

Posted: Friday, April 18, 2025

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire
Hills Memorial Library 18 Library Street

5:30 pm Non-Public Session
6:30 pm Regular Meeting
Followed by non-public session

School Board Agenda Monday, April 21, 2025

A. Non-Public Meeting

RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session. These conditions are (b) The hiring of any person as a public employee.

B. Call to Order

Pledge of Allegiance

C. Public Input

Hudson residents are welcome and encouraged to share feedback with the board on agenda items

D. Good News Update (Information)

Assistant Superintendent Jessica Benson will share some good news about what's happening in our schools.

E. Student Representative Comments

F. Presentations to the Board

1. Technology Plan (Information)

IT Director Kevin Peterson will present an update regarding the district technology plan.

[Hudson IT Plan- Spring 2025](#)

G. New Business

1. Skills USA National Competition Request

Advisor Matthew Somers will ask permission from the School Board for students to attend the National Conference for Skills USA.

2. Printer- Copier Lease (Decision)

IT Director Kevin Peterson will present information regarding copier/copier service bids for the upcoming fiscal year.

[Copier- Bid Analysis](#)

[Copier- Comparison](#)

[Copier- Amortization Schedule](#)

[Copier- School Board Motion](#)

3. Facilities Recommendations (Decision)

Facilities Director John Pratte will present recommendations to the Board for two contract awards.

[Hertz – HMS Science Lab Furniture](#)

[Minute Man – Districtwide Alert Beacons and Security Upgrades](#)

4. NWES Fire Panel (Discussion)

Superintendent Moulis and Director of Facilities John Pratte will review two quotes for the second phase of the Nottingham West Elementary School fire panel replacement.

[Minuteman Quote](#)

[BK Systems](#)

5. Hudson-Litchfield Youth Football and Cheer MOU (Decision)

Superintendent Moulis will present a Memorandum of Understanding from Hudson Litchfield Youth Football and Cheer

[2025-2026 HLYFC MOU](#)

[2025 HLYFC Field Upgrade Plans](#)

6. FY26 LEA General Assurance (Decision)

Superintendent Moulis will review the general assurances document from the NH Department of Education.

[FY26 LEA General Assurances](#)

7. FY25 Year-End Spending Requests (Discussion)

Superintendent Moulis will review end of year-end spending requests.

[FY 25 Year-Spending Request Memo](#)

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H. Recommended Action

1. Manifests – Recommended action: Confirm required signatures received
2. Minutes – [April 7 - Draft minutes](#)

I. Reports to the Board (Information)

District administrators will share updates for the board and public

1. Superintendent Report

J. Committee Reports

Board members will share committee updates

K. Correspondence (Information)

[Discipline Report](#)

L. Board of Selectmen – Liaison Comments

M. Board Member Comments

N. Non-Public Session

RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session. These conditions are:

- a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or 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..
- 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.
- g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- 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.
- j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- 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.
- 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.

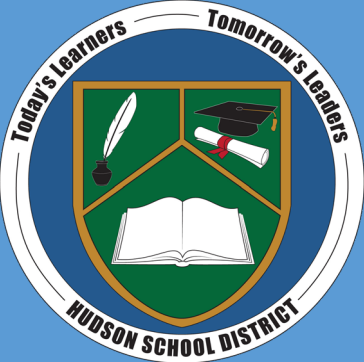
O. Adjourn

Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	May 5	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	May 19	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	June 2	6:30 pm	Hills Memorial Library	Regular Meeting

INFORMATION TECHNOLOGY PLAN

March 2025



HUDSON SCHOOL DISTRICT | HUDSON, NH

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Purpose & Scope of this Plan

The purpose of this plan is to outline goals and a vision for technology in the Hudson School District that align with the Hudson School District Strategic Plan. A critical part of the plan is outlining essential services which should be in place to foster a productive IT environment and establish an equipment replacement timeline. This plan includes, but is not limited to specific products, technologies, or programs to be used in accomplishing these goals. Technology is ever evolving; therefore the technology strategic plan is created as a fluid document. Because of the speed at which technology evolves, it may be necessary for the District Technology Director to propose additional or different technologies based on new or updated information not contained in this document. Depending on the situation, these additions will be vetted by the administrative team or school board.

Vision Statement

The Hudson School District's vision statement identifies four pillars to which the district is committed. This plan's purpose is to serve and support these pillars.

- Strong and Respectful Relationships
- Curiosity for Learning and Commitment to Excellence
- Responsive via Honest and Open Communication
- Engaging Environment

Technology Plan Goals and Objectives

- Provide a robust, reliable, and secure network infrastructure environment to support the educational and operational goals of Hudson School District.
- Ensure that every classroom is equipped with a standardized, reliable, network connected computer. *Every classroom will have a minimum of one computer connected to any presentation equipment in the classroom.*
- Provide a standardized tool set across the school district so that staff and students have equal access to resources.
- Implement IT products or procedures to streamline the educational and business processes of the school district.
- Where possible, all districtwide applications should utilize single sign on for ease of use and manageability.
- When possible, applications should be web-based for platform independence and accessibility.
- Increase computing access for students across the district.

Maintaining Assets

In order to ensure that the district's investment in technology is sustained and maximized, it is necessary to maintain support contracts, software agreements and maintenance agreements on various assets. Below is an outline (non-exhaustive) of major district IT assets which should be actively managed with annual contracts and associated annual costs.

Infrastructure Software

- Virtualization Server Infrastructure – this software is used to manage all virtual infrastructure servers in the Hudson School District.
- Virtual Desktop – used to facilitate all virtual desktop connections and manage virtual desktops.
- Backup Solution – used to back up all virtual servers as well as Online storage such as SharePoint and OneDrive.
- PaperCut print management software – allows tracking and management of all print jobs in the district.
- SNAP – software used by all district nurses for taking student health data.
- IT Helpdesk – the software used by IT for help desk and asset management.
- Munis – the software used for all budgeting, business management and HR management.
- DocStar – used to provide all historical and archive student transcripts.
- Microsoft district-wide EES agreement – this agreement provides ongoing licensing for all Microsoft products. It is renewed annually and is part of the New Hampshire Chief Technology Officer (NHCTO) state agreement. This ensures that all district computers have consistent operating systems and office applications. Additionally, it provides licensing for our server and network infrastructure and core services such as file sharing, print management, email services, spam filtering, etc.
- PRTG – used by IT to manage and monitor the network and all network-based devices.
- Account Tree – used for activities accounting at all schools.
- User account provisioning – this provides the ability for user accounts to be automatically provisioned when a student enrolls in school. It reduces IT workload and streamlines the process by enabling students to get immediate access to IT resources.
- School Messenger– This system is used by both the schools and districts to communicate to parents via automated phone calls, text messages or mass emails. This is the software used to communicate school closures in the event of snow or other emergency events.
- Website Vendor – This system provides our website hosting and management of the district website.

Academic Software

- Smart Notebook – used for all interactive white boards.
- Adobe Creative Cloud - used by various classes for multimedia editing and presentation.
- Destiny Library Manager – this is the card catalog and library management software used by all school libraries.
- PowerSchool – Districtwide student information system. This system manages all student data, grades, teacher gradebooks, etc.
- Schoology – Districtwide Learning Management system. This system provides a digital platform for classroom lessons.

- Phishing training system – System used to train staff members on phishing & cybersecurity. Also provides automated regular testing of staff members to protect against phishing & other cybersecurity threats.

Network Infrastructure Hardware

- All district-wide primary servers – a primary server is a server under 5 years old. Primary servers are the heart of the network and need to be protected by hardware service contracts.
- Wireless network equipment – support & maintenance for our wireless management system as well as wireless access points. This system allows the district to provide guest and BYOD access as well as managed over 4000 other wireless devices.
- Storage Area Network (SAN) – the SAN stores all virtual servers and desktops. This must be kept under 24/7/365 maintenance as if an error or hardware failure occurs, the entire district network would be at risk.
- Firewall & Content Filter – provides firewall, web content filtering and VPN remote connectivity. These devices must be kept under maintenance for content filtering to remain active.
- Network switches – all core network switches should be protected by annual maintenance contracts. This ensures that we are able to receive hardware support and the latest firmware updates to address any issues. A core network switch is defined as a switch that connects the building to the SAU. In the event of a switch failure, the building would lose all network connectivity.
- Email archiving – Archiving email ensures that we follow state law and are able to fulfil right-to-know requests as well as other legal requests.
- Phone systems – The School District utilizes a single, virtual phone system. This system enables all voice and faxing capability across the district. This system also provides E911 capabilities so that any classroom dialing 911 can be individually identified. Currently the system consists of over 500 handsets and associated devices.

Asset Lifecycle

Below is an outline of general life expectancies and life cycles of hardware. These are general use cases which are meant to be guidelines, not absolutes. Software, which is kept under an annual maintenance agreement, should only be evaluated for replacement when it is no longer able to meet business requirements.

- Servers – Servers should act in a primary role from 3-5 years. After this time, they can be used for standby backup, non-critical applications, or other auxiliary purposes.
- Storage Area Network (SAN) – Storage should be evaluated on a continual basis. In general, primary SAN hardware should be no more than 5 years old.
- Switches – Network switches should be expected to last 5-7 years.
- Wireless network equipment – major upgrades to wireless standards happen every 3-5 years. As such, wireless network equipment should be replaced / upgraded every 3-5 years.
- Phone systems – Phone systems should be evaluated for possible major upgrades every 5 years. Keeping the phone systems under ongoing maintenance may alleviate serious issues. As regular updates become part of regular maintenance rather than large issues.
- Firewalls – These devices should be replaced every 3-5 years.

- Tablets – Tablets (iPads) should be expected to last 2-4 years. This short lifespan is due to their heavy use and the pace at which software for these devices becomes outdated and not supported.
- Laptop – Laptops used in office settings or by staff members should be expected to last 3-5 years.
- Student Devices – Students’ use low-cost devices, with proper care and maintenance, should be expected to last 3-4 years with proper care and maintenance. This includes 1-1 student computers and elementary device carts.
- Desktop computer labs – Desktop computers in computer labs should be expected to last for three years. After this time, devices should be replaced and repurposed into teacher classrooms.
- Interactive Displays – Interactive Displays in classrooms include interactive projectors, interactive white boards and touch screen displays. These devices have a life cycle of 4 to 6 years depending on the type and construction of the board, projector, or monitor.
- Printers – Printers have a usable lifecycle of 5-7 years. Over the summer of 2021, the district entered into a 5-year agreement with Ricoh for replacement and management of all printers and copiers. This agreement includes maintenance and toner. Printers need to be appropriately sized for the volume printed on them to maximize life span as well as operational efficiencies.
- Projectors – Projectors mounted in classrooms should have a life span of 4-6 years.

Status Summary

The Hudson School District currently has a large and complex information technology environment. We are primarily a Windows computer-based environment. In the past, schools purchased different brands of interactive whiteboards. As technology has evolved, the district has shifted away from classic interactive whiteboards and started the purchase of interactive projectors and large touch screen monitors.

The following is a breakdown of our tech assets, their corresponding quantity, age and expected life span. Items are divided by year. Items in green are within the minimum life expectancy, items in yellow are within the later portion of their life expectancy and items in red are being used beyond their life expectancy.

Device	Lifespan (years)	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10+ Years	Age Unknown
Network Infrastructure												
Servers	3-5		1	1	2							
Storage Area Network	5			1	2							
Network Switches	5-7			8	1	5	3	4	3	4		
Wireless Network Equipment (APs)**	3-5	53	130	19	16	20						
Firewalls	3-5	1										
Classroom Technology												
Tablets	2-4	30	12	7		4	27					
Laptops	3-5	1130	1350	1429	877	1263	358	239				
Desktop Computers	5-7	129	118	128	130	112	1	26	51	13		
Virtual Computer Labs**	5-7+											
Interactive Displays	4-6	15	22	40	26	25	26	15				
Printers	5-7				111	2	1					
Projectors*	4-6			2		1	2					
Other												
Phone System	5						1					

*Dates derived from manufacturer model info

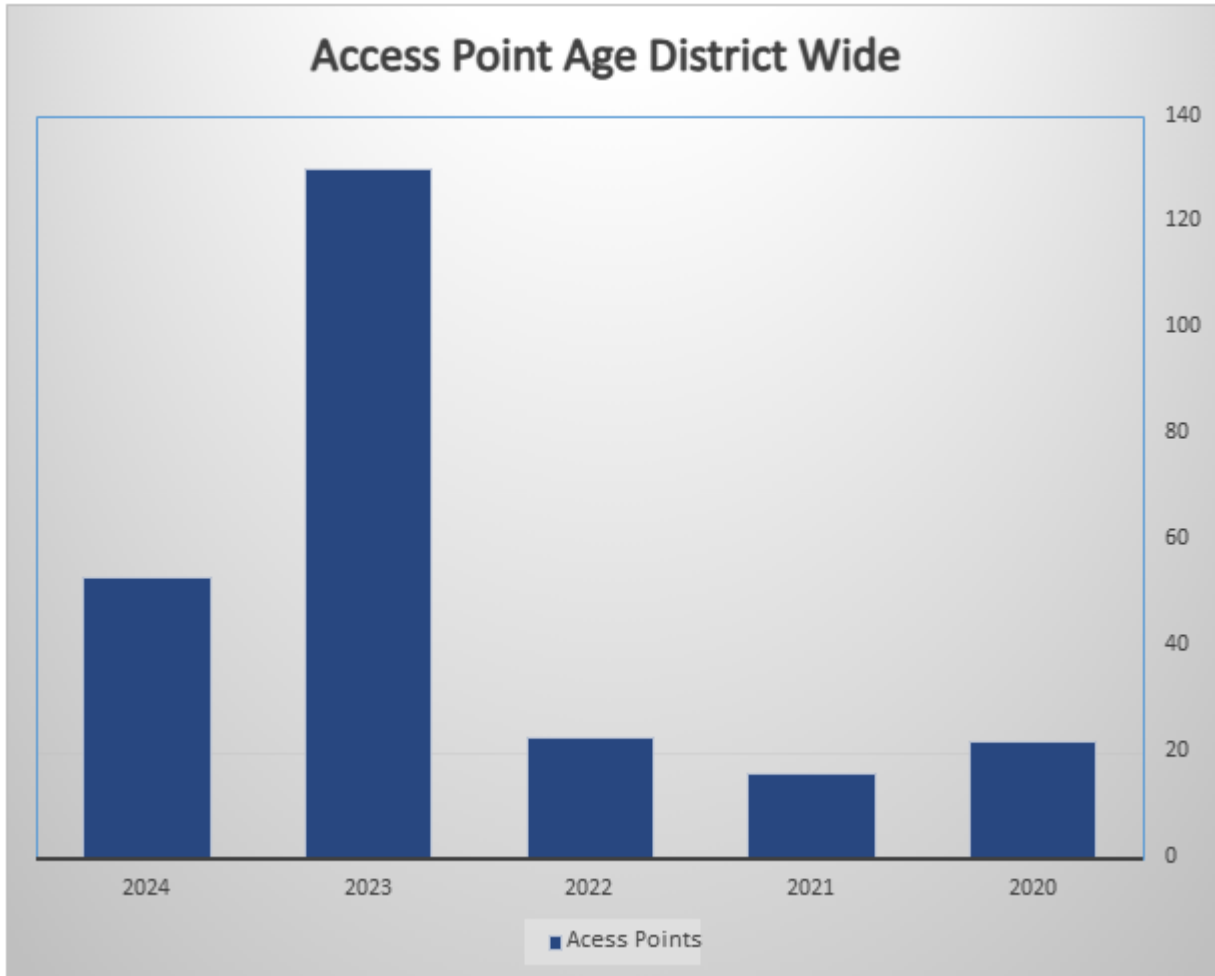
** Virtual Labs retiring at end of 2023-2024 School Year

Within the classroom technology portion of the chart there are several items of note.

- The number of laptops new this year is an anomaly. This represents the purchase of laptops for the upper elementary schools, so there is now a class set of devices in each classroom for kindergarten through fifth grade. The year-over-year purchase should level out next year.
- As more devices are made available, the need for the Thin Client labs has been reduced. This also coincides with the end-of-life of the current devices in these labs.

- We have many projectors being used beyond their expected life span. As we deploy more interactive monitors, we will see the end-of-life projector and board numbers continue to decrease.

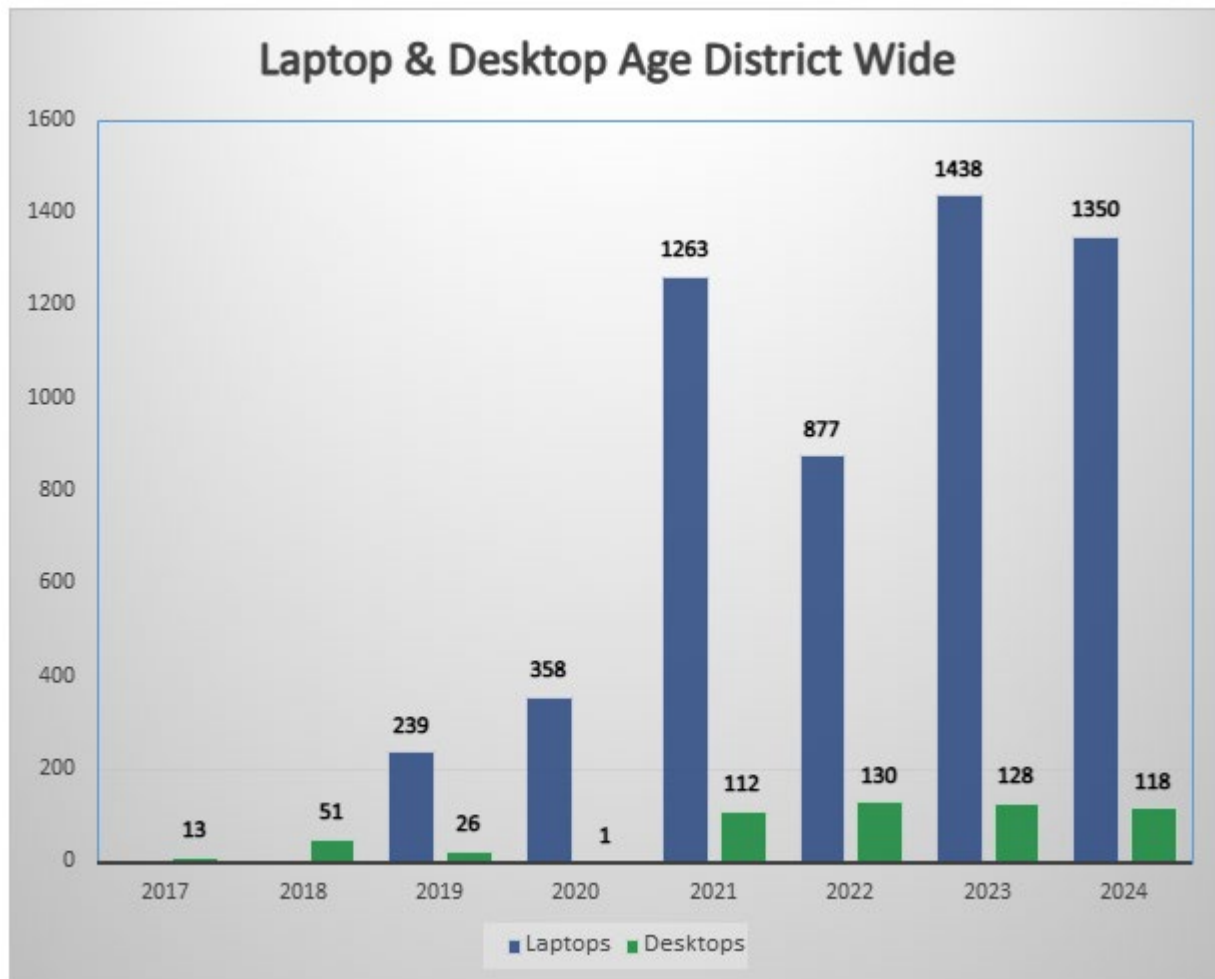
Over the past 3 years, we have replaced a majority of the access points across the district, to support the increased needs of students and staff. At this point, our access points are all within their useful lifespan and not nearing End of Life by the manufacturer.



Laptop & Desktop Age

Over the year, the school district has been aggressively working to replace equipment which was being used beyond its expected life cycle. Using equipment beyond these demarcation points results in unstable and unreliable computing environments for staff and students. These devices include both student and staff laptops and desktops. Over the 2021-22 school year, most staff were supplied with new laptops and the remaining staff will receive laptops during the 2022-23 school year. Also, the cart model at the Elementary schools was expanded to supply 1 cart for each class in grades K through 5.

With the anticipation of Windows 10's end of support in October 2025, a strong effort has been made to replace all older desktops that can not support Windows 11. It is anticipated that the desktops not capable of Windows 11 will be decommissioned through the summer of 2024. As of March, 2025, the district has upgraded 98% of the desktop and laptop fleet to Windows 11. The remaining devices will be upgraded through the rest of the school year and into the summer as needed.



Future

This is a sequential plan. The success of each item and each year is dependent on the items above it. Items in grey have been accomplished / completed. Items in blue have an approved budget in place. There is a gap in the timeline as information is not available for what was planned and accomplished.

Academic Needs

The school district has taken significant steps to ensure that technology is reliable and standardized, therefore making it easier for staff to integrate technology into classrooms. Our initial goal of one computer per classroom has been achieved and remains an important baseline, however that is not enough technology for the 21st century classroom. Feedback from many staff members this year that there is a desire for increased technology in classrooms. This may look different depending on the school level. Not all grade levels require the same level or type of equipment.

The COVID-19 pandemic forced schools to rethink what it means to learn in the 21st century. Over the 2021-22 school year, we completed the 1:1 deployment of laptops for students at AHS and HMS. This has increased the students' interactions with technology and collaboration more than ever. Also, with the use of web-based software assessments, there is a need for more technology in the classroom for all grade levels.

2021-22

- ✓ Continue to increase wireless access and density across the district. NWS & HGS – add additional access points for coverage and density.
- ✓ HMS & AHS – Replace aging access points
- ✓ District Wide – Replace aging access points
- ✓ Implement Schoology
- ✓ Conduct 3rd Party Network Security Audit in accordance with HB1612 requirements.
- ✓ Replace Server according to acquisition plan below.
- ✓ Deploy Network Security procedures to protect against Ransomware
- ✓ Continue 1:1 device deployment for AHS & HMS
- ✓ Review device needs at NWS, HGS & ELC
- ✓ Deploy laptops to teaching staff (multi-year effort)
- ✓ Continue to replace desktops, laptops, thin clients & network infrastructure according to the district acquisition plan
- ✓ Send IT members to industry training

2022-23

- ✓ Replace old, non-Aruba switches at AHS, HMS, NWS and HOS with HP Aruba switches
- ✓ Replace aging access points prior to End of Life (multi-year effort)
- ✓ Replace Server according to acquisition plan below.
- ✓ Continue replacement of ENO and SmartBoard interactive displays (multi-year effort)
- ✓ Investigate and start implementation of cloud-based network
- ✓ Parent Portal for Cyber Security and awareness training
- ✓ Standardize manufacturer of AHS and HMS student 1:1 devices (multi-year effort)
- ✓ Complete deployment of laptops to teaching staff
- ✓ Implement recommendations from Network Security Audit

- ✓ Continue to replace district hardware & network infrastructure according to the district acquisition plan
- ✓ Send IT members to industry training

2023-24

- ✓ Continue replacing and extending wireless coverage (multi-year effort)
- ✓ Complete replacement of ENO interactive displays
- ✓ Continue SmartBoard interactive displays (multi-year effort)
- ✓ Evaluate email archiver
- ✓ Investigate and implement cloud based VDI solutions
- ✓ Complete standardization manufactures of AHS and HMS 1:1 devices
- ✓ Conduct follow-up Network Security Audit in accordance with HB1612 requirements
- ✓ Continue to replace district hardware & network infrastructure according to the district acquisition plan
- ✓ Upgrade district devices so they are compatible with Windows 11
- ✓ Send IT members to industry training
- ✓ Migrate internally hosted software to cloud resources (PowerSchool, SNAP)
- ✓ Implement Switch and Access Point management software
- ✓ Extend Camera coverage at HMS
- ✓ Extend Camera coverage at the Elementary School

2024-25

- Continue replacing and extending wireless coverage (multi-year effort)
- Continue replacement of SmartBoard interactive displays (multi-year effort)
- Start replacement cycles for network switches
- Replace older cameras at AHS
- Continue modernizing device management policies
- Replace internal backup solution
- Replace District Firewall
- Evaluate District Financial software
- Implement recommendations from Network Security Audit
- Start implementation of Multi-Factor authentication across district
- Continue to replace district hardware & network infrastructure according to the district acquisition plan
- Send IT members to industry training

2025-26

- Complete modernization of device management policies
- Continue migration of network shares to cloud hosting (personal storage)
- Evaluate District Financial software alternatives
- Continue to replace district hardware & network infrastructure according to the district acquisition plan
- Evaluate District Content Filter
- Replace current backup architecture

- Perform Security Audit
- Evaluate and replace IT Helpdesk software
- Replace copiers and printers district wide
- Implement cyber security software district wide
- Finalize intercom replacement at HGS and NWS
- Send IT members to industry training

2026-27

- Start replacement of Phones in across district
- Continue migration of network shares to cloud hosting
- Continue to replace district hardware & network infrastructure according to the district acquisition plan
- Replace 2 to 3 of the oldest switches
- Send IT members to industry training
- Replace Accounting and Human Resources software
- Finalize migration away from VMWare
- Evaluate Intercom system at HMS and AHS
- Evaluate SAN Storage replacement vs Cloud migration
- Implement recommended changes from audit

2027-28

- Refresh district server infrastructure
- Evaluate Phone System

Annual Acquisition Plan

- Student computer labs will be the highest priority. Computers beyond four years old should be used as auxiliary equipment until no longer serviceable or productive for the district.
 - 25% of laptops should be replaced yearly. ~900 laptops (\$270,000 annually)
 - 15-20% of desktops should be replaced yearly. ~150 desktops (\$97,500 annually)
- The following infrastructure items should be replaced annually:
 - 25% of district-wide servers (~\$15,000 annually)
 - 15% of network routing and switching equipment (~\$40,000)
 - 20% of wireless equipment after district-wide wireless completed.
- The district should expect to service and replace 10%-20% of LCD projectors and interactive white boards annually (~\$45,000 annually).
- Support and maintenance for all core IT [hardware](#) and [software](#)

Total Bid Analysis (Excluding Papercut)

Analysis done on an Annual Basis Projected over 5 Years

SAU 81 - Hudson

Vendor	B/W Service	Color Service	Annual Lease	Total	Cost Savings	Five-Year Cost Savings
SAU 81 VEIT (Kyocera)	\$23,007.98	\$17,080.74	\$65,580.23	\$105,668.95	\$33,889.69	\$169,448.45
SAU 81 Budget (Konica Minolta)	\$26,807.98	\$24,731.09	\$73,351.74	\$124,890.81	\$14,667.83	\$73,339.13
SAU 81 Ricoh (Low Bid)	\$25,821.22	\$19,394.65	\$55,345.15	\$100,561.02	\$38,997.62	\$194,988.11
SAU 81 KMBS	\$37,938.81	\$19,429.84	\$85,169.85	\$142,538.50	-\$2,979.86	-\$14,899.31
SAU 81 Toshiba	\$29,181.82	\$17,399.24	\$65,434.43	\$112,015.49	\$27,543.15	\$137,715.75
SAU 81 Usherwood (Canon)	\$33,622.59	\$26,767.64	\$134,193.18	\$194,583.41	-\$55,024.77	-\$275,123.87



**Five-Year Basis beginning with the 2025/2026 Fiscal Year
 Present vs. Proposed Recommendations as of 8/2/2025**

PRESENT SITUATION	PROPOSED RECOMMENDATION
1) Guarantees on Photocopiers: End of Contract	1) Guarantees for All Machines: 5 Years
2) Annual Price Ceilings Left: End of Contract	2) 8% or CPI Annual Ceilings, whichever is less: 5 Years
3) A3 11 x 17 MFPs with 3M+ Copy Warranty: 25	3) A3 11 x 17 MFPs with 3M+ Copy Warranty: 25
4) Units to be Traded: 114	4) Units to be Replaced: 114 New
5) A3 11 x 17 Mono MFP: 18	5) A3 11 x 17 Mono MFP: 18
6) A3 11 x 17 Color MFP: 7	6) A3 11 x 17 Color MFP: 7
7) A4 Mono MFP: 10	7) A4 Mono MFP: 10
8) A4 Color MFP: 5	8) A4 Color MFP: 5
9) A4 Mono Printers: 60	9) A4 Mono Printers: 60
10) A4 Color Printers: 14	10) A4 Color Printers: 14
11) Duplexers: 114	11) Duplexers: 114
12) Finishers: 25	12) Finishers: 25
13) Wide Format: 0	13) Wide Format: 0
Total number of Units: 114	Total number of Units: 114

Overall Description of Equipment Fleet

In SPC's cooperative—with about 105K students—the average number of mono pages per student is 1,868 while color is 313. At 3,017 students, you are averaging 2,321 mono pages per student and 157 color copies per student.

Capital

Presently, you have one municipal lease that will be paid off on 8/1/2025. With our recommendation, you can pay cash or lease with a \$1.00 buyout. Your first of five (5) annual payments will begin on August 1, 2026.

Board Approval Meeting: April 21, 2025



Service & Supplies

With all consumable cost centers combined—including service—you are averaging \$0.00452 for black and \$0.04292 for color. The new contract will come in at a CPC of \$0.00384 for black and \$0.04104 for color. These figures are an average of both printers and copiers.

Vendor Packages

SPC has received five (5) qualified bids which meet bid specs. They match up the best technology available to meet your needs. The following are the lowest qualified vendor.

Cost Center	Present*	Ricoh (Incumbent)
1. Service & Supplies Color*:	\$21,023.96	\$19,394.65
2. Service & Supplies Mono*:	\$32,043.98	\$25,821.22
3. Capital Expenditure:	\$86,390.70 (111)	\$59,820.51 (114)
4. Forced Upgrades:	\$100.00	\$00.00
Totals:	\$139,558.64	\$105,036.38

***These numbers are based on 7,204,141 copies per year and will fluctuate based on usage.**

The successful bidders will have a blanket servicing contract that includes all consumables—excluding staples and paper—for all the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July and January with a reconciliation invoice in June. Your service contract will be fixed through June 30, 2026. A contract extension has been negotiated for four more years, which will have an annual price ceiling of eight percent or CPI, whichever is less. You, however, only commit funds for one-year at a time to the servicing vendor. This scenario even allows you to upgrade, lowering the service costs, by allowing you to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

Print Management

STARDoc is included for all devices. Papercut MF and card readers are included in the above figures.

Security package

Hard Drive Wipes are included in these prices.

SAU 81 Amort Schedule 2025

Compound Period : Annual

Nominal Annual Rate : 5.190 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	08/02/2025	257,671.67	1		
2 Payment	08/01/2026	59,820.50	5	Annual	08/01/2030

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 08/02/2025				257,671.67
2025 Totals	0.00	0.00	0.00	
1 08/01/2026	59,820.50	13,336.52	46,483.98	211,187.69
2026 Totals	59,820.50	13,336.52	46,483.98	
2 08/01/2027	59,820.50	10,960.64	48,859.86	162,327.83
2027 Totals	59,820.50	10,960.64	48,859.86	
3 08/01/2028	59,820.50	8,424.81	51,395.69	110,932.14
2028 Totals	59,820.50	8,424.81	51,395.69	
4 08/01/2029	59,820.50	5,757.38	54,063.12	56,869.02
2029 Totals	59,820.50	5,757.38	54,063.12	
5 08/01/2030	59,820.50	2,951.48	56,869.02	0.00
2030 Totals	59,820.50	2,951.48	56,869.02	
Grand Totals	299,102.50	41,430.83	257,671.67	

SAU 81 Amort Schedule 2025

Last interest amount decreased by 0.02 due to rounding.

Motion 1:

I hereby move that the Board approve the proposed tax-exempt lease with M.S.T. Government Leasing, LLC, for the purposes of refinancing, and funding photocopy equipment leases including consultant fees, and related costs of issuances of such leases in an amount not to exceed Two Hundred Fifty-Seven Thousand Six Hundred Seventy-One dollars and Sixty-Seven Cents (\$257,671.67) and an interest rate of 5.19% per year through August 1, 2030.

Motion 2:

I hereby move that the Board authorizes the Superintendent to execute and deliver the tax-exempt lease with M.S.T. Government Leasing, LLC, on such terms and conditions discussed and provided to the Board and to execute and deliver any such documents required to execute the contract with Specialized Purchasing Consultants, Inc.

HUDSON SCHOOL DISTRICT

SAU # 81

20 Library Street Hudson, NH 03051-4240

(603) 883-7765 fax (603) 886-1236

Daniel Moulis, Ed. D

Superintendent of Schools

(603) 886-1235

dmoulis@sau81.org

Jessica Benson

Assistant Superintendent

(603) 886-1235

jbenson@sau81.org

Rachel Borge

Director of Special Services

(603) 886-1253

rborge@sau81.org

To: Hudson School Board

From: John Pratte, Director of Facilities

Re: HMS Science lab furniture

Date: April 15, 2025

Hertz Furniture has provided government procurement pricing to renovate two science labs at Hudson Memorial School for FY26. Hertz Furniture is a local Hudson business and is affiliated with the Keystone Purchasing Network, or KPN, of which the Hudson School District is a member of. Hertz Furniture provided furniture materials and installation for the four science lab renovations in FY24 & FY25.

The Hertz furniture quote for rooms 235 & 237 is \$154,968.44 and includes the furniture, installation, and shipping costs. The School District will be responsible for additional renovations including demolition, painting, ceiling work, plumbing, and electrical work. The quotes for both rooms were received on 3/26/25 and expire after 15 days. I recommend the School Board award this project to Hertz Furniture in the amount of \$154,968.44. The total FY26 budget for both science labs is \$225,000.

Recommended Action:

The Hudson School Board awards a contract to Hertz Furniture for the HMS Science Lab furniture per the proposal specifications in the amount of \$154,968.44 in accordance with policy DJE.

Thank you in advance for support of the above motion.

HUDSON SCHOOL DISTRICT

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jbenson@sau81.org

Rachel Borge
Director of Special Services
(603) 886-1253
rborge@sau81.org

To: Hudson School Board

From: John Pratte, Director of Facilities

Re: DW Alert Beacon & Security Upgrades

Date: April 15, 2025

Minuteman Security & Life Safety has provided government procurement pricing to upgrade security monitoring and to add additional blue beacon alert devices at all district school buildings. The project includes additional security beacons throughout the district, including adding interior blue alert beacons in areas with higher noise levels, such as gymnasiums, cafeterias, and music rooms, which will make alerts easier to detect within those spaces. Additional exterior beacons will also be installed outside of the CTE wing, along with the CTE office area and around the farm. 38 additional alert beacons will be installed district wide. There will also be some upgrades to the alarm system for Alvirne and the CTE which will include intrusion detection for the offices in Student Services, the CTE office, and the Barnyard Café. Minuteman Security & Life Safety is affiliated with the MHEC Purchasing Network of which the Hudson School District is a member of.

I recommend the School Board award this project to Minuteman Security & Life Safety in the amount of \$63,800.

Recommended Action:

The Hudson School Board awards a contract to Minuteman Security & Life Safety for the DW Alert Beacon & Security Upgrades per the proposal specifications in the amount of \$63,800 in accordance with policy DJE.

Thank you in advance for support of the above motion.



We have prepared a quote for you

**Nottingham West School 10 Pelham Rd., Hudson
NH 03051 - Fire Alarm System Upgrade Phase 2 -
Turnkey Installation**

Prepared for:

HUDSON SCHOOL DISTRICT

John Pratte
Director of Facilities
jpratte@sau81.org

Prepared by:

New Hampshire

Hank Stuart
hstuart@minutemanst.com

Scope of Work

Minuteman Security & Life Safety (MSLS) is pleased to offer this proposal for the scope of work as described below.

This proposal is to upgrade the remainder of the fire alarm system throughout the school. The main fire alarm panel will be converted to fully addressable and new audio evacuation components will be installed. The existing EVAX audio evacuation panel will be removed. All existing conventional initiating devices will be removed and replaced with new addressable devices. All initiating devices will be replaced in their current locations. New smoke detectors will be added in the Music Room closets as well as the Custodial Staff side room. New CO detectors will be added in the Mechanical Room and Kitchen. The fire alarm program will be updated to reflect all new equipment.

MSLS will supply and install all necessary wire, back boxes and electrical needs to install new speaker strobes in all classrooms, new strobe only devices in all restrooms, break rooms and conference rooms.

MSLS will also:

- Pull fire alarm permit
- Provide equipment as listed in quote
- Test all new equipment to verify proper operation
- Provide labor for the Fire Dept. acceptance test (if applicable)
- Provide electronic record of completion report

Additional notes:

- Quote based site surveys conducted during the emergency system upgrade
- **Customer to provide scissor lift to access devices in the Gym and any other high device areas**
- **The existing horn strobe devices in the Modular Classrooms will remain.**
- Some hardware may have extended lead times. Minuteman will not be held responsible for product delays due to supply chain issues. Equipment should be authorized for ordering asap.
- Quote includes 2 year warranty on the fire alarm control panel (if one being provided)
- Quote does not include an FPE review or stamp unless otherwise noted - This will not be needed per Steve Dube (HFD)

Minuteman assumes the following will be provided and/or installed by others:

- 120VAC if needed
- Provide access to all areas and device locations
- Allow for testing
- Painting and patching as needed
- All coordination and fees for other trades if needed, including but not limited to, elevator, sprinkler, suppression, etc.

Minuteman assumes:

- Assumes all work will be completed during normal business hours of Monday - Friday 7:00AM - 5:00PM and

Scope of Work

that there is not a requirement for prevailing wage and or union labor.

- This proposal assumes that any & all existing conduit, wire, devices & hardware to be used are in satisfactory condition and meet minimum requirements.
- Replacement, repairs and or changes to equipment will require change order authorization by both the customer & Minuteman Security & Life Safety

Payment Info:

- Equipment will be invoiced once received
- Progress labor billing may be performed for long projects
- Final Payment due upon completion of project.
- Payment Terms: [Net30]

Fire Alarm Materials & Labor

Description	Qty
(CPU-N16LD Only Has 100 Zones, 50 Logic, & MAX 3 Loops Without N16-XUPG license)	
DIGITAL VOICE COMMAND, KEYPAD, BLACK	1
DIGITAL VOICE COMMAND EXTENDED MEMORY	1
DVC CHASSIS, SINGLE ROW INCLUDES MIC & WELL	1
DRESS PLATE FOR C5A-M; MICROPHONE AND TELEPHONE	1
DIGITAL AMPLIFIER 75W 25V 120 VAC	2
EQUIPMENT DOOR ASSEMBLY VENTED THREE TIERS BLACK	1
12A HFF12CM NACSUPPLY,CHASSIS MNT	1
12V 12AH BATTERY	2
10.0 AMPS, 120VAC, REMOTE POWER SUPPLY, BLACK.	1
12V 7AH BATTERY	2
ADDRESSABLE CONTROL MODULE WITH FLASHSCAN; CONFI	2
SELF TEST SMOKE DETECTOR - BULK PACK (10)	16
SELF TEST SMOKE DETECTOR	6
SELF TEST HEAT DETECTOR	6
REMOTE LED. MOUNTS TO SINGLE GANG BOX.	1
CARBON MONOXIDE DETECTOR	3
ADDRESSABLE MINI MODULE WITH FLASHSCAN; SUPERVIS	3
6" BASE - BULK PACK	17
6" BASE	2
ADDRESSABLE PULL STATION - BULK PACK (10)	2
ADDRESSABLE PULL STATION	1
CAT30 PULL STATION LOCK	21
ADDRESSABLE RELAY MODULE	1
ENCAPSULATED 24VAC/24VDC/115VAC RELAY 10 AMP FORM	1
ADDRESSABLE MONITOR MODULE	3

Fire Alarm Materials & Labor

Description	Qty
STROBE LED RED CEIL BULK PACK W/10	3
STROBE LED RED CEIL	9
SPEAKER STROBE LED RED CEILING BULK PACK W/10	8
SPEAKER STROBE LED RED CEILING	8
OUTDOOR COMPACT HORN STROBE RED WALL	4
WEATHER PROOF BACK BOX RED	4
LOW VOLTAGE SURGE PROTECTOR	4
Misc Fire Installation Materials	1
CAD Services	1
Shipping & Handling	1
Labor - Commissioning/ Programming	1

Subtotal: **\$118,962.19**

Nottingham West School 10 Pelham Rd., Hudson NH 03051 - Fire Alarm System Upgrade Phase 2 - Turnkey Installation



Prepared by:
New Hampshire
 Hank Stuart
 603-626-9669
 hstuart@minutemanst.com

Prepared for:
HUDSON SCHOOL DISTRICT
 10 Pelham Rd.
 Hudson, NH 03051
 John Pratte
 (603) 883-7765
 jprat@sau81.org

Quote Information:
Quote #: 040851
 Version: 3
 Delivery Date: 04/10/2025
 Expiration Date: 04/24/2025

Quote Summary

Description	Amount
Fire Alarm Materials & Labor	\$118,962.19
Total:	\$118,962.19

Payment Terms: Net 30 Days

New Hampshire

Signature: _____
 Name: Hank Stuart
 Title: Fire Account Executive
 Date: 04/10/2025

HUDSON SCHOOL DISTRICT

Signature: _____
 Name: John Pratte
 Job Title: Director of Facilities
 Date: _____

F - Sales Agreement T&C's

Turnkey Installation

THIS QUOTE INCLUDE: Only the items and quantities of devices listed on this quotation. The design is pending approval of authorities having jurisdiction where approval is required. Pre-installation rough-in followed by one site visit for final connection of head-end w/ training if needed and all required testing to be performed during the same visit. Acceptance and testing documentation (when applicable). For alarm systems with a key lock box, if shown on plans the least expensive lock box will be provided unless specified otherwise. Work is to be performed during the hours of 8:00 AM and 4:30 PM. We may choose to make a network connection in the building to facilitate commissioning and service remotely.

THIS QUOTE DOES NOT INCLUDE: Multiple site visits for phased projects unless it was specifically advised of the phasing schedule prior to providing this quote. Permits, licenses, sales tax, or shipping costs to the customer unless each is specifically listed. Third party approvals or third-party testing or inspections unless specifically listed. Return visits if other trades could not be coordinated to be present during our original site visit. Labeling of devices, controls or any required signs unless specifically listed on the quote. Unforeseen existing conditions that were not brought to our attention prior to the quote.

IT IS THE CUSTOMER'S RESPONSIBILITY TO: Provide a revised equipment count if the quantities shown are incorrect. Provide a minimum of FIVE business days to schedule. Provide a clean and safe working environment that complies with all OSHA rules and standards. Provide a safe and secure, climate-controlled storage area for tools and the equipment being installed. Provide labeling and any required signs. Provide trash receptacles and pay for all trash removal unless trash removal is specifically listed. Cutting, patching, and painting of any areas affected by the installation unless each of these functions are specifically listed on the quote. If there is a custom annunciator/map or custom control panel, etc. then AutoCAD files must be provided to work from. To pay additional travel and labor costs for any additional unplanned site-visits.

Standard

OPERATION: Customer shall be responsible for: (i) properly testing and setting the system on every closing and to properly turn off the system on each opening (if applicable); (ii) testing any detection device, or other electronic equipment designated in the Proposal prior to setting the System for closed periods; (iii) notifying Minuteman promptly if such equipment fails to respond to the test; and (iv) using and operating the System and the equipment properly and in accordance with proper operating procedures (if customer requires Minuteman Security Technologies). Whenever Minuteman employees or authorized representatives are sent to the Covered Premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or failing to close or properly secure a protected point, Customer agrees to pay an additional service charge at Minuteman's prevailing rate per occurrence.

DELAYS - INTERRUPTION OF SERVICE: Minuteman shall not be liable for any delays, however caused, or for interruptions of service caused by strikes, riots, floods, acts of God, loss of communication and or other signal transmission lines, or by any event beyond the control of Minuteman. Minuteman will not be required to furnish service to Customer while such interruption shall continue.

EXCLUSIONS: Services to be provided by Minuteman pursuant to this Agreement do not include:

- Repair of damage or increase in service time caused by failure to continually provide a suitable operating environment for the System as prescribed by Minuteman and/or the manufacturer of any equipment used in the System, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; or such special requirements as contained in the Proposal hereto.
- Repair of damage or increase in service time caused by use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended.
- Repair of damage, replacement parts (due to other than normal wear) or repetitive service calls caused by the use of unauthorized

F - Sales Agreement T&C's

supplies or equipment.

- Repair of damage or increase in service time caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; transportation, neglect or misuse, alterations, which shall include, but not be limited to, any deviation from Minuteman's physical, mechanical or electrical machine design; attachments, which are defined as the mechanical, electrical or electronic interconnecting to non-Minuteman equipment and devices not supplied by Minuteman.
- Electrical work external to the equipment or accessories furnished by Minuteman.

ADDITIONAL CHARGES: Unless otherwise specified in the Proposal, service charges for the system are based upon coverage during "normal business hours of operation." Service performed outside this window, or as a result of the failure of the Customer to adhere to the requirements as specified by either the manufacturer or outside the scope of the Agreement, shall be chargeable at Minuteman's prevailing rates. Customer shall not tamper with, adjust, alter, move, remove, or otherwise interfere with equipment without Minuteman's specific permission, nor permit the same by other contractors. Any work performed by Minuteman to correct Customer's breach of the foregoing obligation shall be corrected and paid for by Customer at Minuteman's prevailing rates. Remedial maintenance due to Acts of God or events beyond the control of Minuteman shall be corrected by Minuteman and paid for by Customer in accordance with Minuteman's prevailing rates.

Minuteman shall have the right to increase or decrease the periodic service charge provided above at any time or times after the expiration of one year from the date service is operative under this Agreement, upon giving Customer written notice thirty (30) days in advance of the effective date of such increase or decrease.

RESTOCK FEE:

In the event the customer cancels this project, Minuteman shall have the right to charge a 25% restock fee for any materials that were purchased after project acceptance.

LIQUIDATED DAMAGES -MINUTEMAN'S LIMITS OF LIABILITY: Customer understands that Minuteman is not an insurer; that Customer is responsible for obtaining insurance for such reasons or purposes, including theft and vandalism, and in such amounts, as Customer shall determine. Customer further understands and agrees that the sums payable hereunder to Minuteman are based upon the value of services offered and equipment value provided and such sums are not related to the value of property belonging to Customer or to others located on the Covered Premises. Customer does not and shall not seek indemnity under this Agreement from Minuteman, and specifically waives any rights for indemnity for any damages or losses caused by hazards to customers, invitees, guests, or property of customer or third parties. Customer understands and agrees that the System and the services to be supplied hereunder are designed to detect security breaches, and that MINUTEMAN MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEM OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM. Customer agrees that Minuteman shall not be liable to Customer, its employees, agents or guests, or to any third party, for any losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed upon Minuteman under this Agreement or by negligent acts or omissions of Minuteman, its agents or employees. In all events, it is further agreed that if Minuteman should become liable for any losses or damages for any reason having to do with this Agreement, Minuteman's total liability to Customer shall be limited \$250., which sum the Customer agrees is reasonable. The payment of this amount shall be Minuteman's sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer.

INDEMNIFICATION: Each party shall indemnify and hold harmless the other, their trustees, officers, professional staff, employees and agents from and against any loss, damage, claim or liability, including reasonable attorneys' fees (collectively "liabilities"), arising out of the performance of this Agreement to the extent that such liabilities arise from the acts or omissions, negligence, gross or reckless misconduct, or intentional wrongdoing of the indemnifying party, its trustees, officers, professional staff, employees or agents.

WARRANTY: Minuteman Security Technologies, Inc. Full One Year Limited Warranty:

- What is Covered: This warranty covers any defects in materials or workmanship, including installation, with the exceptions stated

F - Sales Agreement T&C's

below.

- **How Long Coverage Lasts:** This warranty runs for one year from the date your system was installed and accepted.
- **What Is Not Covered:** This warranty does not cover intentional or un-intentional misuse or of any of the system components or software. The warranty does not cover damage as a result of acts of god (lighting, floods, storms, etc...) or electric surge.
- **What Minuteman Will Do:** Minuteman will repair any part of the system that is proved to be defective in materials or workmanship. In the event repair is not possible on certain system components, Minuteman will replace said component with similar specification and price.
- **How To Get Service:** Contact our service department at your nearest service center. A service representative will review your system and take any necessary action to correct problems covered by this warranty.
- **How State Law Applies:** This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Tariff & Duty Adjustment Clause

Tariff & Duty Adjustment Clause:

Prices are based on current tariffs and duties. Any increases due to changes in tariffs, duties, or government fees will be the Buyer's responsibility. The Seller reserves the right to adjust pricing and will provide notice before order fulfillment.

Escalation Clause

TC-Escalation Clause

Due to recent market volatility and ongoing supply chain issues, Minuteman is incorporating the following clause into all proposals and maintenance contracts:

Through no fault of Minuteman, In the event of a delay in product availability or price increase of materials procured by any manufacture and/or distributor, the contract sum, time of completion, or contract requirements shall be adjusted by a change order in accordance with the procedures of the Contract Documents. A change in price of any item of material from our manufactures or distributors will be considered between the date of this contract and the date of installation. Issuance of a purchase order or signed proposal constitutes acceptance of this clause.



27 Sheep Davis Road Pembroke, NH 03275 (603) 647-8775

D 30984

To: Hudson School District
20 Library Street
Hudson, NH 03051

Project: Nottingham West School
10 Pelham Road
Hudson, NH

Attn: John Pratte

Sales Person: Dan Sullivan.

Fire Alarm Additions

Quantity	Model #	Description
1	DVC-KD	DIGITAL VOICE COMMAND KEYPAD
1	DVC-EM	DIGITAL VOICE EXTENDED MEMORY
1	C5A-M	DVC CHASSIS, SINGLE ROW W/MIC
1	DPA-C5	DRESS PLATE FOR C5A-M
2	DAA2-7525	DIGITAL AMPLIFIER 75W
1	EQDR-C4	EQUIPMENT DOOR ASSEMBLY
1	HPFF12CM	CHASSIS MOUNT NAC POWER SUPPLY
2	BAT12V12AH	STANDBY BATTERIES
1	HPF-PS10	SIGNAL CIRCUIT BOOSTER PANEL
2	BAT12V7AH	STANDBY BATTERIES
2	FCM-1	ADDRESSABLE CONTROL MODULES
16	FSP-951-SELFT-BP	ADDRESSABLE SELF TEST SMOKE DETECTOR -10 PK
6	FSP-951-SELFT	ADDRESSABLE SELF TEST SMOKE DETECTOR
6	FST-951-SELFT	ADDRESSABLE SELF TEST HEAT DETECTOR
1	RA100Z	REMOTE INDICATOR
3	CO1224T	SYSTEM SENSOR CO DETECTOR
3	FMM-101	ADDRESSABLE MINI-MONITOR MODULES
17	B300-6-BP	6" BASE - BULK PACK
2	B300-6	6" BASE
2	NBG-12LX-BP	ADDRESSABLE PULL STATION - 10 PK
1	NBG-12LX	ADDRESSABLE PULL STATION
21	UC-N24058-LA	CAT-30 KEYLOCK
1	FRM-1	ADDRESSABLE RELAY MODULE
1	PAM-1	ENCAPSULATED 24VAC/24VDC/115VAC RELAY
3	FMM-1	ADDRESSABLE MONITOR MODULE
3	SCRLED-BP10	CEILING STROBE BULK PACK - 10 PK
9	SCRLED	CEILING STROBE
8	SPSCRLED	CEILING SPEAKER/STROBE
4	P2GRKLED	WEATHERPROOF HORN/STROBE
4	DTK-2MHLP24BWB	LOW VOLTAGE SURGE PROTECTOR
8	SPSCRLED-BP10	SPEAKER/STROBE BULK PACK PK10

Total Cost \$ 106,530.00

SITE NOTES:



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Hudson, NH 03051

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10 Pelham Road
Hudson, NH

Attn: John Pratte

Sales Person: Dan Sullivan.

Fire Alarm Additions

Quantity	Model #	Description
		All existing conventional devices to be removed and replaced with addressable. All devices to be replaced in their current locations. New smoke detectors added in the Music Room closets & Custodial Staff side room. New CO Detectors added to the Mechanical Room and Kitchen. BK Systems inc will supply new wre, back boxes & conduit necessary to install new speaker strobes in all classrooms, new strobe only devices in all restrooms, break rooms and conference rooms. Customer to provide lift for Gymnasium and any other high areas. Modular horn/strobes devices to remain. Patching & Painting by others. School is responsible for Elevator, Sprinkler & Suppression subs if required. Fire Department Permit fee is included.

Notes:

- 1) Total Cost is based on quantities as indicated.
- 2) Above Quotation is based upon acceptance of delivery within one year.
- 3) All equipment furnished carries a full one year guarantee.
- 4) Above Quotation is firm for thirty (30) days.
- 5) Price quoted includes final connections, system programming and a test of the systems by a factory trained technician operating out of the Pembroke, NH office. In Addition, BK Systems, Inc. will do a full system test and inspection with the local fire department.

Thank You

**MEMORANDUM OF UNDERSTANDING
BETWEEN
HUDSON SCHOOL BOARD
AND
HUDSON-LITCHFIELD YOUTH FOOTBALL & CHEER, INC.
SCHOOL YEAR 2025-26**

PURPOSE

This document is designed to establish the relationship between the Hudson School Board and Hudson-Litchfield Youth Football & Cheer, inc. (herein after referred to as “HLYFC”) as it relates to the use of the football field and lower soccer field located at Hudson Memorial School for the School Year 2025-2026. This relationship is intended to be of mutual benefit and enhancement of the athletic and recreational opportunities for the residents of Hudson and the students of Hudson Memorial School. This agreement does not constitute a transfer of ownership or management of the field except as detailed below. Nothing in this agreement changes existing policies. Procedures for share use of the fields will be consistent with existing practices except where specifically noted below.

This document is not a contract. It does not create any enforceable rights for HLYFC, any individual or entity. This Memorandum of Understanding shall remain in effect until terminated by either party by written notice provided to the other at least ninety (90) days prior to the beginning of the next HLYFC season. The Hudson School Board may revise or terminate this Memorandum of Understanding at any time and further assumes the right to terminate the privileges granted to HLYFC for failure to comply with the guidelines, policies and procedures established in this Memorandum of Understanding.

GENERAL:

1. This District reserves the right of first use of the field during school hours and for special events. HLYFC shall be given at least two (2) weeks’ notice of any special event falling outside the normal school hours or school days. HLYFC shall have the second priority of field use after the District during HLYFC season.
2. This memorandum of understanding is to be renewed ANNUALLY and presented at a School Board meeting prior to July 1 of the upcoming school district fiscal year with a plan of record, including dates and maintenance schedule.
3. HLYFC will meet with the Hudson School District facility department as well as a Hudson Memorial School representative prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.
4. No permanent improvements to the field may be made other than those listed below without prior approval by the Hudson School Board.

5. It is expressly understood by the HLYFC that the Hudson School District has no financial obligation to HLYFC and makes no commitments as to funding or financial support.

HLYFC SHALL BE RESPONSIBLE FOR:

1. It is the policy of the Hudson School District that the provisions of RSA 193-D:2, the so called "Safe School Zone Act", be carried out in all respects. This includes maintaining a safe and drug-free environment. No person shall at any time use drugs, alcohol or tobacco products inside any facility or anywhere on school grounds, including inside any vehicle parked on school grounds.
2. Any and all items belonging to HLYFC must be stored out-of-sight and area must be left clean after each event. Fertilizer or other hazardous materials cannot be stored on school premises.
3. Providing lighting required for HLYFC evening operations. Lighting storage will be a designated area agreed to by both parties.
4. Coordination of over-seeding damaged and heavily used areas of field lawns after or before HLYFC season. The Hudson School District will agree to pay half the cost of repair only after reviewing work proposals provided by HLYFC. The Hudson School District will not be responsible for payment if work is performed before district approval. Securing any permits for field improvements or construction improvements/facilities, if approved by the Hudson School Board, will be the responsibility of HLYFC.
5. Rental, placement, and maintenance of portable toilets in the general field surrounding area. The toilets must be emptied on a regular basis, according to company standards. The toilets shall be removed within one week after the final game of HLYFC. HLYFC is responsible for repairing and cleanup and/or any damage to the toilet. Keys to the portable toilets will be given to Hudson Memorial School staff so that the toilets can remain available for use during other functions.
6. Maintenance and fertilization of the field during the HLYFC season.
7. Removal of any graffiti on HLYFC equipment or temporary storage units.
8. Maintenance of HLYFC storage sheds, equipment trailers, or portable canteens. Portable equipment and trailers shall be removed within one week after the final game of HLYFC.
9. Minor maintenance of the irrigation system previously installed by HLYFC. Major maintenance issues will be reviewed by both parties to determine a plan of action for repairs. Coordination of winterization and start-up of the irrigation system is also the responsibility of HLYFC.

10. Enforcing traffic/parking policies required by Hudson Memorial School and for proper fire lane clearances required by the Hudson Fire Department.
11. Removal of trash to prevent overflow of receptacle(s).
12. Submittal of proof of general liability insurance with a minimum coverage of \$1,000,000 per occurrence naming the Hudson School District and the Hudson School Board as additional insureds.
13. Ensure that member teams use proper, safe playing equipment.

HUDSON SCHOOL DISTRICT SHALL BE RESPONSIBLE FOR:

1. Supplying trash receptacle(s).
2. Approval of all major event and activity scheduling for the field consistent with current procedures.
3. Meeting with HLYFC representatives prior to the beginning of the season to review the schedule and ensure there is no conflict with school activities.
4. Mowing lawn, football field, and lower soccer field located on the grounds at Hudson Memorial School.

For the Hudson School Board:

For HLYFC:

Date: _____

Date: _____

Hudson-Litchfield Bears Youth Football & Cheer

PO BOX 205, Hudson, NH 03051

**** 2025 Field Upgrade Plans ****

Below is a list/outline of the field upgrades that The Hudson-Litchfield Bears would like to make at Hudson Memorial School. All subjects proposed below would be 100% funded by The Hudson-Litchfield Bears.

- **Paint Field Goal Posts On either End of the Football Field**
- **Clear out Brush Near Far End Field Goal Post that is in the Woods**
- **Remove OLD Concession stand (Trailer) and build and/or set a stationary/ permanent concession stand structure.**
- **Clean, paint and decorate current concession stand.**
 - **This may be a temporary fix until we get in something new, if approved**
- **Install NEW Light Heads on Existing Light Pole**
 - **Replace with LED Supply IMF-400 Heads or Equivalent**
 - **Installing a total of (x10-x12) Heads (similar quantity to old existing heads)**
 - **No NEW Poles will be added, Old poles will NOT be Replaced**
- **Care / Treat / Repair Lower Field Conditions. (ie. Level Off, Fill it divits and Holes, etc)**
- **All projects will be 100% funded by The Hudson-Litchfield Bears**



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

April 4, 2025

TO: Senior Educational Official

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2026

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHED. The federally funded programs which flow money through the NHED require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHED requests an annual submission for each Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHED Commissioner of Education certify to the Secretary of Education the status of all LEAs.

In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy determines which type of entity may apply for federal funds. As such, both the Senior Educational Official and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided (no initials required for the signature pages) and upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. The various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during on-site federal compliance monitoring. Annual audits by CPAs in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds. Both certifying parties are asked to execute the document and return the document by uploading it to the district GMS homepage no later than **June 1, 2025**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at Lindsey.L.Labonville@doe.nh.gov or at 603-731-4621.

New Hampshire Department of Education

FY2026

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHED) must submit a signed copy of this document to the NHED Bureau of Federal Compliance prior to any formula grant application being deemed to be “substantially approvable” or any discretionary grant receiving “final approval.” Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHED (34 CFR 708).

Any funds obligated by the subrecipient prior to the applicant submitting its application to the NHED in substantially approvable form will not be reimbursable even upon final approval of the application by the NHED.

All individuals executing this document should review the document to ensure that you understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated (initials on the signature pages are not required).

Please note that the practice of the School Board authorizing the Senior Educational Official to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.

Should you have any questions please contact Lindsey Labonville at 603-731-4621 or Lindsey.L.Labonville@doe.nh.gov.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will comply with the requirements regarding construction and real property within 34 CFR Part 75.600-75.684. The non-Federal entity is required to comply with any reporting requirements on the status of real property in which the Federal Government retains an interest pursuant to 2 CFR 200.330.
- 4) The subrecipient will establish safeguards to prohibit employees from using their positions for purposes that constitute or appear to present a personal or organizational conflict of interest, or for personal gain.
- 5) The subrecipient will initiate and complete the work within the applicable time frame after receiving approval from the awarding agency.
- 6) The subrecipient will comply with all Federal statutes, administrative rules and executive orders including provisions protecting free speech, religious liberty, public welfare, the environment, and those prohibiting discrimination. These include, but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; including any guidance issued consistent with Executive Order 14151 Ending Radical And Wasteful Government DEI Programs And Preferencing – The White House (January 20, 2025) and the communication titled “Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance and Request for Certification under Title VI and SFFA v. Harvard issued by the United States Department of Education on April 3, 2025, as applicable;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex including any guidance issued consistent with Executive Order 14168 Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government (January 20, 2025), as applicable;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

- (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
 - (j) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98); and
 - (k) The requirements of any other statute(s), administrative rule, executive order, dear colleague letter, or non-regulatory guidance which may apply to the application.
- 7) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 8) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 9) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 10) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 11) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 12) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, dear colleague letter, non-regulatory guidance and policies governing all program(s).
 - 13) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 14) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
 - 15) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those

contracts and purchase orders for work or products under this award (2 CFR 200.322).

38) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.

39) The subrecipient will comply with the Protection for Whistleblowers (41 U.S.C. §4712).

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions, and to trace funds to establish that such funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for (this list is not all inclusive):

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy & Procedure	2 CFR 200.317-327		
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		

Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

3. Internal Controls

The subrecipient must:

- a) Establish, maintain, and document effective internal controls over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should comply with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with the U.S. Constitution, federal statutes, regulations, applicable executive order, and non-regulatory guidance, as applicable, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.
- e) Retain all Federal award records and other supporting documentation in accordance with 2 CFR 200.334.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are:

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$1,000,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities:

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509) and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards, in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan, in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) If an audit reveals the basis for a finding related to a federally funded program, upon request of the NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to the federally funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all federally funded programs. The BFC will review the subrecipient's submission and issue an appropriate management decision adhering to the same framework as set forth in 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: The Federal Audit Clearinghouse

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) **New Hampshire Department of Education**

explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - o The dangers of drug abuse in the workplace;
 - o The recipient's policy of maintaining a drug-free workplace;
 - o Any available drug counseling, rehabilitation, and employee assistance programs; and
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement; and
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - o Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

11. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

12. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be “high risk” shall be subject to the imposition of more restrictive conditions as determined by the NHED.

13. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, services performed by public utilities, travel, or the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel occurred, and/or when facilities were used (see 34 CFR 76.707).

14. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430 and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee;
- b) Account for the total activity for which each employee is compensated;

CERTIFICATION

Instructions: The Senior Education Official **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Senior Educational Official and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Senior Educational Official or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 14 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU/Charter Number: _____ District or Charter School Name: _____

Typed Name of Senior Educational Official

Signature

Date

HUDSON SCHOOL DISTRICT

SAU # 81

20 Library Street Hudson, NH 03051-4240
(603) 883-7765 fax (603) 886-1236

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Superintendent of Schools
(603) 886-1235
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Jessica Benson
Assistant Superintendent
(603) 886-1235
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Rachel Borge
Director of Special Services
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To:	Hudson School Board
From:	Melissa Van Sickle, Finance Director John Pratte, Facilities Director
Date:	April 21, 2025
Re:	FY25 Year-End Spending Requests

Below are requests from district administration for year-end spending:

Item	Quote
Repair NWS sidewalk damage (removed from FY26 budget)	\$24,600
Replace cafeteria & hallway flooring at NWS (removed from FY26 budget)	\$26,000
Replace flat roof at SAU (removed from FY26 budget)	\$40,000
Replace cafeteria flooring at HMS (removed from FY26 budget)	\$24,900
Replace 4 classroom vanities at NWS	\$13,000
Replace field soccer nets at HMS	\$9,100
Fire panel replacement Phase 2 at NWS	\$106,530
Install gym sound system at HMS	\$13,000
Install bathroom countertops at AHS	\$10,000
Modify old AHS cafeteria kitchen entrance for Performing Arts set design	\$15,300
Replace 2 network switches (HMS & Alvirne)	\$180,000
Replace furniture in 4 classrooms at HGS	\$18,369
Replace all shelving in Library at HGS	\$16,937
Purchase welding equipment at AHS/CTE	\$65,000
ADA compliant platform staging & ramp at AHS	\$28,500
Purchase utility vehicle for athletics/physical education (Alvirne)	\$11,300
Family and Consumer Science-Additional Kitchen Equipment (Alvirne)	\$15,000
Total of all requests	\$617,536



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire
Hills Memorial Library 18 Library Street

**6:30 pm Regular Meeting
Non-Public Session**

School Board Meeting Minutes – April 7, 2025 -Draft

In Attendance

Board Members

Maureen Dionne, Chair
Mike Campbell, Vice Chair
Ethan Beals
Stephen Meyer
Daniel Kilgour
Derek Dike - Student Rep.

SAU Staff

Dan Moulis, Superintendent of Schools
Jessica Benson, Assistant Superintendent
Of Curriculum & Instruction
Rachel Borge, Director Special Services
Melissa Van Sickle, Finance Director (absent)
Heidi Jakoby, Board of Selectmen Liaison

A. Call to Order [0:00:08]

School Board Chair Maureen Dionne called the meeting to order at 6:30pm. Stephen Meyer led the Pledge of Allegiance.

B. Public Input [0:00:33]

There was no public input.

C. Good News Update [0:00:40]

Highlights of school happenings included:

- Hudson Memorial School held a ceremony on March 26 honoring its 12 newest members to the school's Spanish National Honors Society.
- Alvirne sent students to the 95th NH FFA State Convention at Mt. Washington Resort in Bretton Woods; there were 5 first place finishes and demonstrations in forestry and veterinarian science categories.
- HMS teacher Dan Pooler was honored as the President Elect of the NH Teachers of Mathematics.

D. Student Representative Comments [0:01:37]

Mr. Dike mentioned HMS track practice begins on April 8, Alvirne science assessments will take place on April 16, a 6th grade social is happening on April 16, and Hills Garrison’s Art Night and Chorus Concert will occur on April 16.

E. Presentations to the Board [0:02:09]

1. Alvirne DECA - States Results

Teachers Sarah Compagna, Travis Tuck and students shared DECA results from the state competition and experiences with the Board and community. Highlights included:

- There were 750 total participants (highest participation to date).
- 33 Alvirne students attended.
- They are seeing growth in the chapter.
- They received high placements individually and as a group.
- Students learned about business, practiced communication skills and made connections with students from other districts.
- Students were congratulated.

F. New Business [0:12:39]

1. Alvirne Trustees Proposals (Discussion/Decision)

Alvirne High School Principal Steve Beals presented a list of proposals for the Alvirne Trustees for 2025-2026 that totaled \$546,869.

<u>Alvirne Requests</u>	<u>Amount</u>
Schoolwide - In School Guest Speakers	\$10,000.00
Schoolwide - Senior Capstone Community Support	\$5,000.00
Schoolwide - 75th Anniversary Hall of Fame	\$5,000.00
Schoolwide - School Van	\$50,000.00
Performing Arts - Storage Barn	\$70,100.00
Schoolwide - Quinceañera Dance	\$2,500.00
Performing Arts - Diamond Jubilee Composer Comm.	\$5,000.00
Performing Arts - Auditorium Fundraiser	\$250,000.00
Family & Consumer Science - Additional Kitchen Equip.	\$15,000.00
Athletics/P.E. - Gator	\$11,300.00
Health Science - Dental Assisting Equipment	\$41,024.00
Vet Science - smaXtec Health Monitoring System	\$5,445.00
Farm - Krone EasyCut Disc Mower TS 320 CV	\$36,500.00
Engineering - Robot Arm and CNC Machine	\$40,000.00
Total Requested	\$546,869.00

There was a discussion regarding enrollment in some CTE programs for next year as it relates to the proposals.

There was discussion regarding the Gator usage and equipment trade-ins. A concept of a future performing arts center was mentioned as well as the Friends of Music fund (request for an initial \$250,000 from the Trustees), petition warrant article, end of year money, etc. A recommend was for the Trustees to pledge an amount to be earmarked instead of an initial transfer. Support of the farm building was discussed with multiple years of matching funds, etc. One-time purchases are more “tangible” for the Trustees.

2. Renomination List (Decision)

Superintendent Moulis presented staff nominations for 2025-2026.

Ethan Beals made a motion to accept the 2025-2026 staff nominations as presented. Mike Campbell seconded the motion. Motion passed 5-0.

3. Hudson Memorial School. Spring Nominations (Decision)

Ethan Beals made a motion to accept the Hudson Memorial School Spring nominations as presented. Mike Campbell seconded the motion. Motion passed 5-0.

4. School Board/SAU Administrative Workshop (Discussion)

There was discussion about potential dates, times, and locations for the annual workshop. A suggestion was a shorter two-hour meeting in May for planning purposes, and another in July when the new business administrator arrives so budget conversations could begin. A list of potential dates will be circulated, and a decision will be made.

G. Old Business [0:52:14]

1. School Board Committee List (Discussion)

The Committees list was revisited. It was suggested that each School Board member serve as a Select Board liaison on a rotating basis, and this was favored by the members. There is also flexibility to adjust assignments, as needed, during the year.

H. Recommended Action [0:55:10]

1. Manifests

2. Minutes - March 24, 2025

Ethan Beals made a motion to approve the minutes of March 24, 2025, as presented. Mike Campbell seconded the motion. Motion passed 5-0.

I. Reports to the Board (Information) [0:55:36]

1. Superintendent Report

Superintendent Moulis' report included:

- Leadership Team Professional Development was a book study: Universal Design for Learning
- He attended the Hudson Chamber of Commerce annual event recognizing local businesses and town community members. Margaret St. Onge was recognized as the Citizen of the Year, Diane Cannava as the Community Spirit Award recipient,

General Federation of Women Club as Outstanding Community Partner, and AHS student Avery Willard as the Junior Citizen of the Year.

- The Quinceañera Event took place at AHS for the 3rd year.
- HMS hosted the 2025 NH Chess Championship for 78 students in grades K - 12. HMS took second place as a team, and they were congratulated.
- HMS students who earned 3s and 4s on semester 2 worksite practices were treated to a Citizenship Breakfast.
- The HMS Drama School production of James and the Giant Peach Jr. was held last weekend.
- Hills Garrison: Artist in Residence project on ceramic tiles
- On April 16 there will be an Art Night and Chorus Concert at HGS.
- Class of 2026 families are invited to attend the College Information Night on April 22 at Alvirne High School.
- Ten AHS students sang in the 2025 Classical All State Performance in Concord.

2. Assistant Superintendent Report

Assistant Superintendent Benson's report included:

- The March 11 Professional Development Day was successful and positive. Over 300 staff attended and there were over 21 choices for PM sessions; the morning was focused on vertical curriculum and team collaboration time.
- The NH Literacy Summit was on March 31. This included evidence-based instructional practices and resources for all students.
- Dr. Cassie Yackley worked in the district training teachers in brain-based learning principles.

3. Director of Special Services Report

Director of Special Services Borge's report included:

- At the March 11 P.D. Day, Special Education staff participated in UDL and behavior intervention planning.
- Previously, there was a session on high level practices which are published by the Council for Exceptional Children who support Special Education teachers in the nation; each Special Education teacher in the district received a copy of the book, which was purchased through grant funds.
- The Special Education Leadership team will attend the annual law day on Friday to learn about State/Federal/Case law.
- There is active interviewing for the 2025-2026 school year.
- The team is learning about new requirements in accessing grants; the due date is June 1.

J. Committee Reports [1:05:34]

There were no committee reports.

K. Legislative Update (Information) [1:05:42]

Superintendent Moulis gave an update on recent/ongoing legislation, including:

- SB206: requires public schools to adopt policies to limit use of cell phones by students. Some exceptions were called out. The policy would go into effect 60 days after the passage of legislature.
- HB781: requires districts to adopt policies establishing a cell-free education with similar exceptions and funding mechanism (\$250K from general fund in FY26). This bill would go into effect on July 1.
- HB108: regarded bullying and cyber bullying across multiple school districts. Aims to clarify responsibilities of districts investigating bullying/cyber-bullying incidents and amends RSA 193-F:4 IIj to specify that in bullying cases where the action originated, that district would be responsible for conducting the investigation. This would go into effect 60 days after passage.
- HB671: establishing a kindergarten literacy readiness program (in reading, math and science). This would go into effect the fiscal year ending June 30, 2026 with an estimated cost of appropriating a projected amount of \$600,000 annually.
- HB446: YRBS survey - recreate opt-in.
- HB749: required high schools to include instruction on the nature and history of communism (at least one hour as a requirement of high school graduation). RSA 189 was referenced as School Board certification of completion.
- HB675: limits the authority of school districts to make certain appropriations.

L. Correspondence (Information) [1:12:36]

Travel workshop requests were recently approved for Jeanne Shratweiser, Science Teacher, to attend the National Science Teacher Conference, Melissa Van Sickel, Director of Finance, to attend the Primex Risk Management Conference, Stephen Baxter, District Accountant, to attend the 33rd Tri State ASBO Conference, and Pam Clark, Purchasing and Transportation Coordinator, to attend the Primex Risk Management Conference.

M. Board of Selectmen - Liaison Comments [1:12:50]

Ms. Jakoby noted that tomorrow's Select Board meeting will feature topics such as the Community Power Coalition of NH and information on the town audit.

N. Board Member Comments [1:13:52]

Mr. Kilgour commended the chess program at Hudson Memorial and their accomplishments.

Mr. Campbell spoke about the Artist in Residence project at Hills Garrison, noting that the tiles will be displayed on a wall at HGS.

Ms. Dionne commended the HMS students and teachers who were involved in the play this past weekend.

O. Non-Public Session per RSA 91-A:3 II (b and c) [1:15:48]

At 7:45pm, Ethan Beals made a motion to enter into non-public session per RSA 91-A:3 II (b and c). Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

P. Return to General Session and Adjournment

At 9:13pm, Ethan Beals made a motion to return to general session and adjourn the meeting. Mike Campbell seconded the motion. Motion passed 5-0. Roll call vote.

Submitted by

Susan DeFelice

Non public submitted by Dan Moulis and Maureen Dionne

Discipline Report – April 21, 2025

March 2025

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	193	0	0	0	0	0	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	197	0	0	0	1	1	0	1	1	0	0	0	
Hills Garrison	356	0	0	0	5	5	0	0	0	0	0	0	
Nottingham West	575	0	0	0	0	0	0	1	1	0	0	0	
Hudson Memorial	648	26	26	20	13	9	4	18	14	4	0	0	
Alvirne High School	970	126	40	86	32	30	2	19	16	3	0	0	

March 2024

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	201	0	0	0	0	0	0	1	1	0	0	0	
ELC - Dr. H.O. Smith	198	0	0	0	0	0	0	3	0	1	1	0	
Hills Garrison	366	0	0	0	1	1	0	2	2	0	0	0	
Nottingham West	567	0	0	0	1	1	0	1	1	0	0	0	
Hudson Memorial	692	32	25	7	28	23	5	10	7	3	2	1	
Alvirne High School	1001	72	48	24	16	16	0	14	12	2	1	0	

Detentions # = total number of detentions 1x = single incidents 2x+ = number of students receiving detention more than once in the month

ISS/OSS Total = total number of incidents in category 1 day = number of students receiving ISS/OSS for one day 2 days+ = number of students receiving ISS/OSS for multiple days

The Hudson School District has *Student Behavior Standards for PreK-12*, which are included in the student handbook at each school. Detailed expectations and the response to disruptive behaviors, by grade span, are included.

Detention – a student is given detention for purposeful or repeated behaviors that interrupt the school day such as skipping class, repeated tardies, disruptions to the learning environment. Teachers and administrators can assign detention, which is used to rectify the behavior.

In-School Suspension (ISS) – a student is given in-school suspension for significant violations of accepted behavioral standards and require the intervention of a building administrator. Behaviors include significant noncompliance, cheating/plagiarism and bullying. A principal can assign ISS for *one to 10 days.

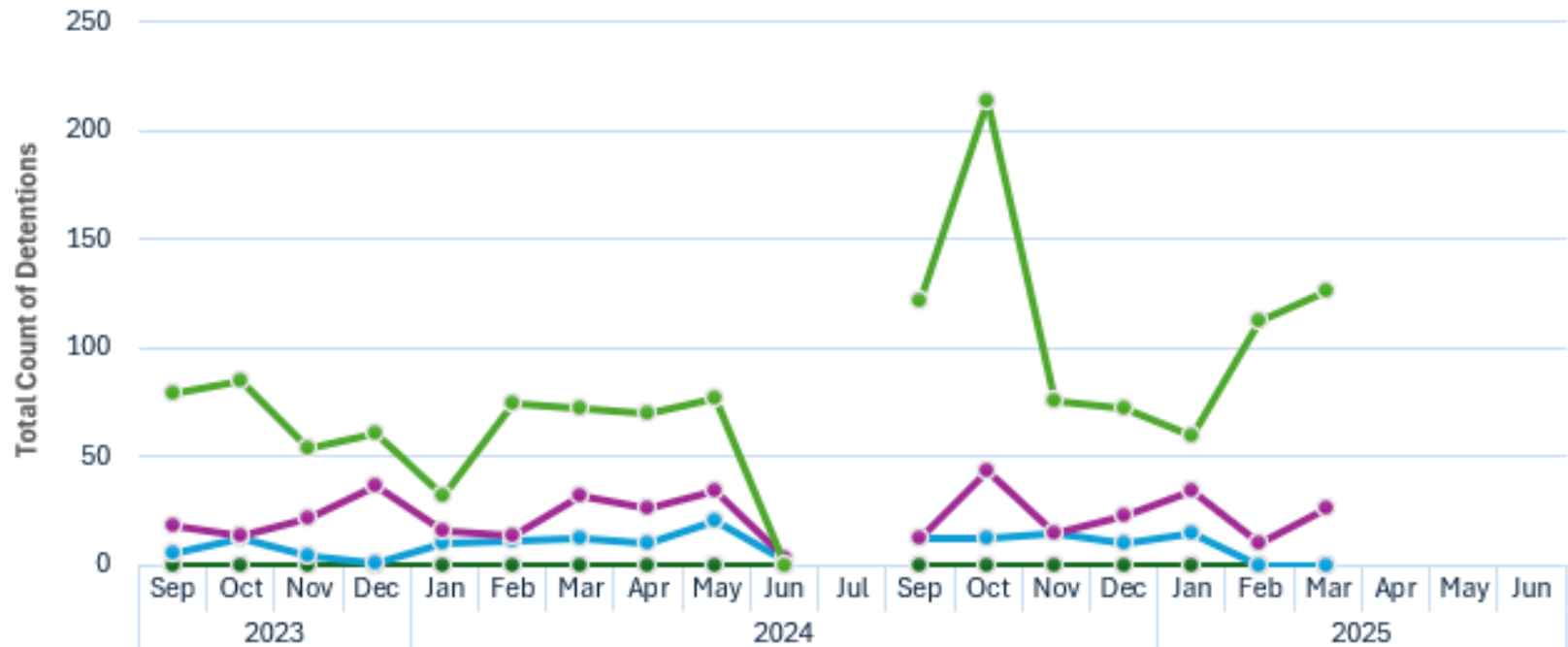
Out-of-School Suspension (OSS) – a student is given out-of-school suspension for significant violations of safety for students, teachers, staff and other members of the school community. OSS is avoided at the elementary level. Behaviors include bullying, aggressive physical conduct, threats of violence and possession or use of drugs. A principal can assign OSS for one to 10 days and it can be extended by the superintendent for an additional 10 days.

Bullying – 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 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; or
- (e) substantially disrupts the orderly operation of the school

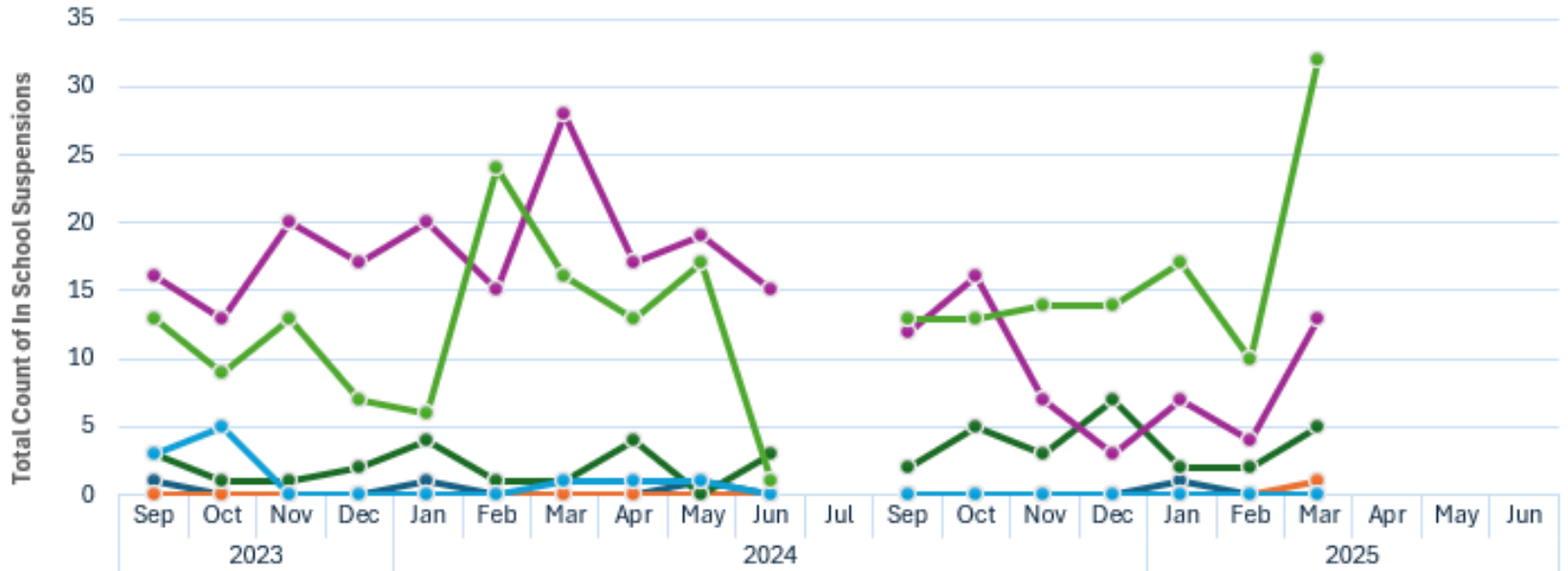
“Bullying” includes actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs

Hudson School District Detention Trends 23-24 & 24-25



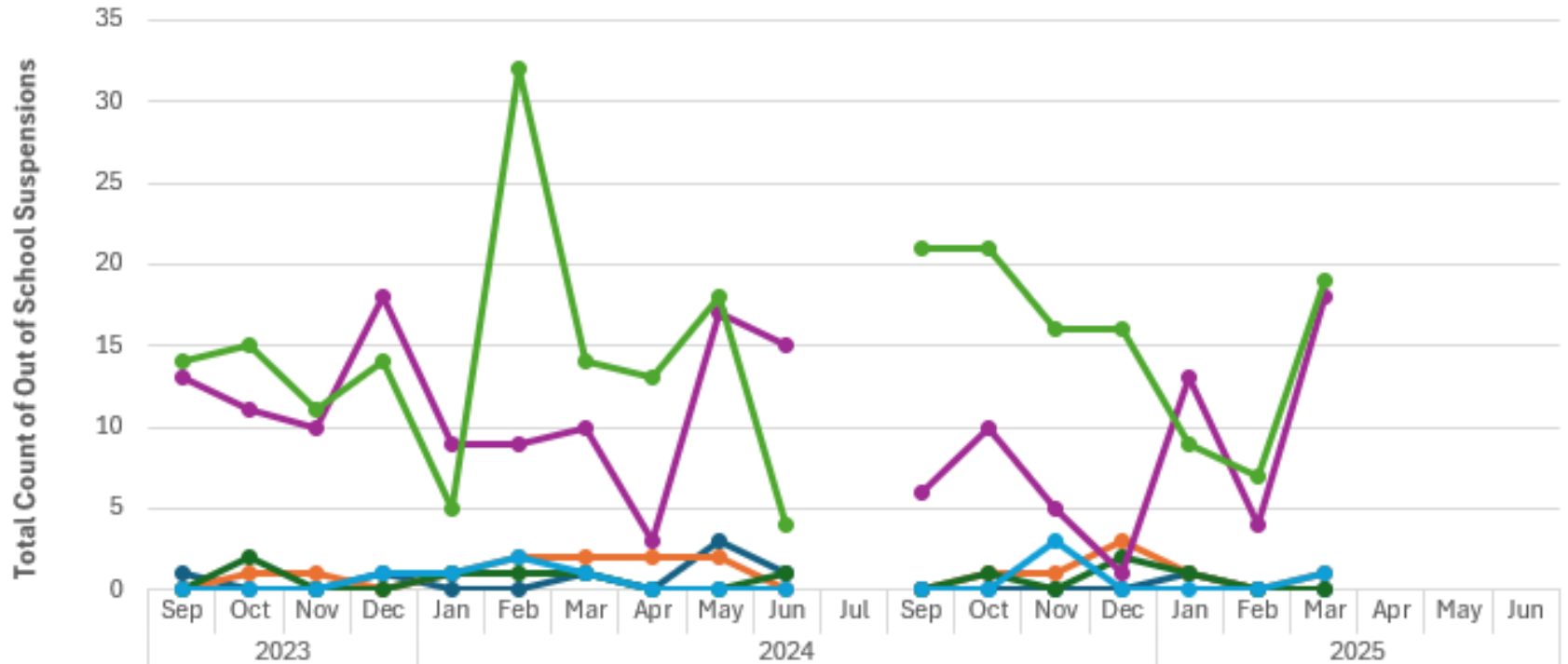
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2023										2024						2025					
ELC - Library Street	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
ELC - Dr. H.O. Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Hills Garrison	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Nottingham West	6	13	4	1	10	11	12	10	20	2	12	13	15	10	15	0	0					
Hudson Memorial	18	14	22	37	16	14	32	26	34	3	13	43	15	23	34	10	26					
Alvirne High School	79	85	54	61	32	74	72	70	77	0	122	214	76	72	60	112	126					

Hudson School District In School Suspension Trend 23-24 & 24-25



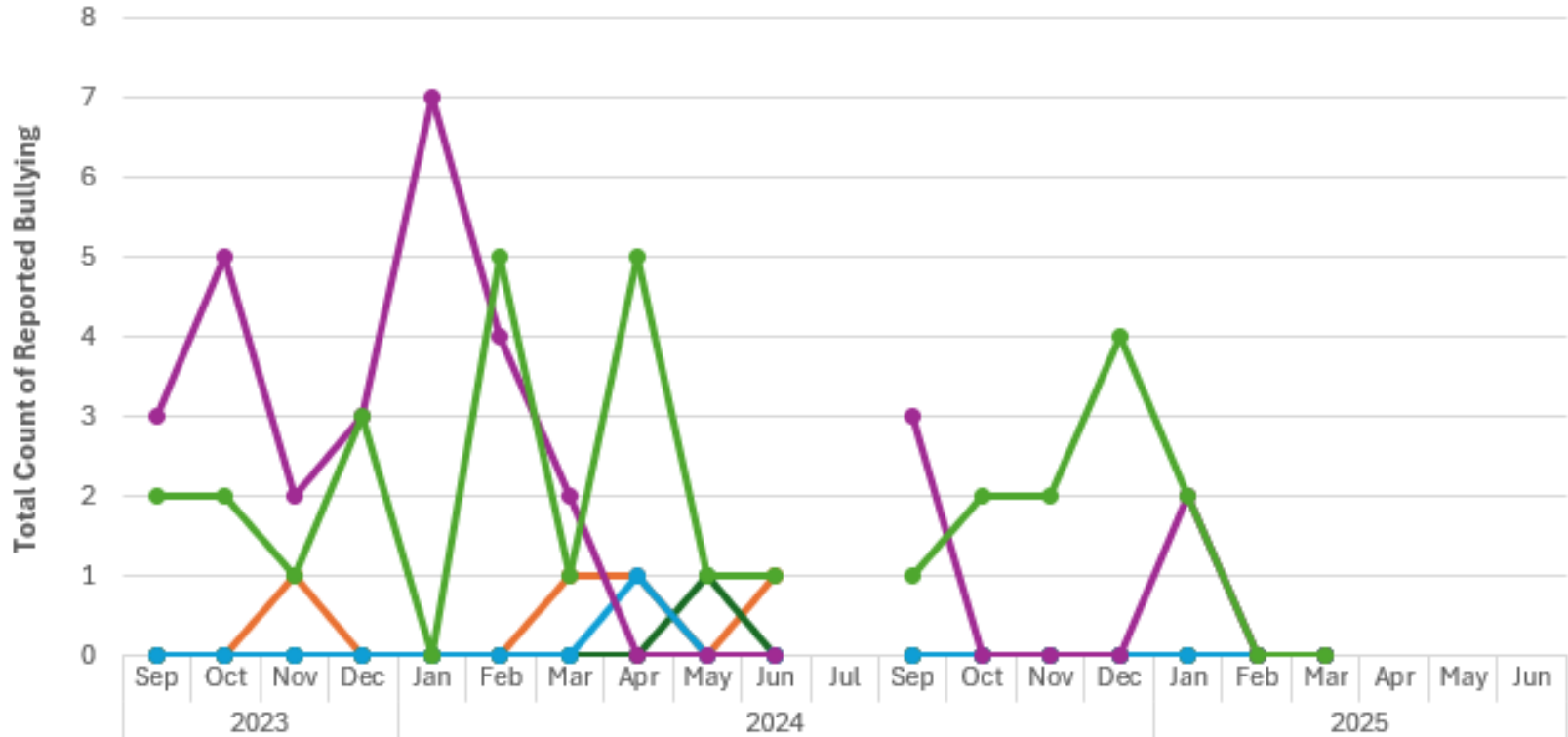
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2023										2024										
ELC - Library Street	1	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0	0				
ELC - Dr. H.O. Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1			
Hills Garrison	3	1	1	2	4	1	1	4	0	3	2	5	3	7	2	2	5				
Nottingham West	3	5	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0				
Hudson Memorial	16	13	20	17	20	15	28	17	19	15	12	16	7	3	7	4	13				
Alvirne High School	13	9	13	7	6	24	16	13	17	1	13	13	14	14	17	10	32				

Hudson School District Out of School Suspension Trend 23-24 & 24-25



	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2023										2024						2025					
ELC - Library Street	1	0	0	1	0	0	1	0	3	1		0	0	0	0	1	0	0				
ELC - Dr. H.O. Smith	0	1	1	0	1	2	2	2	2	0		0	1	1	3	1	0	1				
Hills Garrison	0	2	0	0	1	1	1	0	0	1		0	1	0	2	1	0	0				
Nottingham West	0	0	0	1	1	2	1	0	0	0		0	0	3	0	0	0	1				
Hudson Memorial	13	11	10	18	9	9	10	3	17	15		6	10	5	1	13	4	18				
Alvirne High School	14	15	11	14	5	32	14	13	18	4		21	21	16	16	9	7	19				

Hudson School District Reported Incidents of Bullying 23-24 & 24-25



	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2023										2024						2025					
ELC - Library Street	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELC - Dr. H.O. Smith	0	0	1	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Hills Garrison	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Nottingham West	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hudson Memorial	3	5	2	3	7	4	2	0	0	0	3	0	0	0	2	0	0	0	0	0	0	0
Alvirne High School	2	2	1	3	0	5	1	5	1	1	1	2	2	4	2	0	0	0	0	0	0	0