

SCHOOL ADMINISTRATIVE UNIT THIRTY-NINE

Amherst, Mont Vernon, and Souhegan Cooperative School Districts

ADAM A. STEEL
Superintendent of Schools

CHRISTINE M. LANDWEHRLE
Assistant Superintendent

MARGARET A. BEAUCHAMP
Director of Student Services

MICHELE CROTEAU
Business Administrator



SAU #39 Board Meeting

Tuesday, October 22, 2019 – 6:00 PM

Souhegan High School
412 Boston Post Road
Amherst, NH 03031

Agenda Item	Time	Desired Action	Backup Materials
Call to Order	6:00 PM	Chair of the SAU #39 Board, Ms. Amy Facey, to call the meeting to order.	None
Public Input I of II	6:05 PM		None
Superintendent's Report	6:10 PM	Mr. Steel to present his Superintendent's Report	None
Individual Board Reports	6:20 PM	Board Chairs to give updates on their individual boards	None
Consent Agenda- Approval	6:30 PM	1. Draft Minutes Sept 19 th , 2019 2. Sept 2019 Treasurer's Report 3. Policies from Sept 2019 Meeting- BBAB/BDB, BBBH-R, BDC, BDD,BEB, BEDA, BEDB, BGA, BGC, DKC, and GBEC/ADB.	09 19 19 Draft Minutes Sept 2019 Treasurer's Report Policy Packet
Policies for SAU- First Reading	6:35 PM	SAU Board to review Policy BEDG	Policy-BEDG
Policies for SAU- Motion to Move to individual Boards	6:40 PM	SAU Board to review and move to Individual Boards- BEDG	(See above)
School Start Time Recommendation for FY' 21	6:40 PM	SAU Board to hear recommendations regarding School Start Times for FY 21	None
SAU Board Goals	7:00 PM	Board to discuss Goal Setting	None
Reconfiguration Subcommittee Recommendations	7:30 PM	SAU Board to hear recommendations regarding district reconfiguration	None
Public Input II of II	7:50 PM		

Non-Public Session	7:55 PM RSA 91-A:3, II
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Meeting Adjourned	8:00 PM
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SAU #39 Board Meeting

Thursday, September 19th 2019

Meeting Minutes- Not Approved

Attendees:

Administrative Team: Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Michele Croteau- SAU #39 Business Administrator, and Kelly Driscoll- Dean of Students SHS.

Amherst School Board: Elizabeth Kuzsma- Chair, Terri Behm- Vice Chair, and John Glover- Secretary.

Souhegan Cooperative School Board: Pim Grondstra- Vice Chair, Laura Taylor- Secretary, Steve Coughlan, Amy Facey and David Chen.

Mont Vernon School Board: Peter Eckhoff- Vice-Chair, Stephen O'Keefe and Tom Driscoll

Board Minutes: Danae Marotta

SHS Student Videographer: Shannon Hargreaves

Public: Shannon Gascoyne, Amherst NH, Community Members

I. Call to Order

Chair of the SAU #39 Board, Ms. Amy Facey called the meeting to order at 6:07 PM.

II. Public Input I of II

None

III. Superintendent's Report

SAU #39 Organizational Chart/Personnel Changes

Superintendent, Mr. Adam Steel, discussed that a while ago there was a request for an Org Chart. He then reviewed some changes. Ms. Natasha Kolehmainen is the new Curriculum Administrator and started July 1, with Human Resources they have consolidated and reduced a staff member. Mr. Porter Dodge is in one day a week and that is for Life Safety. They are in the process of hiring a new Technology Director position as he is retiring. They have a half-time Special Programs Administrator and the net result of all these changes is that and they are under their personnel budget. Last year, he thought that he needed 2 more additional positions but they do not.

He then asked for Board questions.

Budget Presentations

He then noted that one of their board members had requested that they present the budgets SAU wide.

34 When accounting for the capital projects in Amherst, SAU-wide, total expenditures has increased
35 1.9% since 2012.

36 Mr. Glover asked about total expenditures.

37 Mr. Steel replied, that he took the actual dollars spent by each of the three school districts, which
38 also includes the Unassigned Fund Balance.

39 Ms. Taylor asked if the SAU Budget was in there.

40 Mr. Steel replied, that it is all three because it was allocated across the three.

41 Mr. Chen then asked about the DOE25.

42 Mr. Steel replied that it is comprehensive.

43 OEDC PISA Results

44 He then explained that what the OEDC PISA assessment is. He added that their Reading score is
45 535, Math is 544, and Science is 562. These are exceptionally strong results. If their school
46 system were a country, they would be ranked #1 in the world in both reading and science and #3
47 in math.

48 They will be giving a presentation in greater detail at a later date

49 Mr. Steel then asked for questions.

50 Ms. Kuzsma asked about the sampling of students that took the test.

51 Assistant Superintendent Landwehrle then explained that they paid to take the OECD PISA and
52 it is a little bit different as they opted into. It was a random sampling of age 15 students last
53 January. It is more performance based questions and deep thinking.

54 Mr. Driscoll asked when is the test administered.

55 Ms. Landwehrle replied that they chose to assess in January, with freshman and sophomores.

56 Mr. Steel emphasized that they are extremely proud. He then added that they are getting better
57 and better with their SAT scores.

58 Superintendent's Report Card/ Data Dashboard

59 Mr. Steel remarked that you have heard about him speaking about a Superintendent's Report
60 Card and the Data Dashboard. Ms. Galen Tremblay is the new Data Coordinator and this
61 summer she has been working on developing the system for them.

62 He noted that this is a draft and he is looking for feedback.

63 He then explained the Clark-Wilkins Elementary School- 2018-2019 School Year, Key
64 Performance Indicator. This looked at the following:

- 65 • Student Attendance, percent of students with more than 5 absences
- 66 • Percentage Achieving NWEA Growth Targets (Math/ Reading)

- 67 • Ranking in Testing (% proficient Math/Reading)
- 68 • Voter approval of Budget and Warrant Articles.

69 He then reviewed that MVVS, AMS have similar indicators. He noted for Souhegan there is an
70 added line for Graduation Rate.

71 Mr. Steel added that they start to show the community how they think they are doing. This is
72 meant to be succinct and capture the most important things.

73 He then asked for questions and comments.

74 Mr. Chen asked about the Graduation Rate.

75 Mr. Steel replied that they are following the 4-year graduation rate, which is the most stringent
76 measure.

77 Mr. Driscoll asked if they can look at teacher time in the classroom and it is the two together.

78 Mr. Steel added that it is measuring contact time. He then asked for other thoughts.

79 Ms. Taylor asked about the Graduation Rates.

80 Mr. Coughlan noted that he always has a hard time with the federal definition of a graduation
81 rate as they say every child learns at their own rate but then they have to cross the finish line on
82 the same day.

83 Mr. Driscoll asked about the students that have IEP's and are older.

84 Mr. Steel replied that he is thinking that they get removed.

85 Mr. Driscoll added that he is thinking that people will get confused with the scoring and ranking.

86 Ms. Facey added that she would like to know the cut points.

87 Ms. Kuzsma remarked that the numbers in the center need more explanation.

88 Mr. Chen suggested normalizing it to one scale otherwise it is confusing.

89 Ms. Behm added that you need a rubric.

90 Mr. Glover mentioned that it needs notes, cut points and goals.

91 Mr. Steel thanked the Board for their great feedback.

92 Mr. Glover remarked that he would not be afraid to add rows, if they are meaningful metrics.

93 Mr. Steel added that they are working on making this the top level data dashboard.

94 Mr. Glover noted that this looks really good.

95 Mr. Eckhoff asked what is the State graduation rate

96 Ms. Landwehrle replied either high 80's or low 90's.

97 Mr. Grondstra noted that they need a point of comparison.

98 Ms. Facey remarked that they are off to a great start and she is very appreciative.

99 Mr. Steel noted that Ms. Tremblay deserves the credit for this work and thanked the Board for
100 their patience.

101 Superintendent's Contract Renewal

102 Mr. Steel reminded the Board that his contract renews on Nov 1st 2019 and they will be
103 evaluating him at the next meeting Oct. 28th 2019.

104 Ms. Facey asked Mr. Glover if they had talked about that at the last Policy Committee meeting.

105 Mr. Glover replied, no.

106 The Board thanked Superintendent Steel.

107 IV. Individual Board Reports

108 Ms. Facey noted that they are starting a new process for agenda setting. They are able to use
109 Trello and it was a good way for all 4 Board Chairs to share information. They will be starting
110 that in November.

111 Vice Chair of the MVVS, Mr. Peter Eckhoff, noted that before their last meeting they met the
112 new teachers with all positive feedback. Principal Schuttinger is starting his 5th Anniversary at
113 the MVVS. Additionally, Math Interventionist, Ms. Charline Brown, had presented a Year of
114 Math with Mr. O'Keefe spearheading that initiative. They are all very excited and will know
115 how it is going after assessments. Finally, a lot of the MV Community leaders were there on the
116 first day of school and it was very successful. It was a positive start to the year.

117 Chair of the ASB, Ms. Elizabeth Kuzsma, noted that they spent a lot of time reviewing
118 assessments and Principal Parill is doing great. They are starting a lot earlier with their budget
119 process this year and are getting their budget in two weeks. They also have a full Ways and
120 Means Committee and they are ready to go. It is very exciting for them.

121 Mr. Driscoll asked about how they get community members for their Ways and Means
122 Committee.

123 Mr. Glover remarked that it is the Moderator's responsibility.

124 Ms. Kuzsma replied that they have had years past where they do not have a full committee.

125 Vice Chair of the SCSB, Mr. Pim Grondstra, noted that they had their first meeting of the school
126 year with new SHS Principal, Mr. Bill Hagen. They also had a discussion about transcripts and
127 how those are moving forward. They will be receiving their first draft of the Budget for their
128 October 15th meeting.

129 The Board thanked Mr. Eckhoff, Ms. Kuzsma and Mr. Grondstra.

130 V. Consent Agenda

131 Mr. Coughlan pulled the 1. March 21st 2019 Minutes from the Consent Agenda as they were
132 approved at the April 16th 2019 meeting.

133 Ms. Kuzsma noted the change in line #37.

134 *“Also, at the meeting just before this they realized that they will be returning almost \$78,000*
 135 *back to the taxpayers.”*

136 *Changed to:*

137 *Also, at the meeting just before this they realized that they will be returning almost \$780,000*
 138 *back to the taxpayers.”*

139 **Mr. Grondstra motioned to accept the Consent Agenda items 2. Draft Minutes Jun 27th**
 140 **2019 as amended, 3. Budget Transfer 2019 007, 4. Budget Transfer 2020 001, 5. Treasurer’s**
 141 **Report May 2019, 6. Treasurer’s Report June 2019, 7. Treasurer’s Report July 2019, 8.**
 142 **Treasurer’s Report August 2019, and 9. Policy EEAA.**

143 VI. Policies for SAU- First Reading- SAU Board to review policies- BBAB/BDB, BBBH-R,
 144 BDC, BDD, BEB, BEDA, BEDB, BEDG, BGA, BGC, DKC, and GBEC/ADB.

145 Assistant Superintendent, Ms. Christine Landwehrle, explained that these are policies that there
 146 had been no SAU policies to govern the Brick School. They have been going through as part of
 147 their policy process looking at what applies to the three districts and then what would apply to
 148 the SAU. There is some overlap and that is intentional. She will be happy to answer any
 149 questions that the Board may have.

150 Mr. Glover noted that these are existing policies and if there were any changes it would be
 151 minor.

152 Mr. Grondstra noted that Souhegan has been looking at policy JICK.

153 Ms. Facey added that JICK is in the next batch of policies.

154 Ms. Facey then remarked that although Mr. Gauthier is not here he sent her a question about
 155 policy BBBH-R. “Under meeting schedule, it says that we have to meet once April-June to elect
 156 officers, and then once October-December to discuss budget. Is it common to meet every month
 157 beyond these required meetings? I believe that's what we do in SAU 39 so I'm just curious
 158 how/why that is, and what the value of this is.”

159 Mr. Steel replied that it is coming right out of the statutes there are statutory requirements for the
 160 SAU #39. This board meets more regularly and it is a benefit.

161 Ms. Facey asked the Board if they were ok with leaving the Policy as is.

162 The Board agreed.

163 Ms. Facey then read another question from Mr. Gauthier regarding Policy BEDB “I think as
 164 boards (ASD, SCSB, MV) we need to receive ALL materials in advance. It would be helpful
 165 here if we had the superintendent's report as part of that. Sometimes we get this, others we don't
 166 and Adam just presents the info day-of. I'm not sure he has a 'print out' of the report each month
 167 but it would be helpful to at least have bullet points.”

168 Mr. Glover read from Policy BEDB.

169 Ms. Facey asked for comments.

170 Mr. Coughlan noted that he would rather it be timely than get something that would be
171 somewhat stale.

172 Mr. Steel replied that the intent is for it to be up to the minute. The Principals Reports are added
173 to the Trello two weeks prior to the agenda packet being sent out.

174 Mr. Glover remarked that you do see revisions in the packet, it is dynamic.

175 Ms. Taylor asked if they have a question about something on the Trello Board do they have to
176 wait for the meeting to ask questions.

177 Superintendent Steel emphasized that he welcomes any questions from the Board Members
178 ahead of the meeting. It can possibly be a more efficient board meeting to answer them ahead of
179 time.

180 Ms. Facey noted that they will move these to the SAU Board for next month.

181 VII. Policies for SAU- SAU Board to review and move to individual Boards- BBAB/BDB,
182 BDC, BDD, BEDA, BEDB, BEDG, BGA, BGC, DKC, GBEC/ADB, JI, JICD, JICDD,
183 JICH, JICK, and JIHB.

184 Ms. Landwehrle explained that these are updated and revised policies for the SAU Board review.
185 If there is a concern she would rather pull it now and bring it back to the policy committee. They
186 can have a discussion, if not she would take a motion to move to the individual boards and then
187 go for a first reading and then November for approval.

188 Mr. Glover reviewed the Policy Committee process.

189 Mr. Grondstra asked about Policy JICK is this going to all three school districts. Currently, there
190 is a JICK, is the intent to replace that with this.

191 Ms. Landwehrle replied, yes.

192 Ms. Taylor remarked that Policy JICK is outdated with “pagers”.

193 Mr. Coughlan added that pagers still exist.

194 Ms. Facey asked for any questions and it is more ideal to have them vetted here for a full
195 discussion.

196 Ms. Taylor commented that in regards to JICK they should add “applications”.

197 Mr. Eckhoff noted that they should add “cameras” as well.

198 Ms. Taylor asked about Policy JIHB- Automobile search. Are students are giving up their rights,
199 it seems kind of intrusive.

200 Mr. Glover read from the policy.

201 Mr. Driscoll asked who gets to decide that.

202 Mr. Steel replied that it is the administration of the school, this is the search policy for vehicles.

203 Mr. Driscoll asked for more clarification.

204 Mr. Steel clarified that the legal entity is the School District. The District's authority is given to
205 the Superintendent and then distributed. It may not be the Superintendent or Principal that does
206 the search.

207 Ms. Taylor noted that the last sentence is really broad.

208 Superintendent Steel replied, it is an assent. If you chose to park in school parking lots, then you
209 are agreeing to these policies.

210 Mr. Chen asked about authorization.

211 Mr. Steel then gave an example, adding that it is sort of like deputizing.

212 Mr. Chen asked if it should be more clear.

213 Mr. Steel noted that they can put something in there to be more clear.

214 Mr. Driscoll asked if this is for other students and visitors.

215 Mr. Steel replied that if they are a visitor, they do not have that right. If there was a probable
216 cause, then it would be a police department issue.

217 Mr. Driscoll then asked if the students are aware.

218 Dean of Students, Ms. Kelly Driscoll, remarked that she is looking it up.

219 Mr. Glover asked if this is only to school hours or 100%.

220 Mr. Steel replied that it is most applicable to school hours and arguable to after school functions
221 during after school hours.

222 Mr. O'Keefe suggested that they leave it as broad as purposely stated.

223 Ms. Taylor thought the last sentence should be reworded and that it might be their parents'
224 automobiles.

225 Mr. Driscoll suggested they modify the form.

226 Mr. O'Keefe added that the statement is in the Student Handbook on Page 32.

227 **Mr. Coughlan motioned to send BBAB/BDB, BDC, BDD, BEDA, BEDB, BGA, BGC, DKC,**
228 **GBEC/ADB, JI, JICD, JICDD, JICH, JICK, and JIHB to the individual boards. Ms.**
229 **Kuzsma seconded the motion. The vote is unanimous, motion passed.**

230 Mr. Steel commended and thanked the Policy Committee for their long hours and hard work.

231 VIII. Strategic Vision Update

232 Superintendent Steel began his presentation by explaining that they are preparing their students
233 for a world of change.

234 He then reviewed the Key Strategies, adding that these will guide their actions and activities.

- 235 • Every student will have an individualized learning plan in place by August 2024.
- 236 • Half of the class of 2026 will graduate high school with two years' worth of college
- 237 credits
- 238 • By FY 22, 4 year advisory systems will be in place in each School-See Anchoring Adult
- 239 • Students at both ends of the achievement span will access specialized
- 240 interventions/programming by FY 23

241 He then reviewed what they need to get done this year.

- 242 1. Finish their move to standards-based scoring and reporting
- 243 2. Move each school to the next level with interventions-MTSS
- 244 3. Sort out their facility needs-with the exception of the MVVS, need a strategy long term.
- 245 4. Embrace technology changes more internal, get some time back- Empower, New SIS
- 246 (next year), Gmail and Slack/Trello Board.

247 SAU-Wide Objectives and Key Results- 4 that are an area of focus this year.

- 248 1. Complete transition to standards based grading and reporting
- 249 2. MTSS acceleration- (including mental health supports)
- 250 3. Student Success Planning
- 251 4. Anchoring Adult Development

252 Ms. Landwehrle reviewed the standards based grading accomplishments. She added that through
253 Empower teachers are able to see their students' strengths and needs clearly.

254 She then reviewed the standards based grading this school year. All teachers in grade K through
255 12 will be using Empower, students will be accessing Empower this year in grades 5-9, standards
256 based progress reports/report cards will be printed from Empower for grades K-9 and parents
257 will have access to Empower this year- with roll out this fall.

258 Mr. Steel noted that SAU #39 Curriculum Administrator, Ms. Natasha Kolehmainen will be
259 updating the Board through video on MTSS.

260 Ms. Kolehmainen explained they are building district wide coherence. They have MTSS in all
261 buildings and are working to build a common set of language. MTSS meets all student needs
262 from the perspective of the whole child. They have identified some initial needs and one is
263 having access to student data that is stored in one place. That data gives them a total picture of
264 the student and where their struggles might be. Second, they are rethinking their use of time in
265 multiple buildings.

266 Last they are looking at human resources and using the skills that they have. The teachers are so
267 well trained and so committed to being there for their students. There are a lot of really exciting
268 things in place

269 Dean of Students at SHS, Ms. Kelly Driscoll then discussed the Anchoring Adult Program. They
270 are looking to capitalize on what is already happening and to create unique opportunities to take
271 place.

272 She then explained that over the summer they did some work at the SNHU Sandbox. Their
 273 district is at the cutting edge of this and they are looking to expand that to the entire SAU and
 274 clearly articulate what an anchoring adult is. Right now, they are in the process of creating a core
 275 team and will have sub committees at each level. They will prepare that process and need to look
 276 at it at the elementary school level. Everything goes hand in hand. The individual programs need
 277 to work together.

278 Mr. Glover asked Ms. Behm if it is for public to get involved.

279 Ms. Behm replied that this is more of something for kids to see every day, probably best suited
 280 for staff.

281 Ms. Driscoll agreed with Ms. Behm. She added that they want to make it a safe and consistent
 282 experience for students. They are certainly open to that, but there are challenges.

283 Mr. Grondstra commented that he knows that there are site visits to SHS, he then asked if there
 284 are other schools that they can collaborate with on this.

285 Ms. Driscoll replied, yes, they are partnering with other schools for other things and it makes
 286 sense to collaborate with them on this as well.

287 Ms. Kolehmainen discussed that Student Success Plan is meeting the needs of students. it is
 288 closely aligned to MTSS. They met over the summer at the SHNU Sandbox and there was need
 289 for accessing student information. It is something that they need in MTSS and is the foundation
 290 of student success planning. She then discussed what goal setting could look like with
 291 Responsive Classroom, and then at the upper levels with Advisory. They do see this a long term
 292 process and are very excited. She will keep the Board posted with future updates.

293 Mr. Steel then reviewed the Learning Environment- Each school district needs the following:

- 294 • A long range capital expenditure plan that matches projected enrollments
- 295 • A long-range capital maintenance plan that maximizes the life span of existing
- 296 investments and lowers monthly recurring costs.
- 297 • An environmental testing plan that ensures a safe learning environment and work
- 298 environment.
- 299 • A daily/monthly/ yearly cleaning and operations plan.

300 He then explained the school building conditions of MVVS, Clark, Wilkins, AMS and
 301 Souhegan.

302 He noted that the Capital Maintenance Plan for Amherst and Souhegan, roughly \$700-800K of
 303 expenditures each year to maintain existing facilities. What needs to go in conjunction with that
 304 is the Capital Expenditure Plan. First, they need to determine the configuration of Amherst
 305 schools. Second, they need to design a funding plan that provides for a consistent tax rate. Third,
 306 they need to start pre-funding capital expenditures now to save interest payments later.

307 The next steps for him is to get community feedback and interaction to refine vision and joint
 308 meeting regarding facilities with 4 Boards.

309 He then asked for feedback and asked the Board for suggestions on who to reach out to.

310 Mr. Coughlan added that he wants to make sure as they go through this vision, that it is
311 researched based.

312 Mr. Steel replied, yes, he further explained the early foundations of Souhegan

313 Mr. Grondstra asked about facilities and if they are utilizing the space and they are not
314 optimizing the space.

315 Mr. Glover added that this Reconfiguration Subcommittee met and that might be an apart of this.

316 Ms. Taylor asked about the amount of parents that have reached out to them with questions about
317 Empower.

318 Ms. Landwehrle she then explained that they have talked to hundreds of parents and have made
319 themselves available to reach through Open House and other events. There will be a small focus
320 group but there has not been a formalized process.

321 Ms. Taylor added that she should do more outreach to the parents.

322 Mr. O’Keefe added that he is excited to get to the next phase and suggested Mr. Steel visit the
323 Town Library. This a great move forward and he would like to accelerate the new Advisory
324 Program. He is excited about getting the community involved.

325 Ms. Taylor asked about the mental health of the students, how do they plan on quantifying, who
326 will do that and how up to date will it be.

327 Mr. Steel replied that they have an incredible group of staff but they track all of that separately.

328 Mr. Glover asked about the work study practices.

329 Ms. Landwehrle explained that they have K-8 rubrics, and the high school has their own rubrics
330 as well.

331 Ms. Facey commented that this is the culmination of a lot of work and a great way to kick off the
332 year. It is time to start to get feedback and get parents and community involved.

333 The Board gave Superintendent Steel their support to forward.

334 Mr. Steel asked the Board to send him an email with the contact names so that he is not cold
335 calling people.

336 Mr. Glover added that he needs to study this more in order to speak confidently.

337 Mr. Chen asked if the enrollment numbers were finalized by Mr. Steve Frades.

338 Superintendent Steel replied that the numbers do fluctuate and they are relying on his work.

339 Mr. Chen asked if it was online.

340 Mr. Steel replied that he will post it.

341 The Board thanked Superintendent Steel.

342

343 I. Public Input II of II

344 Ms. Shannon Gascoyne, Amherst NH, commented that she is a member of the PTA Executive
 345 Board and a while ago the PTA had launched a Civic Engagement committee. She then
 346 explained the 4 areas of focus noting that it is in line with the Strategic Vision. They are excited
 347 to follow it and join in where it is appropriate.

348 The Board thanked Ms. Gascoyne for her comments.

349 II. Non-Public Session

350 **Ms. Kuzsma motioned to enter into Non-Public Session RSA 91 A:3 II (a) and (c) at**
 351 **8:20PM. Mr. Grondstra seconded the motion. The vote was unanimous, motion passed.**

352 **Ms. Facey called a Roll Call: Taylor-Yes, Grondstra-Yes, Coughlan-Yes, Chen-Yes,**
 353 **Kuzsma- Yes, Glover-Yes, Behm-Yes, Eckhoff-Yes, O’Keefe-Yes, and Driscoll- Yes.**

354 Other personnel present: Mr. Steel and Ms. Croteau.

355 Description of matters discussed and final decisions made: HR Discussion

356 **Mr. Coughlan motioned to exit Non-Public Session and return to public session at 8:36PM.**
 357 **Mr. Glover seconded the motion. The vote was unanimous, motion passed.**

358 Public session reconvened at 8:36PM.

359 III. Meeting Adjourned

360 **Mr. Glover motioned to adjourn the meeting at 8:37PM. Mr. Grondstra seconded the**
 361 **motion. The vote was unanimous, motion passed.**

SCHOOL ADMINISTRATIVE UNIT #39 TOWN OF AMHERST, NH Treasurer Report

September-2019

School Administrative Unit #39		
Town of Amherst, NH		
Monthly Report of the Treasurer		
as of 9/30/2019		
Cash on hand	9/1/2019	\$99,343.61
Deposits		\$229,231.70
AP-PR		(\$245,614.27)
Balance on hand	9/30/2019	\$82,961.04

Filename: 2019-09-SAU39 Treasurer Report.xlsx
Month 9/1/2019

SAU#39
Monthly Reconciliation Report
Combined Accounts

September-19	Peoples United	Peoples United	TOTAL
	*1191	*760	
	Cash Management	Municipal Checking	
9/30/2019	\$179,510.84	\$10,000.00	\$189,510.84
Deposits in Transit: (add)			
Outstanding Checks: (subtract)			
a) Accounts Payable		\$(46,514.33)	
b) Payroll		\$(60,035.47)	
c) Payroll Direct Deposit & IRS			
Total Outstanding		\$(106,549.80)	\$(106,549.80)
Reconciled Book Balance			\$82,961.04
Balance from Treasurer's Journal			\$82,961.04
Difference			\$(0.00)

School Administrative Unit #39

Town of Amherst, NH

Treasurer's Cash Journal

Date	Deposits Description	Deposit Total	Date	Expenditures Description	Amount	Balance
9/1/2019	Beginning Balance					\$99,343.61
9/4/2019	Deposit: MVSD, ASD	\$400.00	9/3/2019	Payroll Direct Deposit pp5 v6139	(\$38,330.95)	\$61,412.66
9/12/2019	Deposit: SCSD, ASD	\$129,870.00	9/3/2019	Payroll Direct Deposit pp5 v6140	(\$7,263.39)	\$184,019.27
			9/17/2019	Payroll Direct Deposit pp6 v6145	(\$4,788.02)	\$179,231.25
			9/17/2019	Payroll Direct Deposit pp6 v6146	(\$38,812.00)	\$140,419.25
			9/5/2019	Payroll IRS pp5 v6142	(\$7,353.74)	\$133,065.51
			9/20/2019	Payroll IRS pp6 v6148	(\$7,693.42)	\$125,372.09
			9/6/2019	Payroll 457 pp5 v6141	(\$1,983.57)	\$123,388.52
			9/23/2019	Payroll 457 pp6 v6147	(\$1,985.11)	\$121,403.41
			9/19/2019	Payroll pp6 v6 ck400254-400254	(\$207.79)	\$121,195.62
			9/5/2019	Payroll pp5 v6143 ck400235-400235	(\$428.34)	\$120,767.28
			9/10/2019	Payroll v6144 ck400236-400236	(\$1,813.07)	\$118,954.21
			9/19/2019	Payroll pp6 v6149 ck400255-400256	(\$1,438.81)	\$117,515.40
			9/26/2019	Payroll v6150 ck400273-400274	(\$60,035.47)	\$57,479.93
						\$57,479.93
						\$57,479.93
			9/12/2019	A/P v1715 ck400237-400253	(\$45,193.95)	\$12,285.98
			9/26/2019	A/P v1716 ck400257-400272	(\$28,360.80)	\$(16,074.82)
			9/18/2019	A/P Void ck 400008	\$26.22	\$(16,048.60)
10/31/2018	Heartland Payment Services	\$98,893.37	10/2/2019	A/P Void ck 179097	\$47.94	\$82,892.71
						\$82,892.71
9/30/2019	Interest - Cash Management	\$68.33				\$82,961.04
						\$82,961.04
						\$82,961.04
9/30/2019	Ending Balances	\$229,231.70			(\$245,614.27)	\$82,961.04
				Payroll Direct Deposit	(\$108,210.20)	
				Payroll	(\$63,923.48)	
				AP	(\$73,480.59)	

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SAU39 Treasurer's Report
Unreconciled Check Register

Uncleared Transactions
SAU39 Checking 0760

Num	Date	Payee	C Memo	Category	Amount
Expense Categories					
Payroll Ded					
400273	9/26/2019	HEALTHTRUST, INC.	6150 Payroll Ded		(\$34,641.20)
400274	9/26/2019	NEW HAMPSHIRE RETIREMENT SYSTEM	6150 Payroll Ded		(\$25,394.27)
Total Payroll Ded					(\$60,035.47)
Expense!					
400214	8/29/2019	ASAP FIRE & SAFETY CORPORATION	1714 Expense!		(\$153.00)
400238	9/12/2019	AMHERST SCHOOL DISTRICT	1715 Expense!		(\$9,289.66)
400240	9/12/2019	BUSINESS FORMS, INC.	1715 Expense!		(\$85.00)
400245	9/12/2019	MONT VERNON SCHOOL DISTRICT	1715 Expense!		(\$1,910.00)
400246	9/12/2019	MOULTON'S MARKET	1715 Expense!		(\$208.86)
400249	9/12/2019	SOUHEGAN COOPERATIVE SCHOOL DIST	1715 Expense!		(\$5,728.12)
400251	9/12/2019	Steel, Adam A.	1715 Expense!		(\$383.89)
400252	9/12/2019	VARI SALES CORPORATION	1715 Expense!		(\$395.00)
400257	9/26/2019	2-WAY COMMUNICATION SERVICE, INC	1716 Expense!		(\$1,650.00)
400258	9/26/2019	AXIS BUSINESS SOLUTIONS	1716 Expense!		(\$8,700.00)
400259	9/26/2019	BUCKLEY DISPOSAL SERVICES	1716 Expense!		(\$34.00)
400260	9/26/2019	CANON SOLUTIONS AMERICA, INC.	1716 Expense!		(\$76.94)
400261	9/26/2019	CENTER FOR RESPONSIVE SCHOOLS, I	1716 Expense!		(\$90.00)
400262	9/26/2019	CHAKRIN, BRUCE	1716 Expense!		(\$313.20)
400263	9/26/2019	CONSOLIDATED COMMUNICATIONS, INC	1716 Expense!		(\$3,048.60)
400264	9/26/2019	COUGHLAN COMPANIES LLC	1716 Expense!		(\$1,738.50)
400265	9/26/2019	Maruca, Marie E.	1716 Expense!		(\$26.22)
400266	9/26/2019	NEW HAMPSHIRE STATE LIBRARY	1716 Expense!		(\$1,575.00)
400267	9/26/2019	OWLSTAMP VISUAL SOLUTIONS	1716 Expense!		(\$27.90)
400268	9/26/2019	PLODZIK & SANDERSON, PROFESSIONA	1716 Expense!		(\$3,900.00)
400269	9/26/2019	SOULE, LESLIE, KIDDER, SAYWARD	1716 Expense!		(\$541.00)
400270	9/26/2019	THE TELEGRAPH	1716 Expense!		(\$93.60)
400271	9/26/2019	United States Postal Service	1716 Expense!		(\$6,500.00)
400272	9/26/2019	W.B. MASON CO., INC.	1716 Expense!		(\$45.84)
Total Expense!					(\$46,514.33)
Total Expense Categories					(\$106,549.80)
Grand Total					(\$106,549.80)

Consent Agenda Policies from
September 19th, 2019 Meeting-
BBAB/BDB, BBBH-R, BDC, BDD,
BEB, BEDA,BEDB, BGA, BGC, DKC
and GBEC/ADB

BBAB/BDB – ROLES AND DUTIES OF BOARD CHAIRPERSON AND BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

Chairperson:

In carrying out these responsibilities, the Chairperson shall:

1. Sign the contracts, instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings. As presiding officer at all meetings of the Board, the Chairperson shall:
 - a. Call the meeting to order at the appointed time;
 - b. Announce the business to come before the Board in its proper order;
 - c. Enforce the Board's policies relating to the order of business and the conduct of meetings;
 - d. Put motions to a vote and announce the vote result.
8. Have the right, as other Board members have, to offer motions, discuss questions, and vote.
9. Have such other powers and duties as the Board may from time to time determine.

BBAB/BDB – ROLES AND DUTIES OF BOARD CHAIRPERSON AND BOARD OFFICERS

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine. They may attend planning of board meeting agendas.

Secretary:

The Secretary, or designee, shall keep minutes of proceedings in non-public session at least to the extent of recording any decisions made therein, and such other powers and duties as the Board may from time to time determine.

BBBH-R- RECOGNITION OF ORGANIZATION & OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD

A. SAU SCHOOL DISTRICTS: The School District(s) of (list here) _Amherst, Mont Vernon, and Souhegan Cooperative School Boards_____constitute SAU # 39.

B. SAU BOARD: The combined school boards of the school districts.

C. VOTING RIGHTS:

"RSA 194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on said joint board who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among said district's board members present and cast as each member present decides on any issue.

RSA 194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including organizing of such unit school board and selection of officers, each district shall be entitled to one additional vote for each 16 resident pupils attending school within the SAU. Weighted votes shall only be used upon the demand of one or more board members present and voting at a meeting. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7.

D. POWERS AND DUTIES: The SAU Board is required to provide Superintendent services in accordance with RSA 194:4.

1. Elect, when necessary, a Superintendent.
2. Act upon the Superintendent's nominations for SAU professional staff.
3. Fix the salaries of all SAU personnel.
4. Adopt a budget for the expenses of the SAU.

E. VACANCY ON THE BOARD: Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

F. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Superintendent shall establish a screening committee, and serve as its chairperson (except if the Superintendent's position is being vacated).

G. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.

H. MEETINGS:

1. Annual: The SAU Board shall meet annually between April 1 and June 1 in each year, at

BBBH-R- RECOGNITION OF ORGANIZATION & OPERATION OF THE SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD

a time and place fixed by the Chairperson. The Board shall organize by electing the following officers:

- a. Chairperson
- b. Treasurer
- c. Secretary

The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel.

2. Semi-Annual: The SAU Board shall hold a meeting between October 15 and December 15 in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.

3. Budget Hearing - Public: There shall be held within the SAU at a time and place specified by the SAU Board Chairman, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year. The previously stated provisions do not apply to School Administrative Units comprising only one district.

4. Special Meetings: The SAU Board may hold special meetings at the call of the Chairperson or at the request of any one of the member school boards.

5. Notification of Meetings and Procedure:

- a. Except in emergencies, written notice of each meeting is expected from the Superintendent's office well in advance of the appointed time and legally posted in accordance with RSA 91-A:2.
- b. The public budget hearing shall be held in an appropriate facility centrally located.
- c. An agenda shall be prepared by the Superintendent of Schools in consultation with SAU Board Chair for each Board member prior to the meeting. Items may not be included for action of the SAU Board at a meeting unless submitted to the Superintendent of Schools seven (7) days prior to the day of the meeting.
- d. The SAU Board may go into executive session by a majority vote of the members, in accordance with RSA 91-A:3.
- e. A caucus of reasonable duration may be called by any one of the member school boards. The SAU Board will recess while individual boards are holding a caucus.

I. ANNUAL AUDIT: The SAU Board shall authorize an audit of the SAU accounts annually.

J. NON-DISCRIMINATION POLICY: The SAU Board does not discriminate on the basis of race, religion, color, sex, age, marital status, handicap, or national origin in the educational programs or activities which it operates and which are required by Titles VI and IX.

**BBBH-R- RECOGNITION OF ORGANIZATION & OPERATION OF THE SCHOOL
ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD**

K. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the School Districts and, in his absence, a designee will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.

See Policy BBBH

BDC- ELECTED AND APPOINTED BOARD OFFICIALS

CLERK OF THE DISTRICT

The Clerk of the District is an elected official except in cooperative School Districts, where he/she is appointed by the board. The Board will fix the salary of the district clerk, who shall not be a member of the Board. The clerk shall keep a true record of each district meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law. If the clerk is absent at any meeting, a clerk pro tempore shall be chosen by the Board until the next annual district election.

TREASURER AND DEPUTY TREASURERS

The treasurer of the District shall be elected and shall not be a member of the Board. He/she shall receive such remuneration as the district may determine and perform such duties pertaining to the fiscal affairs of the District as outlined in the New Hampshire statutes relating to public schools. If no one is elected and accepts, the Board shall appoint the treasurer until the next annual district election.

A deputy treasurer may be appointed by the treasurer, subject to the approval of the Board.

The treasurer and deputy treasurer must be a registered voter in the District, not be a permanent employee of the District, and must have no conflict of interest in carrying out the duties of the position.

Statutory References:

RSA 197:20 (Duties of Clerk)

RSA 197:22 (Treasurer's Bond) RSA 197:23-a

(Treasurer's Duties) RSA 197:24-a (Deputy Treasurer)

RSA 671:6 (Election of Officers)

RSA 671:23 (Special Warrant for the election of officers)

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BDD- BOARD-SUPERINTENDENT RELATIONSHIP

The adoption of policies is a primary function of a School Board and the execution of policies is a primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and rules of the State Board of Education.

The Board will:

1. Give the Superintendent full administrative authority for properly discharging his professional duties, holding him responsible for acceptable results.
2. Act upon matters of employment or dismissal of school personnel only on the recommendation of the Superintendent.
3. Hold all meetings of the Board in the presence of the Superintendent except when his/her contract and salary are under consideration.
4. Refer all complaints to the Superintendent and discuss such complaints only at a regular meeting as required.

BOARD

SUPERINTENDENT

1. To select a competent, educational leader as Superintendent.	To administer effectively and provide the professional leadership necessary.
2. To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To grant authority to the Superintendent to administer the schools.	To make Board policy effective through efficient administration.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BDD- BOARD-SUPERINTENDENT RELATIONSHIP

4. To exercise sound judgement in business affairs of the school district.	To keep the Board informed on financial matters, do sound long-range planning, and keep expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and- above-board manner with the Superintendent, staff, students, and community.	To deal always in an ethical, honest, straight-forward, open-and-above board manner with the Board, staff, students, and community.
6. To provide within budget limitations, necessary personnel.	To present personnel needs to the Board.
7. To approve an organizational pattern for the administration.	To make assignments for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board, rather than as individuals.	To deal with the Board as a whole, rather than with individuals members.
11. To carry on communications with staff members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
12. To hold the Superintendent accountable for results.	To accept responsibilities for results.
13. To remember that schools exist for the benefit of students and the community.	To remember that schools exist for the benefit of the students and the community.
14. To fulfill other duties required by regulations of the State Board of Education and State Law.	To fulfill such other duties required by regulations of the State Board of Education and State Law.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BEB - EMERGENCY BOARD MEETINGS

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For the purposes of this policy, an emergency is defined as a situation where immediate undelayed action is deemed to be imperative by the Chairperson. In the event of an emergency meeting, the Board will post notice of time and place of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting.

Legal Reference:

RSA 91-A:2, II, Meetings Open to the Public

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BEDA - PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

All School Board Meetings are open to the public. The Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings the date, time, and place of all regular and special meetings and the major topics to be discussed.

See also Policy BEB- Emergency Board Meetings.

Legal Reference:

RSA 91-A:2, II, Public Records and Meetings: Meetings Open to the Public

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BEDB - AGENDA PREPARATION AND DISSEMINATION

See Also BEDA, BEDH

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson.

Items to be placed on the agenda should be received by the Superintendent at least fourteen days prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered with the consent of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least seven days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public, upon request. Members of the public who wish to speak at Board meetings regarding an agenda item are encouraged to contact the Superintendent prior to the Board meeting. Additionally, the Board reserves the right to limit public discussion at Board meetings to agenda items only. Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's web site in a reasonably accessible location.

Legal Reference:

RSA 91-A:5, IX

BGA - POLICY DEVELOPMENT SYSTEM

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. for purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.
- I. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

**BGC - POLICY REVIEW AND EVALUATION/MANUAL
ACCURACY CHECK**

All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

DKC –EXPENSE REIMBURSEMENTS

Personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed, subject to prior approval, upon submission of a properly filled out and approved voucher and such supporting receipts as required by the office of the superintendent. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense; for example, staff development, meetings and procurement of incidental operations and maintenance supplies.

Mileage, meals and lodging reimbursement rates will be announced annually for the following school year.

All travel outside New England must have the prior written approval of the Superintendent or his/her designee. Expenditures and mileage reimbursements for the Superintendent will be approved by the SAU board chair.

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

Category: Priority-Required by Law

Identical Policy: GBEC

Related Policy: JICH

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

GBEC/ADB - DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

District Policy Adoption & Revision History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

- *41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- *RSA Chapter 193-B Drug Free School Zones*
- *N.H. Admin. Code, Ed. Part 316*

First Reading Policy for SAU- BEDG

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BEDG - MINUTES

Category: Recommended

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

BEDG - MINUTES

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2,II-a,

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection