

**HILLSBORO-DEERING SCHOOL BOARD
REGULAR MEETING**

Monday, March 4, 2024 - 6:00pm

H-D Elementary School Media Center

The mission of the Hillsboro-Deering School Board is to articulate and develop the educational goals of the community and to allocate community resources effectively and responsibly. It strives to create, with educational professionals, a dynamic learning environment in which all students are inspired to realize their individual potential, learn critical academic skills, develop intellectual curiosity and moral courage, and prepare to be active citizens.

MINUTES

In Attendance:

Board Members:

Chris Bober - Chair

**Jessica Morris - Vice
Chair**

Paul Plater

Heidi Welch

Michael Kenney

Administration:

**Jennifer Crawford,
Superintendent**

**Stacey Vazquez, Director of
Student Support Services**

**Jeni Laliberte, Director of
Curriculum Instruction and
Assessment**

**Grant Geisler, Business
Manager**

**Mark Nichols, Facilities
Director**

**Neil Richardson, Director of
IT**

A. Call Meeting to Order

- a. Chair Bober called the meeting to order at 6:00pm

B. Pledge of Allegiance and Moment of Silence

- a. Public announcement – There is a presence of a quorum, and the meeting is being video audio recorded and will be on the district website, www.hdsd.org .

C. Review Hillsboro-Deering School Board Norms

- a. The Board reviewed the School Board Norms.

D. Recognitions

- a. Dr. Heidi Welch and Dr. Jessica Morris – recognizing their years of service to the Hillsboro-Deering School District as members of the School Board

E. Correspondence

- a. Riche Colcombe sent an email as a trustee of the trust funds

F. Public Comment

- a. Chair Bober opened public comment at 6:05pm
- b. Full Discussion can be heard online.
- c. Riche Colcombe
 - i. The minutes of the Feb 5th session minutes
 - 1. There are errors in the minutes
 - a. Date should be 2024, not 2023
 - 2. There is detail missing in the Article 2
 - a. Please add the missing detail
 - 3. Article 3
 - a. a. iii. There was no answer as to why the \$3 million
 - b. Also asked why the budget was overspent over \$500,000, and if that was legal.
 - 4. Correct Benny Venezuela's name in the minutes.
 - ii. Why is there no note in the minutes that the vote was done by secret ballot and what the results of that vote were.
 - iii. GreenHouse discussion
 - 1. Asks the Board to reconsider using our general funds for this project and instead ask the Duncan Jenkin's trust funds
 - a. Also would like to see the project be self-sustaining.
 - iv. Asks the Board to reconsider how they use the general funds
 - 1. Use the surplus and replace the boiler now.
 - v. As a trustee of the trust funds
 - vi. Appreciates the superintendent has taken responsibility for the misinformation about the scholarship donation given at the last board meeting.
- d. Benny **Valenzuela**
 - i. The boiler seems to be an ongoing discussion
 - 1. It would be an appropriate use of surplus funds to replace the HS boiler.
 - ii. The Greenhouse
 - 1. Urges the Board to not proceed with this project until further considerations are made to the costs of this project.
 - 2. Feels this project has not been properly priced out.
 - iii. Thinks that the Duncan Jenkins Trust would be the proper way to go to fund this project.
- e. Board Response
 - i. The greenhouse project does not fall under the Duncan Jenkins Trust.
 - 1. This trust will not fund purchasing equipment or maintaining the equipment.
- f. Chair Bober moved the meeting on at 6:17pm

G. Consent Agenda

- a. Approve Minutes – February 19, 2024
- b. Appointments, Leaves and Resignations
 - i. See attached sheet
- c. Policies Update:
 - i. IC School Year and School Year Calendar – First Reading
 - ii. KCD Public Gifts – First Reading
 - iii. IHBH Extended Learning Opportunities – Revision
 - iv. IHBI Alternative Learning Plans – Revision
 - v. IMBA Distance Education -- Revision

d. VOTE

- i. Morris moved to approve the consent agenda as presented. Welch seconds. Motion passed 5-0-0.

H. Student Representative's Report – Mason Ferwerda

- a. HS
 - i. Everyone was on vacation last week
 - ii. Two weeks ago was Winter Carnival week
 - 1. Senior class won

I. Superintendent's Report

- a. General Update
 - i. We have been awarded another SAFE grant
 - ii. Conval Lawsuit
 - 1. On Feb 20th the Judge denied the state's motion to stay and for reconsideration.
 - 2. On Feb 28th the state of NH filed a motion to stay and reconsideration with the NH supreme court
- b. Propane Contract
 - i. We put out a solicitation with an energy provider that went out to 15 vendors
 - 1. Superior Plus had the lowest bid
 - a. Rate is 12.9 cents cheaper than our current rate
- c. FY 2023 Audit
 - i. Full discussion can be heard online
 - ii. Reviewed the audit with the Board
 - iii. pg. 49 state and federal findings
 - 1. There were no findings
- d. Greenhouse Bid Recommendation
 - i. see attached sheets
 - ii. Attached Cost Breakdown is a more accurate estimate of the total cost of the project
 - 1. This was created using informal estimates
 - iii. The total cost of the project is estimated at \$105,230.30
 - 1. Amount already approved to transfer for this project is \$106,018.99
 - iv. Recurring utility costs is estimated at \$1,245.45 per year (at this point in time)

- v. We were able to negotiate with Rimol Greenhouse Systems, LLC for a lower bid that their previous bid - this contract is now valued at \$62,230.30
- e. Facilities Use Request
 - i. Contoocook River Cooperation
 - 1. Is a resident owned park
 - a. They are asking to use the media center at the middle school
 - i. Tuesday/Thursday evenings for the next 5 months
 - 1. Asking for a fee waiver at the nonprofit rate

J. Board Discussion

- a. Greenhouse Bid
 - i. The full project would be covered by the funds that the Board has already transferred over for this project in the Fall of 2023.
 - ii. This is a positive addition to the school
 - iii. The well was a major concern, but since we can tap into existing water lines this is no longer a concern.
- b. Board Observers at the Polls March 12th
 - i. Deering 8am to 7pm
 - 1. Bober - 8am to 7pm with a break
 - ii. Hillsboro 7am to 7pm
 - 1. Kenney - 10am-12pm
 - 2. Plater - 8am - 12pm, and then maybe a second shift in the afternoon.

K. Public Comment

- a. Chair Bober opened public comment at 7:00pm
- b. Benny Valenzuela
 - i. Appreciates the Board deliberating the greenhouse project
 - 1. Would have liked to see the Board consider the cost of additional costs including but not limited to insurance, maintenance, and the potential need to replace staff who will run the greenhouse.
 - 2. Appreciates the Board clarifying that the project can not be funded by Duncan Jenkins trust money.
 - 3. Believes the Board should not do this project using surplus funds.
 - a. Answer
 - i. This project is not being funded via surplus.
- c. Leigh Bosse
 - i. Asks the Board to check with the town moderator if Board members are allowed to have observers at the election polls.
 - ii. How many classes a week will be held in the Greenhouse?
 - iii. How many staff will be needed to run the greenhouse program?
 - 1. Will they need a para?
 - iv. How many months a year will this be able to be used?
- d. Riche Colcombe

- i. The Board should be reviewing the minutes that are approved by the School Board.
- ii. The Board can not accept the scholarship donation until a public meeting has been held.
- iii. It's disappointing to hear that this decision will be rushed through at the last meeting for this board, and not leave it to the new board to weigh in on.
 - 1. This project should go to public vote.
 - 2. If the project didn't qualify for the ESSER grant, it should not come out of the public funds.
- e. Chair Bober closed public comment at 7:13pm

L. Action Items

- a. Approve Greenhouse Bid
 - i. Kenney moved to award the greenhouse contract to Rimol Greenhouse Systems, LLC at a cost of \$62,230.30 as presented. Plater seconds. 4-0-1 (Morris abstained)
 - 1. Discussion
 - a. Classes include Biology, botany, etc. - Multiple classes will use the building each day, which was discussed at the last meeting.
 - b. If we accept this, we are legally bound to this project and the funds will come out of surplus?
 - i. No, The funding piece was approved in the Fall of 2023 - the money is already in the budget and will not require any new dollars.
 - c. This is providing additional resources for teachers.
- b. Facilities Use Request Form
 - i. Bober moved to approve the facilities use agreement and fee waiver of \$300 for the Contoocook River Cooperation meetings as presented. Welch seconds. Motion passed 5-0-0.

M. Adjournment

- a. Morris moved to adjourn. Welch seconds. Motion passed 5-0-0 @ 7:22pm

78 School Street
Hillsboro, NH
03244-2190

S A U #34

Soaring to Excellence

603-464-4466
Fax 603-464-4053
www.hdsd.org

*Jennifer L. Crawford, Ed.D.
Superintendent of Schools*

*Jeni M. Laliberte, M.Ed., CAGS
Director of Curriculum, Instruction and Assessment*

*Stacey L. Vazquez, Ed.S.
Director of Student Support Services*

*Grant G. Geisler, M.S.
Business Manager*

To: Members, Hillsboro-Deering School Board
From: Dr. Jennifer Crawford, Superintendent of Schools
Date: March 4, 2024
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the February 19, 2024 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

Stephanie Savoy-HDES Title 1 Summer School Facilitator, \$35.00/hour, up to 80 hours, effective 7/1/24-8/30/24. (Title 1 grant-funded)

Crystal Metric, HDMS Music Director, \$825 stipend, effective 8/29/23-6/13/24

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Grant G. Geisler, M.S.
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: March 4, 2024

Resignations:

Robin Card, HDES Food Service, retirement effective 6/30/24.

Leaves: None

Transfers/Change of Assignments: None

Appointments:

Hannah Edwards – HDES Substitute Teacher, \$100.00/day as needed, effective 1/17/24
Sally Freeman – HDMS Substitute Teacher, \$100.00/day as needed, effective 1/29/24
Courtney Ford – HDES Substitute Teacher, \$100.00/day as needed, effective 1/18/24
Anjali Singh – HDES Substitute Teacher, \$100.00/day as needed, effective 2/13/24
Ariana Vilella – HDES Substitute Teacher, \$100.00/day as needed, effective 2/14/24
June Doyal – HDES Substitute Teacher, \$100.00/day as needed, effective 2/23/24

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

Facility Requested: (Check one) <u> HDES </u> <u> HDMS </u> <input checked="" type="checkbox"/> <u> HDHS </u>	
Room/Space Requested: <u>Library</u> <u>Media Center</u>	
Dates: 1st & 3rd Thursday of the month for approx. 4-5 months, then 1st Thursday monthly	
Times: 6pm ~ 8pm	
Name of Event/Activity: Board meeting for Contoocook River Cooperative	
Name of Event/Activity Contact: Janette Lochmandy	
Phone: 6035400464	Email: crc.secretary.23@gmail.com
Address: 85 Martin Road Deering NH 03244	
Description of Activity: <u>Board meeting for the coop</u>	
Set up requests: # of chairs <u>10</u> # of Tables <u>2</u> (attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector <u>no</u> Microphone <u>no</u>	
Kitchen <u>no</u> (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: <u>~10</u>	Will an admission fee be charged? Yes <input type="radio"/> No <input checked="" type="radio"/> Amount? _____
Check all that apply to this event/activity: School-sponsored <input type="checkbox"/> School Related <input type="checkbox"/> Community <input type="checkbox"/> Outside District <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/>	
Is Building Use Waiver requested? Yes <input checked="" type="radio"/> No <input type="radio"/>	Is Custodial fee Waiver requested? Yes <input checked="" type="radio"/> No <input type="radio"/> Is Kitchen fee Waiver requested? Yes <input checked="" type="radio"/> No <input checked="" type="radio"/>
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS.	

We need a meeting place to conduct our board meetings which usually last 1-2 hours with about 10 or so people attending. No food or custodians needed, we can pickup all chairs, tables etc.

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

- The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured. Certificate of Insurance attached _____
- Any flyers, social media or advertising of any kind must contain the following: "Not a school-sponsored event"
- It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature: Janette Lochmandy

Digitally signed by Janette Lochmandy
Date: 2024.03.01 11:07:43 -0500

Printed Name: Janette Lochmandy

Date: 3-1-24

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/ email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)

Certificate of Insurance

Yes

No

Initial _____

2. Building principal: Confirm that facility in your building is available as requested
Or Athletic Director: Confirm that athletic field is available as requested

Building Facility Reserved on:

Room being used

Use approved (circle one)

Reason for Denial (if applicable)

Tues + Thurs

Cafeteria

Approved

Disapproved

Principal Signature:

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee

(see fees on page 6)

Custodial Fees

Custodians

\$35/hr per custodian

Hours per custodian

Kitchen Fees

Cafeteria Staff

\$25/hr per staff member

Hours per person

10 mtgs \$ 30 per mtg

0

\$

0

\$

\$

during regular custodial hours

Notes:

Total Fees

\$ 300

Business Administrator Signature:

4. School Board:

Fee waiver Granted:

Yes

No

Amount of waiver requested:

\$

Amount waived:

\$

School Board Signature:

5. Scheduling (SAU Office)

Entered in School Calendar



CONTO51

OP ID: GY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/04/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IMMANUEL Insurance Agy- SAN PO Box 300 3 Brittany Lane Barrington, NH 03825-0300 IMMANUEL Ins Agy Inc &	603-335-4300	CONTACT NAME: IMMANUEL Ins Agy Inc PHONE (A/C, No, Ext): 603-335-4300 FAX (A/C, No): 603-822-7101 E-MAIL ADDRESS: gina@immanuelins.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Philadelphia Ins Co.	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	PHPK2662184	03/01/2024	03/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as additional insured on the general liability as required by written contract or agreement.

CERTIFICATE HOLDER	CANCELLATION
HILLSBO Hillsboro-Deering School District 11 Hillcat Drive Hillsboro, NH 03244	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Gina M. Vero</i>

ACORD 25 (2016/03)

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Greenhouse Cost Breakdown

Activity	Cost Estimate
Greenhouse Structure	\$67,457.90
Contract Negotiations	(\$5,227.60)
Construction	\$7,500.00
Benches (10)	\$0.00
Grading (donated)	\$0.00
Footers & Excavation	\$16,000.00
Electrical	\$13,500.00
Water & Filter	\$6,000.00
Total	\$105,230.30
Amount Transferred	\$106,018.99
Recurring Utility Costs	
Electric (4,800 kWh)	\$480.48
Propane (450 gallons)	\$765.00
Total	\$1,245.48
Title V funds for start-up	\$8,550.00

78 School Street
Hillsboro, NH
03244-4870

SAU #34

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Director of Curriculum, Instruction and Assessment
Grant Geisler, MS
Business Manager

February 26, 2024

To: HD School Board
From: Grant Geisler, Business Manager
Subj: Contract Recommendation – Greenhouse

We received three bids for the 20' x 60' greenhouse. A summary of the bids follows:

<u>Vendor</u>	<u>Cost</u>
Rimol Greenhouse Systems, LLC	\$67,457.90
Growspan Greenhouse Structures	\$68,671.56
The Greenhouse Company	\$94,025.90

Rimol is by far the most local vendor (Hooksett, NH) and their proposal is also the lowest cost. The cost is very close to what we anticipated, and funds are available in the Maintenance budget. Since Rimol was the lowest bid, we were able to negotiate on the price to some extent and we needed to change some requirements due to parts availability (e.g., all panels will be polycarbonate instead of a section being acrylic). The updated total cost is \$62,230.30.

We recommend the following motion: To award the greenhouse contract to Rimol Greenhouse Systems, LLC at a cost of \$62,230.30.