

HILLSBORO-DEERING SCHOOL BOARD MEETING

Monday, June 7, 2021 – 6:30pm

Hillsboro-Deering Middle School Cafetorium

Also Livestreamed at:

<https://vimeo.com/event/851012/ca94ebceca>

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.

A. Call Meeting to Order

B. Pledge of Allegiance and Moment of Silence

Public announcement - the meeting is being audio recorded and will appear on the district website, www.hdsd.org and also livestreamed at <https://vimeo.com/event/851012/ca94ebceca>

C. Recognitions

1. Teacher Retirees
 - a. Phil Swasey – 32 years of service
 - b. Gail Eaton – 23 years of service
 - c. Carolyn Stiles – 20 years of service
 - d. Susan Else – 15 years of service
 - e. Bob Lehmenkuler – 15 years of service
 - f. Shelly Cutter – 12 years of service
 - g. Melissa List – 9 years of service

D. Correspondence

E. Student Representative Report – Camron Garcia

F. Presentation

1. Assessments – Dr. Jennifer Crawford
2. Mental Health – Stacey Vazquez

G. Public Comment

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. School Board Response to Public Comment

NOTE: At this time the board may respond to comments made or answer questions asked during previous board meeting public comment sessions. No additional public comments will be taken at this time.

I. Superintendent's Report

The next meeting of the Hillsboro-Deering School Board will take place on Monday, June 21, 2021 at 6:30pm, in the Hillsboro-Deering Middle School Cafetorium.

1. General Update
2. Decision Matrix Update
3. Appointments, Leaves and Resignations
4. Kid Adventures Before/Afterschool Program – Mary Henry and Cathy Bennett
5. ESSER Grant Update

J. Hillsboro-Deering Cooperative Agreement Committee Update

K. Board Discussion

1. Summer Retreat
2. Policy Committee
 - a. DK Payments Checks and Manifests – Final Approval
 - b. EBB School Safety – Final Approval
 - c. JLCD Administering Medications to Students – Revision
 - d. JLCE Emergency Care & First Aid – Revision (and removal of duplicate policy EBBC)
 - e. JLCA Physical Examinations of Students – Revision
 - f. JLCB Immunization of Students - Revision

L. Other Business

M. Minutes

1. May 18, 2021 meeting minutes

N. Non-Public Session – if needed

O. Call Back to Order

P. Action Following Non-Public Session

Q. Action Items

1. Appointments, Leaves and Resignations
2. Policies Requiring Board Action
 - a. DK Payments Checks and Manifests – Final Approval
 - b. EBB School Safety – Final Approval
 - c. JLCD Administering Medications to Students – Revision
 - d. JLCE Emergency Care & First Aid – Revision (and removal of duplicate policy EBBC)
 - e. JLCA Physical Examinations of Students – Revision
 - f. JLCB Immunization of Students - Revision

R. Adjournment

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Per RSA 91-A:3 II. (a)-(e), (k) and (l) 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;



The next meeting of the Hillsboro-Deering School Board will take place on Monday, June 21, 2021 at 6:30pm, in the Hillsboro-Deering Middle School Cafetorium.

- 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.
- 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.

P. O. Box 2190
Hillsboro, NH
03244-2190

SAU #34

Soaring to Excellence

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*Patricia M. Parenteau, MS, CAGS
Superintendent of Schools*

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

*Jennifer L. Crawford, Ed.D.
Director of Curriculum, Instruction and Assessment*

*Mary A. Henry, BS
Business Manager*

To: Members, Hillsboro-Deering School Board
From: Patricia Parenteau, Superintendent of Schools
Date: June 7, 2021
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the May 3, 2021 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS:

Kelly Dinsmore – HDHS Science Teacher, temporary transfer from Special Education Teacher position, effective 4/8/21-6/18/21, NH Certification in Life Science Education (7-12) and Special Education.

APPOINTMENTS:

Nancy Kowalski – HDES Title 1 Summer Teacher, \$25.00/hour, 16 hours/week, effective 7/26/21-8/12/21 (Title I grant funded)

Abby Diaz - HDSD 21-22 Mentor Trainer - \$1,000 stipend, effective for 2021-22 school year (Title IIa grant funded)

Jonathan Young – HDMS District Technology Committee, \$35.00/hour for 1 hour, effective 6/1/21-6/30/21

HDSD Technology Committee - \$35.00/hour, for up to 10 hours, effective for 2021-22 school year:

Shannon Adamo – ES

Jonathan Young – MS

Jenny Blaschik – HS

Jacob Roth-Ritchie - HS

HDES Instructional Team Leaders, Grades K-5 - \$1,800 stipend, effective for 2021-22 school year (partially funded by CSI grant):

Stephanie Savoy

Maggie Cover

Alana Kimball

Beth Holdredge

Ginny McLay

Ann Malone

HDES Tier 1 Intervention Team - \$35.00/hour, for up to 12 hours, effective 7/1/21-8/12/21 (Project AWARE grant funded):

Shannon Rockwell

Cara Juliano

Elizabeth Licht

Stephanie Savoy

HDSD 2021-22 School Plan Committee - \$35.00/hour for up to 10 hours, effective 6/8/21-8/24/21: (ESSER grant funded)

Alex Luhtjarv

Stephanie Savoy

Christine Haley

Abby Diaz

Jonathan Way

Kelly Dinsmore

HeatherAnn LaBier

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To: Hillsboro-Deering School Board Members
From: Patricia Parenteau, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: June 7, 2021

Resignations:

Elizabeth Vey – HDES Paraeducator, resignation effective 5/20/21

Leaves: None

Transfers/Change of Assignments: None

Appointments:

Kelly D'Errico – HDSD 2021-22 School Plan Committee, /hour, up to 10 hours, effective 6/8/21-8/24/21 (ESSER grant funded)

Kimberly Elinwood – HDMS Substitute Paraeducator, \$12.00/hour, as needed, effective 5/24/21

Madison Foley – HDMS Substitute Office Paraprofessional, \$12.00/hour, as needed, effective 5/24/21

PAYMENTS CHECKS AND MANIFESTS

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require signature from the building principal. The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF.

Electronic signatures, including computer generated signatures, may only be used as provided under Board policy EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Policy Adoption & Revision History:

Policy Committee Review: 4/20/21

First Reading: 5/03/21

Second Reading: 5/18/21

Final Approval:

SCHOOL SAFETY

The Board recognizes that effective learning and teaching takes place in a safe, secure and welcoming environment and that safe schools contribute to improved attendance, increased student achievement and community support. The practice of safety shall be considered a facet of the instructional programming of the District schools by incorporating concepts of safety appropriately geared to students at different grade levels.

The Superintendent shall be responsible for developing and maintaining a comprehensive safety plan for the District, taking into account applicable laws, regulations, Board policies, and best practices. The general safety plan will include the District-wide Crisis Prevention and Response Plan, and site-specific Emergency Response Plan for each school required under Board policy EBCA. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees.

Each Principal shall be responsible for the supervision and implementation of safety programs in his/her school, inclusive of school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources.

The Board directs the Superintendent to develop a safe schools plan consistent with applicable law and school board policies. While the plan need not be a single consolidated document, it should include:

1. Procedures that address the supervision and security of school buildings and grounds.
2. Procedures that address the safety and supervision of students during school hours and school-sponsored activities.
3. Procedures that address persons visiting school buildings and attending school-sponsored activities.
4. Training programs for staff and students in crisis prevention and management.
5. Training programs for staff and students in emergency response procedures that include practice fire and all hazard drills as required by law.
6. Training programs for staff and students in how to recognize and respond to behavior or other information that may indicate impending violence or other safety problems.
7. Procedures and training to implement employee and work-place safety per Board policy EB.

8. Training and support for students that aims to relieve the fear, embarrassment and peer pressure associated with reporting behavior that may indicate impending violence or other safety problems.
9. Procedures for safe, confidential reporting of security and safety concerns at each school building.
10. Procedures for regular assessments by school security/safety professionals and law enforcement officers to evaluate the security needs of each school building and to provide recommendations for improvements if necessary.
11. Procedures for periodic assessments by school climate professionals to determine whether students feel safe and to provide recommendations for improvements in school climate at each district building.
12. Procedures for managing the behavior of children, including, proper training and protocols relative to restraint and seclusions consistent with RSA 126-U and Board policy JKAA.
13. Procedures to provide for regular communications between district officials, law enforcement officers, fire department officials, city and county officials and local medical personnel to discuss crisis prevention and management strategies, including involvement by these parties in the development and revision of the District Crisis Prevention and Response Plan, and site-specific Emergency Response Plans per Board policy EBCA.
14. Training programs for staff and students in safety precautions and procedures related to fire prevention, natural disaster response, accident prevention, public health, traffic, bicycle and pedestrian safety, environmental hazards, civil defense, classroom and occupational safety, and special hazards associated with athletics and other extracurricular activities.

District and building level procedures to assure timely safe schools reporting to law enforcement the N.H. Department. of Education and the School Board as required under RSA 193-D:4

Legal References:

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

RSA 281-A:64, Safety Provisions

N.H. Dept. of Education Administrative Rule – Ed. 306.04(a)(2), and 306.04(d), Promoting School Safety

Policy Adoption & Revision History:

Policy Committee Review: 4/20/21

First Reading: 5/03/21

Second Reading: 5/18/21

Final Approval:

ADMINISTERING MEDICATION TO STUDENTS**A. General Provisions for Administration of Medication.**

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

~~The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.~~

~~Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by principal or other designee. Medication will be administered in school only after receiving and filing in the student’s health record the following:~~

- ~~1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.~~
- ~~2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.~~

~~All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student’s health record file.~~

~~The school nurse is responsible for keeping accurate records regarding the administration of medication to students.~~

- i. making such medications available to the student as needed;**
- ii. observing the student as he/she takes or does not take his/her medication; and**
- iii. recording whether the student did or did not take his/her medication.**

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student’s need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also

inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. **Prescription Medication** will be only be administered in school only after receiving and filing in the student's health record the following:
 - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).
2. **Over-the-Counter Medication** may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector and/or inhaler if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location.

Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. **Such authorization must include the same information required under A.1 of this policy.**

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

~~Students shall not share any prescription or over the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.~~

~~This policy shall extend to any school sponsored activity, event, or program.~~

~~In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.~~

~~The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel have all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.~~

Legal References:

RSA 200:40-b, Glucagon Injections

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:45, Pupil Use of Epinephrine Auto-Injectors - Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Pupils - Immunity

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day

N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

Appendix JLCD-R

Policy Adoption & Revision History:

Board Approval: 02/18/80

Policy Committee Review: 04/11/07, 8/23/07

1st Reading: (06/04/07 tabled) 09/04/07

2nd Reading: 11/05/07

Board Approval: 3/3/08

Policy Committee Review: 10/17/17

Board Approval of Revision: 11/20/17

Policy Committee Review: 5/18/21

Board Approval of Revision:

EMERGENCY CARE AND FIRST AID

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member. ~~See appendix JLCE-R for a sample form.~~

~~The school physician,~~ school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel have all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. ~~The school physician, if any, the~~ school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. **The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.**

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required **under Board policy JLCD, or applicable laws or regulations.**

Accident reports must be prepared and filed consistent with Board policy EBBB.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and

District procedures JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

~~For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.~~

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. ~~Such medication will be locked at all times except when needed for administration.~~ The school nurse is responsible for storing the medication consistent with the manufacturer's instructions **and Board policy JLCD and District procedures JLCD-R.**

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

~~Records related to the administration of such medication shall be made and maintained by the school nurse.~~

Statutory/Regulatory Reference:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers

RSA 200:55, Administration of Bronchodilator, Space or Nebulizer

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services

Appendix: JLCE-R

Policy Adoption & Revision History:

Policy Committee Review: 4/21/05

1st Reading: 5/16/05

2nd Reading: 6/20/05

Board Approval: 8/01/05

Policy Committee Review: 10/21/14

Board Approval of Revision: 11/17/14

Policy Committee Review: 10/17/17

Board Approval of Revision: 11/20/17

Policy Committee Review: 5/18/21

Board Approval of Revision:

PHYSICAL EXAMINATIONS OF STUDENTS

~~Each child must have a complete physical examination within one year preceding first entry to school. The Board recommends that physical exams also be completed before entry into middle school and again before high school. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.~~

- A. **General.** Each child must have written evidence of a complete physical examination within one year preceding first entry to school. Additionally, it is recommended that each child shall have written evidence of a physical examination within one year before entry into seventh grade and again before entry into high school.

Parents of students ~~entering~~ transferring to the District must present proof documentation evidencing of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

- B. **Conditional Enrollment.** If an examination required under paragraph A above has not been performed within the preceding year, the school will accept documentation of an appointment for a physical examination within two months of enrollment, or other time deemed appropriate by the Superintendent.
- C. **Homeless Students and Unaccompanied Youth.** Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.
- D. **Special Examination.** – Pursuant to RSA 200:34 every child with a presenting problem and whom the school nurse, deems to require further evaluation, may be referred by the school nurse, with the consent of the principal, to the parents or guardian of said child for examination, and evaluation by an appropriate practitioner. If the parents fail or neglect to have said child so examined and fail to present the recommendations from said examiner within a reasonable period after the referral by the school, then said child may be examined by a qualified health care provider. In significant cases, the matter may be reported to DCYF pursuant to policy JLF.
- E. **Religious Exemption.** No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.
- F. **Participation on Athletic Teams.** Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. At the District's sole discretion, the school may schedule physical exams with a single, qualified health care provider (i.e., physician, advanced registered nurse practitioner, or licensed physician's assistant); any student who misses the scheduled physicals must present evidence of a physical exam from a licensed health care provider.

- G. Parent Notification - Certain Circumstances. Pursuant to ~~No Child Left Behind~~ and the Protection of Pupil Rights Amendment, if the District utilizes federal money to perform physical exams or screenings on students, the District will notify parent(s) of such physical exam or screening and will allow the parent's to "opt out" their child of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

~~Students shall be ineligible to participate in interscholastic athletics (practices or games) unless there is on file in the school a medical statement provided by a physician certifying the student athlete has passed a pre participation physical examination prior to the beginning of the student athlete's high school career. In every subsequent year, athletes shall provide updated medical history and if pertinent to their needs, a physical examination. Any student athlete significantly ill or injured since their last review shall be re-examined by a physician in order to be eligible to participate in interscholastic athletics. This requirement does not apply to students participating in intramural athletics. The school may schedule physical exams; any student who misses the scheduled physicals must present evidence of a physical exam from his/her own licensed health care provider.~~

~~No child shall be excused from regular physical education except on the written notice of a duly licensed health care provider or on the written request of the parents, subject to the Superintendent's approval, in which case an alternative program shall be provided. The physical education teacher, school nurse, or principal, upon the request of the parents, may grant temporary excuses on a day-to-day basis.~~

Legal Reference:

Protection of Pupil Rights Amendment, 20 U.S.C. §1232h; 34 C.F.R. Part 98

RSA 141-C:20-c, Exemptions

RSA 200:32, Physical Examination of Pupils

RSA 200:34, Special Examination

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Section Ed. 311.03, Physical Examination of Students

No Child Left Behind, Title II, Sec 1061

Appendix: JLCA-R

Policy Adoption & Revision History:

Replaces JLCA Student Health Screening and Testing; Board Approval: 02/07/94

Policy Committee Review: 04/11/07, 08/23/07

1st Reading: 06/04/07

2nd Reading: 09/04/07

Board Approval: 10/01/07

Policy Committee Review: 06/10/14

Policy Committee Review: 5/18/21

Board Approval of Revision:

IMMUNIZATION OF STUDENTS

- A. Immunizations Required.** Any child being admitted to the District must present written documentation of meeting the then current New Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-C:20-c, or for religious reasons as provided in paragraph D of this policy. All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (e.g., MMR, Varicella, nasal influenza vaccine, etc.) that are not administered on the same day must be administered at least 28 days apart.

The District will notify parents/guardians of immunization requirements at the earliest possible date, so that the necessary plans can be made with the healthcare provider or other medical resources to accomplish this standard prior to a child being admitted to school.

- B. Conditional Enrollment.** A child who has not met the immunizations requirements of paragraph A, above, may be “conditionally” enrolled and allowed to attend school when the parent/guardian provides:

1. Documentation of at least one dose for each required vaccine; AND
2. The appointment date for the next dose of required but incomplete vaccine.

The appointment date referred to in B.2, above, shall serve as the exclusion date if the child does not keep the scheduled appointment. Conditional enrollment shall not be extended to the next school year for the same dose of vaccine.

- C. Homeless Students and Unaccompanied Youth.** Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

- D. Health and Religious Exemptions.**

1. **Medical Exemption.** A student shall be exempted from the above immunization requirements if he/she presents written documentation in accordance with RSA 141-C:20-c, I from his/her physician that immunization will be detrimental to his/her health. An exemption under this paragraph shall apply only to the specific immunization referenced in the physician’s written statement, and will continue for the greater of one year or the length of time stated in the physician’s statement.
2. **Religious Exemption.** In accordance with RSA 141-C:20-c, II, a child will be excused from immunization for religious reasons, upon receipt of a

statement, signed by the child's parent/guardian, and notarized, stating that the child has not been immunized because of religious beliefs.

~~A child will be excused from immunization for religious reasons, upon the signing of a notarized form by the parent or guardian stating that the child has not been immunized because of religious beliefs.~~

In the event of an outbreak, students who have been exempted from immunization requirements will be excluded from school for a period of time, to be established after consultation with the NH Dept. of Health & Human Services (NHDHHS), if such students are considered to be at risk for the disease or virus that they have not been immunized against.

- E. Records.** The school nurse, principal or designee trained in state immunization requirements is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a, or that one of the circumstances described in paragraphs B-D, above apply.

The Superintendent shall assure that the District maintains immunization records in accordance with NHDHHS regulations.

~~Any child being admitted to the District must present proof of meeting immunization requirements. Failure to comply with this provision may result in exclusion from school for the child. The school nurse, principal or designee is responsible for documenting that all students have been immunized prior to school entrance in accordance with RSA 141-C:20-a.~~

~~Principals will notify parents/guardians of this requirement at the earliest possible date, so that the necessary plans can be made with the family physician or other medical resources to accomplish this standard prior to a child being admitted to school.~~

Legal References:

RSA 141-C:20-a, Immunization

RSA 141-C:20-c, Exemptions

RSA 141-C:20-d, Exclusion During Outbreak of Disease

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Section Ed. 311.01, Immunization Program

NH Code of Administrative Rules, He-P 301, Communicable Diseases

42 U.S.C. § 11432(g)(3)(C)(iii) – McKinney-Vento Act

Policy Adoption & Revision History:

Replaces JLCB Immunization Policy; Board Approval: 11/01/93

Policy Committee Review: 04/11/07

1st Reading: 06/04/07

2nd Reading: 09/04/07

Board Approval: 10/01/07

Policy Committee Review: 5/18/21

Board Approval of Revision:

**HILLSBORO-DEERING SCHOOL BOARD
REGULAR MEETING**

**Tuesday, May 18, 2021 - 6:30pm
Hillsboro Deering Middle School Cafetorium**

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:

Herla Iadonisi
Chris Bober
Jessica Morris
Paul Plater
Heidi Welch

Administration:

Patricia Parenteau, Superintendent
Jennifer Crawford, Director of Curriculum Instruction and Assessment
Mary Henry, Business Administrator
Stacey Vazquez, Director of Student Support Services
Jeni Laliberte, Lower HDES Principal
Donna Furlong, Upper HDES Principal
Jim O'Rourke, HS Principal
Marc Peterson, MS Principal

A. Call Meeting to Order

- a. Chair Iadonisi called the meeting to order at 6:30pm.

B. Pledge of Allegiance and Moment of Silence

- a. Chair Iadonisi led the Pledge of Allegiance and a moment of silence. She thanked everyone for attending the meeting and stated that the meeting was being video and audio recorded and will appear on the district website, www.hdsd.org. This meeting is being audio recorded.

C. Presentation

- a. Top Ten Tips for School Board Members – Atty. Matt Upton
 - i. Sequential Electronic Communications
 - 1. The right to know law requires all meetings of the school board to be posted and open to the public unless they are a non-meeting or a non-public meeting.
 - 2. Sequential electronic communications, where a quorum of the Board contemporaneously discusses an issue over

which the board has jurisdiction, can give rise to the creation of an illegal meeting.

3. Remedy for the creation of an illegal meeting is disclosure of the communications.
 4. Violations can subject the District to legal proceedings and the payment of legal fees and costs.
 5. The actual document created in the process of sequential communications can be a governmental or educational record which must be stored at District offices.
 6. Best Practices
 - a. Use electronic communications only for scheduling and notifications
 - b. Avoid “reply to all” on any email that has any substantive content.
 - c. Never write anything in an electronic communication you are not comfortable seeing on the front page of the Union Leader.
 - d. When in doubt use the telephone
 - e. Right to know law is currently the greatest source of litigation involving school board members
 - f. Always use District email to communicate about district business.
- ii. Using Electronic Communications in Place of Deliberations
1. Right to know law requires that unless you are in a non-meeting or a non-public meeting, all deliberations of the board on issues over which it has jurisdiction must be conducted in public (if not non-public)
 2. Best Practices
- iii. Personnel matters
1. Board members should avoid getting involved in personnel matters
 2. The only employee that the Board has supervisory authority over is the superintendent.
 3. The primary role of the School Board is to develop policies that govern the operation of the district.
 4. The superintendent has sole supervisory authority over all employees of the district
 5. Employees will often try to involve school board members in employment matters and/or labor grievances

6. Getting involved in personnel matters can be grounds from being rescued should that matter come before the school board in the future.
7. Best Practices
 - a. Refer anyone who comes to you about a personnel issue to the superintendent
 - b. Follow up with the superintendent regarding any complaint you receive about a district employee unless that employee is the superintendent
8. Concerns about the conduct of the superintendent should be directed to the school board chair.
9. If you think the superintendent is not dealing with complaints properly that is something the school board can address the superintendent, but it is not justification for the School Board to intervene.
- iv. Conducting Investigations
 1. School Board members should not conduct investigations on their own.
 2. Coming to a Board meeting and springing information you have gathered during an investigation on the other board members can create mistrust and dysfunction.
 3. The administration is in a much better position to gather any information the board may need to investigate
 4. It is always better that the entire Board receive the same information gathered during the investigation.
 5. If an issue is going to be discussed publicly, the entire Board should have the information prior to the meeting when it is going to be discussed.
 6. The Board members should always know the source of the information whenever possible.
 7. Conducting your own investigation can result in your recusal if the matter comes before the Board in the future.
 8. Best Practices
 - a. If there is something that needs to be investigated contact the superintendent
 - b. Be mindful that the administration has other responsibilities
 - c. It is up to the school board to set the priorities.
- v. Discussing Matters in Non-Public Meeting that Go Beyond the Reason for the Non-Public meeting.

1. Right to know law requires that the motion to go into a non-public session to specify the reason for the non-public meeting.
 2. If the school board discusses matters that go beyond the reasons for the non-public meeting they can subject the district to potential legal liability and can erode public trust.
 3. Best Practices
 - a. The topic of the non-public session should be specifically identified and restated at the start of the non-public meeting.
 - b. The School Board chair should remain vigilant and make sure board members stay on topic.
 - c. If someone mistakenly goes off topic the discussion must stop and the discussion refocused on the reason for the non-public session
 - d. The non-public session should be as brief as possible to avoid the possibility of getting off track
 - e. You must always open a public session before accepting a motion to go into a non-public session.
- vi. Sealing Non-public minutes
1. The right to know law required that all minutes of a non-public session must be made available to the public within 72 hours of the meeting unless they are sealed.
 2. The minutes may only be sealed if
 - a. 1. They would adversely impact the reputation of a person other than a member of the board.
 - b. 2. Would render the proposed action ineffective
 - c. 3. Relate to the district's emergency functions or operations.
 3. Best Practices
 - a. Avoid sealing minutes whenever possible.
 - b. Review sealed minutes periodically to determine if they must remain sealed
 - c. The right to know law does not require that the minutes of a non-public session be a verbatim transcript.
 - d. Suggested drafting minutes of the non-public session in a manner that does not require sealing, such as:

- i. *Discussed personnel matter with the superintendent*
 - ii. *Discussed pending litigation with legal counsel*
 - iii. *Discussed superintendent's performance evaluation*
- vii. Speaking on behalf of the school board when not authorized
 - 1. School board members should be careful when speaking publicly not to speak in a manner that creates the impression they are speaking on behalf of the entire board unless the board has authorized them to do so.
 - 2. Individual opinions of board members are not necessarily the opinions of the entire board
 - 3. Board members only represent one vote and the board can only act on a majority vote of the board members present.
 - 4. Best Practices
 - a. Before engaging in a public discussion over an issue which the board has jurisdiction, get permission from the board to speak on its behalf if that is your desire.
 - b. Consider advising the board if you intend to attend public functions under circumstances where you may be asked to speak
 - c. If you are not authorized to speak on behalf of the board, consider clarifying that you are speaking in your individual capacity and that have not been authorized by the board to speak on its behalf
 - d. Before engaging a stakeholder in any communications over issues which the board has jurisdiction, consider notifying the board chair to make sure you are not stepping into a role that should be discussed with the school board first.
- viii. Running Board Meetings like they are Public Hearings
 - 1. Board meetings are for the Board to do the District's business and they are not public hearings
 - 2. Public hearings can be scheduled during board meetings but they are separate matters.
 - 3. The public has no right to speak at Board meetings unless authorized by the Board
 - 4. Best practices

- a. Board must strike a balance between doing the business of the district and receiving public input
 - b. Public should have an opportunity to address the board.
 - c. Consider limiting public comment to matters on the agenda
 - d. Allow members of the public request matters to be placed on the agenda for the purposes of discussion
 - e. Board meetings should run smoothly and efficiently
 - f. Considering creating a consent agenda for routine approvals where only items specifically removed from the consent agenda are debated. Otherwise all the items of the consent agenda are approved with a single motion and vote.
- ix. Getting involved in parent complaints regarding special education students
 - 1. State and federal laws govern the education of students with disabilities.
 - 2. All concerns over the education of students who have been identified as being entitled to special education must be addressed through the IEP process.
 - 3. Board members do not have jurisdiction over the education provided to special education students.
 - 4. Taking sides with parents in such matters is not permissible.
 - 5. Best practices.
 - a. If a board member is contacted by a parent of a special education student, refer them to the superintendent.
 - b. Follow up with the superintendent or the director of student support services to make sure the parent actually contacted them
 - c. Never comment on the complaint or offer reassurance
 - d. Simply convey that the board does not have jurisdiction over special education matters.
- b. Questions/comments
 - i. Iadonisi
 - 1. Appreciates the clarity on the specifics on how the Board should respond to certain comments

2. Wants the Board to be on the same page on how they should respond to members of the public when asked about something.
3. What if someone comes to you and asks to be anonymous?
 - a. If at all possible get the person to come forward and address the board. It's always better to have a name to the complaint to avoid suspicion.
4. What are the differences between the school Board agendas and the town meeting agendas?
 - a. They are often very similar, but structured a bit differently.
 - b. Typically, most districts limit public comment to 3 minutes, and to only topics that are on the agenda.

ii. Plater

1. In prior school board meetings, we were always told to follow the chain of command if there was a complaint.
 - a. Advises that all complaints should be brought to the superintendent, but yet, all complaints should be dealt at the teacher/parent level if at all possible.

iii. Bober

1. We have two opportunities for public comment built into our agenda, is this good practice?
 - a. This should be fine, but the Board can always suspend its rules if needed.
2. There are some issues that can be dealt with at a lower level before coming to the school board.

D. Recognitions

a. Yearbook Award

- i. Jostens National Yearbook Program of Excellence Gold Award
 1. 1 out of 127 schools that received this award out of over 15,000 schools
 2. Eli Elk, Abigail Audet, Chloe Brawn, Steven Johnston, Eva levally, Emily Wilkins, and Michelle Prentiss

b. Plater

- i. Shout out to the track team who participated in the track meet.

E. Correspondence

a. Hillsboro-Deering Federation of Teachers

- i. Thank you letter to the school board for their thoughtful teacher appreciation gifts in recognition of their hard work over the past year.

F. Student Representative Report - Camron Garcia

- a. None

G. Public Comment

- a. None

H. School Board Response to Public Comment

- a. None

I. Superintendent's Report

a. General Update

i. Conval Lawsuit

- 1. Manchester School District has now joined this lawsuit
 - a. There may be more districts joining the lawsuit - deadline is May 22nd to join.

ii. Emails questioning the use of Masks and correlating them to restraints.

- 1. The commissioner does not regard the school mask mandate as a restraint and does not run afoul of the RSA guidance.
- 2. Even as vaccinated adults may go maskless, the schools should continue to require masks for the remainder of the school year.
- 3. The Sport cohort that we are in has voted that masks do not need to be worn during play, but are required when they are seated and not playing.
- 4. Each of the building administration would like to see the mask mandate be lifted for outdoor recess.
 - a. Requests the board allow for this to be lifted for outside use.

b. Decision Matrix Update

- i. See attached sheets
- ii. There is a vaccination clinic tomorrow; students whose parents give consent to get vaccinated may do so. This is voluntary.
- iii. Questions
 - 1. Welch
 - a. How many of our staff are vaccinated?
 - i. This is not something that we can require, so this is not something that we can track.
 - b. How do we know when we don't need masks anymore?

- c. The state will be coming out with guidance for next year soon, but for the remainder of this school year we will continue with the guidance as it is.
 - d. Wanted to make clear that our students are getting mixed messages when they see kids in other schools going maskless.
 - c. Appointments, Leaves and Resignations
 - i. See attached sheet
 - ii. Questions
 - 1. Morris
 - a. What is the report card committee?
 - i. This is a committee that will be looking at the ES report cards and how students are meeting the standards.
 - d. Speech and Language Assistant Position
 - i. Looking for approval of the Board to hire a part-time Speech and Language Assistant Position to cover the additional service to Washington.
 - 1. Would serve HDSD and Washington much like the MOUs for IT and Facilities
 - 2. Washington would be billed at a set rate and there would be no cost to HD for the time spent in Washington.
 - 3. Will allow for continuity as the students funnel into the MS from Washington - they will be working with the same staff.
- e. End of Year and Summer Plans - Donna Furlong, Jeni Laliberte, Marc Peterson and Jim O'Rourke
 - i. Donna Furlong
 - 1. 5th grade moving to MS
 - a. Step up activity
 - i. Will continue to do the drive through celebration on the last day of school where families can drive up the access road to the MS.
 - ii. Will still have special gifts and awards for the students
 - ii. Jeni Laliberte
 - 1. Held a parent informational meeting for incoming preschool and kindergarten parents.
 - 2. Summer planning

- a. July 26 - August 12th
 - i. 3 days a week 4 hours a day.
 - 1. Morning and afternoon sessions.
 - 2. Families have been sent invitations.
 - 3. Students will also have the opportunity to participate in the Kid Adventure program for the opposite side of the day from the summer program.
 - 4. Currently have 5 classroom teachers, 5-6 special ed teachers contracted to work over the summer
 - 5. Will have some staff available for one on one tutoring if we can get people to sign up.
- iii. Marc Peterson
 - 1. Working with the ES school on transitions.
 - a. The 5th grade will come up as a class to the MS for a tour of the building.
 - 2. Will have an incoming parent meeting via zoom
 - 3. Hope to have an open house in the fall
 - 4. For the 6th and 7th grades
 - a. Working on getting the students to know their advisory teachers for next year.
 - 5. Is really proud of the 8th grade staff
 - a. Working on end of the year celebrations
 - i. Going to have a banquet (June 17th 5pm-7pm)
 - ii. Will have a car parade celebrating the 8th grade class.
 - 6. Summer School options
 - a. Have three staff signed up for one-on-one tutoring opportunities.
 - b. Calling the summer program a science fiction camp
 - i. August 9 - 13 for all grades
 - ii. Will meet in the afternoons, but still working on the logistics.
 - 7. Academic support on Tuesday and Thursday afternoons.
 - a. Hope to continue to do this next year.
 - 8. Advisory committee meetings
 - a. Social-emotional
 - i. Will have an extended advisory period next year to address this need in all three grades.
- iv. Jim O'Rourke

1. The NHIAA voted to let us join John Stark and Hopkinton in a Hockey Co-op.
 - a. They agreed to keep us in Division III
 - b. There is one more year in the cycle, so the uniforms will stay the same for the upcoming season, but will change the following year.
 - c. This is at no cost to the district.
 - d. As news has spread, we have had kids show interest
2. Plans to run the traditional summer school program
 - a. Will have one teacher per subject area
 - b. Also have teachers who have contracted individually with some students to cover competencies over the summer that are not covered in the traditional summer program.
3. Plans to schedule the beginning of next year much like this past year.
 - a. Will not be doing a freshman transition program this summer
4. Only running a few in person ceremonies
 - a. National Honor Society will be held in person outside
 - b. Prom is being held outside under a tent.
 - i. Saturday June 5th
 - c. Graduation
 - i. June 11th
 - ii. Hoping that it will be as normal as it can be.
 - iii. Tent is larger than it has been in the past
 - iv. Limiting guests that could be under the tent to 8 guests per graduate
 1. Extra seating will be available for other guests outside of the tent.
 - v. There are around 87 graduates this year.
 - d. Will be livestreaming the memorial day assembly
 - e. Will be livestreaming the yearbook reveal.
- f. Financial Report – Mary Henry
 - i. See attached sheet
 - ii. Will have a more definite idea of remaining fund balance next month.

J. Board Discussion

- a. Mask use outside & NHIAA Mask use

- i. Plater
 - 1. It would be up to the student if they wanted to wear a mask when they are outside or playing? Who makes the decision?
 - a. They will be told they don't have to wear a mask when they are playing outside. The student can choose to wear a mask while playing if they want to.
 - 2. There will be parents who say they want their child to wear a mask at all times.
 - ii. Bober
 - 1. Who makes the decision when masks can be removed?
 - a. The teacher or building administrator.
 - iii. Morris
 - 1. Is in full support of students being able to take their masks off when it is safe to do so.
 - 2. Are the teachers allowed to also take a mask break outside as well?
 - a. General consensus is that teachers be permitted to go maskless outside as well.
 - iv. Welch
 - 1. Agrees with Morris.
 - 2. Is in support of students being able to take their masks off whenever possible.
 - 3. Masks are impacting their breathing and their health.
 - 4. It would not be appropriate to be inconsistent across the school district.
 - v. Iadonisi
 - 1. The parameters can't be set by the school board. It's up to the building administrators and the teachers to set the guidelines.
- b. Speech and Language Assistant Position**
- i. Iadonisi
 - 1. Seems like a win-win
 - ii. Welch
 - 1. Are we confident we will be able to fill this position?
 - 2. Do we know what the cost will be?
 - a. There is no cost to HDSD for this.
 - iii. Bober

1. Seems like this is something that will help the students and both school districts.
2. Can you explain the “no cost” to the district?
 - a. Washington will be paying for the contracted services, which are covered by the additional PT position.
- c. Policy Committee
 - i. DK Payments Checks and Manifests - Second Reading
 1. Required by law.
 - ii. EBB School Safety - Second Reading
 1. Updated to match the laws and legal requirements.

K. New Business

- a. HD Cooperative Committee
 - i. The first meeting is scheduled for May 24th @ 7pm via Zoom
 - ii. It appears that on May 20th Deering is going to hold a meeting to determine who they will send as a representative.

L. Minutes

- a. May 3, 2021 meeting minutes
 - i. Bober moved to accept the minutes of May 3, 2021 meeting as presented. Morris seconds.
 1. Plater
 - a. Page 3 .#6 questions - Plater 3. Add “couldn’t the student play for another school?”
 2. Welch
 - a. Correct to “NHIAA” on page 5 and
 3. Plater
 - a. Pg 5 d. “Plater moved to formally delete policy JEC. Bober seconds”
 - ii. Accepting the minutes of May 3, 2021 as revised - Approved 5-0

M. P. Action Items

- a. Appointments, Leaves and Resignations
 - i. Morris moved to accept the Appointments, Leaves and Resignations as presented. Welch seconds. Motion passed 5-0
- b. Speech and Language Assistant Position
 - i. Welch moved to accept the part-time Speech and Language Assistant Position as presented. Bober seconds. Motion passed 5-0
- c. Policies Requiring Board Action
 - i. DK Payments Checks and Manifests - Second Reading

1. Welch moved to accept the second reading of DK Payments Checks and Manifests as presented. Bober seconds. Motion passed 5-0
- ii. EBB School Safety - Second Reading
 1. Bober moved to approve the second reading of EBB School Safety as presented. Morris seconds. Motion passed 5-0
- d. Mask Use Outside.
 - i. Morris Moved to authorize students and staff to remove their masks when outside following the CDC, DHS, and NHIAA guidance when safe and appropriate to do so. Welch seconds. Motion passed 5-0

N. Adjournment

- a. Morris moved to adjourn. Welch seconds. Motion passed 5-0 @ 8:40pm

Respectfully Submitted,

Megan Fleagle

To: Members, Hillsboro-Deering School Board
From: Patricia Parenteau, Superintendent of Schools
Date: May 18, 2021
Re: Appointments, Leaves and Resignations - Teachers & Administrators – revised

The following resignations, leaves, and appointments of teachers have occurred since the May 3, 2021 School Board meeting:

RESIGNATIONS:

Brooke LePage – HDES Special Education Teacher, resignation effective 6/30/21
Gail Eaton - HDHS Special Education Teacher, retirement effective 6/30/21

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

Ryder Close – HDMS Long-Term Substitute Grade 8 Special Education Teacher, \$226.80/day, effective 6/1/21-6/18/21, Certification in Special Education pending
Faye Brown – HDES Grade 3 Classroom Teacher, one-year position, salary track BA, step 1, salary \$45,384, effective 7/1/21-6/30/22, NH Certification in Elementary Education (K-6)
Zachary Grupp – HDES Classroom Teacher, salary track BA, step 1, salary \$45,384, effective 7/1/21, NH Certification in Elementary Education (K-6) pending
Kaitlyn Gillett – HDES Classroom Teacher, salary track MA, step 1, salary \$53,424, effective 7/1/21, NH Certification in Elementary Education (K-6)
Rebecca Bagtaz – HDES Special Education Teacher, salary track MA, step 6, salary \$61,933, effective 7/1/21, NH Certification in Elementary Education (K-8) and Special Education
Kaitlyn Gillett – HDES Before/After School Academic Tutor, \$25.00/hour, up to 8 hours/week, effective 5/11/21-6/30/21 (Title I grant funded)
Kelley Williams - HDHS Extended School Year Special Education Teacher - \$35.00/hour, 10.5 hours/week, effective 7/20/21-8/12/21

HDMS Extended School Year Special Education Teachers - \$35.00/hour, 12 hours/week, effective 7/27/21-8/13/21:

Tara Bell
Eliza Tasker

HDES Report Card Committee - \$35.00/hour, for up to 10 hours, effective 5/17/21-6/30/21 (CSI grant funded):

Kate Griffin
Meghan Henry
Liz Brett
Maggie Cover
Shannon Adamo

Tonia Whitman
Krystal Gould

HDMS Science Team Professional Development - \$35.00/hour, for up to 35 hours,
effective 5/11/21-8/20/21 (Title IIa grant funded):

Sam Brown
Rich Chapin
Stephani Martin
Tara Bell

HDES Plan, Prepare and Present Professional Development - \$35.00/hour for up to 10
hours to be completed no later than 6/25/21:

Maggie Cover
Alex Conway

Comparative Covid Data September 2, 2020 - May 17, 2021

The Rest of Hillsborough County				
Date	Level of Transmission	New Cases per 100k over 14 days	New Hospitalizations per 100k over 14 days	7-Day Total Test Positivity Rate %
Sept 2	Minimal	21.5	0.5	1.2
Oct 1	Minimal	32.2	0.9	1.7
Nov 1	Substantial	109.7	0	1.8
Dec 1	Substantial	473.9	1.4	5.1
Jan 3	Substantial	649.9	0	11.0
Feb 1	Substantial	598	2.3	6.2
March 1	Substantial	273.6	No Longer Reporting	4.3
April 1	Substantial	396.4	No Longer Reporting	6.4
May 3	Substantial	250.2	No Longer Reporting	3.6
May 17	Substantial	142.9	No Longer Reporting	3.0

Sullivan County				
Date	Level of Transmission	New Cases per 100k over 14 days	New Hospitalizations per 100k over 14 days	7-Day Total Test Positivity Rate %
Sept 2	Minimal	9.3	0	0.2
Oct 1	Minimal	18.5	0	0.6
Nov 1	Moderate	57.9	2.3	1.4
Dec 1	Substantial	139.1	0	3
Jan 3	Substantial	190.1	0	7.7
Feb 1	Substantial	586.4	0	7.4
March 1	Substantial	213.2	No Longer Reporting	3.1
April 1	Substantial	157.6	No Longer Reporting	3.7
May 3	Substantial	243.4	No Longer Reporting	6.0
May 17	Substantial	194.7	No Longer Reporting	4.4

Town Data								
	Hillsboro		Deering		Washington		Windsor	
Date	Active	Overall	Active	Overall	Active	Overall	Active	Overall
Sept 2	1-4	18	1-4	1-4	0	5		
Oct 1	1-4	21	0	1-4	0	5		
Nov 1	8	39	1-4	7	0	5		
Dec 1	8	62	1-4	10	1-4	10		
Jan 3	15	127	1-4	24	1-4	20	0	1-4
Feb 1	8	202	1-4	37	1-4	32	1-4	1-4
March 1	6	225	1-4	41	0	37	0	5
April 1	15	260	1-4	46	0	37	1-4	10
May 3	7	300	1-4	59	1-4	41	0	11
May 17	1-4	303	0	60	0	41	0	11

* Case(s) first reported in Windsor on December 10th.

Date	Statewide Number of Hospitalizations Due To Covid-19	Statewide Percent of Population Fully Vaccinated
Sept 2	9	
Oct 1	15	
Nov 1	38	
Dec 1	160	
Jan 3	325	
Feb 1	193	
March 1	90	Data first reported March 4th: 7.8%
April 1	77	16.8%
May 3	80	26.2%
May 17	46	42.7%

Decision Matrix 2020-2021

This matrix serves as a guide when planning and making decisions regarding models of instructional delivery. SAU 34 reserves the right to take a more restrictive approach as the situation warrants.

LAST UPDATED: May 18, 2021 at 6:15am

As of February 17, 2021 NH DHHS is no longer publishing the number of new hospitalizations per 100,000 population over prior 14 days, so those fields are blank.

Decision Matrix Explained

Considerations <i>Listed below are factors that will be taken into consideration when a decision to move to or from a fully remote learning model is being made.</i>		PHYSICAL REOPENING		FULL REMOTE
Availability of Cleaning and Protective Supplies to allow us to follow state guidelines		The school has the supplies necessary to meet state guidelines and to implement the SAU plan	The school is having difficulty securing future supplies necessary to meet state guidelines and to implement the SAU plan	The school is unable to secure the supplies necessary to meet state guidelines and to implement the SAU plan
Current H-DES		X		
Current H-DMS		X		
Current H-DHS		X		
Current H-DHS Alt Program		X		
Current WES		X		
Level of Community Transmission <u>Community Spread Level (by County)</u> <ul style="list-style-type: none"> Sullivan county (Washington) Rest of Hillsborough County* 	COVID-19 total test positivity as a 7 day average	< 5%	5-10%	>10%
	Current Sullivan County:	4.4%		
	Current Rest of Hillsborough County:	3.0%		

(Hillsboro, Deering, Windsor)	Numbers of new infections per 100,000 population over prior 14 days	<50	50-100	>100	
	Current Sullivan County:			194.7	
	Current Rest of Hillsborough County:			142.9	
	Number of new hospitalizations per 100,000 population over prior 14 days	<10	10-20	>20	
	Current Sullivan County:				
	Current Rest of Hillsborough County:				
*Rest of Hillsborough County is an area NH DHHS identifies as Hillsborough County excluding the cities of Manchester and Nashua	Level of School Impact	Transmission within the school facility	Zero or sporadic cases with no evidence of transmission within the school setting	One cluster in the school	Two or more unrelated cluster in the school with onset (based on source cases symptom onset dates) within 14 days of each other
	Current H-DES	X			
	Current H-DMS	X			
	Current H-DHS	X			
	Current H-DHS Alt Program	X			
	Current WES	X			
	Student absenteeism due to illness	<15%	15-30%	>30%	
	Current H-DES	X			
	Current H-DMS	X			
	Current H-DHS	X			

Additional Staff and Space requirements and Transportation Needs for Full Return while maintaining health and safety measures

	H-DHS	H-DMS	H-DES	WES
Classrooms	8-9	15	6-10	
Staff	14	15	12	3
A minimum of 8 additional busses and drivers for Hillsboro-Deering and 2 additional busses and drivers for Washington				

	Current H-DHS Alt Program	X		
	Current WES	X		
	Staff capacity to conduct classes and school operations*	Normal: The school is able to provide coverage and manage absenteeism with little impact to instruction	Strained: It is difficult for the school to provide coverage and manage absenteeism. There is impact to instruction	Critical: The level of staff absenteeism is too high to effectively manage.
	Current H-DES	X		
	Current H-DMS	X		
	Current H-DHS	X		
	Current H-DHS Alt Program	X		
	Current WES	X	X	
Compliance with Protections, including screening		Screening is happening before people enter the building. There is a rare need for someone to leave school due to illness. Mask wearing, physical distancing and other protective measures are followed by the community	There are small gaps in compliance to the protective measures in place	There are significant gaps in compliance to the protective measures in place
Current			X	

*This subjective assessment should factor in a school's ability to maintain adequate staff for facility operations, transportation, teaching, and administrative functions

Executive Orders/Public Health Department Guidance supersede local decision making. The SAU will regularly communicate where each school falls within each of these factors.

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Level of School Impact	Low	In-Person	In-person	In-Person
	Medium	In-Person	Hybrid	Hybrid
	High	Hybrid	Remote	Remote

Additional Staff and Space requirements and Transportation Needs for Full Return while maintaining health and safety measures

	H-DHS	H-DMS	H-DES	WES
Classrooms	8-9	15	6-10	
Staff	14	15	12	3
A minimum of 8 additional busses and drivers for Hilleboro-Deering and 2 additional busses and drivers for Washington				

HILLSBORO-DEERING SCHOOL DISTRICT

Copy of FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2020-2021

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

From Date: 5/1/2021 To Date: 5/31/2021

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	SALARY	\$7,658,461.00	(\$3,200.00)	\$7,655,261.00	\$273,809.70	\$5,619,187.15	\$2,036,074.25	\$2,044,723.51	(\$8,843.06)	-0.11%
10.0000.000.111.0	PARA EDUCATOR SALARY	\$1,221,515.92	\$0.00	\$1,221,515.92	\$27,890.60	\$688,707.37	\$54,808.56	\$188,050.57	\$166,757.38	13.08%
10.0000.000.112.0	NON-UNION	\$1,857,580.77	\$0.00	\$1,857,580.77	\$63,333.08	\$1,399,448.73	\$458,111.04	\$513,376.50	\$704,734.54	77.9%
10.0000.000.113.0	NON-UNION SALARY	\$281,938.71	\$0.00	\$281,938.71	\$8,460.87	\$217,838.34	\$41,103.37	\$37,382.78	\$6,719.69	2.59%
10.0000.000.120.0	SUBSTITUTES	\$188,500.00	\$0.00	\$188,500.00	\$3,027.13	\$87,884.34	\$98,635.68	\$0.00	\$98,635.68	52.34%
10.0000.000.130.0	STIPENDS	\$18,800.00	\$0.00	\$18,800.00	\$0.00	\$277.00	\$18,523.00	\$15,323.00	\$1,200.00	7.34%
10.0000.000.211.0	HEALTH INSURANCE	\$2,492,385.73	\$0.00	\$2,492,385.73	\$98,883.35	\$1,815,022.15	\$817,383.58	\$497,768.08	\$119,597.52	4.80%
10.0000.000.212.0	DENTAL INSURANCE	\$251,234.40	\$0.00	\$251,234.40	\$9,837.49	\$187,655.32	\$68,376.88	\$50,242.81	\$13,152.87	3.39%
10.0000.000.213.0	LIFE INSURANCE	\$19,842.80	\$0.00	\$19,842.80	\$808.64	\$11,703.51	\$8,139.09	\$3,278.68	\$4,980.41	24.6%
10.0000.000.214.0	LONG TERM DISABILITY	\$23,345.20	\$0.00	\$23,345.20	\$18.87	\$18,848.60	\$6,496.60	\$4,928.65	\$1,669.95	6.7%
10.0000.000.220.0	FICA & MEDICARE	\$843,825.68	\$0.00	\$843,825.68	\$27,801.44	\$587,659.49	\$248,188.06	\$180,823.88	\$55,342.41	6.38%
10.0000.000.230.0	HRHS	\$1,728,683.98	\$0.00	\$1,728,683.98	\$81,884.24	\$1,210,692.87	\$459,000.99	\$388,287.33	\$72,703.66	4.20%
10.0000.000.240.0	TUTORING REIMBURSEMENT	\$69,500.00	\$0.00	\$69,500.00	\$672.00	\$20,904.00	\$48,596.00	\$0.00	\$48,596.00	69.80%
10.0000.000.241.0	STAFF TUTORING	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$1,220.00	\$6,780.00	\$0.00	\$6,780.00	84.50%
10.0000.000.242.0	TRAINING	\$7,000.00	(\$3,600.00)	\$3,400.00	\$0.00	\$1,802.99	\$1,597.01	\$900.00	\$697.01	20.50%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$7,526.00	\$0.00	\$7,526.00	\$0.00	\$0.00	\$7,526.00	\$0.00	\$7,526.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$49,255.00	\$0.00	\$49,255.00	\$0.00	\$0.00	\$49,255.00	\$42,402.88	\$6,892.12	13.8%
10.0000.000.261.0	TRAINING	\$4,500.00	\$0.00	\$4,500.00	\$100.00	\$1,542.25	\$2,957.75	\$1,261.50	\$1,706.25	37.8%
10.0000.000.270.0	SUPERINTENDENT SERVICES	\$983,823.00	\$0.00	\$983,823.00	\$0.00	\$993,500.00	(\$37.00)	\$0.00	(\$37.00)	0.00%
10.0000.000.280.0	PROFESSIONAL SERVICES	\$520,589.29	(\$2,125.00)	\$518,464.29	\$11,904.89	\$188,413.86	\$332,050.43	\$118,352.44	\$212,377.99	40.38%
10.0000.000.310.0	TUTORING	\$14,500.00	\$0.00	\$14,500.00	\$0.00	\$2,500.00	\$12,000.00	\$0.00	\$12,000.00	82.78%
10.0000.000.340.0	CHECKLIST	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	(\$50.00)	\$0.00	(\$50.00)	-10.00%
10.0000.000.360.0	AUDIT FEES	\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$3,650.00	\$18,350.00	\$0.00	\$18,350.00	83.41%
10.0000.000.411.0	WATER & SEWER	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$35,658.77	\$18,343.23	\$18,343.23	\$0.00	0.00%
10.0000.000.421.0	WASTE DISPOSAL	\$42,000.00	\$0.00	\$42,000.00	\$2,500.00	\$28,122.98	\$15,877.02	\$15,877.02	\$2,000.00	4.76%
10.0000.000.422.0	SNOW PLOWING	\$75,000.00	\$0.00	\$75,000.00	\$9,889.42	\$69,226.00	\$5,774.00	\$0.00	\$5,774.00	7.70%
10.0000.000.430.0	CUSTOMER SERVICES	\$601,500.00	\$0.00	\$601,500.00	\$0.00	\$483,184.48	\$118,315.52	\$98,638.52	\$19,877.00	3.27%
10.0000.000.440.0	GROUND MAINTENANCE	\$68,000.00	\$0.00	\$68,000.00	\$5,783.75	\$49,978.75	\$18,021.25	\$12,027.50	\$5,993.75	8.81%
10.0000.000.450.0	REPAIRS & MAINTENANCE	\$308,800.00	\$0.00	\$308,800.00	\$138.06	\$179,938.87	\$128,863.13	\$42,232.61	\$86,430.52	28.01%
10.0000.000.460.0	RENT	\$35,000.00	\$0.00	\$35,000.00	\$1,000.00	\$27,900.00	\$7,100.00	\$1,000.00	\$6,100.00	17.43%
10.0000.000.470.0	EQUIPMENT RENTAL	\$259,152.29	\$0.00	\$259,152.29	\$0.00	\$207,639.98	\$51,512.31	\$1,017.11	\$50,495.20	19.48%
10.0000.000.510.0	TRANSPORTATION	\$993,781.94	(\$13,890.00)	\$979,891.94	\$78,564.55	\$723,935.82	\$256,958.32	\$222,138.54	\$33,817.78	3.69%
10.0000.000.520.0	PROPERTY INSURANCE	\$47,920.00	\$0.00	\$47,920.00	\$0.00	\$0.00	\$47,920.00	\$47,920.00	\$0.00	0.00%
10.0000.000.531.0	TELEPHONE	\$94,280.00	\$0.00	\$94,280.00	\$560.05	\$63,148.25	\$31,131.75	\$32,583.75	(\$1,450.00)	-1.54%

HILLSBORO-DEERING SCHOOL DISTRICT

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Fiscal Year: 2020-2021

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

From Date: 5/1/2021 To Date: 5/31/2021

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.504.0	POSTAGE	\$11,250.00	\$1,800.00	\$13,050.00	\$144.15	\$9,047.29	\$4,002.71	\$1,125.36	\$2,878.85	22.63%
10.0000.000.505.0	ADVERTISING	\$10,000.00	\$0.00	\$10,000.00	\$186.00	\$5,171.06	\$6,228.92	\$8,178.92	\$650.00	6.50%
10.0000.000.506.0	PRINTING	\$11,400.00	(\$1,800.00)	\$9,600.00	\$0.00	\$3,702.28	\$5,897.72	\$0.00	\$5,897.72	61.43%
10.0000.000.507.0	TELEPHONE	\$871,314.00	\$0.00	\$871,314.00	\$6,398.71	\$309,851.39	\$661,462.61	\$240,747.90	\$350,714.71	39.81%
10.0000.000.508.0	TRAVEL	\$48,350.00	(\$7,500.00)	\$40,850.00	\$5,163.84	\$28,115.37	\$12,734.63	\$22,418.23	\$19,861.60	29.17%
10.0000.000.509.0	ADMISSIONS	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
10.0000.000.510.0	SUPPLIES	\$368,287.83	\$13,018.00	\$381,305.83	\$5,489.35	\$209,168.64	\$172,135.09	\$68,455.06	\$66,680.01	22.41%
10.0000.000.522.0	ELECTRICITY	\$251,500.00	\$0.00	\$251,500.00	\$15,017.42	\$199,272.01	\$92,227.99	\$92,227.99	\$0.00	0.00%
10.0000.000.523.0	PROPANE	\$187,500.00	\$0.00	\$187,500.00	\$4,988.80	\$114,552.39	\$72,947.61	\$16,337.84	\$63,360.23	1.81%
10.0000.000.524.0	VEHICLE FUEL	\$6,000.00	\$0.00	\$6,000.00	\$1,770.76	\$2,692.12	\$5,407.88	\$1,807.88	\$3,600.00	41.50%
10.0000.000.525.0	BOOKS	\$270,255.00	\$38,300.00	\$308,555.00	\$474.24	\$237,876.37	\$170,678.73	\$53,810.12	\$108,868.81	57.97%
10.0000.000.526.0	EQUIPMENT	\$301,015.75	(\$25,000.00)	\$276,015.75	\$128.99	\$68,109.38	\$169,906.37	\$53,203.43	\$138,701.94	48.51%
10.0000.000.527.0	DUES & FEES	\$51,410.00	\$4,000.00	\$55,410.00	\$1,960.00	\$38,142.07	\$17,267.93	\$6,992.00	\$10,275.93	18.63%
10.0000.000.528.0	DEBENTURES REACQUISITION	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,450.00	\$0.00	\$0.00	\$0.00	1.43%
10.0000.000.529.0	INTEREST	\$91,875.00	\$0.00	\$91,875.00	\$0.00	\$91,875.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.530.0	MISCELLANEOUS	\$48,600.00	\$0.00	\$48,600.00	\$625.00	\$14,108.96	\$32,383.34	\$26,573.82	\$2,818.72	8.08%
10.0000.000.531.0	PRINCIPAL	\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.532.0	TRANSFER TO TRUST	\$225,000.00	\$0.00	\$225,000.00	\$0.00	\$0.00	\$225,000.00	\$225,000.00	\$0.00	0.00%
Grand Total:		\$24,315,388.27	\$0.00	\$24,315,388.27	\$726,148.49	\$17,258,889.70	\$7,056,498.57	\$8,281,835.64	\$1,776,863.93	7.31%

End of Report