

HILLSBORO-DEERING SCHOOL BOARD MEETING

Monday, October 3, 2022, 6:00pm

H-D High School Media Center

No Live Stream Available for this Meeting

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

Paul Plater - Vice Chair

Jessica Morris

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

Neal Richardson, Technology Director

A. Call Meeting to Order

1. Chair Bober called the meeting to order at 6:01pm

B. Pledge of Allegiance and Moment of Silence

- a. Public announcement - the meeting is being audio recorded and will appear on the district website.

C. Recognitions

1. None

D. Correspondence

1. None

E. Student Representative Report – Courtney Ford

1. ES
 - a. Teachers completed a data dive on the last early release day
2. MS
 - a. 6th grade LAS classes visited the Fuller Library
 - b. Shaw's is donating \$1,000 to MS Athletics
 - Will be presented by Tony the Tiger
3. HS
 - a. Homecoming
 - Monday - Sports day
 - Tuesday - Country

- Wednesday - Adam Sandler Day
 - Thursday - Country mom Vs Dad
 - Friday - Various activities/games
 - Saturday - NHS handed out donuts to our first responders
- b. Homecoming sports -
 - All of the teams played very well
 - c. A monthly/bi-weekly newsletter
 - d. Jr PSATs will be October 12th
 - e. DECA is hosting a fundraiser with Fish & Game to raise money for their upcoming trip
 - f. Homecoming dance for the first time in three years - went very well.

F. Public Comment - Opened at 6:12pm

1. No one present who wanted to speak. Tabled the remainder of the time.

G. Consent Agenda (*action needed*)

1. Minutes – September 19, 2022 meeting
2. Appointments, Leaves and Resignations
 - a. See attached sheets
3. Facilities Use Requests
 - a. Lions Club Senior Dinner – 11/19/22, 9:00am-3:00pm, HDHS Cafeteria
 - See attached sheets
4. **VOTE**
 - a. Morris moved to approve the consent agenda as presented. Welch seconds. Motion passed 5-0-0.

H. Superintendent's Report

1. General Update
 - a. The next early release will be on October 20th for on campus parent-teacher conferences.
2. Student Information System Recommendation -Neal Richardson
 - a. Project Overview
 - The current Student Information System (SIS) fails to meet the standards of SIS
 - b. Process
 - Step One
 - The team developed requirements checklist for any replacement SIS
 - Tactical pause as the state announced replacement of i4see
 - Step Two
 - Developed ranked evaluation spreadsheet of Go-NoGo criteria
 - Presentations by ALMA and Powerschool
 - Step Three
 - Presented recommendations to the leadership team
 - Leadership team voted to bring forward Powerschool
 - Step Four
 - Presentation of recommendation to the school board
 - c. Price Comparison
 - Web2School (Total = \$16,404.00)
 - License and Subscription - \$16,404.00
 - PowerSchool (Total = \$62,078.00)
 - License and Subscription - \$22,920.00

- Setup/OnBoarding - \$27,408.00
 - Training - \$11,750.00
- Budget Impact
 - FY 22-23 - \$16,404 current SIS + \$25,000 for implementation
 - FY 23-24 - \$4,326 Savings
 - FY 24-25 - \$Unknown on average 3-35% increase in subscription
- d. Project timeline
 - October - January
 - Assign project team
 - installation scheduled
 - Assessment of legacy data
 - setup/configuration
 - initial product training (Train the trainers)
 - January - March
 - Setup and configuration
 - data imports and exports
 - quality assurance and user acceptance
 - March - May
 - Platform configuration
 - SIS & Enrollment Data Load and Validation
 - Workflows
 - Reporting
 - May - June
 - Transition to support
 - Final sign off
 - June - On
 - End users access PD+ (Self-paced Online)
 - School Admin trained end users
- e. Conclusion
 - SIS exploration team and district leadership propose the adoption of Powerschool as the next SIS for the HD School District.
- f. Questions
 - How long is the contract?
 - 3 years, however the amount of work that will go into transitioning will not be a 3 year decision. We will be using this long-term.
 - Is there an alerting system embedded in this?
 - There is an alerting system in this system, but we need to get everything migrated over first before adding that functionality to it.
- 3. Primex Contribution Assurance Program Agreement - Grant Geisler
 - a. Every three years reaches out to SAUs with favorable claims
 - Contribution assurance program agreement, which caps the premium increase to a maximum of 9%
 - b. See attached sheet
- 4. DOE -25 and MS-25 FY22 Financial Reports Update
 - a. These reports are put together each year.
 - b. Usually due by September 1st, we were able to get an extension for this year.
- 5. SB420: Accountability Plan & Extraordinary Needs Grant
 - a. Full presentation can be found online

- b. The deadline to turn this money down was September 30th - We are not turning this money down
- c. This money will be unanticipated revenue
- d. The Board can either return the money to the taxpayers, or can hold the money and request permission to use it.

I. Board Discussion

1. Budget Priorities

- a. The final payment on the MS bond has been paid.
- b. Trust Fund balances - Rough estimate (still waiting on the final audit)
 - Maintenance - \$335.5K
 - Special Ed - \$716.8K
 - Roof - \$113.8K
 - Paving - \$0.00 after paving work done this summer
 - HVAC - \$118.2K
 - Technology - \$129.8K
- c. The Board voted last year to create the combined maintenance fund and let the other maintenance related funds be reduced to \$0.00 and not to be refunded.
- d. The next big anticipated purchase is the HVAC system at the High School
- e. Bussing Contract is in the final year - We will need to discuss this for the FY24 year.
- f. Electricity - We are locked in for the next year, but next year there will be a lofty rate increase
- g. Alt-school (\$80,000-\$100,000 per year)
 - We are currently not on a contract (rent is on a month to month basis \$1,000 per month and reimbursing for property tax)
- h. Future Funding ideas
 - Keeping in mind the current financial difficulties of our community, while balancing the future needs to the school and community.
 - Not looking to spend money, but things to keep in mind.
 - HVAC @ HS
 - Deering Contract
 - Track for the track team
 - Purchasing vans/small buses?
 - Bussing students outside the contracted bus company
 - Budgeting for projects on the capital maintenance plan
 - Updated/revised performance space
 - Football stadium
 - Expand outdoor classroom spaces
 - Bringing the Alt-program back to the main campus
- i. All potential projects should be tied to the strategic plan
- j. Send out a survey to the public to poll for potential project ideas
 - What does the community want to have/see?
 - How do we save money for future projects, future needs of the community, and what future projects
 - Plater will draft the survey questions that will be reviewed and

approved by the Board at the next meeting.

2. We have a tentative agreement with the Support Staff Union
 - a. Matt Upton was not available to meet with us tonight, but the Board will have a non-meeting with the attorney on October 17th before the next meeting to discuss the finalized agreement.

J. Public Comment - opened at 7:38pm

1. Joyce Bosse
 - a. listening to the transportation issue by small teams
 - The Board needs to think about the cost of NOT having small vans to transport students
 - b. As supervisor of the checklist
 - People don't like to do more than their civic duty when they come to vote.
 - May not be effective to poll the members of the community when they come to vote - but sending out a survey via email would be more effective.
2. Public comment closed @ 7:41pm due to no further public comment given.

K. Action Items

1. Student Information System Recommendation
 - a. Kenney moved to approve the adoption of the PowerSchool Student Information System and as presented. Welch seconds. Motion passed 5-0-0
2. Primex Contribution Assurance Program Agreement
 - a. Bober moved to accept the offer of the New Hampshire Public Risk Management Exchange (Primex3) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex3 risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP) . The coverage provided by Primex3 in each year of membership shall be as then set forth in the Coverage Documents of Primex3 as presented. Morris seconds. Motion passed 5-0-0

L. Adjournment

1. Morris moved to adjourn. Welch seconds. Motion passed 5-0-0 @ 7:48pm

Respectfully Submitted,
Megan Shower

78 School Street
Hillsboro, NH
03244-4870

SAU #34

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

Soaring to Excellence

*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: October 3, 2022
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the September 6, 2022 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

HDHS After School Academic Support—\$35.00/hour, hours as needed, effective for 9/19/22-6/9/23.

**Brian McGinn
John Bramley
James Maccabe
Nicole LaRoche
Jessamyn Irwin
Griffen Fletcher
Shannon Chagnon
Elisabeth Cairns
Magdala Johnson**

HDMS After School Academic Support—\$35.00/hour, hours as needed, effective for 9/19/22-6/9/23

**Stephanie Lamothe
Melissa Robbins
Amanda Conley
Sam Brown
Tara Bell
Mitch Silverman
Stephani Martin**

HDMS Co-Curricular Clubs and Organizations Advisors - effective for 2022-2023 school year:

Tara Bell-Student Council Advisor, stipend, \$825.00

*Serving the towns of Deering ♦ Hillsboro ♦ Washington ♦ Windsor
Equal Opportunity Employer/Equal Educational Opportunities*

2 of 2

Jocelyn Drew-Memory Book Advisor, stipend, \$825.00
Jessica Granger, Dance Advisor, stipend, \$1,050.00

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To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: October 3, 2022

Resignations:

Jennifer Ingalls – HDHS Food Service Worker, resignation effective 9/23/22.

Leaves: None

Transfers/Change of Assignments:

Neena Darner – HDHS Food Service Worker, change from 3 hours to 6.25 hours/day, 9/28/22

Appointments:

Jennifer Lansil – HDES Cafeteria Recess Monitor, column F, step 3, \$13.33/hour, 3.25 hours/day, effective for 2022-23 school year.

Christa Liquori – HDHS Girls JV Volleyball Coach, \$2,100 stipend, effective 8/31/22-10/22/22.

Gabrielle Shuler – HDHS Special Education Paraeducator, column C, step 2, \$15.37/hour, full-time, (NHED Paraeducator II certified), effective 10/3/22.

Alisha Smith-Waterman – HDMS Food Service Worker, column A, step 2, \$13.67/hour, 3 hrs/day, effective 9/28/22.

Rachelle Cyr – HDSD Substitute Food Service Worker, \$10.50/hour as needed, effective 10/3/2022

Kelly Learn, EMT/Paramedic Coverage for HS Athletics, \$200 per event, effective 9/10/22-6/30/22

Morgan Klumb, EMT/Paramedic Coverage for HS Athletics, \$200 per event, effective 9/23/22-6/30/22

Zachary Urban, EMT/Paramedic Coverage for HS Athletics, \$200 per event, effective 9/10/22-6/30/22

APPENDIX KF-R

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

Facility Requested: (Check one) <input type="checkbox"/> HDES <input checked="" type="checkbox"/> HDMS <input checked="" type="checkbox"/> HDHS	
Room/Space Requested: cafetorium	
Dates: November 12, 2022 <u>or Nov. 19</u>	
Times: 9:00 am to 3:00 pm	
Name of Event/Activity: Senior Citizens Dinner	
Name of Event/Activity Contact: Kathy Audette	
Phone: 603-478-1836	Email: audettekh@aol.com
Address: 157 Stowe Mt. Road	
Description of Activity: Annual Lions senior Dinner	
Set up requests: # of chairs <u>200</u> # of Tables <u>25Round</u> (attach any special configuration of chairs and tables) Round Tables preferred	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector _____ Microphone _____	
Kitchen <u>Open</u> (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: <u>180</u>	Will an admission fee be charged? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Amount? _____
Check all that apply to this event/activity: School-sponsored <input type="checkbox"/> School Related <input type="checkbox"/> Community <input checked="" type="checkbox"/> Outside District <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/>	
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.	

The Lions club supports the schools with scholarships RIF and seight screenings

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: Kathleen Audette

Printed Name: Kathleen Audette Date: Sept. 23, 2022

**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 (2) Yes No
 Initial TR _____

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)	<u>\$ 200</u>
Custodial Fees	# Custodians <u>1</u>	
\$25/hr per custodian	Hours per custodian <u>6 hrs</u>	<u>\$ 150</u>
Kitchen Fees	# Cafeteria Staff <u>1</u>	
\$25/hr per staff member	Hours per person <u>6 hrs</u>	<u>\$ 150</u>
Total Fees		<u>\$ 500</u>

Business Administrator Signature:



4. School Board:
 Fee waiver Granted: Yes No
 Amount of waiver requested: \$ _____
 Amount waived: \$ _____

School Board Signature:

SIGN HERE

5. Scheduling (SAU Office)
 Entered in School Calendar _____



Property & Liability
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees, with limited exception¹, that your annual contribution increase will not exceed nine percent (9%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2024 July 1, 2023 through June 30, 2024
(maximum 9% increase over July 1, 2022 through June 30, 2023 contribution)

FY 2025 July 1, 2024 through June 30, 2025
(maximum 9% increase over July 1, 2023 through June 30, 2024 contribution)

FY 2026 July 1, 2025 through June 30, 2026
(maximum 9% increase over July 1, 2024 through June 30, 2025 contribution)

By signing this Agreement, the **Hillsboro-Deering School District** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **June 30, 2026**. The **Hillsboro-Deering School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

¹ CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex³ from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex³ in fairness will provide members advance notice and the option of terminating the CAP Agreement.

Hillsboro-Deering School District
June 6, 2022
PL-2024-09-3



The **Hillsboro-Deering School District** agrees that the nine percent (9%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Hillsboro-Deering School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Hillsboro-Deering School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Hillsboro-Deering School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Hillsboro-Deering School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Hillsboro-Deering School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Hillsboro-Deering School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Hillsboro-Deering School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Hillsboro-Deering School District** with legal authority to contractually bind the **Hillsboro-Deering School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.

Authorized Representative of the Governing Body	Title	Date
Print Name		

Hillsboro-Deering School District
June 6, 2022
PL-2024-09-3