

**HILLSBORO-DEERING SCHOOL BOARD
REGULAR MEETING**

Monday, September 18, 2023 - 6:00pm

HD Elementary School Media Center

Also Livestreamed at: <https://townhallstreams.com/towns/hdsd>

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 (absent)

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

Jim O'Rourke, HS Principal

Marc Peterson, MS Principal

Robin Whitney, Lower ES Principal

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 – the meeting is being audio and video recorded and will be on the district website, www.hdsd.org and live streamed at <https://townhallstreams.com/town.php?id=109>.

C. Review Hillsboro-Deering School Board Norms

- a. See attached sheet

D. Recognitions

a. Student Recognitions

i. Lower H-DES

1. Kenny LeMieux

- a. Kenny comes in every day ready for kindergarten and always tries his best! He follows directions and is first to

help others. He is incredibly kind and helpful in the classroom and always makes sure everyone feels included. He is a great representation of C.A.R.E.S. and is lovely to have in our class!

ii. Upper H-DES

1. Paisley Davy

- a. Paisley comes to school ready to work every day! She goes above and beyond to help out classmates and staff with whatever needs to be done.

iii. H-DHS

1. Student Athletes and Coaches for 2022-2023

- a. Award of Excellence from NHIAA for Exemplary display of sportsmanship, ethics, & integrity

b. Staff Recognitions

i. Courtney Mallinger

1. This is the second year that I have had the opportunity to be in Courtney's class. She is always well planned, prepared and thoughtful in her lessons. She sets expectations for her students and challenges them to improve. Courtney also challenges herself and uses the strategies that have been presented to us in professional development, as well as the independent work she does to adjust her lessons to be effective and relevant. She is always adapting and is extremely knowledgeable in her subject area and also strives to not only lead by educating our students but also leading by example. Courtney is a phenomenal teacher and colleague.

ii. Tara Bell

1. Tara is always going above and beyond to educate her students and build rapport with them. She makes the extra effort to ensure each student has someone in their court. Tara also is willing to be a community team member by doing almost all the extracurricular activities that we have (clubs, dances, etc.), ensuring our students have a well balanced education. Tara is not afraid of hard work and staying after school, whether that is to assist students or to prepare for the following day. Above all else, Tara truly cares about her students and it shows in a multitude of ways (too many to write). I hope she knows how appreciated she is and the difference she is making.

iii. Kathleen Wechsler

1. Throughout staffing shortages and staff illness Kathleen has been consistent for our students maintaining safety and supporting their needs. Kathleen is incredibly patient and makes time for everyone who needs her. She is an invaluable member of our team.
- iv. Carolyn Lischke
 1. Carolyn has continuously been a support to all of the students within the programs. With staff absences she has kept the program running She is patient and kind to students
- v. Samantha Beaudry
 1. Thank you for supporting preschool with all of the staff absences!

E. Correspondence

- a. Postcard from a recently retired staff member thanking the Board for recognizing her for her service to Hillsboro-Deering

F. Presentation – Responding to Public Comment

- a. Attorney Matthew Upton
 - i. Policy on Public Comment
 1. Full discussion can be heard on the website
 2. See attached sheets
 3. The goal of the Board is to be transparent
 - a. Suggests that the Board add that the board will be transparent in the policy.
 4. Suggests a single public comment at the beginning of the meeting which allows for the public to come in, make their comments and then go home if desired.
 5. Suggests having a sign-up sheet for public comment to track who attends and speaks.
 - a. Name
 - b. Address
 - c. Time they signed up
 - d. Topic (Optional)
 6. The policy is the Board's, it can be waived if needed.

G. Student Representative's Report – Greg LeBlanc

- a. High School
 - i. Student Council has been planning homecoming
 1. Date - October 6th
 - ii. Senior Class trip is being planned
 - iii. Sports
 1. Cross Country team looks good
 2. Golf team also looks good
 - iv. DECA is starting up again this fall
 - v. Students are happy with the new vice principal
 - vi. More students have signed up for Concord Tech program

H. Public Comment

a. Chair Bober opened public comment at 7:19pm

b. Leigh Bosse

- i. Matt Upton has drafted an excellent policy
 - 1. Drafted to protect the Board
- ii. Would like to recommend that the Board keeps the two public comment sections
 - 1. Commends the Board for having a public comment after the Board discussion, but before the vote
- iii. Urges the Board to visit the Boards of New London, Weare, or Hennier to see how they conduct their public comments

c. Riche Colcomb

- i. Appreciates the suggestion to put requests to add to the Board agenda
- ii. Knows the
 - 1. Cooperative Organization
 - a. What is the Board supposed to be made up of
 - i. We have 3 at large members currently, one from Hillsboro and one from Deering.
 - ii. The contract that we have states that we should have 3 members at large -1 from Hillsboro precinct, 1 from Hillsboro proper, and one from Deering, as well as 1 from Hillsboro and 1 from Deering.
 - b. Would like clarification on how the Board should be structured.
- iii. Grounds, maintenance, and snow removal contract
 - 1. There are requirements in the awarded contract to Boulder Creek
 - a. The vendor awarded the contract would keep logs of daily activities
 - b. When this log was requested the logs, was told there is no such record
 - 2. This RSP has very specific requirements for the grounds maintenance standards, and there are no logs available to verify the work being performed.
 - 3. Would like the Board to look into this.

d. Chair Bober made an announcement at 7:31pm that the public comment will run concurrently to the agenda

I. Consent Agenda

- a. Approve Minutes August 21 Meeting
- b. Appointments, Leaves and Resignations
 - i. See attached sheets
- c. Approve NH DECA State Conference in February, 2024
 - i. See attached sheets
- d. Approve NH DECA International DECA Career Development Conference in April, 2024
 - i. See attached sheets
- e. VOTE

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

J. Superintendent's Report

- a. General Update
 - i. The school year is off to a good start.
 - 1. Started with 3 days of PD for staff
 - 2. Students started on Monday, August 28th
 - 3. We have our new student information system - working on getting all of our data migrated over.
 - ii. October 6th will be another PD day for the staff.
 - iii.
- b. FY 2023 Financial Report
 - i. See attached Sheets
 - ii. The audit has been submitted, and we are waiting for the final report to come back
- c. FY 2024 Financial Report July/August
 - i. See attached Sheets
- d. Approve Budget Timeline
 - i. See attached sheet
 - 1. Amendment
 - a. Two board members are up for re-election, not one.
- e. Addressing the Public Comment about the Groundskeeping contract
 - i. The vendor is required to keep the logs.
 - ii. We do not request the logs, therefore we do not have them
 - iii. The right to know law states that we do not need to create new documentation with these requests. We do not have the logs to give them for these requests
 - iv. If there is a question that the facilities director has and needs to request them we will, but we have not had a need to request them.
 - v. The logs are not missing - they have never been requested by the district, therefore we do not have them to produce.

K. Board Discussion

- a. Study Committee Update
 - i. The committee is running a bit behind.
 - ii. Collecting survey questions now
 - iii. Next meeting is on 9/19
 - iv. Will have more information at the next meeting
- b. Facilities Use Fee Waivers
 - i. See attached Sheets
 - ii. When school is not in regular operation hours (weekends)
 - 1. We have to staff custodial services and pay for this
 - 2. Last year we had a \$25,000 increase in the budget last year to cover custodial services to outside parties using our facilities.

3. \$34.77/hour for custodial services for events
4. The minimum we are allowed to bill custodial services is in blocks of 3 hours.
- c. Delegate Assembly Information
 - i. Full discussion can be found online
 - ii.

L. Public Comment

- a. Chair Bober opened public comment at 8:22pm
- b. Riche Colcomb
 - i. Thank you to Grant for having everything available so early in the process this year.
 - ii. Is it possible to have the Board let us know where the taxes will be at this year sooner rather than later?
 1. The Board was willing to answer that question before, but not now.
- c. Chair Bober closed public comment at 8:25pm

M. Action Items

- a. Facilities Use Fee Waiver Guidelines
 - i. Tabled
- b. Facilities Request Festival of Trees
 - i. See attached Sheets
 - ii. VOTE
 1. Welch moved to return the Facilities Request Festival of Trees to be completed before vote. Morris seconds. Motion passed 5-0-0
- c. Facilities Request Wizards Basketball
 - i. See attached Sheets
 1. VOTE
 - a. Welch moved to accept the Facilities Request Wizards Basketball as presented. Morris seconds Motion passed 5-0-0
- d. Appoint Delegate Assembly Member
 - i. Morris moved to appoint Chris Bober as the delegate Assembly Member. Welch seconds. Motion passed 4-0-1 (Bober abstained)
- e. Vote on Delegate Assembly Proposed & Continuing Resolutions
 - i. Continuing Resolutions
 1. Welch moved to approve the continuing resolutions as presented. Morris seconds. Motion passed 5-0-0
 - ii. Proposed Resolutions
 1. No 8.

- a. Morris moved to authorize the Delegate to not support this resolution. Plater seconds. Motion passed 5-0-0
2. No 9.
 - a. Morris moved to authorize the Delegate to vote to support the resolution. Welch seconds. Motion passed 5-0-0
3. No 10.
 - a. Kenney Moved to authorize the Delegate to vote to support the resolution. Morris seconds. Motion passed 5-0-0
4. No. 11
 - a. Morris moved to authorize the Delegate to vote to support the resolution. Welch seconds. Motion passed 5-0-0
5. No. 12
 - a. Kenney moved to authorize the Delegate to vote to support the resolution. Morris seconds. Motion passed 5-0-0
6. No. 13
 - a. Welch moved to authorize the Delegate to vote to support the resolution. Morris seconds. Motion passed 5-0-0
7. No. 14
 - a. Morris moved to authorize the Delegate to vote to support the resolution. Welch seconds. Motion passed 5-0-0
8. No. 15
 - a. Morris moved to authorize the Delegate to vote to support the alternative language to the resolution. Welch seconds. Motion passed 5-0-0
9. No. 16
 - a. Morris moved to authorize the Delegate to vote to not support the resolution. Welch seconds. Motion passed 5-0-0
10. No. 17
 - a. Morris moved to authorize the Delegate to vote to support the alternative language to the resolution. Welch seconds. Motion passed 5-0-0
11. No. 18
 - a. Morris moved to authorize the Delegate to vote to abstain from this resolution. Plater seconds. Motion passed 5-0-0
12. No. 19
 - a. Morris moved to authorize the Delegate to vote no to bring this resolution to the floor Welch seconds. Motion passed 1-4-0 (Morris, Welch, Plater, Bober no)
13. Proposed changes to the Bylaws

- a. Bober Moved to support all three changes as presented.
Welch seconds. Motion passed 5-0-0

f. Approve Budget Timeline

- i. Morris moved to approve the budget timeline as amended. Welch seconds.
Motion passed 5-0-0

N. **Non-Public Session-** RSA 91-A:3 II (c)

- a. Morris moved to enter into a non public session citing RSA 91-A:3 II (c). welch seconds. Motion passed 5-0-0 @8:44pm
- b. Roll
 - i. Chris Bober - Yes
 - ii. Jessica Morris - Yes
 - iii. Paul Plater - Yes
 - iv. Heidi Welch - Yes
 - v. Michael Kenney - Yes

O. **Call Back to Order**

- a. Chair Bober called the meeting to order at 9:01pm

P. **Action After Non-Public Session**

- a. None

Q. **Adjournment**

- a. Kenney moved to adjourn. Welch seconds. Motion passed 5-0-0 @ 9:02pm

Hillsboro-Deering School Board
Unanimously Approved 8-21-2023

Norm	When we do this, we...	When we are NOT doing this, we...
Assume Good Intentions	<ul style="list-style-type: none"> • Value others commitments • Actions come from a place of supporting students • Listen to other points of view 	<ul style="list-style-type: none"> • Are visibly frustrated and at odds • Alienate groups of students • Make assumptions and jump to conclusions
Be present and prepared	<ul style="list-style-type: none"> • Read all materials prior to the meeting • Listen to each other • Pay attention and stay engaged for the full meeting 	<ul style="list-style-type: none"> • Do not follow the discussion • Go off topic • Did not read the meeting materials in advance
Communicate Effectively	<ul style="list-style-type: none"> • Listen to and hear each other • Avoid spur of the moment decision making • Speak to move the conversation forward 	<ul style="list-style-type: none"> • Are off topic • Are repetitive • Are argumentative

PUBLIC COMMENT AND PARTICIPATION AT BOARD MEETINGS**A. General Meeting Policy.**

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

The 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 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 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.

1. Members of the public shall not speak unless recognized by the Board Chair or other person presiding over the meeting.
2. The Board will generally schedule a public comment period twice during its regular meetings.
3. The Board will provide a minimum of thirty (30) minutes 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 move to table the remainder of the time until later in the meeting.
4. Individual speakers will be allotted five (5) 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. In order to comply with the official minute requirements of RSA 91-A:2, II, speakers shall identify themselves clearly for the record.
6. During the public comment, an individual may offer comments on agenda items or upon 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 policy KE Public Complaints.

7. Defamatory statements, comments threatening bodily harm, or other unprotected speech will not be tolerated.
8. 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.
9. Persons appearing before the 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, Board response, if any, will be deferred pending consideration by the full Board.
10. 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. Requests to have a matter placed on an agenda should be presented in writing 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 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 them. 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)

Policy Adoption & Revision History:

Policy Committee Review: 7/07/05

1st Reading: 9/06/05

2nd Reading: 10/03/05

Board Approval: 10/17/05

Policy Committee Review: 2/20/18, 5/22/18

Board Approval of Revision: 6/04/18

Policy Committee Review: 9/13/22, 10/11/22, 11/03/22

Board Approval of Revision: 11/07/22

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: September 18, 2023
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the August 21, 2023 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS:

Lori Stumpf - Assignment Change from HDHS Special Educator to HDHS Life Skills Special Education Teacher - pending approval of Site Based License Plan for IDD; effective 8/22/23-6/30/24

APPOINTMENTS:

Paul McQuilkin - HDES Title 1 Academic Interventionist, \$32.00/hour, 26 hours/week, effective 8/21/23-6/14/24, (Title I grant funded).

Heather Garcia - HDMS ESY School Psychologist, \$35.00/hour for up to 50 hours, effective 7/24/23-8/10/23

HDSD Mentors - \$500 stipend, effective for 7/1/23-6/30/24, (Title IIA grant funded):

Nicole LaRoche - HDHS
Shannon Chagnon - HDHS
Terri Carson - HDES
Meghan Henry - HDES

HDMS Instructional Team Leaders - stipend \$1,800.00; effective 7/1/23-6/30/24

Amanda Conley - Grade 6
Tara Bell - Student Services

HDSD Evaluation Committee - \$35.00/hour for up to 15 hours, effective 7/2023 through 6/2024:

Ginny McLay
Alex Luhtjarv
Kelly Dinsmore

HDSD Professional Development Committee - \$35.00/hour for up to 20 hours, effective 7/2023 through 6/2024:

Elizabeth Licht
Alex Luhtjarv

HDHS After School Support Center \$35.00/hour, 1 hour/day, 4 days/week (ESSER III funded)

Elisabeth Cairns
Sara Paquette
James Maccabe
Kelly Dinsmore
John Bramley

HDSD District Curriculum Team - \$35.00/hour for up to 15 hours, effective 7/2023 through 6/2024:

Shannon Adamo

78 School Street
Hillsboro, NH
03244-2190

SAU #34

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Director of Curriculum, Instruction and Assessment

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: September 18, 2023

Resignations: None

Leaves: None

Transfers/Change of Assignments: None

Appointments:

EMT/Paramedic for Athletics coverage:

Kelly Learn
Sara Munson

Madison Tilley – HDES Cafeteria Monitor, Column E, Step 1, \$12.95/hour, 3 hours/day, 5 days/week, effective 9/11/23

Susan Kingsbury-HDES Title I Tutor, \$20.00/hour, 6.5 hours/day, 4 days/week; effective 9/5/23-6/14/24, (Title I funded)

Luanne Bakis – HDSD Substitute Teacher, \$100.00/day as needed, effective 9/1/23.

Freyajadis Burke-Smith – HDSD Substitute Teacher, \$100.00/day as needed, effective 9/1/23.

Susan Bearor – HDSD Substitute Teacher, certified, \$120.00/day as needed, effective 9/1/23.

Jocelyn Cutler – HDSD Substitute Teacher, \$100.00/day as needed, effective 9/1/23.

Chloe Kozdra – HDSD Substitute Teacher, \$100.00/day as needed, effective 9/1/23.

Jacqueline Stetser – HDSD Substitute Teacher, certified, \$120.00/day as needed, effective 9/1/23.

Hillsboro-Deering

12 Hillcat Drive
Hillsboro, NH 03244
(P) 603-464-1130

To: Hillsboro-Deering School Board
From: Marc Payeur, DECA Advisor
RE: School Board Approval for NH DECA State Conference
Date: August 31, 2023

Greetings to the HD School Board,

Per Board Policy JJB – Board Approval For Student Events Held Off School Property, I am submitting this document for approval for our H-D DECA chapter to attend and compete at the NH DECA State Conference in February 2024 (February 14-16, 2024).

A. Letter from Principal indicating his approval.

See Attached.

B. Rational for having the event off school property.

The New Hampshire DECA Career Development Conference is a statewide competition with students from as far as Kennett High School (Conway), Somersworth High School, and Keene High School competing at it. Additionally with possibly 500 students competing at this event, an appropriate venue for housing and facilities is required.

C. Description of the event and the proposed site.

The New Hampshire DECA Career Development Conference is the competition for the business and marketing students in the state who are part of the co-curricular club known as DECA and is the highlight of the state DECA year for the approximately 1,000 members, advisors, businesspersons and alumni who are involved. Most of the participants are at the NH - CDC as competitors in one of DECA's competency-based competitive events. Top competitors in each event category are recognized for their outstanding achievements, competency, and given the right to compete at the International Career Development Conference in late April – early May.

The New Hampshire DECA Career Development Conference will be held at the:
Doubletree by Hilton Hotel
700 Elm Street
Manchester NH 03101
603-625-1000

D. Adult Supervision

NH- DECA policies require a 1:12 ratio for the NH-CDC. This ratio is strictly adhered to. At a minimum, I expect 20 students to participate, which would require myself and another chaperone.

Hillsboro-Deering

12 Hillcat Drive
Hillsboro, NH 03244
(P) 603-464-1130

We could have as many as 40 students participate. In this case, we would need 3-4 total chaperones, and we would determine that once registrations are due in January.

E. Description of attendees to include members

The attendees of this conference will be those students who are registered National, State, and Hillsboro-Deering DECA members. These students will pay approximately \$265.00 each to attend. Many of these students are enrolled in a business or marketing class here at Hillsboro-Deering and therefore are practicing the skills that will be assessed while competing at this conference.

F. Provisions for security, safety, and discipline

SECURITY - NH DECA and the Radisson provide security on the premises in the evening and overnight hours of the conference. Manchester Police often patrol as well.

SAFETY - I hold meetings with our chapter at least twice a day. I record and manage a list of all hotel rooms for our chapter members so that I know their whereabouts. I maintain documents from each student with medical information and parent contact information.

DISCIPLINE - NH DECA has strict rules for the conduct of conference delegates. Attendees who misbehave and / or violate conference rules can be sent home at their own expense.

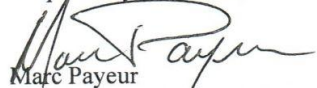
G. Samples of permission forms, rules or policy regarding the event

See attached permission form, and section 3 of the NH DECA Policy Manual.

H. Documents or date indicating student support for the site

Not applicable. This site is picked by NH DECA based on multi-year contracts with the conference hotel. The conference location is not something that is voted on by the local chapter membership.

Respectfully submitted,



Marc Payeur

Hillsboro-Deering High School DECA Advisor

APPENDIX – IJOA-R

Request for Educational Field Trip Overnight or Out of New England

For any overnight or out of New England field trip, the Principal shall supply the following information to the School Board at least three months in advance of trip.

Date 8/31/23

School Hillsboro-Deering High School

Grade(s) DECA

Trip DECA New Hampshire Career Development Conference

Date of Trip Wednesday February 14, 2024 – Friday February 16, 2024

Estimated Miles 28 miles to Manchester

Departure Time 4:00 PM Wednesday Return by 2:00 PM Friday

Number of Pupils Unknown at this time Adults 1:12 ratio

Teacher(s) Marc Payeur

Bus Company First Student

Brief description of trip and educational purpose: The Hillsboro Deering High School DECA Chapter will be attending the New Hampshire State DECA conference on February 14, 15, and 16. This is the annual competition to qualify for the International Career Development Conference – this year in Anaheim, CA.

Principal Signature: [Signature] Date: 9/5/23

Superintendent Signature: [Signature] Date: 9/8/2023

School Board Chair Signature: _____ Date: _____

See Policy IJOA

5/28/09

NH DECA POLICY MANUAL ■ SECTION 3 – NH CDC

3.1 Approved Events List

- A. Events that are approved and adopted by DECA Inc. shall be the competitive events offered at the NH CDC.

3.2 Delegates Attending a Competitive Events Conference

- A. All delegates attending a competitive events conference must be members of NH and National DECA on or before **January 1, 2023**.

3.3 Entries Approved by NH CDC Conference Coordinator

- A. All competitive event entries at the NH CDC must be approved by the NH Career Development Conference Coordinator.

3.4 Event Participation

- A. At a maximum, participants may compete in one Competency Based Series Events (role-plays) AND one Competency Based Written Event that does not require an examination; such that no student is participating in more than one exam or written event. Students may enter only one event with a testing component.

3.5 Chapter Participation

- A. **Chapters with 1 to 39 chapter members are guaranteed a maximum of three slots for each Competency Based Event.**
- B. **Chapters with 40 or more chapter members are guaranteed a maximum of five slots for each Competency Based Event.**
- C. As we receive additional competitive slots for the ICDC, increases in these slots will be made.

3.6 Voting Delegates

- A. The role of the voting delegate is an important one. Voting delegates are required to attend voting delegate meeting, candidate speeches, caucuses, and to visit the campaign booths. In addition, they are encouraged to meet each candidate prior to the election session.
- B. Each chapter is allowed two voting delegates. All voting delegates must be registered as such and must wear voting delegate ribbons at all times.
- C. Voting delegates must attend the caucus (or candidate social) in order to be eligible to vote.
- D. Voting delegates must attend the election session at the designated time. The NH CDC Coordinator reserves the right to disqualify any ballot deemed inappropriate. Notification of inappropriate ballots will be made to the voting delegate's chapter advisor.
- E. Should voting delegates fail to attend either session it may jeopardize their SMI – LDA slot for that year.

3.7 Chapter Supervision

- A. A strict ratio of one adult to **TWELVE** student members will be strictly adhered to. All advisors are responsible for students. Should the need for sharing of chaperones among schools arise, notify the State Career Development Conference Coordinator via the registration.
- B. **Advisors and chaperones will be assigned duties during the event.**

3.8 Dress Code

- A. Professional dress is required at all DECA conferences for students and advisors. The following constitutes "professional attire:"

Males

Suit or sport coat or DECA blazer
Tie
Collared dress shirt
Slacks
Dress socks (no sport / athletic socks)
Dress shoes (i.e. no athletic shoes)

Females

Professional dress, business suit (skirt or dress slacks), business skirt/pants and blouse with jacket or DECA blazer
Dress shoes (no flip flops, athletic footwear, etc.)

- A. Casual dress wear is clothing that is appropriate for school.
B. Dance attire - Casual clothing may be worn, but as this is a DECA function, only appropriate dress is expected of the delegates.

3.9 Disciplinary Policy

- A. A violation of the NH DECA Delegate Responsibility Form (Form B) will result in the following course of action:
1. A phone call will be made by the State Advisor or State Advisor team member to the Principal of the school and / or CTE Director, as well as the CTSO Director.
 2. A letter will be sent to the Principal of the school and / or CTE Director., as well as the CTSO Director.
- B. Should the matter be illegal, illicit, or dangerous in nature (alcohol, tobacco, drugs, fighting, etc...) the following additional courses of action will be taken:
1. The local police department will be involved.
 2. The student(s) will be sent home without reimbursement of fees.
 3. The student(s) will be immediately disqualified from any competitions.

3.10 Guideline for Advisors

Chapter Advisors have the following responsibilities and are required to adhere to these procedures when supervising students at a conference.

- A. Chapter Advisors are responsible for discussing the DELEGATE RESPONSIBILITY FORM and the DRESS CODE with their students attending any NH State DECA Conference. Advisors should be certain their students thoroughly understand their responsibilities as a delegate.
- B. Chapter Advisors are responsible for knowing the whereabouts of all their students at all times. Each Chapter Advisor should establish a policy with his/her students prior to the conference in order to meet this requirement. Advisors are responsible for having a list of student names with home addresses and phone numbers, and a completed DELEGATE RESPONSIBILITY FORM signed by a Parent or Guardian and the school Principal.
- C. Curfew will be enforced. Chapter Advisors are responsible for room checks to insure their students are in their assigned rooms.
- D. Name Tags and wristbands will be worn at all times.

- E. Chapter Advisors are responsible for supervising student conduct. Advisors are to sit with their students during general sessions unless responsible for another activity during that time.
- F. The school principal will be contacted if the local advisor cannot be located within a reasonable amount of time or for any reason is unable to give reasonable or proper supervision for the following student emergencies: accidents; intoxication; use of illegal drugs; fighting; breaking conference rules; health emergencies; family emergencies; and any other situation deemed to be an emergency.
- G. Chapter Advisors are not to leave the conference premises at any time during the conference unless there is a backup advisor on duty and the contact information for said backup is known to the conference coordinator.
- H. Chapter Advisors are expected to adhere to the DELEGATE RESPONSIBILITY FORM and the DRESS CODE.

3.11 Advisor/Chaperone Work Assignments

Advisors/Chaperones are assigned to work or assist with conference activities. These assignments are determined by the State Conference Coordinator.

3.12 Security Policy

Chapter Advisors have the following responsibilities and are required to adhere to these procedures when supervising students at a conference.

- A. All conference attendees must wear name tags and wrist bands. In addition, **all attendees must have a picture ID such as a driver's license that corresponds with their conference name badge.**
- B. Curfew will not be extended for any conference participant. Hotel staff and law enforcement will be informed of the official curfew times and will stop unaccompanied students after curfew.
- C. Provide emergency phone numbers or contact information to all students. Make sure that all students know the location of the NH DECA headquarters room and the name and room number of their chapter advisors and chaperones.
- D. Enforce that delegates have hotel etiquette and to be respectful of other guests by reducing noise and inappropriate behavior in the hallways.
- E. Do not allow delegates to socialize with people who are not part of the conference.
- F. Make available to conference staff your room number, contact information, principal and superintendent information.
- G. Make sure your administration has the hotel information.

3.13 Hotel Room Inspection

Upon receipt of your chapter's hotel rooms at the conference, inspect the contents of each room. Inspect the hotel rooms again at the conclusion of the conference.

3.14 Private Vehicles At The Conference

The use of private vehicles will not be permitted after arrival at the conference. Car doors shall be locked upon arrival the keys turned over to the Chapter Advisor.

3.15 Dance

A dance will be held on the second evening with a DJ playing. Chapter Advisors should promote participation of this event. Name Tags and Wrist Bands must be worn.

B. DELEGATE RESPONSIBILITY FORM

page 1

**STATE CAREER DEVELOPMENT CONFERENCE – MANCHESTER NH, FEBRUARY 14-16, 2024
ICDC CONFERENCE – ANAHEIM, CA**

New Hampshire DECA requires each student delegate attending the State Career Development Conference to read and sign this form.

1. The term "Delegate" shall mean any DECA member, including advisor, and alumni. People seeing you on your way to and from the Conference and while you are at the Conference will judge DECA largely by your actions. DECA members nationwide have a reputation for conducting themselves in a professional manner.
2. There shall be no defacing of public property. Damage to any property or furnishings, in the hotel rooms or building, must be paid for by the individual or chapter responsible.
3. Delegates shall keep their adult advisor(s) informed of their activities and whereabouts at all times.
4. No alcoholic beverages, tobacco or illegal drugs shall be possessed or used by delegates at any time.
5. Delegates shall spend the night at the Conference hotel in their assigned room.
6. No delegate shall leave the hotel or conference site unless the Chapter Advisor has given permission.
7. Delegates shall attend the assigned sessions and activities such as workshops, competitive events, and meetings for which they are registered.
8. DECA identification badges and wristbands shall be worn at all times.
9. The Chapter Advisor shall be responsible for their chapter delegates' conduct.
10. Business attire shall be worn to all sessions. Jeans of any type are not permitted during General Sessions, Competitive events and Awards Session.
11. Use of private motor vehicles shall not be permitted after arrival at the Conference. Car doors shall be locked upon arrival and the keys turned over to the Chapter Advisor.
12. No hand-carried stereos shall be permitted at the Conference.
13. Delegates may only use the Hotel pool during NH DECA scheduled hours, when supervised by his / her advisor. Delegates will read the pool's rules. There is absolutely NO DIVING into the pool, running, pushing, or "horseplay" allowed in the pool area. Students must be supervised to cover liability for hotel and NH DECA.
14. Unregistered individuals shall not be permitted to attend the Conference.
15. At the official curfew hour, all DECA members must be in their assigned room. Advisors are responsible for room check.

B. DELEGATE RESPONSIBILITY FORM

page2

**STATE CAREER DEVELOPMENT CONFERENCE – MANCHESTER NH, FEBRUARY 14-16, 2024
ICDC CONFERENCE – ANAHEIM, CA**

I HAVE READ THE RESPONSIBILITIES ON THE PREVIOUS PAGE AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT ANY VIOLATION OF ANY CONDUCT RULE MAY SUBJECT MY ENTIRE DELEGATION TO BE UNSEATED AND ITS CANDIDATES OR COMPETITIVE EVENT CONTESTANTS TO BE DISQUALIFIED. I UNDERSTAND THAT INDIVIDUAL DELEGATES MAY BE SENT HOME AT THEIR OWN EXPENSE.

STUDENT NAME (PRINTED OR TYPED)

STUDENT DELEGATE SIGNATURE

CHAPTER

The above-named student delegate has my permission to attend the DECA State Career Development Conference. The DECA Chapter Advisor will supervise the delegate. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, or the Conference Staff responsible for any injuries during the trip.

Medical Services Authorization

In the event of accident or illness requiring medical treatment during attendance at this DECA Conference, I (the undersigned parent/guardian) hereby authorize the DECA Chapter Advisor to procure suitable medical treatment for the student delegate. I also expect the DECA Chapter Advisor to contact me by telephone as soon as possible if medical services are necessary at the following number(s):

HOME: (____) ____ - _____

WORK: (____) ____ - _____

INSURANCE COMPANY

POLICY NUMBER

PARENT/GUARDIAN SIGNATURE

DELEGATE'S SIGNATURE

ADVISOR'S SIGNATURE

PRINCIPAL'S SIGNATURE / CTE DIRECTOR

Please complete A or B. We need to know where we can reach your principal / CTE director or local police department 24 hours a day in the event of an emergency

A. NAME _____ PHONE NUMBER OF PRINCIPAL / CTE DIRECTOR
DAY _____ NIGHT _____

B. LOCAL POLICE DEPARTMENT PHONE NUMBER
DAY _____ NIGHT _____

Hillsboro Deering

12 Hillcat Drive
Hillsboro, NH 03244
(P) 603-464-1130

To: Hillsboro-Deering School Board
From: Marc Payeur, DECA Advisor
RE: School Board Approval for International DECA Career Development Conference
Date: August 31, 2023

Greetings to the HD School Board,

Per Board Policy JJB – Board Approval For Student Events Held Off School Property, I am submitting this document for approval for our H-D DECA chapter winners to attend and compete at the International DECA Career Development Conference in April 2024. Specific dates are April 26, 2024 – May 1, 2024.

A. Letter from Principal indicating his approval.

See Attached.

B. Rational for having the event off school property.

The International Career Development Conference is a worldwide competition with students from as far as Germany, Korea, Canada, and Mexico competing at it. Additionally with over 20,000 students competing at this event, an appropriate venue for housing and facilities is required.

C. Description of the event and the proposed site.

The DECA International Career Development Conference is the competition for the business and marketing students in the state who are part of the co-curricular club known as DECA and is the highlight of the DECA year for the approximately 200,000 members, advisors, businesspersons and alumni who attend. Nearly all of the participants qualified via their state, province, or countries respective CDC as competitors in one of DECA's competency-based competitive events. Competitors compete against the best in each event category for top honors. The top 10 of each event are recognized on stage with the top three earning trophies.

The 2024 ICDC will be held in Anaheim, California.

D. Adult Supervision

National- DECA policies require a 1:8 ratio for the ICDC. This ratio is strictly adhered to. At present, we have four students qualified for the conference. As chapter advisor, I will attend. A backup chaperone will be attained if needed.

APPENDIX – IJOA-R

Request for Educational Field Trip Overnight or Out of New England

For any overnight or out of New England field trip, the Principal shall supply the following information to the School Board at least three months in advance of trip.

Date 8/31/23

School Hillsboro-Deering High School

Grade(s) DECA

Trip DECA International Career Development Conference

Date of Trip Friday, April 26, 2024 – Wednesday, May 1, 2024

Estimated Miles air mileage from Hillsboro to Anaheim

Departure Time Unknown at this time Return by Unknown at this time

Number of Pupils Unknown at this time Adults Min of 1 depending on qualifying students

Teacher(s) Marc Payeur

Bus Company Unknown if needed at this time – hope to fly from Manchester

Brief description of trip and educational purpose: The Hillsboro Deering High School DECA Chapter will be attending the New Hampshire State DECA conference on February 14, 15, and 16. We will have several students attending the state conference and we hope to return with students qualifying for the International Career Development Conference (ICDC) in Anaheim, California by achieving specifically high marks while beating out many other competitors from other schools.

Principal Signature: _____

Date: 9/5/23

Superintendent Signature: _____

Date: 9/8/2023

School Board Chair Signature: _____

Date: _____

See Policy IJOA

5/28/09

FINANCIAL REPORT YTD BY OBJECT

HILLSBORO-DEERING SCHOOL DISTRICT

Fiscal Year: 2022-2023

From Date: 6/1/2023 To Date: 6/30/2023

☐ Include pre encumbrance
☐ Print accounts with zero balance
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	SI Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10 0000 000 1110	SALARY	\$7,875,344.18	\$278,895.00	\$8,154,239.18	\$1,668,574.47	\$8,024,693.86	\$129,545.32	\$0.00	\$129,545.32	1.59%
10 0000 000 1111	PARA EDUCATOR SALARY	\$1,301,156.00	\$738.96	\$1,301,894.96	\$154,268.56	\$1,200,524.11	\$101,370.85	\$0.00	\$101,370.85	7.79%
10 0000 000 1120	SALARY	\$4,500.00		\$4,500.00	\$2,187.50	\$12,547.50	(\$8,047.50)	\$0.00	(\$8,047.50)	-178.83%
10 0000 000 1130	NON-UNION	\$1,984,147.78	\$4,417.02	\$1,988,564.80	\$307,698.86	\$1,948,452.49	\$40,112.31	\$0.00	\$40,112.31	2.02%
10 0000 000 1140	NON-UNION SALARY	\$269,120.69		\$269,120.69	\$28,902.20	\$269,120.84	(\$0.15)	\$0.00	\$40,112.31	0.00%
10 0000 000 1200	SUBSTITUTES	\$169,910.00		\$169,910.00	\$30,452.50	\$193,145.26	(\$23,235.26)	\$0.00	(\$23,235.26)	-13.68%
10 0000 000 1300	STIPENDS	\$16,800.00		\$16,800.00	\$16,200.00	\$21,600.00	(\$4,800.00)	\$0.00	(\$4,800.00)	-28.57%
10 0000 000 2110	HEALTH INSURANCE	\$2,860,455.07	(\$53,666.70)	\$2,806,788.37	\$448,760.64	\$2,529,958.18	\$276,830.19	\$0.00	\$276,830.19	9.86%
10 0000 000 2120	DENTAL INSURANCE	\$254,293.03		\$254,293.03	\$38,361.80	\$229,310.92	\$24,982.11	\$0.00	\$24,982.11	9.82%
10 0000 000 2130	LIFE INSURANCE	\$16,051.20		\$16,051.20	\$2,670.07	\$15,314.88	\$736.32	\$0.00	\$736.32	4.59%
10 0000 000 2140	LONG TERM DISABILITY	\$24,489.09		\$24,489.09	\$4,427.98	\$23,120.88	\$1,368.21	\$0.00	\$1,368.21	5.59%
10 0000 000 2200	FICA & MEDICARE	\$864,685.16		\$865,702.39	\$161,440.03	\$854,323.65	\$11,378.74	\$0.00	\$11,378.74	1.31%
10 0000 000 2300	NHRS	\$2,056,366.92		\$2,086,823.61	\$417,007.44	\$2,108,120.90	(\$31,297.29)	\$0.00	(\$31,297.29)	-0.92%
10 0000 000 2310	403B	\$0.00		\$3,560.00	(\$664.79)	\$3,129.78	\$430.22	\$0.00	\$430.22	12.08%
10 0000 000 2400	TUITION REIMBURSEMENT	\$58,500.00		\$58,500.00	\$53.28	\$37,511.27	\$20,988.73	\$0.00	\$20,988.73	35.88%
10 0000 000 2410	STAFF TUITION REIMB	\$8,000.00		\$8,000.00	\$0.00	\$2,866.25	\$5,133.75	\$0.00	\$5,133.75	64.17%
10 0000 000 2500	TRAINING	\$2,000.00		\$2,000.00	\$35.00	\$9,464.16	(\$7,464.16)	\$0.00	(\$7,464.16)	-373.21%
10 0000 000 2600	UNEMPLOYMENT COMPENSATION	\$8,000.00		\$8,000.00	\$0.00	\$56,358.10	\$8,000.00	\$0.00	\$8,000.00	100.00%
10 0000 000 2610	WORKERS COMPENSATION	\$59,942.00	(\$2,747.72)	\$57,194.28	\$0.00	\$56,358.10	\$8,000.00	\$0.00	\$8,000.00	1.46%
10 0000 000 2900	FINGERPRINTING & PHYSICALS	\$4,500.00	\$1,754.75	\$6,254.75	\$617.75	\$7,531.25	(\$1,276.50)	\$0.00	(\$1,276.50)	-20.41%
10 0000 000 3100	SUPERINTENDENT SERVICES	\$1,023,413.00		\$1,023,413.00	\$0.00	\$1,023,413.00	\$0.00	\$0.00	\$13,594.52	3.53%
10 0000 000 3300	PROFESSIONAL SERVICES	\$418,152.00	(\$32,665.40)	\$385,486.60	\$135,074.33	\$371,892.08	\$13,594.52	\$0.00	\$13,594.52	50.00%
10 0000 000 3400	TUTORING	\$10,000.00		\$10,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	82.00%
10 0000 000 3410	CHECKLIST	\$500.00		\$500.00	\$0.00	\$90.00	\$410.00	\$0.00	\$410.00	0.04%
10 0000 000 3800	AUDIT FEES	\$24,000.00		\$24,150.00	\$0.00	\$34,137.15	\$12.85	\$0.00	\$12.85	-2.31%
10 0000 000 4110	WATER & SEWER	\$54,000.00		\$69,700.00	\$8,800.00	\$71,309.75	(\$1,609.75)	\$0.00	(\$1,609.75)	14.72%
10 0000 000 4210	WASTE DISPOSAL	\$42,000.00	\$15,700.00	\$42,000.00	\$5,220.00	\$35,817.37	\$6,182.63	\$0.00	\$6,182.63	7.68%
10 0000 000 4220	SNOW PLOWING	\$80,000.00		\$80,000.00	\$0.00	\$73,856.11	\$6,143.89	\$0.00	\$6,143.89	0.24%
10 0000 000 4230	CUSTOMER SERVICES	\$608,207.00		\$608,207.00	\$103,451.17	\$606,736.80	\$1,468.20	\$0.00	\$1,468.20	-5.68%
10 0000 000 4240	REPAIRS & MAINTENANCE	\$70,000.00		\$70,000.00	\$3,994.50	\$73,908.95	(\$3,908.95)	\$0.00	(\$3,908.95)	-5.69%
10 0000 000 4300	RENT	\$300,000.00	(\$10,000.00)	\$290,000.00	\$56,846.69	\$306,503.18	(\$16,503.18)	\$0.00	(\$16,503.18)	21.07%
10 0000 000 4410	EQUIPMENT RENTAL	\$35,000.00		\$35,000.00	\$0.00	\$27,626.20	\$7,373.80	\$0.00	\$7,373.80	21.07%
10 0000 000 4420	TRANSPORTATION	\$223,220.78		\$223,220.78	\$158,511.43	\$122,413.99	(\$123,414.19)	\$0.00	(\$123,414.19)	-11.21%
10 0000 000 4510	PROPERTY INSURANCE	\$1,097,299.80		\$1,100,699.80	\$51,137.72	\$1,051,137.72	\$48.50	\$0.00	\$48.50	0.05%
10 0000 000 5310	TELEPHONE	\$50,000.00	\$1,137.72	\$51,137.72	\$0.00	\$105,860.00	\$13,920.18	\$0.00	\$13,920.18	17.17%
10 0000 000 5410	POSTAGE	\$101,060.00		\$101,060.00	\$14,593.61	\$105,811.50	\$13,920.18	\$0.00	\$13,920.18	77.98%
10 0000 000 5430	ADVERTISING	\$18,750.00	(\$800.00)	\$17,950.00	\$137.97	\$3,929.82	\$17,620.18	\$0.00	\$17,620.18	26.55%
10 0000 000 5500	PRINTING	\$10,400.00	(\$500.00)	\$9,900.00	\$700.00	\$8,283.16	\$3,628.41	\$0.00	\$3,628.41	16.24%
10 0000 000 5600	TUITION	\$515,857.00	(\$2,100.00)	\$513,757.00	\$117,465.17	\$430,305.02	\$83,451.98	\$0.00	\$83,451.98	-138.73%
10 0000 000 5810	TRAVEL	\$22,700.00	(\$500.00)	\$22,200.00	\$17,117.20	\$32,997.26	(\$30,797.26)	\$0.00	(\$30,797.26)	57.14%
10 0000 000 5910	ADMISSIONS	\$1,875.00		\$1,875.00	\$0.00	\$803.58	\$1,071.42	\$0.00	\$1,071.42	1.11%
10 0000 000 6100	SUPPLIES	\$346,659.00	\$18,305.71	\$364,964.71	\$33,403.73	\$380,896.12	\$4,068.59	\$0.00	\$4,068.59	

HILLSBORO-DEERING SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2022-2023

From Date: 6/1/2023

To Date: 6/30/2023

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10 0000 000 622.0	ELECTRICITY	\$246,500.00		\$246,500.00	\$31,467.35	\$188,885.08	\$57,614.92	\$0.00	\$57,614.92	23.37%
10 0000 000 623.0	PROPANE	\$160,000.00		\$160,000.00	\$2,754.33	\$148,638.76	\$11,361.24	\$0.00	\$11,361.24	7.10%
10 0000 000 626.0	VEHICLE FUEL	\$6,000.00	(\$1,500.00)	\$4,500.00	\$1,735.09	\$4,553.98	(\$53.98)	\$0.00	(\$53.98)	-1.20%
10 0000 000 640.0	BOOKS & SOFTWARE	\$306,853.00	(\$10,100.00)	\$296,753.00	\$3,116.96	\$279,388.52	\$17,364.48	\$0.00	\$17,364.48	5.85%
10 0000 000 730.0	EQUIPMENT	\$272,742.98		\$272,742.98	\$28,399.80	\$289,103.41	(\$1,448.69)	\$0.00	(\$1,448.69)	-0.50%
10 0000 000 810.0	DUES & FEES	\$54,240.00	\$3,000.00	\$57,240.00	\$4,531.09	\$49,837.19	\$11,402.81	\$0.00	\$11,402.81	19.92%
10 0000 000 811.0	NEASSC HS REACCREDITATION	\$3,500.00		\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	0.00%
10 0000 000 830.0	INTEREST	\$18,375.00		\$18,375.00	\$0.00	\$18,375.00	\$0.00	\$0.00	\$0.00	0.00%
10 0000 000 890.0	MISCELLANEOUS	\$46,920.00	(\$1,600.00)	\$45,320.00	\$25,017.33	\$40,483.09	\$4,836.91	\$0.00	\$4,836.91	10.67%
10 0000 000 910.0	PRINCIPAL	\$735,000.00		\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$0.00	\$0.00	0.00%
10 0000 000 930.0	TRANSFER TO TRUST	\$250,000.00		\$250,000.00	\$0.00	\$252,500.00	\$0.00	\$0.00	\$0.00	0.00%
Grand Total:		\$25,001,485.88	\$280,465.00	\$25,281,950.88	\$4,032,638.60	\$24,625,606.34	\$656,344.34	\$0.00	\$656,344.34	2.60%

Report: rptGL GenRptwBudgetAdj

End of Report

Page:

2

HILLSBORO-DEERING SCHOOL DISTRICT
FY 22 PROPOSED FINANCIAL REPORT YTD BY OBJECT
Fiscal Year: 2023-2024

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End of Report

2023.1.20

**HILLSBORO-DEERING SCHOOL DISTRICT
PRELIMINARY BUDGET TIMELINE FOR 2024-25 FISCAL YEAR**

Date	Event	RSA	Comment
November 20, 2023	Budget books distributed to Board		
November 27, 2023	Board Meeting & Budget workshop session		
November 28, 2023	If necessary - Budget workshop session		
December 4, 2023	Board Meeting - discuss draft budget & default budget		Add Default Budget
December 18, 2023	Board Meeting - discuss draft budget & default budget		
January 2, 2024	Board Meeting - finalize budget for budget hearing		
January 9, 2024	Last date for petition warrant articles	40:13,II-a	Second Tuesday in January
January 9, 2024	Last day to post notice for budget hearing	32:5,I	Second Tuesday in January
January 11, 2024	Budget Hearing		Monday 1/15/24 is Martin Luther King, Jr. Day/No school
January 16, 2024	Snow date for continued budget hearing		
January 16, 2024	Last day to hold budget hearing	40:13,II-a(c)	On or before third Tuesday in January
January 24, 2024	Filing for District Officers - first date	669:19	Seventh Wednesday before election
January 29, 2024	Last day to post warrant, budget and default budget	40:13,II-a(d), 39:5, 197:7	"...on or before the last Monday in January."
February 2, 2024	Filing Deadline for District Officers - last date	669:19	Friday of the following week after First Filing Date
February 5, 2024	Deliberative Session (SB2 1st session)	40:13,III	February 4th - 11th
February 6, 2024	Snow date for continued meeting		
March 5, 2024	Annual Report available to public	40:13,II	"...at least 1 week before..."
March 12, 2024	Voting (SB2 2nd session)	40:13, VII	2nd Tues in March
Officers to be elected			
Moderator			
School Board Members:			
1 Hillsboro Member			
Current Board			
Paul Plater		2026	Hillsboro
Chris Bober (Chair)		2025	Deering
Heidi Welch		2024	At Large
Jessica Morris		2024	At Large
Michael Kenney		2025	At Large
* Bold Print - term ending			

APPENDIX KF-R

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

Facility Requested: (Check one) <input type="checkbox"/> HDES <input type="checkbox"/> HDMS <input checked="" type="checkbox"/> HDHS	
Room/Space Requested: <u>Gym, locker rooms, cafeteria, entryway</u>	
Dates: <u>April 2, 2024</u>	
Times: <u>5-10pm</u>	
Name of Event/Activity: <u>Wizards Basketball</u>	
Name of Event/Activity Contact: <u>Leigh Bosse</u>	
Phone: <u>603 464-3388</u>	Email: <u>leighbds.net</u>
Address: <u>PO Box 1190, Hillsboro, NH 03244</u>	
Description of Activity: <u>Exhibition basketball game</u>	
Set up requests: # of chairs <u>16</u> # of Tables <u>6-8</u> (attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector <input type="checkbox"/> Microphone <input checked="" type="checkbox"/> <u>WI-FI Connection</u>	
Kitchen <input type="checkbox"/> (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: <u>600</u>	Will an admission fee be charged? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Amount? <u>\$18.20</u>
Check all that apply to this event/activity: <input type="checkbox"/> School-sponsored <input type="checkbox"/> School Related <input checked="" type="checkbox"/> Community <input type="checkbox"/> Outside District <input type="checkbox"/> Profit <input checked="" type="checkbox"/> Non-Profit	
Is Building Use Waiver requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is Custodial fee Waiver requested? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS. <u>Chamber Funds H-D Scholarships & other community benefits</u>	

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: _____

Printed Name: Leigh D Bosse **Date:** July 27, 2023

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) Approved Disapproved
Reason for Denial (if applicable) _____

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 _____	
\$25/hr per custodian	Hours per custodian _____	\$ _____
Kitchen Fees	# Cafeteria Staff _____	
\$25/hr per staff member	Hours per person _____	\$ _____
Total Fees		\$ _____

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 _____

APPENDIX KF-R

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

Facility Requested: (Check one) <input checked="" type="checkbox"/> HDES <input type="checkbox"/> HDMS <input type="checkbox"/> HDHS <input checked="" type="checkbox"/> X	
Room/Space Requested: High school gym	
Dates: December 2	
Times: Nov. FRI 12/1 SET-UP SATURDAY 12/2 7:00AM-3:00PM	
Name of Event/Activity: Festival of Trees	
Name of Event/Activity Contact: Becky Johnson	
Phone: 603-848-4282	Email: director@hccnh.org
Address: PO Box 202, Hillsborough, NH 03244	
Description of Activity: A display of Christmas trees decorated by sponsors. Set up Nov-22-24, event Nov-25.	
Set up requests: # of chairs 4 # of Tables 3 (attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector _____ Microphone _____ Guest wi-fi _____	
Kitchen No (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: 100	Will an admission fee be charged? Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> Amount? _____
Check all that apply to this event/activity: School-sponsored <input type="radio"/> School Related <input type="radio"/> Community <input type="radio"/> Outside District <input type="radio"/> Profit <input type="radio"/> Non-Profit <input checked="" type="radio"/>	
Is Building Use Waiver requested? Yes <input type="radio"/> No <input checked="" type="radio"/>	Is Custodial fee Waiver requested? Yes <input type="radio"/> No <input checked="" type="radio"/>
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS.	

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 yes
- 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: Becky Johnson

Digitally signed by Becky Johnson
Date: 2023.01.09 13:42:18 -0500

Printed Name: Becky Johnson

Date: January 9, 2023