

**HILLSBORO-DEERING SCHOOL BOARD
REGULAR MEETING**

Monday, June 19, 2023 - 6:00pm

HD Elementary School Media Center

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

The mission of the Hillsboro-Deering School Board is to articulate and develop the educational goals of the community and to allocate community resources effectively and responsibly. It strives to create, with educational professionals, a dynamic learning environment in which all students are inspired to realize their individual potential, learn critical academic skills, develop intellectual curiosity and moral courage, and prepare to be active citizens.

MINUTES

In Attendance:

Board Members:

Chris Bober - Chair

Jessica Morris - Vice Chair (absent)

Paul Plater

Heidi Welch

Michael Kenney

Administration:

Jennifer Crawford, Superintendent

A. Call Meeting to Order

- a. Chair Bober called the meeting to order at 6:03pm

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. H-DMS

- 1. Julianne LaBier

- a. Service Above Self 8th Grade Award

- i. This year's recipient of the Service Above Self award recipient is a valued member of the 8th grade class. She is well respected by her peers and teachers alike. From the beginning of this year, this student has stood out among her peers as someone who embodies a selfless attitude along with a genuine commitment to her community.
 - ii. This student is an integral member of the local scouting community. She completed Introduction to Leadership Skills for Troops and plans to attend

additional youth leadership training this summer. She also founded the first girls patrol in Troop 529. She has the distinction of being the first Senior Patrol Leader and continues to fulfill that role today. She has served her local community by helping to clean up the yard at the Holy Cross Episcopal Church, replace flags at cemeteries with the Henniker Legion, and participate in the Memorial day parade in Henniker.

- iii. The 2023 service above self recipient is Julianne LaBier

- ii. H-DHS

- 1. Michael Denslow

- a. Congratulations Michael Denslow for being voted Student Body President for the 2023-2024 school year. Michael is a natural leader and we look forward to experiencing the positive impact he will bring to the school community.

- b. Staff Recognitions

- i. Deanna Neal & Christine Haley

- 1. Deanna and Christine did a wonderful job with the drama club. They worked with over 100 students and made each one feel that their participation was very important to the overall production. They gave the students the freedom to control the production and make the decisions. Under their guidance the production was wonderful!

D. Correspondence

- a. None

E. Public Comment- Limited to five minutes per person

- a. Chair Bober opened public comment at 6:06 pm - no public comment given

F. Consent Agenda (action needed)

- a. Minutes June 5, 2023 meeting
- b. Appointments, Leaves and Resignations
 - i. See attached Sheets

- c. **VOTE**

- i. Welch moved to approve the consent agenda as presented. Plater seconds. Motion passed 4-0-0

G. Superintendent's Report

- a. **General Update**

- i. Slight adjustment to the 2023-2024 calendar
 - 1. There should be a half day of school on June 14th

- ii. Graduation went well
 - 1. The weather mostly cooperated and the ceremony was beautiful.
- iii. The ES Pre-K and 5th grade ceremonies went well and everyone had a great time.
- iv. The 8th Grade promotion ceremony went well and was followed by their last dance for the year.

b. Summer Programming

- i. High School
 - 1. July 18-Aug 10 credit recovery
 - 2. July 25-Aug 10 ESY (Extended School Year)
- ii. Middle School
 - 1. July 18-Aug 10 Tutoring
 - 2. July 24-Aug 10 ESY
- iii. Elementary School
 - 1. July 24-Aug 10 Title I and ESY
 - 2. Preschool July 17-Aug 10

c. HD - Washington IT Service Agreement

- i. See attached Sheets

d. HD Washington Facilities Support Agreement

- i. See attached Sheets

e. Reminder - Board Retreat, July 24th, 9:00am-12:00pm, HDHS Media Center

- i. Will be using the High School Media Center for the Board Retreat

f. School Board Self-Assessment Tool

- i. See attached sheet

g. Next Regular School Board Meeting Date

- i. August 21st, 6pm, HDES Media Center

H. Board Discussion

- a. Select Study Committee Participants
 - i. 10 people filled out the survey for committee volunteers
 - 1. See attached sheet
 - 2. The Board had their secretary pull numbers from a bucket
 - a. The Business member selected
 - i. #8 LuAnn Bakis
 - b. Community members
 - i. #3 Keith T. Cobbett and #9 Cassandra Old
 - c. Alternate Business Owner Representative
 - i. #5 Chloe Norman
 - d. Alternate Community Member Representative
 - i. #10 Krista Davison
 - 3. Board Representative
 - a. [Chris Bober](#)
 - 4. Administrative Representative

- a. TBD
- ii. The Board decided to hire Megan Shower to take the minutes for the committee meetings as needed @ \$100 per meeting.

I. Public Comment

- a. Chair Bober opened public comment at 6:33pm
- b. Michael Kenney - Hillsboro
 - i. Invites the Board to his house for a breakfast or cookout
 - 1. Non-business related

J. Action Items

a. HD - Washington IT Service Agreement

- i. Kenney moved to approve the HD - Washington IT Service Agreement as presented. Welch seconded the motion. Motion passed 4-0-0

b. HD - Washington Facilities Support Agreement

- i. Welch moved to approve the HD - Washington Facilities Support Agreement as presented. Kenney seconds. Motion passed 4-0-0

c. Adjust the 2023-2024 Academic Calendar (June 14th is a half day)

- i. Welch moved to approve the Moved to approve the 2023-2024 academic calendar as presented. Plater seconded the motion passed 4-0-0

K. 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). Plater seconds. Motion passed 4-0-0 @ 6:38pm
- b. Roll
 - i. Chris Bober
 - ii. Paul Plater
 - iii. Heidi Welch
 - iv. Michael Kenney

L. Call Back to Order

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

M. Action After Non-Public Session

- a. Welch moved to authorize the Board Chair to act on what was discussed in the non-public session. Plater seconds. Motion passed 4-0-0

N. Adjournment

- a. Welch Moved to adjourn. Kenney Seconds. Motion passed 4-0-0 @ 8:00 pm

Megan Shower, Secretary

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 19, 2023
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the June 5, 2023 School Board meeting:

RESIGNATIONS:

Beth Holdredge – HDES Grade 1 Teacher, resignation effective 6/30/2023.

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

Brittney Milligan- HDHS Music Teacher, track BA+24, step 10, salary \$66,853, effective 7/1/2023, NHED licensed in Music Education (K-12).

Chelsea Helgeson - HDES Grade 1 Teacher, track BA, step 13, salary \$65,359, effective 7/1/2023, NHED licensed in Elementary Education (K-8).

Shannon Rockwell – HDES Winter Carnival Co-Coordinator, \$187.50 stipend, effective for 2023-24 school year.

Shannon Rockwell – HDES Field Day Co-Coordinator, \$187.50 stipend, effective for 2023-24 school year.

Cara Juliano – HDES Winter Carnival Co-Coordinator, \$187.50 stipend, effective for 2023-24 school year.

Cara Juliano – HDES Field Day Co-Coordinator, \$187.50 stipend, effective for 2023-24 school year.

Kaley Coburn – HDES Co-Memory Book Advisor, \$412.50 stipend, effective for 2023-24 school year.

Deanna Neal - HDES Drama Coach, \$1,050.00 stipend, effective for 2023-24 school year.

John Bramley – HDHS NH Scholars Co-Advisors, \$1,050.00 stipend, effective for 2023-24 school year.

Natalie Gehrig - HDHS NH Scholars Co-Advisors, \$1,050.00 stipend, effective for 2023-24 school year.

Katelyn Cashorali - HDHS NHS Advisor, \$825.00 stipend, effective for 2023-24 school year.

Alex Luhtjarv – HDHS Winter Carnival Advisor, \$600.00 stipend, effective for 2023-24 school year.

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

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Equal Opportunity Employer/Equal Educational Opportunities

Griffen Fletcher – HDHS Summer School Credit Recovery – Math, \$35/hour, 4 hours/day, 3 days/week, effective 7/18/23-8/10/23

Alana Kimball - HDES Title I Summer School Facilitator, \$35.00/hour for up to 80 hours, effective 7/1/23-8/17/23 (Title I grant funded).

HDES Title I Summer School Teachers - \$35.00/hour, 4hours/day, 4 days/week, effective 7/24/23-8/11/23 (Title I grant funded):

Alana Kimball
Meghan Henry
Gail Eaton

HDES Instructional Leadership Team - \$1,800 stipend effective for 2023-24 school year:

Shannon Adamo
Cara Juliano
Virginia McLay
Alana Kimball
Margaret Cover
Rebecca Bagtaz
Tonia Whitman

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

Shannon Chagnon – LABAM
Katelyn Cashorali – Student Support Services

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

Clarice Clark

HDHS Student Leadership Summer Planning Committee - \$35/hour for up to 20 hours effective 8/01/23-8/18/23, (Project AWARE grant funded):

Shannon Chagnon
Alex Luhtjarv
Jocelyn Perrin
Abigail McHugh
Kelly Dinsmore
Nicole LaRoche
Elisabeth Cairns
Robert Koziol

HDES CARES Summer Planning Team - \$35/hour for up to 10 hours effective 8/01/23-8/18/23, (Project AWARE grant funded):

Jill Cover
Shannon Rockwell
Stephanie Savoy
Cara Juliano

HDSD Curriculum Committee - \$35.00/hour for up to 15 hours, effective 7/1/23-6/30/24:

Sarah Button

78 School Street
Hillsboro, NH
03244-4870

SAU #34

Soaring to Excellence

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

Grant G. Geisler, M.S.
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: June 19, 2023

Resignations:

Susan Kingsbury – HDES Paraeducator, resignation effective 6/19/2023.
Hannah Matteson – HDES Paraeducator, resignation effective 6/19/2023.
Emily Goonan – HDMS Paraeducator, resignation effective 6/19/2023.
Elias Ek – HDSD Maintenance Technician, resignation effective 7/07/2023.

Leaves: None

Transfers/Change of Assignments: None

Appointments:

Nicole Patten – HDES Special Education Paraeducator, column B, step 10, \$20.56/hour, 6.5 hours/day, effective for the 2023-24 school year, NHED licensed in Paraeducator II.
Andee Hartness – HDES Co-Memory Book Advisor, \$412.50 stipend, effective for 2023-24 school year.

Study Committee Participation Interest (Responses)				Do you own a business in Hillsboro or Deering?
Timestamp	First Name	Last Name		
5/8/2023 21:23:05	Riché	Colcombe	No	No
5/9/2023 17:35:18	Kathleen	McPadden Pepper	No	No
5/9/2023 17:48:24	Keith T	Cobbett	Yes	Yes
5/19/2023 8:21:43	Richard	Luhtjarv	No	No
6/11/2023 13:26:21	Chloe	Norman	Yes	Yes
6/11/2023 14:06:01	Steve	Kauffman	No	No
6/11/2023 14:06:56	Clarence "Larry"	Baker	No	No
6/11/2023 16:16:57	LuAnne	Bakis	Yes	Yes
6/14/2023 13:21:56	Cassandra	Old	No	No
6/14/2023 21:24:42	Krista	Davison	No	No

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WASHINGTON SCHOOL DISTRICT
FACILITIES SERVICE LEVEL AGREEMENT
MEMORANDUM OF UNDERSTANDING

Version 4
7/1/2023-6/30/2024

VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	James Bailey	11/9/2020			Initial Document
2.0	Patricia Parenteau	01/07/21			
3.0	Patricia Parenteau	6/01/22		6/13/22	
4.0					

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1 INTRODUCTION

1.1 PURPOSE OF SERVICE LEVEL AGREEMENT/MEMORANDUM OF UNDERSTANDING

This agreement aims to document the Facilities Support relationship between the Hillsboro-Deering School District and the Washington School District.

1.2 SCOPE

The agreement is limited to the Facilities Support for the Washington School District.

1.3 BACKGROUND

The Washington School District has historically maintained its own building infrastructure. Including lighting, plumbing, electrical, boiler plant, air handlers, building envelope, and facility work orders. Lacking a structured formal approach to facilities management, building repairs have been deferred leading to disruptions in the buildings operation.

Given the relatively small size of the Washington School, support from the HDSD facility department has taken place over the years to provide the best environment for students and staff while maintaining a low cost to the district.

1.4 AUDIENCE

The intended audience for this document is the Hillsboro-Deering School Board, the Washington School Board, and SAU 34.

1.5 ROLES AND RESPONSIBILITIES

HDSD Facilities will provide facilities support and planning to the Washington School. HDSD Facilities will perform the following duties, as directed:

- Identify areas for improvement in facilities maintenance.
- Develop and maintain a computerized maintenance management system for facility repair work orders, facilities use and preventive maintenance schedules.
- Inspect the building on a quarterly basis, ensuring that high standards of workmanship, cleanliness, safety and security are maintained.
- Assist in safety, health and facilities approval inspections with local and state officials.
- Perform electrical, plumbing, HVAC and general building repairs, within the capabilities and time constraints of the HDSD Facilities Department.
- Support WES when issues arise and secure and oversee proper contractors for the multiple building systems. i.e. HVAC, security, fire alarm, sprinkler, domestic water and wastewater systems.
- Attend school board meetings as needed.

2 SERVICE DETAILS

2.1 SERVICE LEVEL EXPECTATIONS

Facilities Service Level Expectations*				
	Severity 1 Critical	Severity 2 High	Severity 3 Medium	Severity 4 Low
Business/Financial Risk	Catastrophic failure	Major failure	Moderate failure	Minimal failure
School Operations Disruption	Full; All instruction has ceased.	Significant; Most instruction has ceased.	Some; Some instruction has ceased.	Minor; Little instruction has ceased.
Percentage of Building Effectuated	75 – 100%	30 – 75%	15 – 30%	0 – 15%
Workaround	None acceptable	Semi-acceptable; Short term	Acceptable; Medium term	Acceptable; Medium term
Response Time	1 hour or less	2 hours or less	8 hours – 1 business day	8 hours – 1 business day
Resolution Time	24 hours or less from first response	36 hours or less from first response	5 business days or less from first response	90 business days or less from first response

2.1 SERVICE PROVIDER / SERVICE RECEIPT

HDSD Facilities can be reached by email at jbailey@hdsd.org

2.3 SERVICE HOURS FOR PROBLEM RESOLUTION

Service hours are Monday – Friday 7:00am to 3:00pm

2.4 ANNUAL BUDGET FOR SERVICE

Payment for services rendered shall not exceed the approved budgeted amount of \$3,500.00 without prior approval from the Washington School Board.

2.5 AGREEMENT CHANGE PROCESS

Changes to this agreement will be coordinated by the Superintendent's office of SAU34.

APPENDIX A: Service Level Agreement / Memorandum of Understanding Approval

The undersigned acknowledge that they have reviewed the **Washington School District Facilities Service Level Agreement/Memorandum of Understanding** and agree with the information presented within this document. Changes to this **Service Level Agreement/Memorandum of Understanding** will be coordinated with, and approved by, the undersigned, or their designated representatives.

Signature: Arin Mills Date: 6/12/23
Print Name: Arin Mills
Title: School Board Chair
Role: Washington School District

Signature: _____ Date: _____
Print Name: Jennifer L. Crawford
Title: Superintendent, SAU 34
Role: Hillsboro-Deering School District

Signature: _____ Date: _____
Print Name: Chris Bober
Title: School Board Chair
Role: Hillsboro-Deering School District

WASHINGTON SCHOOL DISTRICT
INFORMATION TECHNOLOGY SERVICE LEVEL
AGREEMENT

MEMORANDUM OF UNDERSTANDING

Version 4
7/01/2023-6/30/2024

VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Neal Richardson	10/27/20			Initial Document
	Patricia Parenteau	01/07/21			
3.0	Washington School Board	05/09/22		6/13/22	
4.0					

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1 INTRODUCTION

1.1 PURPOSE OF SERVICE LEVEL AGREEMENT/MEMORANDUM OF UNDERSTANDING

This agreement aims to document the IT support relationship between the Hillsboro-Deering School District and the Washington School District.

1.2 SCOPE

The agreement is limited to the IT Support for the Washington School District.

1.3 BACKGROUND

The Washington School District has historically maintained its own IT infrastructure; including internet service, firewall, server, laptops, wireless networks, Chromebooks, projectors, and iPads. Lacking a structured formal approach to IT management systems and user accounts quickly become outdated, and configuration errors are common leading to significant cybersecurity risk.

Given the relatively small size of the Washington school, several cost savings and consolidation of services actions have taken place over the years to provide the best student and staff experience while maintaining a low technology cost to the district.

The email domain for all SAU34 accounts is maintained by the HDSD IT (Hillsboro-Deering School District Information Technology) department. The creation of Washington student email accounts has been delegated to the Washington School Principal.

1.4 AUDIENCE

The intended audience for this document is the Hillsboro-Deering School Board, the Washington School Board, and SAU 34.

1.5 ROLES AND RESPONSIBILITIES

HDSD IT will provide IT support and planning to the Washington School. HDSD IT will consolidate the firewall, network, and server infrastructure to provide the best user experience for students and staff. Hardware failures will be assessed by HDSD IT. Quotes will be provided so that the Washington school staff can order the parts to repair the hardware failure. Guidance will be provided to address the age and lifecycle of computing resources in the Washington School.

2 SERVICE DETAILS

2.1 SERVICE LEVEL EXPECTATIONS

Helpdesk Service Level Expectations*				
	Severity 1 Critical	Severity 2 High	Severity 3 Medium	Severity 4 Low
Business/Financial Risk	Catastrophic exposure	Major exposure	Moderate exposure	Minimal exposure
Work Stoppage	Full; All work has ceased.	Significant; Most work has ceased.	Some; Some work has ceased.	Minor; Little work has ceased.
Percentage of End Users Effected	75 – 100%	30 – 75%	15 – 30%	0 – 15%
Workaround	None acceptable	Semi-acceptable; Short term	Acceptable; Medium term	Acceptable; Medium term
Response Time	1 hour or less	2 hours or less	8 hours – 1 business day	8 hours – 1 business day
Resolution Time	24 hours or less from first response	36 hours or less from first response	5 business days or less from first response	90 business days or less from first response

2.2 SERVICE PROVIDER / SERVICE RECIPIENT

HDSD IT can be reached by email at helpdesk@hdsd.org

2.3 SERVICE HOURS FOR PROBLEM RESOLUTION

Service hours are Monday – Friday 8:00am to 4:00pm

2.4 ANNUAL BUDGET FOR SERVICE

Payment for services rendered shall not exceed the approved budgeted amount of \$6,500.00 per fiscal year without prior approval from the Washington School Board.

2.5 AGREEMENT CHANGE PROCESS

Changes to this agreement will be coordinated by the Superintendent's office of SAU 34.

APPENDIX A: Service Level Agreement / Memorandum of Understanding Approval

The undersigned acknowledge that they have reviewed the **Washington School District IT Service Level Agreement/Memorandum of Understanding** and agree with the information presented within this document. Changes to this **Service Level Agreement/Memorandum of Understanding** will be coordinated with, and approved by, the undersigned, or their designated representatives.

Signature: Arin Mills Date: 6/12/23
Print Name: Arin Mills

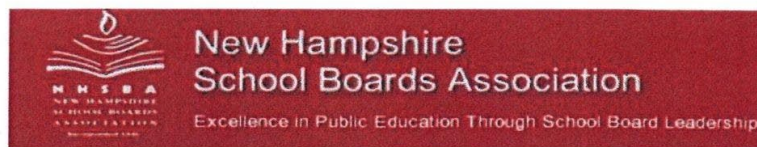
Title: School Board Chair
Role: Washington School District

Signature: _____ Date: _____
Print Name: Jennifer L. Crawford

Title: Superintendent, SAU 34
Role: Hillsboro-Deering School District

Signature: _____ Date: _____
Print Name: Chris Bober

Title: School Board Chair
Role: Hillsboro-Deering School District



School Board Self-Assessment Tool

<i>Policy</i>	Fully Achieved	Mostly Achieved	Partially Achieved	Don't know/unsure
The Board has established a process for regular and routine policy review.				
The Board has in place all policies required by law.				
The Board policies relate to the Board/District mission and vision statements.				
<i>Strategic Planning</i>				
The Board has an active strategic plan, which is being implemented.				
The Board is meeting goals established under the strategic plan.				
The strategic plan aims to enhance or improve student academic outcomes.				
<i>Relationship with Superintendent</i>				
The Board annually sets goals and evaluates the superintendent.				
The Board provides the superintendent with clear expectations of performance				
The Board trusts the superintendent to make proper decisions relative to student matters, staff oversight, and academic achievement.				
<i>Communication with the Public</i>				
The Board ensures a continuous planned program of public information.				
The Board fosters cooperation with news media for the dissemination of information about the district.				
The Board encourages citizen participation in an advisory capacity.				
The Board seeks input from all stakeholder and constituency groups.				
<i>Effective Board Meetings</i>				
Board meetings are productive; the board regularly addresses all agenda items.				
Agenda items relate to matters within the board's roles and responsibilities				
Dialogue among board members is respectful and considerate.				
All board members come prepared to discuss all the agenda items.				
Board members have been given sufficient info/data to make informed decisions.				

Please note that this Board Self-Assessment tool is not intended to be all-encompassing or a full school board self-evaluation. NHSBA provides this Board Self-Assessment tool as a starting point for boards to engage in discussion relative to school board accountability as it relates to these specific topics, but more importantly, school board accountability as it relates to student achievement and student academic outcomes.