

HILLSBORO-DEERING SCHOOL BOARD MEETING

Monday, June 5, 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

C. Recognitions

1. Retirees
 - a. Marion Haigh – 25 years of service
 - b. Susan Bearor – 20 years of service
 - c. David Grover – 10 years of service

D. Correspondence

E. Presentations

1. HDES Year of the Book Literacy Grant (CLiF) – Robin Whitney, Dagmar Herrick

F. 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.

G. Consent Agenda (*action needed*)

1. Minutes – May 15, 2023 meeting
2. Appointments, Leaves and Resignations
3. Policies Requiring Action
 - a. DID Fixed Assets (Inventories) – Revision
 - b. DJB Purchasing Policy – Revision
 - c. DJE Bidding Policy - Revision

H. Superintendent's Report

1. General Update



The next regular meeting of the Hillsboro-Deering School Board will be held on Monday, June 19, 2023 at 6:00pm in the H-D Elementary School Media Center.

2. Authorize Superintendent to Hire over Summer
3. May Financial Report - Grant Geisler
4. Federal Grants Update

I. Board Discussion

1. Letter from Hillsborough Board of Selectmen re: SRO
2. NHSBA Call for Resolutions due July 28th - Delegate Assembly, October 14, 2023

J. 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.

K. Action Items

1. Authorize Superintendent to Hire over Summer
2. Letter from Hillsborough Board of Selectmen re: SRO

L. Non-Public Session – if needed

M. Call Back to Order

N. Action After Non-Public Session

O. 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.

The next regular meeting of the Hillsboro-Deering School Board will be held on Monday, June 19, 2023 at 6:00pm in the H-D Elementary School Media Center.



TOWN OF HILLSBOROUGH

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Hillsborough, NH 03244
Tel (603)464-3877 Fax (603)464-4270

www.town.hillsborough.nh.us

James C. Bailey III, Chairman
Iris Campbell
Richard Pelletier
Board of Selectmen

Laura Buono
Town Administrator

May 24, 2023

Hillsboro-Deering School Board
78 School Street
Hillsborough, NH 03244

RE: School Resource Officer Reimbursement

Dear Members of the School Board,

We are writing to request reimbursement for the School Resource Officer for the September 2022 – June 2023 school year in the amount of \$83,750.60.

The breakdown for is as follows:

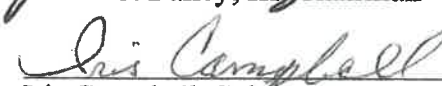
Wages	\$74,328.08	
FICA	0.00	
Medicare	1,077.76	
Retirement	25,182.35	
Payroll Total		\$ 100,588.19

Health Insurance	\$ 8,948.76	
Dental	530.52	
Stipends	1,600.00	
Grand Total		<u>\$ 111,667.47</u>

75% of Total/Amount Due	\$ 83,750.60
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Very truly yours
HILLSBOROUGH BOARD OF SELECTMEN


James C. Bailey, III, Chairman


Iris Campbell, Selectwoman

Absent
Richard Pelletier, Selectman

**HILLSBORO-DEERING SCHOOL BOARD
REGULAR MEETING**

Monday, May 15, 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

Paul Plater

Heidi Welch

Michael Kenney

Administration:

Jennifer Crawford, Superintendent

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

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. Recognitions

a. Student Recognitions

i. Lower H-DES

1. Porter Hill

- a. Porter is a Pre-K student going into Kindergarten next year. He impresses his peers with his knowledge of numbers and random facts! Porter cares about the people around him deeply and is always ready to stand up for and help his friends if needed.

ii. Upper H-DES

1. Colin Rice

- a. Colin is really interested in card games. So over a few weeks he gathered some of his friends to join him at recess to start a Yu-Gi-Oh tournament which he organized. For

the recess he was teaching everyone how to play. Thank you, Colin, for sharing your interest and time with other classmates.

iii. H-DMS

1. Kylie Urban

- a. Kylie is an outstanding student who has been on the honor roll all three years at HDMS. The 8th grade staff enjoys working with her and they enjoy having her in their classes

iv. H-DMS

1. Gillian Cahalane

- a. Gillian has been on the honor roll all year which is a great reflection of her work in the classroom. The 8th grade staff enjoys working with her.

v. H-DHS

1. All Member of the H-DHS National Honor Society

- a. For their contribution and efforts in making Teacher Appreciation Week special for all staff members of Hillsboro-Deering High School.

b. Staff Recognitions

i. Laurie Gould

1. Laurie helps out with a Kindergarten student every day at lunch. She goes above and beyond and always with a smile. I appreciate her help.

ii. Shannon Chagnon

1. Is amazing for organizing and leading an incredible Ireland and Scotland trip for 15 students and staff.

iii. Michael Boucher and Alicia Langille

1. are amazing for collaborating with me and supporting a very important lesson in my class.

iv. Beth Cairns

1. Is amazing because she organized a great autism awareness activity for students.

v. Jocelyn Perrin

1. Is amazing because she was a great DECA chaperone, helping students to be their best, and finally watching Star Wars.

vi. Marc Payeur

1. Is amazing because he puts in countless hours to ensure our DECA students have time to prepare and be successful, as well as, have fun at ICDC.

vii. Kelly Dinsmore

1. Is amazing because she spends time going to foods class and shopping with me almost every weekend.
- viii. Hannah Murdough
 1. Hannah shows so much love for her students and makes learning fun! She is always willing to help and makes you feel welcomed. Thanks for all you do Hannah!

D. Correspondence

- a. None

E. Student Representative Report - Courtney Ford

- a. ES
 - i. Bar Harbor Bank
 1. Presented on the importance of saving money
 - ii. SAS testing is coming up
- b. MS
 - i. Half-way through the spring sports season
 - ii. SAS testing over the next few weeks
 - iii. Last dance will be Hawaiian themed
- c. HS
 - i. AP testing is over
 - ii. Last Friday there was a car crash demonstration to highlight the importance of safe driving
 - iii. NHS is working on putting together a Memorial Day presentation

F. Presentations

- a. Intro to Foods Class - Jocelyn Perrin
 - i. Learn modern recipes
 1. Also learn about different cultures and their foods
 - a. Mexican, Italian, and Baking
 - ii. Knife safety was a big part of the class
 - iii. Chicken safety
 1. Learned about the different types of foodborne illnesses that come from uncooked foods

G. Public Comment

- a. Chair Bober opened public comment at 6:25 pm
- b. Joyce Bosse
 - i. Thank you to the DECA students who came and helped with the highway pickup.
- c. David Fullerton
 - i. Full comments can be heard online
 - ii. The Board needs to reduce their costs instead of increasing them
 - iii. Believes the rainbows on the signs is political

- iv. Teachers need to discipline the real bullies and be trained on how to spot them.
- v. The school needs to concentrate on the basics
- d. Alex Luhtjarv
 - i. Thank you to the Board on behalf of the Teachers Federation for their display of support to all of our teachers
 - 1. It was very appreciated.
- e. Chair Bober closed public comment at 6:32pm

H. Non-Public Session - RSA 91-A:3 II (b) & RSA 91-A:3 II (a)

- a. Morris moved to enter into a non-public session citing RSA 91-A:3 II (b) & RSA 91-A:3 II (a). Welch seconds. Motion passed 5-0-0 @ 6:34pm
- b. Roll
 - i. Chris Bober
 - ii. Jessica Morris
 - iii. Paul Plater
 - iv. Heidi Welch
 - v. Michael Kenney

I. Call Back to Order

- a. Chair Bober called the meeting back to order at 6:46pm

J. Action After Non-Public Session

- a. None

K. Consent Agenda (action needed)

- a. Minutes - May 1, 2023 meeting
- b. Appointments, Leaves and Resignations
 - i. See attached sheet
- c. **VOTE**
 - i. Morris moved to approve the consent agenda as presented. Welch seconds. Motion passed 5-0-0

Elementary School Principal Candidate

- d. Nicole Barton – HDES Upper Elementary Principal (3-5)
 - i. Board introduction to Nicole Barton, Hillsboro-Deering Upper Elementary School Principal candidate.

L. Superintendent's Report

- a. General Update
- b. Listening Session for Ed Rule 306 Revisions, May 22, 6:30pm, HDMS
- c. April Financial Report - Grant Geisler
 - i. See attached sheet
- d. Copier Lease & Service Recommendation & Motions
 - i. See attached Sheets
- e. Bus Contract

- i. See attached sheets
- ii. Full discussion can be heard online

M. Board Discussion

- a. The SAU #34 Board meeting will be held on Thursday, May 25th in the HS Media Center.
 - i. There will be a pot-luck at 5:15pm before the meeting starting at 6:00pm.

N. Public Comment

- a. Alex Luhtjarv
 - i. Feels moved to respond to other
 - 1. Bullying is a problem, but would like to clear up misconceptions about Hillsboro-Deering's response to bullying in our district.
 - a. Teachers have been trained extensively on how to de-escalate situations, but also how to identify and handle bullying in the district.
 - ii. Has personal experience working with District teachers and staff concerning bullying in the classroom with their own children.
 - 1. Suggests that parents who have concerns should directly contact their children's teachers.

O. Action Items

a. Administrative Appointment

- i. Welch moved to approve the appointment of 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) as presented. Morris seconds. Motion passed 5-0-0.

b. Copier Lease & Service Motions

- i. Welch moved 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. Plater seconds. Motion passed 5-0-0.
- ii. Welch moved 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 and such documents required to execute the contract with Specialized Purchasing Consultants, Inc. Kenney seconds. Motion passed 5-0-0

c. Bus Contract

- i. Morris moved to authorize the Business Administrator to enter into a contract with First Student as presented. Welch seconds. Motion passed 5-0-0

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

- a. Welch moved to enter into a non-public session citing RSA 91-A:3 II (c). Morris seconds. Motion passed 5-0-0 @7:32pm
- b. Roll
 - i. Chris Bober
 - ii. Jessica Morris
 - iii. Paul Plater
 - iv. Heidi Welch
 - v. Michael Kenney

Q. Call Back to Order

- a. Chair Bober called the meeting back to order at 7:36pm

R. Action After Non-Public Session

- a. Welch moved to authorize the Superintendent to act on what was discussed and agreed upon in non-public session. Plater seconds. Motion passed 5-0-0

S. Adjournment

- a. Welch moved to adjourn. Plater Seconds. Motion passed 5-0-0

Respectfully Submitted,
Megan Shower

78 School Street
Hillsboro, NH
03244-4870

SAU #34

Soaring to Excellence

603-464-4466
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www.hdsd.org

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

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

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

Grant G. Geisler, M.S.
Business Manager

To: Members, Hillsboro-Deering School Board
From: Dr. Jennifer Crawford, Superintendent of Schools
Date: May 15, 2023 - revised
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.
Logan Cormier – HDHS Music Teacher, resignation effective 6/30/2023.
Kelley Williams – HDHS Special Education Teacher, resignation effective 6/30/2023.

LEAVES:

Rebecca Woodard – HDES Grade 4 Teacher, extended leave for one year (per HDFT master contract 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
Sara Peterson – HDMS Library Media Specialist, column BA+24, step 12, salary \$70,924.00, effective 07/01/2023, contingent upon NHED licensure as Library Media Specialist (in process) currently holds NHED license in English 5-12.
Christine Haley – HDES D-J After School Clubs Leader, \$250 stipend, effective 3/7/23-6/7/23, (grant funded from the Duncan Jenkins Trust).

Correction - **James C. Bailey IV** – HDSO Facilities Director, salary ~~\$81,496.00~~ \$84,696, 2-year contract, ~~2% raise~~ \$87,237 in year two, effective 7/1/2023-6/30/2025.

HILLSBORO-DEERING SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2022-2023

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

Filter Encumbrance Detail by Date Range

Print accounts with zero balance

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	SALARY	\$7,075,344.18	\$278,995.00	\$3,154,238.18	\$5,553,077.71	\$2,990,661.47	\$2,418,045.16	\$172,016.31	2.11%
10.0000.000.111.0	PARA EDUCATOR SALARY	\$1,301,156.00	\$735.96	\$1,301,891.96	\$943,037.28	\$359,257.70	\$247,880.25	\$110,377.45	8.48%
10.0000.000.112.0	SALARY	\$4,500.00	\$0.00	\$4,500.00	\$1,653.75	\$2,846.25	\$0.00	(\$4,490.00)	-98.11%
10.0000.000.113.0	NON-UNION	\$1,984,147.78	\$4,417.02	\$1,988,564.80	\$1,486,623.64	\$505,654.02	\$455,409.53	\$50,244.49	2.55%
10.0000.000.114.0	NON-UNION SALARY	\$269,120.69	\$0.00	\$269,120.69	\$211,950.42	\$57,170.27	\$57,170.42	(\$0.15)	0.00%
10.0000.000.120.0	SUBSTITUTES	\$169,910.00	\$0.00	\$169,910.00	\$141,354.26	\$27,955.74	\$4,440.00	\$23,515.74	13.84%
10.0000.000.130.0	STIPENDS	\$16,800.00	\$0.00	\$16,800.00	\$0.00	\$16,800.00	\$22,125.00	(\$5,325.00)	-31.70%
10.0000.000.211.0	HEALTH INSURANCE	\$2,860,455.07	(\$53,466.70)	\$2,806,988.37	\$1,880,099.63	\$916,748.74	\$645,516.52	\$271,232.22	9.86%
10.0000.000.212.0	DENTAL INSURANCE	\$254,293.03	\$0.00	\$254,293.03	\$171,749.59	\$82,543.47	\$57,778.33	\$24,765.14	9.74%
10.0000.000.213.0	LIFE INSURANCE	\$16,051.20	\$0.00	\$16,051.20	\$11,400.28	\$4,650.94	\$3,918.96	\$733.98	4.97%
10.0000.000.214.0	LONG TERM DISABILITY	\$24,489.09	\$0.00	\$24,489.09	\$18,902.02	\$5,587.07	\$8,216.84	\$1,370.23	5.80%
10.0000.000.230.0	FICA & MEDICARE	\$864,685.16	\$1,017.23	\$865,702.39	\$64,820.63	\$254,428.34	\$233,551.41	\$20,876.93	2.41%
10.0000.000.231.0	INRS	\$2,056,368.32	\$32,556.69	\$2,088,925.01	\$1,530,083.66	\$557,939.85	\$564,600.22	(\$6,660.27)	-0.32%
10.0000.000.240.0	4038	\$0.00	\$0.00	\$0.00	\$3,472.39	\$3,472.39	\$5,382.00	(\$1,909.61)	-23.73%
10.0000.000.241.0	TUITION REIMBURSEMENT	\$58,500.00	\$0.00	\$58,500.00	\$19,066.48	\$39,433.52	\$5,382.00	\$34,051.52	68.19%
10.0000.000.242.0	STAFF TUITION REIMB	\$3,000.00	\$0.00	\$3,000.00	\$1,895.00	\$1,105.00	\$0.00	\$6,115.00	76.44%
10.0000.000.243.0	TRAINING	\$2,000.00	\$0.00	\$2,000.00	\$8,050.97	\$6,050.97	\$1,401.19	(\$7,452.16)	-372.61%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$59,942.00	\$0.00	\$59,942.00	\$5,774.75	\$54,167.25	\$0.00	\$8,000.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$57,194.28	\$0.00	\$57,194.28	\$0.00	\$57,194.28	\$0.00	\$836.18	1.46%
10.0000.000.261.0	FINGERPRINTING & PHYSICALS	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$640.00	0.00%
10.0000.000.310.0	SUPERINTENDENT SERVICES	\$1,023,413.00	\$1,754.75	\$1,025,167.75	\$205,089.39	\$820,078.36	\$0.00	(\$190.00)	-2.56%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$418,152.00	(\$12,685.40)	\$405,466.60	\$23,652.92	\$381,813.68	\$0.00	\$0.00	0.00%
10.0000.000.340.0	TUTORING	\$10,000.00	\$0.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	0.00%
10.0000.000.341.0	CHECKLIST	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	0.00%
10.0000.000.360.0	AUDIT FEES	\$24,000.00	\$10,150.00	\$34,150.00	\$34,137.15	\$0.00	\$0.00	\$410.00	82.00%
10.0000.000.361.0	WATER & SEWER	\$54,000.00	\$15,700.00	\$69,700.00	\$49,297.34	\$20,402.66	\$0.00	\$12.85	0.04%
10.0000.000.411.0	WASTE DISPOSAL	\$42,000.00	\$0.00	\$42,000.00	\$28,507.77	\$13,492.23	\$0.00	\$2.56	0.00%
10.0000.000.421.0	SNOW PLOWING	\$80,000.00	\$0.00	\$80,000.00	\$83,788.90	\$16,211.10	\$10,087.21	\$6,300.00	15.00%
10.0000.000.423.0	CUSTODIAL SERVICES	\$608,207.00	\$0.00	\$608,207.00	\$452,897.20	\$155,309.80	\$17,419.55	\$5,143.89	7.68%
10.0000.000.424.0	REPAIRS & MAINTENANCE	\$70,000.00	\$0.00	\$70,000.00	\$52,590.45	\$17,409.55	\$153,704.56	\$1,605.24	0.26%
10.0000.000.430.0	RENT	\$300,000.00	(\$10,000.00)	\$290,000.00	\$14,919.79	\$275,080.21	\$73,081.92	\$85.55	0.12%
10.0000.000.441.0	EQUIPMENT RENTAL	\$35,000.00	\$0.00	\$35,000.00	\$26,626.02	\$8,373.98	\$0.00	(\$9,419.90)	-3.39%
10.0000.000.442.0	TRANSPORTATION	\$1,097,289.80	\$223,220.78	\$1,320,510.58	\$197,610.44	\$25,899.14	\$13,388.42	\$12,271.72	5.50%
10.0000.000.451.0	PROPERTY INSURANCE	\$50,000.00	\$1,137.72	\$51,137.72	\$83,688.13	\$22,181.87	\$21,877.96	\$313.81	0.30%
10.0000.000.451.0	TELEPHONE	\$101,000.00	\$4,800.00	\$105,800.00	\$3,639.57	\$14,210.43	\$3,272.71	\$10,937.72	81.28%
10.0000.000.534.0	POSTAGE	\$18,750.00	(\$900.00)	\$17,850.00	\$4,459.00	\$13,391.00	\$485.00	\$5,006.00	50.89%
10.0000.000.540.0	ADVERTISING	\$10,400.00	\$0.00	\$10,400.00	\$7,137.07	\$3,262.93	\$0.00	\$2,762.93	27.91%
10.0000.000.550.0	PRINTING	\$10,400.00	(\$500.00)	\$9,900.00	\$260,137.10	\$250,237.10	\$177,046.00	\$78,573.90	14.00%
10.0000.000.580.0	TUITION	\$515,857.00	(\$2,100.00)	\$513,757.00	\$40,118.28	\$473,638.72	\$2,379.84	(\$20,298.13)	-41.43%
10.0000.000.580.0	TRAVEL	\$22,700.00	(\$500.00)	\$22,200.00	\$11,046.25	\$11,153.75	\$402.67	\$688.75	35.97%
10.0000.000.591.0	ADMISSIONS	\$1,875.00	\$0.00	\$1,875.00	\$0.00	\$1,875.00	\$0.00	\$0.00	0.00%
10.0000.000.610.0	SUPPLIES	\$346,650.00	\$19,305.71	\$365,955.71	\$29,736.19	\$336,219.52	\$59,301.91	\$50,926.61	1.89%

Report: rptGLGenRptwBudgetAdj

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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
☐ Exclude inactive accounts with zero balance

☐ 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	\$13,781.61	\$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	\$131,209.36	\$28,791.64	\$28,791.64	\$0.00	0.00%
10.0000.000.625.0	VEHICLE FUEL	\$6,000.00		\$4,500.00	\$281.32	\$2,723.70	\$1,776.30	\$914.55	\$661.75	18.15%
10.0000.000.640.0	BOOKS & SOFTWARE	\$306,853.00	(\$1,500.00)	\$297,753.00	\$4,435.41	\$256,784.59	\$30,968.42	\$12,125.38	\$16,843.04	6.33%
10.0000.000.750.0	EQUIPMENT	\$272,742.88	(\$0,100.00)	\$285,654.72	\$7,100.04	\$250,578.05	\$35,076.67	\$34,324.33	\$732.34	0.26%
10.0000.000.810.0	DUES & FEES	\$54,240.00	\$12,911.74	\$57,240.00	\$2,750.72	\$38,445.50	\$18,794.50	\$8,049.00	\$9,745.50	17.03%
10.0000.000.811.0	NEASSC HS REACCREDITATION	\$3,500.00	\$3,000.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.890.0	INTEREST	\$18,375.00		\$18,375.00	\$0.00	\$18,375.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.900.0	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)	-3.82%
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%
Grand Total:		\$25,001,485.68	\$280,465.00	\$25,281,950.68	\$1,787,426.56	\$18,396,644.13	\$6,885,306.55	\$6,101,744.67	\$789,561.88	3.15%

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

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 15th 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 15th 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 15th 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 2nd 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
<u>Routine Daily Transportation</u>					
Hillsboro-Deering (per bus)	\$494.55	\$516.80	\$540.06	\$564.36	\$589.76
Hillsboro-Deering (Total – 7)	\$623,133.00	\$651,168.00	\$680,475.60	\$711,093.60	\$743,097.60
Washington (per bus)	\$552.02	\$576.86	\$602.82	\$629.95	\$658.30
Washington (Total – 2)	\$198,727.20	\$207,869.60	\$217,015.20	\$226,782.00	\$236,988.00
<u>Special Education Daily Transportation</u>					
Per Bus	\$389.81	\$407.35	\$425.68	\$444.84	\$464.86
Total	\$140,331.60	\$146,646.00	\$153,244.80	\$160,142.40	\$167,349.60
<u>CRTC (Tech Routes)</u>					
Per Bus	\$455.73	\$476.24	\$497.67	\$520.07	\$543.47
Total	\$82,031.40	\$85,723.20	\$89,580.60	\$93,612.60	\$97,824.60
<u>Alternative Program Transportation</u>					
Per Day (7 one-way trips)	\$105.36	\$110.10	\$115.05	\$120.23	\$125.64
Total	\$18,964.80	\$19,818.00	\$20,709.00	\$21,641.40	\$22,615.20
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
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 B (Alternative 1 - Single Start/End for all schools)

Description	2023-24	2024-25	2025-26	2026-27	2027-28
<u>Routine Daily Transportation</u>					
Hillsboro-Deering (per bus)	\$481.88	\$505.97	\$531.27	\$557.83	\$585.72
Hillsboro-Deering (Total - 12)	\$1,040,860.80	\$1,092,895.20	\$1,147,543.20	\$1,204,912.80	\$1,265,155.20
Washington (per bus)	\$532.91	\$559.56	\$587.54	\$616.92	\$647.77
Washington (Total - 4)	\$383,695.20	\$402,883.20	\$423,028.80	\$444,182.40	\$466,394.40
<u>Special Education Daily Transportation</u>					
Per Bus	\$389.81	\$407.35	\$425.68	\$444.84	\$464.86
Total	\$140,331.60	\$146,646.00	\$153,244.80	\$160,142.40	\$167,349.60
<u>CRTC (Tech Routes)</u>					
Per Bus	\$455.73	\$476.24	\$497.67	\$520.07	\$543.47
Total	\$82,031.40	\$85,723.20	\$89,580.60	\$93,612.60	\$97,824.60
<u>Alternative Program Transportation</u>					
Per Day (7 one-way trips)	\$105.36	\$110.10	\$115.05	\$120.23	\$125.64
Total	\$18,964.80	\$19,818.00	\$20,709.00	\$21,641.40	\$22,615.20
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
<u>Routine Daily Transportation</u>					
Hillsboro-Deering (per bus)	\$481.88	\$505.97	\$531.27	\$557.83	\$585.72
Hillsboro-Deering (Total - 12)	\$1,040,860.80	\$1,092,895.20	\$1,147,543.20	\$1,204,912.80	\$1,265,155.20
Washington (per bus)	\$532.91	\$559.56	\$587.54	\$616.92	\$647.77
Washington (Total - 3)	\$287,771.40	\$302,162.40	\$317,271.60	\$333,136.80	\$349,795.80
<u>Special Education Daily Transportation</u>					
Per Bus	\$389.81	\$407.35	\$425.68	\$444.84	\$464.86
Total	\$140,331.60	\$146,646.00	\$153,244.80	\$160,142.40	\$167,349.60
<u>CRTC (Tech Routes)</u>					
Per Bus	\$455.73	\$476.24	\$497.67	\$520.07	\$543.47
Total	\$82,031.40	\$85,723.20	\$89,580.60	\$93,612.60	\$97,824.60
<u>Alternative Program Transportation</u>					
Per Day (7 one-way trips)	\$105.36	\$110.10	\$115.05	\$120.23	\$125.64
Total	\$18,964.80	\$19,818.00	\$20,709.00	\$21,641.40	\$22,615.20
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

78 School Street
Hillsboro, NH
03244-4870

SAU #34

Soaring to Excellence

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

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

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

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

Grant G. Geisler, M.S.
Business Manager

To: Members, Hillsboro-Deering School Board
From: Dr. Jennifer Crawford, Superintendent of Schools
Date: June 5, 2023
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the May 15, 2023 School Board meeting:

RESIGNATIONS:

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS:

Ellen Ward-Hill – Assignment change to HDES Grade 1 Teacher, from Grade 4 Teacher, effective 7/01/23

APPOINTMENTS:

Alison Fazio – HDHS Physics Teacher, column MA, step 5, salary \$62,558, effective 7/01/2023, pending NHED licensure in Physical Science (7-12), currently holds NHED license in Life Science (7-12).

Leighanna Dumais – HDES Grade 4 Teacher, column MA, step 9, salary \$70,410, effective 7/01/2023, NHED license in Elementary Education (K-8).

Madeline Parisi - HDES Grade 4 Teacher – one year, column BA, step 1, salary \$47,218, effective 7/01/2023-6/30/2024, NHED license in Elementary Education (K-6).

Marc Payeur – HDHS Athletic Coverage, \$50/game, effective 7/01/2023-6/30/2024.

Jocelyn Perrin – HDHS Athletic Coverage, \$50/game, effective 7/01/2023-6/30/2024.

Nicole LaRoche – HDHS SADD Advisor, \$412.50 stipend, effective 7/01/2023-6/30/2024.

HeatherAnn LaBier – HDHS SADD Advisor, \$412.50 stipend, effective 7/01/2023-6/30/2024.

Sara Paquette – HDHS NHS Advisor, \$825 stipend, effective 7/01/2023-6/30/2024.

Marc Payeur – HDHS DECA Advisor, \$1,575 stipend, effective 7/01/2023-6/30/2024.

Marc Payeur – HDHS Yearbook Advisor, \$750 stipend, effective 7/01/2023-6/30/2024.

Abigail McHugh – HDHS Freshman Class Advisor, \$825 stipend, effective 7/01/2023-6/30/2024.

Kelly Dinsmore – HDHS Sophomore Class Advisor, \$825 stipend, effective 7/01/2023-6/30/2024.

Elisabeth Cairns – HDHS Sophomore Class Advisor, \$825 stipend, effective 7/01/2023-6/30/2024.

Michael Boucher – HDHS Junior Class Advisor, \$1,125 stipend, effective 7/01/2023-6/30/2024.

Jocelyn Perrin – HDHS Junior Class Advisor, \$1,125 stipend, effective 7/01/2023-6/30/2024.

James Maccabe – HDHS Youth & Government Advisor, \$600 stipend, effective 7/01/2023-6/30/2024.

HDHS Team Leaders - \$1,800 stipend effective for 2023-24 school year:

Michael Belisle – Math

James Maccabe – Social Studies

Dan Forrester - Special Education

Jessamyn Irwin – English

Nicole LaRoche – Science

HDHS Advisory Summer Planning Committee - \$35/hour for up to 24 hours effective 8/01/23-8/18/23, (Project AWARE grant funded):

Sara Paquette

Robert Kozoil

78 School Street
Hillsboro, NH
03244-4870

SAU #34

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Grant G. Geisler, M.S.
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff - revised
Date: June 5, 2023

Resignations:

Krystal Smead – HDES Paraeducator, resignation effective 6/16/2023.

Leaves: None

Transfers/Change of Assignments:

Karen Remillard – HDMS Office Paraprofessional, assignment change to full-time, an increase of 2.5 hours/day, effective for the 2023-2024 school year.

Appointments:

MacKenzie Reed – HDES Title I Tutor, \$20.00/hour, 30 hours/week, effective 5/15/2023-6/26/2023, NHED Paraeducator II license, (Title I grant funded).

Julia Lanoie – HDES Title I Tutor, \$20.00/hour, 30 hours/week, effective 5/15/2023-6/26/2023, NHED Paraeducator II license, (Title I grant funded).

Zaccary Lacasse – HDES Title I Tutor, \$20.00/hour, 30 hours/week, effective 5/15/2023-6/26/2023, NHED Paraeducator II license, (Title I grant funded).

Nicole Brouillet – HDES Special Education Paraeducator, column B, step 1, \$15.87/hour, 7 hours/day, effective 6/05/2023, NHED Paraeducator II license.

FIXED ASSETS POLICY (INVENTORIES)

~~The Hillsboro-Deering School Board shall maintain a fixed asset management policy. The fixed asset management system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with the generally accepted accounting principles and adequate insurance coverage.~~

To serve the functions of conservation and control, the Superintendent's office will maintain an inventory of all district-owned fixed assets with acquisition costs and accumulated depreciation. Fixed assets are defined as those tangible assets of the Hillsboro-Deering Public Schools with a useful life in excess of one (1) year and an initial acquisition cost equal to or exceeding five thousand dollars (\$5,000) per unit.

At the building level, the Superintendent will designate the person responsible for maintaining an inventory of materials and equipment for classrooms, laboratories, or shops. These inventories will be brought up to date as needed, but no less than once per fiscal year. These inventories will be filed with the building administrator.

~~All computers (including monitors and printers), TV's and VCR's shall be identified as "controlled" assets that, although they do not meet all fixed asset criteria, are to be monitored in the fixed asset management system.~~

~~The fixed assets to be monitored shall be classified as follows:~~

- ~~A. Land~~
- ~~B. Buildings~~
- ~~C. Improvements other than buildings (i.e., parking lots)~~
- ~~D. Machinery and equipment (to include vehicles)~~
- ~~E. Construction in Progress~~

~~Fixed assets that are leased/purchased and assets that are jointly owned shall be identified and recorded in the fixed asset system.~~

~~The Superintendent of Schools shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of fixed assets as defined in this policy.~~

~~The following information shall be maintained for all fixed assets:~~

- ~~A. Asset number~~
- ~~B. Description~~
- ~~C. Asset classification (i.e., land, building, equipment)~~
- ~~D. Location (site, building, and room)~~
- ~~E. Date of purchase~~
- ~~F. Purchase price~~
- ~~G. Serial number and model number~~
- ~~H. Estimated life of asset~~
- ~~I. Fund number~~
- ~~J. Disposal or trade-in of asset~~

Policy Adoption & Revision History:

Policy Committee Review: 4/20/05

First Reading: 5/16/05

Second Reading: 6/20/05

Final Approval: 8/01/05

Policy Committee Review: 5/11/23

Board Approval of Revision:

PURCHASING PROCEDURE POLICY

Purchasing procedures will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure an optimal price for the desired products and/or services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be obtained.

Special arrangements may be made for ordering perishable and emergency supplies.

Appendix DJB-R Purchasing Procedures

~~It is the responsibility of the Superintendent of Schools, the administrators, and staff delegated by the Superintendent to expend the funds in the approved budget and all other special funds used by the District.~~

~~All purchases for expenditures within the budget must be pre-approved by either the Superintendent or the Business Administrator. All purchases over \$2500 will have to be approved by both. All purchases, unless authorized in advance by the Superintendent, shall be made with an authorized purchase order.~~

~~In situations where it is necessary to make repeated small purchases from one vendor (for example, a hardware store), a blanket purchase order may be issued to encumber funds for these purchases. If and when such purchases exceed the amount of the original blanket purchase order, a new purchase order shall be requested before additional purchases may be made.~~

~~In situations where an employee may be making expenditures on the District's behalf and those expenses will be reimbursed you must still submit a purchase order in advance encumbering funds for that purpose.~~

~~Internet-based purchases shall be made using a purchase order.~~

~~The Hillsboro-Deering School District expects any vendor wishing to do business with it to accept the District's purchase orders. The Superintendent and/or Business Administrator may waive this requirement if such a waiver would be in the best interest of the District.~~

~~Expenditures that are less than the amount allocated to a particular function/object line will be authorized in the following manner:~~

~~The Superintendent or the Business Administrator shall authorize purchases that do not over-expend the appropriate available budget balance.~~

~~The administrator or Superintendent designee and the Business Administrator shall authorize purchases up to \$1,000 that do not over-expend the appropriate available budget balance. The Superintendent must approve purchases over \$2,500. Both the Superintendent and Business Administrator must sign purchase orders originated by the Superintendent or Business Administrator.~~

~~Once products or services are received or performed, the receiving copy of the purchase order and, if applicable, the invoice for the products or services shall be forwarded to the accounts payable department immediately.~~

~~Although the Superintendent, the administrators and staff are charged with maintaining expenditures within budget allocations by account, they may exceed an account when necessary if balances remain in others to cover the excess in accordance with the budget transfer process.~~

~~If the designated account that the expenditure is to be charged to exceeds the funds available by \$50 dollars or more, a budget transfer shall be made by a Budget Transfer Form. No purchase order will be approved without identification of where funding will come from. The Superintendent or his/her designee in the case of an unforeseen event may waive this procedure for a problem that requires immediate purchasing action.~~

~~All budget transfers shall be rounded up to the nearest dollar.~~

~~If a series of over expenditures brings an account into deficit by a total of \$50 dollars or greater, a budget transfer shall be completed to bring this account into balance.~~

~~In the event of an emergency requiring a large unbudgeted expenditure, the problem shall be referred to the Board President before action is taken.~~

~~No budgeted expenditure may be made out of a student activity account.~~

Legal References:

RSA 194-C:4 II(a), Superintendent Services

NH Code of Administrative Rules Section 303.01(b), Substantive Duties of School Boards

Policy Adoption & Revision History:

First Reading: 12/01/03

Second Reading: 03/01/04

Final Approval: 04/05/04

Policy Committee Review: 05/11/23

Board Approval of Revision:

BIDDING POLICY

All purchases of materials, equipment, and contractual services in the amount of \$15,000 or more, will be based, when feasible, on at least three written quotes. All purchases less than \$15,000 may be made in the open market but will, when possible, be based on three quotes or prices. All purchases made in the open market will be completed after careful pricing.

When bidding procedures are used, bids will be advertised appropriately. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in accordance with the request for proposal. Bids shall be opened at the time specified and all bidders shall be invited to be present.

The Board or designee reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board or designee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board or designee also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made may be required to enter into a written contract with the school district.

The Board or its designee may waive this policy to ensure uninterrupted provision of services by the school district.

- ~~1. Where appropriate and when practical, administrators and those with budgetary responsibilities shall attempt to obtain multiple quotations on proposed purchases up to \$5,000.~~
- ~~2. The District will request competitive bids whenever the cost of the product or service is expected to exceed \$5,000.~~
- ~~3. The Superintendent or the Business Administrator may authorize purchases outside of the bidding process (a) to take advantage of temporary pricing opportunities which are well below anticipated bid prices, (b) when only one source for a particular product exists or (c) to take advantage of purchasing opportunities that have been competitively bid by others, such as purchasing cooperatives, or State contracts, and (d) to implement a student's IEP to ensure uninterrupted service. When these options are used, the Finance and Support Services Committee and/or School Board will be informed.~~
- ~~4. When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.~~

- ~~5. All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.~~
- ~~6. The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.~~
- ~~7. The bidder to whom the award is made may be required to enter into a written contract with the school district.~~
- ~~8. The bid will be awarded by either the Superintendent or the Business Administrator. However, projects or services exceeding \$50,000 in cost or that will be financed for more than 12 months, must be awarded by a majority vote of the School Board or as the Board directs.~~
- ~~9. The Board or its delegate may waive this policy to ensure uninterrupted provision of services by the school district.~~

Policy Adoption & Revision History:

Policy in Effect: July 1, 1983

Reviewed by Policy Committee: October 21, 1985

Revised: October, 2004

First Reading: 10-18-04

Second Reading: 11-01-04

Board Approval: 11-15-04

Reviewed by Policy Committee: 2/5/09

Board Approval of Revision: 4/13/09

Reviewed by Policy Committee: 05/11/23

Board Approval of Revision:

HILLSBORO-DEERING SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2022-2023

From Date: 5/1/2023 To Date: 5/31/2023

Filter Encumbrance Detail by Date Range

Print accounts with zero balance

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	\$1,875,344.18	\$278,895.00	\$1,596,449.18	\$792,241.68	\$6,355,819.39	\$1,798,419.79	\$1,645,982.80	\$152,436.99	1.87%
10.0000.000.111.0	PARA EDUCATOR SALARY	\$1,301,156.00	\$738.96	\$1,301,894.96	\$102,618.29	\$1,046,255.55	\$255,639.41	\$145,003.60	\$110,635.81	8.50%
10.0000.000.112.0	SALARY	\$4,500.00		\$4,500.00	\$1,400.00	\$10,360.00	(\$5,860.00)	\$0.00	(\$5,860.00)	-130.22%
10.0000.000.113.0	NON-UNION	\$1,984,147.78	\$4,417.02	\$1,988,564.80	\$157,842.85	\$1,640,753.63	\$347,811.17	\$297,426.18	\$50,384.99	2.53%
10.0000.000.114.0	NON-UNION SALARY	\$269,120.69		\$269,120.69	\$28,268.22	\$240,218.64	\$28,902.05	\$28,902.20	(\$0.15)	0.00%
10.0000.000.120.0	SUBSTITUTES	\$169,910.00		\$169,910.00	\$20,738.50	\$162,692.76	\$7,217.24	\$0.00	\$7,217.24	4.25%
10.0000.000.130.0	STIPENDS	\$16,800.00		\$16,800.00	\$5,400.00	\$5,400.00	\$11,400.00	\$16,200.00	(\$4,800.00)	-28.57%
10.0000.000.211.0	HEALTH INSURANCE	\$2,860,455.07	(\$53,666.70)	\$2,806,788.37	\$191,157.91	\$2,081,197.54	\$725,590.83	\$435,556.84	\$290,033.99	10.33%
10.0000.000.212.0	DENTAL INSURANCE	\$254,293.03		\$254,293.03	\$19,199.56	\$190,949.12	\$63,343.91	\$38,576.41	\$24,767.50	9.74%
10.0000.000.213.0	LIFE INSURANCE	\$16,051.20		\$16,051.20	\$1,244.55	\$12,644.81	\$3,406.39	\$2,672.31	\$734.08	4.57%
10.0000.000.214.0	LONG TERM DISABILITY	\$24,489.09		\$24,489.09	\$1,790.88	\$18,692.90	\$5,796.19	\$4,418.18	\$1,378.01	5.63%
10.0000.000.220.0	PICA & MEDICARE	\$864,685.16	\$1,017.23	\$865,702.39	\$81,609.57	\$692,883.62	\$172,818.77	\$155,909.56	\$16,909.21	1.95%
10.0000.000.230.0	NHRS	\$2,056,366.92	\$32,456.69	\$2,088,823.61	\$160,229.80	\$1,691,113.46	\$397,710.15	\$409,812.25	(\$12,102.10)	-0.58%
10.0000.000.231.0	403B	\$0.00		\$3,560.00	\$342.18	\$3,814.57	(\$254.57)	\$590.21	(\$844.78)	-23.73%
10.0000.000.240.0	TUITION REIMBURSEMENT	\$58,500.00		\$58,500.00	\$18,391.51	\$37,457.99	\$21,042.01	\$273.74	\$20,768.27	35.50%
10.0000.000.241.0	STAFF TUITION REIMB	\$8,000.00		\$8,000.00	\$981.25	\$2,866.25	\$5,133.75	\$0.00	\$5,133.75	64.17%
10.0000.000.242.0	TRAINING	\$2,000.00		\$2,000.00	\$1,378.19	\$9,428.16	(\$7,429.16)	\$23.00	(\$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	\$1,138.75	\$6,913.50	(\$658.75)	\$653.50	(\$1,312.25)	-20.98%
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	(\$1,312.25)	-0.00%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$418,152.00	(\$32,665.40)	\$385,486.60	\$31,748.36	\$236,817.75	\$148,668.85	\$71,509.96	\$77,158.89	20.02%
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	\$0.00	\$410.00	\$0.00	\$410.00	82.00%
10.0000.000.360.0	AUDIT FEES	\$24,000.00	\$10,150.00	\$34,150.00	\$0.00	\$34,137.15	\$12.85	\$0.00	\$12.85	0.04%
10.0000.000.411.0	WATER & SEWER	\$54,000.00	\$15,700.00	\$69,700.00	\$13,212.41	\$62,509.75	\$7,190.25	\$8,800.00	(\$1,609.75)	-2.31%
10.0000.000.421.0	WASTE DISPOSAL	\$42,000.00		\$42,000.00	\$3,689.60	\$30,597.37	\$11,402.63	\$5,102.63	\$6,300.00	15.00%
10.0000.000.422.0	SNOW PLOWING	\$80,000.00		\$80,000.00	\$10,087.21	\$73,856.11	\$6,143.89	\$0.00	\$6,143.89	7.68%
10.0000.000.423.0	CUSTODIAL SERVICES	\$608,207.00		\$608,207.00	\$50,390.43	\$503,287.63	\$104,919.37	\$103,314.13	\$1,605.24	0.28%
10.0000.000.424.0	GROUPS MAINTENANCE	\$70,000.00		\$70,000.00	\$17,334.00	\$89,914.45	\$85.55	\$0.00	\$85.55	0.12%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$300,000.00	(\$10,000.00)	\$290,000.00	\$14,094.81	\$240,832.79	\$49,167.21	\$60,275.28	(\$11,108.07)	-3.83%
10.0000.000.441.0	RENT	\$35,000.00		\$35,000.00	\$1,000.00	\$27,626.20	\$7,373.80	\$7,373.80	\$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	\$112,458.68	\$1,060,602.56	\$35,097.24	\$236,819.71	(\$201,722.47)	-18.33%
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	\$101,060.00	\$4,800.00	\$105,860.00	\$7,449.76	\$91,117.89	\$14,742.11	\$14,448.69	\$293.42	0.28%
10.0000.000.534.0	POSTAGE	\$18,750.00	(\$900.00)	\$17,850.00	\$152.28	\$3,791.85	\$14,058.15	\$3,120.43	\$10,937.72	61.28%
10.0000.000.540.0	ADVERTISING	\$10,000.00		\$10,000.00	\$3124.16	\$7,583.16	\$2,416.84	\$275.00	\$2,141.84	21.42%
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	\$52,702.75	\$312,839.85	\$200,917.15	\$157,529.25	\$43,387.90	8.45%
10.0000.000.580.0	TRAVEL	\$22,700.00	(\$500.00)	\$22,200.00	(\$4,078.23)	\$35,880.06	(\$13,680.06)	\$6,605.38	(\$20,285.44)	-91.38%
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%
10.0000.000.510.0	SUPPLIES	\$346,659.00	\$18,305.71	\$364,964.71	\$27,756.20	\$337,492.39	\$37,472.32	\$28,243.63	\$9,228.69	2.53%

Report: rptGLGenRptwBudgetAdj

HILLSBORO-DEERING SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2022-2023

From Date: 5/1/2023 To Date: 5/31/2023

☐ Include pre encumbrance
☐ Exclude inactive accounts with zero balance

☐ 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	\$16,693.97	\$157,417.73	\$89,082.27	\$ 89,082.27	\$0.00	0.00%
10.0000.000.623.0	PROPANE	\$160,000.00		\$160,000.00	\$14,676.07	\$145,884.43	\$14,115.57	\$14,115.57	\$0.00	0.00%
10.0000.000.626.0	VEHICLE FUEL	\$6,000.00	(\$1,500.00)	\$4,500.00	\$ 95.19	\$2,818.89	\$1,681.11	\$819.36	\$861.75	19.15%
10.0000.000.640.0	BOOKS & SOFTWARE	\$306,853.00	(\$10,100.00)	\$296,753.00	\$9,486.98	\$276,271.56	\$20,481.44	\$ 2,891.47	\$17,589.97	5.93%
10.0000.000.730.0	EQUIPMENT	\$272,742.98	\$14,911.74	\$287,654.72	\$10,125.56	\$260,703.61	\$26,951.11	\$26,879.99	\$71.12	0.02%
10.0000.000.810.0	DUES & FEES	\$54,240.00	\$3,000.00	\$57,240.00	\$3,049.00	\$41,494.50	\$15,745.50	\$6,645.00	\$9,100.50	15.90%
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	\$4,124.43	\$15,465.76	\$29,854.24	\$31,496.84	(\$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	\$202,500.00	\$252,500.00	\$0.00	\$0.00	\$0.00	0.00%
Grand Total:		\$25,001,485.68	\$280,465.00	\$25,281,950.68	\$2,187,847.31	\$20,584,331.44	\$4,697,619.24	\$4,071,090.26	\$626,528.98	2.48%

End of Report

Report: rptGLGenRptwBudgetAdj