

SCHOOL ADMINISTRATIVE UNIT#34
Deering, Hillsboro, Washington and Windsor



HILLSBORO-DEERING SCHOOL DISTRICT SCHOOL BOARD MEETING

Monday, September 21, 2026, 5:00 PM
H-D Elementary School Room 202
Use Building Entrance #7

Livestream: <https://www.youtube.com/@Hillsboro-DeeringSchoolBoardSt> (if available)

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

AGENDA

- A. Call the Meeting to Order**
- B. Pledge of Allegiance and Moment of Silence**
- C. Recess to Campus Facilities Tour (Estimated length is 1 hour)**
- D. Call Back to Order**
- E. Recess to Public Hearing**
 - 1. The purpose of the hearing is to accept unanticipated revenue received from Department of Education Security Action for Education (SAFE) Grants. Said funds are being accepted under the provisions of RSA 198:20-b, and will total up to not more than \$79,342.00 for Hillsboro-Deering Elementary School, \$54,516.00 for Hillsboro-Deering Middle School, and \$43,817.00 for Hillsboro-Deering High School.
 - 2. Brief presentation of the project
 - 3. Public Comment
 - 4. Close Public Hearing

***The next Hillsboro-Deering School Board will be on Monday, October 19, 2026,
at 6:00 PM in the H-DES Room 202. Please Use Entrance 7 to enter H-DES.***

F. Call Meeting Back to Order

G. Review School Board Norms

H. Correspondence

I. Public Comment- Limited to five minutes per person

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

J. Student Representative's Report – Emery Greene

K. Superintendent's Report

1. General Update
 - a. SAFE Grant Project
2. Business Manager's Report
 - a. FY26 End of Year Report
 - b. DOE-25 Update
 - c. FY28 Year to Date Report
 - d. Budget Transfer
 - e. FY28 Budget Timeline
 - f. FY28 Budget Planning and Priorities

L. Board Discussion

1. Policy Committee Update
2. Facilities Committee Update
3. Wellness Committee Update
4. FY28 Budget Planning and Priorities
5. Facilities Use Fee Waivers
6. NHSBA Delegate Assembly
7. Draft H-D School Board Meeting Schedule
 - a. October 19, 2026, Budget Planning
 - b. November 2, 2026, Budget Planning
 - c. Budget Books Distributed by November 20, 2026, No Meeting
 - d. November 30, 2026, Budget Workshop
 - e. December 7, 2026, Budget Workshop Snow Date (if needed)
 - f. December 21, 2026, Budget and Default Budget Discussion
 - g. January 4, 2027, Finalize Budget for Public Hearing
 - h. January 12, 2027, Budget Hearing

The next Hillsboro-Deering School Board will be on Monday, October 19, 2026, at 6:00 PM in the H-DES Room 202. Please Use Entrance 7 to enter H-DES.

- i. January 13, 2027, Snow Date for Budget Hearing (if needed)
- j. February 1, 2027, Deliberative Session
- k. February 2, 2027, Snow Date for Deliberative Session (if needed)
- l. February 15, 2027

M. Consent Agenda (*action needed*)

- 1. Approve Minutes
 - a. August 17, 2026, Minutes
 - b. August 17, 2026, Retreat Minutes
- 2. Appointments, Leaves and Resignations
- 3. Policies
 - a. Revisions
 - JICK Bullying Prevention, Pupil Safety and Violence Prevention *NOTE: Recommended for Emergency Adoption per the NHSBA with an additional review as required thereafter by a newly formed joint policy committee*
 - JJJ Access to Public School Programs by Non-Enrolled Resident
 - JCA Change of School Assignment – Best Interests and Manifest Hardship
 - JLF Reporting Child Abuse or Neglect
 - GBEB Staff Conduct
 - IHBA Programs for Students with Disabilities
 - b. First Reading
 - JJA Student Activities and Organizations
 - GBEBB Employee-Student Relations
 - FA Facilities Development Goals and Preparation of Capital Improvement Plan
 - FBB Enrollment Projections
 - GBEAB Mandatory Code of Conduct Reporting – All Employees
 - GBCE Training and Information Relative to Child Sexual Abuse Prevention
- 4. Facilities Use Requests
 - Annual Trunk or Treat – HDMS Parking Lot and Gym; 10/21/26; building use waiver request \$240 (building use \$65; custodial fee \$175 – 5 hrs @ \$35/hr)

N. Public Comment -Limited to five minutes per person

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

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O. Action Items

1. Accept unanticipated revenue received from Department of Education Security Action for Education (SAFE) Grants. Said funds are being accepted under the provisions of RSA 198:20-b, and will total up to not more than \$79,342.00 for Hillsboro-Deering Elementary School, \$54,516.00 for Hillsboro-Deering Middle School, and \$43,817.00 for Hillsboro-Deering High School.
2. Approve FY28 Budget Timeline
3. Appoint NHSBA Delegate(s)
4. Vote on NHSBA Resolutions
5. Approve H-D School Board Schedule 10/19/2026 – 2/15/2027
6. Appoint Board Member to Support Staff Job Description Committee
7. Appoint Board Member to Co-Curricular Position Planning Committee

P. Non-Public Session – RSA 91-A:3 II (c, e, k and l)

Q. Call Back to Order

R. Action After Non-Public Session

1. September 15, 2025, Non-Public Minutes, unseal and approve

S. 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant;
- d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community;
- e) consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph;
- 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. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate;
- 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; and
- m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

***The next Hillsboro-Deering School Board will be on Monday, October 19, 2026,
at 6:00 PM in the H-DES Room 202. Please Use Entrance 7 to enter H-DES.***

Hillsboro-Deering School Board
Unanimously Approved 8-21-2023

Norm	When we do this, we...	When we are NOT doing this, we...
Assume Good Intentions	• Value others commitments • Actions come from a place of supporting students • Listen to other points of view	• Are visibly frustrated and at odds • Alienate groups of students • Make assumptions and jump to conclusions
Be present and prepared	• Read all materials prior to the meeting • Listen to each other • Pay attention and stay engaged for the full meeting	• Do not follow the discussion • Go off topic • Did not read the meeting materials in advance
Communicate Effectively	• Listen to and hear each other • Avoid spur of the moment decision making • Speak to move the conversation forward	• Are off topic • Are repetitive • Are argumentative



SAU #34 78 School Street Hillsboro, NH 03244-4780
603.464.4466 FAX 603.218.6304 www.hSAU #34.org

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

Jeni Laliberte, CAGS
Assistant Superintendent

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

Rebecca Minichiello, MBA
Business Manager

From: Matt Joska
Director of Technology
Hillsboro-Deering School District
78 School ST
Hillsboro, NH 03244

Sept 17th, 2026

To: Hillsboro-Deering Board Members

CC: Dr Jennifer Crawford, Superintendent
Rebecca Minichiello, Business Manager

Subj: Replacement Network Switches

Network switches connect all devices including Wireless Access Points, Printers, Computers and HVAC systems to each other and to the internet. Our network switches are at the end of life and need to be replaced. Additionally, the replacement of our network switches will support our proposed new phone system.

The proposal below is for the replacement hardware, labor and subscription cost.

HDHS, HDMS and HDES received a SAFE Grant funding commitment for the full cost of the project. Signed agreements for this project are required by September 30th.

We found three companies to provide quotes for the network switch replacement project. A summary of the quotes is as follows:

Vendor	ES-SAU	MS	HS	Total Cost
Integris	\$39,241	\$25,115	\$21,300	\$85,656.00
Arcomm Comm.	\$46,382.00	\$25,765.50	\$21,364.40	\$93,512.00
Current-Concepts	\$39,058.00	\$20,204.00	\$16,336.00	\$75,598.00

2 of 2

We are recommending the network switch project be awarded to Integrus. Factors used to make this recommendation include the proposed solution, cost of project and previous experience with the company. While Integrus comes in second in quoted cost. They have the best solution and years of experience successfully supporting our network switches and related hardware.

We recommend the following motion: To award the Hillsboro-Deering network switch project to Integrus at a total cost of \$85,656.00.



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78 School ST
Hillsboro, NH 03244

Sept 17th, 2026

To: Hillsboro-Deering Board Members

CC: Dr Jennifer Crawford, Superintendent
Rebecca Minichiello, Business Manager

Subj: Phone System Replacement

Our Phone System is considered “end of life” and needs to be replaced. Phones with increasing frequency stop working. In addition, the system is difficult to administer, lacks needed features and is expensive to maintain.

The proposal below is for the replacement and labor to replace phones and associated hardware.

The below phone system providers support phone system service subscriptions at significant cost savings over our current carrier.

HDHS, HDMS and HDES received a SAFE Grant funding commitment for the full cost of the project. Signed agreements for this project are required by September 30th.

We found three companies to provide quotes for the phone system replacement project. A summary of the quotes is as follows:

Vendor	ES-SAU	MS	HS	Total
First Choice Comm.	\$16,865.98	\$10,746.81	\$12,061.47	\$39,674.26
Arcomm Comm.	\$23,643.42	\$15,542.95	\$17,809.78	\$56,996.15
Current-Concepts	\$20,801.00	\$12,356.00	\$12,698.00	\$37,505.00

We recommend the phone system project be awarded to Arcomm Communications. Factors used to make this recommendation include the cost to replace phones, proposed solution, experience with the company and monthly estimated subscription cost. Arcomm is the most expensive to replace the phone system but their monthly subscription cost is the lowest. They have an excellent proposed solution and their reference check for their proposed solution was excellent. We also have had a good experience when working with this company.

We recommend the following motion: To award the Hillsboro-Deering phone system project to Arcomm Communications at a total cost of \$56,996.15.

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2025-2026

HILLSBORO-DEERING SCHOOL DISTRICT

From Date: 7/1/2025 To Date: 6/30/2026

Fiscal Year: 2025-2026			Include pre encumbrance				Print accounts with zero balance				Filter Encumbrance Detail by Date Range																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2026-2027

HILLSBORO-DEERING SCHOOL DISTRICT

From Date: 7/1/2026

To Date: 9/30/2026

Include pre encumbrance

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
10.0000.000.111.0	SALARY	\$7,665,086.06	\$59,441.05	\$7,744,537.11	\$688,424.59	\$688,424.59	\$6,896,112.52	\$6,678,747.29	\$177,365.23	2.83%
10.0000.000.114.0	PARA EDUCATOR SALARY	\$1,407,921.25	\$157,288.43	\$1,565,209.68	\$134,803.71	\$134,803.71	\$1,440,405.97	\$1,417,314.07	\$13,091.90	0.84%
10.0000.000.112.0	SALARY	\$6,250.00	\$0.00	\$6,250.00	\$0.00	\$0.00	\$6,250.00	\$0.00	\$6,250.00	100.00%
10.0000.000.113.0	NON-UNION	\$2,293,685.27	\$5,892.80	\$2,298,578.17	\$363,705.39	\$363,705.39	\$1,915,872.78	\$1,822,770.92	\$93,101.86	4.05%
10.0000.000.114.0	NON UNION SALARY	\$295,663.45	\$0.00	\$295,663.45	\$64,947.47	\$64,947.47	\$230,615.98	\$225,491.60	\$5,124.38	1.73%
10.0000.000.200.0	SUBSTITUTES	\$221,700.00	\$0.00	\$221,700.00	\$11,583.60	\$11,583.60	\$210,116.40	\$216,498.90	(\$6,382.50)	-2.88%
10.0000.000.130.0	STIPENDS	\$36,300.00	\$0.00	\$36,300.00	\$0.00	\$0.00	\$36,300.00	\$34,200.00	\$4,100.00	10.70%
10.0000.000.211.0	HEALTH INSURANCE	\$3,384,593.17	\$0.00	\$3,384,593.17	\$393,779.50	\$393,779.50	\$2,990,613.67	\$2,829,197.87	\$161,615.70	4.78%
10.0000.000.212.0	DENTAL INSURANCE	\$266,249.10	\$0.00	\$266,249.10	\$30,315.54	\$30,315.54	\$235,933.56	\$212,728.51	\$23,205.05	8.72%
10.0000.000.213.0	LIFE INSURANCE	\$13,364.40	\$0.00	\$13,364.40	\$1,557.56	\$1,557.56	\$11,806.84	\$11,011.76	\$795.08	5.85%
10.0000.000.214.0	LONG TERM DISABILITY	\$21,408.11	\$0.00	\$21,408.11	\$2,505.77	\$2,505.77	\$18,902.34	\$17,646.35	\$1,255.99	5.87%
10.0000.000.220.0	FICA & MEDICARE	\$870,097.11	\$18,787.41	\$888,884.52	\$107,590.58	\$107,590.58	\$781,273.94	\$745,054.96	\$36,219.08	4.07%
10.0000.000.231.0	NHRS	\$1,899,565.68	\$16,242.21	\$1,915,807.89	\$249,802.37	\$249,802.37	\$1,666,005.52	\$1,625,503.87	\$40,501.65	2.11%
10.0000.000.240.0	4039 TUTORIAL REIMBURSEMENT	\$37,115.43	\$0.00	\$37,115.43	\$37,264.00	\$37,264.00	(\$148.57)	\$0.00	(\$148.57)	-0.40%
10.0000.000.241.0	STAFF TUTORIAL REIMS	\$53,180.00	\$0.00	\$53,180.00	\$0.00	\$0.00	\$53,180.00	\$0.00	\$53,180.00	100.00%
10.0000.000.242.0	TRAINING	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$2,000.00	\$0.00	\$2,000.00	\$100.00	\$100.00	\$1,900.00	\$108.55	\$1,791.45	89.57%
10.0000.000.260.0	WORKERS COMPENSATION	\$6,516.00	\$0.00	\$6,516.00	\$0.00	\$0.00	\$6,516.00	\$6,516.00	\$0.00	0.00%
10.0000.000.280.0	EMPLOYEE PHYSICALS & FINGERPRINT	\$67,411.00	\$0.00	\$67,411.00	\$67,411.00	\$67,411.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.310.0	SUPERINTENDENT SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,774.00	\$1,774.00	\$3,226.00	\$4,561.00	(\$1,335.00)	-26.70%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$990,015.00	\$0.00	\$990,015.00	\$247,503.75	\$247,503.75	\$742,511.25	\$742,511.25	\$0.00	0.00%
10.0000.000.340.0	CHECKLIST	\$666,527.51	\$0.00	\$666,527.51	\$201,873.76	\$201,873.76	\$464,653.75	\$343,513.84	\$151,139.91	21.70%
10.0000.000.380.0	AUDIT FEES	\$200.00	\$0.00	\$200.00	\$533.07	\$533.07	(\$733.07)	\$200.00	(\$933.07)	-466.54%
10.0000.000.411.0	WATER & SEWER	\$25,500.00	\$0.00	\$25,500.00	\$5,467.83	\$5,467.83	\$25,500.00	\$25,750.00	(\$250.00)	-0.98%
10.0000.000.421.0	WASTE DISPOSAL	\$54,000.00	\$0.00	\$54,000.00	\$5,467.83	\$5,467.83	\$48,532.17	\$63,750.02	(\$15,217.85)	-28.18%
10.0000.000.423.0	CUSTODIAL SERVICES	\$36,000.00	\$0.00	\$36,000.00	\$3,987.65	\$3,987.65	\$32,412.35	\$30,030.00	\$2,382.35	6.62%
10.0000.000.424.0	GROUNDING MAINTENANCE	\$654,695.00	\$0.00	\$654,695.00	\$109,115.66	\$109,115.66	\$545,579.34	\$545,579.26	\$0.08	0.00%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$130,000.00	\$0.00	\$130,000.00	\$20,834.00	\$20,834.00	\$109,166.00	\$105,370.00	\$3,795.00	2.92%
10.0000.000.440.0	EQUIPMENT RENTAL	\$156,102.64	\$56,520.00	\$212,622.64	\$104,125.31	\$104,125.31	\$108,497.33	\$33,184.97	\$75,312.36	35.42%
10.0000.000.510.0	TRANSPORTATION	\$249,346.26	\$0.00	\$249,346.26	\$209,412.80	\$209,412.80	\$39,933.46	\$40,482.09	(\$548.63)	-0.22%
10.0000.000.520.0	PROPERTY INSURANCE	\$1,155,240.60	\$0.00	\$1,155,240.60	\$7,200.00	\$7,200.00	\$1,148,040.60	\$1,093,642.70	\$54,397.90	4.71%
10.0000.000.531.0	TELEPHONE	\$91,412.00	\$0.00	\$91,412.00	\$91,412.00	\$91,412.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.534.0	POSTAGE	\$134,275.00	\$0.00	\$134,275.00	\$9,287.22	\$9,287.22	\$124,987.78	\$53,649.42	\$31,338.36	23.94%
10.0000.000.540.0	ADVERTISING	\$5,785.00	\$0.00	\$5,785.00	\$484.84	\$484.84	\$5,280.16	\$3,688.10	\$1,582.06	27.44%
10.0000.000.550.0	PRINTING	\$7,500.00	\$0.00	\$7,500.00	\$1,989.00	\$1,989.00	\$5,511.00	\$0.00	\$5,511.00	73.48%
10.0000.000.560.0	TUTORING	\$4,200.00	\$0.00	\$4,200.00	\$332.22	\$332.22	\$3,867.78	\$0.00	\$3,867.78	92.09%
10.0000.000.580.0	TUTORING - PUBLIC SCHOOL	\$375,001.00	\$0.00	\$375,001.00	\$11,586.83	\$11,586.83	\$363,414.17	\$247,874.21	\$115,539.96	30.81%
10.0000.000.581.0	TRAVEL	\$3.00	\$0.00	\$3.00	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00	100.00%
10.0000.000.580.0	ADMISSIONS	\$21,925.00	\$0.00	\$21,925.00	\$0.00	\$0.00	\$21,925.00	\$1,547.86	\$20,377.14	82.84%
10.0000.000.591.0	SUPPLIES	\$2,235.00	\$0.00	\$2,235.00	\$0.00	\$0.00	\$2,235.00	\$1,535.00	\$700.00	31.32%
10.0000.000.610.0	ELECTRICITY	\$339,437.51	\$0.00	\$339,437.51	\$70,786.77	\$70,786.77	\$268,640.74	\$121,973.37	\$146,667.37	43.21%
10.0000.000.622.0	PROPANE	\$251,000.45	\$0.00	\$251,000.45	\$39,586.43	\$39,586.43	\$211,414.02	\$211,413.49	\$0.53	0.00%
10.0000.000.626.0	VEHICLE FUEL	\$147,907.50	\$0.00	\$147,907.50	\$787.51	\$787.51	\$147,119.99	\$144,212.45	\$2,907.54	1.97%
10.0000.000.640.0	BOOKS	\$6,000.00	\$0.00	\$6,000.00	\$289.64	\$289.64	\$5,710.36	\$2,794.58	\$2,915.78	48.60%
10.0000.000.650.0	SOFTWARE	\$35,754.00	\$0.00	\$35,754.00	\$8,433.55	\$8,433.55	\$27,320.45	\$6,525.64	\$16,794.81	52.57%
10.0000.000.651.0	HARDWARE	\$290,753.00	\$0.00	\$290,753.00	\$163,877.81	\$163,877.81	\$126,875.19	\$67,645.95	\$59,228.24	13.49%
10.0000.000.730.0	EQUIPMENT	\$91,210.00	\$0.00	\$91,210.00	\$71,479.27	\$71,479.27	\$19,730.73	\$4,965.97	\$14,763.76	16.09%
10.0000.000.731.0	FS EQUIPMENT	\$12,131.00	\$0.00	\$12,131.00	\$1,186.47	\$1,186.47	\$10,944.53	\$3,722.85	\$7,221.68	59.53%
10.0000.000.810.0	DUES & FEES	\$17,800.00	\$0.00	\$17,800.00	\$0.00	\$0.00	\$17,800.00	\$0.00	\$17,800.00	100.00%
10.0000.000.811.0	NEASSC HS REACCREDITATION	\$42,255.00	\$0.00	\$42,255.00	\$17,918.14	\$17,918.14	\$24,336.86	\$8,574.00	\$15,762.86	37.30%
10.0000.000.890.0	MISCELLANEOUS	\$3,900.00	\$0.00	\$3,900.00	\$4,085.00	\$4,085.00	(\$185.00)	\$0.00	\$1,565.00	-4.74%
10.0000.000.930.0	TRANSFER TO TRUST	\$53,680.00	\$0.00	\$53,680.00	\$1,420.35	\$1,420.35	\$52,159.65	\$43,726.42	\$8,433.23	15.74%
Grand Total:		\$25,145,187.50	\$314,152.00	\$25,459,339.50	\$3,780,571.96	\$3,780,571.96	\$21,678,767.54	\$20,337,726.09	\$1,341,041.45	5.27%

HILLSBORO-DEERING SCHOOL DISTRICT

BUDGET TRANSFER REQUEST FORM

Requested by: REBECCA MINICHIELLO

Position: BUSINESS MANAGER

Reason for Request: We were unable to hire a BCBA therefore we have to use a contracted service. This realigns the budget from the BCBA unfilled position salary and benefits lines to the contracted service line.

Entry	Account #	Account Name	Increase	Decrease
1	10.1200.000.330.0	SPED Professional Services District	\$127,918.80	
2	10.1200.000.113.0	SPED Non Union Salary district		\$71,130.15
3	10.1200.000.211.0	SPED Health Insurance District		\$35,126.15
4	10.1200.000.212.0	SPED Dental Insurance District		\$2,323.56
5	10.1200.000.213.0	SPED Life Insurance District		\$84.00
6	10.1200.000.214.0	SPED LTD Insurance District		\$135.15
7	10.1200.000.220.0	SPED FICA District		\$5,441.46
8	10.1200.000.230.0	SPED NHRS District		\$13,678.33
9				
10				
11				
12				
13				
14				
Total			\$127,918.80	\$127,918.80

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

Approvals:

Date

Principal/Director SPW

9/17/26

Business Administrator Rebecca Minichello

9/27/26

Superintendent J. Hawke

9/27/2026

School Board _____

Entered by: _____

**HILLSBORO-DEERING SCHOOL DISTRICT
PRELIMINARY BUDGET TIMELINE FOR 2028 FISCAL YEAR**

Date	Event	RSA	Comment
November 20, 2026	Budget books distributed to Board		
November 30, 2026	Board Meeting & Budget workshop session		
December 7, 2026	SNOW DATE or Board Meeting & Budget workshop session, if needed		
December 21, 2026	Board Meeting - discuss draft budget & default budget		
January 4, 2027	Board Meeting - finalize budget for budget hearing		
January 12, 2027	Last date for petition warrant articles	40:13,II-a	Second Tuesday in January
January 12, 2027	Last day to post notice for budget hearing	32:5,I	Second Tuesday in January
January 12, 2027	Budget Hearing		
January 13, 2027	Snow date for continued budget hearing		
January 19, 2027	Last day to hold budget hearing	40:13,II-a[c]	On or before third Tuesday in January
January 20, 2027	Filing for District Officers - first date	669:19	Seventh Wednesday before election
January 25, 2027	Last day to post warrant, budget and default budget	40:13,II-a[d], 39:5, 197:7	"...on or before the last Monday in January."
January 29, 2027	Filing Deadline for District Officers - last date	669:19	Friday of the following week after First Filing Date
February 1, 2027	Deliberative Session (SB2 1st session)		
February 2, 2027	Snow date for continued meeting	40:13,II	February 4th - 11th
March 2, 2027	Annual Report available to public	40:13,II	"...at least 1 week before..."
March 9, 2027	Voting (SB2 2nd session)	40:13, VII	2nd Tues in March
Officers to be elected	Moderator 2 At Large		1 Year Term 3 Year Term
Current Board	Kathym McGinn (Chair) Krista Davison (Vice Chair) Chris Bober (Secretary) Lindsey Boyle Jessica Pollard	2028 2027 2028 2029 2027	At Large At Large Deering Hillsboro At Large

***Bold Print - term ending**



New Hampshire School Boards Association

Barrett M. Christina, Executive Director
Matt Pappas, President, Rochester
Ege Cordell, First Vice President, Chesterfield
James Noyes, Second Vice President, Bethlehem
Holly Kennedy, Immediate Past-President, Hinsdale

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Proposed Resolution #1

Submitted By: Governor Wentworth School Board

Proposed Resolution:

Establish a new Policy III:B that states: NHSBA supports school districts' ability to join and govern governmental pooled risk management programs, commonly called "risk pools." Further, NHSBA supports multiple forms of risk pools to be permitted to exist, including, but not limited to, assessable and nonassessable risk pools. NHSBA also supports the reasonable regulation of risk pools and for those regulations to promote and ensure risk pools' solvency, which creates stability for risk pool members and their employees.

Rationale:

We believe NHSBA should have a clear established position on governmental pooled risk management program. We also believe the position should support multiple forms of risk pools existing and reasonable regulations of the pools.

NHSBA Board of Directors Recommendation: Not support. Recent legislation and related matters concerning New Hampshire's pooled-risk programs, specifically as it relates to health insurance, are important matters to school boards. However, the Board of Directors believes that the proposal is too specific and does not necessarily relate to school board governance matters. Additionally, NHSBA has not taken a position on such legislation the last two years, believing that the issues at hand do not relate to NHSBA's vision and mission statements.

Proposed Resolution #2

Submitted By: Dover School Board

Proposed Resolution:

NHSBA opposes any legislation that enacts a statewide school budget cap.

Rationale:

NH operates on a long, cherished tradition of local control. Recent legislative attempts to enact a statewide mandated school budget cap threaten that local control, locking every district into a one-size-fits-all restriction that provides no flexibility for unique community needs. Local residents already have the ability to enact a budget cap in their own communities - voted on by the people who would be directly affected by that decision. Many essential education costs - disability services, transportation and health insurance to name just a few - often rise faster than inflation. School board members and administrators are best suited to know and address the needs of their local communities, and should be trusted to act with fidelity in developing budgets that balance those needs with the capacity of their local residents to fund education services.

NHSBA Board of Directors Recommendation: Not support. While the NHSBA Board of Directors recognizes the importance of this proposal and legal problems with HB 1300 as adopted, the Board believes this proposal is not necessary, given that NHSBA advocated vigorously against this bill. Further, given that HB 1300 is now law, the proposal seems reactive to a law that is now in place.

Proposed Resolution #3

Submitted By: Chesterfield School Board

Proposed Resolution:

The New Hampshire School Boards Association (NHSBA) adopt a default advocacy position in favor of focused, germane legislation affecting New Hampshire public schools; that NHSBA communicate to the New Hampshire Legislature its concern about the use of non-germane amendments as a vehicle for unrelated policy; and that NHSBA oppose non-germane amendments when, in NHSBA's judgment, they compromise the clarity, transparency, or effectiveness of legislation impacting public school students and communities — while retaining full discretion to support any amendment that, upon thorough review, advances the interests of New Hampshire public schools.

Rationale:

Local school boards across New Hampshire — regardless of district size, geography, or political composition — share a common need: clear, predictable, and transparent state law that they can implement faithfully on behalf of their students and communities. This resolution does not seek to restrict NHSBA's legislative flexibility or to intervene in the internal procedures of the New Hampshire Legislature. Rather, it asks NHSBA to give voice to a practical concern that school boards across the state encounter when unrelated policy is bundled into education legislation through the use of non-germane amendments.

This is not a partisan concern. Non-germane amendments have been used by legislators across the political spectrum, and the burden they place on school boards falls equally regardless of which party introduces them. The following benefits illustrate why focused, germane legislation serves New Hampshire's public school students, educators, and communities more effectively:

1. CLARITY OF IMPLEMENTATION

When a law addresses a single, clearly defined subject, school boards and administrators can develop coherent policies and procedures to implement it. Non-germane amendments introduce unrelated obligations into a single statute, forcing boards to simultaneously address policy areas that may require entirely different stakeholders, legal reviews, and community input processes. Focused legislation allows school boards to implement new law efficiently, consistently, and with fidelity to legislative intent.

2. INFORMED PUBLIC PARTICIPATION

School board members are directly accountable to their communities. When a bill is amended with non-germane provisions, parents, educators, and community members may be unaware that policy affecting their schools is advancing under an unrelated bill title. This is true even when a public hearing is technically held — hearings on non-germane amendments are frequently scheduled with little notice, giving advocates and community members insufficient time to understand the amendment's implications or meaningfully participate. Germane legislation ensures that a bill's title and stated purpose accurately reflect its content, giving the public a fair opportunity to engage with their elected representatives.

3. PROTECTION OF STRONG, STANDALONE LEGISLATION

Non-germane amendments can place school boards and legislators in an untenable position: accepting harmful or inadequately vetted policy in order to advance important protections, or rejecting a meritorious bill entirely because of an unrelated rider. This dynamic has occurred repeatedly in the New Hampshire Legislature across multiple legislative sessions and across bills of varying subject matter. Requiring that amendments be germane protects the integrity of good bills regardless of their origin or sponsorship.

4. ACCURATE FISCAL AND OPERATIONAL PLANNING

School boards engage in multi-year and long-range operational planning. Non-germane amendments can introduce unfunded mandates or significant operational requirements with little notice and no opportunity for fiscal analysis prior to passage. When legislation is focused and its content is predictable from its title and stated purpose, school boards can anticipate costs, engage their communities on resource needs, and plan for compliance — rather than being required to implement policy they had no meaningful opportunity to review.

5. STRENGTHENING NHSBA'S LEGISLATIVE EFFECTIVENESS

NHSBA's credibility and effectiveness as an advocate depends on its ability to evaluate legislation thoroughly and respond in a timely, informed manner. Non-germane amendments — frequently introduced late in the legislative session — compress the time available for staff analysis, member input, and stakeholder consultation. A consistent, publicly stated position that NHSBA expects germane legislation strengthens NHSBA's standing at the statehouse and signals to legislators that the association is a rigorous, principled advocate for New Hampshire's public schools.

NHSBA Board of Directors Recommendation: Support. In the past, NHSBA has not uniformly opposed the use of non-germane amendments, as such amendments could include positions that the Association supports. However, the volume and complexity of legislative activity in recent years have exacerbated the challenges this practice creates for policymakers, stakeholders, and the public, with several such amendments becoming law without full hearing and without integration into current statutory frameworks. As a result, the Board of Directors now supports requiring amendments to be germane to the underlying legislation to promote greater transparency, meaningful review, and informed decision-making.

Proposed Resolution #4

Submitted By: Pittsfield School Board

Proposed Resolution:

Education Freedom Accounts (EFAs) should be made available only to students who meet the eligibility requirements for free and reduced lunch and who are not succeeding academically in their local public school. This restores the initial intent of EFAs and prevents the current free-for-all approach that has spiraled costs out of control.

Rationale:

EFA funds are being provided to parents who do not need them (kids already in private school, have the means to pay) and the resulting impact on the budget is squeezing other services.

NHSBA Board of Directors Recommendation: Not support. NHSBA has two long-standing Statements of Belief opposing vouchers, tax credits and tax subsidies that divert scarce tax dollars away from public education (I:A, adopted in 1991; and I:B, adopted in 2005). If the delegates wish to adopt this proposal, those two long-standing Statements of Belief would have to be amended or deleted.

- *I:A• NHSBA supports the utilization of public education funds solely for public school purposes as determined by the local school boards. (1991)*
- *I:B• NHSBA urges the NH Legislature and Congress to oppose any efforts to subsidize elementary or secondary private, religious or home schools with public tax dollars. Specifically, NHSBA opposes the creation of vouchers, tax credits and tax subsidies that in any form are targeted to the tuition or expenses for non-public K-12 schools. Rather than diverting scarce tax dollars away from our public school classrooms, NHSBA urges the NH Legislature and Congress to support improvements in our public schools and meet current funding obligations and promises, benefiting the vast majority of America's children who are educated daily in our public schools. (2005)*

Proposed Resolution #5

Submitted By: Pittsfield School Board

Proposed Resolution:

If the legislature continues its pursuit of state-mandated open enrollment, the state should be responsible for covering the full cost of the student's participation in the receiving district and should fund transportation expenses for students attending a school other than their public school of record. No local funds from the sending district should be allocated to the receiving district since the state will have superseded local control over these decisions.

Rationale:

The state should fully fund state-required changes in educational policy such as this, rather than allowing the burden to fall on local school districts.

NHSBA Board of Directors Recommendation: Support alternative language.

Alternative Resolution Proposed by the NHSBA Board of Directors:

Amend continuing resolution #5 to read: *NHSBA opposes state-mandated open enrollment as a primary legislative position. Such opposition is paramount when any proposals to expand open enrollment is not fully funded by the state, and/or does not include sufficient state funding to provide transportation for all K-12 students to the open enrollment of their choice.*

NHSBA Rationale:

In 2025, NHSBA members adopted Continuing Resolution #5, which states “NHSBA opposes state-mandated open enrollment.”

The Board of Directors holds firm on that commitment as a primary position, but acknowledges that continuing legislative efforts to expand open enrollment may require the Association to work to mitigate negative effects of future bills. In recent proposed legislation, some of the negative impacts would have included further erosion of New Hampshire’s longstanding principle of local control, the forced impact of individual family choices upon school district budgets, and the disparate impact on families lacking the financial or time resources necessary to transport their children to other schools.

If the delegates wish to accept this Proposed Resolution in some form, the NHSBA Board of Directors amending Continuing Resolution #5.

Proposed Resolution #6

Submitted By: Pittsfield School Board

Proposed Resolution:

Local Education Agencies (LEAs) may pursue agreements to share, streamline, or merge SAU administrative services as negotiated by their local school boards. Any state-driven merging of such SAU services must, however, allow a minimum of three years before implementation and must articulate how smaller and/or poorer districts will not be overlooked in a larger administrative unit.

Rationale:

We do not disagree that administrative services for smaller districts are expensive to maintain. However, the decisions about when and whether to consolidate in some way should be left to local boards (local control). If the state mandates such consolidation, they must allow time to consider its implementation, and the state must articulate how the plan will not disenfranchise smaller and/or poorer districts.

NHSBA Board of Directors Recommendation: Support alternative language.

Alternative Resolution Proposed by the NHSBA Board of Directors:

The New Hampshire School Boards Association supports local school districts pursuing agreements to share, streamline, or merge SAU administrative services as negotiated by the local school boards. However, NHSBA believes that any state-mandated merging of SAUs or SAU services must, allow for a reasonable time before implementation so such implementation can be done with fidelity. Further, state-mandated SAU mergers must articulate and ensure that smaller and/or poorer school districts will not be overlooked by a larger administrative unit.

NHSBA Rationale: Though NHSBA has opposed state-mandated SAU mergers the last two legislative sessions, there is continuing discussion at the legislature about implementing some sort of legislation to consolidate SAUs and/or SAU services. NHSBA believes that such mergers, if any, should be left to local voters to approve following negotiation among and by local school boards. Further, the NHSBA Board of Directors believes ensuring that smaller and poorer school districts are not overlooked by a larger SAU structure is a prudent principle.

Proposed Resolution #7

Submitted By: Pittsfield School Board

Proposed Resolution:

The state will not further decrease or eliminate any tax or other revenue stream unless and until 40% of the cost of special education in every district in the state has been funded by a combination of state and federal funds.

Rationale:

Education does not have a spending problem. We have a revenue problem, driven largely by the legislature's decisions to reduce or eliminate sources of revenue such as the Interest and Dividends tax and the BET. If the decision to reduce revenue is taken, the state should ensure that its obligations to local districts' special education costs have been met first.

NHSBA Board of Directors Recommendation: Not support.

NHSBA Statement of Belief IX:A states “NHSBA urges the U.S. Congress to appropriate funds to pay 40% of the cost of implementing IDEA, and to fully fund any additional requirements in the area of special education and to provide financial impact statements.” (1990)

Additionally, NHSBA Statement of Belief IX:B (2002) states in part “Congress should fully fund the federal share of IDEA as a mandatory program.”

For these reasons, the NHSBA Board of Directors believes the Proposed Resolution is already covered by these two existing Statements of Belief.

Proposed Resolution #8

Submitted By: Pittsfield School Board

Proposed Resolution:

NHSBA supports the right of parents to homeschool their children. However, parents who choose to do so should be required to submit accountability measures to the State Board of Education. Furthermore, no parents homeschooling their child should receive an Education Freedom Account (EFA) unless their child would meet the eligibility requirements for free and reduced lunch in public school.

Rationale:

Accountability for education rests with the public schools. If children are educated at home by parents, the state has a vested interest in ensuring that children are making academic progress. Parents who choose to homeschool their children should not receive EFAs unless their child would meet the eligibility requirements of FRL in the public school to keep the system fair.

NHSBA Board of Directors Recommendation: Not support. First, as noted above, NHSBA has two long-standing Statements of Belief opposing school vouchers. This proposal implies that NHSBA does not oppose vouchers provided certain conditions or criteria are met. Second, homeschooling matters are not necessarily matters impact or affecting school board governance. For these reasons, the NHSBA Board of Directors does not support this proposal.

Proposed Resolution #9

Submitted By: Raymond School Board

Proposed Resolution:

BE IT RESOLVED that the New Hampshire School Boards Association establish a process requiring any resolution that is seven (7) years old or older to be reviewed by the appropriate committee or governing body; and

BE IT FURTHER RESOLVED that following such review, the resolution shall be recommended for one of the following actions:

1. Retain the resolution as written;
2. Amend or update the resolution; or
3. Remove the resolution from the Association's active policy positions; and

BE IT FURTHER RESOLVED that the results of the review process be communicated to the membership as part of the Association's regular resolution and delegate assembly process.

Rationale:

The New Hampshire School Boards Association maintains a series of resolutions intended to guide advocacy efforts, legislative priorities, and organizational positions on behalf of member school districts; and

Resolutions adopted many years ago may no longer reflect current educational priorities, legislative realities, fiscal conditions, or the needs of New Hampshire school districts; and

Regularly reviewing existing resolutions helps ensure that the Association's positions remain relevant, accurate, and representative of its membership; and

A formal review process would provide member districts with the opportunity to reaffirm, revise, or retire outdated resolutions in an organized and transparent manner.

NHSBA Board of Directors Recommendation: Support. The NHSBA Board of Directors agrees that the Association currently has too many Resolutions/Statement of Beliefs and that many of them are either outdated or no longer pertinent.

Proposed Resolution #10.1

Submitted By: Claremont School Board

Proposed Resolution:

Developing a New Hampshire Educational and Municipal Finance Workforce Pipeline

WHEREAS, New Hampshire school districts and municipalities are experiencing significant difficulty recruiting and retaining qualified business administrators, finance directors, accountants, and other public-sector financial professionals; and

WHEREAS, accounting practices, statutory requirements, reporting obligations, tax-rate calculations, grant administration, governmental auditing standards, and financial management responsibilities in school districts and municipalities differ substantially from those found in private-sector accounting; and

WHEREAS, many skills and competencies required for governmental and school finance administration are not routinely taught in traditional business accounting degree programs; and

WHEREAS, the shortage of qualified candidates creates operational risks for school districts, threatens compliance with state and federal requirements, and increases costs associated with recruitment, training, and turnover;

NOW, THEREFORE, BE IT RESOLVED, that the New Hampshire School Boards Association advocate for legislation, appropriations, and state-supported initiatives that encourage New Hampshire colleges, community colleges, universities, and other institutions of higher education to establish, expand, or support programs, certificates, concentrations, internships, apprenticeships, and degree pathways focused on governmental, municipal, and school district accounting and finance; and

BE IT FURTHER RESOLVED, that NHSBA advocates for scholarships, loan-forgiveness programs, internships, and other incentives designed to attract and retain qualified professionals in New Hampshire's public education and municipal finance workforce.

This resolution is contingent on Claremont School Board approval

Rationale:

New Hampshire faces a growing shortage of qualified school and municipal finance professionals. Private-sector accounting experience alone often does not provide the specialized knowledge necessary to administer public funds, comply with governmental accounting standards, calculate tax rates, manage grants, and meet state and federal reporting requirements. Establishing educational pathways focused specifically on governmental and school finance will strengthen the workforce pipeline, improve compliance, reduce risk, and better protect taxpayer resources.

NHSBA Board of Directors Recommendation: See the NHSBA Board of Directors response and recommendation following Proposed Resolution 10.3.

Resolution #10.2

Submitted By: Claremont School Board

Proposed Resolution:

Reinstatement of State Certification Requirements for School District Business Administrators

WHEREAS, school district business administrators are responsible for the stewardship of substantial public funds and for ensuring compliance with complex state and federal financial requirements; and

WHEREAS, the responsibilities of school district business administrators include budgeting, accounting, financial reporting, tax-rate development, grant administration, procurement, debt management, internal controls, auditing coordination, and regulatory compliance; and

WHEREAS, these responsibilities require specialized expertise that is distinct from private-sector accounting and financial management; and

WHEREAS, consistent professional standards help ensure sound financial practices, transparency, accountability, and protection of taxpayer resources;

NOW, THEREFORE, BE IT RESOLVED, that the New Hampshire School Boards Association advocate for legislation and administrative rules requiring school district business administrators to obtain and maintain state certification as a condition of employment in New Hampshire public school districts; and

BE IT FURTHER RESOLVED, that certification standards reflect the specialized knowledge and competencies required for school finance administration and governmental accounting in New Hampshire.

Rationale:

School district business administrators occupy positions of significant fiduciary responsibility. Requiring state certification establishes a consistent baseline of professional competence, promotes accountability, and helps ensure that individuals entrusted with managing public education funds possess the specialized knowledge required to perform these duties effectively. Reinstating certification requirements will strengthen financial oversight and reduce the risk of costly compliance failures.

NHSBA Board of Directors Recommendation: See the NHSBA Board of Directors response and recommendation following Proposed Resolution 10.3.

Proposed Resolution 10.3

Submitted By: Claremont School Board

Proposed Resolution:

Strengthening Continuing Education Requirements for Certified School District Business Administrators

WHEREAS, state and federal laws, regulations, accounting standards, grant requirements, auditing expectations, and financial reporting obligations affecting school districts change regularly; and

WHEREAS, maintaining professional competency requires ongoing education and demonstrated mastery of specialized subject matter; and

WHEREAS, continuing education programs that rely solely upon attendance verification do not adequately demonstrate comprehension or competency; and

WHEREAS, failures in grant administration, reimbursement procedures, tax-rate calculations, financial reporting, procurement compliance, and other areas of public finance can result in financial losses, audit findings, delayed reimbursements, and increased taxpayer burden;

NOW, THEREFORE, BE IT RESOLVED, that the New Hampshire School Boards Association advocate for mandatory continuing education requirements for all certified school district business administrators; and

BE IT FURTHER RESOLVED, that continuing education programs include objective assessment measures demonstrating successful completion and comprehension of course content, including examinations, competency assessments, case-study evaluations, or other measurable methods of evaluation; and

BE IT FURTHER RESOLVED, that required continuing education include instruction and demonstrated competency in areas including, but not limited to:

- School district accounting and governmental accounting standards;
- State and federal grant administration;
- Grant reimbursement procedures and compliance requirements;
- Financial reporting and audit preparation;
- Tax-rate calculation and revenue estimation;
- Budget development and long-range financial planning;
- Procurement and contracting requirements;
- Internal controls and fraud prevention;
- State-specific statutory and regulatory requirements;
- Federal compliance requirements and reimbursement regulations; and
- Other topics essential to the effective stewardship of public education funds.

Rationale:

Continuing education should ensure not only participation but also demonstrated competency. School district business administrators must remain current on increasingly complex financial, regulatory, and grant-management requirements. Requiring objective evaluation as part of continuing education will promote professional excellence, improve compliance, reduce audit findings, maximize reimbursement opportunities, and strengthen public confidence in the management of taxpayer resources.

NHSBA Board of Directors Recommendation: Support alternative language.

Alternative Resolution Proposed by the NHSBA Board of Directors:

- 10.1** The New Hampshire School Boards Association will advocate for and support legislation and administrative rules requiring school district business administrators to obtain and maintain state certification (with appropriate alternative pathways) as a condition of employment in New Hampshire public school districts; and that certification standards reflect the specialized knowledge and competencies required for school finance administration and governmental accounting in New Hampshire.
- 10.2** The New Hampshire School Boards Association will advocate for and support mandatory continuing education requirements for all certified school district business administrators; and that continuing education programs include objective assessment measures demonstrating successful completion and comprehension of course content, including examinations, competency assessments, case-study evaluations, or other measurable methods of evaluation.
- 10.3** The New Hampshire School Boards Association will advocate for and support legislation, appropriations, and state-supported initiatives that encourage New Hampshire colleges, community colleges, universities, and other institutions of higher education to establish, expand, or support programs, certificates, concentrations, internships, apprenticeships, and degree pathways focused on governmental, municipal, and school district accounting and finance; and that the Association will advocate for scholarships, loan-forgiveness programs, internships, and other incentives designed to attract and retain qualified professionals in New Hampshire's public education and municipal finance workforce.

NHSBA Rationale: New Hampshire school districts, many with annual budgets in the 10s of millions of dollars, face significant challenges recruiting and retaining qualified business administrators, finance directors, accountants, and other public-sector financial professionals, creating operational risks and increasing costs associated with recruitment, training, and turnover.

School district finance work requires specialized expertise in budgeting, accounting, financial reporting, tax-rate development, grant administration, procurement, debt management, internal controls, audit coordination, and regulatory compliance—knowledge that differs substantially from private-sector accounting and is not routinely taught in traditional business accounting programs.

School district business administrators (SBA's) are responsible for the stewardship of substantial public funds and must maintain compliance with complex and regularly changing state and federal laws, regulations, accounting standards, grant requirements, auditing expectations, and financial reporting obligations.

Breakdowns in grant administration, reimbursement procedures, tax-rate calculations, financial reporting, procurement compliance, or other public-finance functions can result in financial losses, audit findings, delayed reimbursements, increased taxpayer burden, and diminished public accountability.

Consistent professional standards and continuing education demonstrating mastery of specialized subject matter support sound financial practices, transparency, accountability, compliance, and protection of taxpayer resources.

Proposed Resolution #13

Submitted By: Hooksett School Board

Proposed Resolution:

The New Hampshire School Boards Association advocate for legislation affecting the governance, operations, or finances of public school districts to include implementation timelines that provide school districts with sufficient notice to comply with new statutory requirements through their normal governance and budgetary processes. Legislation requiring board action, budget committee approval, public hearings, policy revisions, or other district action should not become effective immediately upon passage when doing so could reasonably result in administrative hardship, loss of statutory authority, or significant unbudgeted financial impacts.

Rationale:

School districts operate on annual budget cycles and are required to comply with numerous statutory processes involving school board action, budget committee review, public hearings, and voter authorization. When legislation imposing new requirements or modifying existing statutory authority becomes effective immediately upon passage, districts may have little or no opportunity to complete these required processes before the close of the fiscal year.

HB 1610 (2025) illustrates this concern. The legislation modified the requirements governing school district contingency funds, including annual authorization requirements, funding limitations, and the conditions under which such funds may be used. Because the bill became effective immediately upon passage, districts faced uncertainty regarding whether actions needed to be taken before the Governor signed the bill in order to preserve their ability to establish or retain contingency funds for the upcoming fiscal year.

Reasonable implementation periods promote thoughtful decision-making, compliance with statutory public processes, sound fiscal management, and equitable administration across all school districts. The New Hampshire School Boards Association should advocate that legislation affecting school district governance or finances include effective dates that provide adequate time for districts to implement new requirements without unnecessary administrative or financial hardship.

NHSBA Board of Directors Recommendation: Support. NHSBA routinely informs the legislature that certain timelines for implementing new legislation, new policies, and new practices are not possible; and further, NHSBA routinely asks the legislature to delay the effective date of legislation so school boards and administrators can prepare and plan properly.

Proposed Resolution #14

Submitted By: Chester School Board

Proposed Resolution:

RESOLVED, that the Chester School Board supports the inclusion of implementation safeguards in any universal enrollment legislation or policy, including:

1. Prevent duplicate tuition payments and preserve existing tuition and area agreements.
2. Limit student transfers during the school year, except for hardship or relocation.
3. Require timely parent notification to resident and receiving districts.
4. Preserve existing area agreements, tuition agreements, and enrollment rights.
5. Allow districts to determine participation and available enrollment capacity.
6. State funding follows the student.
7. Resident districts shall not be responsible for tuition payments.

Rationale:

Universal enrollment can expand educational opportunities for students and families; however, it must be implemented in a manner that promotes fiscal responsibility and operational stability for school districts. Clear provisions addressing tuition obligations, enrollment timelines, student mobility, and existing area agreements will help districts budget effectively, maintain educational continuity, and preserve successful collaborative school arrangements while supporting family choice.

NHSBA Board of Directors Recommendation: No position. As with Proposed Resolution #5, last year, NHSBA members adopted Continuing Resolution #5, which states “NHSBA opposes state-mandated open enrollment.” If the delegates choose to adopt this proposal, the NHSBA Board of Directors believes Continuing Resolution #5 should be amended to add theses proposed provisions, rather than create a new Resolution.

Proposed Resolution #15

Submitted By: Deerfield School Board

Proposed Resolution:

NHSBA will actively support legislation that fully funds special education costs in the State of New Hampshire and IDEA federally, this is consistent with the promise Congress made when the creation of IDEA occurred in 1975 and signed into law by President Gerald Ford.

Rationale:

NHSBA Board of Directors Recommendation: Not support. As with proposal #7, NHSBA Statement of Belief IX:A (1990) urges Concord to fulfill its IDEA obligations. Further, Statement of Belief IX:B calls for Congress to fully fund the federal share of IDEA as a mandatory program.



Barrett M. Christina, Executive Director

Matt Pappas, President, Rochester

Ege Cordell, First Vice President, Chesterfield

James Noyes, Second-Vice President, Bethlehem and Profile Regional

Holly Kennedy, Immediate Past-President, Hinsdale

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**Continuing Resolutions for 2026
Adopted at the 2025 NHSBA Delegate
Assembly October 25, 2025**

1. The NHSBA will advocate for minimum standards for public school approval, ED 306, that are consistent with the NHSBA Statement of Beliefs Manual and current approved Continuing Resolutions. (2024)
2. NHSBA will advocate for laws governing impact fees to be updated to require local Planning Boards to revisit impact fee methodology, policy, and schedule at least every five years, to ensure local ordinances reflect legislative or rule changes and consider other local factors and school district concerns. (2024)
3. NHSBA will support legislation that requires the State of New Hampshire to fund the cost of the Youth Risk Behavior Survey for all New Hampshire middle school students in the state in districts that wish to implement it. (2024)
4. NHSBA supports legislation which prioritizes the well-being and safety of students and, while recognizing the rights of parents to make decisions about their children, also gives due consideration and weight to educators' professional judgment and their responsibility under the Code of Ethics for New Hampshire Educators to always act in a student's best interests. (2024)
5. NHSBA opposes state-mandated open enrollment. (2025)
6. NHSBA supports legislation that would for a simple majority to approve bonds intended for the maintenance, repair, or improvement of existing school district facilities, especially when the major portion of the borrowed

funds are essential to bring such facilities up to fire and other safety requirements, or improvements necessary to meet the requirements of the minimum standards for school facilities.

HILLSBORO-DEERING DELIBERATIVE SESSION & SCHOOL BOARD MEETING

Monday, August 17th, 2026

H-D Elementary School Room 202

Use Building Entrance #7



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.

Live Stream: <https://www.youtube.com/@Hillsboro-DeeringSchoolBoards> (if available)

In Attendance	Administration
Kathryn McGinn: Chair	Jennifer Crawford: Superintendent
Krista Davison: Vice Chair	
Lindsey Boyle	
Chris Boher	
Jessica Pollard: Arrived @5:10pm.	

Meeting Minutes

A. Call the School Board Meeting to Order @5:02pm

Announcement as to the presence of a quorum, that the meeting has been duly called, and the notice of the meeting having been posted for time and in the manner required by law. Public announcement that the meeting is being audio recorded and will appear on the internet at www.youtube.com/@Hillsboro-DeeringSchoolBoards.

- Chair McGinn called the meeting to order @5:02pm.

B. Pledge of Allegiance and Moment of Silence

- Chair McGinn led everyone in the Pledge of Allegiance and a Moment of Silence.

C. Review Hillsboro-Deering School Board Norms

- The Board reviewed the School Board Norms

Hillsboro-Deering School Board
Unanimously Approved 8-21-2023

Norm	When we do this, we...	When we are NOT doing this, we...
Assume Good Intentions	- Value others' comments - Actions come from a place of supporting - Listen to other points of view	- Are visibly frustrated and in odds - Alleviate groups of students - Make assumptions and jump to conclusions
Be present and prepared	- Read all materials prior to the meeting - Listen to each other - Open mind and stay engaged for the full meeting	- Do not follow the discussion - Go off topic - Do not read the meeting materials in advance
Communicate Effectively	- Listen to and hear each other - Use respectful and positive meeting - Speak to move the conversation forward	- Are off topic - Are disrespectful - Are argumentative

D. Correspondence – N/A

HILLSBORO-DEERING DELIBERATIVE SESSION & SCHOOL BOARD MEETING

Monday, August 17th, 2026

H-D Elementary School Room 202

Use Building Entrance #7



E. Public Comment- Limited to five minutes per person @5:03pm

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

- Chair McGinn opened Public Comment @5:03pm.
- No members of the public were present.
- Chair McGinn left Public Comment open and moved the meeting forward @5:03pm.

F. Consent Agenda (Action Needed)

1. Approve Minutes

- June 15, 2026, Minutes
 - June 15, 2026 Nonpublic Session
 - May 18, 2026 Unsealed Nonpublic Session
- ##### 2. Appointments, Leaves and Resignations
- Attached Document #1 (5 pages)

3. Facilities Use Requests

- Attached Document #2 (6 pages)
- Middle School Volleyball – September 7th through 28th from 2:30-4:00 PM; building use waiver request of \$910 (15 days x \$65 per day)
- Public Skate Night – Middle School Cafeteria/Gym – one night per month for the school year from 4:30-9:30 PM; building use waiver request of \$2,135 (building use fee of \$910 (\$130/ per night x 7 nights) and custodial fee waiver of \$1,225 (7 nights x 5 hours x \$35 per night)
- Public Roller Derby Scrimmage – Middle School Cafeteria/Gym – November 21st, February 14th and March 20th, from 11:00 AM to 6:00 PM; building use waiver request of \$1,230 (building use fee of \$390 (3 nights x \$130 p/night) and custodial fee of \$840 (3 days x 8 hours p/day @ \$35 p/hour)

Vote #1: Boher Motions to pull Facilities Use Request for Public Skate Night & Public Roller Derby Scrimmage; Davison Seconds; Motion Passed; 4-0-0.

Vote #2: Boyle Motions to approve the Consent Agenda with the addendum; Boher Seconds; Pollard Abstains; Motion Passed; 4-0-1.

Vote #3: McGinn Motions to approve the Facilities Use requests for the Public Skate Night & Public Roller Derby Scrimmage waiving the fee for the building use and not approving the custodial use fees; Boher Seconds; Motion Passed; 5-0-0.

G. Public Comment- Limited to five minutes per person @5:15pm

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

- Chair McGinn opened Public Comment @5:15pm.
- No members of the public were present.
- Chair McGinn left Public Comment open and moved the meeting forward @5:15pm.

H. Adjournment @5:15pm

- Davison Motions to Adjourn; Boyle Seconds; Motion Passed; 5-0-0 @ 5:15pm.

Respectfully Submitted by Brittany Morrill



SAU #34 78 School Street Hillsboro, NH 03244-4780
603.464.4466 FAX 603.218.6304 www.hdsd.org

Jennifer L. Crawford, Ed.D.
Superintendent of Schools
Director of Curriculum, Instruction and Assessment
Jeni Lilliberto, CAGS
Director of Curriculum, Instruction and Assessment
Stacey Vazquez, Ed.S.
Director of Student Support Services
Rebecca McIntoshello, MBA
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: Appointments, Leaves & Resignations of Teachers and Administrators
Date: August 17, 2026

The following resignations, leaves, and appointments of Teachers and Administrators have occurred since the June 15, 2026 School Board meeting:

**** Previously approved resignation rescinded for Gianna Colletto, HDES Classroom Teacher**

Resignations:

Kimberly Wesler, HDES Special Ed Teacher, resignation effective 7/8/26

Leaves:

Alexandria Gasparini, HDHS Science Teacher, parental leave; effective 12/23/26-6/30/27.

Transfers/Change of Assignments:

Gianna Colletto, HDMS Math Teacher, transfer from HDES Classroom teacher, BA, Step 1, \$48,162; effective 7/1/26.

Cameron Spinney, HDMS Physical Health/Gym Teacher, transfer from HDMS Paraleducator, BA, Step 1, \$48,162; effective 7/13/26

Appointments:

Deborah Brenner, HDMS Special Education/Case Manager, MA, Step 12, \$78,477; effective 7/1/26.
Aeron Armstrong, HDHS Life Skills/Case Manager, MA, Step 12, \$78,477; effective 7/1/26.
Aeron Armstrong, HDHS ESY Teacher, \$35/hour – 36 hours total; effective 7/1/26 to 8/8/26
Alyxandra Nelson, HDSD Summer Food and Nutrition Team, \$25/hour; 5 hours/day, 2 days/week; effective 6/22/26-8/25/26.
Joanne Johnson, HDSD Summer Food and Nutrition Team, \$25/hour; 5 hours/day, 2 days/week; effective 6/22/26-8/25/26.
Abigail McHugh, HDHS Mentor PD Provider, \$35/hour, up to 2 hours; effective 1/1/26-6/30/26.
Shannon DiFelice, Duncen Jenkins Athletic School Club Leader, \$245/stipend, 1 hour/day, 1 day/week; effective 4/13/26-6/12/26, grant funded.
Kelly Dinsmore, HDHS Summer School Teacher -Science, \$35/hour, 4 hours/day, 3 days/week; effective 7/14/26-8/16/26.
Mariah Chandler, HDHS Summer School Teacher, \$35/hour, 4 hours/day, 3 days/week; effective 7/14/26-8/16/26.

Sara Paquette, HDHS Summer School Teacher-English, \$35/hour, 4 hours/day, 3 days/week; effective 7/14/26-8/16/26.
Jocelyn Perrin, HDHS Summer Advisory Planning, \$35/hour, up to 16 hours; effective 6/19/26-6/30/26.
Sara Paquette, HDHS Summer Advisory Planning, \$35/hour, up to 16 hours; effective 6/19/26-6/30/26.
Michelle Prentiss, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
John Bramley, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
Noah Denslow, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
Jeremy Thompson, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
Jessamyn Irwin, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
Abigail McHugh, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
Kelly Dinsmore, HDHS Summer Advisory Planning, \$35/hour, up to 12 hours; effective 6/19/26-6/30/26.
Natalie Davidson, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Deb Dyer-Quinn, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Virginia McLay, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Leighanna Dumais, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Cara Juliano, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Deanna Neal, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Dagmar Herrick, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Molly Butler, HDES Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
Elisabeth Buck, HDES Mentor, \$500/stipend; effective 8/1/26-6/30/27, grant funded.
Shannon DiFelice, HDES Mentor, \$500/stipend; effective 8/1/26-6/30/27, grant funded.
Jennifer Weston, HDMS Dance Advisor, \$1050/stipend; effective 8/1/26-6/30/27.
Jessica Granger, HDMS SADD Advisor, \$825/stipend; effective 8/1/26-6/30/27.
Jocelyn Drew, HDMS Memory Book Advisor, \$1050/stipend; effective 8/1/26-6/30/27.
Stephanie Lamotte, HDMS Team Leader-8th Grade, \$1800/stipend; effective 8/1/26-6/30/27.
Rebecca Bagatz, HDES Instructional Team Leader-Grade 4, \$1800/stipend; effective 8/1/26-6/30/27.
Eileen Ward, HDES Instructional Team Leader-Grade 1, \$1800/stipend; effective 8/1/26-6/30/27.
Kathleen Wechsler, HDES Instructional Team Leader-Special Education, \$1800/stipend; effective 8/1/26-6/30/27.
Carolyn McFerr, HDES Instructional Team Leader-Grade 3, \$1800/stipend; effective 8/1/26-6/30/27.
Alanna Kimball, HDES Instructional Team Leader-Grade 2, \$1800/stipend; effective 8/1/26-6/30/27.
Stephanie Savoy, HDES Instructional Team Leader-Grade 5, \$1800/stipend; effective 8/1/26-6/30/27.
Terril Carson, HDES Instructional Team Leader-Grade K, \$1800/stipend; effective 8/1/26-6/30/27.
Shannon Rockwell, HDES Instructional Team Leader-Student Support, \$1800/stipend; effective 8/1/26-6/30/27.
Shannon Rockwell, HDES Field Day Co-Advisor, \$187.50/stipend; effective 5/1/26-6/30/27.
Cara Juliano, HDES Field Day Co-Advisor, \$187.50/stipend; effective 5/1/26-6/30/27.
Shannon Rockwell, HDES CARES Winter Carnival Co-Advisor, \$187.50/stipend; effective 11/1/26-2/28/27.

Cara Juliano, HDES CARES Winter Carnival Co-Advisor, \$187.50/stipend; effective 5/1/26-2/28/27.
 Christine Haley, HDES Music Director, \$825/stipend; effective 8/1/26-6/30/27.
 Alexandra Nelson, HDSB Mentor Coordinator, \$5500/stipend; effective 8/1/26-6/30/27, grant funded.
 Margaret Cover, HDSB Curriculum Committee, \$45/hour; effective 8/1/26-6/30/27.
 Megan Willett, HDSB Curriculum Committee, \$45/hour; effective 8/1/26-6/30/27.
 Abigail McHugh, HDSB French Club Advisor, \$600/stipend; effective 8/1/26-6/30/27.
 Greg Lefko, HDSB Data Team, \$45/hour, up to 14.5 hours during school year and 6.5 for end of year meeting; effective 8/1/26-6/30/27, grant funded.
 Lauren Grano, HDSB Social Studies Teacher, BA, Step 5, \$54,207, effective 7/1/26
 Michelle Prentiss, HDSB Senior Class Advisor, \$1,125/stipend; effective 7/1/26-6/30/27
 Michelle Prentiss, HDSB Athletics Coverage, \$50/per game; effective 7/1/26-6/30/27
 Kelly Dismore, HDSB Live Poets Society/Book Club, \$300/stipend; effective 7/1/26-6/30/27
 Abigail McHugh, HDSB Freshmen Class Advisor, \$825/stipend; effective 7/1/26-6/30/27
 Abigail McHugh, HDSB French Club Advisor, \$600/stipend; effective 7/1/26-6/30/27
 John Bramley, HDSB Senior Class Advisor, \$1,125/stipend; effective 7/1/26-6/30/27
 John Bramley, HDSB Lead Mentor, \$750/stipend; effective 7/1/26-6/30/27, grant funded.
 John Bramley, HDSB NH Scholars Advisor, \$1,050/stipend; effective 7/1/26-6/30/27
 John Bramley, HDSB Math Team Advisor, \$412.50/stipend; effective 7/1/26-6/30/27
 John Bramley, HDSB Athletics Coverage, \$50/per game; effective 7/1/26-6/30/27
 Jocelyn Perrin, HDSB Junior Class Advisor, \$1,125/stipend; effective 7/1/26-6/30/27
 Jocelyn Perrin, HDSB Math Team Advisor, \$412.50/stipend; effective 7/1/26-6/30/27
 Sara Paquette, HDSB Honor Society Advisor, \$825/stipend; effective 7/1/26-6/30/27
 Shannon Hueber, HDSB ESY Teacher, \$35/hour – 12 hours total; effective 7/1/26 to 7/23/26
 Tara Bell, HDSB Washington DC Trip Co-Advisor, \$512.50/stipend; effective 7/1/26-6/30/27.
 John Bramley, HDSB Summer School Coordinator, \$35/hour, up to 12 hours; effective 7/1/26-8/16/26.
 John Bramley, HDSB Summer School Teacher -Math, \$35/hour, 4 hours/day, 3 days/week; effective 7/1/26-8/16/26.
 Heather Garcia, HDSB Data Team, \$35/hour, up to 14.5 hours; effective 9/1/25-6/30/26, grant funded.
 Alex Conway, HDSB Data Team, \$35/hour, up to 14.5 hours; effective 9/1/25-6/30/26, grant funded.
 Michael Bagitz, HDSB Data Team, \$35/hour, up to 14.5 hours; effective 9/1/25-6/30/26, grant funded.
 Heather Garcia, HDSB Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
 Tara Bell, HDSB Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
 Michael Bagitz, HDSB Data Team, \$45/hour, up to 14.5 hours; effective 9/1/26-6/30/27, grant funded.
 Jessica Granger, HDSB Washington DC Trip Co-Advisor, \$512.50/stipend; effective 7/1/26-6/30/27.
 Alana Kimball, HDSB Professional Development Committee, \$45/hour; effective 9/1/26-6/30/27.
 Greg Lefko, HDSB Curriculum Committee, \$45/hour; effective 9/1/26-6/30/27.
 Greg Lefko, HDSB Mentor, \$500/stipend; effective 8/1/26-6/30/27, grant funded.
 Greg Lefko, HDSB Boys Soccer Coach, \$1687/stipend; effective 8/25/26-10/31/26.
 Christopher Whitney, HDSB Library Media Specialist, MA, Step 11, \$61,258.40 salary prorated to .8 position, effective 8/24/26-6/30/27. Tired under 1-year emergency authorization for library media specialist license. Holds current NHED K-6 teaching license
 Joe Gillet, HDSB Varsity Soccer Head Coach, \$3,300 stipend; effective 8/17/26-10/30/26
 Cameron Spinney, Varsity Football Asst. Coach, \$1,500 stipend; effective 8/14/26-10/30/26
 Amy Montanez, HDSB Girls Varsity Soccer Head Coach, \$3,300 stipend; effective 8/17/26-10/30/26
 Jay Wood, HDSB Varsity Football Head Coach, \$4,000 stipend; effective 8/14/26-10/30/26
 Terri Carson, HDSB Mentor, \$500 stipend; effective 8/20/26-6/20/27, grant funded
 HeatherAnn LaBier, HDSB ESY Nurse, \$35/hour, 3.5 hours p/day, 3 days/week; eff. 7/21/26-8/6/26
 Autumn Wightman, HDSB Kindergarten Teacher, MA Step 5, \$64,128; effective 8/6/26



SAU #34 78 School Street Hillsboro, NH 03244-4780
 603.464.4466 FAX: 603.218.6504 www.hdsd.org
 Jennifer L. Crawford, Ed.D. Jeni LaBierre, CAGS
 Superintendent of Schools Director of Curriculum, Instruction and Assessment
 Stacy Varquez, Ed.S. Rebecca Minichello, MBA
 Director of Student Support Services Business Manager

To: Members, Hillsboro-Deering School Board
 From: Dr. Jennifer Crawford, Superintendent of Schools
 Date: August 17, 2026
 Re: For Information Only - Appointments, Leaves and Resignations Staff

The following resignations, leaves, and appointments of staff have occurred since the June 15, 2026 School Board meeting:

RESIGNATIONS:

Jenny Martin, HDES Food and Nutrition Member, resignation effective 7/15/26.
 Cameron Spinney, HDSB Pareducator, resignation effective 7/23/26.

LEAVES:

TRANSFERS/CHANGE OF ASSIGNMENTS:

Robyn Chickering, HDES Office Para, transfer from Special Ed Para, Column B, Step 10, \$25,78/hour, effective 7/13/26

APPOINTMENTS:

Cathy Bennett, HDES Secretary to the Principals, Column C, Step 10, \$26,28/hour, 8 hours/day, 5 days/week; effective 7/1/26
 Andrea Durwich, HDES Pareducator, Column B, Step 10, \$25,78/hour, 6.5 hours/day, 5 days/week; effective 8/26/26.
 Abigail Vondette, HDES Pareducator, Column B, Step 1, \$20,80/hour, 6.5 hours/day, 5 days/week; effective 8/26/26.
 Morgan Greene, Summer Maintenance/Custodial, \$17.00/hour, 8 hours/day, 4 days/week; effective 6/22/26-9/1/26.
 Wanda Ancill, HDSB Summer School Pareducator, \$25.78/hour, 3 hours/day, 3 days/week; effective 7/1/26-8/6/26.
 Carol Smith, HDSB Summer Food and Nutrition Team, \$25/hour, 5 hours/day, 2 days/week; effective 6/22/26-8/25/26.
 Neena Danner, HDSB Summer Food and Nutrition Team, \$25/hour, 5 hours/day, 2 days/week; effective 6/22/26-8/25/26.
 Rebecca Decker, ESY Speech/Language Assistant, \$31.60/hour, up to 48 hours; effective 7/20/26-8/6/26, partially grant-funded.

Courtney Leimer, ESY Speech/Language Pathologist, \$44.30/hour, up to 57 hours; effective 7/20/26-8/6/26.

Jodi Weighman, HDMS Secretary to the Principal, Colleen C. Step 10, \$26.28/hour; effective 7/1/26.

Taylor Ryckman, HDMS ESY Paraeducator, \$20.79/hour, up to 27 hours; effective 7/21/26-8/6/26.

Kristen Poirier, HDMS ESY Paraeducator, \$25.28/hour, up to 27 hours; effective 7/21/26-8/6/26.

Pam Houghton, DJ Club Leader, \$125/stipend, 1 hour/day, 1 day/week; effective 4/13/26-6/12/26, grant-funded.

Andee Hartness, HDES Yearbook Advisor, \$825/stipend; effective 8/1/26-6/30/27.

Jill Severino, HDHS ESY Occupational Therapist, \$58.83/hour, 4 hours/day, 3 days/week, 12 hours total; effective 7/21/26-7/23/26.

April Burnham, HDHS Communication Support, \$27.86, 3 hours/day, 3 days/week; effective 7/21/26-8/6/26.

Tracy Leathers, HDMS Behavioral Interventionist Assistant, \$25.16/hour, 7 hours/day, 5 days/week; effective 8/26/26-6/30/27.

Robert Armstrong, HDHS Boys JV Soccer Head Coach, \$2,200 stipend; effective 8/17/26-10/30/26

Mike Salee, HDHS Varsity Football Asst. Coach, \$1,500 stipend; effective 8/14/26-10/30/26

Ross Nadeau, HDHS Varsity Football Asst. Coach, \$1,000 stipend; effective 8/14/26-10/30/26

Christa Liguori, HDHS Girls Varsity Volleyball Head Coach, \$3,100 stipend; eft. 8/17/26-10/30/26

Juliana Nurte, HDMS Paraeducator, \$23.40/hr. up to 60 hrs; effective 7/1/26-8/21/26; grant funded

Abigail VonDette, HDMS Girls Soccer Coach, \$1,687 stipend; effective 8/25/26 to 10/31/26

#2

APPENDIX KF-R

Hillsboro-Deering School District Facilities Use Request Form

Facility Requested: (Check one)	☒ HDES	☐ HDMS	☐ X	☐ HDHS	
Room/Space Requested:	Middle School Gym				
Dates:	September 7-26th				
Times:	2:30-4 p.m.				
Name of Event/Activity:	Middle School Volleyball				
Phone:	603-880-4103	Contact:	Frances Plunkett		
Address:	7 School Street Hillsborough NH				
Email:	jplunkett@hillsboroughnh.net				
Description of Activity:	Volleyball practice				
Set up requests: # of chairs	na	# of Tables	na	(attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips):	Projector na Microphone na				
Kitchen	na	(Will be closed to the public unless a district food service employee is present. See fee on page 2.)			
Estimated Attendance:	20	Will an admission fee be charged?	Yes ☐ No ☒	Amount? _____	
Check all that apply to this event/activity:	School-sponsored ☐ School Related ☐ Community ☐ Outside District ☐ Profit ☐ Non-Profit ☐				
Is Building Use Waiver requested?	Yes ☐ No ☒	Is Custodial fee Waiver requested?	Yes ☐ No ☒	Is Kitchen fee Waiver requested?	Yes ☒ No ☐

PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS.

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

- The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured. Certificate of Insurance attached
- Any flyers, social media or advertising of any kind must contain the following: "Not a school-sponsored event"
- It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature: _____

Printed Name: _____ Date: _____

2024 Revised by Frances Plunkett
Revised: 10-17-24

Hillsboro-Deering School District Facilities Use Request Form

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)

Certificate of Insurance

Yes No

Initial

2. Building principal: Confirm that facility in your building is available as requested

Athletic Director: Confirm that athletic field is available as requested

Food Service Director: Confirm that food service personnel are available if kitchen is requested

Building Facility Reserved on:

Room being used

Use approved (circle one)

Approved Disapproved

Reason for Denial (if applicable)

Principal Signature:

Athletic Director Signature:

Food Service Director Signature:

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee

(see fees on page 6)

14 X \$65

\$ 910

Custodial Fees

Custodians

2

\$

\$35/hr per custodian

Hours per custodian

2

\$

Kitchen Fees

Cafeteria Staff

2

\$

\$25/hr per staff member

Hours per person

2

\$

Notes: during regular custodial hours

Total Fees

\$ 910

Business Administrator Signature:

4. School Board:

Fee Waiver Granted:

Amount of waiver requested:

Yes No

\$

Amount waived:

Yes No

\$

School Board Signature:

5. Scheduling (SAU Office)

Entered in School Calendar

Revised: 10-17-24

2

Hillsboro-Deering School District Facilities Use Request Form

Facility Requested: (Check one)

HDHS

HDMS

X

HDMS

Room/Space Requested: Gym, Cafeteria, and Bathrooms

Dates: October 17, 2026, November 14, 2026, January 16, 2027, February 20, 2027, March 13, 2027, April 10, 2027, May 8, 2027

Times: 4:30 9:30 (Event 6 to 9)

Name of Event/Activity: Public skate night

Name of Event/Activity Contact: Jocelyn Drew

Phone: 6038311220

Email: contact@monadnordnoleadership.com

Address:

Description of Activity: Public Skate Night

Set up requests: # of chairs 2 # of Tables 5 (attach any special configuration of chairs and tables)

We will do the setup

Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips):

Projector no Microphone no

no

Kitchen no (Will be closed to the public unless a district food service employee is present. See fees on page 2.)

only food warming tray

Estimated Attendance: 100

Will an admission fee be charged? Yes No

Amount? \$5

Check all that apply to this event/activity:

School-sponsored School Related Community Outside District Profit Non-Profit

Is Building Use Waiver requested? Yes No

Is Custodial fee Waiver requested? Yes No

Is Kitchen fee Waiver requested? Yes No

PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE

ALL WAIVERS.

Our organization is a NH nonprofit and we try to keep our fees low to promote kids skating.

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's

owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the

Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District,

its officers and employees. To the fullest extent permitted by law, from any and all claims, damages,

losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of

the use of these rental premises and all facilities by the Lessee, its officers, employees, agents,

representatives, contractors, customers, guests, and invitees.

The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability

coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering

School District as an Additional Insured. Certificate of Insurance attached

Any Dyes, social media or advertising of any kind must contain the following: "Not a school-

sponsored event"

It is understood that school events/functions have priority for the use of the school district's

facilities and as such, outside groups may be bumped or displaced.

Signature: Jocelyn Drew

Printed Name: Jocelyn Drew

Date: 7/14/2026

Revised: 10-17-24

1

APPENDIX K-F-R

Hillsboro-Deering School District
Facilities Use Request Form

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)
Certificate of Insurance
Initial _____ Yes _____ No _____

2. Building principal: Confirm that facility in your building is available as requested
Athletic Director: Confirm that athletic field is available as requested
Food Service Director: Confirm that food service personnel are available if kitchen is requested
Building Facility Reserved on: _____

Room being used _____
Use approved (circle one) Approved Disapproved

Reason for Denial (if applicable) _____

Principal Signature: _____

Athletic Director Signature: _____

Food Service Director Signature: _____

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee (see fees on page 6) \$130 X 7 \$ 910
Custodial Fees 1 # Custodians 7 X 5 hrs \$ 35
\$35/hr per custodian Hours per custodian 35 hours \$ 1225
Kitchen Fees # Cafeteria Staff _____
\$25/hr per staff member Hours per person _____

Total Fees \$ 2135

Notes: _____

Total Fees \$ 2135

4. School Board:
Fee waiver Granted: _____ Yes _____ No _____

Amount of waiver requested: \$ _____
Amount waived: \$ _____

School Board Signature: _____

5. Scheduling (SAU Office)
Entered in School Calendar _____

Revised: 10-17-24

APPENDIX K-F-R

Hillsboro-Deering School District
Facilities Use Request Form

Facility Requested: (Check one) ☒ HDES ☐ HDMS X ☐ HDHS
Room/Space Requested: Gym, Cafeteria, bathroom.
Dates: November 21, 2026, February 13, 2027, March 20, 2027
Times: 11am to 6pm

Name of Event/Activity: Public roller derby scrimmages
Name of Event/Activity Contact: Jocelyn Drew
Phone: 603.631.1220 Email: contact@monadocderby.com

Address: PO box 204, Antism NH 03440
Description of Activity: Public Roller Derby Scrimmages

Set up requests: # of chairs 10 # of Tables 4 (attach any special configuration of chairs and tables)
We will set up _____

Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips):
Projector no _____ Microphone no _____
We will bring our own sound system _____

Kitchen no _____ (Will be closed to the public unless a district food service employee is present. See fees on page 2.)

Estimated Attendance: 50 to 100 people
Will an admission fee be charged? Yes ☐ No ☒
Amount? free

Check all that apply to this event/activity:
School-sponsored ☐ School Related ☐ Community ☐ Outside District ☐ Profit ☐ Non-Profit ☐

Is Building Use Waiver requested? Yes ☒ No ☐
Is Custodial Fee Waiver requested? Yes ☒ No ☐
Is Kitchen Fee Waiver requested? Yes ☒ No ☐

PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS.
We are a registered NH nonprofit and keep our costs as low as possible for or skaters to skate.

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

- The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured. Certificate of Insurance attached _____
- Any flyers, social media or advertising of any kind must contain the following: "Not a school-sponsored event"
- It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature: Jocelyn Drew
Printed Name: Jocelyn Drew Date: 7/14/2028

Revised: 10-17-24

**Hillsboro-Deering School District
Facilities Use Request Form**

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)

Certificate of Insurance

Initial

Yes No

2. Building principal: Confirm that facility in your building is available as requested

Athletic Director: Confirm that athletic field is available as requested

Food Service Director: Confirm that food service personnel are available if kitchen is requested

Building Facility Reserved on:

Room being used

Use approved (circle one)

Disapproved

Reason for Denial (if applicable)

Principal Signature:

Athletic Director Signature:

Food Service Director Signature:

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee (see fees on page 6)

Custodial Fees

\$35/hr per custodian

Kitchen Fees

\$25/hr per staff member

1 # Custodians

Hours per custodian

Cafeteria Staff

Hours per person

3 x \$130 \$ 390

8 x 3 = 24 \$ 840

\$

Notes:

Total Fees \$ 1230

Business Administrator Signature:

4. School Board:

Fee waiver Granted:

Amount of waiver requested:

Amount waived:

Yes No

\$

\$

School Board Signature:

5. Scheduling (SAU Office)

Entered in School Calendar

Revised: 10-17-24

SCHOOL ADMINISTRATIVE UNIT#4
Deering, Hillsboro, Washington and Windsor
**HILLSBORO-DEERING SCHOOL DISTRICT
SCHOOL BOARD MEETING**
Monday, August 17, 2026, 5:00 PM
H-D Elementary School Room 202
Use Building Entrance #7



Livestream: <https://www.youtube.com/@Hillsboro-DeeringSchoolBoards> (if available)

ADDENDUM TO THE H-D SCHOOL BOARD CONSENT AGENDA

1. Appointments, Leaves & Resignations: add nomination for Heather Garcia as the District MTSS-B Coordinator from 8/11/26-6/30/26 with a \$12,000 stipend. Grant funded from Title IV; and
2. Facilities Use Request for a theatrical production of the Great Gatsby at the HDMS; various dates from September 1st through October 17th; building use waiver request of \$1,655 [Building use fee of \$1,235 (19 nights @ \$65/night) and custodial fee of \$420 (12 hours @ \$35/hour)]

Dear Heather Garcia,

We are pleased to tell you that you have been nominated for Job ID __5039_____. Please print, sign and date this email as soon as possible. After signing, please submit to your administrator for their signature.(Print email, not attachment) This nomination is conditional until signed by the Superintendent. This email replaces an Activity Agreement. If you have any questions, please contact your administrator. Thank you!

NOMINATION

Position Title: MTSS-B Coordinator

HILLSBORO-DEERING SCHOOL DISTRICT
School: District

Start Date: 8/11/26
End Date: 6/30/27

Hours per Day:
Days per Week

Stipend Amount: \$ 12,000
OR
Hourly Rate: \$

OR
Hours per project

Account # (Required): 20.6433.093.110.0

Grant Name: Title IV

Grant Year: 25-26

Grant Activity#: 189893

SAU Office Use only:

Notes:

FOR GRANT FUNDED POSITIONS ONLY:
Is this position a
Multiple Cost Objective ___ or Single Cost Objective ___
If neither, explain how: _____

Employee Signature: *Heather Garcia*

Date: 8/13/2026

Administrator Signature: *Joni Telle*

Date: 8/13/26

Superintendent Signature: *Grant*

Date: 8/13/2026

The Hillsboro-Deering School Board will hold a Facilities Tour at 5:00 PM on Monday, September 21, 2026, followed by the School Board Meeting at 6:00 PM in the H-D ES Room 202. Please Use Entrance 7 to enter H-D ES.

**APPENDIX K-F-R
Hillsboro-Deering School District
Facilities Use Request Form**

Facility Requested: (Check one) ☐ HDES ☐ HDMS ☐ HDHS ☐	
Room/Space Requested: Stage area and cafeteria floor for seating	
Dates: Sept 1st, Sept 3rd, Sept 8th, Sept 10th, Sept 15th, Sept 17th, Sept 22nd, Sept 24th, Sept 29th, and Oct 1st. From 6-9pm. Also Oct 5th-7th 3-9 pm Tech rehearsal Oct 8th 3-9 pm Dress rehearsal, Oct 9th 3-9 pm Opening night, Oct 10th 3-9 pm second show Oct 15th 3-9 pm third show, Oct 16th 3-9 pm fourth show, Oct 17th 10am-4pm matinee.	
Times: listed above	
Name of Event/Activity: Theatrical production of the Great Gatsby: The Golden Mirage	
Name of Event/Activity Contact: Gene Gould	
Phone: 603-464-4007	Email: gene0407@gmail.com
Address: P.O. Box 1525 Hillsboro N.H.	
Description of Activity: Rehearsals leading up to performance of the show.	
Set up requests: # of chairs 150 # of Tables 3 (attach any special configuration of chairs and tables) against the wall next to the kitchen	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector: na Microphone: sound system	
Kitchen: na (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: 100 each night	Will an admission fee be charged? Yes ☐ No ☐ Amount? \$20 / \$15
Check all that apply to this event/activity: School-sponsored: ☐ School Related: ☐ Community use: ☐ Outside District: ☐ Profit: ☐ Non-Profit: ☐ yes	
Is Building Use Waiver requested? Yes ☐ No ☐	Is Custodial fee Waiver requested? Yes ☐ No ☐ Is Kitchen fee Waiver requested? Yes ☐ No ☐
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS. We are a non profit, any monies made at the door go into paying for the production.	

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages,

losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured. Certificate of Insurance attached

Any flyers, social media or advertising of any kind must contain the following: "Not a school sponsored event"

It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature: Ernest E. Gould Jr.

Printed

Name: Ernest E. Gould Jr. Date: 8-15-26

Revised: 10-17-24

**APPENDIX K-F-R
Hillsboro-Deering School District
Facilities Use Request Form**

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/ email. Do not assume the event is approved until you receive confirmation. **Approval Section:**

1. Recipient (SAU, ES, MS or HS Mem or Fice)

Certificate of Insurance Yes ☐ No ☐

2. Building principal: Confirm that facility in your building is available as requested

Athletic Director: Confirm that athletic field is available as requested

Food Service Director: Confirm that food service personnel are available if kitchen is requested

Building Facility Reserved on:

Room being used

Use approved (circle one) Reason for Denial Director Signature:

(if applicable) Principal Signature: Approved/Disapproved

Athletic Director Signature: Food Service

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee Custodial Fees

\$35/hr per custodian

Kitchen Fees

\$25/hr per staff member

APPENDIX K-F-R

Hillsboro-Deering School District Facilities Use Request Form

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)

Certificate of Insurance

Initial TR

☒ Yes ☐ No

2. Building principal: Confirm that facility in your building is available as requested

Athletic Director: Confirm that athletic field is available as requested

Food Service Director: Confirm that food service personnel are available if kitchen is requested

Building Facility Reserved on:

Room being used

Use approved (circle one)

Approved Disapproved

Reason for Denial (if applicable)

Principal Signature:

Athletic Director Signature:

Food Service Director Signature:

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee

(see fees on page 6)

19 x \$65

\$1235

Custodial Fees

Custodians

1

\$35/hr per custodian

Hours per custodian

12 hrs

\$420

Kitchen Fees

Cafeteria Staff

2

\$25/hr per staff member

Hours per person

1

\$

Notes: Most of request is during regular custodial hours

Total Fees

\$1655

Business Administrator Signature:

4. School Board:

Fee waiver Granted:

Yes No

Amount of waiver requested:

\$

Amount waived:

\$

School Board Signature:

5. Scheduling (SAU Office)

Entered in School Calendar

HILLSBORO-DEERING SCHOOL BOARD RETREAT

Wednesday, July 30th, 2025

SAU Conference Room



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.

In Attendance
Chris Bober: Chair
Paul Plater: Member
Krista Davison: Vice Chair
Kathryn McGinn: Member
Jennifer Crawford: Superintendent

1. The School Board Retreat meeting began at 5:05pm.
 - The Board discussed future Committee Meetings.
 - The Board discussed how to implement new tools for success with community outreach & promoting engagement.
 - The Board discussed new techniques for reaching out to the public.
 - The Board reviewed the 2022 Retreat Minutes.
 - The Board discussed current policies & school funding.
 - The Board reviewed their current Mission and Goals.
 - The Board reviewed their current 3 Goals set.
 - The Board Discussed Future Board meeting dates.
2. The School Board Retreat meeting ended at 7:10pm.

Respectfully Submitted by Brittany Morrill



SAU #34 78 School Street Hillsboro, NH 03244-4780
603.464.4466 FAX 603.218.6304 www.hdsd.org

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

Jeni Laliberte, CAGS
Assistant Superintendent

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

Rebecca Minichiello, MBA
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: Appointments, Leaves & Resignations of Teachers and Administrators
Date: September 21, 2026

The following resignations, leaves, and appointments of Teachers and Administrators have occurred since the August 17, 2026 School Board meeting:

Resignations:

Leaves:

Shannon Chagnon, HDHS Spanish Teacher, parental leave; effective approximately 1/11/27-4/5/27.

Transfers/Change of Assignments:

Appointments:

Marc Payeur, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Brian McGinn, HDHS Bass Fishing Coach, \$500/stipend; effective 8/10/26-10/30/26.
Eliza Tasker Smith, HDMS Mentor, \$500/stipend; effective 7/1/26-6/30/27, grant-funded.
Brittany Beaulieu, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Stephanie Savoy, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Shannon Rockwell, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Peggy LaBrosse, HDMS Science Teacher-Long-Term Substitute, \$254.75/day; effective 8/24/26.
Vanessa Harnois, HDHS Freshman Class Co-Advisor, \$825/stipend; effective 8/26/26-6/30/27.
Vanessa Harnois, HDHS Drama Director Co-Advisor, \$1800/stipend; effective 8/26/26-6/30/27.
Nicole Laroche, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Jenna Rheault, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Stacey Romano, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Sharon Gamache, HDSD PD Day Session and prep, \$45/hour, up to 4 hours (2 sessions), effective 8/17/26-9/8/26.
Leighanna Dumais, HDES Co-Lead Mentor, stipend/\$375; effective 8/17/26-6/30/27, grant funded.
Leighanna Dumais, HDSD PD Committee, \$45/hour; effective 7/1/26-6/30/27.
Brock Cullen, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Alexandria Gasperini, HDSD PD Day Session and prep, \$45/hour, up to 2 hours, effective 8/17/26-9/8/26.
Kelly Dinsmore, HDHS Freshman Class Co-Advisor, \$825/stipend; effective 8/26/26-6/30/27.
Jennifer Blaschik, HDHS Live Poet's Co-Advisor, \$300/stipend; effective 8/26/26-6/30/27.

Jennifer Blaschik, HDHS Student Voice Advisor, \$825/stipend; effective 8/26/26-6/30/27.

Brandee Purrington, HDHS JV Volleyball Coach, \$2,100/stipend; effective 8/10/26-10/30/26.

Crystal Metric, HDMS After School Club Advisor, \$45/hour, 1 hour/day, 3 days/week; effective 9/21/26-6/3/27.



SAU #34 78 School Street Hillsboro, NH 03244-4780
603.464.4466 FAX 603.218.6304 www.hdsd.org

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Superintendent of Schools

Jeni Laliberte, CAGS
Assistant Superintendent

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

Rebecca Minichiello, MBA
Business Manager

To: Members, Hillsboro-Deering School Board
From: Dr. Jennifer Crawford, Superintendent of Schools
Date: September 21, 2026
Re: **For Information Only** - Appointments, Leaves and Resignations Staff

The following resignations, leaves, and appointments of staff have occurred since the August 17, 2026 School Board meeting:

RESIGNATIONS:

Angela Kriese, HDES Paraeducator; effective 9/18/26.

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS:

Amy Edwards, HDHS Paraeducator, transfer from HDES Paraeducator, Column B, Step 10, \$25.78/hour; effective 8/20/26.

APPOINTMENTS:

Jayden Weston, HDMS Paraeducator, Column B, Step 5, \$22.86/hour; effective 8/26/26.

Angela Kriese, HDES Paraeducator, Column B, Step 5, \$22.86/hour; effective 8/26/26.

Janice Cook, HDMS Food and Nutrition Team, Column A, Step 5, \$21.60/hours; effective 8/26/26.

Danielle Lacasse, HDMS Office Para, Column B, Step 10, \$25.28; effective 8/24/26.

Tracie Leathers, HDMS Student Council Advisor, \$825/stipend; effective 8/31/26-6/30/27.

PUPIL SAFETY AND VIOLENCE PREVENTION – BULLYING**I. Definitions** (RSA 193 F:3)

~~1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:~~

- ~~(1) Physically harms a pupil or damages the pupil's property;~~
- ~~(2) Causes emotional distress to a pupil;~~
- ~~(3) Interferes with a pupil's educational opportunities;~~
- ~~(4) Creates a hostile educational environment; or~~
- ~~(5) Substantially disrupts the orderly operation of the school.~~

~~Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.~~

~~2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.~~

~~3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.~~

~~4. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.~~

~~Any reference in this policy to "parent" shall include parents or legal guardians.~~

II. Statement Prohibiting Bullying or Cyberbullying of a Pupil (RSA 193 F:4, II(a))

~~The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193 F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.~~

~~Further, in accordance with RSA 193 F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:~~

- ~~(1) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or~~
- ~~(2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.~~

~~The Superintendent of Schools is responsible for ensuring that this policy is implemented.~~

III. Statement prohibiting retaliation or false accusations (RSA 193 F:4, II(b))**False Reporting**

~~A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.~~

~~A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures and collective bargaining agreements.~~

Reprisal or Retaliation

~~The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.~~

- ~~1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.~~
- ~~2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.~~
- ~~3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.~~
- ~~4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.~~

Process To Protect Pupils From Retaliation

~~If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.~~

~~Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.~~

IV. Protection of all Pupils (RSA 193 F:4, II(c))

~~This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.~~

V. Disciplinary Consequences For Violations of This Policy (RSA 193 F:4, II(d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of This Policy (RSA 193 F:4, II(e))**Staff and Volunteers**

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.)

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals

including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193 F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members give such information will need to provide direct assistance to the student.
3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of the that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193 F:4, II(g))

In order to satisfy the reporting requirements of RSA 193 F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The

Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193 F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193 F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193 F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - Description of incident, including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The characteristics of parties involved, (name, grade, age, etc.);
 - The identity and number of individuals who participated in bullying behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment;
 - Whether the alleged victim felt or perceived an imbalance or power as a result of

the reported incident; and

- ~~The date, time and method in which parents or legal guardians of all parties involved were contacted.~~

6. ~~The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.~~

7. ~~Whether a particular action of incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.~~

8. ~~Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.~~

9. ~~Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.~~

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

~~Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.~~

~~Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.~~

~~Examples of consequences may include, but are not limited to:~~

- ~~Admonishment~~
- ~~Temporary removal from classroom~~
- ~~Deprivation of privileges~~
- ~~Classroom or administrative detention~~
- ~~Referral to disciplinarian~~
- ~~In-school suspension~~
- ~~Out-of-school suspension~~

- ~~Expulsion~~

~~Examples of remedial measures may include, but are not limited to:~~

- ~~Restitution~~
- ~~Mediation~~
- ~~Peer support group~~
- ~~Corrective instruction or other relevant learning experience~~
- ~~Behavior assessment~~
- ~~Student counseling~~
- ~~Parent conferences~~

~~In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.~~

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(1))

~~The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.~~

XIV. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

- ~~1. Within two school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.~~
- ~~2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.~~
- ~~3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.~~
- ~~4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.~~

XV. Appeal

~~A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.~~

~~It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the~~

principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVII. School Officials (RSA 193 F:4, II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

XVIII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XIX. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

RSA 193 F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

BULLYING PREVENTION – PUPIL SAFETY AND VIOLENCE PREVENTION

- A. **Purpose and Intent.** *The Hillsboro-Deering School District is committed to providing a safe and respectful learning environment for all students. Through education, prevention, and consistent enforcement, we aim to eliminate bullying and promote positive peer relationships for all of our students. This policy defines and prohibits bullying and related conduct, and*

establishes clear procedures for reporting, investigating, and responding to incidents.

1. *Prohibition of Bullying or Cyberbullying of a Student* - RSA 193-F:4, II(a). *This policy is intended to comply with and implement RSA 193-F. Bullying, in any form—whether physical, verbal, social, or cyber—is strictly prohibited and will not be tolerated. The prohibition against bullying and cyberbullying, also applies to conduct that occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property, or occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.*
2. *Protection of all School Aged Children* - RSA 193-F:4, II(c). *This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, whether or not such school-aged person is a student within the District and regardless of status under the law.*
3. *Prohibition of Retaliation and False Accusations* - RSA 193-F:4, II(b). *This policy further prohibits retaliation or false threats against a victim, witness, or anyone else who, in good faith, provides information about an act of bullying or cyberbullying.*

B. Definitions - (RSA 193-F:3).

1. *"Bullying"* means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at any student which:
 - a. *Physically harms a student or damages the student's property;*
 - b. *Causes emotional distress to a student;*
 - c. *Interferes with a student's educational opportunities;*
 - d. *Creates a hostile educational environment;*
 - e. *Substantially disrupts the orderly operation of the school; or*
 - f. *occurs on, is delivered to, school property or a school-sponsored activity or event on or off school property.*

Examples of bullying conduct include, but are not limited to:

- i. *mocking a student's appearance, speech, or abilities.*
- ii. *Spreading rumors to damage a student's reputation.*
- iii. *Intentionally excluding a student from social or school activities.*
- iv. *Threatening a student with physical harm or intimidation.*

- v. *Encouraging others to target or ridicule a specific student.*
 - vi. *Taking, hiding, or damaging a student's personal belongings.*
 - vii. *Using slurs or derogatory names to demean a student.*
2. *"Cyberbullying" means conduct defined above as bullying committed or undertaken through the use of electronic devices. Unless the context indicates otherwise, the term "bullying" as used in this policy will include acts of cyberbullying.*

Additional examples of cyberbullying conduct include, but are not limited to:

- a. *"Doxxing" - sharing through digital means another student's private information, such as their address(es), telephone number, images with the intent to cause embarrassment or damage to personal reputation.*
 - b. *"Cyberstalking" — repeatedly contacting another student through electronic devices, repeatedly attempting or requesting a connection on social media or messaging apps when that other student has requested not to be contacted or in any other manner that causes fear or distress.*
 - c. *"Catfishing" - creating fake accounts or pretending to be another student.*
 - d. *Sharing of "deepfakes" - distributing or communicating through electronic devices digitally altered images, video, audio or other content that impersonates another student, misrepresents facts, harasses, embarrasses or otherwise causes or is intended to cause reputational harm. (See also Board policy {**}EHAG for definition and prohibition on creating or sharing of deepfakes.)*
3. *"Electronic devices" includes, but is not limited to, telephones, cellular or smartphones, computers, pagers, or any other device which is used for or can transmit: voice calls or messages; electronic mail; text/instant or other verbal messaging; images or videos; and websites.*
4. *"Parent" means a person who has legal custody of a minor child as a natural or adoptive parent, as a legal guardian, or who is functioning in a parental role if the actual parent or guardian is absent from the child's daily life. Additionally, "parent" may include students who have been emancipated, either by age or legal process. The term "parent", shall not, however, include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.*
5. *"Perpetrator" means a student who engages in bullying or cyberbullying.*
6. *"Principal" shall mean and include the building Principal or other senior building administrator of a school, as well as any "designee" (qualified person) designated by the Principal to carry out all or some Principal functions as described in this policy.*
7. *"Retaliation" means and includes such conduct as intimidation, threats, coercion, harassment, or discrimination in response to (or an effort to prevent) a victim, witness or other person, who in good faith provides information about an act or conduct that the person providing the*

information believes is bullying or cyberbullying.

8. *"School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.*
 9. *"Staff" means and includes all district, school or SAU employees, bus drivers, coaches, designated volunteers (as defined in Board policy {**} GBCD) (or other volunteers who are regularly on school property, or who have significant contact with students, and any contracted consultants or employees of a company under contract to the District or SAU who provide services on school property.*
 10. *"Student" shall have the same meaning as "pupil" as used in RSA 193-F in this or any other Board policy.*
 11. *"Superintendent" means the Superintendent (Senior Education Official) or other person designated by the Superintendent to carry out all or some Superintendent functions as described in this policy.*
 12. *"Victim" means a student against whom bullying or cyberbullying has been perpetrated.*
- C. **Retaliation & False Accusations** - RSA 193-F:4, II(b). Retaliation or false accusations related to bullying or cyberbullying shall be deemed a violation of this policy. Upon receiving any report of bullying or cyberbullying, the Principal will immediately assess the need to develop a plan or take steps to protect the alleged victim or any witnesses against retaliation. The same assessment shall be made at any point upon a report of retaliation or false accusations made during or after a bullying/cyberbullying investigation.*
- Reports of retaliation or false accusations relating to a bullying/cyberbullying report may be made in the same manner as for reports of bullying/cyberbullying as provided in this policy.*
- Investigations, and responses (i.e., interventions, supportive measures, disciplinary consequences) to reports of retaliation or false accusations may be made as provided in the same manner as provided in Sections E - H for reports or incidents of bullying/cyberbullying, or in accordance with procedures and provisions set forth in the Student/Family handbook of each school.*
- D. **Procedures for Reporting Bullying, Cyberbullying, Retaliation or False Accusations** - RSA 193-F:4, II(f)- (h). At each school, the Principal is responsible for receiving reports or complaints of bullying or cyberbullying.*
1. ***Student Reporting.** Any student who believes he or she has been the victim of bullying/cyberbullying, retaliation, or false accusations should report the alleged acts immediately to the Principal, or to a school district employee or volunteer that the student feels more comfortable making the report.*
 2. ***Staff Reporting.** Any school employee or volunteer who receives a report of, witnesses, or has knowledge or belief that bullying/cyberbullying or retaliation may have occurred, shall inform the Principal as soon as possible, but no later than the end of that school day.*

3. Parent Reporting. Parents and other adults are also encouraged to report any concerns about possible bullying/cyberbullying or retaliation of students to the Principal.
4. Anonymous Reports. The Principal may develop a system or method for receiving anonymous reports of bullying within the building. Although students, parents, volunteers and visitors may report anonymously, an investigation based upon such reports may by necessity be incomplete. More significantly, formal disciplinary action may not be based solely on an anonymous report, and, likewise, other remedial or supportive measures may require some form of evidentiary verification.
5. Reports Involving Students from Different Districts. Reports of bullying relating to students from different districts should, when possible, be made to the Principal of the school in which the victim(s) is enrolled/attending, otherwise to the Principal of the school in which the perpetrator is enrolled/attending.
6. Report Forms. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

E. Actions Upon Receipt of Report of Bullying or Cyberbullying.

1. Notice when Allegations Involve Students from Other Districts/Schools/States - RSA 193-F:4, II(k). When a report of bullying involves conduct across multiple districts or students from multiple school districts, the Principal/designee will immediately inform the Principal(s) of each of the other schools/districts. Additionally, if the report concerns bullying across state lines, the Principal/designee will inform the New Hampshire Attorney General's office.
2. Information to Alleged Victim - Upon a receipt of a report of bullying, the Principal/designee shall provide the alleged victim with a written copy of their rights, protections, and support services available. RSA 193-F:4, II(i).
3. Parental Notice of Bullying Report — RSA 193-F:4, II(i). Within 48 hours of receiving a report of bullying, the Principal will notify the parents of any student reported as a victim of bullying, as well as the parents of any student who has been reported as a perpetrator of bullying. The notification to parent(s)/guardian(s) will include the measures being taken to ensure the safety of the victim (alleged) and to prevent further acts of bullying. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be included in the investigative report. Notifications shall be consistent with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) relative to the student privacy rights of each student indicated in the report.

The Principal may request of the Superintendent designee a waiver of the parental notification requirement, which may be granted only if the Superintendent deems such a waiver to be in the best interest of either the alleged victim or alleged perpetrator. Details of any request for a waiver and any grant of such request will be included in the investigative report. However, notification to parents/guardians may not be waived

for longer than 5 school days except for reports of bullying across multiple school districts (see Section E.1). RSA 193-F:4, II(j).

4. *Receipt of Report. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section F of this policy, and shall assess:*

- a. *the need for a plan to protect students against retaliation,*
- b. *whether the conduct may be construed as illegal discrimination or harassment related to a protected class as set forth in Board policy AC. If so, the Principal shall confer with the District staff member(s) charged with handling such discrimination or harassment to determine how to proceed (e.g., parallel or combined investigations); and*
- c. *whether such conduct constitutes a safe schools violation requiring a report pursuant to RSA 193-D:4 and Ed 317.05.*

F. Investigative Procedures - RSA 193-F:4, II(k).

1. *Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.*
2. *Under state law, when bullying is alleged to occur across multiple New Hampshire school districts, the Principals/designees for each New Hampshire school involved are expected to collaborate and cooperate in the investigation. The Principal who first learns of the incident(s) is required to initiate the investigation.*
3. *The investigation should include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, and shall be confidential to the extent permitted by law. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.*
4. *The investigation should include review of any available surveillance recordings subject to the provisions of Board policy ECAF. As required under RSA 507-A:2, II(k), parents/guardians and students are notified that surveillance recordings with audio may occur on school buses if authorized under Board policy ECAF.*
5. *If the alleged bullying was cyberbullying in whole or in part, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications, consistent with Board policy JIH and RSA 189:68. The Principal may not, however, require or request a student to disclose or to provide access to a personal social media account through the student's user credentials.*
6. *The Principal or other investigator may consider all relevant facts and circumstances during the course of the investigation, including but not limited to:*

- a. *Description of incident, including the nature of the behavior;*
 - b. *How often the conduct occurred;*
 - c. *Whether there were past incidents or past continuing patterns of behavior;*
 - d. *The characteristics of parties involved, (name, grade, age, etc.);*
 - e. *The identity and number of individuals who participated in bullying behavior;*
 - f. *Where the alleged incident(s) occurred;*
 - g. *Whether the conduct adversely affected any student's education or educational environment;*
 - h. *Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and/or*
 - i. *Whether the conduct violated any other District or school policies or rules.*
7. *In most instances, the Principal shall complete the investigation within 10 school days of receiving the initial report. See RSA 193-F:4, II(o). If the Principal needs more than 10 school days to complete the investigation, the Superintendent or designee may grant an extension of up to 7 school days. In the event such extension is granted, the Superintendent/designee shall notify in writing all parties involved of the granting of the extension and the reason for the extension. To the extent not previously communicated, the Superintendent or designee shall ensure that the victim's parent(s) or guardian(s) are notified of the investigation, the extension, and the reason for the extension.*

Without limiting what might constitute sufficient cause for an extension under this paragraph, the Superintendent or designee may consider the interests of the victim or alleged perpetrator related to any investigation into some or all of the same alleged conduct which other investigation includes procedures and timelines mandated by a regulation or statute other than RSA 193-F (e.g., Title IX, criminal investigations, etc.). Before waiving the time requirement on account of such other investigation, the Superintendent should confer with counsel and/or the District's Human Rights/Non-Discrimination Officer.
8. *In cases involving reports of bullying across multiple districts or states, the Principal(s) of any and all districts in New Hampshire involved SHALL collaborate with any other principals or districts involved.*

G. Completion of Investigation and Report.

1. **Investigative Determination and Report.** *Whether a particular action or incident constitutes bullying/cyberbullying, retaliation or other violation of this policy – requires review and consideration of available evidence of all facts and surrounding circumstances. The investigative determination along with a summary of the*

investigation shall be included in a comprehensive report. If the determination is that the bullying allegation is substantiated, the report shall include provisions describing any disciplinary consequences, interventions, supportive measures or other assistance for the victim or perpetrator, and, when indicated, any steps appropriate to protect all students from retaliation of any kind. The report may also include policy, training or other recommendations for preventing future bullying conduct within the school.

2. Communication with Students and Parents Upon Completion of Investigation - RSA 193-F:4, II(m) and (o).
 - a. *Within 10 school days, the Principal will notify the parents of the alleged victim and of the alleged perpetrator regarding the school's remedies and assistance, within the boundaries of applicable state and federal law. The initial communication may be in writing, in person or by telephone, but if verbally, the Principal will also send a letter confirming earlier determination to the parents within 2 school days confirming the earlier notification.*
 - b. *The Principal/Designee shall conduct a conference with each perpetrator, and the perpetrator's parents/guardians and applicable school personnel for age-appropriate discussion that includes at a minimum the impacts of bullying. The conference shall occur even if the parent or parents or guardian or guardians decline to participate or fail to attend. Information concerning the date, time, place and attendees of the conference, and any other information from the conference deemed pertinent by the Principal/designee shall be appended to the investigative report provided to the Superintendent.*
 - c. *If the victim's parents request, the Principal shall schedule a meeting with them to further explain the investigative determination.*
 - d. *In accordance with the Family Educational Rights and Privacy Act (FERPA) and other laws concerning student privacy, the District will not disclose educational records of other students, including the disciplinary consequences assigned to the perpetrator(s).*
3. Appeals. *A parent aggrieved by the investigative determination of the Principal may appeal the determination in accordance with the standards and procedures set forth for Level II and Level III appeals in Board policy ACA.*
4. Additional Reporting Requirements.
 - a. Reporting Substantiated Incidents - RSA 193-F:4, II(n). *The Principal shall forward all substantiated reports of bullying or retaliation to the Superintendent upon completion of the Principal's investigation.*
 - b. Department of Education Reports - RSA 193-F:6. *The Principal shall be responsible for completing such reports/forms as required by the New Hampshire Department of Education (NHED) for all substantiated incidents of bullying. Irrespective of the time/date a form/report is due to be filed with NHED, the report/form or the information required for the report/form shall be completed/compiled within 10 school days following an investigative*

finding of a substantiated bullying/cyberbullying report. The Principal or designee shall retain a copy and shall forward one copy to the Superintendent. Hard copies are not necessary if the digital form/data is retained and accessible to both the building administration and SAU.

- c. Reporting to NH Department of Education - RSA 193-F:6, I. The Superintendent shall annually report the District's substantiated incidents of bullying to the New Hampshire Department of Education. Pursuant to FERPA, such reports shall not contain any personally identifiable information pertaining to any student.*

H. Substantiated Instances of Bullying or Retaliation: Interventions, Remedial Measures and Disciplinary Consequences —

While students who have been found to have committed an act of bullying/cyberbullying (i.e. perpetrators) shall face disciplinary consequences as provided in Paragraph H.2.a below, the Board encourages the administration and school district staff to explore additional measures, remedies and interventions to address the substantiated instances of bullying/cyberbullying, and prevent their reoccurrence. See also Paragraph H.3, below.

- 1. Interventions and Other Remedial Measures. Examples of interventions and remedial measures include, but are not limited to:*
 - a. Restitution,*
 - b. Parent conferences,*
 - c. Student counseling,*
 - d. Behavior assessment,*
 - e. Corrective instruction or other relevant learning experience,*
 - f. Peer support group, and*
 - g. Mediation (but only after the investigation has been completed).*

Interventions and other remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

2. Disciplinary Consequences - RSA 193-F:4, II(d), VI & VIII.

- a. Students found to have committed one or more acts of bullying or retaliation shall receive disciplinary consequences. Such consequences for students shall be consistent with the Student Code of Conduct for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, or performance. Students will be afforded any due process applicable to the level of consequences as provided in Board*

policy JICD, RSA 193:13 and Ed 317.

- b. Staff (see definition above) who fail to report bullying or retaliation as required by this policy fail to adhere to the timelines described above, submit inaccurate or false information with respect to reports or investigations under this policy, or commit an act of retaliation against a reporter of bullying or any parent will be disciplined up to and including dismissal. Additionally, under RSA 193-F:4, VI, any such violation by an "educator" as defined by state law or regulation will constitute a violation of the Code of Conduct for New Hampshire Educators.
3. Additional Requirement of Principal(s)/Designee(s) - RSA 193-F:4, II(l). Upon a determination that a bullying report is substantiated, the Principal or designee will, in addition to the specific interventions and disciplinary responses described above, will, in appropriate circumstances, make recommendations to the Superintendent strategies for "protecting all pupils from retaliation of any kind."
- I. Dissemination of Policy and Bullying Prevention Education - RSA 193-F:4, II(e) and 193-F:5.
 1. Staff, Coaches, Bus Drivers, Designated Volunteers, Employees of Contracted Companies/Contracted Consultants. All staff (see definition section above) will be provided with a copy of this policy annually. The Superintendent or designee may determine the method of providing the policy (employee handbook, hard copy, website, workshops, etc.). The Superintendent or designee will ensure that all school employees and volunteers receive **annual** training on bullying and related Board policies, consistent with RSA 193-F:5.
 2. Students and Parents, and Student Handbooks RSA 193-E:4, II(e) and (f). The Superintendent or designee may determine the method of providing information about this policy to students and parents. Methods may include student handbooks, mailing, hard copy, website, etc. At the very least, all student/parent handbooks will include a summary of the prohibitions and other provisions of Sections A.1-3, the definitions of bullying, cyberbullying and retaliation in Sections B.1,2 and 3, and the verbatim language relating to the procedures found in Section D.1 for students and parents to report bullying/cyberbullying or retaliation. Additionally, that provision of the student handbook will include information as to where the entirety of this policy may be found on the District's website.
 3. Curriculum. Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for student behavior, emphasize an understanding of what bullying/ cyberbullying, harassment and intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and how and when the conduct can lead to disciplinary consequences.

The Superintendent or designee, in consultation with staff, will, to the extent reasonably possible, integrate student anti-bullying training and education into the district's curriculum, behavior programs and other violence prevention efforts.

The following two sentences may be deleted from this policy any time after March 15, 2027 without further action of the School Board. No later than December 15, 2026, the Superintendent shall cause a report or a link to a report on how the District's policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. Such report or link shall be provided to the office of the Commissioner of Education, the Chair of the State Board of Education, the President of the New Hampshire Senate, the Speaker of the New Hampshire House of Representatives, and to members of the New Hampshire House and Senate education committees.

4. *Additional Notice and School District Programs. The Board may, from time to time, host or schedule public forums in which it will address this anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals, including teachers, administrators, school counselors, school psychologists and other interested persons.*

J. Summary of School Officials' Duties to Implement Policy - RSA 193-F:4, II(p).

The Superintendent, as the person charged with supervision of all employees of the District, is responsible for the implementation of this policy and the provisions of RSA 193-F. The School Principal(s) are expected and required by statute to implement this policy within their respective school buildings and ensure the procedures are followed.

Consistent with this Policy, the Principal(s) shall receive reports of alleged bullying or retaliation, investigate the alleged conduct, and communicate with the parties involved (including their parents) consistent with privacy laws, and communicate/report to the Superintendent. The Superintendent shall oversee the Principal(s) in their duties relative to this policy and shall ensure each school is compliant with this policy. Additionally, the Superintendent will receive reports of substantiated incidents, review waivers and time extension requests, and communicate with the Principal(s), the School Board, and the NH Department of Education, all as provided in this policy.

K. Immunity and Liability – RSA 193-F:7 & 9.

*Under 193-F:7, employees, volunteers, students, parents and any other person covered by this policy will be immune from civil liability for **good faith** conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under this policy or RSA 193-F. (Note – civil liability could arise, (including for attorney's fees) in the event of gross negligence or willful misconduct for violations of this policy.)*

Legal References:

<i>RSA 189:70</i>	<i>Educational Institution Policies on Social Media</i>
<i>RSA 193-D:4</i>	<i>Written Report Required (Safe School Zones)</i>
<i>RSA 193-F</i>	<i>Pupil Safety and Violence Prevention</i>
<i>RSA 193-F:3</i>	<i>Definitions (Pupil Safety and Violence Prevention)</i>
<i>RSA 193-F:4</i>	<i>Policy Requirements (Pupil Safety and Violence Prevention)</i>
<i>RSA 193-F:7</i>	<i>Immunity (Pupil Safety and Violence Prevention)</i>
<i>RSA 570-A:2</i>	<i>Capture of Audio Recordings on School Buses Allowed</i>
<i>NH Ed 317.05</i>	<i>Reporting Procedures for Acts of Theft, Violence or Destruction</i>
<i>NH Ed 204.01</i>	<i>Board Hearing</i>
<i>NH Ed 306.04(b)(7)</i>	<i>Student Harassment</i>
<i>NH Ed PART 317</i>	<i>Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process</i>
<i>NH Ed 317.04</i>	<i>Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures</i>

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Board Approval of Revision: _____ **NOTE RECOMMENDED FOR IMMEDIATE ADOPTION
PER THE NHSBA**

ACCESS TO PUBLIC SCHOOL PROGRAMS BY NON-PUBLIC, CHARTER SCHOOL
AND HOME EDUCATED PUPILS **NON-ENROLLED RESIDENT STUDENTS**

All pupils *or school aged children* residing in the District *consistent with RSA 193:12*, whether they *participate in a home education program under RSA 193-A, participate in the New Hampshire education freedom account (EFA) program, or are* ~~are home-educated, or are~~ attending public chartered school or nonpublic schools (*referred to collectively as* “non-enrolled district students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

A. Equal Access to District Courses and Programs.

All non-enrolled district *resident* students will have the same access as do enrolled students to the District’s courses and programs *and* ~~Non-enrolled district students~~ shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students *except as stated in the following paragraph*. Non-enrolled district students, however, must meet the same eligibility criteria as the District’s students as described in paragraph B below.

Consistent with RSA 193-F:2, IX, parents of students accessing District programs and activities under this policy and whose home education program was terminated by virtue of the student’s entering the EFA program, are required to notify the District that the student is now an EFA program student rather than one who is in a home education program under RSA 193-A.

The district allows non-enrolled district students to participate on an equal basis in courses and programs offered by the district provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc.).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled district students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria the course/program remains overenrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in district programs, then they may appeal *as outlined in Board policy JJA-R*.

B. Participation in Curricular Courses.

In order to participate in the District’s curricular courses, non-enrolled district *resident* students must meet the eligibility criteria that applies to students enrolled in the school district. The building Principal will provide this eligibility criteria to parents or guardians of non-enrolled district students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal consistent with procedures JJJ-R. The building Principal will ~~verify that the eligibility standards are the same as those that apply to students enrolled in the school district.~~ *provide eligibility criteria to parents or guardians of non-enrolled resident students upon request.*

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal consistent with Board procedures JJJ-R. The building Principal will verify that the eligibility standards are the same as those applied to students enrolled in the District.

The Principal will determine if a non-enrolled ~~district~~ **resident** student has satisfied eligibility criteria and prerequisites in the same manner as s/he would:

1. for determining whether a course satisfies requirements for awarding credits (Board policy IK); and
2. for assigning to classes or grade levels and for students transferring from other schools (Board policy JG).

In making the determination, the Principal should consider ~~home education evaluation materials~~ (see RSA 193-A:6, III), course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student. *The Principal may also require assessment testing.*

Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Director of Student Support Services. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the Director of Student Support Services shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.

C. Use of School Texts and Library Materials.

Non-enrolled ~~district~~ **resident** students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.

D. Participation in Activities and Co/extra-curricular Programs.

Requests by non-enrolled ~~district~~ **resident** students for participation in District co-curricular/extra-curricular activities or programs ("activities") shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity of non-enrolled district students relative to their participation in District activities.

In order to participate in District activities, non-enrolled ~~district~~ **resident** students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school district, with the exception of school attendance;
2. Meet any tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district (*See Board Policy JJA*); and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity (*See Board Policy JJA*).

Non-enrolled ~~district~~ **resident** students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

E. Appeals.

Any student/parent/guardian who believes that the district's policies/regulations or the State's laws/regulations pertaining to a non-enrolled district **resident** student's access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

If the original decision being appealed was made by the Principal, then the "Principal" as used in steps 1-4 shall refer to the "Superintendent", and the Superintendent's decision shall be final. Step 5 shall not apply.

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with him/herself, the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of his/her decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal's email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal's decision should not be upheld. The Superintendent may decide without further information to uphold the Principal's decision, or may determine a further meeting is necessary. In either event, the Superintendent's decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal's decision will be final as of the fourth day after the Principal's written decision was transmitted to the parents/guardians.

F. Administrative Regulations or Procedures.

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy.

Appendix JJJ-R Administrative Regulations for Access to Public School Programs by Non-Public, Charter School and Home Educated Pupils

Legal References:

<i>RSA 189-B:4</i>	<i>Parental Rights</i>
<i>RSA 193-A:6</i>	<i>(Home Education), Records, Evaluation</i>
<i>RSA 193:1</i>	<i>Duty of Parent; Compulsory Attendance by Pupil</i>
<i>RSA 193:1-c</i>	<i>Access to Public School Programs by Nonpublic...Pupils.</i>

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Board Approval of Revision:

**CHANGE OF CLASS OR SCHOOL ASSIGNMENT –
BEST INTERESTS AND MANIFEST HARDSHIP**

The Superintendent is charged with assigning students of the District to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate. *Under specified conditions and procedures as set forth below, reassignment may be made to another public school, public academy or "approved private school" within or outside the District.*

As used in this policy, "approved private school" means a school that has been approved and contracted by the school board to provide a student or students with the opportunity to acquire an adequate education (see RSA 193:3, VII). The term also includes schools that the Board has "approved as a school tuition program." (See NH Dept. of Education Rule Ed 307.01 (a)).

A. Best Interest Re-Assignment – Determination by Superintendent.

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another class within the school or to another public school or public academy in another district or approved private school.

The authorization granted the Superintendent to make reassignments under this policy applies only after application is made by the parent or guardian of the student or with the parents' consent, and upon a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure:

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office, or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent or guardian, to be held within 10 days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent or guardian shall make a specific request that the student be re-assigned to another class/grade within the same school or to another public school, public academy, or approved private school within the district or to a public school, public academy, or approved private school in another district.

- d. At the reassignment meeting, the parent or guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment is or is not in Best Interest.

- a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).
- b. If the Superintendent finds it is in the best interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school;
 - ii. The student's transfer to another public school or public academy or approved private school within the district of residence; or to a public school or public academy or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent or guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination.

- a. Assignment to Another School District or Public Academy. If a student is to be reassigned to another school or approved school as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I (g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board's ordinary manifest approval procedures.
- b. Assignment to an Approved Private School. If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the School District and shall be at the sole discretion of the school board with due consideration given to the fiscal impact of such approval of the District, and shall not be granted, if in the opinion of the school board, there are other

viable public school options for reassignment. The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

4. Transportation: Transportation for a student reassigned to schools in another district under this section A. (best interest) shall be the responsibility of the parent or legal guardian.
5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).
6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the District.
7. Review/Appeal of Decision. The decision of the Superintendent shall be final and any appeal shall be limited to the process set forth in Section B below.
8. Annual Review of Decision. A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the Superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion, waive the review when he/she deems such to be appropriate.

A. Best Interest Re-Assignment – Determination by Superintendent

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another public school, public academy or approved private school within the District, or to another public school, public academy, or approved private school in another district.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure for Best Interest Assignments to a School/Academy Within the District.

Because the Hillsboro-Deering School District only has three schools with specific grade spans and does not have other schools or academy buildings within the District, Section 1 of this policy does not apply.

- a. Request for Change of Assignment Within District. *In order to initiate consideration of a reassignment within the current school, or to a public school, public academy or approved private school within the District, the parent/guardian shall submit to the Superintendent a written request indicating the specific school*

~~requested. The parent/guardian is encouraged, but not required, to provide information as to how the child's interests are served by the change in assignment.~~

~~NOTE: The request by the parent should be delivered to the Superintendent no later than July 1. Requests following that date will require a meeting with the Superintendent and may require the parent/guardian to provide relevant evidence supporting the parent/guardian's belief that it is in the best interest of the student to change the current assignment.~~

- ~~b. Reassignment Determination. In determining whether to grant a request to change a student's current assignment within the current school or to another public school/academy or approved private school within the District, the Superintendent will only consider whether the school has the ability to accommodate the student based upon "existing school capacity." For purposes of determining existing school capacity, the Superintendent will consider the District's Board policy HB, the Program Capacity Guideline for that school year, and shall consult with the [Student Services Director _____] for special considerations relating to the student's educational program.~~

~~If the Superintendent determines that the requested school within the District does not have the ability/capacity to accommodate the student and therefore denies the request, the Superintendent will give written notice to the parent/guardian with the reason the request was denied. The parent/guardian is encouraged to provide a supplemental written statement to the Superintendent with any additional information that the parent/guardian believes is relevant to the initial request. The Superintendent will review the additional information and inform the parent/guardian of the decision within 5 school days.~~

~~If the Superintendent grants the request to change the student's school or assignment, the Superintendent shall initiate the student's transfer within the current school, or to the other school/academy within the District.~~

~~If the Superintendent does not find that it is in the best interest and does not approve the request to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.~~

2. Procedures for Best Interest Assignments to a School Outside the District.

~~A change in assignment to a school/academy outside of the District under this section requires a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs (Note: if the public school/academy is an open-enrollment school, the~~

~~parent/guardian need not use this process).~~

- a. *Change of Assignment Request.* *In order to initiate consideration of a reassignment to a public school, a public academy or approved private school outside of the District ("school outside the district") based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant the change. To facilitate a determination, such application should also include any additional information described in paragraph A.1.a.iii, below. The written request should be mailed or hand-delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.*
- b. *Reassignment Meeting and Review of Request.*
 - i. *Upon receiving a request to change assignment to a school outside the District, the Superintendent will schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the written request.*
 - ii. *Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to a specific school outside the District.*
 - iii. *At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent/guardian's belief that reassignment is in the best interest of the student.*
 - iv. *The Superintendent may present such information as he or she deems appropriate.*
 - v. *In determining whether reassignment is in the student's best interest, the Superintendent shall consider the student's academic, physical, personal, or social needs.*
- c. *Determination Whether Reassignment is in Best Interest.*

Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).

- i. *Finding that Change is in Student's Best Interest.* *If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate the process to implement the student's transfer to a school outside the district (requires*

agreement of the other school/district).

- ii. No Finding that Change is in Student's Best Interest. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy. The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.*

3. Tuition Determination.

- a. Public Academy Within the District. A student whose assignment is changed to a public academy within the district, then tuition will be based upon outstanding agreements between the District and the public academy.*
- b. Public School or Academy Outside the District. If a student is to be reassigned to a public school or academy in another school district following a best interest determination, the Superintendent shall work with the Superintendent or senior education official of the receiving school district/academy to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment; such approval shall be consistent with the Board's ordinary manifest approval procedures.*
- c. Approved Private School Either Within or Outside of the District. If the student is reassigned to an approved private school under this policy, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition District in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the School District and shall be at the sole discretion of the School Board with due consideration given to the fiscal impact of such approval of the District, and shall not be granted if, in the opinion of the School Board, there are other viable public school options for reassignment.*

The Superintendent shall assure that the reassignment to an approved private school is placed on the agenda for the next regularly scheduled Board meeting.

- d. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy {**}JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is*

authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

4. **Transportation.** *Transportation for a student reassigned to a school in another district under this Section A (best interest) shall be the responsibility of the parent/guardian. Transportation within the District will be consistent with the transportation policies of the District for the public, charter and private schools located within the District.*
5. **Annual Review of Decision.** *A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the Superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion waive the review when he/she deems such to be appropriate.*
6. **Review/Appeal of Decision.** *The decision of the Superintendent relative to best interest reassignments shall be final and any appeal shall be limited to the process set forth in Section B, below.*

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. **"Manifest Educational Hardship" Defined.** As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. **Procedure for Determination of Manifest Educational Hardship.**
 - a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.C, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.
 - b. The Superintendent shall duly notify the school board that the parent or guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent. The Board shall provide at least two full days notice of the hearing.

The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).

- c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend another public school, public academy, or approved private school in the District, or attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.
 - d. At such hearing, the parent or guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure that the means for the Board to establish an adequate record of the hearing.
 - e. The parent or guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.
 - f. The Board will render its decision in writing within seven (7) days after the hearing, and will forward its written decision to the parents or guardians via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule PART Ed 307
3. **Finding of Manifest Educational Hardship.** If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to re-assign the student to a public school or public academy or approved private school in the District, or to a public school, public academy, or approved private school in another district.
4. **Finding that Manifest Educational Hardship has not Established – Appeal to the New Hampshire State Board of Education.** If the School Board finds that the parent or guardian has not met their burden of proof, the parent or guardian may appeal the local Board decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed. 204.01 (g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.
5. **Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship.** If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is re-assigned. Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student

resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. **Transportation:** Transportation for a student reassigned to schools in another district under this section B (manifest educational hardship) shall **NOT** be the responsibility of the District unless otherwise ordered by the State Board of Education.
 7. **Annual Review of Manifest Hardship Determination.** A reassignment on the basis of manifest educational hardship shall be limited to no longer than the end of the ensuing school year and shall be subject to review by the school board prior to any subsequent school year to determine that the manifest educational hardship still exists, with the understanding that the board may, at its discretion, waive the review when it deems such to be appropriate.
- C. **Admission Requirements.** Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.
- D. **Statutory Reassignment Limit.** The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.
- E. **Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation.** Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.
- F. **Notice to the Department of Education.** The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.
- G. **Special Education Placements.** A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Legal Reference:

RSA 193:3, III, Change of School Assignment

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

N.H. Dept. of Education Administrative Rule Ed. 320 as Amended 3/23/2018 and moved to PART Ed 307.

Policy Adoption & Revision History:

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Policy Committee Review: 10/19/21

Board Approval of Revision: 11/01/21

Policy Committee Review: 11/16/23

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Policy Committee Review: 8/20/26

Board Approval of Revision:

REPORTING CHILD ABUSE OR NEGLECT**A. Statutorily Mandated Reporting – All Persons.**

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risks having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

To report child abuse or neglect to **DCYF**, call **24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

1. The *initial* report should contain, *to the extent known*:

- b. the name and address of the child suspected of being abused or neglected,
- c. the person responsible for the child's welfare,
- d. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- e. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- f. any other information that might be helpful in establishing neglect or abuse.

2. *Modes of Reporting. When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provided will inform you about before you proceed to the actual report. The modes of reporting are:*

a. Disclosure Allowed – the Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child’s family upon request.

b. Disclosure NOT Allowed – The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork provided to the child’s family unless the case goes on to prosecution. At prosecution, identifying information in all reports become public record.

*c. **Anonymous** – The Caller/Reporter calls the (603)271-6562 number, blocks their “Caller ID” when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the “Report Number” from Central Intake for your call and document it on the Reporting Form. It is the only proof the Caller/Reporter made the report to DCYF.*

*3. **Required reporting mode for school employees, volunteers, and contracted service providers.** Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers, and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the “Disclosure Allowed” or as “Disclosure NOT Allowed” modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal for support.*

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a ~~written report~~ **an original completed form “Child Abuse and/or Neglect Reporting Form”** as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

- a. the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- b. reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall they attempt in any way to dissuade the person from making the legally

mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent or designee that such a report to DCYF has been made.

The Principal shall forward the original completed for to the Superintendent within twenty-four (24) hours, if it is available. If the completed form is not yet available, then the Principal shall forward a written report, including the relevant information, such as:

- *The identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);*
- *The identity(ies) of siblings or other children in the household of the child(ren) who is the subject of the report;*
- *Information relating to the fact that a report was made to DCYF (e.g., the date, the mode, the person who made the report, and the DCYF report number); and*
- *Any other information requested by the Superintendent, law enforcement, or DCYF.*

The Principal will follow that initial report with the completed original as soon as it is available from the original reporter. Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.

~~A written report shall be made by the Principal to the Superintendent or designee within twenty four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent or designee, law enforcement or DCYF.~~

3. Requirements for Reporting of Other Acts. *Personal Notes of Reports.*

Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.) is encouraged to create and maintain personal notes reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and the mode of the report), and the DCYF report number.

4. *Additional Reporting Requirements.*

Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK, and hazing under RSA 671:7. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage and Notification *and District Reporting Form.*

The Superintendent is directed to ~~assure~~ *ensure* that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families, *or available from the Granite State children’s Alliance*, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district’s website. *Finally, the Superintendent shall ensure that form JLF-F(1) is readily available to all staff members, either in hard copy form, or through the District’s or school’s websites.*

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online ~~or in print~~) upon beginning service with the District, ~~with periodic refreshers~~ *with biennial renewal training* thereafter ~~not to exceed three years~~, on the mandatory reporting requirements, ~~including how to identify suspected child abuse or neglect.~~ *this policy, and the materials described in RSA 189:13-a, XII.*

Legal References:

NH Rule Ed 306.04(b)(9)	<i>Reporting of Suspected Abuse or Neglect</i>
NH Rule Ed 510.05(e)	<i>Code of Conduct for NH Educators, Duty to Report</i>
RSA 169-C	<i>Child Protection Act</i>
RSA 169-C:29-39	<i>Reporting Law</i>
RSA 189:13-a	<i>School Employee and Designated School Volunteer Criminal History Records Check</i>
RSA 189:72	<i>Child Abuse or Neglect Information</i>
RSA 193-D:4	<i>Written Report Required (Safe School Zones)</i>

Policy Adoption & Revision History:

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 Policy Committee Review: 10/22/19
 Board Approval of Revision: 11/14/19
 Policy Committee Review: 8/20/26

STAFF CONDUCT**A. General Provisions.**

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, provide oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

~~C. Mandatory Code of Conduct Reporting—All Employees.~~

~~The Code of Conduct for New Hampshire Educators, sections 510.01–510.05 of the N.H. Dept. of Education Administrative Rules (the "NH Code of Conduct") imposes various reporting requirements upon each "Credential Holder" as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:~~

- ~~1. Reporting any "suspected violation of the code of conduct" (see NH Code of Conduct at Ed 510.05 (a)); and~~
- ~~2. Self reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V ("Section V Offenses") (see NH Code of Conduct, at Ed 510.01 (b)(2)).~~

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Legal References:

<i>RSA 189:13</i>	<i>Dismissal of Teacher</i>
<i>RSA 189:14-a</i>	<i>Failure to be Renominated or Reelected</i>
<i>RSA 189:14-d</i>	<i>Termination of Employment</i>
<i>Ed 303.01</i>	<i>Substantive Duties of School Boards</i>
<i>Ed 510.01-510.05</i>	<i>Code of Conduct for Teachers</i>
<i>Ed PART 511</i>	<i>Denial, Suspension or Revocation of Certified Personnel</i>
<i>N.H. Dept of Education, Code of Ethics for NH Educators</i>	

Policy Adoption & Revision History:

Replaces GBEB Staff Conduct – Approved 3/04/96
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Second Reading: 6/16/08
Board Approval: 10/20/08
Policy Committee Review: 10/19/21
Board Approval of Revision: 11/01/21
Policy Committee Review: 8/20/26
Board Approval of Revision:

PROGRAMS FOR PUPILS WITH DISABILITIES

~~The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and New Hampshire Law.~~

~~It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.~~

~~For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in federal and state statutes, which govern special education. For those students who are not eligible for services under IDEA, but, because of a qualifying disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, educational safeguards and educational placement. This system shall include notice, and opportunity for the student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, the right to be represented by legal counsel and review procedure.~~

~~The district recognizes its obligation to provide an education for all students determined to be educationally disabled and in need of special education and related services. This obligation shall begin when a student reaches three years of age and shall continue until the student's 22nd birthday or until such time as he/she receives a high school diploma, whichever occurs first, or until the child's Individualized Education Program (IEP) Team determines that the child no longer requires special education in accordance with federal and state law.~~

A. PROGRAMS AND SERVICES

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans With Disabilities Act (Title II), and New Hampshire Law. These laws include procedures for identification, evaluation, placement, and delivery of services to children with disabilities.

Disabilities are defined differently under the IDEA than under Section 504 and Title II. While the IDEA focuses on special educational services for children with disabilities and the related rights afforded to eligible students and their parents, Section 504 and Title II focus on the focus on the nondiscrimination rights of students as well as other individuals with disabilities who are not students, such as family members with disabilities, and members of the public with disabilities seeking information from, or access to, the services, programs, and

activities of the public school. Such rights can include the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met.

While all students who are eligible for special education and related services under the IDEA are protected by Section 504 and Title II, not all students protected by Section 504 and Title II are eligible for services under the IDEA. In other words, students may be disabled within the meaning of Section 504 and Title II even though they do not require services and specially designed instruction pursuant to the IDEA.

An IDEA-eligible student is entitled to receive special education and related services when the student reaches three years of age and continues until the student's 22nd birthday or until such time as he/she receives a regular high school diploma, whichever occurs first, or until the student's Individualized Education Program (IEP) Team determines that the student no longer requires special education in accordance with federal and state law. At the discretion of the Superintendent and/or his/her designee, students who reach the age of 22 during the academic year may be allowed to complete the remainder of the school year.

B. NOTICE OF PROCEDURAL SAFEGUARDS

- 1. IDEA SAFEGUARDS.** *For IDEA-eligible students, the District utilizes the New Hampshire Special Education Procedural Safeguards, which can be accessed through the New Hampshire Department of Education website or obtained from the District's Director of Special Education/Student Services Office.*

The District will provide a copy of New Hampshire Procedural Safeguards in Special Education to the parents/guardians of a child with a disability one time per year. This is typically done at each annual IEP team meeting. A copy shall also be given to the parents:

- a. Upon initial referral or parent request for evaluation;*
- b. Upon receipt of the first request for a due process hearing filed in a school year;*
- c. Upon receipt of the first State complaint in a school year;*
- d. Upon request by a parent; and*
- e. In accordance with the discipline procedures in §300.530(h).*

Further information regarding special education procedures and services is available through the District Director of Special Education/Student Services Office, and in the District's Special Education Policy and Procedures Manual, a copy of which is available through that office.

- 2. SECTION 504 SAFEGUARDS.** *For procedural safeguards relative to Section 504, the District utilizes the "Notice of Parent and Student Rights Under Section 504", an administrative document coded as IHBA-R.*

The Superintendent or Superintendent's designee shall assure that the Notice of Parent and Student Rights Under Section 504 is updated annually to reflect current

contact information consistent with the annual update of policy AC-E. The District shall provide a copy of the Notice of Parent and Student Rights Under Section 504 to the parents/guardians of a child with a disability one time per year. This is typically done at each Section 504 team meeting.

Legal References:

<i>RSA 186-C</i>	<i>Special Education</i>
<i>RSA 186-C:10-a</i>	<i>Retention of Individualized Education Programs</i>
<i>34 CFR 104</i>	<i>Nondiscrimination on the Basis of Handicap</i>
<i>34 CFR 300 et seq</i>	<i>Assistance to the States for the Education of Children with Disabilities</i>
<i>20 USC 1400 et seq</i>	<i>Individuals with Disabilities Education Law</i>
<i>20 USC 1400-1417</i>	<i>Individuals with Disabilities Education Act (IDEA)</i>
<i>29 USC 794</i>	<i>Rehabilitation Act of 1973 (Section 504)</i>
<i>42 USC 12101 et seq</i>	<i>Title II of the Americans with Disabilities Act of 1990</i>
<i>NH Ed PART 1100</i>	<i>Standards for the Education of Students with Disabilities</i>

Appendix: IHBA-R New Hampshire Special Education Procedural Safeguards Handbook –
(Required by law)

Policy Adoption and Revision History:

Policy Committee Review: 10/4/07
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Policy Committee Review: 8/15/16; Board Approval of Revision: 8/29/16
Board Approval of Revision: 8/21/17
Policy Committee Review: 8/8/22;
Board Approval of Revision: 8/15/22
Policy Committee Review: 8/20/26
Board Approval of Revision:

STUDENT ACTIVITIES & ORGANIZATIONS

It is the policy of the Board to allow opportunities for all students residing in the District to participate in co/extra-curricular activities and programs designed to meet their needs and interests. Co/extra-curricular activities include, but are not necessarily limited to field trips, excursions, athletics (including intramurals), band, chorus, clubs, organizations, school dances, and others.

Such activities and programs are intended to supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization or school/District sanctioned team, club, or activity must be recommended by the building Principal and approved by the Board.

A. Eligibility.

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks. The building Principal, or his/her designee(s), will verify that all students meet eligibility standards and procedures prior to the students' participation in the activity. Any person so designated by the Principal must be trained on the requirements of Board policy JJJ.

In addition, participation in interscholastic sports or other school activities affiliated with outside organizations (e.g., the New Hampshire Interscholastic Athletic Association, or the New Hampshire Music Educators Association, etc.) is subject to the rules and eligibility requirements of those organizations. Additional Board policies, administrative regulations, or activity rules may apply to specific programs, clubs, and activities. See, e.g., Board policy JJIB, regarding interscholastic athletics.

In the event that a program has reached capacity, determinations must be made in the same manner as described in Section A of Board policy JJJ.

B. Participation by Home Education and Other Non-Enrolled District Students.

Participation in student activities and organizations must have the same eligibility and participation requirements for both district students and for home educated, charter school, or non-enrolled district school resident students ("non-enrolled district students"). See Board policy JJJ for information on participation by such students.

C. Appeals.

Any student/parent who believes that the district's policies/regulations or the State's laws/regulations have not been appropriately or fairly interpreted regarding eligibility or

participation in a school a course or program may appeal in the same manner as provided in Section E of Board policy JJJ.

D. Administrative Regulations or Procedures.

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy. Such regulations or procedures must also comply with Board policy JJJ.

Legal References:

RSA 193-A:6

Home Education, Records; Evaluation

RSA 193:1-c

Access to Public School Programs by Nonpublic or Home Educated Pupils

20 USA 4071

Equal Access Act (student religious groups)

NH Ed 306.04(b)(21)(f)

World Languages K-8

NH Ed 306.21(c)(2)(k)

World Languages Middle School

NH Ed 306.22(c)(4)

High School Curriculum, Credits, Cocurricular Programs

NH Ed 306.22(d)

Reasonable Accommodations for Students with Disabilities

Policy Adoption & Revision History:

Policy Committee Review:

EMPLOYEE-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

For purposes of this policy, "staff member" and "staff" includes every person identified as a "covered individual" under Board policy GBCD, i.e., employee, stipend position (e.g., coach, trainer, drama coach, etc.), designated volunteer (whether direct or through a volunteer organization), or any contractor or person working on behalf of a contractor when the contractor provide services directly to students of the District.

A. Prohibited Interactions.

The Board understands that Staff may interact with and have activities, friendships or natural relationships with students or the families of students outside of school. This Policy is not intended to prohibit such interactions, provided that appropriate limits are maintained.

The below types of interactions with District students are prohibited unless necessary to serve an educational or health-related purpose. Note that many of the interactions listed are also prohibited under other policies or laws (harassment, abuse/neglect, Code of Conduct for NH Educators, etc.), and this policy in no way limits the application of those policies or laws, including any reporting requirements.

- 1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.*
- 2. The exchange of purchased gifts between staff members and students is discouraged and prohibited when the gift is of more than de minimis value or is directed to an individual student.*
- 3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.*
- 4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.*
- 5. Dating between staff members and students is prohibited.*
- 6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.*

- 7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.*
- 8. Staff members shall not send students on personal errands.*
- 9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.*
- 10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance. For purposes of the preceding sentence, "appropriate individual" includes any staff member, or contracted professional for which such counseling/assessment/diagnoses/treatment is explicitly within the individual's duties (e.g., school nurse, school psychologist, etc.).*
- 11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.*
- 12. Staff members shall not be alone with a student in a room with a door closed, a locked door, or with the lights off, except as may be required for a staff member to perform essential functions of the staff member's position..*
- 13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBB.*
- 14. Unless following a published District emergency health or medical emergency protocol or policy, staff shall not accompany or transport a minor to any medical appointment, mental health appointment or visit that includes any type of mental health evaluation, treatment, or counseling, or any other health-related appointment or visit, without the knowledge and approval of the minor's parent or guardian.*

B. Violations and Reporting Violations.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building Principal or Superintendent immediately.

Additionally, if the alleged violation of the above would also constitute a violation of the Code of Conduct for New Hampshire Educators, and the reporting employee is also a Credential Holder, then the Credential Holder must also make such reports as are required by the Code of Conduct and Board policy GBEAB.

Additional reporting is required if the conduct constitutes abuse or neglect prohibited by RSA 169-C (see Board policy JLF), or is required under some other Board policy, statute or regulation.

C. Dissemination of Policy.

The Superintendent shall ensure that all staff members are provided a copy of this policy each year by way of handbooks, or other appropriate means.

Legal References:

NH Ed PART 510 Code of Conduct for New Hampshire Educators

Policy Adoption & Revision History:

Policy Committee Review: 8/20/26

First Reading:

**FACILITIES DEVELOPMENT GOALS AND PREPARATION OF
CAPITAL IMPROVEMENT PLAN**

A. Policy Statement. As the Board seeks to incorporate the most appropriate and cost-effective risk management techniques for loss prevention and control, and to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic fiscal constraints.

B. Facility Considerations, Goals and Objectives. In establishing specific facility plans, the Board will use the following considerations, goals and objectives among others:

- 1. Facilities, including buildings, ground, and playing fields, that will accommodate organization and instructional patterns that support the district's educational philosophy and instructional goals.*
- 2. Meeting all safety requirements through the remodeling and renovation of older structures.*
- 3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons whenever possible.*
- 4. Building designs, construction, and renovations that will lend themselves to low maintenance costs and the conservation of energy.*
- 5. Facilities that will also lend themselves to utilization by the community in ways consistent with the overall goals of the district.*
- 6. Keeping the community informed about the condition of district facilities as well as the perceived needs in the areas of capital improvement expansion and acquisition.*

Decisions pertaining to education specifications of new buildings and those undergoing extensive remodeling will be developed with the input of teachers, students, parents, and the community.

C. Capital Improvement Program. The facilities committee will prepare and update a long-range capital improvement program, to be reviewed at least every 2 years, that identifies District school facility goals, provides projected expenditures, and outlines procedures and guidelines to be followed to accomplish Board and District goals. When applicable,

this program will be provided to the Department of Education pursuant to RSA 198:15-a, so that the state can project funds needed for building projects occurring in the District and elsewhere.

Legal References:

RSA 198:15-a Grant for School Construction
RSA 198:15-b Amount of Grant

Policy Adoption & Revision History:

Policy Committee Review: 8/20/26

First Reading:

ENROLLMENT PROJECTIONS

As part of the Strategic Plan, enrollment projections will be prepared on a 5-year basis under the direction of the Superintendent and will be reviewed annually.

The projections will take into consideration the following:

- 1. Figures from the latest school census.*
- 2. School registration figures.*
- 3. Review of forthcoming changes in town planning and zoning.*
- 4. Review of current and planned community land development and housing.*

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board may authorize outside studies made of population trends and school enrollment.

Legal References:**Policy Adoption & Revision History:**

Policy Committee Review: 8/20/26

First Reading:

MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES**A. General.**

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

- 1. reporting any “suspected violation of the code of conduct” (see NH Code of Conduct at Ed 510.05 (a)); and*
- 2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) (see NH Code of Conduct, at Ed 510.01 (b)(2)).*

By way of District Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractor, irrespective of whether or not such persons are Credential Holders. Consequently, each District employee designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF; acts of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK, and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

- 1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB, whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.*

If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Assistant Superintendent, who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent’s suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent and believes that the District’s reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

Covered Individuals are encouraged to make their reports in writing. Doing so will provide the Covered Individual with evidence that they have complied with the requirements of this Policy and the NH Code of Conduct (if applicable).

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/ras/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The Superintendent shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as they may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Legal References:

NH Ed 510.01-510.05 Code of Conduct for NH Educators

Policy Adoption & Revision History:

Policy Committee Review: 8/20/26

First Reading:

**TRAINING AND INFORMATION RELATIVE TO
CHILD SEXUAL ABUSE PREVENTION**

The Superintendent shall require that every employee, designated volunteer or other person whose position requires a criminal history records check under RSA 189:13-a, and/or is a “covered employee” as defined in Board Policy GBCD, is provided with informational materials, training, or other education, either online or in person, concerning child sexual abuse prevention, sexual assault and harassment policy training, warning signs of child abuse, and reporting mandates. Such training shall be completed within 30 days of employment and renewed every 2 years for all such employees, designated volunteers and other persons.

Legal References:

RSA 169-C:29-39

RSA 189:13-a

RSA 189:72

RSA 193-D:4

NH Ed 306.04(b)(9)

NH Ed 510.05 (e)

Reporting Law

School Employee and Designated School Volunteer

Criminal History Records Check

Child Abuse or Neglect Information

Written Report Required (Safe School Zones)

Reporting Suspected Abuse or Neglect

Code of Conduct for NH Educators, Duty to Report

Policy Adoption & Revision History:

Policy Committee Review: 8/20/26

First Reading:

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

Facility Requested: (Check one) <u> HDES </u> <u> HDMS </u> x <u> HDHS </u>	
Room/Space Requested: parking lot and gymnasium	
Dates: 10/31/26	
Times: 4-8pm	
Name of Event/Activity: Trunk-or-Treat	
Name of Event/Activity Contact: Jt Clough	
Phone: 6034647985	Email: zpaige@hillsboroughnh.net
Address: 7 School Street, Hillsborough, NH 03244	
Description of Activity: Annual Trunk or Treat	
Set up requests: # of chairs _____ # of Tables _____ (attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector _____ Microphone _____	
Kitchen _____ (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: 1000 _____	Will an admission fee be charged? Yes ☐ No ☐ Amount? _____
Check all that apply to this event/activity: School-sponsored ☐ School Related ☐ Community ☒ Outside District ☐ Profit ☐ Non-Profit ☐	
Is Building Use Waiver requested? Yes ☒ No ☐	Is Custodial fee Waiver requested? Yes ☐ No ☒ Is Kitchen fee Waiver requested? Yes ☐ No ☒
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS.	
Community event hosted by the town parks and recreation department. Free for all!	

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

- The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured. Certificate of Insurance attached _____
- Any flyers, social media or advertising of any kind must contain the following: "Not a school-sponsored event"
- It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature: Zoe Paige

Printed Name: Zoe Paige **Date:** 8/20/26

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/ email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)

Certificate of Insurance

Initial

Yes

No

2. Building principal: Confirm that facility in your building is available as requested

Athletic Director: Confirm that athletic field is available as requested

Food Service Director: Confirm that food service personnel are available if kitchen is requested

Building Facility Reserved on:

Room being used

Use approved (circle one)

Approved

Disapproved

Reason for Denial (if applicable)

Principal Signature:

Athletic Director Signature:

Food Service Director Signature:

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee

(see fees on page 6)

Custodial Fees

Custodians

\$35/hr per custodian

Hours per custodian

Kitchen Fees

Cafeteria Staff

\$25/hr per staff member

Hours per person

\$

\$

\$

Total Fees

\$

Notes:

Business Administrator Signature:

4. School Board:

Fee waiver Granted:

Yes

No

Amount of waiver requested:

\$

Amount waived:

\$

School Board Signature:

5. Scheduling (SAU Office)

Entered in School Calendar