~*NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes—or even public minutes—may not include sufficient information to determine what the original circumstances were that justified sealing the minutes.*~~

~~If the Reviewing Designee is of the opinion that the reasons initially justifying the sealing of the minutes no longer apply, or if the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the Reviewing Delegee will recommend to the board that the board unseal those minutes.~~

~~If, however, the Reviewing Designee determines that the reasons justifying non-disclosure continue to apply, the Reviewing Designee shall assign a new date—within 9 years and 10 months thereafter—for the sealed minutes to be reviewed next. The Reviewing Designee will assure that the Sealed Minutes List maintained pursuant to paragraph D.4 is updated to reflect the new date, and any additional data pertaining to the sealed minutes required by the list which was not previously discernible from external sources.~~

~~School Board Determination Whether to Disclose Previously Sealed Minutes.~~

~~Upon receipt of recommendations from the Reviewing Designee that previously sealed minutes should be disclosed, the board will review such minutes in non-public session under RSA 91-A:3, II(m) to determine whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply.~~

~~While the board's review and discussion regarding previously sealed minutes may occur in non-public session, pursuant to RSA 91-A:3, II(m) any vote by the board whether to disclose minutes shall take place in public session.~~

~~If the board votes to disclose/unseal, the minutes shall be available for release to the public within 72 hours.~~

OPTION 2—No specific procedures

The board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the board. The minutes shall be unsealed by majority vote of the board if the circumstances justifying sealing the minutes no longer apply. Minutes which are not reviewed after ten 10-years will be automatically unsealed. ~~Although discussion of whether to unseal such minutes should occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.~~

~~NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes—or even public minutes—may not include sufficient information to determine what the original circumstances were that justified sealing the minutes. In such event, and assuming the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the minutes in question should be disclosed.~~

^{f1} ~~[Delete fn.] Many districts refer to the minute taker as the “Clerk”. NHSBA believes that title might cause confusion relative to the distinction between the “District Clerk”, and the minute taker. If using “clerk” to reference the minute taker, we suggest using the title “Recording Clerk”.~~

^{f2} ~~[Delete fn.] This is the only requirement relative to the subject matter discussed. Minutes are not a transcript, but a record of the board’s “doings” and actions. A board may require or include more extensive “descriptions”, e.g., summaries of debate, etc., but that is not required.~~

^{f3} ~~[Delete fn.] RSA 91-A:2, II-b requires each district to either post “approved” minutes on the district’s website, or a notice as to where approved minutes may be inspected and copied. The statute does not discuss “draft” minutes, other than to require that minutes of every meeting be available for inspection and copying within 5 business days of the meeting (or 72 hours for minutes of non-public sessions).~~

^{f4} ~~[Delete fn.] The 2021 amendment to RSA 91-A:3, III (see 2021 HB108), states that minutes relative to non-public sessions under 91-A:3, II(d) “must be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.” Thus, while the bill does not state that the original motion must include such a date, it would be helpful to assure future compliance with the new provision.~~

^{f5} ~~[Delete fn.] The 2023 amendment allows a board to establish procedures for review of sealed minutes. These procedures may include delegation of the initial review of minutes. Historically, some boards sealed virtually all of their non-public minutes, such that in order to maintain board efficiency, the volume might lend itself to the delegation approach. The delegate could be one or more members of the board (less than a quorum), a specially designated standing committee of the board, or even an administrator. Of course, the board could simply retain the initial review authority to itself. If delegated, the delegated reviewer would not have the authority to disclose sealed minutes, but would instead recommend to the board that upon inspection the reviewer believes that the circumstances that justified earlier nondisclosure under 91-A:3, III no longer apply.~~

^{f6} ~~[Delete fn.] The statute does not require review of sealed minutes. If no concerns exist about unsealing minutes, then the ten years can be allowed to run and the minutes will be automatically unsealed.~~

Legal References

RSA 189:29a Records ~~Retention~~ retention and Disposition
RSA 91-A:2 Meetings Open to the Public
RSA 91-A:3 ~~Non-Public Sessions~~ Mon-Public Sessions
RSA 91-A:4 Minutes and Records Available for Public Inspection
~~NH Dept of Education REGULATION Ed302.02 (j)~~

Revised: _____

PROPOSED

HUDSON SCHOOL DISTRICT

**BEDH Public Comment and Participation
at Board Meetings**

UPDATED: December 6, 2021

RELATED POLICIES: BEDB, KE & KEB

Page 1 of 2

Category: Recommended

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

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

Rules of Order

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

whether to place the matter on the agenda will be made consistent with Board Policy BEDB.

6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.
7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

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

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility, including refraining from applause or other disruption to the order of the meeting.

Legal References

RSA 91-A:2, Meetings Open to the Public
RSA 91-A:3, Non-Public Sessions
U.S. Const., 1st Amendment

HUDSON SCHOOL DISTRICT POLICY

BEDH Public Comment and Participation

Updated: For School Board Second Reading January 8, 2024

Category: Recommended

A. General Meeting Policy

Meetings of the School Board shall be open to the press and public.

The School Board encourages residents to attend board meetings so that they may become acquainted with the operation and programs of the schools. Additionally, the board will provide an opportunity for members of the public to provide input and comment at board meetings consistent with the meeting and participation rules as described below.

This policy sets forth the standards and meeting rules that apply to the public in attendance at board meetings, and to the opportunity for the public to provide comment at board meetings.

B. Opportunity for Public Comment

Consistent with RSA 189:74, the board will provide the opportunity for members of the public to comment on school district matters at all board meetings with the exception of emergency meetings called under RSA 91-A:2, II, or at meetings for which the sole purpose is to address one or more issues in non-public session under RSA 91-A:3.

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

1. Members of the public shall not speak unless recognized by the School Board Chair or other person presiding over the meeting ("Chair" shall apply to either in this policy).
2. The School Board will generally schedule the public comment period in the first half of its meetings.
3. The School Board will provide a minimum of thirty minutes and a maximum of ____ [e.g. forty-five, thirty, etc.] to hear public comment. This period may be extended by a majority vote of the board. Additionally, the board may include additional public comment periods for specific agenda items with a time limit for public comment specified on the pertinent agenda. If speakers do not fill the minimum 30-minute public comment period, the board will (may ?) move to table the remainder of the time until the end of the meeting [or] later in the meeting [or for boards who move into nonpublic session directly after the meeting] immediately before scheduled nonpublic session]. If insufficient speakers remain to fill the 30 minutes, the board will close public comment.
4. Individual speakers will be allotted three minutes per person and each speaker will be permitted equal time. Speakers may not relinquish allotted time to another speaker. The board may at the outset of the public comment period increase or decrease the individual time limit for all

speakers (but may not decrease the aggregate time below 30 minutes).

5. **{OPTIONAL}** Speakers are requested to sign up prior to the meeting [describe method, online form, email, sheet outside of the meeting room, etc.]. Although such pre-registration is not required as a condition for offering public comment, the Chair will recognize speakers on a first-come basis using the pre-registered list as the starting point. If a person declines to speak or is not present at the time called, the Chair will move to the next name on the list.
6. **{OPTIONAL}** The board makes most meetings accessible online in real time with meeting links included on the meeting notice. Although the board will allow public comment remotely, attendance in person to offer public comment is highly encouraged. The board cannot and will not assure that in all cases the technology will/can function adequately. If technological issues arise either before or during the meeting such that the comments are not reasonably audible at the meeting location, the Chair may terminate opportunity for remote public comment, or terminate the speaker's comment period.
7. **{OPTIONAL}** The board will provide an opportunity for written public comment for people unable to attend the meeting. Written comments that meet the requirements of this paragraph and other provisions of this policy, will either (a) be included in the materials publicly available at the meeting, (b) briefly described in the minutes (in the same manner as comments made in person), or (c) attached to the minutes. In the event that the full thirty minutes for public comment have not been exhausted, the board may read the written comments aloud at the meeting on a first-received basis until the comment period has expired. Written comments must be submitted at least ____ [e.g., two, three, etc.] prior to a board meeting, and shall be limited to ____ [e.g., 425, etc., 250 words]. Anonymous written comments will not be accepted as part of public comment as RSA 91-A:2, II requires that meeting minutes include the names of persons appearing at public meetings. Only one written comment is permitted per individual for each meeting. Written comments including PII or other confidential information will only be disclosed/made public as required under RSA 91-A:4 and 5, and School Board policy {**}EH. This paragraph is not intended to limit other correspondence to the school district, but only pertains to writings intended to be included as public comment at a School Board meeting.
8. In order to comply with the official minutes requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.
9. During the public comment period, an individual may offer comments on agenda items (only) or any other district matters (e.g., operations, budget, and other issues directly relating to the district's school policies, programs and operations.) However, consistent with RSA 189:74, I, and in the interest of protecting personally identifiable information ("PII") as well as other confidential information, comments (including complaints) regarding individual students, volunteers, or employees (other than the superintendent) should be directed to the superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in School Board policies KE and/or KEB. Members of the public shall limit comments only to those items appearing on the current agenda. (The Board will not entertain comments on items that do not appear on the agenda. The only exception shall be comments which address matters discussed by the Board at its last public meeting which were not on that meeting's agenda but were discussed by the Board under "New Business".) Requests to address the Board on specific matters (i.e., a request to have a matter placed on an agenda) should be presented to the Superintendent and the School Board Chair no less than fourteen days prior to the next Board meeting and must set forth the specifics of the subject to be address. The determination whether

to place the matter on the agenda will be made consistent with Board Policy BEDB.

- ~~10. Defamatory statements, comments threatening bodily harm, or other unprotected speech will not be tolerated.~~
11. 10. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated. Comments which do not adhere to the above provisions, may be ruled out of order by the Chair. Repeated violations may result in the Chair terminating the speaker's privilege of address, and possibly deeming the violations a disruption to be treated as discussed in section C below.
12. 11. Persons People appearing before the School Board are reminded that the public comment period is an opportunity for members of the public to provide their input to the board but is not a question and answer session. Board members are without authority to answer spontaneously on behalf of the board. Thus, in most instances, School the School Board response, if any, will be deferred pending consideration by the full School Board.
13. 12. In addition to the opportunity to offer input during the public comment period of a board meeting, members of the public may also request initiatives or other such items to be placed on the board's agenda. The determination whether or not to include the matter on a board meeting agenda will be made consistent with School Board Policy {**}BEDB. Requests to have a matter placed on an agenda should be presented in writing to the School Board Chair and superintendent no less than fourteen days prior to the next board meeting and must set forth the specifics of the subject to be addressed.

C. Meeting Disruptions

The primary purpose of School Board meetings is to conduct the business of the board as it relates to school policies, programs and operations. While members of the public have the right to attend and offer input during the public comment period of meetings, they do not have the right to disrupt the meetings. Impermissible disruptions include, but are not limited to:

- Shouting at any time, or speaking while someone else has been recognized by the Chair;
- Obstructing the view of others with posters or otherwise;
- Refusing to terminate public comment after that speaker's time has expired;
- Any other sustained or intentionally loud noises after the Chair has called for order; or
- Any other conduct intended to disrupt the meeting or person speaking.

The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges. , after at least two warnings from the Chair, and individual continues to disrupt the meeting by words or actions, the Chair may direct the person to leave the meeting. Upon refusal, the Chair may request assistance from law enforcement officials to have the individual removed, with the potential for criminal charges. Interruptions may result in a recess, or provided the thirty minutes for public comment has expired, an adjournment of the meeting.

Legal References:

U.S. Const., 1st Amendment

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

RSA 91-A:3, Non-Public Sessions

RSA 189:65, VII & VII-a - Definitions (Student and Teacher personally identifiable information)

RSA 189:74, School Board Public Comment Period

RSA 644:2, Disturbing the Peace

State v. Comely, 130 N.H. 688 (1988)

State v. Dominic, 117 N.H. 573 (1977)

Updated: December 6, 2021

First Reading: December 20, 2023

Second Reading: January 8, 2024

Adopted or Reviewed

PROPOSED

HUDSON SCHOOL DISTRICT POLICY

DK Payments, Checks and Manifests

Updated: For School Board Second Reading January 8, 2024

Related Policies: DAF, DGA, DIH, EHAC

Category: Priority

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require dual signatures from **the building principal or assistant principal** and an **administrative assistant to the principal or assistant principal**. The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF.

Electronic signatures, including computer generated signatures, may only be used as provided under Board policy EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

Legal References

RSA 197:23-a

RSA 294-E

First Reading: December 20, 2023

Second Reading: January 8, 2024

Adopted

HUDSON SCHOOL DISTRICT

POLICY CODE: EBBC Emergency Care and First Aid	FIRST ADOPTION: 01/27/2020
RELATED POLICIES: JLCE	LATEST REVISION: 01/27/2020 Page 1 of 1

Category: Priority/Required by Law

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each student and staff member. See appendix JLCE-R for a sample form.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

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

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

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services

HUDSON SCHOOL DISTRICT POLICY

EBBD Indoor Air Quality and Water Quality

Updated: For School Board Second Reading January 8, 2024

Related Policies: none

Category: Priority

A. Indoor Air Quality

In order to ensure that all school buildings have adequate indoor air quality, the School Board directs the superintendent or the superintendent's designee to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The superintendent/designee may delegate the implementation of these methods to building principals. The board encourages the superintendent/designee to utilize methods and recommendations established by various state agencies.

In addition to addressing methods eliminating emissions, building principals are directed to annually investigate, and report to the superintendent/designee, air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

B. Water Quality and Access

The School Board directs the superintendent/designee to take measures to limit lead exposure in school drinking water and ensure compliance with RSA 485:17-a, III, and consistent with regulations and guidance of the N.H. Departments of Environmental Services and of Education.

Water stations in school buildings shall be installed in accordance with Ed Rule 321.18(h) relative to the number of drinking fountains required.

~~The superintendent/designee will make recommendations to the School Board for any modifications that involve expenditures greater than _____.~~

Legal References

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

NH Code of Administrative Rules, Section Ed 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities

RSA 485:17-a, Lead in Drinking Water in Schools and Licensed Child Care Facilities

Adopted: April 7, 2014

Updated: January 6, 2020

First Reading: December 20, 2023

Second Reading: January 8, 2024

TITLE L

WATER MANAGEMENT AND PROTECTION

CHAPTER 485

NEW HAMPSHIRE SAFE DRINKING WATER ACT

Water Pollution Control

Section 485:17-a

485:17-a Lead in Drinking Water in Schools and Licensed Child Care Facilities. –

I. Public and private schools and licensed child care facilities shall take measures to limit exposure to lead in drinking water by:

(a) Within 180 days of the effective date of this section, installing and providing access to water bottle filling stations in accordance with paragraph II; or

(b) Testing drinking water outlets for lead and remediating them where necessary under paragraph III.

II. (a) "Water bottle filling station" or "station" means a water dispenser accessible to all people in compliance with the Americans with Disabilities Act, 42 U.S.C. section 12101 et seq. A water bottle filling station shall:

(1) Dispense clean drinking water directly into a bottle or other drinking container.

(2) Include a water fountain dispenser that does not require the use of a container to drink water.

(3) Be regularly cleaned to maintain sanitary conditions. Water bottle filling stations may be touchless to maintain sanitary conditions.

(4) Be designed to remove lead or be able to add an additional filter to remove lead from drinking water.

(5) Be maintained to ensure proper functioning, including replacing filters as recommended by the manufacturers.

(6) Include an indicator light or other mechanism that is activated when it is time to change a filter.

(7) Dispense drinking water that meets applicable standards. The station shall be tested following installation and within 180 days thereafter to confirm that any lead that may be present is being removed to levels below 5 parts per billion.

(b) Any water bottle filling station installed prior to the effective date of this section that meets the requirements of subparagraphs II (a)(1)-(6), shall be tested within 180 days of the effective date of this section to confirm that any lead that may be present is being removed to levels below 5 parts per billion.

(c) Water from other outlets available to children, including classroom and bathroom sinks and water outlets used for food preparation, shall be tested and remediated if necessary, per the provisions in paragraph III.

(d) Stations in schools shall be installed in accordance with rules of the department of education relative to the number of drinking fountains required. There shall be at least one station on each floor or wing of the building and one station located near any cafeteria, gymnasium, or outdoor recreation space and any other high-traffic area.

(e) Stations in child care facilities shall be provided in such a manner to ensure that every child and staff member have adequate access to drinking water.

(f) Child care facilities serving less than 25 people where the current source of water is a sink may install point of use treatment that removes lead from drinking water in lieu of installing a water bottle filling station.

(g) Public and private schools and licensed child care facilities that install stations in accordance with this paragraph shall notify the department of environmental services using a form provided by the department that demonstrates compliance with the applicable requirements of this paragraph.

III. Public and private schools and licensed child care facilities shall test a minimum of 3 rounds for the

presence of lead in drinking water at all outlets at the school or facility.

(a) For existing public and private schools and licensed child care facilities, sampling shall be completed between January 1, 2016 and June 30, 2024; for new schools and child care facilities opening after the effective date of this section, sampling rounds shall be completed a minimum of 6 months apart. For purposes of this section, "outlet" means a drinking water fixture currently or reasonably expected to be used for consumption or cooking. Testing shall be in accordance with guidance from the department of environmental services. Schools and licensed child care facilities that have not tested their outlets between January 1, 2016 and the effective date of this paragraph shall initiate testing within 30 days of the effective date of this paragraph.

(b) If test results obtained by a school or licensed child care center after the effective date of this paragraph demonstrate the presence of lead at a concentration at or exceeding 5 parts per billion, the school or licensed child care facility shall, within 5 business days, notify parents and guardians and shall, as an interim measure, ensure that the children are provided only drinking water that meets the standard. Notification shall be made in at least 2 places including, but not limited to, the school or school administrative unit/child care facility website and at least one method of direct communication via email or printed flyer. The school or licensed child care facility shall also implement a remediation plan, as approved by the department, within 180 days of notification of parents or, in consultation with the department, as soon as practicable. The department shall review the plan and any associated submittals within 60 days of receiving them. The school or licensed child care facility shall conduct testing after remediation measures have been implemented and shall provide those results to the department of environmental services to demonstrate that lead levels do not exceed the standard.

(c) Within 90 days of the effective date of this section, public and private schools and licensed child care facilities shall compare the results of testing conducted after January 1, 2016 with the new standard and, in the event any such results are at or exceed this standard, proceed with the requirements of subparagraph (b) relative to remediation and interim measures. Any results for samples collected after January 1, 2022 shall be compared to the new standard and proceed with all requirements of requirements of subparagraph (b).

(d) If 2 consecutive rounds of sampling performed after January 1, 2022 are below the 5 parts per billion standard at an outlet, further testing of the outlet shall not be required.

(e) All test results, including but not limited to those obtained between January 1, 2016 and the effective date of this section, shall be provided to the department of environmental services, which shall maintain a database of results established under the authority of RSA 21-O:12, I(e) accessible to the public on the department's website.

IV. To the extent it is allowable under federal regulations, remediation funding from federal sources shall be made available to public and private schools and child care facilities by the department of environmental services.

Source. 2018, 4:18, eff. July 1, 2019. 2022, 325:1, eff. July 8, 2022.

<https://www.gencourt.state.nh.us/rsa/search/default.aspx>

HUDSON SCHOOL DISTRICT POLICY

EHAB Data Governance and Security

Updated: For School Board Second Reading January 8, 2024

Related policies: EHAA, EHB, GBEBD, GBEF, IHBH, JICJ, JICL, JICM, KD, & KDC

Category: Priority/Required by Law

To accomplish the district's mission and comply with the law, the district must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the district's stakeholders. All persons who have access to district data are required to follow state and federal law, district policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information – Information that the district is prohibited by law, policy or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information – Information that is determined to be essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations. Critical data is not necessarily confidential.

Cybersecurity Incident – an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information processes, stores, or transmits, if that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

B. Data and Privacy Governance Plan - Administrative Procedures

1. **Data Governance Plan.** The Superintendent, in consultation with the District Information Security Officer (ISO) (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"). Annually, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30.

The Data Governance Plan shall include:

- a. An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use
- b. A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education
- c. Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and district installed extensions used on district hardware, server(s) or through the district network(s)
- d. A response plan for any breach of information /cybersecurity incidents; see RSA 31:103-b and

RSA 359-C:19-21

- e. A requirement for a service provider to meet or exceed standards for data protection and privacy
- f. A provision that students participating in career exploration or career technical education may, **with written parental consent**, register for technology platforms and services to be used as part of the student's approved program of study, which require the provision of personally identifiable information. Copies of written parental consent shall be retained as part of a student's educational record.

The Data Governance Plan shall include standards and provisions that meet or exceed the standards set forth in the N.H. Dept. of Education's *Minimum Standards for Privacy and Security of Student and Employee Data*.

- 2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of district data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the district's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of district data. The ISO will work with both the district and building level administrators and data managers (paragraph E, below) to advocate for resources, including training, to best secure the district's data.

The Superintendent of Schools will be designated as the district's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship

All district employees, volunteers and agents are responsible for accurately collecting, maintaining and securing district data including, but not limited to, confidential and/or critical data/information.

E. Data Managers

All district administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the district's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the district and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing district policies and procedures regarding data management.

F. Confidential and Critical Information

The district will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The district will provide access to confidential information to appropriately trained district employees and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will disclose confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise.

The Superintendent and/or the ISO shall immediately report any known or suspected cybersecurity incidents within the district's information systems, or within an information system of any vendor of the district, to the New Hampshire Cyber Integration Center of the Department of Information Technology. The Superintendent and/or the ISO shall disclose all known information and interactions. See RSA 31:103-b.

The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the district in promptly and appropriately addressing a security breach.

As a part of this investigation, the ISO or designee will promptly determine the likelihood that any information part of a cybersecurity incident has been or will be misused. If the determination is that the misuse of information has occurred or is reasonably likely to occur, or if a determination cannot be made, the ISO will notify the affected individuals as soon as possible, consistent with the notification requirements under RSA 359-C:20.

Likewise, the district will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All district staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications

District staff members are encouraged to research and utilize online services or applications to engage students and further the district's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until

the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

Notwithstanding the prohibition on the use of applications, etc. that store, collect or share personally identifiable information concerning a student ("PII"), students participating in career exploration or career technical education may, with written parental consent, register for technology platforms and services to be used as part of the student's approved program of study, even if said platforms and services require the collection, storage and sharing of the student's PII. Use of these platforms and services is subject to the conditions set forth in B.1(f), above, and related provisions of the Data Governance Plan. The written parental consent forms shall be retained as student records.

H. Training

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on district technology resources. The retention schedule should comply with, and be incorporated [by reference] into the data/record retention schedule established under Board policy EHB and administrative procedure EHB-R], including but not limited to, provisions relating to Litigation and Right to Know holds as described in Board policy EHB].

J. Consequences

Employees who fail to follow the law or district policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the district. The district will end business relationships with any contractor who fails to follow the law, district policies or procedures, or the confidentiality provisions of any contract. In addition, the district reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The district may suspend all access to data or use of district technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The district will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the district.

Any attempted violation of district policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References

15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)
20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)
20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)
20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)
20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)
RSA 189:65 * Definitions
RSA 186:66 * Student Information Protection and Privacy
RSA 189:67 * Limits on Disclosure of Information
RSA 189:68 * Student Privacy
RSA 189:68-a * Student Online Personal Information
RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach

Additional Resources

N.H. Dept. of Education Minimum Standards for Privacy and Security of Student and Employee Data:
<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/minimum-standards-privacy.pdf> (Link as of 2022.8.1)

Adopted: August 26, 2019

First Reading: November 7, 2022

Second Reading: November 21, 2022

Updated: November 21, 2022

First Reading: December 20, 2023

Second Reading: January 8, 2024

HUDSON SCHOOL DISTRICT POLICY

KF Use of School Facilities

Reviewed: For School Board Second Reading January 8, 2024

Category: Priority/Required by Law

COMMUNITY USE OF SCHOOL FACILITIES

The Hudson School Board may grant the use of school facilities to public agencies and to responsible, properly organized community groups, private organizations, and individuals for any lawful purpose, including the purposes of education, elections, and civic welfare. Such use shall not displace any school activity unless approved in advance by the Superintendent or his/her designee.

The Superintendent ~~of Schools~~, or designee, may approve the use of school facilities by outside organizations. Charges shall be made according to the schedule of fees developed by the Superintendent and approved by the School Board. Proof of liability insurance shall be required for the use of school property. The Superintendent shall establish such rules and regulations as are needed to implement this policy as well as to assure the preservation of District property.

All organizations and groups, permitted by law, may rent school facilities according to the following regulations, and at fees set out on the "District Rental Fee Schedule". All organizations except those described in the following paragraphs shall pay a fee. A reasonable use fee shall be charged for the lease of school facilities and property and this fee may be offset by goods contributed or services rendered by the user. "Reasonable use fee" means an amount that is at least equal to the cost for utilities, services, supplies or personnel provided to the lessee pursuant to the terms of the lease. If the school administration determines a custodian is necessary, the charge will be at the overtime rate [for the custodian covering the event, not to exceed the rate indicated in this policy](#).

General Conditions

The district will use its best efforts to avoid conflicts with approved use of the facilities and property but no lease or use provision shall be effective if the administrator of the facility finds that it would cause delay, cancellation, or rescheduling of a school-sponsored activity.

A person, group or organization that is otherwise eligible to lease school property shall not be denied use of or charged differentiated fees for school property on the basis of the person, group or organization's beliefs, expression of beliefs or exercise of the rights of association that are protected under state or federal laws. Failure to pay necessary fees or to properly safeguard the property of the district and follow its regulations shall be deemed grounds to disallow future use of facilities.

All individuals or organizations must [complete and](#) sign the rental agreement form and furnish the certificate of insurance [with the Hudson School District listed as an additional insured](#) before using district facilities. [All non-school organizations, when planning events, must adhere to the capacity requirements for the space to be used, as set forth by the Hudson Fire Department.](#)

[Smoking and the use of alcoholic beverages will NOT be allowed on school premises at any time. No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to the property, or for any purpose prohibited by law.](#)

Uncompensated Use

The Superintendent may permit the uncompensated use of facilities and property by any school related group or by any organization whose membership is open to the public and whose activities promote the educational function of the district. "Educational function" means uses that are directly related to the educational mission of the district as adopted by the School Board and includes the educational mission related uses of parent-teacher organizations and youth organizations.

If an exempt organization's use of the facility results in costs to the district, the organization will be responsible for that cost. All other organizations will pay the scheduled facility rental fee, and in addition, any costs incurred by the district. The Superintendent may waive any costs to the exempt organization if it is deemed in the best interest of the district.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent or designee it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number of individuals present for the event, and/or the number of volunteers present.

DISTRICT RENTAL FEE SCHEDULE

Full day use of a facility is considered to be any use in excess of four (4) hours.

	A	B	Utilities
Gymnasium (1/2 day)	N/C	\$250	\$25
Gymnasium (full day)	N/C	\$500	\$50
<u>Multipurpose Room (1/2 day)</u>	<u>N/C</u>	<u>\$250</u>	<u>\$25</u>
<u>Multipurpose Room (full day)</u>	<u>N/C</u>	<u>\$500</u>	<u>\$50</u>
AHS/HMS football field (1/2 day)	N/C	\$250	N/A
AHS/HMS football field with lights (<u>1/2 day</u>)	N/C	\$250	\$50
AHS/HMS football field (full day)	N/C	\$500	N/A
AHS/HMS football field with lights <u>(full)</u>	N/C	\$500	<u>\$5100</u>
<u>AHS Tennis Courts (1/2 day)</u>	<u>N/C</u>	<u>\$100</u>	<u>N/A</u>
<u>AHS Tennis Courts (full day)</u>	<u>N/C</u>	<u>\$200</u>	<u>N/A</u>
<u>Elementary School field* (1/2 day)</u>	<u>N/C</u>	<u>\$150</u>	<u>N/A</u>
<u>Elementary School field* (full day)</u>	<u>N/C</u>	<u>\$300</u>	<u>N/A</u>
Locker Room (1/2 day)	N/C	\$75 40	N/A
Locker Room (full day)	N/C	\$150 80	N/A
Cafeteria or Kitchen (1/2 day)	N/C	\$250 200	\$25
Cafeteria or Kitchen (full day)	N/C	\$500 400	\$50
Classroom (1/2 day)	N/C	\$75 60	N/A
Classroom (full day)	N/C	\$150 120	N/A

*Elementary school field includes any of the fields located at the Dr. H.O. Smith School, Hills Garrison Elementary School or Nottingham West Elementary School.

Use of the football field(s) in excess of one week shall be considered "season rate". The rate for the season shall be recommended to the School Board by the administration. The rate shall be based on several factors including the number of participants, type of use, number of practices and games, etc. Any recommendation for season use shall include a Memorandum of Understanding to be approved by the School Board.

Requests for use of the Hills House grounds must be presented to the School Board for approval. The rental fee will be determined by the School Board.

If custodian coverage is required as determined by the Custodial Manager or the Facilities Director, the ~~hourly~~ charge is ~~\$3155~~.00 per hour for each custodian. If a school kitchen is being requested, along with the use of any of the school's equipment, a Food Service employee will be required to be present for the duration of the event is required, and the hourly charge is ~~\$1730~~.00 for each employee. If another district employee is required to be present, as determined by the Superintendent as noted above, the rate to be charged for that employee will be \$50.00 per hour. Full day use of a facility is considered any use in excess of four (4) hours.

Category A:

Branches of Hudson municipal government (includes no charge for custodian or utilities); school approved organizations, e.g. PTO, Friends of Music, Boosters; not-for-profit private school and established youth organizations i.e. scouts, youth sports, musical, and theatrical, etc.; local groups based in Hudson including religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations where no admission is charged and/or no other profit-making activity is engaged in ~~(no charge if held during time when the school is open).~~

No charge for use of the facility or custodial costs shall be charged to the Hudson Recreational Department for use during the basketball season.

Custodial costs shall be charged for any profit-making activity where admission is charged and sponsored by or part of one of the groups identified in Categories A. The charge will be applied only if the activity is scheduled when custodians are not scheduled for normal work activity.

Category B:

Private promoters for their own exclusive profit, and any individual/group not specifically mentioned as part of Category A.

Damage to Facility or Equipment

If an organization that has permission to use a school district facility, regardless of category, causes damage to the facility or equipment, that organization shall compensate the district for that damage. In the event damage occurs, an assessment shall be conducted by district personnel to determine the level of compensation.

Adopted: June 1, 2015

Reviewed by Policy Committee: December 13, 2021

Reviewed by School Board: January 3, 2022

Draft-Hudson School District Calendar 2024-2025



AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Teacher Workshop – No School for Students
 - Early Release for Students
 - No School
 - First/Last Day
- August thru January: 97 days
February thru June: 88 days

NOTE: Last day includes 5 snow days

August

- 19 – 20 New Teacher Orientation
- 21 – 23 Teacher Workshop
- 26 First Day for All Students
- 30 No School

September

- 2 Labor Day (No school)
- 10 Teacher Workshop (No school for students)

October

- 11 Early Release for Students
Teacher Workshop PM
- 14 Columbus Day (No school)

November

- 5 Teacher Workshop (No school for students)
- 11 Veterans Day (Observed – No school)
- 27-29 Thanksgiving Break (No school)

December

- 23 – 31 Holiday Break

January

- 1 New Year's Day (No school)
- 20 Martin Luther King/Civil Rights Day (No school)

February

- 24 – 28 Winter Break

March

- 11 Teacher Workshop – No school for students

April

- 28 – 30 Spring Break

May

- 1 – 2 Spring Break
- 26 Memorial Day (No school)

June

- 20 Last day for students (tentative)
(Early release for students)
- 23 Teacher Workshop (am only)

Approved XXXX

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

To:	Hudson School Board
From:	Jennifer Burk, Business Administrator
Date:	December 28, 2023
Re:	Audit Services Bid Results

The Hudson School District went out to bid on audit services in late November. We directly invited 6 audit firms to participate in this bid, based on a list of firms registered to provide governmental and educational audits in this region, while also posting the RFP packet on our website.

Only one vendor, Plodzick & Sanderson, P.A., responded to the RFP. The costs for each year of the audit are summarized below:

Fiscal Year Close Date	Financial Statement Audit Cost:	Single Audit Cost:
June 30, 2024	\$23,900	\$3,125
June 30, 2025	\$25,095	\$3,250
June 30, 2026	\$26,350	\$3,375
June 30, 2027	\$27,700	\$3,500
June 30, 2028	\$29,085	\$3,625

Recommended Action:

The Hudson School Board awards the audit services contract to Plodzick & Sanderson, P.A. for the fiscal years 2024 through 2026, with two one-year extension options for fiscal years 2027 and 2028, in accordance with policy DJE.

Thank you in advance for support of the above motion.

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 9**. 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) member 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 vote at the first session, for the purposes set forth therein, totaling \$**66,451,923**? Should this article be defeated, the default budget shall 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 the issue of 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 reached 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	\$751,496
2025-26	\$364,152

and to further raise and appropriate \$751,496 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: \$.16

Recommended by the Hudson School Board 5-0
Recommended by the Budget Committee 6-1-3

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 reached 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	\$155,027
2025-26	\$159,290

and to further raise and appropriate \$155,027 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: \$.03

Recommended by the Hudson School Board 5-0
Recommended by the Budget Committee 7-1-2

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 established in March of 1999 and created for that purpose, and further to name the school board as agents to expend this fund?

Estimated tax rate impact: \$.00

Recommended by the Hudson School Board 5-0
Recommended by the Budget Committee 8-0

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 by the Hudson School Board 5-0
Recommended by the Budget Committee 8-0

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 by the Hudson School Board 5-0
Recommended by the Budget Committee 8-0

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 by the Hudson School Board 5-0
Recommended by the Budget Committee 8-0

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, improving and maintaining the farm's buildings and grounds, 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 by the Hudson School Board 5-0

WARRANT ARTICLES

Not Recommended by the Budget Committee 3-5

Warrant Article 9 Voting Day – By Petition

Shall the School District and Town of Hudson change the date of the elections from the second Tuesday in March to the second Tuesday in April in accordance with RSA 40:14, which would also change the date of the deliberative sessions to a date between the first and second Saturdays after the last Monday in February, inclusive? This warrant would only take effect if it passes on both the town and school district ballots.

Submitted by petition

Recommended/Not by the Hudson School Board X-X

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

True Copy of Warrant – Attest:

Hudson School Board



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

5:00pm Non-Public Session
6:30 pm Budget Meeting
Non-Public Session

School Board Meeting Minutes – December 20, 2023 - Draft

In Attendance

Board Members

Gretchen Whiting, Chair
Maureen Dionne, Vice Chair
Ethan Beals
Mike Campbell
Gary Gasdia
Victoria Tilley - Student Rep. -absent

SAU Staff

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

A. Call to Order

B. Non-Public Meeting

At 5:02pm, Ethan Beals made a motion to enter into non-public session per RSA 91-A:3II (c) and (I). Maureen Dionne seconded the motion. Motion passed 5-0. Roll call vote.

Personnel matter discussed

C. Return to Regular Session

At 6:23 pm, Ethan Beals made a motion to return to exit non-public, and at 6:30pm, scheduled time, to enter regular session. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Chair Gretchen Whiting asked Mike Campbell to lead the Pledge of Allegiance.

D. Public Input [0:00:37]

There was no public input.

E. Good News Update (Information) [0:00:52]

Nottingham West Grade 4 teacher Ms. Anna Dubois and her students shared their published book entitled *Be Kind* about kindness, which was created using the “Being A Writer” Curriculum. The process took two weeks to write and illustrate the book. A group photo was taken with School Board members.

Ethan Beals made a motion to amend the agenda as such:

- ***DECA***
- ***Health Science***
- ***Conference Request***
- ***2 HS CTE items***
- ***HS Academic offerings***
- ***HMS Science Labs***

Gary Gasdia seconded the motion. Motion passed 5-0.

F. New Business [0:17:25]

1. Distributive Education Clubs of America (DECA) (Decision)

DECA Advisor Sarah Compagna and students Avery and Adam requested permission to attend the state conference on February 14-16, 2024. The cost of attendance is \$199/student to be paid through fundraising and student/family contributions. There are 37 members in the club this year (vs. 15 members last year). There will be 6 teams and 14 individual competitors. Hudson is one of two schools in NH who received the membership campaign award for doubling enrollment. They also received the DECA month award; challenges were posted on the Hudson DECA Instagram account (@alvirnedeca).

Ethan Beals made a motion to approve the DECA State conference travel request as presented. Mike Campbell seconded the motion. Motion passed 5-0.

2. Dental Health Equipment Donation (Decision)

Dr. Frauwirth shared details of a donation made by Dr. Peter Reich and NH Oral and Maxillofacial Surgery for dental equipment to be used by the CTE’s Health and Human Services program. The donation is valued at \$7,700. This will be the beginning of collecting equipment to expand course offerings to a potential dental technician certification for students. Students would now be able to learn how to operate dental equipment. A concern is the safety of equipment. It is nice to see community partnership.

Ethan Beals made a motion to approve the donation made by Dr. Peter Reich and NH Oral and Maxillofacial Surgery valued at \$7,700 as presented. Mike Campbell seconded the motion. Motion passed 5-0.

3. Conference Request (Decision)

HRIS Coordinator Cathy Brackett and Finance Director Melissa Van Sickle presented a request to attend the Tyler Technologies Conference in May 2024 in Indianapolis for training on MUNIS (the district’s HR and Finance software system.) Networking and hands-on sessions will be helpful in learning the updated version of MUNIS.

Ethan Beals made a motion to approve the travel request for Cathy Brackett and Melissa Van Sickle to attend the Tyler Technologies conference in May 2024 as presented. Mike Campbell seconded the motion. Motion passed 5-0.

4. Alvirne High School Graduation (Decision)

Principal Beals provided the high school graduation date for the School Board’s approval. The date will be the second Thursday in June (June 13, 2024) as is practice. The SNHU Arena is booked. The cost of flowers will be shared with the Londonderry School District as they will hold graduation at the same location on Friday.

Gary Gasdia made a motion to approve the AHS graduation date of June 13, 2024. Maureen Dionne seconded the motion. Motion passed 5-0.

5. Natural Resources Position (Decision)

Principal Beals and Dr. Frauwirth made a request regarding the Natural Resources program. It has been challenging to fill the vacancy of one of the part-time Natural Resources teachers who resigned. Alternatives were considered such as online class options. With the recent resignation of another Natural Resources teacher, there was a request to advertise for a full-time Natural Resources and Forestry teacher in place of the two part-time positions. The district is committed to offering Natural Resources and Forestry as part of the Natural Resources program.

Gary Gasdia made a motion to approve the full-time Natural Resources and Forestry position. Mike Campbell seconded the motion. Motion passed 5-0.

G. Presentations to the Board [0:41:47]

1. Alvirne New Course Offerings for Program of Studies (Information)

There was a review of new course offerings at Alvirne. It was noted that student interest and staffing will determine if curriculum will be developed.

Capstone - An Education Experience	(to pilot in January 2024)	Semester
Law in Action		Semester
AP Environmental Science		Year-long
CP Environmental Science		Year-long
Human Services II Honors	Gr. 11-12	Double-period
Health and Human Services Exploration		Semester
Forestry and Natural Resources		Year-long
Forestry and Wildlife Management II	Double-period	Year-long

Prerequisite: successful completion of Forestry and Natural Resources

2. Hudson Memorial School Science Lab Update (Information)

Superintendent Moulis provided an update on the HMS Science Labs that were upgraded in the fall of 2023. Eight science labs needed renovation: two per year over the next four years. Some updates include removal of old gas lines, ADA compliancy, adding better storage for equipment and supplies, making learning spaces more adaptable, increasing whiteboard space, and refreshing paint.

H. New Business (continued) [1:12:49]

1. PSRP Contract Review and Ratification (Decision)

Superintendent Moulis reviewed the ratified PSRP agreement for Board consideration:

- 2-year agreement
- New categories included: full-time paras and LPNs (working 6.5 hrs/day)
- There will still be part-time paras working 5.5 hrs/day.
- Food service personnel are included in this contract.
- Changes regarding the evaluation process and grievance process
- The conversion change to 6.5 hr. positions will occur at AHS the first year and then the middle school.
- New Year's Day is added as a paid holiday.
- Changes to Special Education stipend: from a flat \$500 to \$0.50/hour
- Increase to longevity for existing categories by \$100
- Increase in sick time from 10 to 12 days/yr.; maximum accrual days from 50 to 60
- For the new 6.5 hour positions, there will be a 80% contribution to single plans only and 50% to single dental plan.
- Increases to FSAs: from \$300 to \$500 (for those not eligible for health insurance)
- New category added for tuition reimbursement
- Changes in wages: grandfathered track for those on the old schedule; new hire track; new base pay for para increased from \$14.09 to \$17/hr. then \$18.25 the next school year. Para II pay rate was \$17.50/hr. then \$18.50 the next year. All existing staff members will receive a \$3 increase the first year and \$1.25 the next year. Food service staff will be similar. New hires will go from \$12.50/hr. to \$15/hr. the first year then \$15.50 the second year.
- The cost in year one for the increase in wages of \$3 for existing staff will be \$428,825; extra holiday is \$15,465; AHS paras from part-time to full-time will be \$115,240; if 50% staff took benefits the cost will be \$161,113; the tuition reimbursement establishment will be \$20,000; FSA increase will be \$8,000; the increase in longevity would be \$2,153. The total for the first year would be \$751,496 or \$0.16 on the tax rate.
- In year 2, with the increase of \$1.25 for staff will be \$189,658; HMS paras going full-time will be \$77,406 and if 50% took benefits, it will be \$97,088 for a total of \$364,152. Those totals will appear on the Warrant Article.

Everyone was thanked for their work in negotiations. This will help with staff recruitment and retainment, as staff is valuable.

Gary Gasdia made a motion to approve the PSRP contract as presented. Maureen Dionne seconded the motion. Motion passed 5-0.

Maureen Dionne made a motion to amend the agenda to review the AFSCME Contract. Mike Dionne seconded the motion. Motion passed 5-0.

Negotiations include:

- 2-year contract
- 2.75% COLA in each year
- Health insurance to remain at 90% coverage level.
- Bereavement leave changed from 3 days to 5 days for immediate family and stayed at 3 days for others.
- The cost for the Warrant Article in year 1 is \$155,027 (\$0.03 on tax rate) and in year 2 is \$159,290.
- AFSCME approved the contract.

Gary Gasdia made a motion to approve the AFSCME contract as presented. Maureen Dionne seconded the motion. Motion passed 5-0.

2. Nomination (Decision)

Ethan Beals made a motion to approve the nomination of Jeff Ogiba as AHS Assistant Indoor Track Coach for \$1,225. Mike Campbell seconded the motion. Motion passed 5-0.

I. Old Business [1:25:58]

1. Review of Warrant Articles (Decision)

There was a review of the current FY25 warrant articles. The Budget Committee reduced the operating budget by \$830,100 by removing the conversion of paras. They planned to revisit this in January.

WA1: Operating Budget \$68,363,461 (default \$67,596,534)

WA2: CBA - PSRP

FY25: \$751,296 (and to raise/appropriate this amount)

FY26: \$364,152

Mike Campbell made a motion to recommend WA2 - CBA PSRP as presented. Maureen Dionne seconded the motion. Motion passed 5-0.

WA3: CBA - AFSCME

FY25: \$155,027 (and to raise/appropriate this amount)

FY26: \$159,290

Mike Campbell made a motion to recommend WA3 - CBA AFSCME as presented. Gary Gasdia seconded the motion. Motion passed 5-0.

WA4: Roof Replacement at Dr. H.O. Smith Elementary School

Raise/appropriate \$250,000 and withdraw \$250,000 from schools renovations capital reserve fund. The Budget Committee recommended this 8-0.

Mike Campbell made a motion to recommend WA4: Roof Replacement at Dr. H.O. Smith Elementary School as presented. Maureen Dionne seconded the motion. Motion passed 5-0.

WA5: Hudson Memorial Science Labs

Raise/appropriate \$200,000 to upgrade two science labs at Hudson Memorial - to come from the June 30 fund balance and no amount raised by additional taxation. The Budget Committee recommended it 8-0.

Gary Gasdia made a motion to recommend WA5: Hudson Memorial Science Labs. Maureen Dionne seconded the motion. Motion passed 5-0.

WA6: Alvirne Checkers Kitchen Renovation

Raise/appropriate up to \$250,000 to come from the June 30 fund balance and not to be raised by additional taxation. This was recommended by the Budget Committee 8-0.

Maureen Dionne made a motion to recommend WA6: Alvirne Checkers Kitchen Renovation as presented. Mike Campbell seconded the motion. Motion passed 5-0.

WA7: Hudson MEM Hallway Flooring Replacement

Raise/appropriate up to \$94,000 to come from the June 30 fund balance with no amount raised by additional taxation. It is recommended by the Budget Committee 8-0.

Mike Campbell made a motion to recommend WA7: Hudson MEM Hallway Flooring Replacement as presented. Gary Gasdia seconded the motion. Motion passed 5-0.

WA8: Capital Reserve Account Established for Alvirne Farm

Establish an Alvirne Farm Capital Reserve Fund under provisions of RSA 35:1 to repair/maintain the farm and to raise/appropriate \$150,000 to come from the June 30 undesignated fund balance to be placed in the fund. This was not recommended by the Budget Committee 3-5. They recommended starting with \$50,000. The Trustees recommended the \$150,000 and will reach out to the Budget Committee.

Mike Campbell made a motion to recommend WA8: Capital Reserve Account Established for Alvirne Farm as presented at \$150,000. Gary Gasdia seconded the motion. Motion passed 5-0.

WA9 (Petition): Voting Day

This warrant would change the town/school election date from the second Tuesday in March to the second Tuesday in April. This petition warrant is designed in accordance with RSA40:14 changing deliberative sessions to between the 1st and 2nd Saturdays after the last Monday in February – and would need to pass both town and district ballots.

Concerns discussed were: vacation, budget, funding projects, CBAs, open enrollment/staff contract notification delay, grants, voter turnout, etc. This will be reviewed in the January 8, 2024, agenda.

Maureen Dionne made a motion to amend the agenda to discuss the Superintendent Contract. Mike Campbell seconded the motion. Motion passed 5-0.

Discussion about the extension of the Superintendent contract for Dr. Dan Moulis will be reviewed in non-public session.

J. Policies - First Reading (Decision) [1:53:13]

There was a first reading of the following policies:

BEDG - Meeting Minutes

New NHSBA proposed policy. Note: sealed minutes process to review periodically in a 10-year span, to start with the most recent working backwards. Legal Counsel made recommendations. A legislative update required this review of nonpublic minutes. (RSA 91:A, 3).

BEDH - Public Comment and Participation at Board Meetings

New NHSBA proposed policy. Changes involve providing a way for the Board to table the remainder of time until the end of the meeting. Public comments should be made regarding agenda items or items that the Board addressed at the prior meeting under new business. There was a request to remove that language from the policy. There was discussion about addressing input for items not on the agenda. There are RSA updates for this public comment issue.

DK - Payment Procedures

New NHSBA proposed policy with changes regarding payments, checks and manifests. Two members could be designated to review manifests, with a backup in place.

EBBC - Emergency Care and First Aid - proposed for withdrawal as it is covered in policy JLCE.

EBBD - Indoor Air Quality and Water Quality

NHSBA version with changes; RSA 485:17 (a) Lead in Drinking Water in Schools and Licensed Childcare Facilities.

EHAB - Data Governance and Security

Current policy with tracked changes including a section to be updated regarding personally identifiable information (PII) that students in career exploration/technical education may, with parental consent, register for technology platforms and services to be used as part of the student's approved program of study.

KF - Use of School Buildings and Facilities

Current policy with tracked changes such as signing a rental agreement, addition of information on uncompensated use (by a community group), and updates to the rental fee structure.

K. Recommended Action (Decision) [2:19:55]

1. Manifests

2. Minutes - December 4, 2023

Mike Campbell made a motion to approve the minutes of December 4, 2023 as written. Maureen Dionne seconded the motion. Motion passed 5-0.

L. Reports to the Board (Information) [2:20:37]

1. Superintendent Report

- Classroom walkthroughs at AHS: construction trades class building 2 sheds and a mini house. There was collaboration with the woodworking class. There was a culinary class visit also.
- He attended Nottingham and Hills Garrison's choral concerts.
- Monday: Hudson Memorial and AHS band concerts.
- Strategic Planning Committee meeting: review the portrait of a graduate.
- Teacher nominations include a music teacher at Hills Garrison and a Project Lead the Way teacher.
- NHSBA and NHAA: over 250 educational bills focusing on building aid, budget and funding, reading assessment/intervention, Right to Know, etc.
- Last Saturday: Wreaths Across America in support of the military.
- Food Service updates: new meal plus system for FY25 and monitoring of negative meal balances (currently -\$19,500); an option is a charging limit for negative balances.
- District to receive a security action for education grant fund for a school security project (\$100,000 is recommended) to be approved by the Governor and Council. Adding cameras at AHS is a possible project.
- Superintendent Moulis wished everyone happy holidays.

M. Committee Reports (Information) [2:29:20]

Mr. Beals shared that the DEI Committee met on Monday and the Strategic Planning Committee met and identified an early priority of the portrait of a graduate document

with potential name changes. They hope to present a document to the Board in June. There will be community outreach sessions starting in February.

Ms. Whiting spoke about the Budget Committee meeting regarding appropriations etc. A spreadsheet was attached to their December 13, 2023 minutes. Through discussions, the committee asked the School Board to review the budget to find further cuts to be reviewed by the Budget Committee. The Board felt that due diligence was done regarding the school district budget, with difficult decisions having been made and with transparency. The Board did not favor making an itemized list of further reductions. The Budget Committee had also talked about transportation and out of district tuition: the total cost being \$3,388,246. One question was, would it be more fiscally effective to bring out of district transportation in-house? This would take time to plan a study.

N. Correspondence [2:42:58]

1. Discipline report

Information is included in the agenda packet.

2. Manifests

Building administration is finding ways to use staff to fill in gaps and have plans on how to approach things in the second semester with position vacancies. These plans are not sustainable, however. As such, the fund balance has increased to \$2,686,860. Teachers, administrators, and staff are being asked to do more than they should and there is burnout. There is concern about absences possibly due to stress.

3. Alvirne High School NEASC Report

The report is being made public for now; it is complementary of the work at AHS, with some areas of recommendations and improvement. Further presentation of the NEASC report will occur at an upcoming meeting.

O. Board of Selectmen - Liaison Comments [2:52:43] - N/A

P. Student Representative Comments [2:52:44] - N/A

Q. Board Member Comments [2:52:45]

Mr. Campbell attended the Wreaths Across America event scouts at the Sunnyside Cemetery. He attended the Unified Theatre performance of Velveteen Rabbit. He commended everyone involved and wished everyone a nice holiday season.

Mr. Gasdia attended the recent concert and expressed the importance of the events happening and he thanked HCTV for their work. He wished everyone happy holidays.

Mr. Beals attended the Unified Theatre play. He said the energy at school this time of year is good. He wished everyone safe and happy holidays.

Ms. Dionne decorated gingerbread cookies at Nottingham West. She spoke about the work that staff and teachers are doing at home as well as in school to prepare for classroom activities, etc. She wished everyone happy holidays.

Ms. Whiting attended the dress rehearsal of the Unified Theatre play and she saw the fun that the actors had. She decorated gingerbread cookies and also noted the time and effort of teachers outside of school. She wished everyone happy holidays.

R. Non-Public Session per RSA 91-A:3 II a, b, and c. [2:59:25]

At 9:30 pm, Ethan Beals made a motion to enter into a non-public session per RSA 91-A:3 II a, b and c. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Personnel matters discussed

Extension of Superintendent authority to hire to end of year, 5-0 vote

Student matters discussed

SAU was dismissed at 10:17pm

Vote to seal December 20, 2023, 5:00pm nonpublic meeting minutes, 5-0 vote

S. Return to General Session and Adjourn

At 10:58pm, Ethan Beals made a motion to return to general session and adjourn the meeting. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Submitted by
Susan DeFelice
Non-Public by Jen Burk and Gretchen Whiting