

## HILLSBORO-DEERING SCHOOL BOARD MEETING

Monday, June 20, 2022, 6:00pm

H-D Elementary School Media Center

Also Livestreamed at:

<https://townhallstreams.com/towns/hdsd>

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

### A. Call Meeting to Order

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

*Public announcement - the meeting is being audio and video recorded and will appear on the district website, [www.hdsd.org](http://www.hdsd.org) and livestreamed at <https://townhallstreams.com/towns/hdsd>*

### C. Recognitions

### D. Correspondence

### E. Student Representative Report – Courtney Ford

### F. Presentations

1. Multi-Tiered System of Support for Behavioral Health and Wellness (MTSS)
2. Professional Evaluation Plan

### G. Public Comment

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

1. Minutes – May 16, 2022 meeting
2. Minutes – May 16, 2022 budget hearing
3. Minutes – May 16, 2022 public hearings
4. Minutes – June 6, 2022 meeting
5. Appointments, Leaves and Resignations

### I. Superintendent's Report. (*informational*)

1. General Update
2. Critical Staffing Shortage – RSA 178:39-a
3. HD-Washington IT MOU (action item)
4. Summer Offerings
5. JICD-R MOU Regarding Safe Schools (action item)
6. MOU Regarding SRO (action item)
7. End of Year Financial Report - Mary Henry



*The Hillsboro-Deering School Board will hold a retreat on Monday, July 11, 2022 at 4:30pm in the HDMS Media Center. And the next regular meeting of the Hillsboro-Deering School Board will be held on Monday, August 1, 2022 at 6:00pm in the HDES Media Center.*

8. Audit Update
9. ESSER Update

**J. Board Discussion**

1. Board Retreat – 7/11, 4:30pm-6:30pm
2. NHSBA Delegate Assembly – Call for Resolutions

**K. Public Comment**

**L. Action Items – if needed**

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

**N. Call Back to Order**

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

**P. Adjournment**

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

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

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**HILLSBORO-DEERING SCHOOL BOARD  
REGULAR MEETING**

**Monday, May 16, 2022 - Immediately following the public hearings  
HD Middle School Cafetorium**

**Also Livestreamed at: <https://vimeo.com/event/1656925>**

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

**MINUTES**

**In Attendance:**

**Board Members:**

**Chris Bober - Chair**

**Paul Plater - Vice Chair**

**Jessica Morris**

**Heidi Welch**

**Michael Kenney- Absent**

**Administration:**

**Patricia Parenteau, Superintendent**

**Jennifer Crawford, Director of Curriculum Instruction  
and Assessment**

**Mary Henry, Business Manager**

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

**Donna Furlong, Upper HDES Principal**

**Jeni Laliberte, Lower HDES Principal**

**Jim O'Rourke, HDHS Principal**

**Marc Peterson, HDMS Principal**

**A. Call Meeting to Order**

- a. Chair Bober called the meeting to order at 6:10pm

**B. Recognitions**

- a. A moment of silence was called to recognize Officer Bo who passed away last week.

**C. Correspondence**

- a. HD Federation of Teachers
  - i. Thank you to the Board for everything they and the administration did for Teacher Appreciation Week.
    - 1. Thank you for the local restaurant gift cards
    - 2. Also thanks the Board for the tentative agreement that will be put forward to the voters.
- b. Delegate Assembly
  - i. Request from board members for resolutions are due in July

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

- a. ES
  - i. Students completed statewide assessment on May 9th
  - ii. Students enjoyed outside lunch a few days
  - iii. Some grades have gone on a few field trips
- b. MS

- i. May 14th the MS choir sang at the library
- c. HS
  - i. DECA Returned from their trip to Atlanta
  - ii. NHS Inductions are tomorrow at 6pm
  - iii. Therapy Dogs were brought in last week

**E. Board Discussion**

- a. **H-D Federation of Teachers Tentative Agreement**
- b. **Approve for Deliberative and Sign Warrant (action item)**
  - i. Welch moved to approve the H-D Federation of Teachers Tentative Agreement, Deliberative and Sign Warrant as presented. Morris seconds. Motion passed 4-0-0
- c. **Expenditure from Paving Trust Fund (action item)**
  - i. Morris moved to approve the Expenditure from the Paving Trust Fund as presented. Welch seconds.
    - 1. Morris moved to amend the motion to utilize the remaining balance of the Paving Trust Fund for this project. Welch seconds. Motion passed 4-0-0
- d. **Expenditure from HVAC Trust Fund (action item)**
  - i. Morris moved to utilize \$83,180 from the HVAC Trust Fund balance as presented. Plater seconds. Motion passed 4-0-0
- e. **HD Support Staff Negotiations**
- f. **School Board Representatives (action item)**
  - i. Welch moved to appoint Chris Bober to represent the Board for the HD Support Staff Negotiations. Plater Seconds. Motion passed 4-0-0

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

- a. **Minutes - May 3, 2022 meeting**
- b. **Appointments, Leaves and Resignations**
- c. **VOTE**
  - i. Morris moved to approve the consent agenda as presented. Welch seconds. Motion passed 4-0-0

**G. Superintendent's Report. (informational)**

- a. **General Update**
  - i. Fun Fest is on Wednesday!
  - ii. Commends everyone for their work through last week.
- b. **Financial Report - Mary Henry**
  - i. See attached sheets
  - ii. Tax rate
    - 1. If you have a \$2 million-dollar return coming in for the next year, need to keep in mind that the following year that the

tax rate will go right back up even if the budget doesn't increase very much.

2. We will not have the surplus we have now because the one time monies from the state will not be given again.

**c. Budget Transfer (action item)**

- i. See attached sheet
- ii. Vote
  1. Bober Moved to approve the budget transfer as presented. Morris seconds. Motion passed 4-0-0

**d. ESSER Update**

- i. The Board was given an update on the ESSER funds spending to date.
- ii. See attached Sheet

**H. Public Comment**

- a. Joyce Bosse - Hillsborough
  - i. Just found out the NHS Inductions are tomorrow night
    1. As a newspaper representative, she should know about important events like this.
    2. It is not on the calendar.
    3. There are other important events that have not been added to the calendar that the community should be aware of.
  - ii. You are live streaming, but you act like you are not.
    1. You need to speak louder and clearer so that your voices can be picked up on the mic.
  - iii. Rotary received 4 scholarship applications, and the lions club received 42.
    1. The deadline had been extended, but still not many students applied for the scholarship.

**I. Non-Public Session - RSA 91-A:3 II. (i.)**

- a. Welch moved to go into a nonpublic session citing RSA 91-A:3 II (i). Morris seconds. Motion passed 4-0-0 @ 6:48pm
- b. Roll
  - i. Bober
  - ii. Plater
  - iii. Welch
  - iv. Morris

**J. Call Back to Order**

- a. Chair Bober called the meeting to order at 8:02pm

**K. Action Following Non-Public Session**

- a. Bober moved to seal the minutes of the non-public session. Plater seconds. Motion passed 4-0-0

**L. Adjournment**

- a. Plater moved to adjourn. Morris seconds. Motion passed 4-0-0 @ 8:03pm

Respectfully Submitted,  
Megan Shower

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

# SAU #34

*Soaring to Excellence*

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[www.hdsd.org](http://www.hdsd.org)

*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: May 16, 2022 - revised  
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the May 3, 2022 School Board meeting:

## **RESIGNATIONS:**

**Anne Malone** – HDES Special Education Teacher, resignation effective 6/30/22.

## **LEAVES: None**

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

## **APPOINTMENTS:**

**Magdala Johnson** – HDHS Mathematics Teacher, salary track BA+24, step 12, salary \$68,170, effective 7/1/22, holds NH License in Mathematics Upper Level.

**Griffen Fletcher** – HDHS Mathematics Teacher, salary track BA, step 8, salary \$55,816, effective 7/1/22, holds NH License in Mathematics Upper Level.

**Logan Cormier** – HDHS Music Teacher, salary track BA, step 1, salary \$45,384, effective 7/1/22, NH License in Music Education pending.

**Jennifer Knopf** – HDSD ESOL (English for Speakers of Other Languages) Teacher, salary track MA, step 12, salary \$73,951, effective 7/1/22, holds NH License in ESOL English Education (5-8) and Science (5-8).

**Courtney Leitner** – HDSD Speech and Language Pathologist, salary \$58,000, effective 7/1/22

**HDES Instructional Team Leaders** – stipend \$1,800, effective for 2022-2023 school year:

**Maggie Cover**  
**Ellen Ward-Hill**  
**Tonia Whitman**  
**Ginny McLay**  
**Shannon Adamo**  
**Alana Kimball**

# HILLSBORO-DEERING SCHOOL DISTRICT

## FINAL BUDGET REPORT 21-22 YTD BY OBJECT

Fiscal Year: 2021-2022

From Date: 5/1/2022 To Date: 5/31/2022

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance  
☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.000.0	OBJECT	\$10,000.00	(\$10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.110.0	SALARY	\$7,738,812.86	\$8,000.00	\$7,746,812.86	\$275,859.76	\$5,570,441.31	\$2,176,371.55	\$2,020,914.41	\$155,457.14	2.91%
10.0000.000.111.0	PARA EDUCATOR SALARY	\$1,298,585.42	\$0.00	\$1,298,585.42	\$29,082.50	\$813,461.65	\$385,123.77	\$203,973.15	\$181,150.62	13.95%
10.0000.000.112.0	SALARY	\$9,000.00	\$0.00	\$9,000.00	\$157.50	\$282.50	\$8,737.50	\$550.00	\$8,387.50	83.19%
10.0000.000.113.0	NON-UNION	\$1,871,461.68	\$0.00	\$1,871,461.68	\$65,584.99	\$1,420,571.60	\$450,890.08	\$336,263.58	\$114,626.50	8.12%
10.0000.000.114.0	NON-UNION SALARY	\$282,362.27	\$0.00	\$282,362.27	\$9,741.71	\$224,481.59	\$37,870.68	\$38,214.01	(\$163.33)	-0.14%
10.0000.000.120.0	SUBSTITUTES	\$181,500.00	\$0.00	\$181,500.00	\$7,913.67	\$130,849.10	\$50,650.90	\$1,433.16	\$49,217.74	27.12%
10.0000.000.130.0	STIPENDS	\$16,800.00	\$0.00	\$16,800.00	\$0.00	\$0.00	\$16,800.00	\$15,600.00	\$1,200.00	7.14%
10.0000.000.211.0	HEALTH INSURANCE	\$2,860,974.13	(\$4,000.00)	\$2,596,974.13	\$93,145.91	\$1,776,617.72	\$820,356.41	\$487,976.22	\$332,380.19	12.80%
10.0000.000.212.0	DENTAL INSURANCE	\$244,458.52	\$0.00	\$244,458.52	\$9,742.23	\$177,442.14	\$67,016.38	\$47,853.71	\$19,162.67	7.84%
10.0000.000.213.0	LIFE INSURANCE	\$15,688.40	\$0.00	\$15,688.40	\$601.92	\$11,506.70	\$4,099.70	\$3,164.78	\$934.92	6.38%
10.0000.000.214.0	LONG TERM DISABILITY	\$23,800.70	\$0.00	\$23,800.70	\$819.05	\$16,780.87	\$6,809.83	\$4,921.23	\$1,888.60	8.00%
10.0000.000.220.0	FICA & MEDICARE	\$864,137.72	\$0.00	\$864,137.72	\$28,302.60	\$607,165.43	\$256,972.29	\$192,358.25	\$64,614.04	7.48%
10.0000.000.230.0	NHRS	\$1,999,029.24	\$0.00	\$1,999,029.24	\$74,263.72	\$1,502,806.56	\$486,222.68	\$455,207.28	\$1,015.40	2.05%
10.0000.000.240.0	TUITION REIMBURSEMENT	\$61,000.00	\$0.00	\$61,000.00	\$0.00	\$17,009.27	\$43,910.73	\$0.00	\$43,910.73	71.98%
10.0000.000.241.0	STAFF TUITION REIMB	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$5,131.73	\$2,868.27	\$0.00	\$2,868.27	35.85%
10.0000.000.242.0	TRAINING	\$3,000.00	(\$1,000.00)	\$2,000.00	\$199.00	\$358.00	\$1,642.00	\$159.00	\$1,483.00	74.15%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$39,711.27	\$5,288.73	\$0.00	\$5,288.73	11.75%
10.0000.000.260.0	TRAINING	\$4,500.00	\$0.00	\$4,500.00	\$235.50	\$3,945.50	\$554.50	\$451.50	\$103.00	2.29%
10.0000.000.310.0	SUPERINTENDENT SERVICES	\$1,004,279.00	\$0.00	\$1,004,279.00	\$0.00	\$1,004,279.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$442,972.25	(\$23,800.00)	\$419,172.25	\$25,445.20	\$284,950.34	\$154,221.91	\$92,257.10	\$61,964.81	14.75%
10.0000.000.331.0	TUTORING	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
10.0000.000.340.0	CHECKLIST	\$500.00	\$0.00	\$500.00	\$80.00	\$350.00	\$150.00	\$0.00	\$150.00	30.00%
10.0000.000.380.0	AUDIT FEES	\$23,000.00	\$0.00	\$23,000.00	\$3,488.50	\$10,923.76	\$12,076.24	\$14,926.24	(\$2,850.00)	-12.39%
10.0000.000.411.0	WATER & SEWER	\$84,000.00	\$0.00	\$84,000.00	\$0.00	\$37,152.09	\$16,847.91	\$16,847.91	\$0.00	0.00%
10.0000.000.421.0	WASTE DISPOSAL	\$42,000.00	\$0.00	\$42,000.00	\$2,525.00	\$29,779.60	\$12,220.40	\$5,220.40	\$7,000.00	16.81%
10.0000.000.422.0	SNOW PLOWING	\$80,100.00	\$0.00	\$80,100.00	\$10,087.21	\$70,610.52	\$9,389.48	\$0.00	\$9,389.48	11.74%
10.0000.000.423.0	CUSTODIAL SERVICES	\$598,850.00	\$0.00	\$598,850.00	\$50,253.79	\$500,560.44	\$6,289.56	\$89,939.56	\$6,350.00	1.06%
10.0000.000.424.0	GROUND MAINTENANCE	\$68,000.00	\$0.00	\$68,000.00	\$0.00	\$50,357.75	\$17,642.25	\$0.00	\$17,642.25	25.84%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$303,700.00	(\$628.93)	\$303,071.07	\$18,796.04	\$176,955.83	\$126,115.24	\$84,096.04	\$42,019.20	13.86%
10.0000.000.441.0	RENT	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$25,530.00	\$9,470.00	\$1,000.00	\$8,470.00	24.20%
10.0000.000.442.0	EQUIPMENT RENTAL	\$122,969.00	\$0.00	\$122,969.00	\$0.00	\$221,864.78	\$1,104.22	\$1,017.11	\$87.11	0.04%
10.0000.000.510.0	TRANSPORTATION	\$1,079,433.45	(\$4,500.00)	\$1,074,933.45	\$98,510.04	\$977,975.79	\$98,957.66	\$154,723.13	(\$57,765.47)	-5.37%



# HILLSBORO-DEERING SCHOOL DISTRICT

## FINANCIAL REPORT 21-22 YTD BY OBJECT

Fiscal Year: 2021-2022

☐ Include pre encumbrance  
☐ Exclude inactive accounts with zero balance

☐ Print accounts with zero balance  
☒ Filter Encumbrance Detail by Date Range

From Date: 5/1/2022

To Date: 5/31/2022

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.520.0	PROPERTY INSURANCE	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$38,666.94	\$11,333.06	\$0.00	\$11,333.06	22.67%
10.0000.000.531.0	TELEPHONE	\$101,060.00	\$0.00	\$101,060.00	\$7,052.79	\$49,121.46	\$51,938.54	\$49,308.96	\$2,629.58	2.60%
10.0000.000.534.0	POSTAGE	\$17,750.00	\$0.00	\$17,750.00	\$155.20	\$3,649.01	\$14,100.99	\$3,502.58	\$10,598.41	58.71%
10.0000.000.540.0	ADVERTISING	\$10,000.00	\$0.00	\$10,000.00	\$200.00	\$4,685.17	\$5,314.83	\$3,138.83	\$2,175.00	21.75%
10.0000.000.550.0	PRINTING	\$11,400.00	\$0.00	\$11,400.00	\$0.00	\$4,178.15	\$7,221.85	\$336.91	\$6,884.94	60.31%
10.0000.000.560.0	TUTORING	\$84,453.79	\$0.00	\$84,453.79	\$0.00	\$249,387.86	\$735,066.13	\$371,831.22	\$363,234.91	31.00%
10.0000.000.580.0	TRAVEL	\$27,150.50	(\$3,500.00)	\$23,650.50	\$688.92	(\$604.91)	\$24,255.41	\$4,232.12	\$20,023.29	84.66%
10.0000.000.591.0	ADMISSIONS	\$3,285.00	\$0.00	\$3,285.00	\$0.00	\$892.23	\$2,392.77	\$0.00	\$2,392.77	72.87%
10.0000.000.610.0	SUPPLIES	\$320,305.00	\$26,300.00	\$346,605.00	\$10,739.25	\$234,396.87	\$112,208.03	\$62,075.08	\$50,132.95	14.48%
10.0000.000.622.0	ELECTRICITY	\$246,500.00	\$0.00	\$246,500.00	\$15,102.05	\$161,751.65	\$84,748.35	\$84,748.35	\$0.00	0.00%
10.0000.000.623.0	PROPANE	\$160,000.00	\$0.00	\$160,000.00	\$2,530.47	\$179,119.92	(\$19,119.92)	\$10,121.13	(\$29,241.05)	-16.28%
10.0000.000.630.0	VEHICLE FUEL	\$8,000.00	\$0.00	\$8,000.00	\$46.94	\$1,627.22	\$6,372.78	\$4,818.52	\$1,554.26	19.43%
10.0000.000.640.0	BOOKS	\$280,569.00	(\$11,300.00)	\$269,269.00	\$807.81	\$224,471.88	\$44,797.12	\$9,703.65	\$35,093.47	13.03%
10.0000.000.750.0	EQUIPMENT	\$272,672.17	\$13,228.93	\$285,901.10	\$2,270.20	\$135,631.05	\$150,270.05	\$99,936.66	\$50,333.39	17.81%
10.0000.000.810.0	DUES & FEES	\$55,114.50	(\$2,100.00)	\$53,014.50	\$920.00	\$35,127.72	\$17,886.78	\$7,002.83	\$10,883.95	20.53%
10.0000.000.811.0	NEASSC HS REACCREDITATION	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.831.0	INTEREST	\$55,125.00	\$0.00	\$55,125.00	\$0.00	\$55,125.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.890.0	MISCELLANEOUS	\$44,420.00	\$3,300.00	\$47,720.00	\$3,457.40	\$14,866.95	\$32,853.05	\$25,228.25	\$7,636.80	16.00%
10.0000.000.910.0	PRINCIPAL	\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$735,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.930.0	TRANSFER TO TRUST	\$160,000.00	\$10,000.00	\$170,000.00	\$0.00	\$175,000.00	(\$5,000.00)	\$50,000.00	(\$55,000.00)	-32.35%
<b>Grand Total:</b>		<b>\$244,774,897.60</b>	<b>\$0.00</b>	<b>\$244,774,897.60</b>	<b>\$848,269.97</b>	<b>\$18,095,596.91</b>	<b>\$6,679,300.69</b>	<b>\$5,054,871.86</b>	<b>\$1,624,428.83</b>	<b>6.56%</b>

End of Report

# HILLSBORO-DEERING SCHOOL DISTRICT BUDGET TRANSFER REQUEST FORM

Requested by: Jim O'Rourke

Position: Principal

Reason for Request: Reimburse Equipment Line

Need to replace Baseball + Softball  
score boards

Entry	Account #	Account Name	Increase	Decrease
1	10.1400.020.330.3	Officials / Referees		\$ 1,500.00
2	10.1400.020.110.3	Coach Stipends		\$1,800.00
3	10.1400.020.810.3	Dues and Fees		\$ 2,000.00
4	10.2724.0000.510.3	Athletics Travel		\$ 1,000.00
5	10.1400.020.730.3	Equipment	\$6,300	
6				
7				
8				
9				
10				
11				
12				
13				
14				
<b>Total</b>			<b>\$6,300.00</b>	<b>\$6,300.00</b>

Notes: All budget transfers must sum to zero. For longer budget transfer entries attach spreadsheet.

**Approvals:**

**Date**




Principal/Director

Business Administrator

Superintendent

School Board

Entered by:

  
  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5/6/2022  
5/9/2022  
5/9/22  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HILLSBORO-DEERING COOPERATIVE SCHOOL DISTRICT  
FIVE YEAR CAPITAL MAINTENANCE PLAN**

Five Year Capital Maintenance Plan										Expenditure By Category			
Item	District-Wide	Purpose	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL	Paving	Roofs	HVAC	Other	
4	Repair Pavement	Repair		\$ 24,000		\$ 24,000		\$ 48,000	\$ 48,000				
2	Install Cooling for Server Rooms	New		\$ 60,000				\$ 60,000			\$ 60,000		
3	Kitchen Equipment Upgrades	Upgrade	\$ 50,000		\$ 18,000	\$ 24,000		\$ 92,000				\$ 92,000	
Item 4	Elementary School	Purpose	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL					
4	Repair Roofs	Repair	\$140,000		\$130,000		\$ 70,000	\$ 340,000		\$340,000			
5	Exterior Brick Repairs	Repair					\$ 42,000	\$ 42,000				\$ 42,000	
6	HVAC-Electrical-Wing	New		\$420,000		\$480,000		\$ 900,000			\$ 900,000		
7	Repave Main Parking Lot	Repair		\$120,000	\$210,000			\$ 330,000	\$210,000				
8	Front-Entrance-Improvement	New		\$168,000				\$ 168,000				\$ 168,000	
9	Replace Pneumatic Controls	Repair	\$160,000					\$ 160,000	\$160,000				
Item 10	Middle School	Purpose	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL					
10	Ductwork Cleaning	Repair			\$ 60,000			\$ 60,000			\$ 60,000		
11	Upgrade Condensing Unit Refrigerant	Upgrade	\$ 20,000					\$ 20,000			\$ 20,000		
12	Repair Roofs	Repair					\$ 60,000	\$ 60,000		\$ 60,000			
Item 13	High School	Purpose	2021-22	2022-23	2023-24	2024-25	2025-26	TOTAL					
13	New Domestic Hot Water System	New	\$200,000					\$ 200,000			\$ 200,000		
14	Replace Pneumatic HVAC Controls	Upgrade	\$ 24,000		\$ 24,000			\$ 48,000			\$ 48,000		
15	Repair Roofs	Repair			\$ 72,000			\$ 72,000					
16	Second Floor HVAC	New			\$180,000	\$180,000		\$ 360,000		\$ 72,000	\$ 360,000		
17	HVAC Gym	New					\$ 240,000	\$ 240,000			\$ 240,000		
18	Replace Upper Bleachers	Upgrade					\$ 48,000	\$ 48,000				\$ 48,000	
19	Office Area HVAC Replacement	Repair			\$108,000	\$168,000		\$ 276,000			\$ 276,000		
20	Upper Field Redone	Repair			\$ 60,000		\$ 300,000	\$ 300,000				\$ 300,000	
21	HVAC Control Panel Change Over	Repair		\$ 60,000			\$ 120,000	\$ 180,000			\$ 180,000		
22	Replace Fire Alarm Panel	Upgrade		\$ 60,000				\$ 60,000				\$ 60,000	
TOTALS:			\$74,000	\$120,000	\$660,000	\$444,000	\$810,000	\$2,108,000	\$210,000	\$132,000	\$1,224,000	\$542,000	

**HILLSBORO-DEERING SCHOOL BOARD  
PUBLIC BUDGET HEARING  
Monday, May 16, 2022 6:00pm  
HD Middle School Cafetorium  
Also Livestreamed at:<https://vimeo.com/event/1656925>**

*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.*

The purpose is to review and receive public input on the proposed collective bargaining agreement reached between the Hillsboro-Deering School Board and the Hillsboro Deering Federation of Teachers – AFT Local #2348

**MINUTES**

**In Attendance:**

**Board Members:**

**Chris Bober - Chair**

**Paul Plater - Vice Chair**

**Jessica Morris**

**Heidi Welch**

**Michael Kenney- Absent**

**Administration:**

**Patricia Parenteau, Superintendent**

**Jennifer Crawford, Director of Curriculum Instruction and Assessment**

**Mary Henry, Business Manager**

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

**Donna Furlong, Upper HDES Principal**

**Jeni Laliberte, Lower HDES Principal**

**Jim O'Rourke, HDHS Principal**

**Marc Peterson, HDMS Principal**

**A. Call Public Budget Hearing to Order**

- a. Chair Bober called the public budget hearing to order at 6:00pm

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

- a. Public announcement - the meeting is being audio and video recorded and will appear on the district website, [www.hdsd.org](http://www.hdsd.org) and livestreamed at <https://vimeo.com/event/1656925>.

**C. Presentation of Proposed H-D Federation of Teachers and H-D School Board Collective Bargaining Agreement**

- a. See attached sheets

**D. Public Comments and Questions**

- a. Joyce Bosse -Hillsborough
  - i. Supervisor of the checklist
    - 1. Wants to know if the voting dates are set in stone.
      - a. Yes
    - 2. Is unclear on the Math for Article 1

- a. Why is there such a big difference between the three years.
  - i. The number of people who would be receiving longevity

**E. Close Public Hearing**

- a. Chair Bober closed the public hearing at 6:07pm

Respectfully Submitted,

Megan Shower

# **HILLSBORO-DEERING SCHOOL DISTRICT**

## **SPECIAL MEETING FOR H-DFT PROPOSED COLLECTIVE BARGAINING AGREEMENT**

**PUBLIC BUDGET HEARING**

**MAY 16, 2022**

### **ARTICLE 1**



#### **Hillsboro-Deering Federation of Teachers Collective Bargaining Agreement**

Three year Contract FY 22-23, FY 23-24, and FY 24-25

Increases in salaries and benefits at current staffing level

<b>Fiscal Year Estimated Increases</b>	<b>March Proposed 2.5%</b>	<b>Current Proposed 2.0%</b>	<b>Total Decrease</b>
2022-2023	\$ 300,065.00	\$ 280,465.00	\$ (19,600.00)
2023-2024	\$ 314,006.00	\$ 294,151.00	\$ (19,855.00)
2024-2025	\$ 326,955.00	\$ 279,790.00	\$ (47,165.00)
<b>Totals</b>	<b>\$ 941,026.00</b>	<b>\$ 854,406.00</b>	<b>\$ (86,620.00)</b>

2

**COLLECTIVE BARGAINING  
AGREEMENT (CBA) PROPOSED  
CHANGES FROM MARCH WARRANT**



- Wage percentage decrease from 2.5% to 2.0% per year to contract steps over the 3-year contract.
- Proposed CBA has no Evergreen Language.
- Longevity steps will increase by \$500 in the first year and \$500 in year two of the contract for a total longevity step increase of \$1,000.

3

**CBA CHANGES REMAINING THE SAME  
AS MARCH WARRANT**



- Three year Contract FY 22-23, FY 23-24, and FY 24-25
- CBA members pay 16% of health insurance premiums instead of 15%.
- Liquidated damages for contract termination after May 15<sup>th</sup>.
  - After May 15<sup>th</sup> and before June 1<sup>st</sup> \$1,000
  - After June 1<sup>st</sup> and before July 1<sup>st</sup> \$1,500
  - After July 1<sup>st</sup> \$2,000
- Contract termination after July 1<sup>st</sup> all insurance premiums advanced by the district will be reimbursed by the employee.
- Top step employees will continue to receive additional \$1,000 added to the top step.
- Assigned days by Administration increased from 6 to 7 and unassigned decreased from 4 to 3.
- At the end of each contract year up to 3 unused personal days may be rolled into an employee's accrued sick leave.
- Class period substitution rate increased from \$40.00 to \$55.00 per period.

4

**DELIBERATIVE SESSION**

- Tuesday, June 14, 2022, 6:00pm
  - Hillsboro-Deering Middle School Cafetorium

**BALLOT VOTING**

- Tuesday, July 12, 2022
  - Hillsborough Voters
    - 7:00am – 7:00pm
    - Hillsboro-Deering Middle School Cafetorium
  - Deering Voters
    - 8:00am – 7:00pm
    - Deering Town Hall

5



**HILLSBORO-DEERING SCHOOL BOARD  
PUBLIC HEARINGS**

**Monday, May 16, 2022 6:07pm  
HD Middle School Cafetorium**

**Also Livestreamed at: <https://vimeo.com/event/1656925>**

*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.*

Immediately Following Close of Public Budget Hearing (approx., 6:15pm)

The purpose of the first hearing is for discussion of expenditure from the Paving Expendable Trust Fund to supplement the cost of the summer 2022 paving projects.

The purpose of the second hearing is for discussion of expenditure from the Heating, Ventilation and Air Conditioning (HVAC) Expendable Trust Fund to supplement the cost of the HD Elementary School first floor HVAC project.

**MINUTES**

**In Attendance:**

**Board Members:**

**Chris Bober - Chair**

**Paul Plater - Vice Chair**

**Jessica Morris**

**Heidi Welch**

**Michael Kenney- Absent**

**Administration:**

**Patricia Parenteau, Superintendent**

**Jennifer Crawford, Director of Curriculum Instruction  
and Assessment**

**Mary Henry, Business Manager**

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

**Donna Furlong, Upper HDES Principal**

**Jeni Laliberte, Lower HDES Principal**

**Jim O'Rourke, HDHS Principal**

**Marc Peterson, HDMS Principal**

**A. Call Public Hearing to Order**

- a. Chair Bober called the public hearing to order at 6:07pm

**B. Presentation of Expenditure from Paving and HVAC Trust Funds**

- a. HVAC Trust
  - i. See attached Sheet
- b. Paving
  - i. See attached sheet

**C. Public Comments and Questions**

- a. None

**D. Close Public Hearing**

- a. Chair Bober closed the public hearing at 6:10pm

## HVAC TRUST FUND



### Proposed Heating Ventilation Air Conditioning (HVAC) Project

- Finish the remaining portion of the HVAC project on the first floor of the Elementary School.
  - Total Cost \$83,180
- Estimated HVAC Trust Fund balance.
  - \$150,000

2

## PAVING TRUST FUND



### Proposed Paving Project

#### Proposed Paving Projects

MS Bus Road	\$ 63,600
Playground Lot	\$ 70,510
HS Front Walk	\$ 40,860
HS Side Road	\$ 18,880
<b>Total</b>	<b>\$ 193,850</b>

- Estimated Paving Trust Fund Balance.
  - \$31,000

3

## HILLSBORO-DEERING SCHOOL BOARD MEETING

Monday, June 6, 2022, 5:30pm

H-D Elementary School Media Center

Also Livestreamed at:

<https://townhallstreams.com/towns/hdsd>

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

### MINUTES

#### **In Attendance:**

##### **Board Members:**

**Chris Bober - Chair**

**Paul Plater - Vice Chair - arrived at 5:47p,**

**Jessica Morris**

**Heidi Welch**

**Michael Kenney**

#### **Administration:**

**Patricia Parenteau, Superintendent**

**Jennifer Crawford, Director of Curriculum Instruction and Assessment**

**Mary Henry, Business Manager**

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

**Donna Furlong, Upper HDES Principal**

**Jeni Laliberte, Lower HDES Principal**

**Jim O'Rourke, HDHS Principal**

**Marc Peterson, HDMS Principal**

#### **A. Call Meeting to Order**

- a. Chair Bober called the meeting to order at 5:30pm

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

- a. *Public announcement - the meeting is being audio and video recorded and will appear on the district website, [www.hdsd.org](http://www.hdsd.org) and livestreamed at <https://townhallstreams.com/townsc/hdsd>*

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

- a. Welch moved to enter into a non-public session citing RSA 91-A:3 II (c ). Morris seconds. Motion passed 5-0-0 @ 5:33pm
- b. Roll
  - i. Chris Bober - Yes
  - ii. Jessica Morris yes
  - iii. Heidi Welch yes
  - iv. Michael Kenney- yes

#### **D. Call Back to Order**

- a. Chair Bober called the regular meeting back to order at 6:00pm

#### **E. Action Following Non-Public Session**

- a. None

#### **F. Recognitions**

- a. Teacher Retirements
  - i. Diane Miller – HDES Kindergarten Teacher, 24 years of service
  - ii. Laurie Haynes – HDHS Math Teacher, 10 years of service

#### **G. Student Representative Report – Courtney Ford**

- a. ES
  - i. 4th grade has gone on several field trips
  - ii. 5th grade is preparing for their move-up day
    - 1. 9:00-11:00am
  - iii. June 7th is the school field day
- b. MS
  - i. The Faculty vs Girls softball game took place
  - ii. The 5th grade will be visiting the MS this week
  - iii. Incoming 6th grade parent night
    - 1. Wednesday June 8th at 6:00pm
- c. HS
  - i. Seniors are arriving back today from their trip to NY
  - ii. Year Book is out today!
  - iii. June 8th is the Senior walk
  - iv. Friday June 10th
    - 1. Graduation at 6:00pm

## **H. Correspondence**

- a. NHSBA
  - i. Resolutions are due
- b. Letter from the Hillsborough Select Board
  - i. Was discussed at a previous meeting that there is an anticipated \$2,000,000 surplus this year.
    - 1. The select Board feels that it would be appropriate to refund the town for the School Resource officer from the surplus budget for the 2021-2022 budget.
- c. Amanda McFadden
  - i. 100 percent do not think this application should be removed.
  - ii. Children have a right to read. They have a right to pick school appropriate content.
  - iii. As a parent I feel that if your child reads something you might not totally agree with it is a perfect parenting moment. Take the time to sit and discuss things with your child.
  - iv. To remove something for the entire district because of one parent taking something way out of context is very upsetting to me.
- d. Jessica Granger
  - i. As a teacher, taxpayer and parent of former children within the school system I am greatly opposed to the removal of this application.
  - ii. I have students who hated reading until they were shown they could listen to audio books, read comic books, and find anime books. I have a student who has made it to the 25 plus book club due to using this application.
  - iii. I strongly support students reading and being able to have a wide variety of ways to read, and feel it would be an incredible loss to the schools if this was removed.

## **I. Presentations**

- a. HDMS ABC Day – 6<sup>th</sup> Grade Team
  - i. ABC Day
    - 1. What is it
      - a. fun and engaging learning experiences
      - b. Reteaching skills
      - c. Demonstrating competency
    - 2. The reason behind ABC Day
      - a. Attendance
      - b. Enrichment
      - c. Opportunities for reteaching and demonstrating competency
    - 3. Typical Schedule
      - a. Advisory
      - b. Two or three sessions of enrichment and reteaching
      - c. UA 1 and UA 2
      - d. One large group learning opportunity in the afternoon

4. Past ABC Day Themes
  - a. Halloween
  - b. Winter
  - c. Ancient Greece
  - d. Fitness and fun
  - e. Ocean
5. Large-Group Activities
  - a. Animal Adventures Visit
  - b. Pats Peak snow tubing field trip
  - c. Ancient Greek Olympics
  - d. Montshire Museum visit
  - e. Large-Group Afghan Meal
  - f. Visit from New England Aquarium
6. Data
  - a. Students in Enrichment
    - i. 93% at the end of the day
    - ii. 41% at the start of the day
  - b. Attendance
    - i. On ABC Days - 88%
    - ii. Same days in previous and following week - 83%
  - c. Behavior referrals
    - i. Week of ABC Days - Average 10 students (17 behavior referrals)
- ii. Questions
  1. Competencies or assignments?
    - a. Grade books are organized as competencies, but are completing assignments.
  2. How often do these days occur?
    - a. About once per quarter
- b. HDMS Washington DC/Gettysburg Trip – Marc Peterson
  - i. This was the first time in 3 years we have been able to go to DC
  - ii. Students spoke to the Board about their experience on the trip
    1. “The trip went well, and there was a bunch of cool things to see”
    2. “The trip was a lot of fun, really enjoyed the hike at Mount Vernon.”
    3. “Really enjoyed the trip”
  - iii. Flew to BWI then headed to the Natural History Museum
  - iv. Also went to Gettysburg
- c. HDMS Work with WestEd – Marc Peterson
  - i. Full presentation can be found online
  - ii. Have been working with all members of the MS staff
  - iii. May 19th - Parent survey went out
  - iv. Will be meeting with the WestEd staff in July
  - v. Question
    1. What do you plan on changing in your classroom?
      - a. Looking at the classroom instruction and how to focus the instruction of the classroom.
- d. HDES CSI Progress Update – Donna Furlong, Jeni Laliberte
  - i. History
    1. Was first designated as a CSI school in the fall of 2018
    2. Schools must show improvement over two years
    3. Due to Covid we have been frozen in terms of progress
    4. In fall of 2022 the state will review the schools in the program
  - ii. Goals
    1. Make performance expectations clear to staff and improve structures and opportunities for teachers to receive training, coaching and feedback.

2. Increase alignment of curriculum, instruction and assessment to standards to improve consistency of instruction rigor and academic expectations within and across classrooms and allow for teachers and support staff to develop expertise with innovative and engaging instructional practices across the curriculum.
  3. Increase behavior support practices, and instruction, at the classroom and school wide levels, that encourage a focus on learning and self-regulation, address student social-emotional needs, and decrease classroom and school community disruption.
- iii. The Numbers
    1. ELA: in September 2021, 10.3% of K-5 students were proficient. By May 26.4% were proficient.
    2. Math: in September 2021, 19.8% of K-5 students were proficient. By May 56.8% were proficient.
  - iv. Where do we go from here?
    1. Administration met with Demonstrated Success last week and they said that at this point there will be CSI money, but the CSI contract has not yet gone out to bid. In Fall of 2022 the state will review all schools in NH.
    2. Our work will continue.
  - v. Questions
    1. If we are not on the CSI list, are there other funding resources to continue the work?
      - a. The goal is to not be on the list
      - b. If we are not on the list we don't get money from the state
      - c. We have been working with WestEd on making and reviewing quarterly goals and would like to continue with this in the future.
- e. Sora – NH Schools Shared Digital Library – Jennifer Crawford
    - i. See attached sheet
    - ii. Sora provides access to ebooks and audiobooks from both school and public libraries.
    - iii. OverDrive, is the leading digital reading platform for libraries and schools worldwide.
    - iv. Overdrive uses tiered content level access as follows
      1. Juvenile (pre-K-5)
      2. Young Adult (6-8)
      3. Adult (9-12, Faculty) All titles are available to adult users.
    - v. American Library Association Core Values
      1. See attached sheets
    - vi. Questions
      1. Are the collections updated each year?
        - a. Yes, OverDrive staff update the content and remove irrelevant content.
      2. Does this app have audio books?
        - a. Yes, this helps makes materials more accessible to students
      3. Sora has the ability to change the way the book looks, and has accessible friendly fonts to make it easier for students who have dyslexia to read
      4. How are students able to access it?
        - a. It is on every student's chromebook, but it is an app that is available to be downloaded
      5. Is a parent able to opt out of the service?
        - a. If an individual parent wishes to opt out of the service they can do this, but it would be the equivalent of restricting access to their student accessing the library.
      6. Is this a curriculum material?
        - a. It is a curriculum material in the sense that it is available to students as part of the strategic plan
        - b. For instructional materials for the classroom, some texts are accessed through this app.
      7. How long have we been using this?
        - a. 5 years for the high school

- b. 4 years for the middle school.
- 8. This is a huge financial savings?
  - a. Yes, this is a huge financial savings for the district
- 9. Can parents set up a filter for this app?
  - a. Sora is an accepted cite in the district, so it meets the criteria
  - b. Parents can have the choice to opt out for a particular student.
  - c. Sora is a choice app - the students have to search for what they find.
- 10. The OverDrive staff went to add to the collection, do we know what their process is?
  - a. They are following the guidelines and know how to curate a collection.

**J. Board Discussion**

- a. Bober moved to retain Sora as a district wide resource for students. Morris seconds.
  - i. Discussion
    - 1. Parents have the ability to opt out if they do not want their student to have access to this service.
    - 2. Assigned books are on the syllabi for every course.
    - 3. Parents can opt out of the Sora app and have the student access the materials through the physical library.
  - ii. **VOTE**
    - 1. Bober moved to support and retain the NH Schools Digital library (Sora) and include the ability for parents to opt out if they so wish. Morris seconds. Motion passed 5-0-0.

**K. The Board Chair called for a 5 minute break at 7:31pm**

**L. The Board Chair called the meeting to order at 7:36pm**

**M. Public Comment**

- a. Michelle Prentiss - HS English Teacher
  - i. Students are encouraged to choose a book on their own for individual silent reading at the beginning of class
  - ii. She is very sad and frustrated that the Sora database is coming under scrutiny
- b. Susan Bearor
  - i. Is a librarian specialist at the middle school
  - ii. Thanks the Board for voting to keep the Sora App.
  - iii. Feels that it is invaluable to keep a diverse resource available to students.
- c. Mary Johanson
  - i. Reading is a big part of the family activity at home
  - ii. Keeping Sora is really important
  - iii. Thanks the Board for keeping this resource available to students.
- d. Jessica Granger
  - i. Teacher at the school
  - ii. Is a passionate reader, and feels reading books is important
  - iii. Thank you for keeping Sora
  - iv. Is concerned about the misunderstanding of what the app is.
    - 1. Would like the board to consider educating the parents on what the app is and what the app has to offer to the students.
  - v. Utilizing books to figure out who you are as a person is important.
- e. Riche Colcombe
  - i. The \$2,000,000 surplus that we have
    - 1. Went over the spending the school did between May and June of last year.
    - 2. The voters voted against permitting the school from retaining 5%
  - ii. Went over her calculations and shared a spreadsheet with the Board.
- f. Kenny made a motion to allow Riche Colcombe to extend her public comment past the 5 minute limit. Morris seconds. Motion passed.
- g. Riche Colcombe - Continued
  - i. Continued to go through the provided spreadsheet.
  - ii. Questions why the leaving business administrator is advocating to keep the tax rate the same.
  - iii. Appeals to the board to not rubber stamp the expenditures

- iv. Feels that there is a lot of work that needs to be done
- v. Asks the Board to not go on a \$2,000,000 spending spree with the taxpayers money

**N. Consent Agenda**

- a. Minutes – May 16, 2022 meeting
- b. Minutes – May 16, 2022 budget hearing
- c. Minutes – May 16, 2022 public hearings
- d. Appointments, Leaves and Resignations
- e. VOTE
  - i. Plater moved to hold all of the minutes until the next meeting. Kenney seconds. Motion passed 5-0-0
  - ii. Welch moved to approve the remaining consent agenda as presented. Morris seconds. Motion passed 5-0-0

**O. Superintendent's Report.**

- a. General Update
- b. Permission for Summer Hiring
  - i. Seeks permission for the superintendent
    - 1. Morris moved to authorize the superintendent to hire over the summer months while the Board is not in session. Kenney seconds.
      - a. Plater moved to approve the current superintendent to make appointments through June 30, and the new superintendent to make appointments past July 1 while the Board is out of session. Morris seconds. Motion passed 5-0-0
- c. HD-Washington Facilities MOU
  - i. Welch moved to approve the HD-Washington Facilities MOU as presented. Morris seconds. Motion passed 5-0-0
- d. ESSER Update - Mary Henry
  - i. We are getting ready to start a few large projects
  - ii. Most of the funds have been used.

**P. Board Discussion**

- a. Board Retreat – 7/11, 4:30pm-6:30pm
- b. NHSBA Delegate Assembly – Call for Resolutions (Due July 15th)
  - i. Morris moved to appoint Bober as the Board Delegate. Welch Seconds. Motion passed 5-0-0
- c. Hillsboro Ballot Clerks/Counters for July 12<sup>th</sup>
  - i. Deering is covered
  - ii. Counters have to be registered members of the public
    - 1. Riche Colcombe volunteers to count ballots
    - 2. Will need one other counter.
- d. Board Member Coverage at Polls – Tuesday, 7/12/22, Hillsboro 7:00am-7:00pm, Deering 8:00am-7:00pm
  - i. We have to have a board member at each polling location.
  - ii. Plater will do 7am to 11am in Hillsborough
  - iii. Kenney will do 11am to 3pm in Hillsborough
  - iv. Welch will do 3pm to 7pm in Hillsborough
  - v. Bober will do 1pm to 7pm in Deering
  - vi. Morris will do 8 to 1pm in Deering

**Q. Action Items**

- a. School Resource Officer reimbursement to the town
  - i. Kenney moved to approve reimbursing the town of Hillsborough up to \$90,000 for the services of a School Resource Officer for the 2021-2022 academic year. Morris seconds. Motion passed 4-1-0 (Plater No)

**R. Public Comment**

- a. Riche Colcombe
  - i. Concerned about the conduct of the Board Chair about telling people that she needs to keep her opinions of the budget to herself.
  - ii. Will find out if this is legal or not if this is continued.



**S. Adjournment**

- a. Morris moved to adjourn. Welch seconds. Motion passed 5-0-0 @8:26pm

Respectfully Submitted,  
*Megan Shower*

## Hillsboro-Deering School Library Access

### *Physical Collections*

Titles that are part of the physical library collections. There is a physical collection available in each Hillsboro-Deering school. The library catalogs are openly accessible on the district website, through a link to our Follett Destiny Account:

[https://hillsborolibraries.follettdestiny.com/common/welcome.jsp?context=saas036\\_2822200](https://hillsborolibraries.follettdestiny.com/common/welcome.jsp?context=saas036_2822200)

### *Digital Collections at the Middle and High School Level*

Hillsboro Deering High School and Middle School are members of the New Hampshire Schools Shared Digital Collection, a consortium made up of 100+ NH Schools and districts. This shared collection uses the SORA app to provide access to ebooks and audiobooks.

*SORA*: the student reading app from *OverDrive*

- *SORA* provides access to ebooks and audiobooks from both school and public libraries.
- A subset of *OverDrive*, the leading digital reading platform for libraries and schools worldwide
  - delivers the industry's largest catalog of ebooks, audiobooks, and other digital media to a growing network of 65,000 libraries and schools in 84 countries
- Two ways for our schools acquire ebooks and audiobooks for this shared collection
  - Titles available through subscription with the consortium
    - titles are added to the collection by the Overdrive Staff librarian
    - viewable by all schools taking part
  - Purchase titles at the school level and add to the digital library
    - only seen by that school's patrons and not by the consortium
- Overdrive employs a staff librarian to manage the collection
- Overdrive uses tiered content level access as follows
  - Juvenile (Pre-K-5)
  - Young Adult (6-8)
  - Adult (9-12, Faculty). All titles are available to adult users. HS students have open access to all levels.
- Overdrive provides increased access
  - Significantly more titles than we could physically house, or afford
  - Increased access to audiobooks
    - frequently used to provide audiobook access required by students' IEP

## **Core Values Articulated by The American Library Association (ALA) and the American Association of School Libraries ( a division of the ALA)**

The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are: access, confidentiality/privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, the public good, professionalism, service, social responsibility, and sustainability.

ALA Core Values as stated in the ALA Policy Manual (<https://www.ala.org/aboutala/governance/policymanual>)

- **Access** All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users.
- **Confidentiality/Privacy** Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.
- **Democracy** A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves.
- **Diversity** We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve.
- **Education and Lifelong Learning** ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all.
- **Intellectual Freedom** We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- **The Public Good** ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies.
- **Preservation** The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship.
- **Professionalism** The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services.
- **Service** We provide the highest level of service to all library users. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
- **Social Responsibility** ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make

in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement.

**Sustainability** ALA is supporting the library community by showing its commitment to assisting in the development of sustainable libraries with the addition of sustainability as a core value of librarianship. This consists of practices that are environmentally sound, economically feasible and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change and a sustainable future. They are also leading by example by taking steps to reduce their environmental footprint.

To: Members, Hillsboro-Deering School Board  
From: Patricia Parenteau, Superintendent of Schools  
Date: June 6, 2022  
Re: Appointments, Leaves and Resignations - Teachers & Administrators

---

The following resignations, leaves, and appointments of teachers have occurred since the May 16, 2022 School Board meeting:

**RESIGNATIONS:**

**Kristie Baldwin-Decew** – HDHS Social Emotional Learning Interventionist, resignation effective 6/30/22.

**Kelley Smith** – HDES Grade 4 Teacher, resignation effective 6/30/22

**LEAVES: None**

**TRANSFERS/CHANGE OF ASSIGNMENTS: None**

**APPOINTMENTS:**

**Samantha Beaudry** – HDES Pre-School Teacher/Case Manager, salary track MA, step 12, salary \$73,951, effective 7/1/22, holds NH License in Early Childhood Education, General Special Education and Early Childhood Special Education.

**Joseph Gillet** – HDHS Head Boys Varsity Soccer Coach, \$3,300 stipend, effective 8/15/22-11/1/22

**James McCabe** – HDSD Portrait of a Graduate Committee Facilitator, \$35.00/hour, up to 20 hours, effective 5/31/22-6/30/22.

**HDSD Portrait of a Graduate Committee Co-Facilitators** - \$35.00/hour, up to 8 hours, effective 5/31/22-6/30/22:

**Shannon Adamo** – HDES Lower

**Maggie Cover** - HDES Upper

**Jonathan Young** – HDMS

**Bill Knopf** – HDHS

**HDHS Portrait of a Graduate Committee Members** - \$35.00/hour, up to 4 hours, effective 5/31/22-6/30/22:

**Shannon Chagnon**

**Kelly Dinsmore**

**Michael Boucher**

**Clarice Clark**

**Nicole LaRoche**

**Jessamyn Irwin**

**Alex Luhtjarv**

**HDMS Portrait of a Graduate Committee Members** - \$35.00/hour, up to 4 hours, effective 5/31/22-6/30/22:

**Greg Lefko**

**Sam Brown**

**HDES Portrait of a Graduate Committee Members** - \$35.00/hour, up to 4 hours, effective 5/31/22-6/30/22:

**Sarah Bowley  
Ginny McLay  
Beth Holdredge  
Niki Lambert  
Christine Haley  
Betsy Buck  
Jill Cover  
Meghan Henry  
Deanna Neal  
Liz Brett  
Tonia Whitman**

**Gail Eaton** – HDES Title I Summer Teacher (1 to1), \$35.00/hour, 12 hours/week plus up to 8 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,540.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Shannon Adamo** – HDES Title I Summer Teacher – Remote Instruction/Tutoring, \$35.00/hour, 8 hours/week plus up to 10 hours for planning, data collection and progress monitoring; additional stipend of up to \$840.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Shannon Adamo** – HDES Title I Summer In-Person Teacher (small group), \$35.00/hour, 16 hours/week plus up to 16 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,680.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Kaitlyn Gillett** – HDES Title I Summer In-Person Teacher (small group), \$35.00/hour, 4 hours/week plus up to 16 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,680.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Meghan Henry** – HDES Title I Summer In-Person Teacher (small group), \$35.00/hour, 4 hours/week plus up to 16 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,680.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Beth Holdredge** – HDES Title I Summer In-Person Teacher (small group), \$35.00/hour, 16 hours/week plus up to 16 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,680.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Lori Stumpf** – HDHS ESY Special Education Teacher, \$35.00/hour, 12 hours/week; additional stipend of up to \$1,260.00, effective 7/26/22-8/11/22 (ESSER III grant funded and District funded).

**HDMS ESY Special Education Teachers** - \$35.00/hour for 40 hours; additional stipend of up to \$1,260.00, effective 7/26/22-8/11/22 (ESSER III grant funded and District funded):

**Jessica Granger  
Eliza Tasker**

**HDES ESY Special Education Teachers**- \$35.00/hour, 16 hours/week; additional stipend of up to \$1,680.00, effective 7/25/22-8/11/22 (ESSER III grant funded and District funded):

**Mary Johansen  
Ann Malone  
Kathleen Wechsler  
Tonia Whitman  
Meagan Willett**

**HDMS Summer School Teachers** - \$35.00/hour, 15 hours/week plus up to 24 hours for planning, data collection and progress monitoring; additional stipend of up to \$2,100.00, effective 7/18/22-8/12/22 (ESSER III grant funded):

**Mitchell Silverman**  
**Sam Brown**  
**Richard Chapin**

**HDHS Team Leaders** – stipend \$1,800, effective for 2022-2023 school year:

**Nicole LaRoche** - Science  
**Jessamyn Irwin** - English  
**Kelly Dinsmore** – Special Education  
**Noah Denslow** – Social Studies  
**Shannon Chagnon** - LaBAM  
**Katelyn Cashorali** – Student Support Services  
**Jocelyn Perrin** - Mathematics

**HDSD Teacher Mentors** - \$500 stipend, effective for 2022-2023 school year (Title IIa grant funded):

**Shannon Chagnon** – HDHS  
**Terri Carson** – HDES  
**Betsy Buck** – HDES

**HDSD Lead Mentors** - \$750 stipend, effective for 2022-2023 school year (Title IIa grant funded):

**Melissa Moultroupe** – HDMS  
**Alex Luhtjarv** – HDHS  
**Diane Hines** – HDES

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

**Lori Stumpf** – Anime Club, \$600.00 stipend  
**Michelle Prentiss** – Senior Class Advisor, \$1,125.00 stipend  
**John Bramley** – Senior Class Advisor, \$1,125.00 stipend  
**Jeremy Thompson** – Junior Class Advisor, \$1,125.00 stipend  
**Makayla Savoy** – Junior Class Advisor, \$1,125.00 stipend  
**Jocelyn Perrin** – Sophomore Class Advisor, \$825.00 stipend  
**Michael Boucher** – Sophomore Class Advisor, \$825.00 stipend  
**Alex Gasperini** – Freshmen Class Advisor, \$825.00 stipend  
**Kelly Dinsmore** – Freshmen Class Advisor, \$825.00 stipend  
**Marc Payeur** – DECA, \$1,575.00 stipend  
**Abigail McHugh** – French Club, \$400.00 stipend  
**Michael Boucher** – GSA, \$600.00 stipend  
**Michelle Prentiss** – Live Poet's Society, \$600.00 stipend  
**Michael Belisle** – Math Team, \$412.00 stipend  
**Jocelyn Perrin** – Math Team, \$412.00 stipend  
**Sara Paquette** – National Honor Society, \$825.00 stipend  
**Katelyn Cashorali** – National Honor Society, \$825.00 stipend  
**Jacob Roth-Ritchie** – Robotics Club, \$825.00 stipend  
**Lori Stumpf** – Robotics Club, \$825.00 stipend  
**Nicole LaRoche** – SADD, \$412.00 stipend  
**HeatherAnn LaBier** – SADD, \$412.00 stipend  
**Shannon Chagnon** – Spanish Club, \$600.00 stipend  
**Jeremy Thompson** – Student Council (Voice), \$825.00 stipend  
**Clarice Clark** – Student Council (Voice), \$825.00 stipend

**Shannon Chagnon** – Winter Carnival, \$600.00 stipend

**Alex Luhtjarv** – Winter Carnival, \$600.00 stipend

**Marc Payeur** – Yearbook Advisor, \$750.00 stipend

**Michelle Prentiss** - Yearbook Assistant Advisor, \$600.00 stipend

**James McCabe** – Youth and Government, \$600.00 stipend

**John Bramley** – NH Scholars Program, \$550.00 stipend plus \$10.00/student for up to \$500.00.

**Natalie Gehrig** – NH Scholars Program, \$550.00 stipend plus \$10.00/student for up to \$500.00.





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

# SAU #34

*Soaring to Excellence*

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

**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 20, 2022  
Re: Appointments, Leaves and Resignations - Teachers & Administrators

---

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

## **RESIGNATIONS:**

**Nicholas Ellis** – HDMS Grade 6 ELA Teacher, resignation effective 6/30/22

## **LEAVES: None**

## **TRANSFERS/CHANGE OF ASSIGNMENTS:**

**Rebecca Bagtaz** – Assignment change from HDES Special Education Teacher to HDES Classroom Teacher, grade 4, effective 7/01/2022

## **APPOINTMENTS:**

**April Burnham** - HDES Speech and Language Assistant, \$25.75/hour, 32.5 hours/week, effective 7/01/22-6/30/23, (IDEA grant funded and District funded)

**Amy Highstrom** – HDES ESY Speech and Language Pathologist, \$90.00/hour, 4 hours/week, effective 7/25/22-8/11/22

**Rebecca Decker** - HDES ESY Speech and Language Assistant, \$55.74/hour, 12 hours/week, effective 7/25/22-8/11/22

**Brooke McLain** – HDES ESY Registered Nurse, \$90.00/hour, 12 hours/week, effective 7/25/22-8/11/22, (IDEA grant funded and District funded)

**Jenna Rheault** – HDES ESY Occupational Therapist, \$90.00/hour for up to 45 hours based on need, effective 7/25/22-8/11/22, (IDEA grant funded)

**Meg Jones** – HDES Summer Library Media Specialist, \$35.00/hour for up to 40 hours, effective 7/25/22-8/11/22, (Title I grant funded)

**Madeline Parisi** – HDES Title I Summer Teacher (1 to 1), \$35.00/hour, 12 hours/week plus up to 8 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,540.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Meghan Henry** – HDES Title I Summer Teacher – Independent Work, \$35.00/hour, 4 hours/week plus up to 8 hours for planning, data collection and progress monitoring; additional stipend of up to \$700.00, effective 7/25/22-8/11/22 (Title I grant funded).

**Ellen Ward-Hill** – HDES Title I Summer In-Person Teacher (small group), \$35.00/hour, 16 hours/week plus up to 8 hours for planning, data collection and progress monitoring; additional stipend of up to \$1,680.00, effective 7/25/22-8/11/22 (Title I grant funded).

**James Maccabe** – HDHS Summer School Coordinator, \$35.00/hour for up to 12 hours, effective 7/19/22-8/11/22

**HDHS Athletic Coverage** - \$50.00/day as needed, effective for 2022-2023 school year:

**John Bramley**  
**Brian McGinn**  
**Marc Payeur**

**HDHS Portrait of a Graduate Committee Members** - \$35.00/hour, up to 4 hours, effective 5/31/22-6/30/22:

**Alex Luhtjarv**

**HDMS Portrait of a Graduate Committee Members** - \$35.00/hour, up to 4 hours, effective 5/31/22-6/30/22:

**Alex Conway**

**HDHS Summer School Credit Recovery Teachers** - \$35.00/hour, 12 hours/week, effective 7/19/22-8/11/22:

**James Maccabe** – Social Studies  
**Kelly Dinsmore** – Science  
**Steve Cousens** – English  
**Michael Belisle** - Math

**HDHS Team Leaders** – stipend \$1,800, effective for 2022-2023 school year:

**Nicole LaRoche** - Science  
**Jessamyn Irwin** - English  
**Kelly Dinsmore** – Special Education  
**Noah Denslow** – Social Studies  
**Shannon Chagnon** - LaBAM  
**Katelyn Cashorali** – Student Support Services  
**Jocelyn Perrin** - Mathematics

**HDES Co-Curricular Advisors** - effective for 2022-2023 school year:

**Brooke McLain** – Yearbook Advisor, \$825.00 stipend  
**Deanna Neal** – Drama Advisor, \$1,050.00 stipend

**HDES Curriculum and Instruction Work with WestEd** - \$35.00/hour for 10 hours+/-, effective 7/1/22-8/19/22, (CSI grant funded):

**Virginia McLay**  
**Hannah Murdough**  
**Terri Carson**  
**Elisabeth Holdredge**  
**Shannon Adamo**  
**Danielle Parenteau**  
**Sarah Bowley**  
**Alana Kimball**  
**Deb Dyer-Quinn**  
**Maggie Cover**

**Jill Cover  
Carolyn Meffert  
Ellen Ward-Hill  
Rebecca Woodard  
Meghan Henry  
Stephanie Savoy  
Zachary Grupp  
Deanna Neal  
Kaitlyn Gillett  
Tonia Whitman**

**HDES Tier 1 Summer Curriculum Team** - \$35.00/ hour for up to 20 hours, effective 6/20/22-8/23/22, (Project AWARE grant funded):

**Jill Cover  
Diane Hines  
Cara Juliano  
Elizabeth Licht  
Virginia McLay  
Stephanie Savoy  
Ellen Ward-Hill**

**HDMS Tier 1 Summer Curriculum Team** - \$35.00/ hour for up to 30 hours, effective 6/20/22-8/23/22, (Project AWARE grant funded):

**Michael Bagtaz  
Sarah Conway  
Tara Ego  
Stephanie Lamothe  
Jonathan Young**

**HDSD District Data Team** - \$35.00/hour for up to 63.5 hours, effective 6/2022 through 9/2024, (ESSER III grant funded):

**James Maccabe  
Lori Stumpfol  
Michael Belisle  
Nicole LaRoche  
Jessamyn Irwin  
Deb Dyer-Quinn  
Maggie Cover  
Ellen Ward-Hill  
Stephanie Savoy  
Shannon Rockwell  
Kate Griffin  
Heather Garcia  
Sam Brown  
Mike Bagtaz  
Beth Holdredge  
Ginny McLay**

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# SAU #34

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*Director of Student Support Services*

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

*Mary A. Henry, BS*  
*Business Manager*

To: Hillsboro-Deering School Board Members  
From: Patricia Parenteau, Superintendent of Schools  
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff  
Date: June 20, 2022

**Resignations:**

**Abbey Stafford** - HDES Special Education Paraeducator, resignation effective 6/17/22.  
**Dave Dick** - HDHS Special Education Paraeducator, resignation effective 6/17/22.

**Leaves: None**

**Transfers/Change of Assignments: None**

**Appointments:**

**Amanda Brockel** - HDMS Summer Food Service Worker, \$14.50/hour, 5.5 hour/day, effective 7/5/22-8/12/22

**Lynette Gordon** - HDMS Summer Food Service Worker, \$16.82/hour, 5.5 hour/day, effective 7/5/22-8/12/22

**Neena Darner** - HDMS Summer Food Service Worker, \$15.86/hour, 5.5 hour/day, effective 7/5/22-8/12/22

**Robert Armstrong** – HDHS Varsity Assistant Soccer Coach, \$2,200.00 stipend, effective 8/15/22-10/30/22.

**Emily Goonan** - HDES ESY Special Education Paraeducator, \$20.00/hour, 9 hours/week; additional stipend of up to \$540.00, effective 7/26/22-8/11/22 (ESSER II grant funded and District funded).

**Noah Raz** – HDES Title I Summer Paraeducator, \$20.00/hour, 4 hours/week, additional stipend of up to \$960.00, effective 7/25/22-8/4/22 (Title I grant funded)

**Wanda Anctil** – HDHS Summer Credit Recovery Paraeducator, \$35.00/hour, 9 hours/week, 7/19/22-8/11/22

# **TITLE XV EDUCATION**

## **CHAPTER 189 SCHOOL BOARDS, SUPERINTENDENTS, TEACHERS, AND TRUANT OFFICERS; SCHOOL CENSUS**

### **Teachers**

#### **Section 189:39-a**

**189:39-a Critical Staffing Shortages.** – Notwithstanding a determination of critical staffing shortage made by the department of education, a superintendent, with the approval of the local school board, may determine that a critical staffing shortage exists in one or more specific teaching areas within the school district. The department of education shall be notified of any critical staffing shortages which have been determined in a school district within 30 days of such determination.

**Source.** 2002, 117:1, eff. July 2, 2002.

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***WASHINGTON SCHOOL DISTRICT***  
**INFORMATION TECHNOLOGY SERVICE LEVEL**  
**AGREEMENT**  
**MEMORANDUM OF UNDERSTANDING**

---

Version 3

7/01/2022-6/30/2023

# 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			



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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
<b>Business/Financial Risk</b>	Catastrophic exposure	Major exposure	Moderate exposure	Minimal exposure
<b>Work Stoppage</b>	Full; All work has ceased.	Significant; Most work has ceased.	Some; Some work has ceased.	Minor; Little work has ceased.
<b>Percentage of End Users Effected</b>	75 – 100%	30 – 75%	15 – 30%	0 – 15%
<b>Workaround</b>	None acceptable	Semi-acceptable; Short term	Acceptable; Medium term	Acceptable; Medium term
<b>Response Time</b>	1 hour or less	2 hours or less	8 hours – 1 business day	8 hours – 1 business day
<b>Resolution Time</b>	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 RECEIPT

HDSD IT can be reached by email at [helpdesk@hdsd.org](mailto: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: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: Arin Mills

Title: School Board Chair  
Role: Washington School District

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: Patricia Parenteau

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: Chris Bober

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

## **APPENDIX – JICD-R**

### **MEMORANDUM OF UNDERSTANDING REGARDING SAFE SCHOOLS BETWEEN THE HILLSBORO-DEERING SCHOOL DISTRICT AND THE POLICE DEPARTMENT OF THE TOWN OF HILLSBOROUGH, NEW HAMPSHIRE**

#### **1. General Principles**

The School Board and the Police Department agree to work in a cooperative effort to provide a safe and healthy school environment for students, staffs and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents of school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This memorandum deals with the law enforcement response to any incident involving the possession, use, sale or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This memorandum also addresses the efforts by- the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults, as well as, children.

The School Board and the Police Department agree to coordinate these efforts with the local prosecuting Attorney's Office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff or the community, the Police Department and the School District may act without regard to the Memorandum of Understanding. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees from requesting police assistance on matters not referred to in this Memorandum.

In the event either the School Board or the Police Department desires to amend this Memorandum, the agency seeking changes will arrange for meeting with the other.

#### **2. Definitions**

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

- "Safe School Zone" means an area inclusive to any school property or school buses.
- "School" means any public or private elementary, secondary or secondary vocational-technical school in New Hampshire. It shall not include home schools.
- "School Employee" means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing, or perforating continuing contract services for any public or private school, school districts school department or school administrative unit.
- "School property" means all real property, physical plan and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.

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- "School purposes" means school-sponsored programs, including but not limited to educational or extra-curricular activities.

### **3. School/Police Liaisons**

In order to facilitate prompt and clear communication of incidents School Board and the Police Department will designate individuals to serve as primary contact liaisons. The Superintendent of Schools shall designate the Principal at each school as that school's Reporting Official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The School District liaison will communicate information on such incidents to the Police Department.

The Chief of Police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school's Reporting Officials. In addition to communication between the Reporting Official and the Police Officer on the specific incidents mentioned above, it is recommended that Official and Officer meet regularly to discuss the scope of these problems, and to identify strategies aimed at reducing them.

### **4. Reportable Acts**

#### **A. School Reports to Police Department**

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:
  - a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property, or at school functions;
  - b. Possession, selling or distribution of any controlled substance (including drug paraphernalia) as defined in NH RSA 318-B, by an individual on school property, or at school functions;
  - c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property, or at school functions,;
  - d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks and explosives, as defined in NH RSA's 208, 644 and 159, on school property, or at school functions;
  - e. Arson under RSA 634:1 any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;
  - f. Burglary under RSA 635: any person who enters a building to separately secured section of a building, with a purpose to commit a crime;
  - g. Robbery under RSA 636: including any theft that is accomplished by the physical force or the threat of imminent use of force;

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- h. Thefts of property where the value is more than \$50.00, repeated occurrences of theft by one student, (thefts by students who are in the third grade or lower are generally not reported to the Police);
  - i. Homicides under RSA 630: any death shall immediately be reported to the Police Department, regardless of suspected cause;
  - j. Any first or second degree assault under RSA 63 1, whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all if these incidents constitute an actual crime. Reporting will allow an investigation to be conducted;
  - k. Any sexual assault under RSA 632-A will be reported;
  - l. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property;
  - m. Threatening behavior under RSA 631:4 which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.
2. Discretionary Reporting Events are up to the Discretion of the Building Principal.
- a. Refusal or neglect to conform to reasonable rules of the school or to clear non-injurious directions given by staff member.
  - b . Simple assault incidents (which don't meet the criteria as stated in j. above), depending upon the nature of the incident, as determined by the school administration.
  - c. Theft, under RSA 637, of property under \$49.
  - d. Criminal Mischief under RSA 634:2, purposely or recklessly damaging the property of another, resulting in a value of \$49 or less of damage. This includes vandalism to school property.

### B . Police Department Reports to School

- 1 . The following information shall be reported by the Police Department to the School Principal:
  - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student, or of other students in the school, where the law allows.
- 2 . The following information may be shared with school Administration by the Police Department, subject to applicable statutes and regulations governing confidentiality:
  - a. The arrest and filing of a delinquency complaint against any student under the age of 17 years.
  - b . Other non-criminal activity that the Police Department deems pertinent to the student's well-being, including but not limited to threatening to attempt suicide;

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victimization of the student by a parent, caretaker or other individual).

### **5. Procedures for Reporting**

A. It is agreed that every school employee who has witnessed, or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the school Principal. The Principal shall then contact the Police Department by telephone and report the incident. The Principal shall also provide the Police Department with a written report within 48 hours of the incident.

B. The report required shall include:

1. Identification of the act of theft, destruction, or violence that was alleged.
2. The name and address of witnesses to the alleged act.
3. The name and home address of any person suspected of committing the act.

C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results a written police report.

D. School Response

1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:

- a. Confront the student with the nature of the offense;
- b. Take the student to the Principal's office;
- c. Retrieve and turn over any physical evidence to the Principal.

2. For Mandatory Reportable acts, the Principal shall:

- a. Notify the police and student's parent/guardian, and inform them of the nature of the incident;
- b. Turn over any physical evidence seized and a written fact summary to the Police Department;
- c. Initiate disciplinary action in accordance with Board policies.

3. For Discretionary Reportable Acts, the Principal shall:

- a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible. Any incident reported to the Police shall also be reported to the student's parent/ guardian;
- b. Initiate disciplinary action in accordance with Board policies.

E. Police Response

(1) The Police Officer will make contact with the school as soon as possible after receiving a report from the Principal to investigate the incident, or take any other appropriate action.



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- (2) During the investigation, the Police Officer may meet with the Principal, the student, the student's parent/guardian and appropriate persons with knowledge of pertinent facts, if required.
- (3) If at the conclusion of the investigation, the student is found to have committed the alleged offense, the Police Officer may initiate the formal complaint process.
- (4) When the Police Officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and when probable cause exists for arrest, the Officer shall take the appropriate action to initiate the formal complaint process.
- (5) To the extent possible, precautions will be taken by both Police and school officials at all times to ensure the education process is not disrupted.

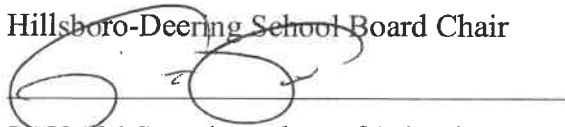


Hillsboro Chief of Police

June 10 2022

Date

Hillsboro-Deering School Board Chair



SAU #34 Superintendent of Schools

Date

6/16/22

Date

**Memorandum of Understanding**  
**Between**  
**Hillsboro-Deering School District**  
**and**  
**Hillsboro Police Department**  
**Regarding the School Resource Officer**

Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between the above listed entities.

**I. Purpose**

The purpose of this MOU is to establish a working protocol for exchanging information and addressing matters of mutual concern, cooperatively between the Hillsboro-Deering School District (SAU 34) and the Hillsboro Police Department School Resource Program (SRO) to maintain and enhance a safe learning and working environment for students and staff. Additionally, this agreement will foster an efficient and cohesive program that will build a positive relationship between Police Officers and the youth of our community while working to reduce crime committed by or upon juveniles and young adults.

**II. Mission**

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. This is accomplished by assigning a Police Officer to school facilities on a permanent basis. The SRO Programs accomplishes this mission by creating and maintaining a safe, secure and orderly learning environment for students, teachers and staff. The SRO will establish a trusting channel of communication with students, parents and staff. SROs will serve as a positive role model to instill in students, good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of law. SROs will serve as a resource for students and parents concerning problems they face as well as providing information on community resources available to them. Goals and objectives are designed to develop and enhance rapport between youth, Police Officers, school staff, administrators and parents.

**A. Goals of the SRO Program are:**

1. To work with each school to reduce incidents of school violence and bullying.
2. To work with each school to reduce crimes committed by juveniles and young Adults.
3. Establish rapport with the students.
4. Establish rapport with parents, staff, administrators and the community in

General.

5. Create, start and/or expand programs with vision and creativity to increase students' participation, which will benefit the students, school district, police department and the community.
6. Provide safety for students, staff and all persons involved with the school district.

### **III. Organizational Structure**

The SRO Program will consist of sworn full-time Hillsboro Police Officer(s) working under the supervision of the Superintendent or designee and the principals while in the respective schools. While the officer works under the guidance and parameters of the school district, the Hillsboro Police Department will retain authority over the conduct, supervision and any discipline of the SRO Personnel. Any conflicts arising would first be addressed with the building principal and if unable to be resolved, the superintendent will mediate. The Hillsboro Police Department will assign a SRO Program Supervisor to oversee the program and the Superintendent or designee will participate in the SRO's annual evaluation.

### **IV. Procedures**

#### **A. Concept**

The SRO Program shall utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers). This concept divides the school resource officer's (SRO) responsibilities into three areas: law enforcement officer, informal counselor, and teacher. SROs are first and foremost Law Enforcement Officers for the Town of Hillsboro Police Department and as such shall be responsible for carrying out all duties and responsibilities of a police officer and shall remain at all times under the control, through the chain of command, of the Hillsboro Police Department. SROs are to enforce criminal laws only and are not to be considered, or used as, school disciplinarians enforcing school rules. SROs may attend staff meetings when participation is encouraged by the administration or when, in the opinion of the SRO, participation will improve their efficiency or the overall safety/efficiency of the schools. SROs are not formal counselors, and will not act as such, however, they are to be used as a resource to assist students, staff and all persons involved with the school district. SROs may be used as "guest speakers" for law-related phases of curriculum, current events, civics, health and math for example. Teaching also allows the SRO to build rapport with students and staff.

#### **B. Selection**

Selection for SRO will be accomplished through mutual agreement between the SAU and Hillsboro Police Department. The selectee must meet the following requirements; Associates degree in Criminal Justice, Police Science or related field, minimum of four years progressive law enforcement or military experience; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge skills and abilities, be 21 years of age, be certified by the New Hampshire Police Standards and Training Council as a full-

time Police Officer. Must be certified by the National Association of School Resource Officers at the basic level, or become certified within six months of employment, training in development of lesson plans, possession of a valid driver's license and a willingness to be on call to meet emergency situations. Finally, the Selectee must have the ability to meet the physical fitness requirements of the Department and pass psychological and polygraph testing as well as a background check including a FBI fingerprint check.

### **C. Duties and Responsibilities**

The responsibilities of the SRO include but are not limited to:

1. Interprets, applies and enforces Federal and State laws and local ordinances and bylaws to preserve the peace and protect persons and property.
2. Patrols school ground and buildings, including hallways, study halls and lunch rooms while in approved uniform; is visible and available to students and staff; builds rapport with students; notes problem and loitering areas; reports unsafe conditions to school administration; *supports* school administration and staff with enforcement of school rules and regulations.
3. In collaboration with administrators, consults with parents and students regarding behavior and other issues involving their children and garners parental support.
4. Acts as a member of the school faculty; develops and updates lesson plans for and teaches law-related classes at each of the schools; attends school meetings; school functions and after-school events whenever possible; Emergency Management Team and other teams as needed.
5. Assists NH Division of Children, Youth and Families with investigation of reports; assists other police agencies with juvenile matters, including interviewing, gathering statements and contact information; confers with Juvenile Probation Parole Officers, Division of Youth Services, Fire, Highway and Ambulance personnel as needed.
6. *When available* performs all the regular duties of a full-time Patrol Office, including patrol, traffic control, responding to calls for service, investigating accidents and criminal offenses.
7. Works with the Prosecutor, Youth Services and School staff, in preparing for court cases, including, but not limited to juvenile cases and diversion as well as testifying in court.
8. Renders aid to the public in routine and emergency situations and is a Community Resource.
9. Completes and submits all required reports and records in conformance with Department regulations and statutory requirements.
10. Uses and maintains proficiency in the use of department equipment including all duty gear and specialized equipment.
11. Works with the Administration to create and maintain a safe school culture and educational opportunity for students.

**D. Enforcement**

Although SROs have been placed in a formal education environment, they are not relieved of the official duties as an enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent any criminal act. Citations should be issued and arrests made when appropriate and in accordance with department policy.

**V. School District Responsibility**

The HDSD (SAU 34) shall provide the SRO(s) the following material and facilities, which are deemed necessary to the performance of the SROs' duties:

- A. Access to a properly lighted office space containing a telephone and computer for general business purposes, and appropriate office supplies.
- B. A location for files and records which can be properly locked and secured as needed.
- C. Access to and encouragement to participate in classrooms.
- D. Opportunities to address the teachers and administrators about the SRO Program's goals and objectives
- E. Seek input from the SRO(s) regarding criminal justice problems relating to students.
- F. Provide SRO(s) the opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.

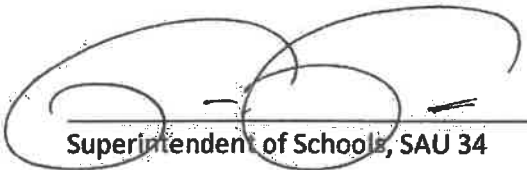
**As agreed to and in partnership with:**



Chief of Police, Hillsboro Police Department

5-12-22

Date



Superintendent of Schools, SAU 34

4/19/22

Date

\_\_\_\_\_  
Chairperson, Hillsboro-Deering School Board

\_\_\_\_\_  
Date