

## HILLSBORO-DEERING SCHOOL BOARD MEETING

Monday, May 15, 2023, 6:00pm

H-D 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.*

### AGENDA

**A. Call Meeting to Order**

**B. Pledge of Allegiance and Moment of Silence**

*Public announcement – the budget hearing and meeting is being audio recorded and will appear on the district website, [www.hdsd.org](http://www.hdsd.org)*

**C. Recognitions**

**D. Correspondence**

**E. Student Representative Report – Courtney Ford**

**F. Presentations**

1. Intro to Foods Class – Jocelyn Perrin

**G. Public Comment- Limited to five minutes per person**

*NOTE: This is an opportunity for members of the public to share an idea or concern with the board. Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.*

**H. Non-Public Session – RSA 91-A:3 II (b)**

**I. Call Back to Order**

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

**K. Consent Agenda (action needed)**

1. Minutes – May 1, 2023 meeting
2. Appointments, Leaves and Resignations

**L. Elementary School Principal Candidate**

1. Nicole Barton – HDES Upper Elementary Principal (3-5)



## **M. Superintendent's Report**

1. General Update
2. Listening Session for Ed Rule 306 Revisions, May 22, 6:30pm, HDMS
3. April Financial Report – Grant Geisler
4. Copier Lease & Service Recommendation & Motions
5. Bus Contract

## **N. Board Discussion**

## **O. Public Comment -Limited to five minutes per person**

*NOTE: This is an opportunity for members of the public to share an idea or concern with the board. Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.*

## **P. Action Items**

1. Administrative Appointment
  - a. **Nicole Barton – Hillsboro-Deering Upper Elementary School Principal (3-5)**, salary \$94,000, 260 days/year, 1-year contract, effective 7/1/2023-6/30/2024, (NH Principal license in process, currently holds Maine certification in Assist. Bldg. Administrator PK-12 and Gen Elementary Ed K-8)
2. Copier Lease & Service Motions
3. Bus Contract

## **Q. Non-Public Session – RSA 91-A:3 II (c)**

## **R. Call Back to Order**

## **S. Action After Non-Public Session**

## **T. Adjournment**

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Per RSA 91-A:3 II. (a)-(e), (i), (k), (l) and (m) only the following matters may be considered or acted upon by a school board in non-public session:

- a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;
- b) the hiring of any person as a public employee;
- c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

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***The next regular meeting of the Hillsboro-Deering School Board will be held on Monday, June 5, 2023 at 6:00pm in the H-D Elementary School Media Center.***

**HILLSBORO-DEERING SCHOOL BOARD  
REGULAR MEETING**

**Monday, May 1, 2023 - 6:00pm**

**HD 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**

**Grant Geisler, Business Manager**

**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](http://www.hdsd.org) and live streamed at <https://townhallstreams.com/town.php?id=109>.

**C. Recognitions**

**a. Staff Recognitions**

- i. Krystle Murdough
  - 1. She brought in tadpoles for many classrooms/children to observe their life cycle. She took the time to retrieve the tadpoles and made beautiful homes for them in glass jars. She truly went above and beyond so kids could have a fun experience.
- ii. Dagmar Herrick
  - 1. Dagmar always has a smile and a positive attitude. She is always willing to lend a hand. Even borrowing a facial wipe to clean a child's face, enriching a student that is reading way beyond his grade level, walking kids to lunch, pushing in to a class to help out. I could go on and on. She is an asset to this building. We are so lucky to have her.

**b. Student Recognitions**

- i. Lower H-DES

1. Kiera Lombardi

- a. Kiera is always happy to come to school. She greets everyone she sees by name and wishes them a good day! She always tries her best and helps her friends. Kiera loves to read. Her happiness and smile are contagious in her kindergarten class!

ii. H-DMS

1. Cadence Smead

- a. Cadence is an outstanding student athlete at HDMS! She has participated in three sports; soccer, basketball and softball and has been on the high honor roll all year.

iii. H-DMS

1. Ryan Shortt

- a. Ryan is an outstanding student athlete at HDMS! He has participated in three sports this year: soccer, basketball and baseball. He has been on the honor roll all year as well!

iv. H-DHS

1. Jack Harrington, Noah Harrington and Manny Velazquez

- a. Congratulations for finishing 3rd in the world in the Virtual Business Retail competition at this year's DECA International competition in Orlando, Florida.

**D. Correspondence**

- a. None

**E. Student Representative Report - Courtney Ford**

a. ES

- i. 2nd & 3rd grade presented their research projects
- ii. Pre-K students watched chicks hatch before vacation
- iii. Grades 4-5 are getting ready for the SAS tests

b. MS

- i. 41 eighth grade students went on the Washington, DC trip
  - 1. Went well and everyone had fun

c. HS

- i. NHS Induction was last Thursday
- ii. Last Friday was the Spring Fling
- iii. Prom tickets are on sale

**F. Presentations**

- a. None

**G. Public Comment**

- a. Chair Bober opened public comment at 6:08pm
- b. Joyce Bosse

- i. Henniker Area Rotary Club
  - 1. Offered scholarships to students in the area
    - a. Received around 12 scholarship applications from Hillsboro-Deering students this year
      - i. Give \$2,000 to the Hillsboro-Deering Scholarship.
      - ii. Increasing the Vocational Scholarship from \$1,000 to \$2,000 and any student in the area can apply for it.
    - 2. Would like the Board to continue to talk about their scholarships for next year so that more students will apply for these scholarships.
  - c. Chair Bober closed public comment at 6:12pm

#### **H. Consent Agenda (action needed)**

- a. Minutes April 17, 2023 meeting
- b. Appointments, Leaves and Resignations
  - i. See attached sheet
- c. FY24 General Assurances
- d. Policies Requiring Action:
  - i. DIA Fund Balances - Revision
  - ii. DN Equipment and Supplies Sales - Revision
- e. VOTE
  - i. Morris moved to approve the consent agenda as presented. Welch seconds. Motion passed 5-0-0

#### **I. Superintendent's Report**

- a. General Update
  - i. The Con-Val lawsuit is proceeding
    - 1. Superintendent completed testimony this morning
    - 2. Trial is still ongoing.
- b. Substitute Teacher Pay Rate
  - i. See attached sheet
  - ii. Would like to update our substitute teacher pay rates to be competitive with other schools in the area - effective 05-02-2023
- c. Scholarship Committee Appointments
  - i. There are a number of scholarships available in the community
  - ii. There are a couple of scholarships that require a school principal, the superintendent, and a community member
    - 1. Suggests that due to the late notice, the Board considers Nancy Egner as the community member to serve on the committee.
- d. Fun Fest - May 10, 4:45-6:30 pm
  - i. See attached Sheet

- e. Listening Session for Ed Rule 306 Revisions, May 22, 6:30pm, HDMS

## **J. Board Discussion**

### **a. Board Retreat Topics**

- i. Capital Improvements
  - 1. Building a track at Hillsboro
  - 2. Maintenance
- ii. Board self-reflection & goal setting
- iii. Board engagement with the community

### **b. Study Committee re: Budget Committee (article 13)**

- i. The Board needs to move forward with this, there is no regulatory guidance on how this committee should be put together.
- ii. The study committee would be charged to recommend to the Board if an advisory or Budget committee should be formed or not.
- iii. The Board needs to decide how this study committee should be formed.
- iv. Committee should start meeting after Jul 1, 2023 and come back to the Board sometime in September with their recommendations.
- v. Committee should be composed of:
  - 1. 1 member of the Board
  - 2. 1 member of the School Administration
  - 3. 1 community member (Registered Voters from Hillsboro or Deering) (Randomly selected from the list of people who apply to be on the committee)
  - 4. 1 business owner (Someone who resides within the Hillsboro-Deering community)
  - 5. 1 student (upperclassman)

## **K. Public Comment**

- a. Chair Bober opened public comment at 6:58pm
- b. Joyce Bosse
  - i. Is confused about the study committee
    - 1. Many of the other towns around have budget committees that look at all the budgets in the town
  - ii. Chamber of Commerce had 23 scholarship applications
    - 1. The Rotary Club asks for an essay with their scholarship applications
    - 2. Would like the Board's help promoting their scholarships.
- c. Chair Bober closed public comment at 7:03pm

## **L. Action Items**

- a. Substitute Teacher Pay Rate
  - i. Bober Moved to approve the substitute teacher pay rate change as presented. Plater seconds. Motion passed 5-0-0

b. Scholarship Committee Appointments

- i. Bober nominates Nancy Egner to the Scholarship Committee. Morris seconds. Motion passed 5-0-0

**M. 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 @ 7:06pm

b. Roll

- i. Chris Bober  
ii. Jessica Morris  
iii. Paul Plater  
iv. Heidi Welch  
v. Michael Kenney

**N. Call Back to Order**

- a. Chair Bober called the meeting back to order at 7:58pm

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

- a. Moved to authorize the superintendent to act on what was discussed and decided in non-public session citing RSA 91-A:3 II (c ), Welch seconds. Motion passed 4-0-1 (Morris abstained).

**P. Adjournment**

- a. Welch moved to adjourn. Plater seconds. Motion passed 5-0-0 @8:01pm

Respectfully Submitted,  
Megan Shower

78 School Street  
Hillsboro, NH  
03244-4870

# S A U #34

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*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: May 1, 2023  
Re: Appointments, Leaves and Resignations - Teachers & Administrators

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The following resignations, leaves, and appointments of teachers have occurred since the April 17, 2023 School Board meeting:

**RESIGNATIONS:**

**Brian McGinn** – HDHS Science Teacher, resignation effective 6/30/2023.

**LEAVES: None**

**TRANSFERS/CHANGE OF ASSIGNMENTS: None**

**APPOINTMENTS:**

**Marina Desmarais** – HDMS Long-Term Substitute Music Teacher, \$243.64/day, effective 5/3/23-6/16/23.

**Elizabeth Cairns** – HDHS ESY Special Education Teacher, \$35.00/hour, 12 hours/week, effective 7/24/23-8/11/23.

**HDES Kinderfun Teachers** - \$35.00/hour, 16 hours/week, effective 7/24/23-8/11/23  
(Title I grant funded):

**Terri Carson**  
**Hannah Murdough**  
**Kelsie Dickey**



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Business Manager*

To: Hillsboro-Deering School Board Members  
From: Dr. Jennifer Crawford, Superintendent of Schools  
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff - revised  
Date: May 1, 2023

**Resignations: None**

**Leaves: None**

**Transfers/Change of Assignments: None**

**Appointments:**

**Stacey Warren** – HDHS ESY Paraeducator, \$22.00/hour for 9 hours/week, effective 7/24/23-8/11/23.

**Catherine Kalob** – HDSD Substitute Teacher (K-12), \$85.00/day as needed, effective 2/15/23.

**Jacob Carroll** – HDSD Substitute Teacher (K-12), \$85.00/day as needed, effective 2/21/23

**Serena Berube** – HDSD Substitute Teacher (K-12), \$85.00/day as needed, effective 4/18/23

**Hailey Vincent** – HDSD Food Service Substitute, \$10.50/hour as needed, effective 2/15/23

**William Davidson** – HDSD Food Service Substitute, \$10.50/hour as needed, effective 2/8/23

**Heather Champney** – HDSD Food Service Substitute, \$10.50/hour as needed, effective 3/9/23

**Michelle Huffman** – HDSD Food Service Substitute, \$10.50/hour as needed, effective 4/13/23

## Substitute Pay Rates

Substitute Category	Status Quo			Proposed			
	Hourly	Hr/Day	Daily	Hourly	Hr/Day	Daily	1/2 Day
Teacher - non-certified			\$85.00			<b>\$100.00</b>	<b>\$50.00</b>
Teacher - certified			\$95.00			<b>\$120.00</b>	<b>\$60.00</b>
Long-term Sub			BA, Step 1			<b>BA, Step 1</b>	
Teacher subbing in lieu of prep (per CBA)			\$55.00			<b>\$55.00</b>	
Nurse			\$150.00			<b>\$160.00</b>	<b>\$80.00</b>
Para - Office, SpEd, GenEd	\$12.00	6.50	\$78.00			<b>\$100.00</b>	<b>\$50.00</b>
Food Service	\$10.50	5.00	\$52.50	<b>\$13.50</b>	5.00	\$67.50	
Café/Recess Monitor	\$10.00	3.25	\$32.50	<b>\$12.50</b>	3.25	\$40.63	

# Hillsboro-Deering School District BBQ & Funfest



**Wednesday, May 10, 2023**

**4:45 pm- 6:30 pm**

Hillsboro-Deering School District Campus Hillcat Drive Hillsboro, NH

Withington Award Presentation 5PM H-DMS

Cafetorium



## Exciting Free Activities for the Whole Family

- FREE BBQ
- Book Giveaway
- Story Time
- American Self Defense Concepts (Karate) Demo
- Disc Golf
- Climbing Wall
- Oscats Robotics Demo
- Bike Challenge
  - Bring your bike and helmet
- Touch a Truck:
  - Fire & Rescue
  - Police
  - Marine Patrol
  - Loader
  - Flat bed
  - Grader
  - Fish and Game
  - Dump Trucks
- Art Exhibit
- Math S'more Activity
- Hillcat Store Open @ HS
- And many more...



## Community Attendee:

- Project Genesis
- Chamber of Commerce
- Scouts
- HYAA
- End 68
- Grapevine
- PTO
- Hillcat Summer Theatre
- Hillsboro History Alive
- Hillsboro SummerFest
- Hillsboro Community Center
- Hillsboro Fire Department
- Hillsboro Police Department
- Southern NH Services
- John Stark Generals Youth Football

**Door Prizes!**  
**Raffle tickets for all who attend!**  
**Free Water bottles and Hillcat String Bags!**  
**Free nylon frisbee for Disc Golf!**



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To: Members, Hillsboro-Deering School Board  
From: Dr. Jennifer Crawford, Superintendent of Schools  
Date: May 15, 2023  
Re: Appointments, Leaves and Resignations - Teachers & Administrators

---

The following resignations, leaves, and appointments of teachers have occurred since the May 1, 2023 School Board meeting:

## **RESIGNATIONS:**

**Sarah Bowley** – HDES Grade 1 Teacher, resignation effective 6/30/2023.

**Sarah Conway** – HDMS 7th Grade Math Teacher, resignation effective 6/30/2023.

**Tara Ego** - HDMS 7th Grade English Language Arts Teacher, resignation effective 6/30/2023.

## **LEAVES:**

**Rebecca Woodard** – HDES Grade 4 Teacher, extended leave for one year (per HDFT CBA article 9.6), effective for the 2023-2024 school year.

## **TRANSFERS/CHANGE OF ASSIGNMENTS: None**

## **APPOINTMENTS:**

**Jenna Rheault** – HDES ESY Occupational Therapist, \$74.36/hour for 45 hours, effective 7/24/23-8/11/23

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# Nicole Barton

## **Education / Certification**

**M.Ed.:** Educational Leadership, University of Maine, Farmington, Farmington, ME.  
Certification in Mathematics Leadership K-12  
Certification in Administration K-12

**B.A.:** Elementary Education, Plymouth State University, Plymouth, NH.

**045 Certification:** Maine. Expires 2027

**Teacher Certification:** K-8 Elementary Education  
Highly Qualified Mathematics Teacher (5-8)

## **Administrative and Leadership Experiences**

**Assistant Principal / Academic Support: Helen Thompson School, MSAD 11, West Gardiner, ME, 2022 - 2023**

Description: As the Assistant Principal at Helen Thompson school, my responsibilities include leading the development, implementation, and assessment of instructional and related services for students. I support the implementation of our multi-tiered system of supports, and assist our principal with instructional leadership of the school. I support the organization and development of school-wide strategic planning for MTSS in Tiers I, II, and III; facilitating phased and leveled stages of implementation, providing ongoing MTSS implementation guidance, and support to MTSS teams; coordinating ongoing check-ins between departments to ensure system alignment. I worked with families and students to support positive behavior within our building, supporting the facilitation of school and home based communication. I support the principal in evaluating staff performance, facilitating staff meetings and professional development sessions, and forward movement towards meeting our school based and district goals. My strengths include developing systems to support the healthy function of a school building.

**District Mathematics Coach, MSAD 11, Grade 3- 8, 2021 - 2022**

Description: Responsible for coaching, supporting, and guiding teachers in best practices for mathematics teaching and learning. The position provides intense professional development in the form of modeling, collaborating and coaching teachers.

## **Teaching Experience**

### **Middle School Mathematics Teacher, MSAD 72, Fryeburg ME 2020 - 2021**

Description: As a middle school mathematics teacher Molly Ockett Middle School, I attended faculty, PLC, and team meetings, and communicated routinely with parents. I provided mathematics instruction and curriculum development through lesson and unit planning, provided students with feedback, and graded student work. As a teacher leader, I worked with the district wide leadership team to develop a multi-tiered support system handbook. I also helped to plan and facilitate staff development on the new implementation of the MTSS system.

### **Elementary School Teacher, MSAD 72, Lovell, ME 2018 - 2020**

Description: As an elementary school teacher I taught reading, writing, and mathematics. I provided differentiated instruction, helped students set goals, and monitored student progress. I attended faculty, PLC, and team meetings; collaborating with colleagues.

### **Middle School Mathematics Teacher, MSAD 61 Bridgton, ME 2016 - 2018**

Description: As a middle school mathematics teacher, I designed and implemented unit and lesson plans for 7th and 8th graders, differentiated instruction for students, and established and communicated clear objectives for all learning activities.

## **Curriculum Experience:**

## **Presentations:**

### **Trauma Informed Teaching Practices (K-12):**

In this 10 hour professional development session, teachers and educational support professionals engage in learning about the affects trauma has on students, interventions to support students who have faced trauma, and what those interventions look like in practice.

### **Mathematics Teaching Practices (6-8)**

In this 10 hour professional development session, middle school mathematics teachers engage in learning about visible learning practices. This training includes working on standards progressions, developing teacher clarity, and success criteria for students to monitor their progress.

### **Title I Mathematics Fluency Training (Elementary School):**

In this 30 hour professional development session, Title I teachers engaged in learning activities to support educators in identifying strategies and classroom practices to move students learning forward. The learning series offers learning in shifting the understanding of computational fluency, learning about fluency progressions, moving student learning forward

using mFITT, and aligning curriculum, standards and assessments in mathematics. The training is sponsored by the Maine Mathematics and Science Alliance.

**Differentiated instruction Professional Development (Middle School):**

In this four hour workshop, participants engaged in learning about the 4 different ways to differentiate instruction for middle school students.

**Professional Affiliations:**

**Maine Principals Association**

**National Council of Teachers of Mathematics**

**Association of Curriculum and Development**

**References:**

Pat Hopkins, Superintendent

MSAD 11

High St, Gardiner, ME, 04345

Angela Hardy, Assistant Superintendent

MSAD 11

High St, Gardiner, ME, 04345

Kady Gould, Principal

Helen Thompson School, MSAD11

Spears Corner Rd, West Gardiner, ME

Jay Robsinson, Superintendent

MSAD 72

25 Molly Ockett Drive, Fryeburg, ME

Dr. Paul Knowles, Professor/ Mentor

University of Maine, Farmington

# HILLSBORO-DEERING SCHOOL DISTRICT

## FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2022-2023

From Date: 4/1/2023 To Date: 4/30/2023

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

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	SALARY	\$7,875,344.18	\$278,895.00	\$8,154,239.18	\$586,039.35	\$5,563,577.71	\$2,590,661.47	\$2,418,645.16	\$172,018.31	2.11%
10.0000.000.111.0	PARA EDUCATOR SALARY	\$1,301,156.00	\$738.96	\$1,301,894.96	\$108,623.65	\$943,637.26	\$358,257.70	\$247,880.25	\$110,377.45	8.48%
10.0000.000.112.0	SALARY	\$4,500.00		\$4,500.00	\$1,653.75	\$8,960.00	(\$4,460.00)	\$0.00	(\$4,460.00)	-89.11%
10.0000.000.113.0	NON- UNION	\$1,984,147.78	\$4,417.02	\$1,988,564.80	\$146,623.64	\$1,482,910.78	\$505,654.02	\$455,409.53	\$50,244.49	2.53%
10.0000.000.114.0	NON UNION SALARY	\$289,120.69		\$289,120.69	\$19,268.22	\$211,950.42	\$57,170.27	\$57,170.42	(\$0.15)	0.00%
10.0000.000.120.0	SUBSTITUTES	\$169,910.00		\$169,910.00	\$24,230.00	\$141,954.26	\$27,955.74	\$4,440.00	\$23,515.74	13.84%
10.0000.000.130.0	STIPENDS	\$16,800.00		\$16,800.00	\$0.00	\$0.00	\$16,800.00	\$22,125.00	(\$5,325.00)	-31.70%
10.0000.000.211.0	HEALTH INSURANCE	\$2,860,455.07	(\$53,666.70)	\$2,806,788.37	\$210,046.30	\$1,890,039.63	\$916,748.74	\$645,516.52	\$271,232.22	9.66%
10.0000.000.212.0	DENTAL INSURANCE	\$254,293.03		\$254,293.03	\$19,273.10	\$171,749.58	\$82,543.47	\$57,778.33	\$24,765.14	9.74%
10.0000.000.213.0	LIFE INSURANCE	\$16,051.20		\$16,051.20	\$1,250.23	\$11,400.26	\$4,650.94	\$3,916.96	\$733.98	4.57%
10.0000.000.214.0	LONG TERM DISABILITY	\$24,489.09		\$24,489.09	\$1,839.35	\$16,902.02	\$7,587.07	\$6,216.84	\$1,370.23	5.60%
10.0000.000.220.0	FICA & MEDICARE	\$864,685.16	\$1,017.23	\$865,702.39	\$64,620.63	\$611,274.05	\$254,428.34	\$233,551.41	\$20,876.93	2.41%
10.0000.000.230.0	NHRS	\$2,056,366.92	\$32,456.69	\$2,088,823.61	\$160,372.60	\$1,530,883.66	\$557,939.95	\$564,600.22	(\$6,660.27)	-0.32%
10.0000.000.231.0	403B	\$0.00	\$3,560.00	\$3,560.00	\$342.18	\$3,472.39	\$87.61	\$932.39	(\$844.78)	-23.73%
10.0000.000.240.0	TUITION REIMBURSEMENT	\$58,500.00		\$58,500.00	\$125.00	\$19,066.48	\$39,433.52	\$5,392.00	\$34,041.52	58.19%
10.0000.000.241.0	STAFF TUITION REIMB	\$8,000.00		\$8,000.00	\$0.00	\$1,885.00	\$6,115.00	\$0.00	\$6,115.00	76.44%
10.0000.000.242.0	TRAINING	\$2,000.00		\$2,000.00	\$1,778.00	\$8,050.97	(\$6,050.97)	\$1,401.19	(\$7,452.16)	-372.61%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$8,000.00		\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$59,942.00	(\$2,747.72)	\$57,194.28	\$0.00	\$56,358.10	\$836.18	\$0.00	\$836.18	1.46%
10.0000.000.290.0	FINGERPRINTING & PHYSICALS	\$4,500.00	\$1,754.75	\$6,254.75	\$444.00	\$5,774.75	\$480.00	\$640.00	(\$160.00)	-2.56%
10.0000.000.310.0	SUPERINTENDENT SERVICES	\$1,023,413.00		\$1,023,413.00	\$0.00	\$1,023,413.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$418,152.00	(\$32,665.40)	\$385,486.60	\$23,552.92	\$205,069.39	\$180,417.21	\$78,801.50	\$101,615.71	26.36%
10.0000.000.331.0	TUTORING	\$10,000.00		\$10,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	50.00%
10.0000.000.340.0	CHECKLIST	\$500.00		\$500.00	\$0.00	\$90.00	\$410.00	\$0.00	\$410.00	82.00%
10.0000.000.380.0	AUDIT FEES	\$24,000.00	\$10,150.00	\$34,150.00	\$3,000.00	\$34,137.15	\$12.85	\$0.00	\$12.85	0.04%
10.0000.000.411.0	WATER & SEWER	\$54,000.00		\$54,000.00	\$0.00	\$49,297.34	\$20,402.66	\$20,400.00	\$2.66	0.00%
10.0000.000.421.0	WASTE DISPOSAL	\$42,000.00		\$42,000.00	\$2,610.00	\$26,907.77	\$15,092.23	\$8,792.23	\$6,300.00	15.00%
10.0000.000.422.0	SNOW PLOWING	\$80,000.00		\$80,000.00	\$23,095.93	\$63,768.90	\$16,231.10	\$10,087.21	\$6,143.89	7.68%
10.0000.000.423.0	CUSTODIAL SERVICES	\$608,207.00		\$608,207.00	\$50,133.48	\$452,897.20	\$155,309.80	\$153,704.56	\$1,605.24	0.26%
10.0000.000.424.0	GROUPS MAINTENANCE	\$70,000.00		\$70,000.00	\$0.00	\$52,580.45	\$17,419.55	\$17,334.00	\$85.55	0.12%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$300,000.00	(\$10,000.00)	\$290,000.00	\$14,919.79	\$226,737.98	\$63,262.02	\$73,081.92	(\$9,819.90)	-3.39%
10.0000.000.441.0	RENT	\$35,000.00		\$35,000.00	\$1,000.00	\$26,626.20	\$8,373.80	\$8,373.80	\$0.00	0.00%
10.0000.000.442.0	EQUIPMENT RENTAL	\$223,220.78		\$223,220.78	\$0.00	\$197,610.64	\$25,610.14	\$13,338.42	\$12,271.72	5.50%
10.0000.000.510.0	TRANSPORTATION	\$1,097,299.80	\$3,400.00	\$1,100,699.80	\$127,250.10	\$953,143.88	\$147,555.92	\$298,346.31	(\$150,790.39)	-13.70%
10.0000.000.520.0	PROPERTY INSURANCE	\$50,000.00	\$1,137.72	\$51,137.72	\$0.00	\$51,137.72	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.531.0	TELEPHONE	\$101,080.00	\$4,800.00	\$105,880.00	\$7,174.54	\$83,668.13	\$22,191.87	\$21,877.96	\$313.91	0.30%
10.0000.000.534.0	POSTAGE	\$18,750.00	(\$900.00)	\$17,850.00	\$895.00	\$3,639.57	\$14,210.43	\$3,272.71	\$10,937.72	61.28%
10.0000.000.540.0	ADVERTISING	\$10,000.00		\$10,000.00	\$240.00	\$4,459.00	\$5,541.00	\$485.00	\$5,056.00	50.56%
10.0000.000.550.0	PRINTING	\$10,400.00	(\$500.00)	\$9,900.00	\$0.00	\$7,137.07	\$2,762.93	\$0.00	\$2,762.93	27.91%
10.0000.000.560.0	TUITION	\$515,857.00	(\$2,100.00)	\$513,757.00	\$59,267.94	\$260,137.10	\$253,619.90	\$177,046.00	\$76,573.90	14.90%
10.0000.000.580.0	TRAVEL	\$22,700.00	(\$500.00)	\$22,200.00	\$11,046.26	\$40,118.29	(\$17,918.29)	\$2,379.84	(\$20,298.13)	-91.43%
10.0000.000.591.0	ADMISSIONS	\$1,875.00		\$1,875.00	\$0.00	\$803.58	\$1,071.42	\$402.67	\$668.75	35.67%
10.0000.000.610.0	SUPPLIES	\$346,659.00	\$19,305.71	\$365,964.71	\$23,776.89	\$289,736.19	\$66,228.52	\$59,301.91	\$6,926.61	1.89%

Report: rptGLGenRptwBudgetAdj



# HILLSBORO-DEERING SCHOOL DISTRICT

## FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2022-2023

Include pre encumbrance

Exclude inactive accounts with zero balance

Print accounts with zero balance

From Date: 4/1/2023 To Date: 4/30/2023

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	\$13,791.61	\$140,723.76	\$105,776.24	\$105,776.24	\$0.00	0.00%
10.0000.000.623.0	PROPANE	\$160,000.00		\$160,000.00	\$13,316.91	\$131,208.36	\$28,791.64	\$28,791.64	\$0.00	0.00%
10.0000.000.626.0	VEHICLE FUEL	\$6,000.00	(\$1,500.00)	\$4,500.00	\$261.32	\$2,723.70	\$1,776.30	\$914.55	\$861.75	19.15%
10.0000.000.640.0	BOOKS & SOFTWARE	\$306,863.00	(\$9,100.00)	\$297,763.00	\$4,435.41	\$266,784.58	\$30,968.42	\$12,125.38	\$18,843.04	6.33%
10.0000.000.730.0	EQUIPMENT	\$272,742.98	\$12,911.74	\$285,654.72	\$7,100.04	\$250,578.05	\$35,076.67	\$34,324.33	\$752.34	0.26%
10.0000.000.810.0	DUES & FEES	\$54,240.00	\$3,000.00	\$57,240.00	\$2,750.72	\$38,445.50	\$18,794.50	\$9,049.00	\$9,745.50	17.03%
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	\$1,187.70	\$11,341.33	\$33,978.67	\$35,621.27	(\$1,642.60)	-3.62%
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	\$2,500.00	\$252,500.00	\$50,000.00	\$50,000.00	\$202,500.00	\$202,500.00	\$0.00	0.00%
<b>Grand Total:</b>		<b>\$25,001,485.68</b>	<b>\$280,465.00</b>	<b>\$25,281,950.68</b>	<b>\$1,787,426.56</b>	<b>\$18,396,644.13</b>	<b>\$6,885,306.55</b>	<b>\$6,101,744.67</b>	<b>\$783,561.88</b>	<b>3.10%</b>

End of Report

Report: rptGLGenRptwBudgetAdj

Page: 2

78 School Street  
Hillsboro, NH  
03244-4870

# SAU #34

*Soaring to Excellence*

603-464-4466  
Fax 603-464-4053  
[www.hdsd.org](http://www.hdsd.org)

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

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

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

*Grant Geisler, MS*  
*Business Manager*

May 15, 2023

To: HD School Board

From: Grant Geisler, Business Manager  
Neal Richardson, Technology Director

Subj: Contract Recommendation – Copier Lease & Service

Copiers within Hillsboro-Deering and Washington schools are aging and starting to fail more often. The vendors are currently different in H-D and Washington (Konica Minolta and Canon) and the service contracts are continuing on a month-to-month basis. Our costs seem a bit high, so it felt like a good time to go out to bid for new machines and a corresponding service contract.

To ensure we: (1) include all the necessary requirements; (2) cast the widest net; and (3) benefit from economy of scale, we used the services of Specialized Purchasing Consultants (SPC). SPC included our requirements with a bid for 15 school districts in Maine and New Hampshire. The copier requirements for both districts were combined in the bid since Washington only has two copiers. H-D will be the leasee for all copiers and Washington will reimburse H-D for their costs.

The SPC bid went out to 30 vendors and eight responded to the overall bid package. Of the eight, three bid specifically on our requirements. Konica Minolta was the second lowest bid and Canon did not submit a bid. While Toshiba was slightly lower than Konica Minolta, we have had a better experience with Konica Minolta copiers and we are pleased with their current service.

The FY2023-24 H-D budget included \$47.5K for copier lease and \$17.8K for service and toner (total of \$65.3K). The Konica Minolta bid is \$27.6K for copier lease and \$12.7K for service and toner (total of \$40.3K).

We recommend approving the Konica Minolta bid. To execute the lease and service contract, we need the board to make two motions (see next page).

## **HDSD Copier Motion Language**

### **Motion 1:**

I move that the Board approve the proposed tax-exempt lease with M.S.T. Government Leasing, LLC for the purpose of refinancing and funding photocopy equipment leases including consultant fees and related costs of issuances of such leases in an amount not-to-exceed One Hundred Sixty-Three Thousand, Three Hundred Two Dollars, and Eighty-Five cents (\$163,302.85) and an interest rate of 5.24% per year through August 1, 2027.

### **Motion 2:**

I move that the Board authorize the Superintendent to execute and deliver the tax-exempt lease with M.S.T. Government Leasing, LLC on such terms and conditions discussed and provided to the Board and to execute and deliver any such documents required to execute the contract with Specialized Purchasing Consultants, Inc.

# **TRANSPORTATION AGREEMENT BETWEEN SAU #34 AND FIRST STUDENT, INC.**

AGREEMENT made this 15<sup>th</sup> day of May, 2023, by and between SAU #34 Hillsboro-Deering, to which reference is hereinafter made as “DISTRICT,” and First Student, Inc., with principal place of business at 51 Lowell Road, Salem, New Hampshire, 03079, to which reference is hereinafter made as “Carrier.”

The District and Carrier, in consideration of the mutual obligations set forth, agree as follows:

## **Definitions**

- A. As used in this contract, “school year” shall mean the school calendar adopted annually by the District, which shall determine the number of days and the dates on which buses will be in operation, subject to minor modifications resulting from weather conditions or other unusual circumstances.
- B. As used in this contract, “transportation of school children” means the driving schedule on incoming trips for any and all buses regardless of the number of trips, locations of routes, number of stops, or mileage, and the driving schedule on homeward trips for any and all buses regardless of the number of trips, locations of routes, number of stops, or mileage.

## **Employment of Carrier by District**

The District agrees to and does employ the Carrier as transporter of all regular education elementary, middle, and high school students of the District, and the Carrier agrees to transport all such students upon such routes for the towns of Hillsboro, Deering, Washington, and Windsor on such schedules as shall be designated and approved by the District.

## **Term of Contract**

The term of this Contract shall be for the school years: 2023-2024, 2024-2025, and 2025-2026, with possible one-year extension through 2026-2027, and an additional one-year extension through 2027-2028. Extensions are subject to budget funding and School Board approval. The Contract may be amended by mutual consent of the parties hereto, but no amendment of the Contract shall be valid unless made in writing and signed by the parties.

## **Authority of Superintendent**

All notices, reports, approvals, instructions, or other communications required hereunder to be provided to the District shall be deemed properly completed when provided to the Superintendent of Schools of the District (hereinafter referred to as “Superintendent”) or his/her designee.

## **Payments**

In consideration of the agreements contained in this contract, the District agrees to pay to the Carrier the amounts identified in Appendix A. Should the District opt to implement single start times for schools, the District shall notify the Carrier by March 15<sup>th</sup> of any year during this contract period (approximately six months notice). In such case, the pricing in Appendix B or C will prevail. The Carrier shall provide the District with invoices monthly and the District shall provide payment within thirty (30) days of receipt of acceptable invoice.

## **General Conditions**

- 1) The Carrier shall observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract, and in particular, such laws pertaining to safety. The Carrier, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice.
- 2) **SUB-CONTRACTS**  
It is unacceptable to the District for the company to sub-contract any portion of the routes to other Carriers.
- 3) **HOLD HARMLESS CLAUSE**  
The Carrier agrees to indemnify, hold harmless and defend the District, their Boards of Education, and all administrators, employees, agents, or servants of either or the Districts, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the operation of this contract except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees, student-upon-student violence; routing; or Carrier's good faith adherence to District's policies, procedures or directives.
- 4) **PERSONNEL**  
The Carrier agrees that a manager or individual with responsibility to make decisions will be available when school is in session and/or when buses are on the roads of the District.

Transportation vehicles shall not be operated by anyone other than a person holding the required license issued to him/her by the State, and holding a school bus driver's permit issued to him/her by the State of New Hampshire. Driver shall follow normal and usual instructions and requirements of the Superintendent and District, and shall at all times comply with motor vehicle laws of the State and all cities, villages, or other municipalities in which such vehicles may be operated and shall present such reports to aid the District as the District may request.

It is recognized that, for the protection of children, drivers and all other persons coming into contact with students must be of stable personality and high moral character. The Carrier shall provide background checks for any employee who works on a school bus and is in any way involved in supervision of minor children. The Carrier shall also provide the District access to

background check reports and results upon request. The Carrier shall notify the District, in writing, of its intention to hire any applicant with a past felony conviction.

The responsibility for hiring and discharging personnel shall rest entirely upon the Carrier. The District shall request in writing the removal of any driver in their service who in their opinion is not suitable to operate a bus.

The Carrier shall underwrite all costs incurred to provide qualified drivers. Such costs shall include all training, physical examinations, license and permit fees, recruitment, and any other related fees.

5) SAFETY PROGRAM

The Carrier shall plan and administer a safety program in conformance with State laws and regulations. The safety program must include, but is not limited to the following:

A. Bus Drivers

- (1) All drivers must meet acceptability requirements as indicated in law.
- (2) All drivers must participate in both classroom and on the road training programs devoted to safety, proper bus operation, rules and regulations, and first aid.
- (4) All drivers must be reviewed after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations, safety, and first aid.
- (5) The Carrier shall investigate the driver's criminal record and Motor Vehicle Record with the State of New Hampshire prior to hiring. Motor Vehicle Record (MVR) checks shall be conducted at least every six (6) months thereafter.
- (6) Drivers shall pass a physical examination (including drug screening) prior to hiring and thereafter as required by law.

B. A safety program for personnel will be conducted each month.

C. Students

- (1) The Carrier must assist and participate with the District in providing safety programs as needed for their students.
- (2) All bus routes, bus stops, operation of vehicles, and driver activities must be conducted with the safety of students as the prime concern.
- (3) Carrier must provide training to students of the District on proper boarding, disembarking, bus riding procedures, and evacuation procedures at least twice per year.
- (4) The bus driver must continually monitor behavior of all students to ensure that safe bus riding procedures are being followed. If not, the District must be notified immediately.

The Carrier agrees school administrators may, from time to time, ride a bus or otherwise observe general operation of the bus service.

6) **INSURANCE**

Carrier shall carry, pay for, and keep in force, with a company or companies licensed to do business in New Hampshire, comprehensive general liability and comprehensive automobile liability for claims arising under this Agreement in minimum amounts of insurance as follows:

\$5,000,000 bodily injury and death and/or property damage combined single limit for each occurrence.

The Carrier shall provide Workers Compensation Insurance for its employees in statutory limits.

The policy of liability insurance will carry an endorsement upon the face showing the Boards of Education, administrators, employees, agents and servants of the District, individually and severally, as additional insured under the policy.

The Carrier shall present and maintain current certificates of insurance throughout the term of the contract to the District giving evidence of insurance coverage. A Certificate of Insurance or other evidence of insurability must be submitted with proposal.

Each insurance company shall agree not to terminate their coverage without thirty (30) days written notice to the District and to the Carrier, and to include this clause in the insurance policy and in the certificate of insurance.

7) **FORCE MAJEURE**

In the event Carrier is unable to provide transportation services as specified in this Agreement because of any act of God (such as floods, fires, tornados), war, acts of terrorism, epidemics, pandemics, strikes, labor disputes, governmental actions, or other conditions caused beyond the Carrier's control, the District shall excuse Carrier from performance under this Agreement.

Notwithstanding any provision of this Agreement to the contrary, if the District, or any other governmental agency, temporarily, intermittently, or permanently, suspends classes during the term due to a pandemic or other Force Majeure event (each for a "Closure Period"), for each school day during the Closure Period that school would have been in session but for the Closure Period, the District shall pay the Carrier for all fixed costs associated with the Agreement and the parties will negotiate in good faith equitable adjustments to the rate to properly account for remaining costs ("Closure Expenses"). However, if the District fails to pay Closure Expenses and the Closure Period continues for longer than ten (10) business days, the Carrier may terminate this Agreement immediately upon written notice to the District.

8) **ROUTES AND SCHEDULES**

The District will provide the Carrier a complete listing of eligible passengers along with their home address, grade, and school assignment by the last scheduled day of school during each year of the contract. In addition, the district shall make arrangements to update such listings for the Carrier over summer recess with respect to additions and deletions of students requiring transportation.

The District will make available to the Carrier a listing of Board approved guidelines for pupil transportation within the district.

Routes developed by the Carrier are to be completed by August 10th of each year of the contract and forwarded to the District for approval. Routes will indicate a route number, all stop locations, estimated number of passengers and start time for the route. The District will cooperate with the Carrier by approving routes or suggesting needed changes in a reasonable and timely manner.

Conflicts regarding eligibility of riders and stop locations will be decided by the District. The Carrier agrees to abide by all decisions of the District in this area.

All routes shall be scheduled to limit student travel time to 75 minutes or less. Exceptions must be approved by the District.

9) **REQUIRED RECORDS**

The Carrier shall maintain complete and accurate records of all trips provided and all miles traveled under this contract, all disciplinary actions, and such other reports the District may request and/or such other reports which may be required under all applicable laws.

10) **EMERGENCY CANCELLATION OF TRANSPORTATION**

The Carrier will follow District procedures for emergency cancellation of transportation when weather conditions may preclude movement of buses. District shall notify Carrier not later than 5:30 a.m. on the day of such cancellation or delay or not later than two (2) hours before early dismissal or the cancellation of supplemental transportation. District shall pay Carrier the full daily rate per bus for days when District fails to notify Carrier by 5:30 a.m. of school cancellation.

11) **CANCELLATION OF AGREEMENT**

In the event the District or Carrier shall willfully violate any of the covenants or duties imposed upon by this Agreement, such violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party ninety (90) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.

In the event no funds or insufficient funds are appropriated and budgeted for payments due under this Contract, the District may elect to terminate all or part of the Contract in accordance with this paragraph. The District's election to terminate must be exercised by delivering a written notice of its intent to terminate together with a certified statement by an authorized official indicating that insufficient funds have been appropriated for the ensuing fiscal year. Termination under this paragraph shall be effective upon the date of expiration of the applicable fiscal year of the District and payment of all amounts during that fiscal year.

In the event District shall elect to terminate this Agreement due to funding deficiencies, District shall give written notice to Carrier on or before March 15<sup>th</sup> prior to the end of any Contract Year for services to be rendered in the following Contract Year. As the Carrier will make reasonable efforts to offset costs in the event of a termination, the District shall reimburse the Carrier in full for costs incurred by Carrier as the result of such early termination, including, retrofit and redeployment of vehicles, contract close-out costs, and all other associated termination costs. In the event state funding is restored following a termination of this



Agreement under this Section, the Carrier shall be entitled to a right of first refusal to provide continuing service to District under this Agreement.

Either party may terminate this Agreement for convenience upon not less than one hundred eighty (180) days prior written notice to the other party.

12) CARRIER NOT AN AGENT

The Carrier shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent Carrier furnishing transportation services to the District.

13) SUPERVISION OF LOADING AND UNLOADING

The Carrier agrees the driver of each bus shall supervise loading and unloading of his/her bus at all pick-up and delivery points and the Carrier will report any transportation problems.

14) REPORTING ACCIDENT, DISTURBANCES, AND IRREGULARITIES

The Carrier shall make immediate oral reports followed by detailed written reports (within twenty-four (24) hours) to the District and local police department in the event of any accident involving a school bus while transporting students for the District.

When a student causes an undesirable situation on any bus, the driver shall report student's name and description of the situation to his/her supervisor, who shall, no later than the following day, turn in a report to the District. All vandalism damages to the Carrier's equipment or facilities will be the responsibility of the Carrier; however, the District will assist the Carrier in receiving restitution for damaged equipment.

15) OPERATING EXPENSE

The Carrier shall provide and compensate its drivers and other personnel and pay all expenses pertaining to operating buses, such as State license, oil, lubrication, tires, antifreeze, all repairs and maintenance, storage, and washing.

16) FUEL

The Carrier shall provide fuel for operation of buses under this contract. There is no excess cost provision for fuel.

17) EQUIPMENT

At all times during the life of this contract, the maximum allowable age for any single vehicle is ten (10) years.

Three (3) standby buses shall be available on-site to provide athletics, co-/extra-curricular and field trip service and to be used in the event any buses regularly transporting students shall be inoperable.

All buses will be equipped with video/audio recording equipment and recordings will be provided to the District when requested.

All vehicles shall be equipped with an operable two-way FM-UHF or VHF radio (not citizen's band) capable of reliably maintaining contact with a base station. For routes where two-way

radio communications are disabled by way of geographical features, the Carrier will ensure the best effort possible is extended to passing messages from one bus to another.

It is understood that all equipment furnished shall comply with all statutes, school bus specifications, and safety regulations in force, and that if any bus equipment owned by the Carrier fails at any time to comply in whole or in part during the term of the contract, it shall be replaced by the Carrier without expense to the Districts and without claims for adjustment to compensation.

The prices included with this Agreement do not include modifications to vehicles if seat belts or GPS or other equipment (collectively, "additional equipment") are required. If District or any government agency shall at some time in the future mandate that Carrier provide additional equipment for use in vehicles, the parties shall negotiate in good faith alternative pricing and availability of vehicles to service District under this Agreement.

In the event the District or any governmental agency imposes equipment requirements other than those set forth above on Carrier's vehicles during the term of this Agreement, which are specific requirements for the operation of this Agreement or immediate installation is required for continuing operation of the vehicles, Carrier and District in good faith shall negotiate price increases applicable to such equipment requirement. If the parties do not reach an agreement regarding applicable price increases, either party may terminate this contract upon not less than 60 days prior written notice to the other party.

Buses shall be kept in clean and sanitary condition and open to examination by the District at all times. The Carrier agrees that each morning before any school buses are used for transportation, the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles.

Carrier shall submit a description of the equipment they propose to use in carrying out the contract prior to the beginning of the school term including year, model, capacity, fuel type and any special equipment.

## 18) SCOPE OF WORK DESCRIPTION

The following information is a summary of the District's 2022-2023 pupil transportation program.

### A. Student Transportation by Town of Residence

- 1) Hillsboro-Deering Middle School (HDMS) and Hillsboro-Deering High School (HDHS) require transportation for students residing in Hillsboro, Deering, Windsor, and Washington.
- 2) Hillsboro-Deering Elementary School (HDES) requires transportation for students residing in Hillsboro, Deering, and Windsor.
- 3) Washington Elementary School (WES) requires transportation for students residing in Washington.

### B. Routine Daily Transportation

- 1) Buses accomplish dual runs with ridership of approximately 1,000 students.
- 2) Drop-Off and Pick-Up times at the schools are approximately:
  - a. HDHS: 7:00-7:12 a.m.; 2:10-2:20 p.m.

- b. HDMS: 7:02-7:14 a.m.; 2:10-2:20 p.m.
    - c. HDES: 8:17-8:23 a.m.; 3:10-3:17 p.m.
    - d. WES: 8:28 a.m.; 3:05 p.m.
  - C. Special Education Transportation
    - 1) There are 2 buses accomplishing dual runs.
      - a. Bus 1: Transports students in Windsor and Deering
      - b. Bus 2: Transports students in Hillsboro (including Emerald Lake)
      - c. There are no Washington students, but they would likely ride Bus 1
    - 2) Specialized transportation (wheelchair accessible) is not part of this contract.
  - D. Concord Regional Technical Center (CRTC) Transportation with approximate times
    - 1) Departs HDHS at 8:35 a.m. to CRTC and returns to HDHS
    - 2) Departs HDHS at 10:20 a.m. to CRTC
    - 3) Departs CRTC at 11:35 a.m. pm to HDHS and returns to CRTC
    - 4) Departs CRTC at 12:40 pm to HDHS
  - E. Alternative Program Transportation (for HDHS, located at 2300 2<sup>nd</sup> NH Turnpike N, Deering, NH) with approximate times
    - 1) Departs HDHS at 7:19 a.m. to Alternative Program
    - 2) Departs HDHS at 8:35 a.m. to Alternative Program
    - 3) Departs Alternative Program at 9:30 a.m. to HDHS (for CRTC bus)
    - 4) Departs HDHS at 11:30 a.m. to Alternative Program
    - 5) Departs Alternative Program at 12:00 p.m. to HDHS
    - 6) Departs HDSD at 1:10 p.m. to Alternative Program
    - 7) Departs Alternative Program at approximately 1:50 p.m. to HDHS
- NOTE: A van can be used for trips 2-6.

#### 19) BASE AND ALTERNATIVE PRICING

- A. In the event the District adopts a different school year from the present 180-day schedule of this Agreement, pricing will follow the daily rate established for that year.
- B. Base pricing as defined in the preceding pages of this Agreement is reflected in Appendix A (Status Quo).
- C. Alternative 1 is based on single start/end times for all schools (no dual runs) for Routine Daily Transportation and Special Education Transportation. Start time approximately 8:00 a.m. and end time approximately 3:00 p.m. Alternative Program schedule would adjust accordingly. Pricing for Alternative 1 is reflected in Appendix B.
- D. Alternative 2 is based on single start/end times for HDHS, HDMS, and HDES with WES start/end times one hour later than HD schools. Alternative Program schedule would adjust accordingly. Pricing for Alternative 2 is reflected in Appendix C.

District may increase or decrease services to be provided by Carrier under this Agreement (“Schedule Readjustments”). However, where Schedule Readjustments impact by 5% or more the service levels or equipment levels required of Carrier under the assumed routes, schedules, days of service, hours or miles, or vehicle requirements contained in this Agreement, Carrier shall be permitted to adjust rates commensurately to cover increases or decreases in cost structure associated with such changes by District. An exception to the 5% readjustment factor relates to Alternative Program Transportation. If a relocation of the Alternative Program results in the elimination of transportation needs, those costs will be eliminated from the contract in full. If parties are unable to reach agreement on adjusted rates or

District fails to pay such rates, Carrier may terminate the Agreement upon sixty (60) days written notice to District.

**Execution**

The parties expressly agree that the laws of the State of New Hampshire shall govern the validity, construction, interpretation, and effect of this Contract.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals as of the day and year first above written.

**SAU #34 HILLSBORO-DEERING**

Witness:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**FIRST STUDENT, INC.**

Witness:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX A (Status Quo)**

Description	2023-24	2024-25	2025-26	2026-27	2027-28
<b><u>Routine Daily Transportation</u></b>					
Hillsboro-Deering (per bus)	\$494.55	\$516.80	\$540.06	\$564.36	\$589.76
<b>Hillsboro-Deering (Total – 7)</b>	<b>\$623,133.00</b>	<b>\$651,168.00</b>	<b>\$680,475.60</b>	<b>\$711,093.60</b>	<b>\$743,097.60</b>
Washington (per bus)	\$552.02	\$576.86	\$602.82	\$629.95	\$658.30
<b>Washington (Total – 2)</b>	<b>\$198,727.20</b>	<b>\$207,669.60</b>	<b>\$217,015.20</b>	<b>\$226,782.00</b>	<b>\$236,988.00</b>
<b><u>Special Education Daily Transportation</u></b>					
Per Bus	\$389.81	\$407.35	\$425.68	\$444.84	\$464.86
<b>Total</b>	<b>\$140,331.60</b>	<b>\$146,646.00</b>	<b>\$153,244.80</b>	<b>\$160,142.40</b>	<b>\$167,349.60</b>
<b><u>CRTC (Tech Routes)</u></b>					
Per Bus	\$455.73	\$476.24	\$497.67	\$520.07	\$543.47
<b>Total</b>	<b>\$82,031.40</b>	<b>\$85,723.20</b>	<b>\$89,580.60</b>	<b>\$93,612.60</b>	<b>\$97,824.60</b>
<b><u>Alternative Program Transportation</u></b>					
Per Day (7 one-way trips)	\$105.36	\$110.10	\$115.05	\$120.23	\$125.64
<b>Total</b>	<b>\$18,964.80</b>	<b>\$19,818.00</b>	<b>\$20,709.00</b>	<b>\$21,641.40</b>	<b>\$22,615.20</b>
Adding Buses (\$ per bus)	\$494.55	\$516.80	\$540.06	\$564.36	\$589.76
Eliminating Buses (\$ per bus)	\$370.91	\$387.60	\$405.05	\$423.27	\$442.32
Bus Monitors (\$ per hour)	\$33.47	\$35.14	\$36.90	\$38.75	\$40.69
<b><u>Athletics; Co-/Extra-Curricular; Field Trips</u></b>					
Cost (per mile)	\$3.70	\$3.90	\$4.08	\$4.28	\$4.50
Waiting Time (per hour)	\$34.92	\$36.67	\$38.50	\$40.43	\$42.45

**APPENDIX B (Alternative 1 - Single Start/End for all schools)**

<b>Description</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b><u>Routine Daily Transportation</u></b>					
Hillsboro-Deering (per bus)	\$481.88	\$505.97	\$531.27	\$557.83	\$585.72
<b>Hillsboro-Deering (Total - 12)</b>	<b>\$1,040,860.80</b>	<b>\$1,092,895.20</b>	<b>\$1,147,543.20</b>	<b>\$1,204,912.80</b>	<b>\$1,265,155.20</b>
Washington (per bus)	\$532.91	\$559.56	\$587.54	\$616.92	\$647.77
<b>Washington (Total - 4)</b>	<b>\$383,695.20</b>	<b>\$402,883.20</b>	<b>\$423,028.80</b>	<b>\$444,182.40</b>	<b>\$466,394.40</b>
<b><u>Special Education Daily Transportation</u></b>					
Per Bus	\$389.81	\$407.35	\$425.68	\$444.84	\$464.86
<b>Total</b>	<b>\$140,331.60</b>	<b>\$146,646.00</b>	<b>\$153,244.80</b>	<b>\$160,142.40</b>	<b>\$167,349.60</b>
<b><u>CRTC (Tech Routes)</u></b>					
Per Bus	\$455.73	\$476.24	\$497.67	\$520.07	\$543.47
<b>Total</b>	<b>\$82,031.40</b>	<b>\$85,723.20</b>	<b>\$89,580.60</b>	<b>\$93,612.60</b>	<b>\$97,824.60</b>
<b><u>Alternative Program Transportation</u></b>					
Per Day (7 one-way trips)	\$105.36	\$110.10	\$115.05	\$120.23	\$125.64
<b>Total</b>	<b>\$18,964.80</b>	<b>\$19,818.00</b>	<b>\$20,709.00</b>	<b>\$21,641.40</b>	<b>\$22,615.20</b>
Adding Buses (\$ per bus)	\$481.88	\$505.97	\$531.27	\$557.83	\$585.72
Eliminating Buses (\$ per bus)	\$361.41	\$379.48	\$398.45	\$418.37	\$439.29
Bus Monitors (\$ per hour)	\$33.47	\$35.14	\$36.90	\$38.75	\$40.69
Athletics; Co-/Extra-Curricular; Field Trips					
Cost (per mile)	\$3.70	\$3.90	\$4.08	\$4.28	\$4.50
Waiting Time (per hour)	\$34.92	\$36.67	\$38.50	\$40.43	\$42.45

**APPENDIX C (Alternative 2 - Single Start/End for Hillsboro-Deering Schools with Washington Elementary starting/ending one hour later)**

Description	2023-24	2024-25	2025-26	2026-27	2027-28
<b><u>Routine Daily Transportation</u></b>					
Hillsboro-Deering (per bus)	\$481.88	\$505.97	\$531.27	\$557.83	\$585.72
<b>Hillsboro-Deering (Total - 12)</b>	<b>\$1,040,860.80</b>	<b>\$1,092,895.20</b>	<b>\$1,147,543.20</b>	<b>\$1,204,912.80</b>	<b>\$1,265,155.20</b>
Washington (per bus)	\$532.91	\$559.56	\$587.54	\$616.92	\$647.77
<b>Washington (Total - 3)</b>	<b>\$287,771.40</b>	<b>\$302,162.40</b>	<b>\$317,271.60</b>	<b>\$333,136.80</b>	<b>\$349,795.80</b>
<b><u>Special Education Daily Transportation</u></b>					
Per Bus	\$389.81	\$407.35	\$425.68	\$444.84	\$464.86
<b>Total</b>	<b>\$140,331.60</b>	<b>\$146,646.00</b>	<b>\$153,244.80</b>	<b>\$160,142.40</b>	<b>\$167,349.60</b>
<b><u>CRTC (Tech Routes)</u></b>					
Per Bus	\$455.73	\$476.24	\$497.67	\$520.07	\$543.47
<b>Total</b>	<b>\$82,031.40</b>	<b>\$85,723.20</b>	<b>\$89,580.60</b>	<b>\$93,612.60</b>	<b>\$97,824.60</b>
<b><u>Alternative Program Transportation</u></b>					
Per Day (7 one-way trips)	\$105.36	\$110.10	\$115.05	\$120.23	\$125.64
<b>Total</b>	<b>\$18,964.80</b>	<b>\$19,818.00</b>	<b>\$20,709.00</b>	<b>\$21,641.40</b>	<b>\$22,615.20</b>
Adding Buses (\$ per bus)	\$481.88	\$505.97	\$531.27	\$557.83	\$585.72
Eliminating Buses (\$ per bus)	\$361.14	\$379.48	\$398.45	\$418.37	\$439.29
Bus Monitors (\$ per hour)	\$33.47	\$35.14	\$36.90	\$38.75	\$40.69
Athletics; Co-/Extra-Curricular; Field Trips					
Cost (per mile)	\$3.70	\$3.90	\$4.08	\$4.28	\$4.50
Waiting Time (per hour)	\$34.92	\$36.67	\$38.50	\$40.43	\$42.45